

Plan for Copying, Distributing and Implementing the Rules

Rules and procedures for conducting various historic preservation processes will be reviewed by the Clark County Historic Preservation Commission (CCHPC). If any major changes are specified during the course of this examination, the documents will be returned to the Washington State Department of Archaeology and Historic Preservation for a review of the changes. The documents will then be returned to the CCHPC. A simple majority is necessary for acceptance of the rules and procedures by the CCHPC.

The master copies of all historic preservation related rules and procedures, application standards, criteria, and standard forms will remain on file with the Clark County Community Planning Department. Copies will be made available to interested individuals, agencies and groups.

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Historic Preservation Commission Meetings

Bylaws

These Bylaws establish the rules and procedures under which the Clark County Historic Preservation Commission (CCHPC) executes those duties and functions set forth in Clark County Title 40.250.030, the County Historic Preservation Ordinance and any amendments thereafter.

A. MEMBERSHIP

1. The Board shall consist of at least five (5) members, appointed by the Board of County Commissioners. Terms shall be as stated on CCC Title 40.250.030(D). Members shall be selected without respect to political affiliation.
2. The CCHPC will, by majority vote, elect a Chairperson and Vice Chair at the regular meeting in July of each year who will serve throughout that year.
 - a. The Chairperson may appoint committees as necessary to investigate and report on matters before the commission. In addition, the Chairperson decides all points of order and procedural matters subject to rules and bylaws.
 - b. The Vice Chair will serve in place of the Chairperson in case of his/her absence and will have the same powers and duties.
 - c. The Chairperson and Vice Chair (pursuant to CCC 40.250.030(D)) shall have the authority to sign the appropriate forms for local registration designation and special valuation.
 - d. A Chairperson may be designated, by the Chairperson or Vice Chairperson, to serve in place of the Chairperson or Vice Chairperson in case of both of their absences and will have the same powers and duties.

B. CCHPC STAFF MAY CONSIST OF:

1. The staff of the Clark County Community Planning Department who may be responsible for grant-related activities and notification of meetings, Certified Local Government (CLG) responsibilities as determined, receiving applications, dispensing application packets and information, reviewing applications for completeness, preparing staff reports, meeting with applicants and owners, executing agreements, monitoring properties and providing recommendations, maintaining the Historic Inventory and Heritage Register, preparing the agenda, impact review, forwarding recommendations and determinations and documentation as required, arranging property visitations, secretarial and administrative support as necessary and other responsibilities as determined.
2. The staff of the City of Vancouver's Department of Development Review Services who may be responsible for receiving applications, dispensing application packets and information, reviewing applications for completeness, preparing staff reports, meeting with applicants and owners, executing agreements, monitoring properties and providing recommendations, impact review, forwarding recommendations and determinations and documentation as required, arranging property visitations, secretarial and administrative support as necessary and other responsibilities as determined for those properties within Vancouver's incorporated area.

3. Committees of the Commission who may be responsible for forwarding recommendations, determinations and documentation as required and other responsibilities as determined.
4. Hired consultants who will be responsible for those duties as specified in A and B.

The CCHPC members shall not receive any salary or other compensation for services rendered on the Commission.

- C. Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired terms. Members may be removed by the Board of County Commissioners for inefficiency, neglect of duty or malfeasance in office. Reasons for removal may include:
 1. Absence from three consecutive regular meetings or six regular meetings in a twelve month period which shall be regarded as constituting resignation from the Commission. This information will be forwarded to the Board of Commissioners by staff. Reinstatement may be sought through a hearing by the Board of County Commissioners.
 2. Participation in a legally demonstrable case or conflict of interest.

Excused absence (sickness, death in the family, business trips or emergencies) will not affect the member's status as in 1, above, except in the case of extended illness or long absence in which case the member shall be replaced. When a member is approaching the maximum number of absences he/she will be notified by the CCHPC staff. Verification of attendance will be based exclusively on the minutes of each meeting.

- D. The Board shall always include at least two (2) professionals in accordance with CCC 40.250.030(D).
- E. No member of the CCHPC shall represent the Commission in its official actions except as specifically authorized by majority vote.
- F. Members shall refrain from discussing or expressing opinions on matters on the Commission's agenda outside of Commission meetings or with Commission members except as authorized in (E), or on direction from the Chairperson.
- G. To avoid conflict of interest, no commission member shall vote on the determination of any case in which he/she or members of his/her immediate family have a direct financial interest.
- H. Commission members shall not vote on any application or determination unless he/she has been in attendance at previous deliberations on the subject or shall have the approval of the Chairperson contingent on the Chairperson's determination that the member has familiarized himself/herself with the subject and the minutes or any electronic recording(s) of any meetings where the subject was discussed.

