

Version May 15, 2026 - draft
- MUNICIPAL CODE
Chapter 2 - ADMINISTRATION
ARTICLE IV. - BOARDS, AUTHORITIES AND COMMISSIONS
DIVISION 3.3. HISTORIC LANDMARKS AND PRESERVATION COMMISSION

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Sec. 3.3-288. How constituted.

The Historic Landmarks and Preservation Commission shall consist of seven members appointed by the mayor and confirmed by the council. One of the members of the commission shall be a city council member acting as a voting member of the commission. These members shall hold three-year terms. The commission shall elect by majority vote a chair, vice-chair and secretary. The commission shall meet at least once a year and when necessary. The council representative shall be appointed by the mayor each April, except for the initial appointment which shall be made as soon as practicable following the adoption of this division.

Sec. 3.3-289. Powers and duties.

It is declared a matter of public policy that there is value in preserving the history of the City of Columbus. The purpose of this commission is to:

- (1) Effect and accomplish the protection, recognition, enhancement and perpetuation of historic preservation structures and sites that represent or reflect elements of the city's cultural, social, and architectural history.
- (2) Safeguard the city's historic and cultural heritage as embodied and reflected in historic structures, sites, districts and neighborhoods.
- (3) Foster civic pride in the beauty and noble accomplishments of the past.
- (4) Protect and enhance the city's historic attractions for residents, tourists and visitors by supporting alternate uses of historic structures
- (5) Promote the use of historic structures, sites, districts and neighborhoods for the education, pleasure and welfare of the people of the city.

The activities and responsibilities of the board are set forth in the chart below:

Accounting	-Day to day accounting will be performed by the City Finance Director/Treasurer -The Finance Director/Treasurer shall determine how funding designated for historic preservation projects is allocated within city accounts -Only the Finance Director/Treasurer shall issue checks for payment of invoices
Members and Commission Meetings	-Meets at least once a year and when needed -Adhere to open meetings and public records law -Adhere to the City's Code of Ethics

	<ul style="list-style-type: none"> -All official city documents shall be stored on city owned/leased equipment and/or in city owned/leased facilities -The purchasing policy must be followed
Budgeting and Fundraising	<ul style="list-style-type: none"> -May review budget reports related to historic preservation -May provide input for the funding of historic preservation projects and activities through the Community and Economic Development Department budget. Input must align with the established budget timeline. - May make recommendations to the capital improvements plan (CIP) through the Community and Economic Development Department. Input must align with the establish CIP timeline. -May make recommendations to apply for grants with council approval - Fundraising shall be approved on a project by project basis by the City Council or executed through the City's "Friends" group -Any donations shall be deposited as determined by the City Finance Director/Treasurer
Facilities and Historic Structures	<ul style="list-style-type: none"> -Makes recommendations regarding the alteration of designated historic public structures; specifically, structures that are considered contributing structures within a district or designated individually -Does not coordinate construction plans for the alteration of historic public structures or hire contractors. -Makes recommendations to plan commission/ council/state historical society if necessary
Policies and Programming	<ul style="list-style-type: none"> --Provide policy guidance in the development of plans related to historic preservation including the designation of local historic structures -Recognize historic buildings and sites -Develop historic preservation education and promotion programs -Collaborate with local historic preservation organizations