CHAPTER 2-19
HERITAGE PRESERVATION COMMISSION

SECTIONS:

2-19-001-0001 COMMISSION ESTABLISHED; ORGANIZATION:

SECTION 2-19-001-0001 COMMISSION ESTABLISHED; ORGANIZATION:

There is hereby created a commission to be known as the City of Flagstaff Heritage Preservation Commission.

A. ESTABLISHMENT OF THE COMMISSION.

1. The membership of the Commission shall consist of seven (7) voting members who must meet the requirements of the City Charter of the City of Flagstaff and be appointed by the City Council. In addition, the City Council may designate a Councilmember representative as a non-voting, ex-officio member of the Commission. Additional members may be appointed in the future, if and when additional Historic Design Review Districts beyond the first District are created, to represent those additional Districts and help develop and adopt Design Guidelines for those Districts.

2. The terms of appointment for this Commission shall be three years, or until a successor is appointed, except that the initial appointments may be for less than three years to establish "staggered" terms. The Commission shall, by majority vote, elect a Chairperson and Vice-Chairperson and shall meet at such times and dates as the Commission shall designate. The Chairperson and Vice-Chairperson shall serve terms of one year.

3. Members shall serve without compensation.

4. Appointed members shall meet the following qualifications, to the extent possible:

a. All should have a demonstrated interest in the history of the community and be committed to represent not only their specific areas of expertise, but also the community at large.

b. At least two (2) members must be professionals in the areas of architecture, history, architectural history, planning, or archaeology.

c. At least two (2) members shall be owners of locally designated historic properties or properties listed on the National Register of Historic Places.

d. At least three (3) members shall be from the general community.

5. Any member may satisfy more than one of the above qualifications and any "professional" category may be filled by a person who is retired from that profession.

(Ord. No. 2005-08, Amended 04/05/2005; Ord. No. 2007-07, Amended 02/06/2007)

B. MEETINGS; BUDGET. Subject to State law, the operational regulations of the Commission shall include the following:

1. The Commission shall at a minimum hold at least one regular meeting quarterly, but shall normally hold monthly meetings. For the purpose of considering Certificates of Appropriateness, meetings may be held at any time, with ten (10) days notice, on the written request of any two of the Commission members or on the call of the Chairperson, the Planning Director or the Mayor. The Chairperson shall set the meeting times.

2. A quorum for the transaction of business shall consist of four (4) of the Commission's members. If additional members are appointed in the future, a quorum for the transaction of business shall consist of 51% of the total membership.

3. The Commission shall adopt rules for the transaction of its business and keep a record of its resolutions, transactions, findings and determinations, which shall be a public record.

4. At the time provided by law for the submission of budget estimates, the Commission shall submit an itemized estimate of its contemplated expenditures for the ensuing year, showing the amount proposed to be expended. The Mayor and Council shall make an appropriation for financing the Commission's expenditure, in such an amount as the Mayor and Council may deem necessary and appropriate.

5. If a member is absent for three (3) meetings within a twelve month period, excused or unexcused, that member may be replaced by the City Council.

(Ord. No. 2005-08, Amended 04/05/2005)

C. POWERS AND DUTIES. Subject to state law and the procedures prescribed herein, the City of Flagstaff Heritage Preservation Commission shall have and may exercise the following powers, duties, and responsibilities:

1. The Commission may recommend to the City Council that properties be designated landmarks or historic design review districts, subject to the procedures and requirements of this

Ordinance. See Title 10, Chapter 15 of this Code for the Purpose, Applicability, Procedures and Requirements of this Ordinance.

2. The Commission shall increase public awareness of the value of historic, cultural and architectural preservation by developing and participating in public education programs.

3. The Commission shall advise and assist owners of landmarks or historic structures on physical and financial aspects of preservation, renovation, rehabilitation, and reuse.

4. The Commission shall make recommendations to the City Council concerning the utilization of federal, state, local or private funds to promote the preservation of landmarks and historic districts within the City.

5. The Commission may recommend acquisition of landmark structures by the City where their preservation is essential to the purposes of this Ordinance and where private preservation is not feasible, and where either imminent demolition is pending, or required maintenance of said structures according to City Building Codes has not been accomplished for a period in excess of one year due to deficiencies of ownership affecting maintenance, and where preservation of said structures is related to some other existing plan or report.

6. The Commission shall review and make decisions on any development application for a Certificate of Appropriateness and require the same plans submitted for the Development Review Board, plus applicable elevation drawings.

7. The Commission shall develop and adopt Design Guidelines for historic and non-historic structures within designated design review districts, or individual historic structures or landmarks, to assist property owners and developers in preservation, renovation, rehabilitation, and reuse of historic structures and others within designated districts. If there is more than one designated district, the Commission shall develop appropriate Design Guidelines for each district. The Design Guidelines, and major amendments thereto, shall be subject to a Public Hearing before the Commission, including notification of the property owners within the district to which they would apply, per procedures outlined in Section 10-15-003-0002 of this Code.

8. The Commission shall carry out other such duties as determined by the City Council; and present other recommendations they deem pertinent.

(Ord. No. 1857, Enacted, 02/07/95)
(Ord. No. 1997, Amended, 06/15/1999)