

HISTORIC LANDMARKS COMMISSION (HLC)

RULES AND PROCEDURES

Prepared By

PLANNING DIVISION  
COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF SANTA BARBARA

CALIFORNIA

Adopted by City Council

May 16, 1995

In addition to these general procedures,  
the HLC is guided by the following documents:

El Pueblo Viejo Landmark District Guidelines  
Brinkerhoff Avenue Landmark District Guidelines  
Single Family Residence Design Guidelines  
Waterfront Area Design Guidelines  
State Street Landscape Guidelines  
Sign Review Guidelines

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## **I. INTRODUCTION**

### **A. BACKGROUND**

The City of Santa Barbara was one of the first communities in the United States to conceive of historic preservation as an integral element in the planning process. At first, this concept was pursued by civic groups--The Plans and Planting Committee of the Community Arts Association and the Architectural Advisory Committee -- both of which were formed in 1922. Their efforts were augmented in 1923 by the official establishment of a City Planning Commission and in 1925 by the organization of a City Architectural Board of Review, which lasted for nine months. In 1947, a new City Architectural Board of Review (ABR) was founded. In 1960, the Advisory Landmark Committee was formed to aid in the review procedure for the newly-created El Pueblo Viejo District. In 1977, with the adoption of a new Historic Structures Ordinance, the Advisory Landmark Committee was replaced by the Landmarks Committee. In November 1993, the City Charter was amended to create the present Historic Landmarks Commission (HLC), and to include the boundaries of El Pueblo Viejo Landmark District. The charter amendment also revised the duties of the ABR to make it clear that its jurisdiction excludes applications subject to review by the Historic Landmarks Commission. The HLC consists of nine members, two of whom must be licensed architects, one a professional architectural historian, one a landscape architect, and at least one public member. The commission members must have a demonstrated knowledge of the history and architecture of the City of Santa Barbara.

### **B. OBJECTIVE**

The objective of this document is to provide rules and procedures for the Historic Landmarks Commission established pursuant to Section 817 of the Charter of the City of Santa Barbara and the Municipal Code.

### **C. HISTORIC LANDMARKS COMMISSION JURISDICTION**

The City Charter grants the Historic Landmarks Commission the power and duty to review all plans for exterior alteration, demolition, relocation, moving or construction of or on (1) any structures or real property within El Pueblo Viejo Landmark District, (2) any structures or real property within any designated Landmark District, (3) any additional property authorized by action of the City Council, (4) a designated landmark. One of the principal duties of the Commission is to review projects within El Pueblo Viejo district, which now encompasses the original historic core of the City, the areas around the Mission, the oceanfront, and the scenic entrances to the City (see accompanying map).

The Historic Landmarks Commission also has the power to recommend to the City Council that certain structures, natural features, sites or areas having historic, architectural, archaeological, cultural or aesthetic significance be designated as a Landmark. The Commission may also designate Structures of Merit. It may also perform other duties or functions prescribed by ordinance.

**DESIGN REVIEW:** The HLC shall review and take action to approve, conditionally approve, or deny all applications for:

1. **CONSTRUCTION, DEMOLITION, RELOCATION OR EXTERIOR ALTERATIONS:** All construction upon, demolition, relocation, or exterior alterations of any property within landmark districts, including landscaping, site plans, exterior paint, courtyards and any other visual characteristics.

2. ALTERATION OF A LANDMARK: Any Landmark that is proposed to be altered on the exterior, moved or demolished. A Landmark may only be proposed for demolition if it is damaged by Act of God, and approval may only take place under certain conditions.
3. SIGNS: The review of signs in the City is under the authority of the Sign Committee. Appeals of Sign Committee decisions are reviewed by the Historic Landmarks Commission if the property is within El Pueblo Viejo or other landmark districts.
4. OTHER APPLICATIONS: Applications for new construction or for alterations on structures outside of landmark districts may be referred to the HLC for architectural or historical comments and suggestions.

Minor exceptions from Commission review specified in the "Minor alterations eligible for Administrative Approval" section of this document may be allowed subject to the review of the Community Development Director or his/her representative.

