

PROCEDURAL MANUAL

And

BYLAWS

Of the

Savannah Historic District Board of Review

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PROCEDURAL MANUAL
FOR
MEETINGS OF THE
SAVANNAH HISTORIC DISTRICT BOARD OF REVIEW

Adopted August 13, 1986
Amended February 4, 2004
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**PROCEDURAL MANUAL
FOR
MEETINGS OF THE
SAVANNAH HISTORIC DISTRICT BOARD OF REVIEW**

Pursuant to Section 8-3030 Historic District subsection (d)(7) Rules of Procedure of the City of Savannah Zoning Ordinance, meetings of the Savannah Historic District Board of Review (hereinafter referred to as the HDBR) shall be governed by the following policies. No policy shall be established which is in conflict with a provision of the HDBR Bylaws. Where a policy is found to be in conflict, the provisions of the HDBR Bylaws shall govern.

I. MEETINGS

The HDBR conducts two types of meetings, as follows:

1. Regular Meetings
2. Special-Called Meetings

All HDBR meetings are held in the offices of the Metropolitan Planning Commission (MPC), 112 East State Street, Savannah, Georgia, unless advance notice to the contrary is given. These meetings are described as follows:

1. Regular Meetings:

Formal meetings, identified in the Bylaws, held the second Wednesday of each month at 1:00 P.M. in the MPC Arthur A. Mendonsa Hearing Room, for the purpose of conducting the business of the Board. At such meetings the HDBR hears applications for Certificates of Appropriateness and conducts the normal business of the Board. Regular meetings are publicized in accordance with the Georgia Open and Public Meetings law.

2. **Special-Called Meetings:**

Formal meetings, identified in the Bylaws, called according to the procedure set forth in the Bylaws and held at the location identified in the call of the meeting. Special-Called meetings are of two types:

- A. Rescheduled Regular Meetings: Due to a lack of a quorum at a previously scheduled meeting.
- B. Special-Called Meetings: Other than rescheduled meetings, called for the purpose of addressing a specified issue(s) identified in the call of such meeting. Any gathering called by the Board or its Staff, at which a quorum could reasonably be anticipated, shall be considered a Special Meeting. All Special Meetings shall be held in accordance with the Georgia Open and Public Meetings Law.
- C. Meeting Notice: The media shall be apprised of the time, place, and subject of the meeting at least 48 hours in advance of the meeting.

II. AGENDAS

Meeting Agendas shall conform to the following criteria and policies:

1. Regular Meetings:

There are three types of Regular meeting Agendas, as follows:

A. Tentative Agenda

The Tentative Agenda is the informal list of issues and applications scheduled for a meeting following the posted application deadline. The Tentative Agenda is published on the MPC website at www.thempc.org.

B. Preliminary Agenda

The Preliminary Agenda is the formal list of issues scheduled for a meeting as of the date Staff forwards the HDBR members package (the accumulation of all Staff reports and related correspondence and data) to the Board (at least four (4) days prior to the scheduled meeting.) The Preliminary Agenda is published on the MPC website at www.thempc.org.

C. Final Agenda

The Final Agenda is the list of issues scheduled for the meeting, published the morning of the meeting, reflecting any items requested to be removed from the Preliminary Agenda by a Petitioner or for other cause, along with any items added to the Agenda since publication of the Preliminary Agenda. Once published, no additional action items can be added to the Final Agenda. Also, once published, items requested to be removed from the Final Agenda are not formally removed until action to do so is taken by the Board. The Preliminary Agenda is published on the MPC website at www.thempc.org.

2. **Special-Called Meetings:**

- A. The Agenda for a Special-Called meeting, other than a rescheduled Regular meeting, shall consist solely of the item(s) or issue(s) identified in the call of the meeting.
- B. The Agenda for a rescheduled Regular meeting shall consist of the Agenda established for the meeting which the special meeting replaces.

3. **Policies Concerning Regular Meeting Agendas (meetings at which action may be taken on Certificates of Appropriateness):**

- (1) The HDBR will vigorously enforce a policy of preventing redundant/repetitious testimony and testimony which does not pertain directly to an issue under consideration. This policy exists to insure that everyone has an opportunity to present new information germane to the issue being discussed.
- (2) Agenda items shall be organized according to the following categories:
 - a. Call to Order and Welcome
 - b. Approval of minutes of previous meeting
 - c. Items Requested to be removed from the Final Agenda
 - d. Sign Posting
 - e. Continued Agenda
 - f. Consent Agenda
 - g. Request for Extensions
 - h. Regular Agenda
 - i. Staff Reviews

- j. Work Performed Without a Certificate of Appropriateness
- k. Report on Items Deferred to Staff
- l. Notices, Proclamations, and Acknowledgements
- m. Other Business
 - 1) Unfinished Business
 - 2) New Business
- n. Adjournment

(3) Agenda categories shall consist of the following:

- a. Call to Order and Welcome: This section shall consist of a general welcome by the Chair to those in attendance; acknowledgment by the Chair of special guests present in the meeting, identification of the physical location of the printed Agendas for those wishing to follow along during the meeting; a brief explanation of the format of the Agenda; and a statement of any ground rules established for the meeting. (See “Appendix A” for text of statement.)
- b. Approval of Minutes of Previous Meeting: This section shall consist of approval or correction of minutes prior meetings.
- c. Items Requested to be removed from the Final Agenda: This section shall consist of items requested to be removed since the publication of the Preliminary Agenda.
- d. Sign Posting: This section shall consist of the identification of any project that was not properly posted. Such project shall be removed from the Agenda and rescheduled.

