SHREVEPORT HISTORIC PRESERVATION COMMISSION BYLAWS

Approved: September 30, 2013

Article I: Authorization
Shreveport Code of Ordinances Sections 36-9 through 36-47 establish the Historic Preservation Commission (hereafter HPC) and defines its duties and responsibilities.

Article II: Mission Statement and Purpose
The mission of the HPC is to enhance the quality of life for citizens of Shreveport by promoting historic preservation.

By statute, the HPC has as its basic purpose the preservation of sites, structures, and districts of historical, cultural, archaeological, or architectural significance together with their appurtenances and environmental settings. It is the further purpose of the HPC to preserve and enhance the quality of life and to safeguard the historical and cultural heritage of Shreveport by preserving sites, structures, or districts which reflect the elements of the city cultural, social, economic, political, archaeological, or architectural history. Such preservation is intended to strengthen the local economy, to stabilize and improve property values in and around such historic areas, to foster civic beauty, and to preserve and promote the preservation and appreciation of historic sites, structures and districts for the education and welfare of the citizens of the city.

Article III: Jurisdiction
Section 1. Geographic Boundaries
The HPC’s jurisdiction shall be congruent with the corporate limits of the City of Shreveport.

Section 2. Map of Jurisdiction
The zoning map of the City of Shreveport shall serve as the HPC’s area of jurisdiction.

Article IV: Organization of the HPC
The HPC shall consist of five voting members. All members shall attend regularly scheduled meetings and shall be on time. If three consecutive regularly scheduled meetings are missed without good cause as determined by the HPC, resignation shall be encouraged. If six consecutive meetings are missed, resignation is automatic.

Section 1. Officers
The officers of the HPC Commission shall consist of a Chairperson, Vice-Chairperson, and a Secretary.
(A) Election. Held each July.

(B) Terms. Serve twelve (12) months from day of election with unlimited renewed additional terms of twelve months as approved by the HPC’s majority vote.

(C) Duties.

Officer Duties
(1) The Chairperson shall preside at all meetings and hearings of the HPC, and shall have the duties normally conferred by parliamentary usage of such offices. The Chairperson may succeed himself/herself. The Chairperson shall have the privilege of discussing all matters before the HPC and to vote thereon.

(2) The Vice-Chairperson shall act for the Chairperson in her or his absence.

(3) The Secretary shall keep the minutes and records of the HPC, prepare the agenda of regular and special meetings, provide notice of meetings to HPC members, arrange proper and legal notice of hearings; attend to correspondence of the HPC and such other duties as are normally carried out by a Secretary.

Commissioner Duties
(1) Each member of the HPC will familiarize herself or himself with the applications for a certificate of appropriateness (referred to as application), under consideration.

(2) HPC members shall avoid any conflict of interest and even the appearance of such a conflict. In cases where a potential conflict appears, the member should remove herself or himself from the case, entirely, and cause such action to become part of the official record of the HPC.

(3) The review process carried out by the HPC requires judgment of each application based upon architectural guidelines, historical, archival and archaeological information as well as technical and consultant assistance.

(4) As necessary, the Chair may assign commissioners to special duties that relate to HPC business, on a pro-tem basis.

(5) Commissioners serve on the HPC without compensation, in a volunteer status.
Ex-Officio Duties
The Ex-Officio member shall be a representative of the Metropolitan Planning Commission staff with the purpose of providing information and guidance for land use, design, and other planning policies and principles as they relate to historic preservation.

Section 2. Impartiality Required
No HPC member shall, in any manner, discuss any application with any parties or their representative prior to the HPC’s deliberations on such application, provided, however, that members may seek and/or receive factual information pertaining to the application from any other member of the HPC or HPC staff prior to hearing.

Members of the HPC shall not express individual opinions on the proposed judgment of any application with any person prior to the determination of that application, except in accordance with these rules. Violations of these rules may be cause for dismissal from the HPC.

Article V: Quorum and Majority Vote
Quorum shall consist of three Commissioners with three constituting a majority vote.

Article VI: Meetings
Section 1. Regular meetings will be held on the 3rd Tuesday of each month unless otherwise stipulated.

Section 2. Three members shall constitute a quorum for the transaction of business and the taking of official action. Whenever a quorum is not present at a regular or special meeting, no action taken at such meeting shall become final unless and until ratified and confirmed at a subsequent meeting at which a quorum is present. If during the course of the meeting, attendance is less than three members, no official action can be taken.

Section 3. In the absence of any provision that rules to the contrary, the rules of procedure provided by the latest edition of Roberts Rules of Order shall prevail.

Section 4. Members may be removed by the City Council for neglect of duty, malfeasance in office, or violation of the attendance policy for the HPC.

Section 5. Extra meetings may be called by the Chairperson as the need arises. All members of the HPC shall be notified of such meeting no less than 24 hours in advance.
Article VII: Agenda
Section 1. Commissioners desiring to place any item of business on the agenda for consideration by the HPC shall submit all required supporting data to the Secretary no later than 7 calendar days prior to the meeting in which the matter is to be considered by the HPC.

Section 2. On the Thursday preceding the Tuesday of each meeting, the Secretary shall prepare and submit to the staff an agenda of items to be brought before the HPC and the minutes of the previous meeting.

Section 3. The HPC support staff shall distribute copies of all relevant agenda items and supporting data submitted for consideration by the Historic Preservation Commission to all appropriate agencies for review and comment.

Section 4. No petition for any item of business shall be considered or voted on by the HPC unless such application or petition appears on the agenda and all complete information is submitted.

Article VIII: Committees
Section 1. The HPC may establish such committees, as it deems advisable and assign each committee specific duties or functions.

