

**CITY OF PUNTA GORDA, FLORIDA
HISTORIC PRESERVATION ADVISORY BOARD
BYLAWS**

1. CREATION, TERMS OF MEMBERS; CONDITIONS

The City Council shall have a Historic Preservation Advisory Board consisting of seven (7) members and two (2) alternate members to serve in the absence of a Board member (or two (2) members) at a meeting. Members of the Board shall be residents of Punta Gorda and shall serve without compensation but may be reimbursed for such travel, mileage and per-diem as may be authorized by the City Council. Appointment of three (3) members shall be made by City Council on the basis of experience or interest in the fields of architecture, general contracting, finance of banking, real estate, law, history, archeology or any other related profession. The remaining four (4) members should be residents of the City of Punta Gorda, one of them being a resident of one of the designated historic districts. Appointees shall serve at the pleasure of the City Council and may be reappointed to two (2) consecutive terms. Appointments to fill any vacancy on the Historic Preservation Advisory Board shall be for the remainder of the unexpired term of office, such member to be eligible for appointment to two (2) consecutive terms.

Members who fail to attend three (3) meetings in a twelve month period shall automatically forfeit appointment, and the City Council shall promptly fill each vacancy. Any member with extenuating circumstances shall present same to the City Clerk for consideration by City Council. Members are required to notify the City Clerk's Office in advance of the meeting of any absence. Chairmen shall also be subject to the same rule and shall notify the City Clerk's Office of intended absences from scheduled meetings.

2. OFFICERS

- A. Officers of the Historic Preservation Advisory Board shall be Chairman and Vice Chairman to be elected from the membership thereof. Officers shall be elected by the Board at their first regularly scheduled meeting in the month of February by a majority vote of those in attendance and shall serve for one (1) year, may be reelected for not more than three (3) consecutive terms or may be replaced by election.
- B. The Board shall have a Recording Secretary, who shall be provided by the City of Punta Gorda, and who shall not be an appointed member of the Historic Preservation Advisory Board.

3. FUNCTIONS AND DUTIES OF OFFICERS

- A. The Chairman shall be the presiding officer at all meetings of the Historic Preservation Advisory Board. He/she may call special meetings at his/her discretion, sign all documents of the Board and may relinquish the Chair to the Vice Chairman or other specific member at his/her discretion. The Chairman may not make nor second motions but shall vote on any and all motions to come before the Board. The Chairman or designee shall also present all recommendations to the City Council.

- B. The Vice Chairman shall serve in the absence of the Chairman and, while so serving, shall have all the authority held by the Chairman.
- C. A Recording Secretary shall attend all meetings of the Historic Preservation Advisory Board and shall keep an accurate record of the spirit and intent of statements made. All motions shall be recorded, and an accurate record of all reasons for motions or votes by members of the Board shall be made. The minutes of each such meeting shall be printed and distributed to members of the Board, the City Council and other appropriate persons at an early date. The original of the minutes shall be placed in a binder comprising an accumulating permanent record, such binder to be a part of the official records of the City of Punta Gorda.

4. MEETINGS

Regular meetings of the Historic Preservation Advisory Board shall be held in the City Council Chambers, 326 West Marion Avenue, Punta Gorda, Florida, at 8:30 a.m., the fourth Thursday of each month. Special meetings and/or workshops may be held at the call of the Chairman or in his/her absence, the Vice Chairman. All meetings shall be open to the public. In the event a quorum of the members is not present for a scheduled meeting, such meeting will be rescheduled as soon as possible consistent with notice requirements.

5. DUTIES

The Historic Preservation Advisory Board shall:

- A. Report on a regular basis to the City Council of any actions, activities, or programs of the Board, in particular those requiring City Council action.
- B. Identify for the City Council historically significant structures and sites that should be considered for designation as a "Local Historic Landmark" or be nominated for listing on the Florida Master Site File and the National Register of Historic Places. Nomination of historic sites for local, state or national listing may be made by the owner of the site by making a written request to the Historic Preservation Advisory Board, or by vote of the Historic Preservation Advisory Board itself. The Historic Preservation Advisory Board shall forward to the City Council a designation report for any structure or site to be added to the City's Historic areas.
- C. Recommend to the City Council historically significant structures and sites for potential purchase by the City.
- D. Recommend to the City Council actions needed for any special exception applications involving a historic structure.
- E. Recommend policies to the City Council for the protection of historically significant structures and sites.
- F. Promote public awareness of historic and archaeological preservation and its community benefits.

- G. Receive and recommend to City Council use of any cash, historic facade easements, historic structures or artifacts donated to the City of Punta Gorda.
- H. Assist owners of historically significant structures in applying for any Federal and State funds that may be usable for historic preservation projects.
- I. Assist owners of historically significant structures in filing for designation of a property to the National Register of Historic Places.
- J. Work in concert with the Punta Gorda Historical Society toward compilation of oral and pictorial historical archive.
- K. Review proposed murals by the Historic Mural Society to ensure historical appropriateness.
- L. Review and recommend for staff approval applications for Certificates of Appropriateness.
- M. Review and make a recommendation to City Council on applications for relocation or demolition of structures within a historic district.

7. MEETING PROCEDURE

The Chairman shall call each agenda item and briefly describe, or ask a member of the staff to briefly describe, the proposition before the Board. If the item under discussion was submitted by an outside person or agency, the applicant or agent for the applicant will be given an opportunity to present his/her position. The Board shall be permitted to question the staff and/or the applicant freely, and public comment shall be permitted at the discretion of the Chairman. All statements shall be directed to the Board, and cross conversation among those in attendance is prohibited. Questions between opposing parties shall be directed first to the Chairman, who may then ask the proper person to answer, such answer being directed to the Board.

8. MOTIONS

If appropriate, following the completion of discussion on a particular item, a motion with a second shall be entertained by the Chairman which will describe the action, policy or expenditure of funds being recommended to the City Council for their consideration. A brief statement of reason for the motion should precede the making of the motion. Any stipulations and/or special concerns about the item being discussed shall be included in the recommendation to the City Council. Upon receiving the second, the motion may be discussed and brought to a vote. The Chairman shall not make nor second motions, but he/she has full voice and vote on all issues before the Board for discussion.

Vote shall be by voice, by the raising of hands or by roll call at the discretion of the Chairman. Any member may call for a roll call vote on any issue. Any motion

may be tabled or amended. If the Board feels that delaying an action would be in the best interests of the parties involved, action may be continued to a date certain. Such a motion for continuance shall include a reason for the action and shall require a majority vote of those present. A majority in the affirmative shall carry the motion, with a majority in the negative defeating the motion.

9. QUORUM

A majority of the appointed members shall constitute a quorum for the transaction of business.

10. VOTING REQUIREMENTS; CONFLICT OF INTEREST

No member of the Board who is present at any meeting may abstain from voting with regard to any decision or recommendation, and a vote shall be recorded or counted for each member present except when, with respect to any such member, there is or appears to be a possible conflict of interest. Conflict of interest is defined as any action by the Board that would inure to the member's special private gain or loss or which the member knows would inure to the special private gain or loss of a relative or business associate of the member.

When there is or appears to be a conflict of interest, the member shall so state for the record and shall not vote on the issue. Further, the member shall within 15 days after the vote occurs, disclose the nature of his/her interest as a public record in a memorandum filed with the Recording Secretary, who shall incorporate the memorandum in the minutes.

CITY OF PUNTA GORDA, FLORIDA

By _____
Mayor