

Sec. 30-3.5. - Historic preservation board.

A. *Establishment and purpose.* The historic preservation board (HPB) is hereby created and shall have the following duties:

1. Update the official inventory of cultural resources and submit to the city commission recommendations and documentation concerning such updating.
2. Develop programs to stimulate public interest in urban neighborhood conservation and participation in the adaptation of existing codes, ordinances, procedures and programs to reflect urban neighborhood conservation policies and goals.
3. Explore funding and grant sources and advise property owners concerning which might be available for the identification, protection, enhancement, perpetuation and use of historic, architectural, archaeological and cultural resources.
4. Cooperate with agencies of city, county, regional, state and federal governments in planning proposed and future projects to reflect the concerns and policies expressed in this article, and assist in the development of proposed and future land use plans.
5. Advise property owners and local governmental agencies concerning the proper protection, maintenance, enhancement and preservation of cultural resources.
6. Advise the city commission concerning the effects of local governmental actions on cultural resources.
7. Conduct regular public meetings and call special meetings.
8. Otherwise further the objectives and purposes stated in the historic preservation and conservation regulations of this chapter, which can be found in article IV, division 5.
9. Report to the city commission concerning the board's activities at least once a year.
10. Review and recommend sites, buildings, structures, objects, areas and districts, both public and private, for listing on the local register for historic places.
11. Approve or deny petitions for certificates of appropriateness required under article IV, division 5.
12. Notify the city manager, who shall take appropriate action when it appears that there has not been compliance with the requirements of article IV, division 5.

B. *Membership.*

1. The historic preservation board shall have nine regular members appointed by the city commission. Members of the board shall be and remain bona fide residents of the city. If at any time a member of the board fails to remain a resident of the city, such person shall no longer serve on the board. When appointing residents to the historic preservation board, the city commission shall appoint at least one registered architect and shall, when possible, appoint a representative from each of the following areas of expertise:
 - a. History.
 - b. Real estate or real property appraisal or finance.
 - c. Urban planning or law.
 - d. Engineering or building construction.
 - e. Landscape architecture.
2. Each member shall be appointed to a three-year term. Members may be reappointed for consecutive terms and may hold office after the expiration of their term until a successor has been appointed and qualified.

3. When a member position becomes vacant before the end of a term, the city commission shall appoint a substitute member to fill the vacancy for the duration of the vacated term.

C. *Officers.*

1. The board shall annually elect a chair and a vice-chair from among the members and may create and fill other offices as the board deems necessary. The chair shall preside over the board and shall have the right to vote. In the absence of the chair, the vice-chair shall perform the duties of the chair.
2. The city manager shall appoint a city employee to serve as secretary to the board, recorder and custodian of all board records.

D. *Rules of procedure.* The historic preservation board shall adopt rules of procedure to carry out its purposes. All rules shall conform to this article, the Code of Ordinances and state law, and shall be reviewed and approved by the city commission.

1. The board shall meet at least once each calendar month, unless cancelled by the board or its chair, and more often at the call of the chair or the city commission.
2. No business shall be conducted by the board without the presence of a quorum of five voting members.
3. Voting on certificates of appropriateness. Approval or denial of petitions for certificates of appropriateness shall require the affirmative vote of at least four voting members. If insufficient affirmative votes are obtained, a matter shall be tabled and placed on the agenda for the following meeting. However, petitions for certificates of appropriateness shall be deemed automatically granted if not approved or denied within 45 calendar days after the first meeting at which they were considered.
4. The board shall conduct hearings in accordance with this article and state law.
5. The board shall keep minutes of its proceedings, indicating the attendance of each member, and the decision on every question.