Section 2. The Chairperson shall designate the members of each committee and shall name the Chairperson of each committee. The Chairperson shall fill vacancies on committees as they are created.

Article IX: Advisory Council
Section 1. The Advisory Council shall be responsible for providing policy recommendations and guidance to the HPC when new or amendments to historic preservation guidelines and regulations are considered.

(A) Composed of appointed members from each established historic district in accordance with the Historic Preservation Ordinance.

(B) Appointed by Chair with majority vote of Commissioners.
(C) Nominations come from members of the HPC, from residents living within a neighborhood-centric historic district, or from a primary preservation organization that has a direct positive impact on the specific history district being represented; and if an organization is the nominator, then any such organization must be a duly constituted and viable non-profit with preservation as its primary mission and acknowledged experience in preservation and good standing with the Louisiana Secretary of State.

(D) Approved members must be persons with ethical standing and not economically or financially benefiting from contracts with the City of Shreveport.

(E) Appointed members serve for twelve months with unlimited renewed additional terms of twelve months as approved by HPC majority vote.

(F) Appointed members can be removed by the Chair with majority vote of Commissioners. If the appointed member departs the Council before the expiration of their term, then the Chair with majority vote of the HPC may appoint a substitute from the same historic district for the remaining time of the term.

(G) Appointed members cannot vote in HPC decisions or speak for the HPC.

(H) Appointed members are encouraged to attend regular meetings of the HPC at least one each quarter.

(I) Duties of appointed members include: advising the HPC on the preservation issues, concerns, and challenges of their represented historic district and to assist as requested the Commission’s educational and outreach efforts in their represented historic district.

(J) The HPC Secretary shall be notified of all meetings of the Advisory Council that are in addition to their meetings with the HPC.

Article X: Commission Appointed Committees
Section 1. Committee as a whole

(A) Composed of Commissioners

(B) Chair appoints Committee Lead from Commissioner

(C) Established for special stated purpose and duration
Article XI: Technical Advisory Committee
Section 1. The Technical Advisory Committee shall provide guidance to the HPC during the creation of historic preservation guidelines and regulations related to architectural, engineering, and building code requirements.

(A) A standing committee of the HPC

(B) Chair appoints members with majority vote of Commissioners

(C) Appointed members serve for twelve months with unlimited renewed additional terms of twelve months as approved by the HPC majority vote.

(D) Appointed members can be removed by Chair with majority vote of Commissioners.

(E) Appointed members are non-paid, volunteers and cannot vote on HPC decisions or speak for the HPC.

(F) Committee not to exceed four persons and composed of persons with education and/or experience and expertise in areas of preservation, geographic information systems, and restoration architect.

(G) Appointed members of the Technical Advisory Committee provide specialized advice, expertise, and preservation-centric services as requested by the HPC.

(H) The HPC Secretary shall be notified of all meetings of the Technical Advisory Committee that are in addition to their meetings with the HPC.

Article XII: Ad hoc committees
Section 1. Should the HPC determine the need for various ad hoc committees to discuss or address specific issues, the following procedures shall be followed:

(A) Chair appoints committee Lead and committee members with requisite expertise as approved by majority vote of the HPC.

(B) Established for special stat purpose, duration, and a stated deliverable

(C) Appointed members of the Advisory Council may be considered for appointment to an ad hoc committee.
Article XIII: Hearings

Section 1. The Commission shall hold a public hearing on each application within forty-five (45) days after a complete application is received by the Commission. Applicants shall be given written notice of the public hearing and of meetings relating to their application and shall be informed of the Commission’s decision. Notice of the public hearing shall also be published in the City’s official journal no less than ten (10) days prior to the date of the public hearing. At a minimum, the published notice shall contain the name of the applicant and the property owner, the address of the property subject to the public hearing, the purpose of the request to the Commission and, the date, time and location of the public hearing.

Section 2. The case before the HPC shall be presented in summary by the HPC support staff, and the petitioner.

Section 3. A member of the HPC shall disqualify herself/himself from voting on any application or petitioner to which he or she has any knowledge of the following conditions:

(a) The member, spouse of the member, or any immediate family of the member holds pecuniary interest, either as agent or owner, in the property in question,

(b) the member, spouse of the member, or any immediate family of the member, is employed or is the employer, retained, or acting as agent for any party directly involved in the petition or application at any time during the six months preceding the date on which the petition or application is brought before the HPC, whether or not that party is present; the member, spouse of the member, or immediate family of the member has performed any professional service in connection with the property involved in the application or petition at any time during the six months preceding the date the matter is brought before the HPC.

Section 4. It shall be the duty of any party involved in a matter before the HPC to inform the Chairperson if said party has knowledge of any reason why any member of the HPC should disqualify herself/himself from voting on the matter before the HPC.

Section 5. In the event that a member fails to disqualify himself from voting on any application or petition when such disqualification is required by Section 4 of this article, the Chairperson shall have the power to disqualify the member from voting on the application or petition in question. If a vote on the matter has been conducted prior to such disqualification, the Chairperson shall declare the vote of the disqualified member to be null and void, and the disposition of the appeal or application shall be as if the disqualified member had not voted.
Section 6. In the event such disqualification results in the lack of a quorum, no action shall be taken on the matter.

Section 7. Willful violation of the terms of Section 4 of this article shall be grounds for a recommendation to City Council for removal from office.

Article XIV: Amendments and Alterations to Bylaws
These rules may be amended, rescinded, or supplemented by a majority vote of the HPC, provided such amendments are presented in writing, at a regular meeting or special meeting called for this particular purpose, and action taken thereon at a subsequent regular meeting.