- e. Continued Agenda: This section shall consist of those Agenda items in which the Petitioner has requested a continuance to the next meeting or a date certain; or in which Staff has requested that the item be continued due to an incomplete submittal.
- f. Consent Agenda: This section shall consist of those Agenda items found by Staff to have apparent consensus between Staff, the Petitioner, and the affected public. Consensus by the public shall consist of the absence of any known objections, including the likelihood, based on Staff's experience, of no objections being raised to the issue in question. Regular Agenda items which previously did not warrant Consent Agenda status but which, according to Staff have achieved Consent Agenda status since publication of the Final Agenda, may be verbally added by the Chair to the Consent Agenda with the unanimous consent of the Board. Staff shall not place an item on the Consent Agenda for which a Staff report was not included in the HDBR member's package.

Removal of Item from Consent Agenda to Regular Agenda: At the meeting, the Chair shall identify all items on the recommended Consent Agenda. If any Board member expresses a concern regarding any specific item on the Consent Agenda, then he/she may motion that the item be removed from the Consent Agenda and placed where it would ordinarily fall by consecutive case number.

- g. Requests for Extensions: This section consists of requests for twelve (12) month extensions of previous approvals. Only one (1) such extensions

shall be granted and only providing that no change in the context or petition has occurred. If the twelve (12) month period elapses with no extension requested, the approval is void and the applicant must reapply to the Board for a new approval.

- h. Regular Agenda: This section shall consist of continued or amended items from a prior meeting, items not previously heard, including any items removed from the Consent Agenda.
- i. Staff Reviews: This section shall consist of those applications approved by Staff and any revisions to previous petitions required by the Board for Staff approval prior to the issuance of a Certificate of Appropriateness.
- j. Work Performed Without a Certificate of Appropriateness: This section shall consist of any projects, identified by Staff or Board members, commenced without a Certificate of Appropriateness or construction that deviates from previously approved plans.
- k. Report on Items Deferred to Staff: This section shall consist of a written update by Staff of receipt and approval of revised drawings identified in Board decisions, as well as current status report on on-going projects.
- l. Notices, Proclamations, and Acknowledgments: This section shall consist of any special notices by the Chair, reading of any proclamations or acknowledgment of any honors or special achievements by Board members, Staff, or others warranting notice by the HDBR; or other special announcements deemed by the Chair to be of importance to the HDBR or the general public.

m. Other Business: This section shall consist of Unfinished Business from previous meetings and New Business brought to the attention of the HDBR by a Board member or the Preservation Officer. Also, items which are time sensitive.

(1) Unfinished Business:

- a. Requests for clarification of previous decisions
- b. Motion for reconsideration of an issue only if made by a member of the prevailing side at the same meeting.

(2) New Business

- a. Requests for special studies and evaluations
- b. Introduction of new items for discussion dealing with HDBR policies, procedures, bylaws, etc.
- c. Items of a housekeeping or continuing nature
- d. Non-Agenda items raised by a member of the general public, provided a request to address the Review Board is submitted to the Staff or the Chair in writing, and unanimous consent to hear the request is obtained.

n. Adjournment: This section shall contain the formal closure of the meeting and the announcement of the date of the next scheduled meeting or meetings.

(4) HDBR Cut-Off Dates: HDBR Staff prepares an annual table identifying the last date for submittal of an item for HDBR Regular Meetings. This schedule is to be followed. All complete applications submitted in accordance with the published

HDBR cut-off dates shall be placed on the next scheduled meeting Agenda in order which received. Applications will be reviewed by Staff on the cut-off date. The Petitioner will be notified to supply any missing data within twenty-four (24) hours and will have four (4) working days to provide the missing data. If the application is still incomplete it will be docketed on the following month's Agenda and the Petitioner so notified.

- (5) In order to increase predictability for Petitioners and the general public, no Agenda item will be advanced out-of-order. However, where circumstances warrant, Agenda items may be moved to later in the meeting by motion of the Board.

III. POSTING OF SIGNS

1. Posting of Property: Except for Staff Reviews, at least fifteen (15) days notice of a public hearing on a request for a Certificate of Appropriateness shall be erected on the premises of the building or structure for which a certificate is being requested. Staff shall provide the Petitioner with the sign(s) and it shall be the Petitioner's responsibility to erect the sign in accordance with Section 8-3030 (h) of the Historic District Zoning Ordinance.
2. Number of Signs: One sign shall be provided for each right-of-way, including a lane, from which a proposed action is visible.
3. Lost or Damaged Signs: It shall be the Petitioner's responsibility to keep the premises posted at all times during the posting period. Lost or damaged signs should be replaced immediately. Lack of a posting sign will result in the petition being continued.

