

BOARD RULES OF PROCEDURE

1.0 PURPOSE

To establish procedures for organizing the Historic Resources Review Board, hereafter termed "Board," for designating Landmarks and Historic Districts, and for processing applications for Certificates of Appropriateness (COAs) for (1) any changes in the external appearance of existing structures; (2) design of new structures; (3) demolition of existing structures within designated Historic Districts or Landmark properties; and (4) development activity that results in a discovery of historical or archaeological artifacts on the project site.

2.0 GENERAL RULES

The Board shall be governed by the terms of Part 3.03.00, Historic Preservation, as contained in the Hillsborough County Land Development Code and by Chapter 266 of the Florida Statutes as they may be amended or revised. For procedures not covered by these rules, the Board shall follow the rules contained in the current edition of Robert's Rules of Order.

3.0 JURISDICTION

The Board's jurisdiction for requiring COAs is as stated in Part 3.03.00, Historic Preservation.

4.0 MEMBERS, OFFICERS AND DUTIES

The Board shall be composed of 7 members, whose terms of office are set by Section 9.03.04. There may also be up to two alternate members. Appointment as an alternate shall not be considered appointment as a member for purposes of Board membership term limits.

4.1 Chairman

A Chairman shall be elected by the members of the Board. The Chairman shall decide all points of order and procedure subject to these rules, unless directed otherwise by a majority of the Board in session at the time. The Chairman shall appoint any committees found necessary to investigate any matters before the Board.

4.2 Vice-Chairman

A Vice-Chairman shall be elected by the Board from among its members in the same manner as the Chairman. The Vice-Chairman shall serve as acting Chairman in the absence of the Chairman, and at such times shall have the same powers and duties as the Chairman.

4.3 Administrator

The Administrator with the assistance of staff members shall be responsible for supervising the preparation of materials for meetings, the maintenance of all records and the preparation of correspondence. Further, the Administrator shall be authorized to approve applications for routine repair and maintenance, including painting, roof repairs and other miscellaneous repairs. He/she shall also be responsible for scheduling regular meetings as well as Committee meetings of the Board. In addition the Administrator, or the staff member designated by the Administrator, shall be familiar with all applications and shall advise the Board on design review matters where appropriate. When requested by the Chairman, the Administrator or Assistant Administrator shall also represent the Board at public meetings. Other responsibilities shall include coordination with appropriate County departments including, but not limited to, the zoning and planning offices of the County and making recommendations to the Board regarding zoning and planning issues, rules of procedure and design guidelines.

4.4 Elections

Election of officers shall be held at the first regular meeting in July. Members shall be notified by the Administrator, in writing, at least thirty (30) days prior to the regular July meeting that officers will be elected at this meeting.

4.5 Attendance at Meetings

Faithful and prompt attendance at all meetings of the Board and conscientious performance of the duties shall be required for continuing membership on the Board. Should a member miss more than three fiscal year regular meetings, the Chairman with the concurrence of a majority of the entire Board, shall recommend to the appropriate authority that a vacancy be declared and that the vacant position be filled. Additionally, a Board member may miss no more than two public hearings or the above process will occur.

4.6 Applications Involving Member

A Board member may not vote at any hearing, consideration or determination of any case in which he/she is a party or has a financial interest. When the vote is taken, said Board member(s) shall leave the room.

4.7 Qualification to Vote

Board members' right to vote shall be contingent on the assurance by the member that the member has read the application and the minutes of any meeting at which the application was discussed.

4.8 Impartiality Required

In any discussion concerning applications prior to the Board's deliberations, Board members shall not imply or guarantee that results of prior discussion would lead to a particular resolution.

4.9 Knowledge of Applicable Laws

Each member of the Board shall be thoroughly familiar with all statutes, laws, codes and Rules of Procedure relating to the Historic Districts and Landmarks as time and circumstances permit.

4.10 Membership Education

Members of the Board shall make every effort to attend appropriate educational meetings, workshops and conferences so that they will have the necessary expertise to accomplish their responsibilities.

4.11 Public Inspection

These Rules of Procedure will be open for inspection by the public.

5.0 MEETINGS

5.1 Regular Meetings

Regular meetings of the Board shall be held on the third Tuesday of each month at 3:00 p.m. or may be held at some other convenient time if directed by the Chairman in advance of the meeting.

5.2 Special Meetings

Special meetings of the Board may be called at any time by the Chairman. At least forty-eight (48) hours notice of the time and place of the special meetings shall be given, by the Administrator or by the Chairman, to each member of the Board, provided that this requirement may be waived by action of a majority of all members.