HISTORICAL DESIGNATIONS: The Historic Landmarks Commission has the following duties relative to the identification of historic structures:

1. The Historic Landmarks Commission conducts a continuing survey of all structures, natural features, sites and areas in the City of Santa Barbara having historical, architectural, archaeological, cultural or aesthetic significance and which may be eligible for designation as Landmarks or Structures of Merit.
2. The Historic Landmarks Commission studies, reviews and evaluates proposals for the designation of Landmarks and Structures of Merit to determine eligibility.
3. The Historic Landmarks Commission recommends Landmark designations to City Council for final action.
4. The Commission itself may designate Structures of Merit.

Informational flyers on the designation categories are available as separate City publications.

In addition to the above listed duties, the Historic Landmarks Commission: Renders advice and guidance to the public; serves as an advisory resource to all agencies in matters pertaining to its jurisdiction; explores means for the preservation, restoration and appreciation of architectural and historical resources; reviews cultural studies, encourages efforts by and cooperation between individuals, organizations and governmental agencies concerned with preservation of the City's architectural, environmental and cultural heritage; and, encourages public understanding and appreciation of the unique heritage of the City through educational and interpretive programs.

#### **D. SUPPLEMENTAL DESIGN GUIDELINES**

In addition to the basic rules and procedures outlined in this document, supplemental

guidelines for specific types of development and for specific areas of the City have been prepared. These supplemental guidelines are contained in separate documents and include the following:

1. EL PUEBLO VIEJO LANDMARK DISTRICT GUIDELINES: The purpose of these guidelines is to preserve and enhance the unique heritage and architectural character of the central area of the City which developed around the Royal Presidio, founded in 1782, and which contains many of the City's important historic and architectural landmarks. These guidelines are the primary supplemental guidelines to consider when designing projects in the EPV district.
2. BRINKERHOFF AVENUE LANDMARK DISTRICT GUIDELINES: These architectural guidelines serve as a guide for all structures constructed or altered on Brinkerhoff Avenue and surrounding areas to ensure protection and enhancement of the district's character.
3. SINGLE FAMILY RESIDENCE DESIGN GUIDELINES: These guidelines apply to residences constructed or altered in the Hillside Design District and to certain houses outside of the Hillside Design District. The purpose of these guidelines is to assist applicants and designers in preparing plans for new residences, and for additions to existing dwellings, so that they will result in construction that is compatible with their neighborhoods.
4. WATERFRONT AREA DESIGN GUIDELINES: These Guidelines establish a general design theme which emphasizes the area's proximity to the ocean and Harbor areas. These Guidelines apply to all property in the area of the Harbor and Plaza del Mar/Pershing Park, as well as properties south of U.S. Highway 101 between Castillo Street on the west and the City limits on the east.
5. STATE STREET LANDSCAPE DESIGN GUIDELINES: These guidelines are intended to give direction to private property owners along the State Street Downtown Plaza regarding voluntary alterations to the streetscape for landscaping in front of their property. The guidelines were created in order to assure that any changes to the twelve blocks of the State Street Downtown Plaza that do occur are harmonious with the surrounding context and contribute to the overall improvement of the plaza.
6. SIGN REVIEW GUIDELINES: These guidelines itemize acceptable standards for the placement of signs throughout the City. The guidelines describe specific points of Sign Committee review which promote aesthetic signing and graphic design that enhances the architectural style or historical quality of a building.

## **II. GENERAL INFORMATION AND PROCEDURES**

### **A. GENERAL INFORMATION**

1. **MEETING DATES AND LOCATION**

Meetings are held every other Wednesday of the month at 1:30 P.M. If a holiday falls on a Wednesday, meetings will be held on the following Thursday or at the discretion of the Commission. The Consent Calendar review occurs at 11:00 A.M. on the same day and it is held at the Planning Counter, 630 Garden Street, Santa Barbara, California.

A list of meeting dates is available at the office. Occasionally there is a need to cancel a regular meeting or to hold a special meeting. Dates and times of such meetings shall be posted in the required manner.

Regular meetings are held in the David Gephard Public Meeting Room, Community Development Department, 630 Garden Street, Santa Barbara, California.

In compliance with the Americans with Disabilities Act, if a person needs special assistance to participate in a meeting, please contact the Planning Division at (805) 564-5470. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.

2. **APPLICATIONS AND FILING DEADLINE**

Community Development Department/Planning Counter  
630 Garden Street, Santa Barbara.

Hours 8:30 A.M. to 12:00 P.M.; 1:00 P.M. to 4:30 P.M., Monday thru Friday.