Procedures for Conducting Meetings

A. PRE-MEETING

1. If there are agenda items, regular meetings will be held at 6:00 p.m. on the ~~second (2nd) Tuesday~~ first (1st) Wednesday of every month at the ~~O.O. Howard House on Vancouver's Officer's Row,~~ Clark County Public Service Center, 6th Floor Hearing Room, 1300 Franklin St., Vancouver, WA, unless notice of an alternate location is mailed or transmitted by electronic mail (e-mail) to CCHPC members, and a newspaper of general circulation in the community and posted on the entrances of the regular meeting place. In case of scheduling conflicts the meeting place may be changed at the discretion of the Chairperson with three days advance notice given to CCHPC members and the public. If the ~~second (2nd) Tuesday~~ first (1st) Wednesday of the month falls on an official holiday or in case of scheduling conflicts, the meeting may be changed to a time and place as determined by the CCHPC at the preceding month's meeting. If such a change occurs, the regular meeting place will be posted as to the new time and place, and public notice may be given via newspaper.
2. If there are no agenda items, the Chairperson may cancel the regular meeting after giving all CCHPC members and the public 24 hours advance notice. However, if a majority of CCHPC members express the desire to hold the meeting it shall convene as scheduled. If the meeting is canceled, a notice to that effect will be posted at the regular meeting place at the regular time, and public notice may be given via newspaper or posted on the Historic Preservation program's website.
3. Special meetings may be called by the Chairperson or by a majority of CCHPC members. Commission members and the public will be given at least 48 hours advance notice of the time and place of such meetings. Public notice may be given via faxing or emailing of an agenda to a newspaper of general circulation or by posting the notice on the Historic Preservation program's website.
4. All regular and special meetings will be open to the public and the date, place and agenda will be publicized in accordance with the Open Public Meetings Act (RCW Chapter 42.30) except when a majority of Commission members determine that an executive session is necessary as detailed in the Open Public Meeting Act (RCW Chapter 42.30.110). The agenda for regularly scheduled meetings shall be posted and notice mailed and/or emailed to the applicants, commission members and any other interested parties, five (5) days prior to the regularly scheduled meetings.
5. The order of agenda items may be determined by their order of receipt. All technically complete applications, including register review, special valuation review and certificate of appropriateness review must be filed at least 30 days before the meeting at which the case is to be considered. This allows staff sufficient time to copy and distribute materials to CCHPC members. The Commission or applicant may ask for an extension of time.
6. Staff shall be responsible for notifying principals in each case as specified under the procedures in CCC 40.250.030.

B. REGULAR ORDER OF BUSINESS FOR MEETINGS

1. Business will be conducted under Robert's Rules of Order except where this contradicts with the Bylaws or other special rules adopted by the CCHPC which then

- take precedence. All issues will be decided by simple majority vote except amendments to the Bylaws which require a vote of two-thirds of the membership.
2. Fifty-one (51) percent of the non-vacant membership of the CCHPC constitutes a quorum. Meetings without a quorum will be recessed to the earliest possible date.
 3. Summary minutes will be provided of all CCHPC proceedings. All meetings will be electronically taped to further clarify the minutes.
 4. The regular order of business shall be as follows, unless modified by vote of the Commission:
 - a. Roll call & Introductions
 - b. Discussion and adoption of minutes
 - c. Public comment
 - d. Public Hearing or other main business of the meeting
 - e. Report of committees
 - f. Unfinished business
 - g. New business/Announcements
 - h. Adjournment
 5. The regular order of business concerning review of applications for local or National Register review, certificate of appropriateness review and special valuation review shall be as follows:
 - a. The Chairperson or Chairperson designated person shall offer a preliminary statement concerning the application.
 - b. The staff report is presented.
 - c. The applicant or the designated agent of the applicant presents statements in favor of the application including relevant pictures, models, architectural plans and drawings, etc.
 - d. Statements in opposition to the application.
 - e. Comments by CCHPC staff, interested persons, organizations, or legal entities.
 - f. Rebuttal by all concerned parties.
 - g. Summary of above by Chairperson or designated person.
 - h. Closing of public comment.
 - i. Deliberation by Commission.
 - j. Vote

The submission of written, pictorial or other evidence should be prepared with at least 7 copies (reprographic) to be submitted to the CCHPC staff for distribution to the Commission at the hearing. However, oversize exhibits do not have to be reproduced. The exhibits become the property of the Commission until all hearings and appeals there from become final at which time they may be returned to the submitting party.

During the course of the meeting, the above procedure may be temporarily modified by the concurrence of all parties and the CCHPC.

6. The CCHPC shall act on each application at the meeting unless the Chairperson or a majority of the Commission decides to defer consideration to a later date. Request for continuance may be granted if all parties agree. The continuance will be publicly announced by the Chairperson, and the case automatically set on the agenda for the next regularly scheduled meeting. In such a case, no further notice is required for the principal participants in the case.

7. In the event of the uncontrollable disruption of the meeting the CCHPC may clear the meeting room and continue in executive session or may adjourn and reconvene at another location selected by majority vote of the members. In such a case, business shall be restricted to those items on the printed agenda. Persons or news media representatives not participating in the disturbance may be readmitted in this situation.

C. POST MEETING

1. Staff will be responsible for notifying participants as called for under rules for specific review procedures and CCC 40.250.030.
2. Staff will be responsible for forwarding materials to participants as called for under rules for specific review procedures and CCC 40.250.030.

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