

Rules of Procedure



HARFORD COUNTY GOVERNMENT DEPARTMENT OF PLANNING AND ZONING

AMENDED February 2016
REVISED April 2016

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"Maryland's New Center of Opportunity"

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Harford County Historic Preservation Commission

Rules of Procedures and Policies

Revised Edition February 2016

as Required by Section 9-176.17 of the Harford County Code

Harford County Code

Section 9-176.17, Historic Preservation Commission

- (a) Shall consist of seven (7) citizens, a majority of which shall be residents of Harford County, appointed by the County Executive and confirmed by the County Council.
- (b) May adopt rules for transaction of its business.
- (c) Shall keep a record of its resolutions, proceedings, and actions.
- (d) Shall have the following powers and duties:
 - 1. Identify historically and architecturally significant properties, structures and areas that exemplify the cultural, social, economic, political or architectural history of the nation, state and County.
 - 2. Make recommendations to the Department of Planning and Zoning with regard to the designation of properties or structures having special historic, community or architectural value as County Historic Landmarks.
 - 3. Make recommendations to the Director of Planning and Zoning on the width of the buffer to be provided for proposed uses adjacent to designated County Historic Landmarks.
 - 4. Hold public meetings to review applications for construction, alteration, removal or demolition affecting proposed or designated County Historic Landmarks and issue or deny certificates of appropriateness for such actions.
 - 5. Make recommendations for strategies or tools to educate citizens about County Historic Landmarks and historic districts listed on the National Register of Historic Places.
 - 6. Review and comment on major County plans prior to adoption to ensure that historic preservation concerns are adequately addressed.
 - 7. Confer recognition upon the owners of County Historic Landmarks or property or structures within historic districts listed on the National Register of Historic Places by means of certificates, plaques or markers.

8. Advise and assist owners of County Historic Landmarks and property and structures within historic districts listed on the National Register of Historic Places on the physical and financial aspects of preservation, renovation, rehabilitation and reuse and on procedures for inclusion on the National Register of Historic Places.
9. Inform and educate the citizens of Harford County concerning the historic and architectural heritage of the County by publishing appropriate maps, newsletters, brochures and pamphlets and by holding programs and seminars.
10. Any additional matters related to the Commission's powers and duties.

(e) Members shall meet the following qualifications in order to serve on the Commission:

1. A majority of the members of the commission shall be residents of Harford County. Each member shall possess a demonstrated special interest, specific knowledge or professional or academic training in such fields as history, architecture, architectural history, planning, archeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design or related disciplines.
2. Non-resident members of the commission shall possess professional or academic training.
3. A member's demonstrated special interest shall be satisfied by either formal training in one or more of the fields set forth in subsection B(1) above or by active membership in a preservation-related organization.
4. A member's specific knowledge requirement shall be satisfied by formal post-secondary education, employment or practical experience in one or more of the fields set forth in subsection B(1) above.
5. A member's professional or academic training requirement shall be satisfied by a minimum of 2 years' experience as a professional working in one or more of the fields set forth in subsection B(1) above or by possession of a bachelor's degree in one or more of the fields set forth in subsection B(1) above.
6. At least 2 members of the commission shall possess professional or academic training in one or more of the fields set forth in subsection B(1) above in accordance with the minimum professional requirements of the United States Department of the Interior for Certifying Local Governments under 36 C.F.R. Park 61.

Schedule, Notice and Meeting Conduct

- I. There shall be at least four (4) regular Historic Preservation Commission meetings per year on the first Wednesday of the month. Notice shall be placed on the Harford County website at least seven (7) calendar days prior to the meeting.
- II. Special meetings may be held at any time at the call of the Chair and/or Director, or at the call of any 4 members of the Commission. For special meetings, notice shall be placed on the Harford County website at least three (3) calendar days prior to the special meeting.
- III. Meetings of the Historic Preservation Commission shall be presided over by the Chair of the Commission, or in his or her absence, by the Co-Chair. The Chair is appointed by the County Executive. The Co-Chair shall be selected by the Commission.
- IV. A temporary Chair may be elected by affirmative majority vote of a quorum of the Historic Preservation Commission to serve for a single meeting or as may be necessary during any absence of both the Chair and Co-Chair.
- V. A quorum of the Historic Preservation Commission shall be present to conduct any regularly scheduled or special meeting. If a quorum of members is not physically present, the meeting will not proceed. Four (4) members shall constitute a quorum.
- VI. The Chair of the Historic Preservation Commission shall vote only when the votes result in a tie among Commission members, or where the Chair is the fourth member present comprising a quorum, and his/her vote is required in order to conduct business.
- VII. An agenda shall be prepared for each Historic Preservation Commission meeting by the Director of Planning and Zoning or his or her designee. The agenda shall be sent to all Commission members at least three (3) business days prior to the meeting.
- VIII. The agenda shall include:
 - a. Items carried over from a previous agenda.
 - b. Applications submitted for consideration by the Commission.
 - c. Any item requested by a Historic Preservation Commission member.
 - d. Such items as the Director of Planning and Zoning, or his or her designee, considers necessary.
- IX. Only items carried on the agenda may be acted upon by a quorum of members at a Historic Preservation Commission Meeting. Other items may be presented to a quorum of members for information purposes.
- X. Approval of agenda items involving recommendations or procedural items shall be by a majority vote of the present Commission.

