

# **GOLDEN HISTORIC PRESERVATION BOARD BY LAWS**

## **1. COMPOSITION**

The Board shall be comprised of seven members and one alternate, each of whom shall be a resident of the city. The members of the board shall be appointed by the mayor, which appointment shall be confirmed by a majority of the City Council for a four year term in April of each year. The alternate member may attend all board meetings, but will not be counted in the quorum or vote unless he/she is filling in for a regular member.

## **2. POWERS AND DUTIES OF THE BOARD**

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

- A. Evaluate and determine the merits of sites, landmark properties, and districts for historic preservation designation under Chapter 18.58;
- 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 with specific attention to the condition of priority structures and sites, and including the identification of at-risk historic features;
- 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 including through programs such as the structure of merit or endangered sites list programs;
- F. Actively support and promote owners of eligible sites and districts seeking designation under this chapter

*Advisory Duties:*

Evaluate and comment on proposals by individual land owners or the City, City staff, Golden Urban Renewal Authority, Golden Economic Development Commission, City Council and other public agencies, affecting the physical development and land use patterns in or affecting designated historic sites or districts with the objective of being apprised of potential threats to or effects on historic districts, structures, sites and vistas at the beginning of discussions, not after decisions are made;

- G. Make recommendations to the City Council regarding:
  - a. Utilization of grants from federal and state agencies, private groups, and individuals to promote the preservation of historic or architecturally significant structures in the city;
  - b. Acquisition of façade easements and the imposition of other restrictions for purposes of historic preservation; and
  - c. Public property contracts for the purposes of historic preservation where private preservation is not feasible; and

- d. New information affecting preservation interests in the city.
- H. 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.

*Collaborative duties.*

(a) The board shall seek ways to collaborate with various city boards and commissions as well as external partners. Such collaborative partners may include the Planning Commission regarding community and neighborhood plans and the parks, recreation, and the Parks, Recreation, and Museums Advisory Board regarding support of the city's museums.

(b) In fulfilling the collaborative duties described herein, the board may opt to appoint ex-officio members to other boards or commissions, where such formal non-voting participation can enhance the level of cooperation and collaboration among city boards and commissions.

### **3. ELECTION OF BOARD OFFICERS**

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

### **4. 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. Committees and Subcommittees:

- a. The Chairperson is empowered to appoint working committees and subcommittees as may be necessary to carry out the work of the Board. Such appointments shall be subject to approval by the Board as a whole.
- b. A committee shall be an ad hoc committee of Board members only, appointed to perform specified tasks.
- c. A subcommittee shall be an ad hoc committee consisting of persons who may or may not be Board members. Subcommittees shall be appointed to perform specified tasks.

## **5. CITY STAFF SUPPORT**

- A. The Director of Community and Economic Development or appointed designees shall provide liaisons and serve as an advisor between the City Council and Board
- B. Administrative Design Review
- C.
  - 1. City staff is hereby authorized to approve design review applications which clearly meet the Design Guidelines in Chapter 18.58, the Board's interpretations of those guidelines and the Secretary of the Interior's Standards for the Treatment of Historic Properties.
  - 2. City staff may request additional information in the Board's name where such information is necessary for a complete application for design review, designation or demolition.
- D. 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 Community and Economic Development.

## **6. MEETINGS**

- A. The regular Board meetings are scheduled for the first Monday of each month at 6:30p.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. The Board shall meet quarterly for designated study sessions.
- C. 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.
- D. Online or Virtual meetings and study sessions shall be able to be substituted for regular board meetings at Golden City Hall in extenuating circumstances as directed by the City Council. Staff and Board Members will notify public and board members of meeting location changes.
- E. 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.
- F. A Board member that will not be able to attend a meeting shall notify the Chair and the recording secretary at the Community and Economic Development Department at least forty-eight (48) hours prior to 5:00 p.m. on the date of the meeting.

- G. The Commission shall act officially only at meetings of which not less than five days' written notice has been given; provided, however, that emergency meetings of the Commission may be called by the Chairperson upon two days' written notice.
- H. Five (5) voting Board members shall constitute a quorum for the transaction of business.
- I. The Board must meet at least quarterly.
- J. The recording Secretary shall prepare and make available minutes of each meeting no more than thirty days following each meeting..

## **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 preceding 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. Referrals
  - i. 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 ex parte 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.

## **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 of the City Municipal Code and Title 2 of the Municipal Code.

## **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: August 3, 2020

Approved by  
Board: August 3, 2020