

**BY-LAWS, RULES AND REGULATIONS
OKLAHOMA CITY HISTORIC PRESERVATION COMMISSION
As Amended November 2013**

ARTICLE I – Purpose

Section 1. The purpose of this Commission is to serve as the formal means through which active citizen participation is provided to aid and support the development and the carrying out of the Historic Preservation Ordinance for the City of Oklahoma City. The functions of the Commission will include (1) the use of skills, knowledge, and experience of its members and the organizations and groups they represent to assist and advise the local government with respect to Historic Preservation, development and improvement of the “HP” and “HL” districts; (2) keep the general public informed about such programs and of progress thereunder; (3) serve as a medium for the promotion of private preservation programs in support of historic and architectural preservation; (4) serve as a focal point for coordinating public and private historic preservation efforts.

ARTICLE II – Membership

Section 1. The membership and term of office of the Historic Preservation Commission shall be consistent with the requirement of the Historic Preservation Ordinance, as amended and as approved by the Mayor and City Council of Oklahoma City.

ARTICLE III – Officers

Section 1. The Commission shall elect, by a majority vote of the Commission a Chair and Vice-Chair. Elections shall be held at the March meeting of each calendar year or should either seat become vacant.

Section 2. The Chair, or in his absence or disability, the Vice-Chair, shall preside at all meetings and hearings of the Commission. In the absence of the Chair and Vice-Chair, an acting Chair shall be selected by the members present.

Section 3. The Chair shall appoint all committees found necessary for the purpose of expediting the work of the Commission.

Section 4. The Chair shall have authority to execute documents in the name of the commission, with its approval.

Section 5. The Secretary of the Commission shall be the Director of the Planning Department, or his designated representative, consistent with the requirements of the Historic Preservation Ordinance, as amended. It shall be his duty to keep accurate records of all proceedings and actions of the Commission. In addition, the Secretary shall prepare agendas, notices of hearings, certificates of appropriateness, or other documents, consistent with the approval of the Commission.

Section 6. Each officer shall serve a one-year term. All officers shall be eligible to succeed themselves.

ARTICLE IV – Meetings

Section 1. The Commission shall meet regularly on each 1st Wednesday of each month unless rescheduled due to a holiday, at 2:00 o'clock p.m., provided that there is an expressed official purpose in meeting. In the event that no official actions are required by the Commission, the Chair shall instruct the Secretary to notify all members of the Commission that no meeting will be held. The commission shall meet on all regular meeting dates unless otherwise notified.

Section 2. Special meetings shall be held at the call of the Chair issued upon his own initiative or at the request of three or more members of the Commission.

Section 3. A quorum shall consist of five (5) members of the Commission unless there is a vacancy in the membership. In such case it shall be a majority of the appointed membership.

Section 4. All meetings or hearings of the Commission shall be open to the public.

Section 5. Each Commission member shall maintain an attendance record of at least two thirds of the regularly scheduled Commission meetings at which hearings are scheduled over a one calendar year period. Failure to achieve this level of attendance may result in the termination of the member's tenure with the Commission and the Mayor may make an appointment to fill the vacancy. The Commission Chair shall notify the Mayor when a deficiency in attendance has occurred.

Section 6. The Chair shall announce, at the beginning of each meeting, that the findings of the Commission will be recorded in one of several ways: approval, approval with conditions, approval with unique circumstances, approval with conditions and unique circumstances, denial with prejudice, denial without prejudice, or continuance. Standard Motions for each finding are attached to these By-Laws as Attachment I.

