

BYLAWS OF HISTORIC PRESERVATION COMMISSION OF ST MARY'S COUNTY

Article I - Purpose

Section 1

The purpose of the Historic Preservation Commission shall be to:

- a. Promote the use and preservation of historic areas for the education, welfare and pleasure of residents of St. Mary's County.
- b. Enable the County government to identify and officially designate certain areas within St. Mary's County a historic district.
- c. Review both building permit and demolition permit applications within historic districts.
- d. Assist in the effective implementation of the Zoning Ordinance, as amended from time to time.

Article II - Organization

Section 1

The St. Mary's County Board of County Commissioners created the "St. Mary's County Historic Preservation Commission." This Commission shall consist of seven (7) members appointed by the Board of County Commissioners. Each member must be a resident of St. Mary's County. At least two members of the commission shall be appointed from among the disciplines of architecture, architectural history, history, or archaeology. Professional qualifications for these members shall be determined according to guidelines set forth in "Procedures for Certification of Local Government Historic Preservation Programs, Appendix 2, 11 established by the Maryland Historical Trust in February 1985. All other members shall have a demonstrated special interest, experience, or knowledge in architecture, history, architectural history, planning, archaeology, or related disciplines, such as urban planning, American civilization, law, or cultural anthropology. The members of the commission shall, to the extent possible, be selected to represent the geographical, social, economic, and cultural concerns of the residents of St. Mary's County.

Section 2

The Commission shall appoint a Chair, Vice Chair and Secretary to serve the Commission. Elections shall be held at the December meeting each year with new officers starting at the January meeting.

Section 3

The terms of the members of the Commission shall be for a three (3) year period, except when an individual is appointed to fill in the remainder of a previous member's term as defined by §8-202(c)(1) of the *Land Use Article* of the *Annotated Code of Maryland*.

Section 4

The appointing authority shall fill any vacancy on a commission for the unexpired term of the vacant position pursuant to §8-202(c)(4) of the *Land Use Article* of the *Annotated Code of Maryland*. In the case of expiration of terms, members are encouraged to serve until their successors are appointed and confirmed.

Section 5

The members of the Commission shall serve without compensation, but they may be reimbursed for actual expenses incurred in the performance of their duties, provided that said expenses are provided for in the county budget and reimbursement is approved by the County Administrator.

Section 6

The Commission shall adopt such rules and regulations as may be necessary for the proper transaction of the business of the Commission.

Section 7

The Commission shall hold regular meetings as necessary to discharge its duties.

Section 8

Members are expected to attend all meetings of the Commission.

Section 9

Employees may be assigned to the Commission, and such services and facilities made available as deemed necessary or appropriate for the proper performance of its duties. The County Attorney shall serve as counsel to the Commission.

Section 10

The Commission shall adopt architectural and design guidelines for renovation, new construction, infill, and maintenance which shall specify such characteristics as materials, colors, signage, landscaping, and other design-related considerations that will be permitted, encouraged, limited, or excluded from historic sites or historic districts. Said guidelines are found in §8-301 of the *Land Use Article* of the *Annotated Code of*

Maryland. Guidelines shall be subject to review and approval by the County Commissioners prior to their becoming effective.

Article III - Functions

Section 1

To research pre-historic and historic resources to recommend to the Planning Commission and/or the County Commissioners sites that should be classified as pre-historic, historic sites or historic districts in the historic preservation element of the Comprehensive Plan.

Section 2

To maintain and update an inventory of cultural and historic resources, including, but not limited to, prehistoric resources, view scapes and architectural resources.

Section 3

To act upon applications for historic area work permits and other matters referred to it for action pursuant to §§8-301 through 307 of the *Land Use Article* of the *Annotated Code of Maryland* and the St. Mary's County Comprehensive Zoning Ordinance, as amended from time to time.

Section 4

To form sub-committees that will assist and advise the Commission in the performance of its objectives and functions. Members of the sub-committee are not required to be a member of the Historic Preservation Commission.

Section 5

To recommend programs and legislation to the County Commissioners and the Planning Commission to promote the mission of the Historic Preservation Commission.

Section 6

To review any legislation, applications for zoning map amendment, special exception, site plan, and subdivision approval, and other proposals affecting historic preservation, including preparation and amendment of master plans, and to make recommendations thereon to the appropriate authorities.

Section 7

To serve as a clearinghouse for information on historic preservation for county government, individuals, citizens associations, historical societies, and local advisory

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committees; to provide information and educational materials for the public; and to undertake activities to advance the goals of historic preservation in the county.

Section 8

To employ or hire consultants or other temporary personnel as necessary, consistent with county contract provisions, to assist the Commission in the accomplishment of its functions. Consultants or other personnel shall be compensated as may be provided for in the county budget.

Section 9

To administer any revolving funds, easement or grant programs, tax incentive programs, or other preservation funds that will aid historic preservation, as approved in the county operating budget.

Section 10

To delineate the extent of appurtenances and environmental settings associated with a historic resource during the development review processes pursuant to §8-104(a)(3) of the *Land Use Article* of the *Annotated Code of Maryland*.

Section 11

To make recommendations on the use, upkeep, or adaptive reuse of publicly-owned cultural and historic resources.

Section 12

The Commission shall be guided by the provisions of the St. Mary's County Zoning Ordinance, as amended from time to time and *Title 8. Historic Preservation* of the *Land Use Article* of the *Annotated Code of Maryland*.

Section 13

The Commission shall prepare an annual report for the Board of County Commissioners. The report is submitted by the chair.

Article IV - Commission Meetings

Section 1

All Commission meetings shall be open to the public.

Section 2

The Commission shall keep an open record of its proceedings. Agendas and minutes shall be posted on the County web site.

Section 3

Any interested person is entitled to be heard by the Commission before it reaches a decision on any substantive matter.

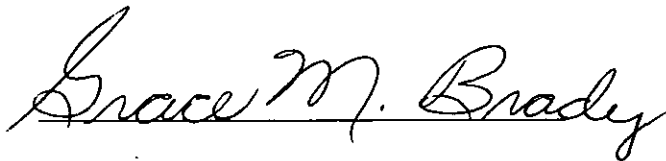
Section 4

The Commission shall publicize its meetings at least one week in advance by posting its agenda on the county web site

Article V – Amendments

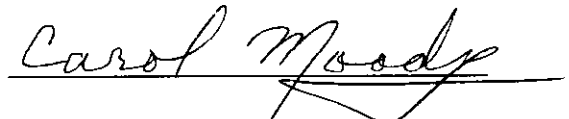
These by-laws may be amended at any regular meeting of the Commission by a majority vote provided that the amendment has been submitted in writing at the previous regular meeting.

Adopted, signed and approved on July 24, 2014.



GRACE MARY BRADY, STAFF

Office of Land Use & Growth Management



CAROL MOODY, CHAIR

Historic Preservation Commission

