

MEMO

Date: April 22, 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 determined the last revisions occurred in 2017.

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
- 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

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 discussion of this topic occur at the April 27, 2022, meeting with possible action in June, after review by the City Solicitor.