

RESOLUTION OF THE DESIGN COMMISSION
OF THE CITY OF PASADENA, CALIFORNIA:
ADOPTION OF RULES

BE IT HEREBY RESOLVED BY THE DESIGN COMMISSION:

That the following rules of procedure be adopted by the design commission of the city of Pasadena to facilitate the performance of its duties and the exercise of its powers as set forth in Section 2.80 of the Pasadena municipal code.

ARTICLE I - GENERAL

Section 1: Public Meetings

All meetings of the design commission ("commission") and its constituent committees shall be open to the public and to the press.

Section 2: Member Responsibility

No commission member shall purport to represent the commission without the prior approval of a majority of the commission, except as otherwise provided in article II of these rules.

Section 3: Code of Ethics

A. Conflict of interest defined. A commission member shall be deemed to have a conflict of interest with regard to a given matter under any of the following conditions:

1. Commission member is an applicant.
2. Commission member is an employee, partner, employer or business associate of an applicant.
3. Commission member is related by blood, marriage or adoption to the applicant.
4. Commission member has had financial dealings involving a property which is a subject of the hearing, or financial dealings with the applicant, within three years preceding the hearing.

5. Applicant is a client of a commission member, or has been a client within three years preceding the hearing.
- B. Required response to conflict of interest. A commission member having a conflict of interest under this section shall declare such interest publicly, abstain from voting, take no part in any deliberations on the matter, and leave the hearing room during the hearing and deliberations, and shall not discuss the matter with any other commission member prior to final action by the commission or a constituent committee.
- C. Non-conflicting interest defined.
1. Commission member's membership in a community group, association, service club, professional or trade association, or property owners' association, provided such membership would not cause a reasonable person to believe a bias prejudicial to the interest of the public as a whole exists.
 2. Commission member is a friend or acquaintance of the applicant, provided such association would not cause a reasonable person to believe a bias prejudicial to the interests of the public as a whole exists.

Section 4: Attendance

- A. Attendance. Members of the commission shall inform the recording secretary at least 48 hours prior to a regular meeting of the commission or a constituent committee if they are unable to attend the scheduled meeting. Any member who, without good cause, is absent from three consecutive regular meetings of the commission or constituent committees shall be deemed to have resigned from membership. The recording secretary shall notify the secretary to the mayor of any member with three consecutive unexcused absences. Commission members who are to be absent shall notify the chair and the recording secretary, stating the reason for the absence. The chair of the commission may excuse absences. Absences shall be recorded in the minutes as "absent" or "excused." Attendance records of members shall be included as part of the annual report to the board of directors.
- B. Quorum. Five members of the commission shall constitute a quorum of the commission. In the event of a vacancy, four members shall constitute a quorum. Two members shall constitute a quorum of the design review committee.

ARTICLE II - DUTIES

Section 1: Chair

The chair of the commission shall preside at all meetings of the commission with the same responsibility to vote as other members, and shall have the powers and duties usually incident to such office as prescribed in Robert's Rules of Order, latest revised edition.

Section 2: Vice Chair

The vice chair of the commission shall carry out the duties of the chair in the chairman's absence. If neither the chair nor the vice chair is present at a hearing or meeting, the duties of chair shall be assumed by the past chair.

Section 3: Recording Secretary

The planning director shall designate an employee to act as recording secretary to the commission. The duties of the recording secretary shall be to take minutes of all commission meetings, to make and serve all required notices, and such other duties as may be prescribed by the planning director.

Section 4: Reports of Planning Director

The planning director may designate a qualified member of the planning department staff to make any reports, recommendations or presentations to the commission or its constituent committees which are required by ordinance or these rules.

ARTICLE III - PROCEEDINGS

Section 1: Meetings

A. Regular Meetings. Unless circumstances warrant otherwise, the commission shall hold at least one regular meeting per month, scheduled on the fourth Tuesday. The commission shall designate location and the hour and day of the month upon which its regular meetings shall be held. Upon the establishment of the time and place of such meetings, notice in writing shall be given each member thereof by the recording secretary, to the

board of directors and to the city manager. Such notice shall constitute notice of each meeting thereafter held pursuant to such action until such time is changed by action of the commission, and no other or further notice shall be required.