Application deadlines, Wednesday at 4:30 p.m. for the following Wednesday's meeting (one week in advance). All applications shall be complete; no partial submittal will be accepted or scheduled. A submittal requirements checklist is available at the Planning Counter.

3. **NOTICE AND POSTING**

Both the regular agenda and the consent calendar are posted for public review on the bulletin board at City Hall and in the Planning Counter area at 630 Garden Street, a minimum of 72 hours prior to each meeting.

4. **FEES**

Refer to the current fee resolution adopted by the City Council. Staff at the Planning Counter can provide the information.

5. **STAFF**

Planning Division  
Community Development Department,  
630 Garden Street

(805) 564-5470

## **B. ORGANIZATION OF AGENDA**

Agendas for a meeting are organized on an approximate "time certain" basis. The following agenda order usually applies. However, projects that involve the Disabled Advisory Committee on Access (DACA), publicly owned projects, or case planner attendance may be scheduled early in the meeting.

Applicants are advised to arrive 15 minutes before their scheduled time certain.

1. General Business.
  - (a) Public Comment
  - (b) Approval of Minutes
  - (c) Consent Calendar Ratification
  - (d) Announcements and Communications, Requests by applicants for postponements and withdrawals
  - (e) Possible Ordinance Violations
  - (f) Reports from Sub-committees
  - (g) Miscellaneous Action items and Discussion items
  - (h) Cultural Resource Studies
2. Sign Appeals.
3. Concept Review (Continued items first, followed by new items).
4. Preliminary Review (Continued items first, followed by new items).
5. In-Progress Working Drawings Review.
6. Final Review (Continued items first, followed by new items).
7. Review After Final.
8. Ex Agenda Items

## **C. PRESENTATION OF PROJECTS**

All levels of review with the exception of the Consent Calendar require the presentation of the project by the applicant or the applicant's representative. Items on the agenda not so represented may be postponed or continued indefinitely. The applicant or representative will be responsible for rescheduling the project by use of the supplemental application form.

## **D. LEVELS OF REVIEW**

See the HLC Submittal Checklist available at the Planning counter for specific submittal

requirements for each level of review.

1. CONCEPT REVIEW

- (a) This is an informal review process during which no formal action is taken. Applicants are encouraged to come in with sketches and/or very conceptual drawings. Comments are made that give the applicant general direction for future review but are not binding on future discussion of the item. There is no approval given at Concept level.
- (b) Concept review considers broad issues such as site planning, general architectural style and the project's relationship to its site and neighborhood.
- (c) Concept review is required prior to any other City reviews (such as Environmental Review, Planning Commission, etc), and before any formal action is taken by the HLC.
- (d) The Commission may move the item to Preliminary review level and give a Preliminary approval if sufficient information has been provided and no other discretionary review is required.

2. PRELIMINARY REVIEW

- (a) Preliminary Review is a formal review of an application prior to preparation of working drawings. The plans should reflect all applicable Planning Commission conditions and City Department conditions of approval.
- (b) Environmental Review, Planning Commission approvals, and other discretionary review, if required, must be completed prior to Preliminary approval.
- (c) Preliminary approval is the most important approval level for plans and determines the site plan configuration and design that must be followed in the working drawings. Any substantial changes will result in the project beginning at the Concept level again.
- (d) All elements of any facet of the architectural appearance, landscaping and site/building orientation must be considered by the Commission to be consistent with the El Pueblo Viejo Landmark District Guidelines in order to receive approval at this level of review.
- (e) For purposes of Government Code 65950, a Preliminary approval shall be considered to be "approval" of the project by the Commission and concludes the discretionary phase of project review; however, Final approval by the Commission is still required prior to issuance of building permits.
- (f) At least five (5) members shall vote in order to grant Preliminary approval.

3. IN-PROGRESS WORKING REVIEW

Applicants are encouraged to participate in In-Progress Working Review which may occur after Preliminary approval. If the Commission has expressed concern about a specific item (e.g. details, colors, etc.), the applicant may be requested to submit "In Progress" drawings to ensure that the drawings are consistent with the Preliminary approval.

4. FINAL REVIEW

(a) Final review is a formal review of completed working drawings, prior to submittal for a building permit.

(b) The final plans will be approved if they are in conformance with the plans given Preliminary approval. If substantial changes to the project are proposed by the applicant, a new Preliminary approval may be required. All Planning Commission Conditions of Approval shall be included on the plans.