4. Continued or Rescheduled Hearings: It shall be the Petitioner's responsibility to acquire a replacement sign indicating the new hearing date.
5. Notice of these procedures and the posting section of the ordinance shall be printed and attached to the signs for the Petitioner's instruction. (See "Appendix B" for form.)

IV. PROCEDURE FOR PRESENTATIONS TO THE HDBR

The following procedures shall govern all issues before the HDBR:

1. The Chair calls the application by number and address according to the Agenda and checks for conflicts of interest among Board members.
2. Staff makes a presentation/recommendation on all issues for which a Staff report has been prepared or where Staff has background information to present about the issue.
3. The Board asks questions of Staff.
4. The Petitioner makes his/her presentation.
5. The Board asks questions of Petitioner and/or Staff.
6. The Chair may inquire as to the number of persons desiring to speak about an issue. Where there is a large number of potential speakers or where there is the likelihood of protracted discussion, the Chair may set time limits on the debate. In this case, no side of the issue shall be afforded less than five (5) minutes for a presentation, nor more than thirty (30) minutes. The maximum amount of time afforded shall be a function of the number of persons desiring to speak and the complexity of the issue. The HDBR, upon a finding that the allocated time is insufficient to fully address the issue, may, by a two-thirds (2/3) vote, elect to suspend the rules to allow a greater length of time for debate. Each side shall be allotted the same length of time. However, no side is required to utilize their full allotted time. Time not used by one side cannot be allocated to an opposing side. Adherence to time limits shall be rigidly enforced.
7. Objectors/Interested citizens make presentations.
8. The Board asks questions of objectors/citizens, the Petitioner, or Staff.
9. Rebuttal by the Petitioner.

10. The Board asks questions of Petitioner/objectors/citizens, or Staff.
11. The Board goes into deliberation. To provide further clarification on Board discussion, the Chair may address Board questions to interested parties.
12. The Board acts on the issue.
13. Continued Petitions: It shall be the duty and responsibility of all members of the Board to retain the applications and supporting material for any continued petition one meeting to the next.

V. ACTION ON APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

HDBR meetings operate under Roberts Rules of Order. The following rules for Board action apply:

1. A quorum shall consist of seven (7) members. Where a quorum has been lost and such loss of quorum is brought to the attention of the Chair, the Board may continue to hear and vote on Agenda petitions upon a unanimous positive vote of those members present and voting, provided not less than five (5) members are present and, provided that the Chair shall advise all in attendance that such vote is merely an opinion of those members present and, that the issue in question will have to be ratified by a full quorum of the Board at its next regular meeting, and that a formal decision of the HDBR will not be issued until after such ratification. Such process does not preclude a re-presentation of the issue at the next regular meeting if so desired by a majority of the Board. Under such circumstances, no additional public notices will be given. The finding that a quorum is absent will not affect the validity of a prior action.

2. The form of a motion shall be as follows:

- a. Approve as Submitted:

I move that the Savannah Historic District Board of Review approve the petition of (applicant name and petition number) requesting _____ because the petition is in compliance with the Visual Compatibility Criteria and Standards as set forth in the Historic District Ordinance.

If the Board approves the application, a Certificate of Appropriateness shall be issued. A petition for New Construction must receive both Part I and Part II approvals prior to the issuance of a Building Permit. Construction for which a

final Certificate of Appropriateness is issued shall begin within twelve (12) months of the date of issuance of the Certificate of Appropriateness. Once the twelve (12) month period expires and the approval has not been extended, the applicant must submit a new petition. If, prior to the expiration of the twelve (12) month period, and provided that nothing in the context of the project has changed, the Petitioner may request a one (1) year extension of the approval.

Prior to the issuance of a Building Permit by the City of Savannah Development Services Department, both sets of permit drawings must be stamped by Preservation Staff certifying that they comply with the approved HDBR plans.

b. Approve as Amended by the Petitioner:

I move that the Savannah Historic District Board of Review approve the petition of (applicant name and petition number) requesting _____ because with the amended petition (List) is in compliance with the Visual Compatibility Criteria and Standards as set forth in the Historic District Ordinance.

c. Approve with Conditions:

I move that the Savannah Historic District Board of Review approve the petition of (applicant name and petition number) requesting _____ with the following conditions (list) because the petition is now in compliance with the Visual Compatibility Criteria and Standards as set forth in the Historic District Ordinance.

A Certificate of Appropriateness shall not be issued by Staff until receipt and approval of the additional data.

d. Deny:

I move that the Savannah Historic District Board of Review deny Petition No. _____ based on the incompatibility of the project with the following Visual Compatibility Factors (List) and Design Standards (List).

e. Continue the Petition:

(A motion to continue may be made to a date certain identified in the motion with applicant consent).

