



HOW TO MAKE A MOTION CONCERNING AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

FIRST, a commission member should make a "finding of fact" and express that in the form of a motion:

"I move that the Happytown Preservation Commission find as a fact that the proposed (project) at (address or tax map #), if constructed according to plans submitted (date), is not incongruous with the character of the historic district for reasons that the (Specify all the factors that make the changes compatible, like height, setback, placement, fenestration, materials, architectural detailing, roof, form proportions, appurtenant features, placement, etc.) are generally in harmony with the character of the adjoining properties."

SECOND, after this motion has been seconded, discussed and adopted, another motion is made or called for concerning the actual application.

"I move that the Happytown Preservation Commission (grant, deny, or approve with conditions) a certificate of appropriateness to (applicant) for the proposed (project) at (address or tax map #)."

This motion is then seconded, discussed and adopted.
