

MEMO



TO: Mayor Hahs and Members of the Board
FROM: Larry Miller, Building & Planning Manager
DATE: December 11, 2025
SUBJECT: Code Amendment – Chapter 64: Historic Preservation
Commission Updates

This memo summarizes the proposed amendments to **Chapter 64 – Historic Preservation**.

Summary of Key Changes

1. Commission Membership Updated

- Reduces the number of members to five (5).
- Removes all alternate positions.
- Eligibility expanded to include individuals who either reside in the City of Jackson or own property within the city limits.

2. Participation by Video Conference

- Members may participate by video conference for roll call votes, consistent with state law and city meeting practices.

3. Addition of Section 64-10 – Budget Distribution for Historic Preservation Commission

The amendment creates a new section establishing a formal budgeting and financial framework for the HPC, including:

- **Annual budget appropriation** by the Board of Aldermen based on anticipated commission needs.
- **Authorized uses of funds**, including surveys, research, public education, consultants, workshops, administrative costs, and preservation-related documentation.
- Ability to **seek supplemental funding** through grants, gifts, or bequests with Board approval.
- **Financial recordkeeping and reporting** requirements, with an annual financial report submitted each January.
- **Annual budget proposal** submitted by the HPC as part of the city's budgeting process.

This amendment does not require a public hearing. Approval may be granted by a simple majority (5 of 8 votes) at the next regular meeting on January 5, 2025.