

Division 4. Historic Preservation Board**Section III-401. Powers and Duties [Sec. 15-8.]**

The Historic Preservation Board shall have the following powers and duties:

A. To recommend the designation of historically significant structures and sites and archaeologically significant sites.

B. To recommend the designation of historic and archaeological districts.

C. To grant, suspend or revoke certificates of appropriateness, except as provided for in Section IV-808(A)(6) for historically designated structures, historic districts, historic signs, archeological sites and archeological districts.

(Ord. No. 04-4515; Sec. 7, 1-20-04)

D. To review and to act upon applications for moving permits for all structures that are:

1. Designated as historically significant; or

2. Located outside the boundaries of a designated historic district when the proposed move would relocate the structure within the boundaries of a designated historic district; or

3. Located within the boundaries of a designated historic district whether the proposed move would relocate the structure within the district or outside the district.

E. To maintain the Florida Master Site File of historic places for the City of Sarasota.

F. To propose and recommend to the City Commission amendments to the historic preservation regulations.

G. To designate historically significant signs.

H. To take testimony under oath and to compel the attendance of witnesses.

I. To promote public awareness of historic and archaeological preservation and its community benefits.

(Ord. No. 99-4125, Sec. 3, 7-19-99)

Section III-402. Membership; Terms; Transition; Vacancies; Removal**A. Creation**

The Historic Preservation Board shall consist of seven (7) members to be appointed by the City Commission, each for a term of three (3) years; provided that members serving on the Board as of the date of adoption of these regulations shall serve until their terms shall expire; provided, further, that members shall serve until their successors are appointed and qualified.

B. Qualifications of Members

ARTICLE III: Decision Making and Administrative Bodies

Members of the Historic Preservation Board shall not be city employees and shall not hold an elected public office in city government. At least five (5) of the seven (7) members of the Board shall be residents of the City of Sarasota or shall own property located within the City. Members of the Historic Preservation Board shall have demonstrated an interest in historic preservation and shall, to the extent it is practical to do so, be chosen as follows: [Sec. 15-4.]

1. Two (2) licensed architects from the local chapter of the American Institute of Architects, or one (1) such architect and one (1) licensed architect from the local chapter of the American Institute of Landscape Architects or the local chapter of the American Society of Landscape Architects.
2. One (1) member who is a general or specialty contractor holding a current certificate of registration in accordance with Ordinance No. 82-2612 [Section 11-31 et seq., City of Sarasota Code of Ordinances], or one (1) member who is a registered professional engineer in the State of Florida.
3. One (1) member from the local finance or business community.
4. One (1) member from The Florida Bar.
5. One (1) member who is a practicing professional historian or archaeologist or who holds a degree in history, art history, or archaeology.
6. One (1) member from the community at large.

C. Removal of Members

Members of the Board may be removed from office by the affirmative vote of three (3) members of the City Commission. [Sec. 15-3.]

D. Vacancies

Vacancies in Board membership shall be filled by appointment by the City Commission for the unexpired portion of the term of the member affected.

E. Compensation of Members

Members of the Historic Preservation Board shall receive no salaries or fees for service on the Board, but may receive reimbursement for reasonable and necessary expenses incurred in the performance of their duties of office.

F. Conflicts of Interest

If any member of the Historic Preservation Board shall find that his private or personal interests are involved in the matter coming before the Board, he shall disqualify himself from all participation in that case. No member of the Historic Preservation Board shall appear before the Historic Preservation Board, Board of Adjustment, Planning Board, or the City Commission as agent or attorney for an applicant for a development approval.

Section III-403. Meetings, Quorum and Required Vote [Sec. 15-7]

A. All meetings of the Historic Preservation Board shall be held at the call of the chairman and at such other times as the Historic Preservation Board may determine, on a day to be determined by the Board. Meetings that are not regularly scheduled shall not be held without at least twenty-four (24) hours notice to each member.

B. A quorum for the transaction of business shall consist of four (4) members.

C. The affirmative vote of a majority of the Board members present and voting is required to take official action. For purposes of these regulations, a tie vote shall be deemed a denial of the measure voted upon.

(Ord. No. 99-4113, Sec. 3, 3-15-99)

Section III-404. Officers and Staff [Sec. 15-6.]

A. The Historic Preservation Board shall elect from its members a chairman and a vice-chairman who shall serve for terms of one (1) year and who shall be eligible for reelection.

B. The Historic Preservation Board shall be provided with such professional assistance as may be deemed necessary to enable the Board to perform the functions assigned to it under these Land Development Regulations. The City Manager shall provide a secretary for the Board.

Section III-405. Rules and Records

A. The Historic Preservation Board shall adopt rules of procedure necessary to its governance and the conduct of its affairs, in keeping with the applicable provisions of the Sarasota City Charter, Florida law and these Land Development Regulations. Such rules of procedure shall be in written form and shall be available to persons appearing before the Board and to the public. [Sec. 15-5.]

B. The Board shall keep minutes of its proceedings, showing the vote of each member, including the chairman or vice-chairman, or, if such member is absent or fails to vote, indicating such fact. [Sec. 15-7]