I move that the Savannah Historic District Board of Review continue Petition No. _____ until (Date). (State reason for a continuance.)

f. Table:

(A motion to table shall mean that the issue is being continued until later in the same meeting.)

I move that the Savannah Historic District Board of Review table Petition No. _____.

3. Review Criteria: In reviewing applications for Certificates of Appropriateness, the Board shall take into account the Design Standards as set forth in Section 8-3030 (n) (1-17) and the Visual Compatibility Factors as set forth in Section 8-3030 (m)(1-11) of the City of Savannah Zoning Ordinance..
4. Staff Decisions, Minor Repairs: The Preservation Officer may approve a Certificate of Appropriateness for windows and doors, except for a change in the size of the opening or

creation of a new opening, burglar bars, blinds/shutters, color change, roof covering, storm windows and doors, awnings, stucco where a portion of the structure has an existing stucco coating, and HVAC screening.

5. The Chair alone has the power to rule on questions of order or to answer parliamentary inquiries. The Parliamentarian role is an advisory and consultative one. The Chair has the duty to make final rulings and, in doing so, may follow the advice of the Parliamentarian or disregard it. Appeals by two or more members from rulings of the Chair shall be addressed by a majority vote of the Board.

VI. MINUTES

Minutes are to be taken for all meetings of the HDBR. Following each meeting, an “Agenda” listing decisions of the Board will be prepared and published on the MPC website at www.thempc.org.

1. Regular and Special-Called Meetings:

Minutes of such meetings should attempt to capture the discussion pertinent to the action and record any actions taken, but need not to be verbatim. Minutes are not final until approved by the HDBR and signed by the Preservation Officer.

APPENDIX A

CHAIRPERSON'S REMARKS

OPENING

“We would like to welcome you to the (insert current date) meeting of the Savannah Historic District Board of Review. The purpose of the Board is to promote the educational, cultural, economic, and general welfare of the City of Savannah.”

“Preservation Standards, Visual Compatibility Factors, and Design Standards as set forth in the City of Savannah Zoning Ordinance are used by the Board to judge the compatibility of changes and new development within the Historic District.

“Copies of these documents are available from the Metropolitan Planning Commission.”

“Please turn off all cell phones and pagers.”

ORDER OF BUSINESS

A. Call to Order and Welcome

B. Approval of Minutes of Previous Meeting

“Are there any additions or corrections to the minutes of the previous meeting?” (Motion, second)

C. Items Requested to be removed for the Final Agenda

D. Sign Posting

“Members of the Board receive packages containing applications in the week before the meeting and individually visit the sites of the projects. If a project is not properly posted it is removed from the Agenda and rescheduled. Were there any projects that were not posted this month?”

E. Continued Agenda

“These are items that have been requested by the Petitioner to be continued to the next meeting or a date certain, or that Staff has determined incomplete at this time.

F. Consent Agenda

“These agenda items have been found by the Preservation Officer to be in accordance with the Preservation Standards, Visual Compatibility Factors, and Design Standards and have apparent consensus with no known objections from the public. Should any Board member wish to remove an item from the Consent Agenda, he may move that it be placed in its sequential order on the regular Agenda. Should any projects be moved from the Consent Agenda to the Regular Agenda? (Motion, second)

Is there a motion for approval of the (Revised) Consent Agenda? A second?”

G. Requests for Extensions

H. Regular Agenda

“Applications may be amended or continued from one month to the next at the request of the Petitioner. These will be followed by new applications in sequential order on the Regular Agenda. The Order of Procedure will be:

1. The Chair calls the application by number and address.
2. Staff gives a preliminary report and recommendation.
3. The Board addresses questions to Staff.
4. The Chair calls on the applicant for additional information or comments. At that time please come to the microphone and state your name for the record. If the Staff report is favorable, no comment is necessary.
5. The Board asks questions of the Petitioner or Staff.
6. The Chair calls for the public to comment. Please come individually to the microphone and state your name. Remarks should be addressed to the Board and should be confined to the facts of the petition. Group demonstrations, such as a show of hands in support of or opposition to a petition, are not in order. The Petitioner is given the opportunity to respond to public comments.

7. The Chair calls for Board discussion. To provide further clarification on Board discussion, the Chair may address Board questions to interested parties.
8. The Chair calls for a motion and a second. At this point all public debate is closed.
9. The Board discusses the motion.
10. The Chair repeats the motion and the vote is taken.”

I. Staff Reviews

“Are there any questions regarding Staff reviews?”

J. Work Performed Without a Certificate of Appropriateness

“Staff gives a report regarding work begun without a Certificate of Appropriateness or which deviates from a prior approval. Have Board members observed any other projects needing attention?”

K. Report on items deferred to Staff.

L. Notices, Proclamations, and Acknowledgments

Honors, Proclamations, and Announcements.

