

Attachment 6: Punta Gorda Historic Preservation Advisory Board

Section 15.4. Historic Preservation Advisory Board [HPAB]

The body established by City Council for the administration of matters relating to the preservation and designation of Punta Gorda's historical, cultural, and/or archaeological resources.

(a) Powers and Duties. The Board shall have the following powers and duties.

(1) Undertake an inventory of properties of historical, architectural, and/or cultural significance.

(2) Recommend to City Council individual structures, buildings, sites, areas, or objects to be designated by ordinance as Historic Overlay districts [HO].

(3) Recommend to City Council the acquisition of properties within established districts or any such properties designated as landmarks, to hold, manage, preserve, restore and improve the same, and to exchange or dispose of the property by public or private sale, lease or other legally binding restrictions which will secure appropriate rights or public access and promote the preservation of the property.

(4) Restore, preserve and operate historic properties with approval of City Council.

(5) Review and recommend for staff approval of applications for Certificates of Appropriateness.

(6) Develop and recommend for adoption design guidelines to be used in the review of Certificates of Appropriateness.

(7) Conduct an education program with respect to historic landmarks and districts within its jurisdiction.

(8) Recommend that City Council consult with the owner of a building, structure, site, area or object on its acquisition or its preservation, when such action is reasonably necessary or appropriate.

(b) Procedures. All meetings shall be open to the public and shall be conducted in accordance with the rules of procedure adopted by the City Council. Such rules of procedure may be amended by the City Council upon recommendation of the Board. Any rules of procedure adopted shall be kept on file in the City Clerk's Office and shall be made available to the public at any meeting or hearing of the Board. The City Clerk or designee is authorized to administer oaths to any witnesses in any matter coming before the Board.

(c) Meeting Minutes. The Board shall keep permanent minutes of all its meetings. The minutes shall record attendance of its members, its resolutions, findings, recommendations and actions. The minutes of the Board shall be a public record.

(d) Staff. The Director of Community Development or designee shall serve as staff to the Board and shall provide technical assistance as requested

(e) Quorum and Vote Required. A quorum of the Board, necessary to conduct any business, shall consist of four members. The concurring vote of a majority of the members of the Board, present for the hearing, shall be necessary in order to take any action on any matter.