

Fort Lupton Historic Preservation Board Bylaws

ARTICLE I

Name

Section 1. Name

The name of this board shall be the Fort Lupton Historic Preservation Board.

ARTICLE II

Authority

Section 1. Authority

The Board derives its authority from the Historic Preservation Ordinance as it has been adopted and may be amended by the Fort Lupton City Council. In the case of any conflict between these Bylaws and the Historic Preservation Ordinance, the Ordinance shall prevail.

ARTICLE III

Purpose

Section 1. Purpose

The purpose of the Board shall be to promote preservation of Fort Lupton's cultural history through the designation of historical districts, sites, and structures throughout the City; to advise City Council on decisions relating to historic preservation; and to carry out the duties stated in the Fort Lupton Historic Preservation Ordinance.

ARTICLE IV

Duties and Responsibilities

Section 1. Policy Development

The Board shall assume a leadership role in the development, establishment, and revision of those sections of the Fort Lupton Comprehensive Plan and the Fort Lupton Zoning Regulations which pertain to the preservation of historic cultural resources.

Section 2. Review Responsibility

The Board shall review and make recommendations on updates to the Fort Lupton Historical Site Survey, building permit applications for structures 50 years of age and older, applications for landmark designation, applications for Certificates of Appropriateness, applications for hardship relief, proposed land use regulations amendments related to historic preservation, and proposed comprehensive plan amendments related to historic preservation. The Board shall also review and assist in the administration of fiscal programs such as grant monies and money from the state Historical Fund, and other incentive programs to increase preservation options for property

owners.

Section 3. Educational Resource

The Board shall function as an educational resource for citizens wishing information on historic preservation, including: assistance to property owners on the physical and financial aspects of preservation, renovation, rehabilitation and reuse, and designation procedures at the state and national levels. The Board shall develop and assist in public education programs, including but not limited to walking tours, brochures, a marker program for historic properties, lectures and conferences.

ARTICLE V

Selection, Terms, and Vacancies

Section 1. Appointments

Appointments to the Board are solely within the purview of the Fort Lupton City Council, as stated in Article II, Section 6 of the Fort Lupton Historic Preservation Ordinance.

Section 2. Terms

The term of office for members of the Board shall be three years, with the exception of the initial appointees, one of whom shall serve a one-year term and one of whom shall serve a two-year term.

ARTICLE VI

Officers

Section 1. Enumeration and election

The officers of the Board shall consist of a chairperson and a vice-chairperson and shall be elected at the first regular meeting following the annual appointment of new members by the City Council. Each officer shall hold office for twelve months or until his or her successor shall have been duly elected.

Section 2. Duties

The chairperson, or in the absence of the chairperson, the vice-chairperson, shall conduct all meetings of the Board, maintain contact with the City Administrator, and, when appropriate, the City Council; and perform other duties designated by the Board.

ARTICLE VII

Meetings

Section 1. Meetings

The Board shall meet regularly, once each month, at a time that is acceptable to a majority of the members. Special meetings may be called by the chairperson or the City Administrator. All meetings of the Board shall be duly noticed public hearings.

Section 2. Quorum

A quorum shall consist of four members, and is necessary for the Board to hold a public hearing or take official action. A roll call vote shall be taken upon the request of any member, and a majority vote of those present shall be required. A tie vote shall be deemed denial of the motion or recommended action.

Section 3. Conflict of Interest

Any member with a conflict of interest shall disclose his or her interest and abstain from discussion and voting on that item, and the minutes shall note such action. No member shall participate in or vote with respect to any matter pending before the Board, if that member has a financial, personal, or official interest in, or conflict with, the matter, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner.

Section 4. Record of Proceedings

The Board shall keep a record of its proceedings, which shall be open to inspection by the public during regular City office hours. Minutes of any public hearing at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or could occur shall be taken and promptly recorded and shall be open to public inspection.

ARTICLE VIII

Subcommittees

Section 1. Creation

The Board shall have standing subcommittees made up of Board members. Special subcommittees of Board members or citizen advisory committees shall be appointed by the chairperson as necessary.

ARTICLE IX

Parliamentary Authority

Section 1. Parliamentary Authority

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with the se bylaws and any special rules of order the Board may adopt.

ARTICLE X

Amendments

Section 1. Amendments

These bylaws may be amended at any regular meeting of the Board by a two-thirds majority vote of the members present, provided that the amendment has been submitted in writing at the previous regular meeting.