M. Other Business

1. Unfinished Business
2. New Business

N. Adjournment. Announce next meeting date.

APPENDIX B

POSTING OF SIGNS

Pursuant to the Zoning Ordinance of the City of Savannah, Section 8-3030 Historic District, subsection (h) Posting of Property: “Except for minor repairs as defined in Section (g)(3) at least fifteen (15) days notice of a public hearing on a request for a Certificate of Appropriateness shall be erected on the premises of the building or structure for which a certificate is being requested. Such sign(s) shall be furnished by the Preservation Officer; shall be weather resistant; shall have a minimum size of twenty-two (22) by twenty-eight (28) inches, shall show the application number, a statement of the proposed action, the scheduled date, time and place of the hearing, and the telephone number to call for further information. Such signs shall be erected within ten (10) feet of any traveled public right-of-way or lane (if the proposed action is visible from such lane) to which the structure abuts and/or faces. The lower edge of the sign shall be of sufficient height to be read from the roadway.

Removal of Signs: The applicant shall not remove the sign until a decision on the application has been rendered by the Board. If an application for demolition is denied by the Board, the applicant shall not remove the sign for the period of time set forth in Section (m) (2) of the Historic District Ordinance, “Demolition of Historic Buildings.”

If the sign is stolen or damaged, it is the Petitioner’s responsibility to replace it immediately.

Continued petitions should remain posted and a new sign erected with the new hearing date. *It shall be the duty of the Petitioner to comply with this requirement.*

Failure to properly post a premise will result in the application being continued to the next meeting.

BYLAWS
OF THE
SAVANNAH HISTORIC DISTRICT BOARD OF REVIEW

Adopted August 13, 1986
Revised August 9, 1989
Revised March 10, 1999
Revised March 10, 2004
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ARTICLE I

NAME

The name of the commission is the Savannah Historic District Board of Review.

ARTICLE II

CREATION

The Savannah Historic District Board of Review was created by the Mayor and Aldermen of the City of Savannah, pursuant to the provisions of GA. Laws 1968, page 1591. The Mayor and Aldermen of the City of Savannah acted by ordinance adopted 1973 and amended 1986, 1989, 1997, 2000, 2002, 2003, 2005 2007, and 2009.

ARTICLE III

DUTIES/PURPOSE

The powers and duties of the Savannah Historic District Board of Review are those prescribed by GA Laws 1968, Page 1591, and all amendments thereto and those assigned by the City of Savannah Zoning Ordinance Section 8-3030. The City's jurisdiction for requiring Certificates of

Appropriateness as required by the Savannah Historic District Ordinance is delineated as The Savannah Historic District on the official zoning map on file in the Metropolitan Planning Commission office. The jurisdiction of the Board shall include those elements of development, rehabilitation, preservation, or demolition that affect the exterior visual quality of the Historic District, specifically including exterior appearance of structures within the Historic District. The Board shall not consider the interior arrangement of structures.

The purpose of the Historic District Board of Review is to promote the educational, cultural, economic, and general welfare of the City through the preservation and protection of historic buildings, structures, appurtenances, and places that are of basic and vital importance for the development and maintenance of the community's vacation-travel industry. Also, for the protection of property values because of the property's association with history, unique architectural details, or relation to a square, park, or area, the design or general arrangement of which should be preserved and/or developed according to a fixed plan based on economic, cultural, historical, or architectural motives or purposes.

ARTICLE IV

CODE OF ETHICS

The Board and Staff shall operate under the National Alliance of Preservation Commissions Code of Ethics for Commissioners and Staff. See "Appendix A".

ARTICLE V

BOARD OF REVIEW

1. **Composition:** The Board consists of eleven (11) members appointed by the Mayor and Aldermen. Members must be residents of the City of Savannah interested in the preservation and development of the Historic District. Such Board shall include one or

more representatives from a preservation related profession, such as, architect, architectural historian, attorney, or restoration contractor.

2. Terms of Office: Members of the Board serve for a term of three (3) years and are eligible for reappointment for an additional term of three (3) years. After having served for two (2) successive terms of three (3) years each, that person may not be eligible for reappointment as a Board member until a period of two (2) years shall have lapsed after the termination of his or her second term. Members shall serve until their successors are appointed.
3. City Preservation Officer: The Executive Director of the Chatham County-Savannah Metropolitan Planning Commission (MPC), or his/her designee, is the City Preservation Officer. The Preservation Officer receives and reviews all applications for Certificates of Appropriateness and makes recommendations for approval or disapproval of the applications to the Board, except as set forth in Section 8-3030 (g)(3) Staff Decisions. The Preservation Officer shall serve as Secretary to the Board and shall maintain the records and minutes of the Board.
4. Officers: The officers of the Historic District Board of Review shall consist of a Chairman and a Vice-Chairman.
 - A. Election of Officers: Officers shall be elected from among the members of the Board.
 - B. Terms of Office and Limitation of Number of Terms: Officers shall be elected for a one (1) year term. No member shall serve for more than two (2) successive terms in the same office. Terms of officers shall begin in January.
 - C. Powers and Duties of Officers: The powers and duties of each officer shall be as follows:

- (1) Chairman: The powers and duties of the Chairman shall be:
 - (a) Preside at all meetings of the Board.
 - (b) Appoint all committees of the Board, subject to the approval of the Board.
 - (c) Appoint a Parliamentarian
 - (d) Countersign, with the Executive Director of the MPC and City Preservation Officer all Certificates of Appropriateness approved by the Board.
- (2) Vice-Chairman: The powers and duties of the Vice-Chairman shall be to exercise all the powers and discharge all the duties of the Chairman during his/her absence or disability, or when a vacancy occurs in the Office of Chairman.

