

GOLDEN HISTORIC PRESERVATION BOARD BY LAWS

1. POWERS AND DUTIES OF THE BOARD

The powers and duties of the Golden Historic Preservation Board are as follows:

- A. Evaluate and determine the merits of sites for Historic Preservation Designation;
- B. Conduct Certificate of Appropriateness Review for work on designated sites or districts;
- C. Prepare or cause to be prepared a comprehensive inventory of the essential structures, priority structures, and preservation areas within designated historic sites or districts;
- D. Consult with the building official as to the adequacy of the work being performed under the Certificate of Appropriateness review;
- E. Increase public awareness of the value of historic, architectural and cultural preservation;
- F. Evaluate and comment on decisions by other public agencies, affecting the physical development and land use patterns in designated historic sites; and
- G. Make recommendations to the City Council regarding:
 - a. the utilization of grants from federal and state agencies, private groups, and individuals to promote the preservation of historic or architecturally significant structures in Golden;
 - b. the acquisition of façade easements and the imposition of other restrictions for purposes of historic preservation;
 - c. property contracts for the purposes of historic preservation where private preservation is not feasible; and
 - d. local historic designations.
- H. Any other functions which may be designated by resolution of the City Council. The Board shall be available to provide advice and guidance to individuals, developers, neighborhood groups or other parties regarding work on designated historic sites, or within designated historic districts.

2. ELECTION OF BOARD OFFICERS

The Board shall annually elect a chair, vice-chair, and archivist at the first regular meeting in June. No member may serve more than two consecutive terms as Chair.

3. DUTIES OF THE OFFICERS

- A. The Chair shall:
 - a. preside at all Board meetings;
 - b. call special Board meetings as required;
 - c. sign documents of the Board;
 - d. shall be ex-official a member of all committees;
 - e. appoint committees as necessary; and
 - f. be responsible for correspondence.

- B. The Vice-Chair shall:
During the absence, disability, or disqualification of the Chair, exercise or perform all the duties and be subject to all the responsibilities of the Chair. If the office of Chair is vacated, the Vice-Chair shall succeed to the office of Chair for the unexpired term. A new Vice-Chair shall be elected at the next regular Board meeting.

- C. The Archivist shall:
Maintain files of Golden's histories of buildings and people, research that has been done for the Board, surveys, photographs and drawings, applications for local and national designations, applications for appropriateness reviews, list of designated buildings, and any documentation of the history and preservation for the City of Golden that comes to the Board. These files will be housed at the Pioneer Museum and shall be available to the public.

5. CITY STAFF SUPPORT

- A. The Director of Planning and Development appointed designee shall provide liaison and serve as an advisor between the City Council and Board.

- B. The Recording Secretary shall:
 - a. keep minutes of all regular and special Board meetings in an appropriate minute book;
 - b. give, serve or have served all notices required by law or the bylaws;
 - c. prepare the Agenda with the Chair for all Board meetings;
 - d. be custodian of the Board's records;
 - e. see that all documents are properly maintained;
 - f. be responsible for dispensing information to the public and to all necessary and interested organizations; and
 - g. file all documents, applications, minutes and other matters in the office of the Director of Planning and Development.

6. MEETINGS

- A. The regular Board meetings are scheduled for the first Monday of each month at 7:00 p.m. in Golden City Hall. If the first Monday is a holiday, the Board meeting will be held on the second Monday of the month.

- B. Special meetings may be held at the request of the Chair, or a majority of the Board members, or the City Council with at least twenty-four (24) hours notice to each member of the Board.

- C. All members of the Board will be expected to attend various seminars and conferences provided by accredited historic associations or other parties deemed competent to provide these services.

- D. A Board member that will not be able to attend a meeting shall notify the Chair and the recording secretary at the Planning and Development Department prior to 5:00 p.m. on the date of the meeting.

- E. Four (4) voting Board members shall constitute a quorum for the transaction of business.