B. Special Meetings. The chair or three members of the commission, may call a special meeting by written notice served upon each member at least 24 hours before the time specified for the proposed meeting giving the date, time and place of the meeting and stating the business to be transacted at such a meeting, and such other notice as may be required by law. No special or adjourned meetings of the commission shall be scheduled to conflict with regular meetings of the community development committee, the cultural heritage commission, or the planning commission.

C. Design Review Committee.

1. The design review committee shall be composed of three members of the commission, assigned on a rotating basis initially ordered alphabetically by member's last name as follows:

Meeting 1: Member A, chairman
Member B
Member C

Meeting 2: Member D, chairman
Member E
Member F

Meeting 3: Member G, chairman
Member H
Member A

Meeting 4: Member B, chairman
Member C
Member D, etc.

2. Regular meetings of the design review committee shall be held on the second and fourth Tuesday of each month unless otherwise established by resolution of the commission. Upon the establishment of the time and place of such meetings, notice in writing shall be given each member thereof by the recording secretary, to the board of directors and to the city manager. Such notice shall constitute notice of each meeting thereafter held pursuant to such action until such time is changed by action of the commission and no other or further notice shall be required.
3. Any commission member assigned to a committee meeting date, and who will be unable to attend said meeting, is responsible for arranging with another member to take his or her place. The member to be absent shall notify

the recording secretary of the replacement not later than one week prior to the scheduled meeting.

4. Special meetings for the design review committee may be called by following the same procedures for calling special meetings of the design commission (Article III, Section 1, B). No special or adjourned meetings of the committee shall be scheduled to conflict with regular meetings of the community development committee, the cultural heritage commission, or the planning commission, when a member of one of those bodies is also a member of the committee.

Section 2: Order of Business

A. Order of business for the commission shall be as follows, unless altered by the chair:

1. Call to order
2. Roll call
3. Comments on the agenda
4. Comments from the public
5. Approval of minutes
6. Old business
7. New business
8. Comments from the commission
9. Comments from the staff
10. Date of next meeting
11. Adjournment.

B. Order of business for the design review committee shall be as follows, unless altered by the chairman:

1. Call to order
2. Roll call
3. Comments on the agenda
4. Comments from the public
5. Approval of minutes
6. City business
7. Old business
8. New business
9. Reports of staff decisions
10. Comments from the commission
11. Comments from the staff
12. Date of next meeting
13. Adjournment.

Section 3: Design Commission and Design Review Committee - Proceedings

The following procedure shall be followed by the design commission and design review committee in reviewing applications:

- A. The title of the matter before the commission/committee shall be read or announced.
- B. The commission/committee chair shall request that the staff report be presented to the committee.
- C. The chair shall call for the applicant or proponent to submit additional facts or evidence.
- D. The chair shall call for statements of any other persons favoring the matter under consideration.
- E. The chair shall call for statements of those who oppose the matter under consideration.
- F. In hearings where there are delegations or groups of persons as proponents or opponents, the chair may request the group or delegation to appoint spokespersons in order to aid in an orderly presentation of the evidence and to avoid redundancy.
- G. On completion of statements of proponents and opponents, an opportunity for rebuttal shall be given to the proponent.
- H. The planning director or designated staff may report on how the matter affects the downtown urban design plan, historic buildings and other cultural resources, and other applicable city policies, and may recommend on good design practice.
- I. The chair, after completion of statements by proponents and opponents, shall declare the matter to be closed. Thereafter, no further evidence shall be received by the commission/committee, unless the commission/committee votes to reopen the matter.
- J. The commission/committee shall then take action on the matter, either by approving, approving with conditions, denying, or continuing the matter for further consideration.
- K. The chair shall announce the decision of the commission/committee. Where the matter is under advisement, the chair shall state that any person wishing to be given notice of the action of the committee shall file, in writing, his or her name and address with the recording secretary.
- L. Field Inspection. The chair shall announce any field inspection to be made, stating the itinerary, date and time of recessing and reconvening.

Section 4: Robert's Rules of Order

In all matters and considerations not otherwise provided for in these rules, the proceedings of the commission shall be governed by the most recent edition of "Robert's Rules of Order."

