

ORDINANCE

For Establishment of Historic Preservation Commission in the Town of Calais

WHEREAS, the Town of CALAIS contains historic sites, structures and districts of local, statewide and national significance and the Selectboard has determined that a Historic Preservation Commission would be beneficial to the cultural enrichment and general well-being of the community,

NOW, THEREFORE, pursuant to authority granted them by Chapter 59 of Title 24, Vermont Statutes Annotated, The Selectboard hereby ordains and enacts as follows:

1. The Town of CALAIS has agreed to enforce, within its jurisdiction, the provisions of the Vermont Municipal and Regional Planning and Development Act (24 V.S.A. Chapter 117), the Vermont Historic Preservation Act (22 V.S.A. Chapter 14), and any other state or local legislation which may be enacted for the designation and protection of historic properties.
 2. The Town of CALAIS hereby establishes a historic preservation commission of seven members appointed by the Selectboard. The structure and responsibilities of the commission shall be as follows:
 - A. All commission members shall be residents of the Town of Calais.
 - B. All members of the commission shall have a demonstrated interest, competence or knowledge in historic preservation.
 - C. To the extent possible, at least a majority of the members shall be professionals from the disciplines of history, archaeology, architectural history, architecture and historical architecture who meet the requirements outlined in Appendix A of the Regulations for the Vermont Certified Local Government Program. Members representing other historic preservation related disciplines, such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology, and lay members are encouraged. When a discipline is not represented on the commission, the commission shall seek the assistance of the Division in obtaining the necessary expertise when considering National Register nominations and other actions that will impact properties which are normally evaluated by a professional in such discipline.
 - D. All activities of the commission shall be in accord with the terms of the Vermont Open Meeting Law (1 V.S.A. Chapter 5, Subchapter 2), and the commission shall take additional steps as it deems appropriate to stimulate public participation in commission activities, such as, publishing its minutes, publishing the procedures by which assessments of potential National Register nominations will be carried out or using public service announcements to publicize commission activities.
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- E. The commission shall meet no less than four times each year, and maintain an attendance rule for commission members.
- F. The commission shall have written rules of procedure, including conflict of interest provisions in compliance with the Historic Preservation Fund Grants Manual.
- G. The commission shall have the following responsibilities, to be carried out in coordination with and in accord with format and standards established by the Division:
 - (1) Creation and maintenance of a system for the survey and inventory of historic properties within its jurisdiction that is coordinated with the *Vermont Historic Sites and Structures Survey* and the *Vermont Archaeological Inventory*.
 - (2) Preparation, for submission to the Division by the Selectboard, of a report concerning properties within its jurisdiction that are under consideration for nomination to the National Register of Historic Places. The report shall be prepared in cooperation with the Division and shall be prepared in a manner consistent with the requirements of the National Historic Preservation Act as described in the *Regulations for the Vermont Certified Local Government Program*.
 - (3) When determined to be appropriate in the discretion of the commission, preparation and submission for approval by the Selectboard of grant applications to the Division for funds from the CLG share of the state's annual Historic Preservation Fund (HPF) grant award.
 - (4) Advising and assisting the Selectboard, Planning Commission, and other appropriate persons on matters related to historic preservation.
 - (5) Performance of additional responsibilities in accordance with a mutual written agreement between the Division and the Selectboard.

Adopted by Calais Board of Selectmen on January 14, 2002.

Robert Oldham
 Carl B. Hamblin
 Denise W. Hooper
 Randall H. Fitch

Filed for record on January 21, 2002 at 9:00 p.m.

Attest,

Gene M. Morse

Town Clerk