7. ORDER OF BUSINESS

- A. The order of business is generally established by the agenda which is prepared by the recording secretary and the Chair and is available to the public. Any changes to the agenda will be proposed by the Chair or the Board members at the meeting and adopted by a majority vote.
- B. Matters referred to the Board by City Council shall be placed on the calendar for consideration and action at the first regular meeting following the request.
- C. The deadline for placement on the agenda of applications for site designations or district designations, shall be made prior to the third Monday of the month. Other items will be filed with the Chair and recording secretary two weeks prior to the regular meeting. Request for continuance of matters scheduled for a particular agenda shall be in writing and filed with the Chair by Wednesday noon preceeding the monthly meeting.
- D. Agenda
 - a. Roll call
 - b. Approval of the agenda
 - c. Approval of the previous meeting minutes
 - d. Public comment: citizen invitation to comment on items other than what is listed on the agenda
 - e. The regular business: applications for Certificate of Appropriateness and matters from City Council
 - f. Public hearing items: site designation and district designation
 - g. Other business; correspondence and announcement
 - h. Adjournment
- E. The recording secretary shall keep minutes and records of all proceedings, including the number of votes for and against each question and the record for the vote of each member. The minutes shall reflect the reasons for each of the Board's decisions and any laws or standards applied in decision making.
- F. Any member of the Board who has a conflict of interest, or the appearance of a conflict, on any matter that is on the Board's agenda, will offer to the Board to voluntarily excuse himself or herself, and upon approval of Board will vacate his/her seat, and refrain from discussion and voting on said items as a Board member.
- G. Pertinent exparate discussions regarding regular business items shall be disclosed by the member to the Board for the record.
- H. Any Board member or interested party may ask that a decision be reconsidered if it can be shown to the Board that, without fault of such party, essential facts were not brought to the attention of the Board. This vote takes a majority vote of the Board to adopt. If adopted, new evidence must be presented within thirty (30) days.

8. PREPARING THE BUDGET

The Board, at its regular meeting in July, shall review and prepare its annual budget recommendation to the City Manager.

9. POLICY FOR MANAGEMENT OF CITY OWNED OR SUPPORTED MUSEUM FACILITIES

The Golden Historic Preservation Board, with staff support from the Planning and Development Department, is designated by City Council as the Board responsible for representing city museum interests. In this capacity, the role of the Historic Preservation Board will be to:

- a. advise the city manager on the type and level of financial support which the city should provide to museums owned, operated, or supported by the city;
- b. evaluate reports and operational plans and programs as provided by the non-profit organizations managing the museums in justifying funding requests;
- c. advise the non-profit organizations managing the museums regarding historic preservation issues and opportunities for additional funding sources and grants; and
- d. provide assistance and support for long term planning efforts by the management organizations.

Presentation of museum operating budgets to the Board should be in August of every year for recommendations to be forwarded to City Council.

10. PENDING DESIGNATION

The Board's definition of "pending" in referring to any structure, site, or district awaiting official designation as "historic" will include:

- a) any site, structure or district which has been assigned a State Identification Number and/or has a Historic Building Inventory Record form filed at the Colorado State Historical Society;
- b) any site, structure or district that is listed on the National Register of Historic Places but is not yet locally designated; or
- c) any site, structure or district which has a completed application for local designation filed with the City of Golden or the Historic Preservation Board, and the required designation hearings have not yet taken place.

11. STRUCTURES OF MERIT

DEFINITION: A structure of merit is any structure within the City of Golden having historic, architectural, or aesthetic merit, such as, houses, churches, schools, arches or terraces, which contribute to the character of a neighborhood or to the understanding of the City of Golden, so designated by the Historic Preservation Board.

PURPOSE: The purpose of this designation is to recognize and encourage the protection, enhancement, and use of such structures. Nothing in this designation shall be construed to impose any regulations or controls upon structures granted "Structure of Merit" status.

NOMINATION PROCEDURE:

- a. Board members may nominate structures at regular monthly meetings. The structure's address or location and photos or a good description must be submitted at this time to allow other Board members to make an informed decision.
- b. the general public may nominate structures by attending a regular monthly meeting, or by contacting a staff member.
- c. the Board will schedule a vote for its next regular meeting. Members may inspect the nominated structure in the interim.
- d. if, by a roll-call vote, the majority of the Board members present agree, the structure will be added to the list of "Structures of Merit".
- e. owners of those structures granted "Structure of Merit" status by the Board will receive notification and certificates.

12. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the proceedings of this Board in all cases not provided for in these Bylaws or Chapter 18.58.050 of the City Charter.

13. AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular or special meeting of the Board by a two-thirds (2/3) vote, provided the proposed amendment(s) is mailed to each Board member at least ten days before the meeting at which the amendment(s) is to be considered.

Revised: November 6, 2000

Approved by
Board: November 6, 2000

Approved by
City Council: December 14, 2000