5.3 Quorum

A quorum shall consist of four (4) members of the Board. Alternate members shall be seated as voting members of the Board in the absence of regular voting members at any meeting. In the event that two alternate members are present and one regular voting member is absent, the alternate member first appointed as such shall be seated as the voting member. Alternate members shall not vote on matters before the Board when they are not sitting as a voting member, but may participate in Board discussions.

5.4 Conduct of Meetings

All meetings shall be open to the public. At the beginning of hearings on Landmark or Historic District designations and COAs, Board members may pass a motion to limit testimony on a particular issue to a certain time limit.

5.5 Notice

The meetings of the Board shall be previously advertised.

6.0 APPLICATION PROCEDURES FOR A CERTIFICATE OF APPROPRIATENESS

6.1 Filing of Application

An application must be filed at the offices of the Board by noon at least ten (10) days prior to the next meeting, accompanied by sketches, drawings, photographs, specifications, descriptions, etc. as outlined by the COA requirements for application of the proposed project.

6.1.1 Requirements For Application

The applicant shall be familiar with the Board guidelines prior to completing the drawings and is urged to contact the Board when a project is first contemplated. Applications must be submitted with the following documents:

A. For new construction or alteration, both Preliminary and Final Approval are required.

Preliminary Approval shall be sought at the completion of schematic design. The following documents shall be submitted: (The degree of detail of these documents shall be dependent upon the extent of the alteration intended. This degree of detail shall be at the discretion of the Board staff; the drawings need to be sufficient to describe the nature of the change.)

1. A site plan showing the immediate context (footprints of two adjacent buildings on each side and the building directly across the street) and natural features (trees, wetlands, etc.). Scale: 1"=10' to 1"=30'.
2. Schematic plans.
3. Street and side elevations of the proposed building. Scale: 1/8"=1'-0" or 1/4"=1'-0".
4. Photographs of the site and two adjacent buildings on each side.

5. Exterior materials and color samples.
6. Information about existing and proposed building materials.
7. Additional related materials requested by the Board.

A project is not considered approved until Final Approval is granted by the Board.

Final Approval shall be sought when complete construction documents are ready to be submitted for a building permit. The following documents shall be submitted:

1. Approved Preliminary Review: Documentation of approval and resubmission of all materials shown for preliminary review. Provide documentation of all revisions made during project development to the Board. If substantial changes to the project occur between the preliminary and final submissions, the applicant should apply for an amended Preliminary Approval at least one month prior to the final application.
2. Two complete sets of plans and elevations ready to be submitted for a building permit. Note any changes from approved preliminary submission.
3. Other materials as required by the Board.

B. For minor renovation or repair submit:

1. Drawings and/or photographs of the area of the building to be altered or repaired.
2. Drawings or photographs showing the main (front) elevation of the building.
3. Written descriptions or drawings describing all the work to be done.
4. Descriptions of materials and samples.

C. For signs only submit:

1. Rendering of sign, showing size, lettering style, type of support or standard, and lighting, if any.
2. Scaled drawing and/or photo showing size and location on the building.
3. Samples of colors to be used.

D. For demolition submit:

1. Photographs of building to be demolished.
2. Statement of purpose of demolition, explaining the future use of the site.
3. Contact the Board to determine whether the building is a contributing structure. If the building is a contributing structure in an Historic District, see Section 3.03.06 of the Hillsborough County Land Development Code for additional information required as part of the application.

E. For review of artificial sidings submit:

1. Siding samples.
2. Photographs of the main (front) elevation of the building and adjacent properties.
3. Description, scaled drawings and photographs illustrating how siding is to be installed (including location and type of sheathing, insulation, etc.) giving special attention to the method with which architectural features and trim details will be accommodated by the new siding, and how the plane of the new siding relates to the plane of existing trim details.

6.2 Design Review Committee

It shall be the policy of the Board in regard to applications involving new structures or extensive alterations and/or additions to existing structures that a Design Review Committee of the Board be established in order to advise an applicant informally concerning the Board's guidelines, the nature of the area where the proposed construction is to take place, and other relevant factors. This Committee, collectively and individually shall refrain from any indication of approval or disapproval, but shall not, for that reason, be barred from a reasonable discussion of the applicant's proposals. No advice or opinion given, or reported as having been given, by any member of the Design Review Committee at such an informal meeting shall be in any way official or binding upon the Board at any time. Notice of the need for such a conference should be given to future applicants at the earliest appropriate time.

6.3 Meeting

In cases where the Board deems it necessary it shall hold a public meeting concerning the applications. Applicants shall be given notice of the meetings relating to their application. Notice of the meeting shall be given by conspicuous posting on the property at least seven calendar days before the meeting in accordance with Section 3.03.04. The applicant is responsible for posting a sign on the property as provided in Section 3.18.4 of the Historic Preservation regulations.

