

RECOMMENDED SECTION DRAFT

Historic Preservation Board.

There is hereby created a Board to be known as the Brenham Historic Preservation Board, hereinafter referred to as the "Board", which shall be charged with the responsibility of assuring that the integrity of Landmarks and properties within Historic Districts are protected. The members of this Board shall be subject to all requirements and provisions applicable to all board or committee members as may be established by the City Council.

- (a) The Board shall be composed of seven (7) voting members appointed by City Council, and a minimum of four (4) of such members shall be property owners within a Historic District Overlay, or of a Historic Landmark. Other members should be appointed, to the extent possible, from the following categories: architect; planner; design professional; historian; licensed real estate broker; attorney; or member of a historic preservation society.
- (b) All Board members shall have a known and demonstrated interest, competence or knowledge of historic preservation within the City.
- (c) Board members shall serve for staggered terms of three (3) years. For the initial Board members, the Historic Preservation Officer shall draw lots to establish the staggered terms with four (4) of the initial Board members serving 2-year terms and the remainder serving a full 3-year term.
- (d) The chair and vice chair of the Board shall be elected by and from the members of the Board and shall serve as said officers for a term of one year.
- (e) The Board shall meet monthly if business is at hand. Special meetings may be called at any time as requested by the Historic Preservation Officer. All meetings shall be held in conformance with the Texas Open Meetings Act.
- (f) A quorum shall consist of not less than a majority of members.
- (g) The Board shall have the authority to:
 - 1. Establish criteria for the identification of historic, architectural and cultural Landmarks.
 - 2. Recommend conferral of recognition upon the owners of Landmarks or within Districts by means of certificates, plaques or markers.
 - 3. Increase public awareness of the value of historic, cultural and architectural preservation by encouraging and participating in public education programs developed by the Historic Preservation Officer.
 - 4. Make recommendations to the City Council concerning the utilization of state, federal or private funds to promote the preservation of Landmarks and Historic Districts within the city.
 - 5. Grant or deny Certificates of Appropriateness contingent upon review according to the further provisions of this Ordinance. Appeals to the Board's approval will go through the appeal process via City Council.
 - 6. Adopt specific design guidelines for the review of Landmarks and Districts to ensure compatibility within the District.

7. Prepare and submit to the City Council an annual report on the state of historic preservation in the City, a summary of activities for the past year and a proposed program for the next year.
8. The Board shall have the further responsibility of recommending to the City council, planning and zoning commission, and City departments the adoption of policies, the source of funds, and designation of historic districts and historic landmarks that may further the City's preservation effort.
9. Perform any other such activities necessary to achieve the goals of this Ordinance, and other duties as assigned by the City Council.

Historic Preservation Officer

The City Manager shall appoint a qualified city staff person to serve as Historic Preservation Officer (HPO). This Officer shall administer and enforce the terms of this Ordinance as provided herein and advise the Board, as an ex-officio member, on matters submitted to it.

As the City of Brenham liaison to the Board, the HPO will ensure proper posting and noticing of all Board meetings, schedule applications for Board review; provide information packets to its members prior to the meetings, record meeting minutes and facilitate Board meetings.

In addition to serving as liaison to the Board, the officer will maintain an inventory of significant historic, architectural and cultural Landmarks and Historic Districts within the City.

The HPO is responsible for coordinating the City's preservation activities with those of state and federal agencies and with local, state and national nonprofit preservation organizations.