

## Chapter 2.70

### HISTORIC PRESERVATION COMMISSION

Sections:

- 2.70.010 Membership.
- 2.70.020 Appointment.
- 2.70.030 Term.
- 2.70.040 Officers.
- 2.70.050 Vacancies.
- 2.70.060 Quorum.
- 2.70.070 Meetings.
- 2.70.080 Duties.

**2.70.010 Membership.**

The historic preservation commission shall consist of seven members having a demonstrated interest, competence or knowledge in historic preservation. To the extent available, three commission members shall be professionals, as defined by the National Park Service regulations, from the disciplines of history, architecture or architectural history and archaeology. (Ord. 92-03 § 1 (part), 1992.)

**2.70.020 Appointment.**

Members shall be appointed by the mayor and confirmed by the council. Appointments to fill vacancies shall be for the unexpired term only. (Ord. 92-03 § 1 (part), 1992.)

**2.70.030 Term.**

Members shall be appointed for a term of three years, except, of those first appointed, three shall be appointed for three years, two for two years, and two for one year. (Ord. 92-03 § 1 (part), 1992.)

**2.70.040 Officers.**

The commission shall designate a member as its presiding officer to conduct the business of the commission, a deputy presiding officer to serve in the absence of the presiding officer, and a clerk. The clerk shall prepare, or cause to be prepared, the journal of the commission's proceedings. (Ord. 92-03 § 1 (part), 1992.)

**2.70.050 Vacancies.**

A vacancy shall be declared, and filled as provided in Section 2.70.020 when a member:

1. Submits his or her resignation and the resignation is accepted by the mayor; or
2. Misses two or more consecutive meetings unless excused by the commission; or
3. Is physically or mentally unable to attend commission meetings for a period of more than one hundred eighty days; or
4. Is convicted of a felony. (Ord. 92-03 § 1 (part), 1992.)

**2.70.060 Quorum.**

Four persons shall constitute a quorum. Any act of the commission requires a quorum and the affirmative vote of a majority of persons present and voting, and in no event fewer than three affirmative votes. Every member who is present when a question is put, where he or she is not disqualified under the conflict of interest provisions of Section 2.03.020, shall vote. Persons who are present, but are excused from voting, shall be counted for purposes of a quorum. (Ord. 92-03 § 1 (part), 1992.)

**2.70.070 Meetings.**

The commission shall meet at least twice each year and conduct business in accordance with the open public meeting laws of Alaska. This includes public notification of meeting place, time and agenda items. Written minutes

of each commission meeting will be prepared and made available for public inspection and filed with the city clerk. (Ord. 92-03 § 1 (part), 1992.)

**2.70.080 Duties.**

The duties of the historic preservation commission shall be as follows:

- A. Survey and Inventory Community Historic Resources.
  - 1. The commission shall conduct or cause to be conducted a survey of the historic, architectural, and archaeological resources within the community. The survey shall be compatible with the Alaska Heritage Resources Survey and able to be readily integrated into statewide comprehensive historic preservation planning and other planning processes. Survey and inventory documents shall be maintained and released on a need-to-know basis to protect the site location from possible vandalism. The survey will be updated at least every ten years.
  - 2. The commission shall prepare an historic preservation plan for the surveyed resources.
  - 3. The commission shall prepare an ordinance measure to implement the preservation plan if necessary.
- B. Review Proposed Nominations to the National Register of Historic Places. The commission shall review and comment to the State Historic Preservation Officer on all proposed National Register nominations for properties within the boundaries of the community. When the historic preservation commission considers a National Register nomination which is not represented on the commission, the commission will seek expertise in this area before rendering its decision.
- C. Provide Advice and Information.
  - 1. The commission shall act in an advisory role to other officials and departments of local government regarding the identification and protection of local historic and archaeological resources.
  - 2. The commission shall work toward the continuing education of citizens regarding historic preservation and the community's history.
- D. Enforcement of State Historic Preservation Laws. The commission shall support the enforcement of the Alaska Historic Preservation Act. (Ord. 92-03 § 1 (part), 1992.)