

ORDINANCE NO. 16-001

AN ORDINANCE ADOPTING THE CITY OF WILLIAMSBURG ARCHITECTURAL REVIEW BOARD/HISTORIC PRESERVATION COMMISSION

Section I. Williamsburg Architectural Review Board/Historic Preservation Commission

A. Establishment of the Commission

There is hereby established the Williamsburg Architectural Review Board, also known as the Williamsburg Historic Preservation Commission. The Commission shall consist of no fewer than five (5) members and no more than seven (7) members appointed by the Mayor and approved by the City Council. The Commission may also include ex facto members: The Main Street Director and the Zoning Administrator. The members shall have demonstrated interest in historic preservation. When the Commission reviews an issue that is normally evaluated by a professional member, the commission shall seek expert advice before rendering a decision. Members of the commission shall serve without compensation.

B. Terms of Office

The terms of office of the members shall be four (4) years. Except for the terms of two members of the original Commission that shall end after three (3) years and the terms of two (2) other members of the original Commission that will end after two (2) years. Each member shall serve until the appointment and qualifications of a successor. When necessary, the Mayor shall have authority to reappoint members.

Vacancies on the Commission shall be filled within sixty (60) days. When a vacancy occurs during a term of office, the person selected shall be appointed for the unexpired portion of the term.

C. Officers

The Commission shall elect each year members to serve as Chair, Vice Chair and Secretary. The Chair shall preside at the meeting, shall be the spokesperson for the commission, and shall represent the commission in its work with other City Departments. In the absence of the Chair, the Vice Chair shall perform these duties. The Secretary shall prepare the minutes of the Commission's meetings, and provide copies to the City's Administrative Assistant to be available to the public.

D. Conflict of Interest

No member of the commission shall act in their official capacity as a member of the commission in any matter where the member of the commission, a family member, or any business organization in which the commission member has a direct or indirect financial or personal involvement that might reasonably be expected to impair their objectivity, independence, or judgment.

Section II. Powers and Duties of the Commission

A. Specific Powers

In addition to the powers and duties, the Commission shall take action necessary and appropriate to accomplish the purpose of this Ordinance. These actions may include, but are not limited to, the following:

1. Maintaining a survey of historic buildings and areas.
2. Recommending to the City Council the designation of historic districts and landmarks.
3. Adopting written guidelines for making exterior changes to designated property and for undertaking new construction or designated property.
4. Regulating alterations visible to the public that are proposed for designated property and regulating demolitions, relocations, and new construction involving designated property.
5. Working with and advising the federal, state, and county governments and other parts of city government on historic preservation issues.
6. Advising and assisting owners of historic property and other persons and groups.
7. Reporting on present conditions of historic buildings in the City and identifying problems that may, at a later time, threaten the perseverance of these buildings.
8. Conducting educational programs including the placing of historical and architectural markers.

B. Rehabilitation of Buildings

The Commission may initiate and encourage plans for preservation and rehabilitation of individual historic buildings. The Commission shall give recognition to owners and tenants who maintain or rehabilitate their historic building with care and contribute to the preservation of the history of Williamsburg.

C. Incentives for Owners of Historic Property

The Commission shall study the assistance offered to the owners of historic property including incentives for rehabilitation of buildings and shall distribute this information to owners.

D. Survey of Historic Buildings

In making its survey of historic buildings and areas, the Commission shall conduct this work in accordance with the guidelines of the Kentucky Heritage Council. The Commission shall provide that its survey and preservation plans shall be maintained and continued. The Commission shall use the survey and the preservation plan to assist the City and County in their overall planning efforts.

E. Preparation of the Historic Preservation Element in the Comprehensive Plan

The Commission may prepare a Historic Preservation Element for use in the Comprehensive Plan that is adopted and maintained by the City.

F. Meeting of the Commission

The Commission will hold a minimum of four meetings during the calendar year. The Commission may, if deemed necessary, call special meetings. All meetings shall have an agenda and all meetings shall comply with the Kentucky Open Meeting Statute KRS 61.805. A simple majority of the membership shall be required for decisions involving historic district and landmarks.

G. Annual Report

The commission shall prepare and distribute a written annual report of its activities, cases, decisions, qualification of members and other work. The report shall include information about current conditions of the historic buildings in the City. The report shall be kept on file where it is available for the public and a copy is to be given to the city council also.

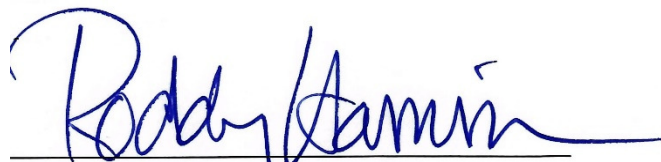
H. Other Duties Under the Certified Local Government Program

In the development of the Certified Local Government program, the City may ask the Commission to perform other responsibilities that may be delegated to the City under the National Historic Preservation Act.

First Reading: February 8, 2016

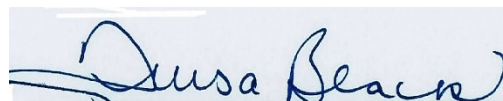
Second Reading: March 14, 2016

Enacted this 14th day of February, 2016



Roddy Harrison, Mayor

ATTEST:



Teresa Black, City Clerk