

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.