



## TOWN OF WENTWORTH

# TOWN OF WENTWORTH HISTORIC PRESERVATION COMMITTEE BYLAWS

## 1.0 CLARIFICATION

The Historic Preservation Committee was created by Resolution on March 7, 2006. The Historic Preservation Committee is an *advisory board* appointed by the Town Council. Any reference to Historic Preservation “Committee” in this document is not to be confused with Historic Preservation “Commission” as defined in the North Carolina General Statutes.

## 2.0 PURPOSE

To consider the criteria to be used for establishment of and development in a Historic District; to subsequently make recommendations for new construction and remodeling in a Historic District; to safeguard the heritage of the Town by creating awareness of the educational or cultural significance of historical buildings, structures, sites, etc., and to investigate potential grants to enhance these objectives.

## 3.0 RULES AND PROCEDURES

The Historic Preservation Committee shall be governed by the regulations contained herein. For matters not covered by these Bylaws, the Committee shall follow rules contained in the current edition of **Robert’s Rules of Order**.

## 4.0 MEETINGS

Meetings of the Historic Preservation Committee shall be held at least every other month, and on an as needed basis. All meetings shall be open to the public and comply with the open meetings law (NCGS 143-318.10). The meetings are to be held in the Town in a place accessible and open to the public, and at a time to be set by the committee first appointed.

## 5.0 MEMBERSHIP AND TERMS OF OFFICE

**5.1 Membership** – Interested citizens\* may complete an application expressing interest in serving on the Historic Preservation Committee. These applications will be considered by the Town Council and appointments made accordingly.

**5.2 Term of Office** – The term of office for members shall be three (3) years, except that the Town Council shall stagger the length of the terms of the *initial* appointees so that all terms do not expire simultaneously. The Town Council shall designate two (2) members whose terms shall expire in three (3) years; two (2) members whose terms shall expire in two (2) years, and one member whose term shall expire in one year. Their successors shall be appointed for three (3) year terms. Vacancies occurring for reasons other than expiration of term shall be filled for the unexpired remainder of the term.

If a term is about to expire and that person wishes to continue serving, a new application must be completed at least 45 days prior to term expiration. The Town Council will then have time to review all applications and make new appointments.

New appointments are made in January of each year to fill expired terms.

**5.3 Absence and Attendance** – It shall be the duty of all committee members to inform the Secretary or Chairman of the Committee of any anticipated absence, and notification shall be immediately after receipt of the Agenda. Faithful attendance at meetings of the Historic Preservation Committee is to be considered a prerequisite to continued membership. Any member missing three (3) consecutive meetings shall be removed. Absences due to sickness, death or other emergencies of like nature shall not affect the member’s status on the committee; except, that in the event of a long illness or other such case for prolonged absence, the member may be replaced.

**5.4 Compensation** – Members of the Committee shall serve without pay, but may be reimbursed for actual expenses incidental to the performance of their duties within the provisions of the Town budget.

**6.0 ORGANIZATION OF THE HISTORIC PRESERVATION COMMITTEE**

The Historic Preservation Committee, within thirty (30) days of its appointment, shall meet and elect a chairman, vice-chairman and secretary. The term of office shall be one year. Officers may be re-elected by a majority vote of the committee members, and all elections shall be done annually, as the first item of business at the regular meeting of the Committee in the month of January.

The Secretary shall be responsible for all correspondence necessary to the work of the Committee. The Secretary shall also keep an accurate account of minutes for each meeting, and must file a copy with the Town Clerk at least seven (7) days prior to the next scheduled meeting.

**6.1 Records** – The Secretary shall maintain a record of committee members’ attendance, its actions, findings, and recommendations, which record shall be open to the public and filed with the Town Clerk at least seven (7) days prior to the next scheduled meeting.

**6.2 Voting** – The voting of a majority of those present shall be sufficient to decide any matter before the Committee provided a quorum (3) is present.

**7.0 DUTIES**

**7.1 Liaison** – The Historic Preservation Committee is a liaison for the Town and individuals, agencies, and organizations, public and private, for the promotion of and appreciation for the conservation and preservation of historic structures and sites, landmarks, buildings, etc.

**7.2 Inventory** – Undertake an inventory of properties of historical, pre-historical, architectural, and/or cultural significance;

**7.3 Leadership** – Provide leadership and guidance for the Town Council and the community in matters of historic preservation, through workshops, seminars, and assistance from local and state agencies.

**7.4 Studies** – Make studies to determine guidelines and strategies for holding, managing, preserving, restoring and improving any such properties;

**7.5 General and specific plans for establishing a historical district** – Prepare both general and specific plans for the purpose of qualifying and designating landmarks and potential historic districts.

**7.6 Recommendations** – Recommend to the Mayor and Town Council such buildings, structures, areas, sites, or objects that may be designated as historic districts or historic landmarks, and any amendments to ordinances that will serve to enhance the establishment and/or preservation of historic landmarks/districts.

**7.7 Assist in enforcement** – Direct the attention of the Planning staff to needed enforcement of any Town ordinance that in any way may hinder or affect historical preservation.

**7.8 Promote public interest and understanding.** Promote public interest in and an understanding of, the recommendations, studies and plans to seek historical district designations; and, with permission of the Town Council, prepare, publish and distribute to the public such studies and reports to advance historical preservation efforts.

**8.0 ANNUAL REPORT**

The committee shall, no later than April 15 of each year, submit to the Town Administrator a written report of its activities, a statement of its expenditures to date for the current fiscal year, and its requested budget for the next fiscal year. All income and expenditures related to the Committee shall be monitored by the Finance Officer to insure compliance with the Municipal Fiscal Control Act.

**9.0 Staff and Technical Services**

The Committee should consult the Town Administrator regarding staff assistance or technical services required by the Committee in the performance of its duties.

**10.0 Receipt and Expenditure of Funds**

The Committee must inform the Town Council of any contributions received from private agencies, foundations, organizations and individuals, and the state or federal government, or any other source. The Town Council must formally accept these funds at an open meeting, and said funds may be disbursed only with prior approval of the Town Council.

**11.0 Amending or Waiving Rules\***

These rules may be amended by a majority vote of the committee except where such amendment would be contrary to requirement or limitations set by state law or local ordinance. An amendment may be proposed at any regular meeting of the Committee and shall not be acted upon until considered by the Town Council.

**APPROVED, ADOPTED AND EFFECTIVE**, this first day of August, 2006.

*\*Rules were amended by the Town Council at the December 5, 2006, Town Council Meeting to allow non-residents to apply for a position on the Recreation, Appearance, and/or Historical Preservation Committees.*

**WENTWORTH TOWN COUNCIL**

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**Dennis Paschal, Mayor**

**ATTEST:**

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**Brenda Ward, Town Clerk**