

Historic Preservation Commission Rules of Procedure

A. Historic Preservation Commission Meeting

The following rules of procedure will be followed regarding items before the Historic Preservation Commission.

1. City of Villa Rica Department of Community Development staff will present their report and recommendations on each request.
2. Public Input will be received from the petitioner and any other individuals or groups that wish to speak in favor of a request.
3. Public Input is then received from anyone who wishes to speak in opposition of a request.
4. Statements in opposition to the request may be followed, if necessary, by a brief response from the Petitioner.
5. The Public Input Session will close and no additional public comments will be accepted, unless requested by the Historic Preservation Commission.
6. The Historic Preservation Commission will discuss the request. At the discretion of the Chair, Historic Preservation Commissioner's may ask for further information from members of the public who spoke during the Public Input Session.
7. The Historic Preservation Commission will then entertain a motion and take a vote on the request.
8. Motions can be for approval, approval with conditions, deny or for mutual agreement to extend the time period for the request.
9. A Sign-In Sheet for those in attendance will be prepared for the meeting and an announcement requesting that those present add their name and address to the sheet will be made at the opening of the meeting.
10. Any person speaking to the Historic Preservation Commission shall be asked to provide their Name and Home Address. Speakers shall address all comments to the Historic Preservation Commission and not to other members of the audience. The following time limits for speakers shall be observed:
 - a. The Petitioner or one representative – no more than ten (10) minutes.
 - b. Any individual who wishes to speak for or against a petition or issue shall have three (3) minutes to address the Historic Preservation Commission.
 - c. The petitioner will be allowed to clarify any issues during public comment and shall have a minimum of two (2) minutes to do so.

B. Certificates of Appropriateness

1. **Application:** Each application for a Certificate of Appropriateness shall be made on an official application form and shall be filed at the offices of the City of Villa Rica Department of Community Development.

2. **Action on Applications**

a. **Period for Decisions:** The Historic Preservation Commission shall approve or reject an application for a certificate of appropriateness within 45 days after the application is submitted and accepted as complete by the Community Development Staff. Staff shall have the authority to reject an application if it is determined to be incomplete.

b. **Failure to Act:** Failure of the Historic Preservation Commission to act within the 45-day period shall constitute approval, and no other evidence of approval shall be needed, unless mutual agreement between the Commission and the applicant for an extension of the 45-day time period.

c. **Proper Documentation Required:** Proper documentation shall include all information stated on the application form as developed by the Community Development Staff.

d. **Evidence of Approval:** A certificate of appropriateness issued by the Board shall demonstrate evidence of approval.

e. The staff shall maintain a database, which shall be kept posted to date. The staff shall enter the number of the application, name of the applicant, street number of the premises, date and final disposition of the case by the Historic Preservation Commission.

3. **Case Numbers:** Applications, including continued applications, filed in proper form shall be assigned case numbers and placed on the agenda of the Historic Preservation Commission. Incomplete applications shall not receive a case number until all information has been received.

4. **Deadlines:** Complete applications must be submitted at least 30 days, but not more than 45 days, prior to a regular monthly meeting in order to be assigned to that meeting. Applications shall not be accepted less than 30 days or more than 45 days prior to a regular monthly meeting unless the applicant agrees in writing to waive the 45-day time limit for Historic Preservation Commission action on the application.

5. **Tabling the Application:** The Historic Preservation Commission can extend the 45-day time period for taking action on a certificate of appropriateness by mutual written agreement between the applicant and Commission. This written agreement shall become part of the permanent file.

6. **Resubmittal After Denial:** For one year following the issuance of a denial by the Historic Preservation Commission, the secretary may refuse to place a previously denied application for a Certificate of Appropriateness on the Historic Preservation Commission's agenda without the benefit of a public hearing, if the application meets one or both of the following criteria. (1) There is no change in the application for a

Certificate of Appropriateness or (2) There is no significant material change in the property under consideration.

7. Conceptual Review: Applicants may request a Conceptual Preliminary Design Review. Comments and recommendations from staff and the Historic Preservation Commission during a Conceptual Preliminary Design Review are non-binding, first-impressions to assist the applicant in further refining the project prior to making application for approval of a Certificate of Appropriateness. A Conceptual Preliminary Design Review is not an application for a Certificate of Appropriateness and the 45-day action requirement for Certificates of Appropriateness shall not apply. No final decisions shall be made by the Historic Preservation Commission. The applicant shall acknowledge that all comments and recommendations received through this review are based on conceptual designs and limited information and are subject to change upon further reflection and additional information submitted when a separate Certificate of Appropriateness application is filed.

Adopted this _____ day of _____, 2013.

Chairman, Villa Rica Historic Preservation Commission