(c) At least five (5) members shall vote in order to grant Final approval.

(d) All architectural details, color samples, door hardware and exterior lighting fixtures shall be included for review.

5. REVIEW AFTER FINAL

Review after Final occurs when there is a proposed change to a project after Final approval has been granted but before construction commences. Plans submitted should include all information on drawings which reflect the proposed changes. If changes are not clearly delineated or shown, they cannot be construed as approved. Additional fees are charged for Review after Final.

6. CONSENT CALENDAR

The Consent Calendar is a device meant to expedite the review of minor projects. The Calendar is reviewed by one member of the Commission who is assisted by Staff. Applicants are not required to attend or make a presentation of the project, but attendance is strongly encouraged. A recommendation regarding each item on the Calendar is made to the full Commission for action. Such recommendation is not final until acted upon by the Commission. The Commission may take an item off the Consent Calendar to be considered by the Full Commission. The Commission may also direct some projects or portions of projects to the Consent Calendar for review. Designated City Landmarks and Structures of Merit are not generally eligible for Consent Calendar approvals. In addition, staff has been delegated the discretion to place the following items on the Consent Calendar when appropriate:

(a) Minor door and window changes in existing facades if changes match the existing building.

- (b) Addition of trash enclosures if they meet minimum ordinance requirements, complement the building's architecture and are not within public view.
- (c) Additional landscaping on an existing site or minor changes to proposed landscaping of an approved project.
- (d) Addition of parking spaces where no landscaping will be removed and minimum ordinance requirements are met.
- (e) Minor exterior or site changes such as awnings, color changes.
- (f) Time extensions beyond the first time extension for minor projects.

7. MINOR ALTERATIONS ELIGIBLE FOR ADMINISTRATIVE APPROVAL

The following list of minor design alterations may be approved as a ministerial action by the Community Development Director or appointed representative without review by the Historic Landmarks Commission. The Community Development Director or appointed representative shall have the authority and discretion to refer any minor design alteration to the Historic Landmarks Commission if the alteration has the potential to have an adverse effect on the architectural integrity of the building, structure or surrounding property. Designated City Landmarks and Structures of Merit are not eligible for administrative approvals.

- (a) Rooftop Equipment, Skylights and Satellite Dishes: where it can be clearly demonstrated that the proposed equipment or skylights are not visible from adjacent properties or public ways, and are screened by existing parapets, building forms or other equipment. The satellite dishes and equipment may be required to be painted the same color as the roof or adjacent background. Transmitting antenna are not eligible for administrative approvals.
- (b) Door Changes: to enhance access by the physically challenged and for compliance with the Americans with Disabilities Act (ADA). The modification of doors and sidelights within the existing rough openings shall be designed to comply with all of the following requirements:
  - 1) Door and sidelight sash material shall match the existing and be either wood or steel (aluminum or "metal" is prohibited in El Pueblo Viejo (EPV)).
  - 2) Where adjacent windows are "divided light" type, the new doors and sidelights shall also be divided to match the existing.
  - 3) In door pairs, both doors shall have the same width.
  - 4) In doors with sidelights, both sidelights shall have the same width.

- 5) Doors and sidelights shall be placed symmetrically within architectural elements.
  - 6) Door hardware must be appropriate to the architectural style of the building.
  - 7) Changes in paving material shall match the existing material.
  - 8) Installation of guard/hand rails shall be referred to the Consent Calendar.
- (c) First, 1-Year Time Extension: successive extensions would go to Consent Calendar.
- (d) Temporary (1-Year) Soil Remediation Systems: that are screened with six foot high chain-link fencing with redwood slats, and shrubs or vines are planted or placed in pots surrounding the enclosure. The ventilation stack must be painted to match the color of the nearest background.
- (e) Outdoor dining areas for sidewalk seating: In general accord with the Historic Landmarks Commission guidelines appropriate for the district, the placement, style, color and types of outdoor dining furniture and barriers shall be consistent with and shall complement the design and appearance of the building. The placement, style, colors and types of outdoor dining furniture and barriers shall be in conformity with the Public Works Department Standard Street Right of Way And Sidewalk Outdoor Dining Regulations, adopted by the Historic Landmarks Commission and the City Council. Construction features shall be approved by the City Engineer.

