

§ 155.116 HISTORIC LANDMARK COMMISSION.

(A) *Membership, appointment and term of office.* There shall be a Historic Landmark Commission composed of seven regular members and one alternate member who serves in the absence of a regular member. The members of the Commission shall be residents and real property taxpayers in the City of Mansfield, appointed by the City Council for two year terms or until their successors are appointed. Four members of the Commission shall be so appointed each odd-numbered year and four members shall be appointed each even-numbered year. Vacancies shall be filled for the unexpired term of any member whose position becomes vacant for any cause in the same manner as the original appointment was made. Members of the Commission shall serve without compensation.

(B) *Organization.* The Historic Landmark Commission shall hold an organizational meeting within 30 days of appointment in October of each year and shall elect a Chairman and Vice-Chairman from among its members before proceeding to any other matters of business. The Planning and Development Director of the City of Mansfield, or her (his) designated representative, shall be the Secretary of the Board. The Planning and Development Director shall provide technical assistance to the Historic Landmark Commission. The Planning and Development Director or his designee shall serve as Local Historic Preservation officer. The Historic Landmark Commission shall meet regularly and shall designate the time and place of its meetings. It shall adopt its own rules of procedure and keep a record of its proceedings in accordance with the State Statutes and the zoning ordinance and the Charter of the City of Mansfield. Newly appointed members shall be installed at the first regular meeting after their appointment.

(C) *Meetings and quorum.* Three members of the Historic Landmark Commission shall constitute a quorum for the conduct of business; however, three affirmative votes shall be required to decide any issue before the Historic Landmark Commission. The members shall regularly attend meetings and public hearings of the Historic Landmark Commission and shall serve without compensation, except for reimbursement for authorized expenses attendant to the performance of their duties.

(D) *Powers and duties.* The Historic Landmark Commission shall thoroughly familiarize itself with the buildings, land, areas and districts within the city which may be eligible for designation as historic landmarks and shall prepare an Historic Landmark Preservation Plan hereinafter referred to as the "Preservation Plan," which shall:

- (1) Identify and catalog buildings, land, areas, and districts of historical, architectural, archaeological or cultural value, along with statements of fact which verify their significance;
- (2) Identify criteria to be used in determining whether to grant or deny Certificates of Approval for proposed alterations to the exterior of a designated historic landmark;
- (3) Identify guidelines to be used in determination of whether to grant or deny Certificates of Approval for proposed alterations to the exterior of a designated historic landmark;
- (4) Formulate a program for private and public action which will state the role of various agencies in the city for preservation of historic landmarks;
- (5) Suggest sources of funds for preservation and restoration activities and for acquisitions, to include federal, state, municipal, private and foundation sources; and
- (6) Recommend incentives for preservation.

(E) The preservation plan shall be presented to the City Planning and Zoning Commission.

(F) The Historic Landmark Commission shall recommend to the City Planning and Zoning Commission that certain buildings, land areas, and districts in the city be designated as historic landmarks. Each recommendation shall include:

- (1) Those premises, lots, or tracts to be designated;
- (2) Any additional uses to be permitted in the specific "H" Historic Landmark Overlay District; and
- (3) Specific criteria for the required preservation of the exteriors of the premises within the designated sub-district.

(G) If the Historic Landmark Commission finds that certain buildings, land, areas or districts cannot be preserved without acquisition, the Commission shall recommend to the City Planning and Zoning Commission that the fee or a lesser interest in the property be acquired by gift, or purchase, using funds available for preservation or restoration.

(H) Where there are conditions under which the required preservation of an historic landmark would cause undue hardship to the owner or owners, use changes may be recommended by the Commission. Such changes shall be in keeping with the spirit and intent of § 155.069.

(I) Periodically the Commission shall review the status of designated Historic Landmark Overlay Districts and include in the Commission's minutes a report of such review.

(J) The designation of a Historic Landmark Overlay District may be amended or removed using the procedure provided in § 155.069(L).

(Ord. 671, passed 4-15-86)