

Summary

To: Historic Preservation Board
From Micah Maxwell, Town Manager
Subject: Role of the Historic Preservation Board
Date: 03/28/2014

Summary: As part of the Commission's annual review of its policies and procedures, staff is reviewing the role of citizen boards as it relates to town business and looking to make changes if needed.

Previous Board Action: None

Background/Problem Discussion: The town has not recently reviewed the roles and duties of the different citizen boards in the town. Staff is attempting to do that now and has gathered the documents that provide various duties and responsibilities for the Historic Preservation board.

Chapter 66-135 of the Land Development Code – This resolution identifies the main duties and responsibilities of the Historic Preservation board, which are listed below.

1. Conduct surveys of historically and architecturally significant structures and districts within the town;
2. Increase public awareness of the value of historic and architectural preservation by developing and participating in public education programs;
3. Make recommendations to the Town Commission on ordinances that designate buildings, landmarks, or structures having special historic or architectural value as historic structures or a such areas as historic districts;
4. Make recommendations to the commission concerning the utilization of state, federal, and private funds to promote preservation of significant structures and historic districts;
5. Make recommendations to the commission concerning acquisition of a significant structure;
6. Review applications for special certificate of appropriateness and make recommendations to the commission on those applications;
7. Propose designations of significant structures and historic districts for protection under the code.
8. Review proposed national register applications with in the town.
9. Develop guidelines and standards which are designed to encourage the protection of historically and architecturally significant structures and historic districts;

Resolution 95-13 – This resolution identifies the role of the board advisor to the commission.

1. Serve as Chair pro-tem when necessary;
2. Keep the Board informed of Town matters that are related to the duties and responsibilities of the Board;

3. Is the instrument through which the Board asks for assistance or guidance from the Commission;
4. Shall not vote, hold office nor actively participate in the decision making process of the Board.

Alternative/Options:

1. Recommend changes to the land development code section 66-135 of the board to the commission
2. Do nothing

Financial Implications: N/A

Proposed Motion: None, we would like to discuss at this meeting, but not decide until the April meeting.