

TOWN OF OGUNQUIT
TITLE XI - HISTORIC PRESERVATION ORDINANCE

Chapter 2 Historic Preservation Commission

201 Members

201.1 Number of Members: The Historic Preservation Commission shall consist of five (5) regular members, and two alternate members. The members shall be appointed by the Selectmen and shall be residents of the Town of Ogunquit.

201.2 Regular Members: Two (2) members of the Historic Preservation Commission shall be initially appointed to serve terms of three (3) years; two (2) shall initially be appointed to serve terms of two (2) years, and the remaining member shall be appointed to serve a term of one (1) year. All appointments thereafter shall be for a term of three (3) years except in those instances where the appointment is made to fill a vacancy in an unexpired term, in which case the appointment shall be made for the remainder of the unexpired term. The Selectmen shall act within sixty (60) days to fill a vacancy, including expired terms. Appointments will be made in accordance with the Town Charter.

201.3 Alternate Members: Alternate members shall serve until replaced or appointed as a regular member. They shall participate in all hearings and discussions. They shall vote only if the Chairman appoints an alternate to act in place of a regular member who is absent or has been disqualified from participation because of a conflict of interest. Once appointed, the alternate shall act as a voting member until the application has been approved or denied.

201.4 Advisory or Consultant Members: In addition to regular and alternate, members, the Selectmen may appoint other persons, not necessarily residents of the Town of Ogunquit, who shall serve in an advisory or consultant basis to assist members of the Historic Preservation Commission in the performance of their duties. Advisory or consultant members shall participate in all hearings and discussions, but they shall not be voting members. They shall serve during the pleasure of the Historic Preservation Commission.

201.5 Removal for Cause: Any regular or alternate member may be removed for cause by the Selectmen upon written charges and after a public hearing.

201.6 Compensation; Continuity in Office: Regular and alternate members shall serve without compensation. Members shall continue in office after expiration of their terms until their successors have been duly appointed and qualified.

202 **Election of Officers**

The Historic Preservation Commission shall annually elect a chairman, vice-chairman, and secretary from among its membership. They shall be elected by the Commission, shall serve a term of one (1) year, and shall be eligible for re-election to an unlimited number of terms. The annual organizational meeting shall be the first regular meeting after annual commission appointments by the Board of Selectmen.

203 **Officers**

203.1 The Chairman shall preside at all meetings and hearings of the Historic Preservation Commission, and have authority to appoint committees, call work sessions and preside over executive sessions.

203.2 The Vice-Chairman shall act for the Chairman in his or her absence.

203.3 The Secretary shall keep complete and accurate minutes and records of Historic Preservation Commission meetings; prepare agendas for meetings with the Chairman; provide notice of meetings to members; arrange proper and legal notice of hearings; attend to all correspondence of the Historic Preservation Commission and to other duties normally carried out by a Secretary. The Secretary shall keep a complete and accurate record of all resolutions, transactions, correspondence, findings and determinations of the Historic Preservation Commission and shall maintain attendance records, resumes of Historic Preservation Commission Members, and appointments of Historic Preservation Commission Members. All records shall be deemed public and may be inspected at reasonable times.

204 **Duties, Functions and Powers of the Historic Preservation Commission**

The Historic Preservation Commission shall have the following duties, functions and powers:

204.1 To assist, advise and educate owners of historic sites, landmarks and structures, and various departments of the Town of Ogunquit,

on physical and financial aspects of preservation, renovation, rehabilitation, and reuse.

- 204.2** To assist, advise and educate owners on compliance with requirements of this Ordinance to the extent possible with any funding that may be available to the Historic Preservation Commission.
- 204.3** To provide continuing education on historic preservation issues to local citizens.
- 204.4** To process applications for Certificates of Appropriateness and Certificates of Demolition.
- 204.5** To serve an advisory role to local government officials regarding local historical and cultural resources, and act as liaison between local government and those persons and organizations connected with historic preservation.
- 204.6** To make recommendations to the Selectmen in accordance with the procedures set forth in Chapter 3 hereof, for establishing or revising historic sites, historic landmarks, and historic structures.
- 204.7** To review all proposed National Register nominations for properties within the Town of Ogunquit.
- 204.8** To review all areas, sites, landmarks and structures listed on the National Register of Historic Places and make recommendations to the Selectmen for the adoption of ordinances designating them as historic sites, historic landmarks or historic structures.
- 204.9** To conduct or initiate a survey to identify historically, culturally, architecturally and archaeologically significant areas, sites, landmarks and structures in accordance with Maine Historic Preservation Commission guidelines.
- 204.10** To keep a register of all sites, landmarks and structures that have been designated as historic sites, historic landmarks or historic structures, including all information required in support of each designation.
- 204.11** To establish a schedule of reasonable fees for applicants based on notification costs, reviewing costs, and costs of construction, which will be forwarded to the Board of Selectmen for final approval.

- 204.12** To receive fees, to accept grants, appropriations and gifts of money and services, and to use its financial resources to employ clerical and technical assistance, publish educational materials, conduct surveys of properties, all to assist in the performance of its duties.
- 204.13** To request reports and recommendations from Town departments and agencies and from other organizations and sources, who may have information or can advise on an application or its impact on the Town.
- 204.14** To appoint citizens' committees, and testify before other Town boards whenever appropriate.
- 204.15** To adopt bylaws or additional operating procedures and policy statements consistent with the intention of this Ordinance and State enabling legislation.
- 204.16** To waive any procedural rule adopted by the Historic Preservation Commission by majority vote upon good cause shown.
- 204.17** To take any action necessary or appropriate to implement the purposes of this Ordinance.