

MEMORANDUM

TO: Historic District Commission

FROM: Jill Thacher, Historic Preservation Coordinator

DATE: April 5, 2013

SUBJECT: Bylaws Amendment Process

The Historic District Commission by-laws may be amended at a regular meeting by a two-thirds vote of those Commissioners who are present, but in no case by fewer than four votes. Notice of the substance of the proposed amendments must be provided to the Commission at the previous regular meeting, and specific proposed wording must be included in the packet for the meeting at which the proposed amendment will be considered.

By this memo, staff is notifying the Commission of the substance of the proposed amendments. They are:

- 1) The amendments discussed during the annual bylaw review at the HDC retreat held on March 9, 2013.
- 2) An additional amendment to be proposed by staff regarding staff's ability to call together the executive committee for guidance when it is unclear how staff should proceed with an application. I have discussed this with the HDC chair. Currently, staff calls the chair for such advice, but I feel it would be useful to formalize this process by including it in the bylaws.

Proposed wording will be included in the packet for the May 9, 2012 HDC meeting.