

# Guide to Historic Preservation Commission Meetings

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1. Call the meeting to order / Note time
2. Call the roll (note excused absences) / Record presence of quorum / Introduce members of the Commission and staff
3. Ask for a motion to waive reading of the minutes / Ask for corrections and additions to minutes / Adopt minutes
4. Staff report.
5. Announce that the Public Hearing portion of the meeting is beginning, and that the Commission is ready to consider applications / Ask that persons follow the meeting procedures outlined in the handout they received.

CALL CASE	a. Call case according to agenda
CHECK CONFLICT OF INTEREST	b. Check for conflicts of interest among Commission members / Record
INTRODUCE APPLICATION	c. Read agenda description of application. Ask staff to: <ol style="list-style-type: none"> <li>(1) Identify property on map</li> <li>(2) Indicate impacts on adjoining property and visibility of proposed work from the street</li> <li>(3) Present staff report on property</li> </ol>
SUPPORT	d. Call upon applicant for evidence in support of the application e. Call upon others for evidence in support of the application. Ask persons to state name and address for the record
OPPOSITION	e. Call upon others (record name and address), if any, for evidence in opposition to the application
PUBLIC STATEMENTS	f. Ask if any other public statements (from an official, commission or department of the city government, state agency, any local historical, preservation or neighborhood association, etc.) are to be submitted for the record; if so, enter in record
QUESTIONS	g. Call upon Commission members to ask any questions regarding the application
REBUTTAL	h. If there were opponents, offer applicant the opportunity to rebut any evidence I opposition to the application / Remind the applicant that only new information can be presented in rebuttal and ask that he or she not repeat the initial evidence in support of the application
SUMMARY	i. Summarize the evidence and facts, giving all parties an opportunity to make objections or corrections / If there is no evidence in opposition to the application, note for the record that without objections, the statements appearing in the record are uncontested.

THIS CONCLUDES THE PUBLIC TESTIMONY PORTION OF THE HEARING (over)

DISCUSSION	j. Proceed to discussion of the proposal with respect to its congruity in light of the ordinance and design guidelines / List evidence and facts gleaned during public hearing / Make sure the Commission considers only competent, material and substantial evidence <sup>1</sup> / Note for record that any such hunches, rumors, speculations and irrelevancies were rejected by Commission and that Commission did not rely on that evidence in reaching its decision
FINDINGS OF FACT	k. Accept motion for findings of fact. (Note: several findings may need to be made on an application – use the following wording:  “I move that, based upon the evidence that has been presented in the application and during the public hearing, the Commission finds that  the proposed material change in appearance would not [or would] have a substantial adverse effect on the aesthetic, historical, or architectural significance and value of the historic district [or historic property]  according to [cite sections of the ordinance, guidelines, and/or Secretary of the Interior Standards, as appropriate]  citing the following facts [cite the appropriate fact]”
DISCUSSION	Ask for second / Discussion; call on each Commission member for comments following motion made and seconded / Adopt
CONDITIONS	l. Discuss the appropriateness of imposing conditions (Specific wording needed)
DECISION ON CERTIFICATE	m. Call for motion that applications for Certificate of Appropriateness be: Approved / Approved subject to conditions / Deferred for further information / Denied. Second / Discuss / Vote.
THANK APPLICANT	n. Thank applicant, neighbors, and associations for coming. Invite to stay, but indicate they may leave and will receive formal notification from the Commission staff.
NEXT APPLICATION	o. Proceed to NEXT APPLICATION

6. Old business. Take action on each item.
7. New business. Take action on each item.
8. Other business. Take action on each item.
9. Adjournment. Note time.



<sup>1</sup> Competent evidence is evidence supported by factual data;  
Material (relevant) evidence is evidence that addresses the issue being decided;  
Substantial evidence must do more than create the suspicion of the existence of the fact to be established.