Section 5: Preserving Decorum

During a public hearing or other meeting where the public is authorized to speak, no person may speak unless recognized by the chair who shall not unduly withhold such recognition. All persons shall preface their comments by citing their name and address for the record. Once a motion is before the committee or commission, the public will not be permitted to speak nor comment aloud during the committee or commission's discussion of the motion.

Section 6: Voting

All voting shall be by voice vote unless a roll call is requested by the chair or a member of the commission or committee. No action of the commission or committee shall be valid without a majority vote of all members present or a majority vote of the quorum present. Any member may have an explanation of her or his vote recorded in the official minutes provided the request is made while the vote is being taken or before the next item of business is taken up.

Section 7: Minutes

Minutes of commission and committee meetings shall be distributed to each member prior to approval. The commission may instruct the recording secretary as to the manner of preparation of the minutes.

Section 8: Agenda

The planning director shall prepare an agenda for each commission and committee meeting to be transmitted to the individual members of the commission or committee and other interested persons at least 24 hours prior to the meeting.

Section 9: Submittals

The planning director shall establish procedures and schedule for submittals by applicants to the commission and design review committee. Submittals shall include information and plans as may be reasonably required by the commission or committee in its deliberations.

Section 10: Findings

A decision on a design review matter shall state the findings of the committee as required by the pertinent sections of the municipal code of the city.

Section 11: Limitations on Testimony

At any meeting or hearing, the chair may limit the presentation of any testimony to relevant matters, and place reasonable restrictions upon the time of presentation.

ARTICLE IV - ELECTION OF OFFICERS

Section 1: Nominating Committee

The commission shall elect its officers according to the following procedure. Any member of the commission may volunteer to serve on the nominating committee, whose function it shall be to make recommendations to the full commission on candidates for the offices of chair and vice chair. The nominating committee shall consist of two commission members.

Section 2: Election of Officers

The commission shall schedule an election of officers for the last regular meeting of the commission in June. The newly elected officers shall commence the performance of their duties at the next regular meeting of the commission after the meeting at which the election of officers is held.

Section 3: Vacancies

Should the office of the chair or vice chair become vacant, the commission shall elect a successor from its members at the next regular meeting.

ARTICLE V - STANDARDS FOR DECISION MAKING

Section 1: Professional Expertise

Commission members are expected to base commentary and decisions on sound professional judgment, rather than personal opinion. Such judgment shall be founded on experience and knowledge of design principles.

Section 2: Focus of Discussion

Discussion shall be directed primarily toward fundamental design issues that will have long-term effect on the architecture and urban design of the city. Less attention shall be devoted to details, particularly regarding features of anticipated impermanent nature.

Section 3: Design Guidelines

- A. The following documents shall serve as specific standards for design in designated districts:

Jurisdiction	Applicable Guidelines
CD-1 (Old Pasadena)	- Design Guidelines for Old Pasadena,
CD - all	- Downtown Pasadena Urban Design Plan (Adopted 11/1/83).
City-wide	- Urban Design Plan Design Review Guidelines (6/11/80)
City-wide for historic buildings	- Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (1983)
All multi-family	- Multi-family design guidelines (1986)

- B. Copies of the above documents are available to the public at the office of the planning department. Great weight will be given by the commission and design review committee to design standards recommended therein.

- C. Decisions not following the applicable design guidelines shall require specific findings that economic, social, aesthetic, or other considerations make compliance infeasible.

ARTICLE VI - AMENDMENTS

These rules may be amended by vote of the Design Commission according to Section 2.80.080 of the Pasadena Municipal Code.

I HEREBY CERTIFY that the foregoing resolution was adopted by the Design Commission on April 26, 1988 by unanimous vote.

William W. Ellinger III
William W. Ellinger, III, Chair

Chapter 2.75

HISTORIC PRESERVATION COMMISSION*

Sections:

2.75.010	Short title.
2.75.020	Establishment.
2.75.025	Purpose.
2.75.030	Membership—Appointment and terms.
2.75.040	Qualifications.
2.75.045	Duties.
2.75.050	Absences and vacancies.
2.75.060	Election of officers.
2.70.070	Meetings—Records.
2.75.080	Rules and regulations.
2.75.090	Annual report.
2.75.100	Disclosure requirements.
2.75.120	Fees.

