

**CITY OF ABERDEEN
HISTORIC PRESERVATION REVIEW COMMISSION
ADMINISTRATIVE RULES AND PROCEDURES**

Effective this 30th day of September 2010, the City of Aberdeen's Historic Preservation Review Commission hereby adopts the following administrative rules and procedures, in accordance with Chapter 17.50 AMC.

I. OFFICIAL NAME

The official name shall be "The Aberdeen Historic Preservation Review Commission."

II. MEETINGS AND VOTING

1. All meetings shall be held at City Hall in the City Council Chambers unless otherwise directed by the Historic Preservation Review Commission Chair or the Community Development Director.
2. All meetings of the Historic Preservation Review Commission shall be open public meetings, congruent with RCW 42.30 (Washington State Open Public Meetings Act).
3. The Historic Preservation Review Commission shall hold regular meetings on the fourth Thursday of each month at 7:00 PM. In the event that the fourth Thursday of a given month falls on a holiday, the Commission Chair shall exercise the discretion to reschedule the meeting after consulting Commission members. Notice of the time, date, and place of all meetings shall be related to the press at least seven days prior to the scheduled meetings. The Chair may cancel any meeting for lack of quorum or insufficient business.
4. Special meetings may be called by the Chair or at the request of at least three (3) members of the Commission.
5. A quorum for conducting business shall be a simple majority of Commission members.
6. All official actions of the Commission shall require a majority vote of Commission members present at a meeting, unless otherwise specified in these Administrative Rules and Procedures.
7. Votes on (1) the nomination, designation, or removal of properties, sites, and entities to/from the Aberdeen Register of Historic Places, (2) issuance of certificates of appropriateness, and (3) determining the eligibility of properties, sites, or entities for special valuation taxation require a majority vote of current appointed and confirmed Commission members.
8. Votes on amending these Administrative Rules and Procedures require a majority vote of current appointed and confirmed Commission members.

9. Voting shall be by voice; a roll call may be recorded upon the request of any Commission member.
10. The Commission Chair shall ascertain if all members are present and informed before a vote is taken on (1) the nomination, designation, or removal of properties, sites, and entities to/from the Aberdeen Register of Historic Places, (2) issuance or rescission of certificates of appropriateness, and (3) determining the eligibility of properties, sites, or entities for special valuation taxation. The Appearance of Fairness Doctrine (Chapter 42.36 RCW) applies to these proceedings. The Commission Chair, before commencing any hearing in the above matters, shall address the appearance of fairness doctrine by briefly explaining what the doctrine requires and asking the Commission members [1] if they have any interest in the property or the application, or if they own property within three hundred (300) feet of the property subject to the application; [2] if they stand to gain or lose any financial benefit as a result of the outcome of the hearing or vote; [3] whether they can hear and consider the application in a fair and objective manner; and [4] if they have engaged in any ex parte communications with either proponents or opponents of the application, and, if so, ask them to place on the record the substance of any such communications so that interested parties have the opportunity at the hearing to rebut the communications. The Chair shall also ask members of the audience if they wish to challenge on appearance of fairness grounds participation in the matter by any member of the Commission, including the reasons for the request. Any member disqualified based on appearance of fairness grounds must leave the hearing room and must not participate further concerning the application.
11. If a Commission member accrues more than three (3) unexcused absences from regular Commission meetings within a year, or three (3) consecutive absences from regular Commission meetings within a year, the Commission shall reserve the right to ask the Mayor to appoint a replacement for the member and make recommendations to the Mayor to facilitate such replacement.
12. Except as modified by these Administrative Rules and Procedures, the latest edition of Robert's Rules of Order shall govern the conduct of Commission meetings.

III. MEMBERS, OFFICERS, COMMITTEES, AND DUTIES

1. The Historic Preservation Review Commission shall have two (2) officers, a Chair and a Vice Chair, to be elected by members of the Commission.
2. The election of officers shall take place annually in the month of May. The term of office shall run until the subsequent election.
3. In the event of vacancy of any officer position during the term of office, the Commission shall elect a successor from its membership.

4. In the event of a vacancy of any member from the Commission, the Commission reserves the right to ask the Mayor to appoint a replacement for the member and make recommendations to the Mayor to facilitate such replacement.
5. Duties of the Chair shall include (1) presiding over meetings with the duties usually incident to the office of Chair, (2) retaining the right to request a recorded vote in all deliberations of the Commission.
6. Duties of the Vice Chair include (1) presiding over meetings with the duties usually incident to the office of Chair, in the event that the Chair is unable to do so.
7. The Commission reserves the right to create committees and appoint committee members. Only Historic Preservation Review Commission members may serve on a committee that regulates properties, sites, or entities. Community volunteers may serve on committees that advise the Commission on pertinent affairs. Community members may not vote on Commission matters. A committee shall not make a decision on behalf of the Historic Preservation Review Commission, and no decision of a committee shall be construed as the decision of the Historic Preservation Review Commission.
8. Members of the Historic Preservation Review Commission shall serve without compensation.

IV. ABERDEEN REGISTER OF HISTORIC PLACES

1. The Historic Preservation Review Commission hereby adopts the United States Secretary of the Interior's Standards for the Treatment of Historic Properties, including recommended Guidelines and all subsequent revisions or versions of said document, as guidance for all decisions on (1) the nomination, designation, or removal of properties, sites, and entities to/from the Aberdeen Register of Historic Places, (2) issuance or rescission of certificates of appropriateness, and (3) determining the eligibility of properties, sites, or entities for special valuation taxation.

V. NATIONAL REGISTER NOMINATION PROCESS

1. Upon notification by the Washington State Department of Archaeology and Historic Preservation that a property, site, or entity within the jurisdiction of the City of Aberdeen may be nominated to the Secretary of the Interior for inclusion on the National Register of Historic Places, the Historic Preservation Review Commission shall review such nominations in a manner consistent with State and Federal regulations adopted for Certified Local Government programs.

VI. STAFF AND RESOURCES

1. The Historic Preservation Review Commission shall utilize the services of the City of Aberdeen's Community Development Department, and other City departments, as necessary.

2. The City of Aberdeen’s Community Development Director shall record the Commission’s proceedings. The Community Development Director, or equivalent City staff, shall prepare an agenda for each meeting and disseminate the agenda to Commission members at least one (1) week prior to a scheduled meeting. The agenda should contain at least the following order of business:

A. Call to Order

- i. Attendance
- ii. Acceptance of Agenda
- iii. Approval of Minutes and Meeting Notes from Previous Meeting

B. Work Session and Public Hearing Topics

C. Next Meeting(s) date(s) and subject(s)

D. Adjournment

VII. ELECTRONIC COMMUNICATION (EMAIL)

1. Email sent to the Historic Preservation Review Commission, or email sent by any Commission member to a Commission member or the Commission on the whole, shall only be used for disseminating information. Email shall not be used for discussing Commission business. Communication amongst the Commission shall be one-way only, and Commission members shall not “reply to all” to an email sent to the Commission.

VIII. HISTORIC PRESERVATION ORDINANCE, STATE LAW, AND FEDERAL LAW

1. No portion of these Administrative Rules and Procedures shall supersede the authority of Chapter 17.50 AMC, nor supersede the authority of applicable Washington State or United States laws.

IX. AMENDMENT

1. These Administrative Rules and Procedures may be amended at any regular meeting of the Historic Preservation Review Commission, subject to the antecedent rules contained in this document.