



# Commission Procedures and Guidelines

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- 1.** Always have a printed agenda posted in a public place prior to beginning the commission meeting.
- 2.** Keep accurate minutes and records of all commission activities specifically outlining each case and the reasons an application was approved or denied.
- 3.** Commission members should never speak on behalf of the commission or advise applicants on the "likelihood of approval" of applications outside of the public hearing.
- 4.** Require an accurate representation of the applicant's request, sufficient enough to make an informed decision about the case.
- 5.** Always keep your elected officials and other boards and commissions informed of the role and responsibilities of the preservation commission.
- 6.** The commission chair should maintain order at all meetings and always allow relevant public comment.
- 7.** As a commission member, avoid any appearance of a conflict of interest due to personal, social, or financial gain in any case.
- 8.** All commission decisions for designations or certificates of appropriateness must be based only on the review criteria in the ordinance.
- 9.** All commission decisions must be based on a finding of fact that should be stated as a part of the motion to approve or deny the application.
- 10.** Refer to your local preservation ordinance often if you are a commission member. It should be the basis for all actions.

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Preservation  
Commissions

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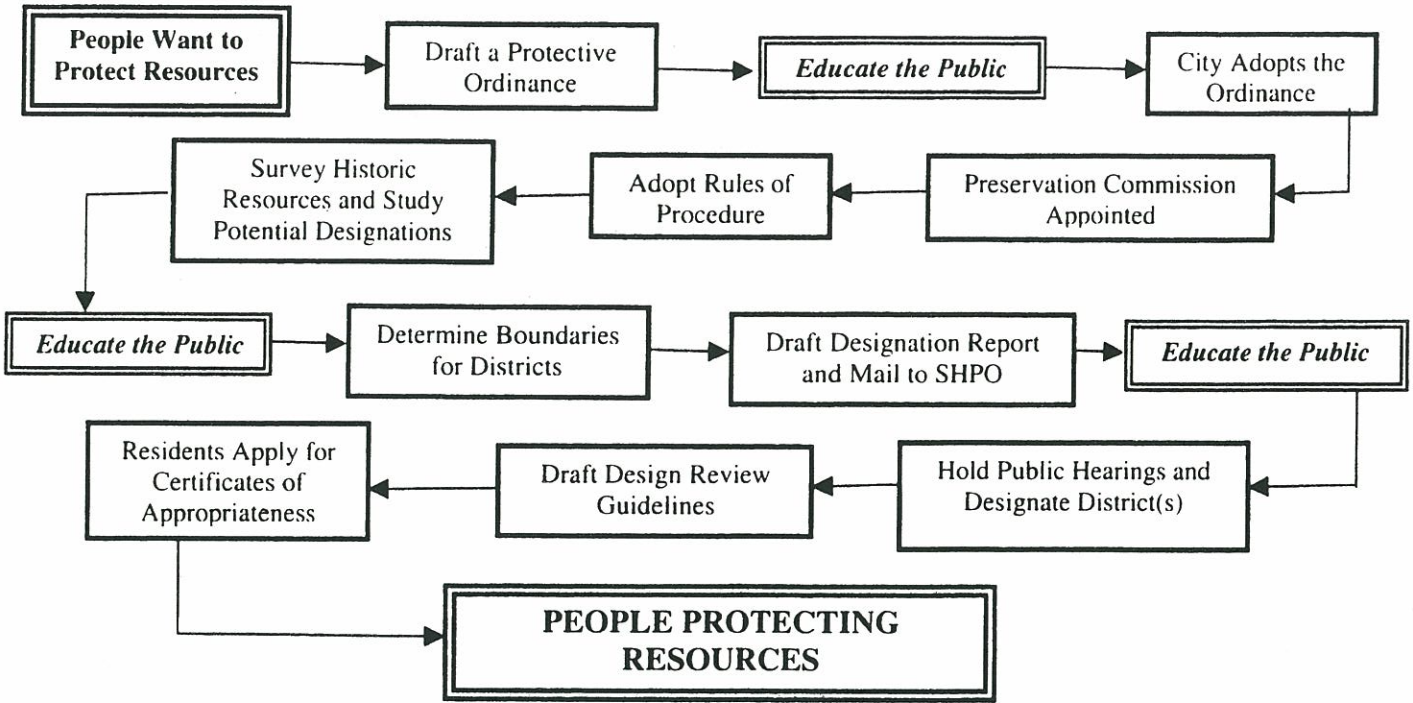
## Working with Local Government

- 1.** Meet with your mayor and council at least once a year and update them on your activities, concerns, and problems.
- 2.** Request that a member of the council be appointed to serve as a liaison with the preservation commission.
- 3.** Get to know the other commissions and boards that serve the community as part of the local government, i.e. the planning commission, zoning appeals board, etc.
- 4.** Print an annual report of the activities of the commission emphasizing success stories and new programs.
- 5.** Learn how the commission can work with the housing administrator or Block Grant Administrator in your town to integrate preservation with projects serving low-income or elderly individuals.
- 6.** Meet with the fire inspector, listen to his concerns, and tell him about those of the commission regarding the protection of historic sites.
- 7.** Ensure that zoning ordinances, sign ordinances, etc. do not conflict with the design guidelines for landmarks and historic districts.
- 8.** Meet with the Director of Public Works and ensure that the commission reviews all public improvements in historic districts and that the designs are compatible.
- 9.** Meet with your city attorney before your commission runs into problems. Ask him/her to attend a meeting and critique it for proper procedural methods.

## Integrating Preservation into the Planning Process

- 1.** Coordinate the historic preservation review process with all other city or county agencies.
- 2.** Integrate the historic sites survey material into the local planning process.
- 3.** Review and coordinate land-use zoning in historic areas and for landmarks to avoid conflicts.
- 4.** Establish a procedure to ensure that all state and federal review requirements have been met prior to final review by the commission.
- 5.** Establish a phased-in procedure for reviewing large projects.
- 6.** Establish policies and a procedure for reviewing investment tax credit projects and coordinate it with the SHPO.
- 7.** Meet with owners of all properties and provide them with information and assistance regarding the preservation of structures before a crisis occurs.

# WHAT CAN I DO TO PROTECT THE NEIGHBORHOOD? - OR - HOW DO ORDINANCES WORK?



## WHAT IT MEANS TO ADOPT A PRESERVATION ORDINANCE

### A PRESERVATION ORDINANCE *DOES*:

- Provide a municipal policy for the protection of historic properties.
- Establish an objective and democratic process for designating historical properties.
- Protect the integrity of designated historic properties with a design review requirement.
- Authorize design guidelines for new development within historic districts to ensure that it is not destructive to the area's historic character.
- Stabilize declining neighborhoods and protect and enhance property values.

### A PRESERVATION ORDINANCE *DOES NOT*:

- Require permission to paint your house or review color selection.
- Require that historic properties be opened for tours.
- Restrict the sale of the property.
- Require improvements, changes, or restoration of the property.
- Require approval of interior changes or alterations.
- Prevent new construction within historic areas.
- Require approval for ordinary repair or maintenance

\*\* See the flowchart on the reverse side to examine the process establishing an ordinance. \*\*

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