ARTICLE VI

MEETINGS

All meetings shall be public, except in those instances where closed meetings may be held pursuant to the laws of the State of Georgia.

1. Regular Meetings: Regular meetings of the Board shall be held on the second Wednesday of each month at 1:00 P. M. in the Metropolitan Planning Commission Arthur A. Mendonsa hearing room, 112 East State Street, Savannah, Georgia, or in any other designated meeting place, provided the location is specified in all notices required by law.
2. Special-Called Meetings: If a quorum is not present at a regular meeting of the Board, a Special-Called meeting shall be held within fourteen (14) calendar days from the scheduled meeting. Special-Called meetings shall be called for other specific purposes and only the items stated in the call shall be discussed at the meeting.
 - A. Record of Action Taken: A record shall be kept of all actions of the Board meeting. Such record shall describe the subject considered, the motion made, a brief summary of the discussion, if any, and the results of the vote on the motion noting the vote by each member, those absent so marked.
 - B. Rules: All meetings of the Board shall be conducted in accordance with the most recent edition of “Roberts Rules of Order Newly Revised” and revised Procedural Manual for the Savannah Historic District Board of Review.
 - C. Agenda: The City Preservation Officer shall prepare an Agenda for each meeting listing the items to be considered, information relating to such items, and for each item, when appropriate, the City Preservation Officer’s recommendation. The Agenda shall include a Regular Agenda and a Consent Agenda. The Consent

Agenda shall include all items for which there are no known unresolved issues between the Staff and the Petitioner, or for which there are no known controversies with other interested parties. The Chairman shall identify at the beginning of the meeting, for the benefit of the public, each item on the Consent Agenda. An item on the Consent Agenda shall be removed and placed on the Regular Agenda at the request of any Board member present. Action on the remaining items on the Consent Agenda may be taken through a single motion. The Regular Agenda shall contain all items not on the Consent Agenda.

For Regular Meetings, the Preliminary Agenda shall be delivered to each member at least four (4) days prior to the meeting.

D. Quorum: Seven (7) members of the Board shall constitute a quorum.

E. Voting:

(1) Decision on Certificate of Appropriateness requires a majority vote of the Board members present

(2) Amend Bylaws requires a majority vote of the entire Board

(3) Amend Staff Review list requires a majority vote of the entire Board

(4) Appeals by two (2) or more members from rulings by the Chair requires a majority vote of the entire Board

F. Attendance at Meetings: Any Board member who fails to attend any three (3) consecutive Board meetings or any four (4) meetings in any twelve (12) month period without a written excuse filed with the Chairman may be replaced by the Mayor and Aldermen.

- G. Conflict of Interest: No Board member shall take part in the hearing, consideration, or determination of any petition in which he/she is a party or has a financial interest. This includes a member of the Board presenting an application at the public hearing to the Board in which he/she serves. In the case of a conflict of interest, the Board member shall complete a conflict of interest disclosure form and submit it for the record. See “Appendix B”.
- H. Committees: The Board shall have a standing Nominating Committee and such other Ad Hoc Committees that the Chairman may create. The Nominating Committee shall:
- (1) Consist of three (3) members who shall be appointed by the Chairman at the October meeting.
 - (2) Propose nominees for all officers to be elected.
 - (3) Submit its report to the Board in writing at the November meeting prior to the regular January meeting. As the last item on the Agenda of the December meeting, the Board shall elect officers. The new Chairman shall conduct the January meeting.
- I. Staff Decisions: A Certificate of Appropriateness may be approved by the Preservation Officer for the following list of minor repairs. If an application contains three or more of the following items, it shall be referred to the entire Board at its next regularly scheduled meeting.
- (1) Doors and Windows (except for a change in the size of an opening or creation of a new opening).
 - (2) Burglar Bars
 - (3) Blinds/Shutters

- (4) Roof Coverings
- (5) Color Change
- (6) Storm Windows and Doors
- (7) Awnings
- (8) HVAC screening (atypical petitions may require Board approval as determined by the Preservation Officer)
- (9) Stucco

The Board may add or delete from the list by a majority vote of the entire Board.

ARTICLE VII

AMENDMENTS TO BYLAWS

Amendments: These rules, within the limits allowed by law, may be amended at any time by an affirmative vote of the majority of the Board, provided that such amendment shall have first been presented to the membership in writing at a Regular meeting preceding the meeting at which the vote is taken.

