

PROCEDURES FOR HPC: Aug. 25, 2005

1. Please be on time. HPC will start on time. If there is no quorum at the scheduled time, we will wait 10 minutes. If there still is not a quorum, no business can be conducted and the meeting will be rescheduled. If you are unable to attend a meeting, notify staff at least 2 days before the meeting.
2. HPC will post a printed agenda of the meetings in a public place prior to the meeting. Printed copies of the agenda will be available for the public. Agenda and minutes will be posted on the website.
3. HPC staff will keep accurate minutes and records of all Commission meetings. Each decision will be properly recorded and for a decision concerning for a recommendation for landmarking or issuance of a COA, the decision will include the reasons for the approval or denial of the request.
4. HPC staff will produce the action minutes as soon as possible following the meeting and staff will maintain the taped minutes of each meeting.
5. Commission packets will be mailed to each member no later than the Tuesday of the week prior to the meeting. Packets will include the minutes of the last meeting, agenda, any pertinent information requested by the Commission, any information needed for the upcoming meeting, such as landmark nominations, COA requests, etc.
6. The Chairperson will maintain order at all meetings and always allow pertinent public comment. Remember to treat everyone equally, politely and with respect.
7. HPC will require an accurate presentation of an applicant's request sufficient to make an informed decision. The burden is on the applicant to make his/her application clear and as detailed as necessary for the Commission to make an informed decision. If the application is incomplete, defer the decision until the next meeting and request further information from the applicant. Be clear about what specific information you need.
8. HPC members and staff should never advise an applicant on the possibility of approval outside the public hearing or prior to a vote on a decision.
9. During a public hearing, HPC members should refrain from expressing personal opinions for or against a request. Comments should be limited to questions or statements to clarify information, or to reiterate facts of the case.
10. HPC members should avoid any appearance of a conflict of interest due to personal, social, or financial gain. If you must decline to vote on an issue, state your reasons clearly for the record.
11. All HPC decisions for designations or COA requests must be based on City Ordinance and/or the Standards of Appropriateness criteria only. All decisions must be based on a finding of fact that should be noted in the motion to approve or deny the action. Members bring copies of the Ordinance and the Standards to the meetings and refer to them when making decisions.
12. HPC will use Robert's Rules of Order as a guide for conducting meetings.
13. Please turn off all cell phones during meetings.
14. Please come to the meetings prepared, read the pertinent information prior to the meeting. If there is something you do not understand, ask questions during the appropriate discussion period.
15. In stating your reasons for your decisions, use only facts that support your decision. Any superfluous information may open the door for an appeal, if the applicant can show that the decision was not based on fact. Do not ask questions that are beyond the purview of the Commission such as land use, or interior design that is not included in the application.
16. Do not hold whispered conversation with other members during a public hearing. This is rude and disruptive. All conversation during a public hearing is part of the public record.
17. If the design requested for a COA is inappropriate or incongruous to the setting, then deny or defer the application giving your reasons for the denial or deferment. Do not try to redesign the project during the hearing. Make suggestion to bring the application into compliance with the Standards of Appropriateness. Remember that we will have tough decisions to make and we cannot please everyone.