6.4 Time for Decision

The Board shall make a decision on each application at its next regularly scheduled meeting provided the application has been made at least ten (10) days prior to that meeting and seven (7) days proper notice has been posted by the applicant. For demolition, relocation or new construction, the Board may extend the decision for an additional thirty (30) days, or with the mutual consent of the Board and the applicant, for an additional specified period of time.

6.5 Approved Application

If the application is approved, the Administrator for the Board shall transmit a COA, clearly describing the nature of the work which has been approved. A copy of this information shall be forwarded to the Building Department, which is responsible for its enforcement.

6.6 Denied Applications

If an application is denied, a copy of the minutes of the meeting and written reasons for denial shall be made available to the applicant. The applicant shall be informed verbally at the time of the meeting at which the application is denied of his/her right to appeal the Board's decision to the Land Use Hearing Officer as described in Section 10.05.01 of the Hillsborough County Land Development Code. A new application affecting the same property may be submitted during the twelve (12) months after the disapproval if the Board determines that a substantial change has been made in the plans for the proposed work.

7.0 DESIGNATION PROCEDURES

The Board may establish a Landmark Review Committee. The purpose of this Committee is the development of a work plan, with the staff and other interested parties, for the recommendation of buildings and sites for landmark designation. The Committee may also meet with affected property owners.

7.1 Designation Update

The Board shall on a periodic basis review and continue the process of identifying and recommending historic properties within its jurisdiction.

8.0 DESIGN GUIDELINES

The procedure for adoption of design guidelines for a new Historic District and for revision of design guidelines for an existing Historic District shall be as set forth in Section 3.03.07, Hillsborough County Land Development Code, and as follows:

A. New Historic District

The Board shall notify the property owners in a new Historic District of its intent to adopt design guidelines for that Historic District and shall request comments from the owners and other interested persons. Draft guidelines will be available at the time the Historic District is recommended for designation. Drafts of the proposed design guidelines will be available for review and/or purchase at the Hillsborough County Planning & Growth Management Department.

The Board shall hold at least one public hearing to hear comments on the proposed design guidelines. Notice of the public hearing(s) shall be sent to the owner, according to the latest ad valorem tax records, for every parcel of land within the Historic District. This notice shall be mailed to such owners at their usual post office address, by regular U.S. mail a minimum of fifteen (15) calendar days prior to the date of the public hearing(s) after designation of the Historic District. The Board shall hold its public hearing on the design guidelines within ninety (90) days after designation of the Historic District. After receiving public comments on the proposed design guidelines at the public hearing(s), the Board will adopt or adopt with changes the proposed design guidelines at a regularly scheduled Board meeting.

B. Existing Historic District

The Board shall periodically review the design guidelines for each Historic District in a public hearing with notice given to the property owners within that Historic District. This review shall occur at intervals no greater than five (5) years. The Board shall at the time of any major change to the design guidelines for the Historic District, conduct a public hearing with notice given to the property owners within that Historic District. This public hearing may coincide with the periodic review. Notice of the public hearing shall be sent to the owner, according to the latest ad valorem tax records, of every parcel of land within the Historic District. This notice shall be mailed to such owners at their usual post office address, by regular U.S. mail a minimum of fifteen (15) calendar days prior to the date of the public hearing. After receiving the public comments on the design guidelines at the public hearing, the Board may adopt any proposed revisions to the design guidelines at a regularly scheduled Board meeting.

Notwithstanding the above, the Board may make minor changes to the design guidelines at any time the Board deems appropriate. Minor changes are defined as any changes made to the existing design guidelines for the purpose of clarification and will be adopted at an Board meeting.

The Board shall seek comments from all appropriate staff members regarding any proposed changes (major or minor) to the design guidelines.

C. Individual Landmarks

The Board shall notify the property owners of a potential local Landmark of its intent to adopt design guidelines for that property and shall request comments from the owners and other interested persons. Draft guidelines will be available at the time the property is recommended for designation. Drafts of the proposed design guidelines will be available for review and/or purchase at the Hillsborough County Planning & Growth Management Department.

The Board shall hold at least one public hearing to hear comments on the proposed design guidelines. Notice of the public hearing(s) shall be sent to the owner, according to the latest ad valorem tax records, for every parcel of land to be designated. After the designation of the Landmark, notice of the public hearing to review the proposed design guidelines shall be mailed to such owners at their usual post office address, by regular U.S. mail a minimum of fifteen (15) calendar days prior to the date of the public hearing(s). The Board shall hold its public hearing on the design guidelines within ninety (90) days after designation of the Landmark. After receiving public comments on the proposed design guidelines at the public hearing(s), the Board will adopt or adopt with changes the proposed design guidelines at a scheduled Board meeting.