#### **E. PROCEDURE FOR CONTINUANCES, POSTPONEMENTS AND ABSENCES**

1. A continuance is the carrying forward of an item under discussion to a future meeting. Presentation and discussion took place on the date on which the continuance occurred. To be considered for a continuance, the applicant must attend the meeting and make a presentation. An application may be continued (i) at the request of the applicant, (ii) by action of the HLC if a continuance is found to be necessary to receive reports from other agencies or departments which pertain to the project, or (iii) by the HLC if the applicant does not object.
2. A postponement is deferral of the consideration of an agenda item to a future meeting. No discussion or presentation takes place on the date a postponement occurs. To be considered for a postponement, the applicant must contact HLC staff prior to the meeting date and state the reason(s) justifying the postponement. If an application has been postponed more than twice, the HLC may deny the application without prejudice to a future application.

If an applicant fails to attend the Full Commission meeting without having contacted

staff, the item will be postponed indefinitely, or continued indefinitely if some discussion took place. It is the applicant's responsibility to reschedule the item for consideration.

3. Commission members absent when any item that was heard and discussed at previous meetings may comment and vote on such item if the applicant has no objection.
4. To reschedule HLC review after being continued or postponed indefinitely, the applicant must submit a Supplemental Application Form along with any revised plans.

#### **F. FINDINGS, DECISIONS, POLICIES**

1. FINDINGS, HILLSIDE DESIGN DISTRICT. The Historic Landmarks Commission shall find that all of the criteria listed in Santa Barbara Municipal Code Section 22.22.130.D are met prior to approving any application subject to review because the property is located within the Hillside Design District [see Subsection 22.68.110.A.2 of Chapter 22.68].
2. For ordinance provisions regulating the referral of residential projects to the Planning Commission, refer to SBMC Section 22.22.130.E.
3. SPECIAL FINDINGS FOR THE R-0 AND C-0 ZONES
  - (a) R-O ZONE: In order to retain an existing structure in the R-O Zone for office uses, the HLC must find that the design and appearance of a residential building proposed for commercial use is of historic importance, architectural significance, or complements both the area and the City. However, such a finding does not restrict the HLC from requiring some exterior remodeling, painting or other improvements before such building is converted to office use (SBMC Sections 28.48.115 & 28.48.145).
  - (b) C-O ZONE: To allow the use of existing buildings in the C-O Zone for office purposes, the HLC must find that the proposed remodeling is of such a degree that substantial compliance with the intent of the requirement for new buildings is assured. (SBMC 28.51.145).
4. COST CONSIDERATION POLICY: The Historic Landmarks Commission shall take the total cost of the applicant's design into consideration when reviewing qualified affordable housing projects. The expected cost of certain preferred design elements is to be evaluated so as to maintain the affordability of residential units.

#### **G. ACTION, APPEALS AND EXPIRATION OF APPROVAL**

1. TIME LIMITS ON APPROVALS: Conceptual comments are valid for six months.

HLC Preliminary approval is valid for one year from the date of the approval unless a time extension or Final approval has been granted. Final approval is also valid for one year from the date of Final action unless a time extension has been granted or a Building Permit has been issued.

2. TIME EXTENSIONS: The HLC may extend the time periods specified in this Section for one (1) year upon a request of the applicant filed prior to expiration of the approval. The time periods specified for Final approval shall not include any period of time during which (i) a moratorium on the issuance of building permits, imposed after the final approval, is in effect; or (ii) a lawsuit involving the Preliminary or Final approval is or was pending in a court of competent jurisdiction.
3. APPEAL OF HLC DECISION: Any design review action taken by the HLC may be appealed to the City Council. The letter of appeal giving reasons for the appeal must be filed with the City Clerk within ten (10) days of the contested action together with the appropriate fee. No information shall be presented to City Council at an appeal hearing that was not presented to the HLC, except insofar as the City Council by motion consents to the presentation of such information. If new information becomes available after the decision and it relates to the reasons for the decision, the appellant should request that the HLC reconsider or rescind its decision before an appeal to City Council is filed.
4. REFILING DENIED PROJECT: When an application is denied by the HLC, the same application cannot be refiled with the HLC for one year unless the application is substantially changed from the original. Those changes must mitigate the reason for denial.
5. APPEAL OF SIGN COMMITTEE DECISION: Appeals must follow the sign ordinance procedures and will be placed on the next available HLC agenda. After considering the appeal the Commission takes a vote to grant, modify the action or deny the appeal.

