

MEMO

Date: September 6, 2022

To: Architectural and Historic Board of Review

From: Alicia Schrenk, Associate Planner

CC: Greg Hannan, Community Development Director
Nick Sugar, City Planner

Re: Amendments to the Architectural and Historic Board of Review Administrative Rules

Background Information:

The Architectural and Historic Board of Review adheres to administrative rules, governing the meetings of the board. While not codified, the administrative rules establish important functions of the board, including meeting schedules, attendance, election of officers, conduct, and application procedures.

It is necessary to periodically review these rules to ensure they are consistent with updates to the LDC, City Charter, staff procedures, and advancements in technology. Staff has reviewed the record and confirmed the last revisions occurred in 2017.

Revisions presented at April 27, 2022 Meeting

The attached redline revisions can be summarized as follows:

- Subcommittees: removal of Historic District Subcommittee and adding Subcommittee for Districts 6 & 8 (to reflect 2021 LDC amendment)
- Revised order of business to align with current agenda format
- Removed paper applications from Section 8. *Procedure for Applications* to reflect technological changes
- Removed “Uniform Architectural Criteria” to reflect “Architectural Design Standards” under #9. *Burden of Proof; Representation; Discussion*
- Added Conduct of the Commission (utilized in the PC and BZBA admin rules)
- Removed Historic District Subcommittee under Section 14. *Motions; Decision of Board* (to reflect 2021 LDC amendment)
- Section 17. *Amendments or Supplements to These Rules*, revised wording

Revisions to be presented at September 14, 2022 Meeting

The additional redline revisions are summarized as follows:

- Removed *(b) Voluntary Public Attendance Record* under 13. Miscellaneous as not referenced in other boards (confirmed with city solicitor)

Recommendation:

The current administrative rules state “The Commission may at any time make amendments or supplements to these Rules by way of motion and vote, only after said amendment or supplement has received no less than two (2) readings by the Commission at separate meetings of the Commission and has been reviewed and approved by the City Solicitor as to legal form.”

Based on such, staff recommends a first reading of this topic to occur at the September 14, 2022, meeting with possible action on September 28, 2022 by the Architectural and Historic Board of Review.