

14.03.004 APPOINTMENT OF HISTORIC PRESERVATION OFFICER

The city administrator or its designee shall appoint a qualified volunteer or staff person to serve as historic preservation officer (HPO). The HPO shall be empowered to:

1. Administer this article and advise the commission on matters submitted to it.
2. ~~To maintain and hold open for public inspection all documents and records pertaining to the provisions of this article. All records will be maintained at city hall or other designated location as determined by the city records officer.~~
3. Receive and review all applications pursuant to this article to ensure their completeness.
4. Review and take action on all certificates of appropriateness applications subject to administrative review pursuant to this article.
5. Review and forward with any recommendations all applications for certificates of appropriateness subject to review by the commission pursuant to this article.
6. ~~Ensure proper posting and noticing of all commission meetings, schedule applications for HPC review, provide packets to its members prior to the meetings, record meeting minutes and facilitate all commission meetings. The HPC secretary will assist in these administrative duties.~~
7. Review and help coordinate the city's preservation and urban design activities with those of local, state and federal agencies and with local, state, and national preservation organizations in the private sector.

(Ordinance 17.03.13A, sec. 4, adopted 3/13/17)