* Prior ordinance history: Ords. 6229, 6311, 6492, 6505, 6610 and 6820.

2.75.010 Short title.

This chapter shall be known as the "Historic Preservation Commission Ordinance." (Ord. 6915 § 2 (part), 2002)

2.75.020 Establishment.

There is created and established a commission of the city to be known as the "Historic Preservation Commission" and hereinafter called "commission." (Ord. 6915 § 2 (part), 2002)

2.75.025 Purpose.

The purpose of the commission is to:

A. Implement the historic preservation goals, policies and programs of the comprehensive general plan;

B. Protect, enhance and perpetuate historic resources that represent or reflect distinctive and important elements of the city's cultural, social, economic, political, archaeological and architectural history;

C. Stabilize and improve property values, and enhance the visual and aesthetic character and environmental amenities of the city's historic areas;

D. Recognize the city's historic resources as economic assets;

E. Provide educational programs to promote and encourage restoration, rehabilitation and maintenance of existing historic resources for the culture, education, enjoyment and economic welfare of the city's residents and visitors, and to conserve reuseable material and energy resources;

F. Foster civic pride in the beauty and noble accomplishments of the past by promoting private stewardship of historic resources that represent these accomplishments;

G. Promote the city as a destination for tourists and as a desirable location for business;

H. Ensure that the rights of the owners of historic resources and owners of properties adjacent to historic resources are safeguarded;

I. Fulfill the city's responsibilities as a certified local government under federal preservation laws; and

J. Fulfill the city's responsibilities for Federal Section 106 reviews and for the California Environmental Quality Act. (Ord. 6915 § 2 (part), 2002)

2.75.030 Membership—Appointment and terms.

A. The commission shall consist of 9 members, who shall be appointed as follows:

1. Each of the 7 councilmembers and the mayor shall nominate 1 member for a total of 8 members.

2. The mayor shall nominate the remaining 1 member from persons recommended by the 7 councilmembers.

3. All nominations are subject to ratification by the city council:

B. Each landmark district may be represented on the commission by a resident of the district that may be nominated by the neighborhood association of the applicable landmark district, however, a landmark district shall not be required to have a representative. Representatives of each landmark district are not considered commission members and shall participate in only those issues and items that are applicable

to the representative's district and shall have equal voting rights only on such issues and items. If no neighborhood association exists within the landmark district, any resident property owner of such district may apply to the city council. If more than 1 neighborhood association exists within the landmark district, such associations shall jointly nominate the member; and if the associations cannot agree, each association shall nominate 1 person and the mayor shall select the nominee. Appointment of all landmark district representatives is subject to ratification by the city council. The landmark district representatives shall be subject to the provisions of this section in the same manner as other commission members.

C. Members shall be appointed for a term of 3 years, and shall serve no more than 2 consecutive terms. A term of less than 1 year shall not be considered a full term. Terms expire on June 30th of the applicable years. A member shall continue in office for the term for which he/she was appointed or until his/her successor is appointed. No member who has served 2 consecutive terms shall be eligible for reappointment to the commission prior to the passage of a 2-year interval.

D. If a member ceases to reside in the city prior to the expiration of a term, or a landmark district representative ceases to reside or own property within the applicable landmark district, the member or representative may complete the term only upon approval by city council pursuant to Section 2.45.020.

E. Any member of the commission may be removed by the city council at its pleasure. (Ord. 6915 § 2 (part), 2002)

2.75.040 Qualifications.

A. All members shall be residents of the city; provided however, that a person nominated by a council member need not reside in the council member's district.

B. All members shall be conversant with Pasadena's historical, architectural and cultural heritage

and have special interest, knowledge, or training in fields closely related to historic preservation, such as architecture, history, landscape architecture, architectural history, planning, archaeology, urban design, geography, real estate, law, finance, building trades or related areas.