APPENDIX A

CODE OF ETHICS

National Alliance of Preservation Commissions

Code of Ethics for Commissioners and Staff

Preamble

Preservation commissions have been established by local governments throughout the United States to promote the preservation and appropriate development of heritage resources in their communities. The National Alliance of Preservation Commissions (NAPC) is the only organization devoted solely to representing the nation's preservation commissions. Its mission is “to build strong local preservation programs through education, advocacy, and training.” As part of that mission, the NAPC has developed this Code of Ethics to promote and maintain the highest standards of honesty, integrity, and professionalism among the Commissioners and Staff who serve their communities through Preservation Commissions.

These principles are derived from general societal values and recognized principles of professional responsibility. As societal values compete, so may ethical principles. The need for full public disclosure may compete with the need to respect confidential information, for example. The ethical Commissioner or Staff member must carefully balance various public and private interests based on the facts and context of each situation guided by the commitment to serve the public interest.

Individual Commissioners should be knowledgeable, accurate, honest, and forthright in their dealings with other Commissioners, local elected officials and Staff, applicants, and the general public. Although not elected by the public, Preservation Commissioners are accountable for their actions in the communities they serve.

This Code of Ethics comprises guidelines for ethical conduct organized under three main categories:

Responsibility to the Community
Responsibility to the Profession
Standards of Professional Conduct

Under each category are statements of principle to guide Preservation Commissioners and Staff in choosing ethical courses of action for heritage preservation in their communities. The NAPC endorses this Code as the ethical benchmark to which all its members should aspire. In the absence of professional licensure for Preservation Commissioners and Staff, the adherence to a code of ethics is a matter of personal responsibility. However, Preservation Commissions may wish to adopt these principles and standards as a guide. Although stated in the plural, each suggested rule also applies to an individual Commissioner or Staff member.

Responsibility to the Community

The most effective historic preservation takes place locally, and all Preservation Commissioners and Staff should remember that it is their duty, as public servants, to advance the greater good of the community.

1. Commissioners and Staff should be advocates for the community's heritage resources, striving to protect their integrity while recognizing the rights of citizens, individually and collectively, to their beneficial use and enjoyment.
2. Commissioners and Staff should promote public awareness, appreciation, access, and support for the preservation of heritage resources.
3. Commissioners and Staff should develop standards and guidelines that are appropriate for the resources and protect the community's unique character, environment, and quality of life.
4. Commissioners and Staff should respect the diversity of heritage resources that may hold different meanings for various groups and communities.
5. Commissioners and Staff should respect the public's right to know by providing full, clear, and accurate information and observing both the letter and spirit of open meetings and open records laws.
6. Commissioners and Staff should provide opportunities for meaningful public participation in the work of the Commission.
7. Commissioners and Staff should make timely, fair, informed, and impartial decisions that guarantee citizens' rights to due process and equal protection under the law.
8. Commissioners and Staff should be sensitive to the interrelatedness of their decisions and the long-term implications for the resources and the community.
9. Commissioners and Staff should seek compromises or search for alternatives where necessary to achieve overall preservation goals and provide substantial justice for citizens.
10. Commissioners and Staff should recognize that the historic built environment changes over time and encourage new development that respects the historic character and fabric that preceded it.
11. Commissioners and Staff should continually evaluate and update their plans, ordinances, standards, guidelines, and procedures to ensure they meet the community's current and future needs.
12. Commissioners and Staff should always strive to make decisions that are in the best interest of the community.

Responsibility to the Profession

Preservation Commissioners and Staff are drawn from many disciplines and backgrounds. The common thread that joins them is their interest and commitment to preserve heritage resources in their communities. A multi-disciplinary profession has developed over the years from the Historic Preservation movement, and Commissioners and Staff have an obligation to advance the best interests of this profession in the context of their Commission work.

1. Commissioners and Staff should be mindful that they are representatives of the greater local, state, and national preservation community and conduct themselves in a way that brings credit to their Commission and the profession.
2. Commissioners and Staff should share their knowledge and experience and contribute to the development of other colleagues, particularly newly appointed commissioners, students, and interns.
3. Commissioners and Staff should actively promote heritage preservation and strive to increase the involvement of underrepresented groups.
4. Commissioners and Staff should support through their memberships and other contributions, organizations that promote heritage preservation.
5. Commissioners and Staff should work collaboratively with related professionals and professional organizations whose actions also affect heritage conservation including, but not limited to, planners, code officials, architects, landscape architects, archaeologists, attorneys, realtors, and developers.
6. Commissioners and Staff should treat fairly and comment responsibly on the professional views of colleagues and members of other professions.
7. Commissioners and Staff should render all practicable assistance to other colleagues and organizations in an emergency when heritage resources are at risk.
8. Commissioners and Staff should acquire a depth of knowledge that will enable them to explain to others the role of heritage preservation in a complex, modern world.
9. Commissioners and Staff should recognize that the field of heritage preservation is constantly evolving and actively pursue continuing educational opportunities in order to maintain, refine, and enhance their capabilities as practitioners.