#### **H. PLAN CHECK AND BUILDING PERMIT**

Following Final approval by the HLC, applicants may apply for a building permit and submit plans to the Division of Building & Safety, for plan check (the HLC staff is not responsible for routing plans to Building and Safety for building permits). If any changes are made to the plans that would alter the exterior appearance of the building(s), staff may decide that the revised plans require further review. When the plans have completed the plan check process and all corrections have been made, HLC staff will stamp the plans and the building permit may be issued.

### **III. MEETING CONDUCT**

## **A. GENERAL PROCEDURES**

1. **ROBERT'S RULES OF ORDER**: The Commission has adopted Robert's Rules of Order for the formal conduct of meetings. Robert's Rules of Order shall govern the conduct of meetings unless otherwise provided by these procedures. However, the general meeting procedures tend to be less formal.
2. **DISCUSSIONS OUTSIDE OF REGULARLY NOTICED MEETINGS**: It shall be a general policy of the HLC that private discussions between applicants and Commission members, or groups of Commission members, do not reflect the consensus of the entire Commission, nor shall it be construed as an interpretation of the Commission's policies. Commission members are encouraged to inform the HLC of such discussions. Such meetings should not be initiated or encouraged by Commission members, unless an ad-hoc subcommittee is appointed to cover particular subjects.
3. **QUORUM**: Five members constitute a quorum. No Preliminary or Final approval shall be given unless at least five members vote on the motion.
4. **ABSTENTION ON CONTINUED ITEMS**: A member shall not vote or comment on a continued project if the member was not present during consideration of the project at the most recent meeting at which the project was considered unless the member has reviewed the plans and read the minutes of the relevant portions of that meeting and the applicant does not object to the members participation. Comments may be made by any member at the request of the applicant.
  - (a) An applicant's request that a member abstain from voting or commenting at a meeting, and a member's expression of intent to abstain, shall be made prior to the start of the applicant's presentation at that meeting.
  - (b) This policy on abstention shall not apply to concept review.
  - (c) If members abstain under this policy so that fewer than five members are eligible to vote on a project, the applicant can (i) withdraw all of the requests for abstention and waive any objection, or (ii) the project shall be continued to allow a quorum of eligible members.
5. **EX-AGENDA ITEMS**: Notices, posting, and action as may be required on ex-agenda items shall be in compliance with the Ralph M. Brown Act. Any motion for an ex-agenda item will be accompanied by distribution of a written statement, to be included in the record, stating the facts upon which it can be determined that the need to take action arose after the agenda was published and posted. If it is infeasible to present such a written statement of reasons, the secretary shall include in the minutes of the meeting a statement of the reasons for the Commission's determination.

6. CONFLICT OF INTEREST: Members must comply with all regulations prohibiting participation by officials with conflicts of interest. If a member has a conflict of interest for an application that is before the Commission, the member must step down and not participate in either the review or presentation of the application. When a member steps down, the member is not included in a quorum.
7. ASSISTANCE BY STAFF: Staff shall assist the Commission and the general public through the HLC process. Staff comments shall be stated at the beginning of each review. Staff shall be available to provide information during the discussion.
8. ATTENDANCE OF COMMISSION MEMBERS: If a member cannot attend a meeting, the member is asked to contact staff or at the earliest possible opportunity prior to the meeting date.

#### **B. ELECTION OF OFFICERS**

As soon as practical following the first day of July of every year, the Historic Landmarks Commission shall elect a chairperson and vice-chairperson.

#### **C. SUBCOMMITTEES/ADVISORY COMMITTEES**

The following are subcommittees or advisory committees to which the Commission appoints representatives.

- (1) The Disabled Advisory Committee on Access (DACA) provides assistance and comments to the HLC on disabled access issues.
- (2) Visual Arts in Public Places Committee (VAPP) is an advisory committee to which the HLC appoints a representative.
- (3) The Sign Committee has not less than one appointed member and one alternate from the Commission who serve on this Committee.

Historic Landmarks Commission permanent subcommittees:

- (4) The Archaeology Subcommittee, which advises on archeological studies.
- (5) The Designations Subcommittee, which investigates requests for designations and recommends to the full Commission the designation of historical resources as Structures of Merit, or that it consider recommending a Landmark designation to City Council.
- (6) The Survey Subcommittee, which conducts ongoing historical and architectural surveys of areas of the city.

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