C. If possible, the city council shall appoint at least three members of the commission who are professionals in the fields or disciplines of architecture, landscape architecture, history, architectural history, urban planning, American studies, geography, or archaeology or other historic preservation-related disciplines to the extent that such professionals are available in the community. (Ord. 6915 § 2 (part), 2002)

2.75.045 Duties.

The commission shall have the following duties in addition to those otherwise provided in this chapter:

(a) Recommend to the city council the designation of historic buildings, sites, structures, objects, interiors, and districts according to procedures and criteria of this chapter;

(b) Participate in the review of projects affecting city-owned historic resources;

(c) Identify and document historic resources through surveys and other research projects;

(d) Recommend to the city council appropriate legislation for protection of historic resources, funding of historic preservation projects and incentives to support these activities;

(e) Review and make recommendations on environmental reports, zone changes, master development plans, planned developments and other land use entitlements as requested by the director of planning and development and as they are applicable to historic resources in the city;

(f) Implement historic preservation goals and policies in the land-use element of the General Plan and participate in amendments to goals, policies, and principles affecting historic resources;

(g) Participate in educational programs on historic architecture and historic preservation topics;

(h) Administer the review of applications for projects for alterations, additions, relocations and demolitions of historic resources according to the procedures of this chapter;

(i) Assign, at its discretion, duties for administration of this title to the director of planning and development. (Ord. 6915 § 2 (part), 2002)

2.75.050 Absences and vacancies.

In the event a member has 3 consecutive unexcused absences from meetings of the commission, the city council may declare the office of such member vacant. The staff to the commission shall advise the city clerk of any member with 3 consecutive unexcused absences. The chair of the commission may excuse absences.

Vacancies, whether scheduled or unscheduled, shall be filled by the person who nominated the member to the vacant office, or by his/her successor, in the same manner as set forth in Section 2.75.030. (Ord. 6915 § 2 (part), 2002)

2.75.060 Election of officers.

At the first meeting of the commission, and thereafter at its first meeting in July of each subsequent year, the members shall elect a chair and a vice chair. In the absence or disability of the chair and vice chair, the commission may designate a temporary chair. (Ord. 6915 § 2 (part), 2002)

2.75.070 Meetings—Records.

The commission shall meet at least once a month and all its meetings shall be held in accordance with the Ralph M. Brown Act and shall be open to the public except as provided by law. Special meetings may be called by the chair or a majority of the commission.

A quorum shall be a majority of the commission seats filled by the city council. A seat is deemed to be filled after a nominee has been sworn in by the city clerk. No action of the commission shall be valid without the affirmative vote of at least three members.

The commission shall keep a record, which shall be available for public inspection of all of its resolutions, proceedings and other actions. (Ord. 6915 § 2 (part), 2002)

2.75.080 Rules and regulations.

The commission shall adopt and amend, rules and regulations for the conduct of the commission's business consistent with this chapter. Such rules and regulations shall be submitted to the city council and shall not become effective until approved and ordered filed by the council. (Ord. 6915 § 2 (part), 2002)

2.75.090 Annual report.

The commission shall submit an annual report and workplan to the city council no later than September 1st of each year. Attendance records of members shall be included as part of the annual report. (Ord. 6930 § 7, 2003; Ord. 6915 § 2 (part), 2002)

2.75.100 Disclosure requirements.

Members of the commission shall be required to file annual statements of economic interest pursuant to the city's conflict of interest code. (Ord. 6915 § 2 (part), 2002)

2.75.120 Fees.

The city council shall by resolution prescribe fees for all applications, reviews and appeals authorized by this chapter. (Ord. 6915 § 2 (part), 2002)

The following rules were adopted by the Cultural Heritage Commission on October 4, 1988 for the conduct of its business consistent with the Pasadena Municipal Code.

RULES AND REGULATIONS

ARTICLE I

NAME

The name of this advisory body is the Cultural Heritage Commission.

ARTICLE II

PURPOSES

SECTION 1. The purposes of this commission are:

- a. To advise the board of directors on matters related to preservation of historic resources.
- b. To recognize, protect and promote the retention and use of landmarks and landmark districts in the city.
- c. To promote awareness of Pasadena's unique heritage.

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this commission shall be limited to seven members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.75, Title 2 of the Pasadena Municipal Code.

SECTION 3. Any member desiring to resign from the commission shall submit his/her resignation in writing to the chair of the commission and to the person who appointed and/or nominated the member to the commission, or his/her successor.