Standards of Professional Conduct

As public servants, Commissioners and Staff are expected to conduct themselves in accordance with the law. These standards set forth both a baseline for such legal conduct as well as aspirational goals for ethical behavior that may require a conscientious effort to attain.

1. Commissioners and Staff should thoroughly understand the legal framework of heritage preservation and consistently operate within the bounds of their authority and responsibility under the law.

2. Commissioners and Staff should treat all citizens fairly, impartially, and with respect, and refrain from discrimination or harassment of any kind.
3. Commissioners and Staff should not accept gifts or favors under any circumstances where it might appear that acceptance could influence their judgment.
4. Commissioners and Staff should disclose all personal or financial advantages that might accrue to them, their business interests, or family members either directly or indirectly from a recommendation or decision.
5. Preservation Commissioners and Staff who have an actual or apparent conflict of interest in a matter coming before them should recuse themselves entirely from deliberations and decisions.
6. Commissioners and Staff are obligated to utilize their knowledge and experience to make decisions and, therefore, should abstain from participating and voting only in cases of a *bona fide* conflict of interest.
7. Commissioners and Staff should not disclose confidential information obtained in the course of their duties, except as required by the law, or use confidential information to further a personal interest.
8. Commissioners and Staff should not abuse their office by advancing an agenda that is not in the best interest of the community or heritage preservation.
9. Commissioners and Staff should seek the advice of colleagues or other professionals on matters that fall outside their expert knowledge or competence.
10. Commissioners and Staff should be consistent in their actions and recommendations, treating similarly situated properties similarly and providing clear explanations when different treatment is required.
11. Commissioners and Staff should reveal illegal conduct on the part of other Commissioners, Staff, officials, applicants, or their representatives to an appropriate higher authority.
12. Commissioners and Staff should not participate in deliberations or decisions without adequate preparation and knowledge of the matter before them.
13. Commissioners and Staff should avoid dishonesty, never misrepresenting facts or distorting information to achieve a desired outcome.
14. Commissioners and Staff should recognize the uniqueness of heritage properties, applying preservation theories, methods, and standards appropriate to each particular case.
15. Commissioners and Staff should be sensitive to ethical issues and ensure they are raised, critically analyzed, and addressed by the Commission and other appropriate authorities.

This Code of Ethics was developed by members of the NAPC through an interactive process beginning with a series of facilitated sessions held during the July 2006 NAPC FORUM in Baltimore, MD. The resulting set of principles was further developed and refined by members during the following three-month period leading up to the November 2006 annual meeting of NAPC in Pittsburgh, PA. The effort was supported by the Board of Directors and Staff of NAPC, and coordinated by Professor James K. Reap, an attorney and member of the Board, with the involvement of the Historic Preservation Advocacy and Professional Development class in the Master of Historic Preservation Program at the University of Georgia. The NAPC would like to acknowledge the organizations whose guidelines and materials were relied on in developing this code: the American Institute of Architects (AIA), American Planning Association (APA), American Institute of Certified Planners (AICP), American Institute for Conservation of Historic and Artistic Works (AIC), and International Council on Monuments and Sites (ICOMOS).

APPENDIX B

CONFLICT OF INTEREST DISCLOSURE

CONFLICT OF INTEREST IN SAVANNAH HISTORIC REVIEW BOARD ACTIONS

DISCLOSURE OF FINANCIAL/PROPERTY INTERESTS

A Savannah Historic District Board of Review (HRB) member who has one or more of the following interests in the HRB action for a Certificate of Appropriateness identified herein, shall recuse him/herself from participating in the hearing, consideration, determination, or vote on such action and shall not take any other action on behalf of him/herself or any other person to influence action on the application.

Signature of HRB Member

Date

HRB File Number

Property Location

CHECK THE FOLLOWING STATEMENTS WHICH APPLY:

- ☐ I have a property interest in real property affected by this HRB action upon which I am authorized to vote.
- ☐ A member of my family (i.e. spouse, mother, father, brother, sister, son, or daughter) has a property interest in the real property affected by this HRB action.
- ☐ I have a financial interest in a business entity which has a property interest in real property affected by this HRB action.
- ☐ A member of my family has a financial interest in a business entity which has a property interest in real property affected by this HRB action.

NAME OF FAMILY

MEMBER: _____

DESCRIPTION OF NATURE AND EXTENT OF PROPERTY INTEREST:

DESCRIPTION OF NATURE AND EXTENT OF FINANCIAL INTEREST:

Definition of Terms:

Business Entity: Means any corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust.

Financial Interest: Means all direct ownership interests of the total assets or capital stock of a business entity where such ownership interest is ten (10) percent or more.

Property Interest: Means the direct ownership of real property and includes any percentage of ownership less than total ownership.

Real Property: Means any tract or parcel of land and, if developed, any buildings or structures located on the land.