



402 LEE STREET
DECATUR, ALABAMA 35601
APRIL 11, 2023

Council Chambers

Historic Preservation Commission

4:00 PM

I CALL MEETING TO ORDER:

II APPROVAL OF MINUTES: None

III ELECTION OF CHAIR AND VICE CHAIR:

Election of Chair and Vice Chair:

Terms last for one year, with a two year maximum.

B: Election of Officers

1) Officer Election- The Commission will elect its own Chairperson and Vice-Chairperson, and other officers from time to time as it determines necessary, all of whom shall be members of the Commission. Officers will be elected at their first regular meeting in January of each year, and the candidate receiving a majority vote of the entire membership of the Commission shall be declared elected. Officer Qualification Considerations Officers should be interested in holding the position(s), be able to devote sufficient time to Commission business, be committed to attend as many regular and special Commission meetings as possible, be prepared to make presentations to City Council, citizens, committees, neighborhood groups, and service clubs regarding commission responsibilities, projects, plans, and policies, and have sufficient experience on the Commission to understand its role and function and to have a basic understanding of the City's applicable policies and development regulations.

2) Terms- Officers shall serve for one year or until his/her successor takes office. Officers shall be eligible for reelection; but no member shall serve as Chair for more than two (2) consecutive years.

3) Absence of Chair and Vice-Chair- When both the Chair and Vice-Chair are absent from a meeting, the members present shall select a member to temporarily act as Chair for that meeting by consensus or by a majority vote.

4) Officer Vacancy- A vacancy in an officer position shall be filled by election at the next regular or special meeting of the Commission from current Commission members. Until such election, the Vice-Chair shall serve as acting Chair, if the Chair position is vacant. All members elected to fill an officer position shall serve until the next annual officer election.

C: Officer Duties

1) Duties of Chairperson- The Chairperson shall preside at all meetings and hearings of the Historic Preservation Commission and shall have the duties normally conferred by parliamentary usage of such offices. The Chairperson may succeed himself/herself subject to the conditions outlined in Section B part 2 above. The Chairperson shall have the privilege of discussing all matters before the Commission and to vote thereon. All resolutions adopted by the Commission and Commission correspondence shall be signed in his/her name as the Chair of the Commission.

2) Duties of Vice-Chairperson- The Vice-Chairperson shall assume the duties and responsibilities of the Chair in the event that the Chair is absent or unable to perform their duties.

IV BOARD BRIEFING/BUSINESS:

Vote on updated rules of procedure

V BOARD BRIEFING/BUSINESS:

Vote on option to livestream ARB meetings

Background: The HPC, at the request of the city, began having meeting sessions live-streamed during the pandemic. This action supported pandemic related legal changes which among other things allowed commissioners to dial in without being present, and vote. The legal framework that allowed for that meeting flexibility has expired and has not been renewed by the state. Commission members must meet in person now to cast votes. Streaming the meeting requires resources from the IT department. Some commissioners asked if the commission still needs to utilize these municipal resources for our meetings. The HPC voted to suspend livestreaming at their May 2022 meeting.

Staff Findings: Staff queried the legal department and was told there is no legal requirement to streaming the meetings. It is at the board's discretion. Some municipal boards do livestream (Ambulance Review Board, Planning Commission), some do not (Park and Rec, Personnel, Library Board).

Staff checked with IT, meeting recordings are not archived by the city.

Staff checked with the other CLGs in the state, the vast majority do not livestream HPCs or Architectural Review Boards. Huntsville does, Birmingham records audio only (no video).

VII STAFF UPDATES:

Planning

Preservation Month in May

Current Grants

Educational Trust Fund (EFT) Grants:

Girl Scout Little House

Sykes Cemetery

Certified Local Government (CLG) Grants:

Update Design Review Guidelines

Old State Bank Historic Structures Report (HSR)

Underrepresented Communities Grant (from the National Park Service)

Training (National Alliance of Preservation Commissions)

In person training, June 17, 9 am -1:45 (Morgan County Archives)

Training will cover outreach, planning, and section 106 review