SECTION 4. Any member with three consecutive un-excused absences will be removed from the commission. The chair of the commission is empowered to excuse absences for good cause. A member must advise the chair and the recording secretary in advance of any anticipated absence from a scheduled meeting.

SECTION 5. Absent members cannot vote by proxy on issues before the commission at scheduled meetings.

SECTION 6. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.75 of the Pasadena Municipal Code relating to this commission.

SECTION 7. Each member has the right:

- a. To receive timely notice of all meetings with accompanying documents;
- b. To receive a copy of the minutes prior to approval;
- c. To make motions or to second them;
- d. To debate motions;
- e. To vote on motions;
- f. To hold office on the commission; and
- g. To make recommendations to the commission.

SECTION 8. No member shall purport to represent or speak on behalf of the commission without the prior approval of a majority of the commission.

SECTION 9. Code of Ethics.

- a. Members shall comply with Resolution No. 4830 passed by the Board of Directors of the City of Pasadena on December 14, 1982 entitled "Standards of Conduct for Members of Pasadena Boards, Commissions and Committees." A copy of said Resolution

shall be attached to these Rules and Regulations and be incorporated herein as if set forth in full.

b. If a member is required by City ordinance and the Political Reform Act to file a Statement of Economic Interest and fails or declines to do so, that member is disqualified from further service on the commission.

ARTICLE IV

OFFICERS

SECTION 1. The officers of the commission shall be a chair and vice chair. The recording secretary shall be a member of the City staff.

SECTION 2. The chair shall have the following responsibilities: preside and maintain order at all meetings of the commission; impose a time limit on discussion; vote on every motion as other members; call special meetings when necessary; compose the agenda; prepare the annual report for submission to the Board of Directors; fix the date, hour and place of meeting; make appointments to committees; execute official communications; sign orders or recommendations of the commission; advise the Board of Directors of the names of members with three unexcused absences and of upcoming vacancies; and conduct commission business in a manner consistent with these bylaws.

SECTION 3. The vice-chair shall perform the duties of an absent or disabled chair and perform such other duties as are assigned by the chair. In the absence of both the chair and vice-chair, the members shall select a temporary chairperson.

SECTION 4. The recording secretary shall have the following responsibilities: record the minutes of all proceedings before

the commission and present them for approval at the next meeting; maintain the records of the commission in complete and up-to-date order; report all correspondence to the commission; advise the chair three months prior to expiration of appointments; advise the chair of any members with three consecutive unexcused absences; assist in the preparation of the agendas; and make and serve all notices.

SECTION 5. A nominating committee; Two members appointed by the chair according to Robert's Rules of Order at the second regular meeting in June shall nominate candidates for the offices of chair and vice-chair. The officers shall be elected by open ballot at the annual July meeting to serve for one year or until their successors are elected. Their terms of office shall begin at the close of the annual July meeting at which they were elected.

SECTION 6. Any member is eligible to serve as an officer. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

SECTION 7. The nominating committee shall consider the following criteria in nominating candidates for office:
attendance at cultural heritage commission meetings; performance in commission meetings; subcommittee work; availability to attend other meetings besides cultural heritage meetings; presiding ability.

ARTICLE V

MEETINGS - GENERAL RULES

SECTION 1. The regular meetings of the commission shall be held on the first and third ~~Tuesdays~~ Mondays of the month. Written notice of these meetings, including the date, time and location, shall be given to each member, the Board of Directors and the City Manager.

SECTION 2. The first regular meeting in July shall be known as the annual meeting and shall be for the purpose of electing officers, and for any other business that may arise.

SECTION 3. Special meetings may be scheduled by the chair or a majority of the commission. The purpose of the meeting shall be stated in the notice. Except in cases of emergencies, notice of special meetings shall be given at least 24 hours in advance.

SECTION 4. Four (4) members of the commission shall constitute a quorum.

SECTION 5. All meetings of the commission shall be held in accordance with the Ralph M. Brown Act and shall be open to the public as provided by law.

SECTION 6. A matter must be on the agenda to be discussed and acted upon. A matter may be placed on the agenda by a member or by staff. Members shall notify staff of items to be placed on the agenda by 5 p.m. on the Wednesday preceding the meeting.

