

CITY OF SAN DIEGO
M E M O R A N D U M

DATE: October 11, 2013

TO: Historical Resources Board and Interested Parties

FROM: Cathy Winterrowd, Interim Deputy Director/HRB Liaison

SUBJECT: **ITEM 5– AMENDMENT TO THE HISTORICAL RESOURCES BOARD PROCEDURES; HRB AGENDA FOR OCTOBER 24, 2013**

This item is being brought before the Historical Resources Board as a result of recent discussion at the HRB Policy Subcommittee related to limiting the time for Boardmember comment during HRB meetings in order to facilitate moving through the agenda in a more timely manner. While the Board’s adopted Administrative Procedures address HRB meetings and management of agendas, a time limit for Boardmember comments on agenda items is currently not addressed by the procedures. A revised strikeout/underline version of the proposed procedure for limiting Boardmember time for comment on each agenda item was presented to the HRB Policy Subcommittee on August 12, 2013 and is attached to this memo. The Policy Subcommittee recommended implementing this change in procedures for a trial period of three monthly meetings. The change would become permanent at that time, unless changed through review by Policy and the full Board at a subsequent meeting.

Section I. Meetings is proposed to be revised to add a new subsection (I) titled “Board Member Time Limits.” This subsection provides the language limiting Boardmember comment to three minutes per agenda item, with the ability of the Chair to adjust these time limits. The proposed revisions to the adopted HRB Procedures reflect the Policy Subcommittee’s recommendation.

Staff recommends that the HRB approve the proposed amendment for a trial period of three Board meetings prior to final approval of the amendment to the Procedures.



Cathy Winterrowd, Interim Deputy Director
HRB Liaison

Attachment: Proposed Revisions to the Historical Resources Board Procedures

HISTORICAL RESOURCES BOARD PROCEDURES

Draft for Policy Subcommittee Review August 12, 2013

Adopted October, 28, 2004

**Revised September 28, 2006; January 24, 2008; September 25, 2008; April 22, 2010;
February 24, 2011; January 24, 2013**

I. Meetings

A. Conduct of Meetings

Except as otherwise specifically noted herein, Robert's Rules of Order shall apply to the conduct of Historical Resources Board meetings.

B. Date and Time

Meetings of the Historical Resources Board generally occur on the fourth Thursday of each month, except as adjusted for holidays or other reasons. It is expected that meetings will generally begin at 1:00 PM and end by 5:00 PM. The Board shall be on legislative recess in the month of December unless sufficient business items require a meeting as determined by a simple majority vote of the Board members at a prior meeting.

C. Management of Agendas

The Historical Resources Board's purpose is to fulfill the role of evaluating and protecting historical resources within the jurisdiction of the City of San Diego. This role includes numerous diverse responsibilities. Board members are appointed to serve in a completely voluntary capacity. In order to ensure continued quality of life for individual Board members and to strive for reasonable agendas, the Board staff shall manage each month's agenda so that the number of items scheduled can be reasonably expected to be heard by the Board within the time allotted for meetings. Staff will recommend consent approval for designation of non-controversial properties when the applicant is in agreement with the staff recommendation and there are no speaker slips in opposition. On occasion, the necessary business of the Board may lend itself to additional or prolonged meetings, but these instances shall be kept to a minimum and shall follow the procedures below.

D. Special or Extended Meetings; Cancellation of Meetings

The Board may set additional special meetings, cancel meetings or extend the length of current or future regular meetings, as needed, based on the affirmative vote of a majority of the Board members present at the meeting where the motion is made. The length of an upcoming Board

meeting may also be extended, a special meeting may be set, or a regular meeting may be cancelled by staff, with the agreement of the Board Chair, and with appropriate notification to Board members and the public, in compliance with the Brown Act.

E. Board Member Attendance

Historical Resources Board members are expected to attend all regular and special Board meetings, and meetings of subcommittees to which a Board member is appointed. Board member attendance shall conform to any adopted Council Policy governing City Boards and Commissions. Absences are recorded in the minutes of regular and special meetings for purposes of reporting to the State Office of Historic Preservation in the annual report, and to the Mayor and City Council prior to re-appointments. Board members are encouraged to notify staff of expected absences prior to meetings if possible. Any Board member who finds he or she is unable to attend meetings on a regular basis should re-consider his or her ability to serve on the Board.

F. Recusals and Abstentions

Any Historical Resources Board member may abstain from voting on an action of the Board after stating the reason for the abstention in discussion before the vote occurs. Recusals for reasons of conflicts of interest should be stated during the appropriate time on the agenda, but in no case after a motion on a Board action has been made and seconded. Board members are encouraged to contact the Deputy City Attorney one week prior to the Board meeting to ascertain whether or not a potential conflict of interest exists.

G. Quorum

1. The Historical Resources Board consists of 11 members. The San Diego Municipal Code requires a quorum of six Historical Resources Board members in order to conduct business.
2. Historical designation requires six votes in favor of the motion. In the event there are not six Board members present who are eligible to vote on a designation request, the item would be trailed to the next available meeting.
3. All actions of the Board, other than designation requests, shall be approved by vote of a simple majority of the members present.

H. Presentation Time Limits

Presentations by members of the public to the Historical Resources Board shall be limited to three minutes for individual speakers, and eight minutes per side for organized presentations. These times may be adjusted by the Board Chair based on the length of the agenda, complexity of the item and/or the number of submitted speaker slips.

I. Board Member Time Limits

In order to move through the monthly agenda in a timely manner, Board Member comments shall be limited to three minutes per agenda item. These times may be adjusted by the Board Chair based on the length of the agenda and complexity of the item under discussion.

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II. Business of the Board

A. Processing of Designation Requests Submitted by Members of the Public

Designation requests submitted by members of the public (that have not been referred by the Mayor, a City Department, or by action of the City Council or Historical Resources Board) will be accepted by Board staff on a first come, first served basis. Staff shall review the applications and reports for consistency with the adopted Report Guidelines and Requirements and the *Guidelines for the Application of Historical Resources Designation Criteria* as workload capacity allows and in the order received. Once deemed to be complete and adequate, staff shall schedule a request for the next available regularly scheduled Board meeting. There is no expectation or requirement that all designation requests submitted by members of the public will be processed and recorded in time for the Mills Act to take effect within a certain period of time. Designation requests will be scheduled with other business of the Board in accordance with agenda management procedures contained herein. The effective date of any Mills Act agreement, and subsequent County Tax Assessor's valuation, shall be in accordance with state law requirements.

B. Site Visits for Potential Historical Designations

Site visits to nominated sites is beneficial in the designation process as they increase the knowledge and understanding of the resource in its physical setting. Only Historical Resources Board members who have conducted a site visit for a property under consideration may vote on the designation, unless a site specific waiver is approved by the Board. Approval of a waiver of the site visit shall be by vote of a majority of the