



Bylaws of the Waterville Historic Preservation Commission

Article I: Purpose

The purpose of these bylaws is to govern the activities of the Historic Preservation Commission (the “Commission”), ensuring alignment with the City of Waterville's goals to protect and enhance historic, architectural, and cultural resources while fostering civic beauty, heritage, and economic well-being as outlined in Chapter 161 of the Waterville Code.

Article II: Membership

1. **Composition:**
The Commission shall consist of members appointed as per Chapter 9, Article I, Appendix J of the Waterville Code.
 2. **Terms of Office:**
Members shall serve for a period of terms specified in the Waterville Code. Reappointment and removal of members will follow the guidelines established therein.
 3. **Conflict of Interest:**
Members must adhere to the Ethics Ordinance of the Waterville Code, Chapter 18, and disclose any conflicts of interest.
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Article III: Officers

1. **Roles:**
 - Chairperson: Presides over meetings and represents the Commission.
 - Vice-Chairperson: Acts in the Chairperson's absence.
 - Secretary: Ensures accurate meeting records and communication.
 2. **Elections:**
Officers are elected annually by majority vote of the Commission.
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Article IV: Meetings

1. **Frequency & Conduct:**
The Commission shall meet as needed, with at least one meeting per quarter. Meetings will be conducted according to Robert's Rules of Order.
 2. **Quorum:**
A majority of appointed members constitutes a quorum for decision-making.
 3. **Public Participation:**
Meetings will be open to the public, with proper notice provided as per city ordinances.
 4. **Special Meetings:**
May be called by the Chairperson or upon the request of at least two members.
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Article V: Responsibilities

1. **Advisory Role:**
Provide recommendations on historic designations, reviews, and amendments under Chapter 161-5 of the Waterville Code.
 2. **Review and Approvals:**
 - Assess applications for certificates of appropriateness per Chapter 161-6 and Chapter 161-7 of the Waterville Code.
 - Ensure alignment with the Secretary of Interior's Standards for Rehabilitation and city-specific criteria.
 3. **Education and Outreach:**
Promote awareness of Waterville's historic resources and available restoration incentives.
 4. **Monitoring Compliance:**
Collaborate with the Code Enforcement Officer to address violations or neglect under Chapter 161-11 of the Waterville Code.
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Article VI: Application Procedures

1. **Submission Requirements:**
Applications for certificates of appropriateness must include details such as site plans, photographs, and architectural drawings as defined in Chapter 161-9 of the Waterville Code.
 2. **Review Timeline:**
Applications will be reviewed within 30 days of receipt, with decisions issued within 15 days of the review meeting.
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Article VII: Amendments

These bylaws may be amended by a two-thirds (or 5 member) vote of the full Commission at a regular or special meeting, provided the proposed amendment has been distributed in writing to all members at least 14 days prior.

Article VIII: Appeals and Enforcement

1. **Appeals:**
Decisions of the Commission may be appealed to the Planning Board as specified in Chapter 161-12 of the Waterville Code.
 2. **Enforcement:**
The Commission shall assist the Code Enforcement Officer in ensuring adherence to all historic preservation provisions.
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Article IX: Miscellaneous

1. **Annual Report:**
The Commission shall prepare an annual report summarizing its activities, decisions, and recommendations for submission to the City Council.
2. **Indemnification:**
Members acting in good faith within their official capacity shall be indemnified by the City to the fullest extent allowed by law.