ARTICLE VI

MEETINGS - SPECIAL RULES

SECTION 1. Regular meetings should begin no later than 4

p.m. and adjourn by 8 p.m. The meeting may be extended beyond 8 p.m. by a majority vote of members voting and present.

SECTION 2. Discussion on any agenda item shall be limited to 30 minutes unless the Commission votes to extend discussion for an additional 10 minutes (maximum).

SECTION 3. A member may not speak more than twice for or against any agenda item.

SECTION 4. A member may be asked not to speak longer than three minutes during discussion.

SECTION 5. Members should not prolong discussions by repeating an argument already made by another member.

SECTION 6. The order of business at all meetings shall be as follows:

- a. Call to order
- b. Roll call
- c. Comments on the agenda
- d. Comments from the public
- e. Approval of minutes
- f. Demolition applications
- g. City business
- h. Old business
- i. New business
- j. Reports, correspondence
- k. Comments from the commission
- l. Comments from staff
- m. Suggestions for next agenda
- n. Adjournment

ARTICLE VII

MEETINGS - MOTIONS

SECTION 1. The commission may employ five motions in reaching decisions:

a. Motion for Action: A proposal by a member that the commission do a special thing; e.g., "I move that the Commission...."

b. Motion to Amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution; e.g., "I move to amend the motion by insertion of the words ... after the words..."

c. Motion to Rescind: A proposal to repeal a motion before a different course of action is decided. (Once a motion has been approved, reflection or investigation may prove it to be impractical. Because the motion is in the minute book, it must be repealed.) E.g., "I move that the action ... be rescinded."

d. Motion to Table: A proposal to cut off discussion and action on a motion that has been made. (This allows time for further investigation and ends heated discussion. The motion must be voted upon at once and can be brought back at a future meeting.) E.g., "I move that the motion be tabled until the commission has a chance to review the committee's report."

e. Motion to Suspend the Order of Business: A proposal made when circumstances such as an interruption, late arrival, or early departure necessitate an alteration or change in the agenda; e.g., "I move that the order of business be suspended immediately after the approval of the minutes to discuss"

SECTION 2. Once a motion is before the commission, the

public will not be permitted to speak nor comment during the commission's discussion of that motion, except to respond to a question from the commission.

SECTION 3. All voting on issues before the commission shall be by voice vote unless a roll call is requested by the chair or a member of the commission. There shall be no secret ballots.

SECTION 4. After a motion has been made and seconded, the chair shall repeat the motion for the commission. The chair may rule the motion out of order or restate the motion so that the commission may know what is before it for consideration and

ARTICLE VIII

MEETINGS - HEARING PROCEDURES

SECTION 1. The commission shall follow the procedure outlined below in conducting hearings:

- a. The title of the matter shall be announced by the chair.
- b. A city staff member shall then present the matter to the commission.
- c. The chair shall call for the applicant to present his/her view, additional facts, or evidence.
- d. The chair shall call for statements from other persons favoring the matter; then from persons opposing the matter under consideration. All persons speaking shall state their name and address for the record and record their name and address of residence on a sheet provided by the recording secretary.
- e. The chair may request groups or delegations to appoint spokespersons to aid in an orderly presentation of the evidence and to avoid redundancy.
- f. The applicant shall be given an opportunity for rebuttal at the completion of the statements.
- g. Staff may report on how the matter affects historic buildings and other cultural resources, the urban design plan and other applicable city policies, and may recommend on good historic preservation practice.

- h. The chair shall declare the hearing closed.
- i. By motion, the commission shall take action on the matter.
- j. The chair shall announce the decision of the commission.
- k. All decisions of the commission relating to matters requiring a public hearing shall be in writing and shall be mailed to the parties within five (5) working days after the hearing.
- l. The chair shall announce any field inspection to be made, stating the itinerary, date and time of recessing and reconvening.

ARTICLE X

AMENDMENT OF RULES

SECTION 1. These rules may be amended at any regular meeting of the commission by a majority vote, provided that the amendment has been submitted in writing at the previous meeting. Proposed amendments must be submitted to the Board of Directors for final approval.