

Board/Commission Historic Preservation Board

Regular Meeting Day and Time 1<sup>st</sup> Monday of even numbered months from 4:30 p.m. – 7:00 p.m.

Average number of meetings per month 1-3

Detailed list of duties (please list specific duties):

See Attached.

Remarks:

The Board operates according to Rules of Procedure approved by City Council. The Preservation Ordinance recommends City Council consider maintaining a balance of skills in the composition of the Board with regard to training, experience, knowledge or proven interest in any of the following fields: archaeology, architecture, building trades, business, economics, engineering, fine arts, general contracting, history, landscape architecture, law, mortgage lending, real estate, urban design, and urban planning.

Please attach copy of ordinance or resolution which set up board or commission.

## HISTORIC PRESERVATION BOARD DUTIES

1. Collectively, the 7 member Board acts in an advisory capacity to the City Council in implementing the Historic Preservation program for the City. It initiates the Historic Preservation Overlay Zone and administers the review of building or demolition permits for properties that are zoned Historic Preservation. It performs Certified Local Government responsibilities under an agreement with the Colorado Historical Society in reviewing and commenting on projects that are associated with State or Federal permits or funds that affect identified historic resources. Also under the CLG responsibility is the administration of the Colorado Tax Credit program for certified rehabilitation. Finally, the Board participates in the review of nominations of local resources to the National Register of Historic Places.
2. Board business is conducted at regular meetings every other month, with the possibility of special meetings called for specific projects. The schedule for each year, as well as officers and membership of the committees is set at the annual meeting in June.
3. Members of the Board serve on Committees that maintain a separate meeting schedule. Three members belong to the Minor Work Subcommittee that meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month to review requests for building or demolition permits for zoned properties, to review applications for Tax credit program for Certified Rehabilitation, and to annually inspect the Atchison, Topeka and Santa Fe Railway Station façade easement. Three members serve on the Resources and Threats Committee, which meets as needed to investigate and recommend to the full Board any action to be taken to promote preservation of potentially historic properties.
4. Members attend preservation-related presentations and occasional tours of historic properties. At least one member must annually attend a preservation-related workshop to maintain the Certified Local Government status.

## GENERALIZED HISTORIC PRESERVATION BOARD TIME COMMITMENT

<u>FUNTION</u>	<u>DATE</u>	<u>TIME</u>	<u>APPROXIMATE MONTHLY HOURS</u>
Regular meetings	semi-monthly, 1 <sup>st</sup> Monday of even numbered months	4:30 p.m.	2
Special meetings	as needed, but are targeted to the 1 <sup>st</sup> Mondays of odd numbered months	variable, but targeted for 4:30 p.m.	2
Minor Work Subcommittee	2 <sup>nd</sup> and 4 <sup>th</sup> Wednesdays of each month	7:00 – 9:00 a.m.	6-8
Resources & Threats Committee	Variable	NA	2
Presentations, field trips	Variable	NA	1

# **ARTICLE 4: ADMINISTRATION AND PROCEDURES**

## **Part 17: Historic Preservation**

### **Historic Preservation Board**

### **Section 170:**

#### **A. Creation**

There shall be and hereby is created a Historic Preservation Board, hereafter called the “Board.”

#### **B. Purpose**

The Board shall among the other responsibilities provided for in this Part:

1. Survey, inventory and identify historically and architecturally significant structures and areas within the City;
2. Recommend to Council designation of historic structures and areas for historic preservation zoning;
3. Review and take action on applications for rehabilitation, alteration or demolition of historic buildings, or construction of new buildings and other structures including signs in historic preservation zones;
4. Make recommendations regarding zoning amendments and comment on the comprehensive plan;
5. Undertake educational programs and activities;
6. Make recommendations regarding City Code provisions pertaining to historic preservation;
7. Develop and may adopt design guidelines to identify characteristics of resources worthy of preservation and identify policies which will assist in the preservation and enhancement of those resources;
8. Prepare a historic preservation plan;
9. Make recommendations to the Planning Commission on relief to preserve historic resources as set out in Section 2-5-505.D of this Zoning Code.

10. Develop and recommend for Council adoption design standards to establish criteria for use by the Board in the consideration of an application for a report of acceptability for properties with Historic Preservation (HP) Overlay zoning.

### **C. Composition**

The Board shall consist of seven (7) members. Initial appointments shall be staggered so that no more than three (3) members terms expire in the same year. Thereafter, appointments shall be for three-year terms, with no more than one re appointment, after which there must be a one year absence before another appointment.

### **D. Appointments**

1. All appointments shall be made by the City Council. In making appointments to the Board, the City Council shall give due consideration to maintaining a balance of interests and skills in the composition of the Board and to the individual qualifications of the candidates, including but not limited to their training, experience, knowledge or proven interest in any one or more of the following fields: landscape architecture; architecture; history; archaeology; general contracting; building trades; urban planning; mortgage lending; real estate; urban design; fine arts; law; business; economics; and engineering.
2. The City Council may advertise for candidates for the Board for the purpose of making appointments and filling vacancies which occur from time to time.

### **E. Officers and Rules**

The Board shall elect a Chairman and such other officers as it may require. The Board shall make and adopt rules for governing its work, and it shall conduct its business in accordance with its own rules, and if none are adopted then the Rules of Council shall constitute the Board's rules.

### **F. Meetings**

The Board shall conduct business at regular meetings or at any special meeting as called by the Chairman. The schedule for regular meetings shall be established at the Annual Meeting held every June. The bylaws shall specify the time for said Annual meeting. (Ord. 95-121)

### **G. Quorum; Action**

No official business of the Board shall be conducted unless a quorum of not less than four (4) members is present. The concurring vote of at least a simple majority of the quorum is necessary to constitute an official act of the Board.

### **H. Compensation**

Members of the Board shall serve without compensation. To the extent authorized by the City Council, members may be reimbursed for expenses necessarily incurred incidental to their duties for the Board.

**I. Rules and Regulations**

The Board shall have the power to make whatever rules, including but not limited to design standards, as are necessary for the execution of its duties as set forth in this Zoning Code. All such rules shall be approved by the City Council by resolution before becoming effective.

**J. Staff**

The staff of the Planning, Development and Finance Department shall provide support to the Board as necessary.

**K. Conflict of Interest**

No member of the board or staff shall participate in any matter before the Board in which he or she has a direct or indirect financial interest.