ARTICLE V – Order of Business

Section 1. The order of business shall be as follows:

- I. CALL TO ORDER
 - A. Roll Call
 - B. Meeting Process
- II. FROM THE OFFICE OF THE HISTORIC PRESERVATION OFFICER
- III. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING
- IV. CITATION REPORT
- V. CONTINUANCE ANNOUNCEMENTS AND REQUESTS
 - A. Uncontested Request(s):
 - B. New Request(s):
- VI. PUBLIC HEARINGS
 - A. Dilapidated Structures
 - B. National Register Nominations
 - C. Consent Docket Cases
 - D. Cases for Individual Consideration
- VII. OTHER BUSINESS
- VIII. COMMUNICATIONS AND REPORTS
 - A. Administrative Approvals
 - B. Withdrawals
 - C. City Council
 - D. Board of Adjustment
 - E. Planning Commission
 - F. Municipal Counselor
 - G. Next Meeting Date
- IX. ITEMS FROM COMMISSIONERS
- X. CITIZENS TO BE HEARD
- XI. ADJOURNMENT

ARTICLE VI – Amendments

Section 1. These rules may be amended, rescinded, or supplemented by a majority vote of the Commission, provided such amendments are presented in writing, at a regular meeting or special meeting called for this particular purpose, and action taken thereon at a subsequent regular meeting.

**ATTACHMENT I
STANDARD MOTIONS
OKLAHOMA CITY HISTORIC PRESERVATION COMMISSION**

Continuance

I move to continue HPCA _____, Item(s) _____ with the specific findings that additional information is required from the applicant in order to determine whether the action requested is consistent with all relevant Guidelines and are in compliance with the relevant sections of the Oklahoma City Municipal Code, 2010*, as referenced in Section C and/or D of the Staff Report.

Approval

I move to approve HPCA_____, Item(s) _____ with the specific findings that the proposed work will not have an adverse effect on the historic character of the district or property and complies with all relevant Guidelines and sections of the Oklahoma City Municipal Code, 2010*, as referenced in Section C and/or D of the Staff Report.

Approval with Conditions

I move to approve HPCA _____, Item(s) _____ with the following conditions, with the specific findings that the proposed work with the agreed-upon conditions will not have an adverse effect on the historic character of the district or property; the items comply with all relevant Guidelines and sections of the Oklahoma City Municipal Code, 2010*, as referenced in Section C and/or D of the Staff Report.

Condition(s):

- a) That the...

Approval with Unique Circumstances

I move to approve HPCA _____, Item(s) _____ with Unique Circumstances with the specific findings that the proposed work will not have an adverse effect on the historic character of the district or property; that the following unique circumstances exist; that the items do not strictly comply with all relevant Guidelines or are not addressed by them, but are nonetheless consistent with the spirit and intent of said Guidelines and are in compliance with the relevant sections of the Oklahoma City Municipal Code, 2010*, as referenced in the specific findings in Section C and/or D of the Staff Report.

Unique Circumstance(s):

- a) That the...

Approval with Conditions and Unique Circumstances

I move to approve HPCA _____ , Item(s) _____ with unique circumstances and conditions with the specific findings that the proposed work with the agreed-upon conditions will not have an

adverse effect on the historic character of the district or property; that the following unique circumstances exist; that the items do not strictly comply with all relevant Guidelines, or are not addressed by them, but are nonetheless consistent with the spirit and intent of said Guidelines and are in compliance with the relevant sections of the Oklahoma City Municipal Code, 2010*, as referenced in Section C and/or D of the Staff Report.

Condition(s):

a) That the...

Unique Circumstance(s):

a) That the...

Approval (Demolition of a Historic Structure)

I move to approve HPCA _____, Item(s) _____, with the specific finding that the proposed work will have an adverse effect on the historic character of the district or property, but is necessary because of an imminent threat to public health and safety, and complies with all relevant Guidelines and sections of the Municipal Code, 2010*, as referenced in Section D of the Staff Report.

Denial

I move to deny HPCA _____, Item(s) _____ with/without Prejudice with the specific findings that the proposed work will have an adverse effect on the historic character of the district or property; is not consistent with the provisions of the Guidelines, and is not in compliance with the relevant sections of the Oklahoma City Municipal Code, 2010*, as referenced in the specific findings in Section D of the Staff Report.

*****End of Attachment I*****