



CITY OF NEW PORT RICHEY BOARDS/COMMITTEES Historic Preservation Board

The Board shall consist of nine (9) members and two (2) alternate members, all of whom shall be residents of the City of New Port Richey. Initial appointments shall be as follows: five (5) members shall be appointed for initial terms of two (2) years; and six (6) members shall be appointed for initial terms of three (3) years. Thereafter, all appointments shall be made for terms of three (3) years.

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6. **Open**
7. **Open**
8. **Open**
9. **Open**

Alternates (2):

1. Kelly Smallwood

Through 08.01.2027

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2. John Kane

Through 08.06.2027

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Staff Liaison: TBD

Sec. 18.01.05. Creation of a Historic Preservation Board.

A. *Creation / Organization.* There is hereby created a board whose title shall be the "New Port Richey Historic Preservation Board". The Board shall be vested with the power, authority and jurisdiction to regulate and administer historical, archaeological and architectural resources in the City and to recommend resources for historic designation to the City Council, as herein prescribed under the direction, jurisdiction and legislative control of the City Council. The Board shall be provided with such administrative assistance from the City staff as may be available and deemed necessary to enable the Board to perform the functions assigned under this Historic Preservation Code. When professional services or more expertise, knowledge or assistance is required than is available from city staff, the Board may request authorization to procure such outside services, but engagement of such outside services shall only occur upon receipt of prior authorization by the City Council, unless an independent budget or funding source has been established for the Board.

B. *Position Within the City of New Port Richey.* The Board shall be part of the City's Development Department of the City of New Port Richey.

C. *Membership.* The Board shall consist of nine (9) members and two (2) alternate members, all of whom shall be residents of the City of New Port Richey and appointed by the City Council. The alternates will serve as a members in the absence of a regular appointed member. Members shall serve without compensation, but may receive reimbursement for travel expenditures in accordance with the Florida Statutes, provided prior approval has been granted by the City Council.

D. *Qualifications.* Members of the Board shall preferably have knowledge of architecture, history, and/or the historical or architectural development of the City, or at minimum, have a deep concern for historic preservation, development and enhancement of the City's historical resources. To the extent available in the community, the City Council shall appoint professional members from the disciplines of architecture, history, architectural history, planning, art history, archaeology, American studies, American civilization, cultural geography, cultural anthropology, real estate, building construction, or other historic preservation related disciplines. Persons who have demonstrated experience, special interest, or knowledge in history, architecture or related disciplines shall make up the balance of the board when such professionals are not available for appointment to the Board.

E. *Terms of Office.* The members of the Board shall serve overlapping terms of three (3) years. In order to achieve staggered terms, initial appointments shall be as follows:

1. five (5) members shall be appointed for initial terms of two (2) years; and
2. six (6) members shall be appointed for initial terms of three (3) years.

Thereafter, all appointments shall be made for terms of three (3) years. Members shall continue in office until the expiration of their terms and an appointment of a successor. Members may also be re-appointed on the expiration of their term upon prior request and acceptance of reappointment. Members appointed to fill a vacancy shall serve the remainder of the un-expired term and remain eligible for reappointment for full additional and consecutive terms.

F. *Officers.* Members of the Board shall elect officers from among the Members to serve as Chairman and Vice Chairman for a period of one year, with the election of officers being held at the first regular meeting of each year. An officer may serve in the same capacity for as many terms as said officer is elected by the members of the Board.

G. *Vacancies.* Vacancies on the Board caused by the expiration of a term, resignation, removal, death, or repeated or permanent absence from the City or meetings, or by incapacity of a member, shall be filled by an appointment within sixty (60) days by the City Council, whenever possible. If available, vacancies shall be filled from the alternate positions.

H. *Removal.* Members may be removed from the Board only by a 5:4 vote of the entire membership of the City Council. Notwithstanding the foregoing, whenever a Member of the Board shall fail to attend 2 of 3 consecutive meetings, without cause accepted by a majority vote of the Board as an excused absence, or without prior approval of the Chairman, the Board shall declare the Member's seat vacant, and petition the City Council for the appointment of a new Member to fill the vacancy.

I. *Rules of Procedure.* The Board shall make and prescribe such rules and regulations reasonably necessary and appropriate for the proper administration and enforcement of the provisions of this Article. Such rules and regulations shall conform to the provisions of this Article and shall govern and control procedures, hearings and actions of the Board. No such rules and regulations shall become effective until a public hearing has been held upon the proposed rules and regulations by the Board, and the same has been approved by the City Council and filed with the City Clerk so as to be available for public inspection. Amendments shall be adopted in a like manner. Upon approval by the City Council, such rules and regulations shall have the full force and effect of law within the City.

J. *Meetings, Notices and Records.* The Board may meet as often as bi-weekly, shall hold regular monthly meetings as necessary, and is required to meet at least four (4) times per year. The Board may also hold special meetings as the Board may determine. All meetings of the Board shall be open to the public. Notice of meetings shall be publicly announced and have a previously advertised agenda. Five (5) members shall constitute a quorum for the purposes of holding meetings, transacting business, and voting on issues of the agenda. No recommendations or formal action of the Board shall be taken without an approval by a majority vote of those voting at a public-forum meeting in which a proper quorum exists. Failure to receive a majority vote of those voting shall act as a denial by the Board. The Board shall keep minutes and other records that shall be open to public inspection. The Board shall also maintain an inventory of all historic places, structures, buildings, sites, objects, and signs over fifty (50) years of age or older with duplicate information sent to the State Historic Preservation Office. All meetings and records shall comply with the State of Florida Government in the Sunshine Laws.