



CITY OF OGDENSBURG HISTORIC PRESERVATION COMMISSION BOARD MEMBER JOB DESCRIPTION

POSITION: Member of the Historic Preservation Commission

LENGTH OF TERM: 3 years

RESPONSIBLE TO: Advisory board to City Council

TIME COMMITMENT: Approximately 5 hours per month

HISTORIC PRESERVATION COMMISSION MEMBERSHIP:

The Historic Preservation Commission is an advisory board composed of up to eleven (11) citizens appointed by the Mayor to serve a three (3) year term. The Mayor appoints a chair and the Board annually elects a vice-chair and officers from their membership. The City of Ogdensburg Historic Preservation Commission shall be entitled to suggest, recommend and implement local historic preservation programs and to otherwise promote the historic resources of the City of Ogdensburg.

EXPECTED ATTENDANCE:

<u>FUNTION</u>	<u>DATE</u>	<u>TIME</u>	<u>APPROXIMATE MONTHLY HOURS</u>
Regular Board Meeting	Monthly, 3 rd Tuesday	4:30PM	1-3 hours
Special Board Meetings	Variable	N/A	1 hour
Work Sessions, Field Trips Special Presentations, Training, etc.	Variable	N/A	1 hour

RESPONSIBILITIES OF THE HISTORIC PRESERVATION COMMISSION:

The primary responsibility of the Historic Preservation Commission is to advise the City Council, City staff and other agencies and boards on matters affecting matters related to historic preservation. In particular, the powers of the Historic Preservation Commission are:

- (1) Adoption of criteria for the identification of significant historic, architectural, and cultural landmarks and for the delineation of historic districts.
 - (2) Conduct and oversight of surveys of significant historic, architectural, and cultural landmarks and historic districts within the City.
 - (3) Designation of identified places, districts, sites, buildings, structures or other resources having special character or special historical interest as landmarks and historic districts.
 - (4) Increasing public awareness of the value of historic, cultural and architectural preservation by developing and participating in public education programs.
 - (5) Informing and educating the citizens of Ogdensburg concerning the historic and architectural heritage of the City by publishing appropriate maps, newsletters, brochures, and pamphlets, and by holding programs and seminars.
 - (6) Making recommendations to City government concerning the utilization of state, federal or private funds to promote the preservation of City landmarks and historic districts.
 - (7) Recommending acquisition of a landmark property or other real property by the City government where its preservation is essential to the purposes of this act and where private preservation is not feasible.
 - (8) Approval or disapproval of applications for certificates of appropriateness pursuant to any local ordinances.
 - (9) Advising and assisting owners on physical aspects of preservation, renovation, rehabilitation, and reuse, or procedures for inclusion in the National Register of Historic Places and on participation in state and federal preservation programs.
 - (10) Conferring recognition upon the owners of landmarks or properties within an historic district by means of certificates, plaques, or markers.
 - (11) Applying for, accepting, and expending grants and funds for goods and services from private and public sources.
 - (13) Inventorying and designating all historically significant buildings, structures, sites, or districts within the City, enlisting the voluntary assistance of interested civic, social, and educational organizations.
 - (14) Reviewing and making advisory recommendations on any matter before the Commission to the Mayor, the City Manager, the City Council, and any other body or department of the City.
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SPECIFIC DUTIES OF HISTORIC PRESERVATION COMMISSION MEMBERS:

- Recognize and avoid or make public any conflict of interest your position may place you in; don't pursue special privileges; maintain confidentiality; and let your behavior contribute to the smooth operation of your board. Much acrimony can be avoided this way.
- Become familiar with the law that covers public open meetings and hearings and review the materials you were given when you were sworn in.
- Complete a minimum of five hours of relevant training within one year from the date of initial appointment to the Historic Preservation Commission and four hours of relevant training in each subsequent year of membership.
- Attend monthly Historic Preservation Commission meetings to review and discuss upcoming agenda items, development issues, work program activities, and to review and make decisions on certificates of appropriateness, design guidelines, and other changes to the City's preservation regulations and ordinance.
- Attend occasional special work sessions with the City Council, various interest groups and other preservation-related presentations and field trips.
- Be available on a periodic basis to present to the Planning Board and Zoning Board or other Advisory Board or Committee.
- Have a willingness and dedication to commit both time and personal energy to the City Historic Preservation Commission.
- Have an interest in comprehensive historic preservation, local, state and national history, and the promotion of the historic fabric and character of the City of Ogdensburg.
- Have a desire to assist in the development and implementation a Historic Preservation Ordinance.
- Have a willingness to encourage and accept input from citizens, organizations and those directly affected by actions and decisions made by the Historic Preservation Commission.

The following is a message from Mayor William D. Nelson:

Thank you for considering joining the Historic Preservation Commission! As a Citizen Historian and Preservationist you are looking forward to a rich and challenging experience. Remember that being an effective Historic Preservation Commission Member requires you to get involved in the community, become informed, and use common sense, fairness, and objectivity towards all that comes before you. It is your responsibility to balance the public good with private rights and interests.

Your involvement and service is a critical component in shaping our community's future. Never forget that you are serving the common good of all the residents of the community.

*Thanks again,
Bill*
