

# **ANNAPOLIS HISTORIC PRESERVATION COMMISSION**

## **BY-LAWS**

### ARTICLE I

#### Authorization

The Historic Preservation Commission (hereafter HPC), as constituted, derives from the State of Maryland Enabling Act for Historic Area Zoning, Article 66B, Section 8.01-8.17 of the Annotated Code of Maryland, as amended. Annapolis City Code Sections 21.56.010 through 21.56.220 establishes the HPC and defines its duties and responsibilities.

### ARTICLE II

#### Purpose

By statute, the HPC has as its basic purpose the preservation of sites, structures, and districts of historical, cultural, archaeological, or architectural significance together with their appurtenances and environmental settings. It is the further purpose of the commission to preserve and enhance the quality of life and to safeguard the historical and cultural heritage of Annapolis by preserving sites, structures, or districts which reflect the elements of the city cultural, social, economic, political, archaeological, or architectural history. Such preservation is intended to strengthen the local economy, to stabilize and improve property values in and around such historic areas, to foster civic beauty, and to preserve and promote the preservation and appreciation of historic sites, structures and districts for the education and welfare of the citizens of the city.

### ARTICLE III

#### Commission Membership

Section 1. By statute, the HPC consists of seven members appointed by the mayor and confirmed by the city council. All seven members of the Commission shall be residents of the city of Annapolis. Each member shall possess a demonstrated special interest, specific knowledge, or professional or academic training in such fields as history, architecture, architectural history, planning, archaeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design, or related disciplines. At least two members of the Commission shall possess professional or academic training in one or more of the above-listed fields in accordance with the minimum professional requirements of the United States Department of the Interior for certifying local governments under 36 C.F.R. Part 61.

Section 2. Members are appointed for staggered terms of three years, commencing August 1 of a calendar year, so that no more than three appointments shall expire in a given year. Commission members are eligible for reappointment.

Section 3. Members of the HPC are appointed by the Mayor, and confirmed by the City Council. Vacancies are filled for the remainder of an expired term in the same fashion.

Section 4. The Commission shall elect, from its membership, a chairperson and vice chairperson. The terms of the chairperson and vice chairperson shall be for one year, with eligibility for reelection. Staff assistance is provided by the city of Annapolis.

## ARTICLE IV

### Duties of Officers/Historic Preservation Staff

Section 1. Chair - Presides at meetings, executes agenda, coordinates and directs operation of the HPC, administers oaths, confirms HPC decisions, in writing, to applicants, assigns drafting of majority opinions explaining decisions, maintains effective liaison with Department of Neighborhood and Environmental Programs and Planning and Zoning Departments of the city, as well as with the technical assistance and consultant sources within the HPC operation.

Section 2. Vice-Chair - Acts as Chairman in the absence of the latter.

Section 3. Historic Preservation Staff - Assistance provided by the city of Annapolis. Staff carries out the actions required in record keeping, application process, advertising, notification, certification, and general coordination of HPC paperwork, including distribution of all correspondence and reports to HPC members.

## ARTICLE V

### Hearings and Meetings

Section 1. Four members of the Commission constitute a quorum. The vote of the majority present shall be necessary for a decision.

Section 2. The Chair may require attendance of witnesses, testimony under oath and the production of documents on matters relating to the business of the Commission.

Section 3. Generally, the HPC will meet once a month to hear applications. The HPC may schedule special meetings as deemed necessary.

Section 4. Subject to the statutory 45-day limitation or agreement by the applicant, any four members may require an application to be held over until the next meeting.

Section 5. Any four members may require the Chair to call a special meeting which shall be held within 10 days of the request.

Section 6. Robert=s Rules of Order, latest edition, shall govern the proceedings of this Commission in all cases not otherwise provided for in these Bylaws or the Rules of Procedure as adopted by this Commission.

## ARTICLE VI

### Commissioner Duties

Section 1. Each member of the Commission will familiarize himself or herself with the applications under consideration.

Section 2. Commission members shall avoid any conflict of interest and even the appearance of such a conflict. In cases where a potential conflict appears, the member should remove himself or herself from the case, entirely, and cause such action to become part of the official record of the HPC.

Section 3. The review process carried out by the HPC requires judgment of each application based upon architectural guidelines, historical, archival, and archaeological information as well as technical and consultant assistance. This process is used to maintain the Historic District as required by the Annapolis City Code Sections 21.56.010 through 21.56.220.

Section 4. As necessary, the Chair may assign commissioners to special duties that relate to HPC business, on a pro-tem basis.

Section 5. Commissioners serve on the HPC without compensation, in a volunteer status.

## ARTICLE VII

### Amendments

Section 1. These Bylaws shall be amended by a majority vote of all serving members of the HPC at the regular meeting following that at which the proposed change was introduced.

Section 2. Changes in the Annapolis City Code that relate to the HPC shall become at the time of their adoption by the Mayor and Aldermen amendments to the Bylaws or Rules of Procedure as may be appropriate.

Section 3. The Commission, by unanimous vote of all serving commission members, may vote to waive the requirement under Section 1 of Article VII that a proposed change shall be introduced at a regular meeting and voted on at the next regular meeting.

Amended this 10<sup>th</sup> day of November, 2009 by the Historic Preservation Commission.