- XI. "Roberts Rules of Order" will be followed by the Chair unless otherwise specified by these rules herein.
- XII. The Director of Planning and Zoning, or his or her designee, will facilitate all communication of the Historic Preservation Commission to authorities, agencies, departments and other interested parties. For the purposes of this requirement, an interested party is any member of the public who requested a copy of meeting notes and who provided contact information such as e-mail or current mailing address where minutes may be sent.
- XIII. Items involving any applications for a Certificate of Appropriateness, Landmark Designation, or Historic Tax Credits shall be presented by the Director of Planning and Zoning or authorized staff combining comments from other Departments or Agencies. Such items shall be accompanied by adequate maps and/or photographs showing existing conditions, and a history of any previous applications.
- XIV. Any agenda item suggested by a member of the Historic Preservation Commission or by any other Department or Agency will be referred to the Director of Planning and Zoning, or his or her designee, at least seven (7) business days prior to the meeting so staff will have an opportunity to examine, research, and develop suitable background and drafts for consideration of the Commission. This general rule may be waived for any emergency or exceptional cases of public interest and convenience of the Commission.

Summary of Meeting

- I. A summary of each Historic Preservation Commission meeting shall be kept by the Director of Planning and Zoning and all votes shall be recorded by name and how voted. The Director, or his or her designee, shall distribute summaries after each meeting to all Commission members. Commission members may transmit any corrections to the Director or his or her designee. The Director, or designee, shall present the summary for approval at the next meeting of the Commission. Approved meeting summaries will be posted to the Harford County website or otherwise made available to the public upon request.

Citizen Recommendations

- I. Persons, groups, or organizations, are encouraged to present to the Historic Preservation Commission on any subject within the purview of the Commission. Comments will be received at any time on behalf of the Historic Preservation Commission by the Director of Planning and Zoning or his or her designee. Persons, groups, or organizations that desire to appear before the Commission at a regular or special meeting shall communicate to the Director of Planning and Zoning or his or her designee in sufficient time to be entered on the agenda. The Chair may waive this requirement at his or her discretion.

Public Meetings

- I. Where the Historic Preservation Commission is required to hold a public meeting, the following shall apply:
 - a. The Chair shall have the authority to limit repetitious testimony.
 - b. Copies of these rules shall be available to the public attending.
 - c. Printed packets shall be presented to each Commission member describing the case.
 - d. The Historic Preservation Commission shall make recommendations to the Department of Planning and Zoning.
 - e. Persons attending a public hearing of the Historic Preservation Commission may request a copy of the meeting summary or of the final recommendation regarding the item under consideration by registering for this distribution at the hearing.
- II. All communications received or sent by the Historic Preservation Commission or the Department of Planning and Zoning as well as all staff memoranda, reports, letters, maps, plans, and documents shall be available for public inspection through the Department of Planning and Zoning during normal working hours. Any communication made public will exclude any personal or private information on the applicant. Copies shall be made available upon request, at cost.
- III. "Roberts Rules of Order" will be followed by the Chair unless otherwise specified by rules herein.

Annual Report

- I. The Commission shall annually submit a report to the County Executive and the County Council. The report shall contain a summary of all activities of the Commission for the preceding year and shall contain recommendations and evaluations of activities taking place in the County on subjects which fall within the general functions of the Commission. The Commission may issue such other reports as it may deem necessary.

Approved by the Historic Preservation Commission on 5/4/2016.

(date)

 
Brett F. Kline Carol L. Diesel
Director of Planning and Zoning Historic Preservation Commission Chair