The conduct of business of the Historic Preservation Commission of the Town of Wawarsing is governed in the first instance by the Historic Preservation Code, Ch. 70 of the Town of Wawarsing Code. In the event of any conflict between these Rules and the Historic Preservation Code, the Code shall govern. The Commission shall at all times comply with the provisions of the New York Open Meetings Law and all other applicable laws and regulations.

Members and Officers

1. The terms of the members of the Commission shall begin on the first day of the calendar year for which they are appointed and end on the last day of the calendar year of each particular term.

2. In addition to the Chairperson appointed by the Supervisor according to the Code, the Commission shall elect a Vice Chairperson and a Secretary. Their terms shall last until the end of the calendar year for which they are elected.

3. The Chairperson shall chair each meeting of the Commission at which the Chairperson is present and shall be the official spokesperson of the Commission with respect to the Town Board and the community at large.

4. The Vice Chairperson shall chair meetings of the Commission in the absence of the Chairperson and shall undertake other duties as directed by the Chairperson.

5. The Secretary shall take minutes of all Commission meetings and transmit signed originals of those minutes to the Town Clerk and kept in a permanent file in the Town Clerk’s Office after they have been approved by the Commission. The Secretary shall also make sure that all other records of the Commission are delivered to the Town Clerk and kept in a permanent file in the Town Clerk’s Office.

6. A list of the Commission members, together with their preferred contact information, shall be made publicly available.

Meetings

7. The Commission shall meet on the second Monday of each month at 8:30 a.m. and at other times upon the call of the Chairperson or the written request of three or more Commission members.

8. The dates of all regularly scheduled Commission meetings shall be posted on the Town HPC website by the Secretary; special meetings or meeting changes shall be posted on the Town and Ellenville Public Library bulletin boards by the Chair in compliance with existing requirements. All Commission meetings shall open to the public.
9. The Chairperson shall prepare an agenda for each meeting and shall transmit that agenda to the Commission members at least 72 hours in advance of the meeting.

10. A simple majority of the Commission members present and voting at any meeting where a quorum of at least three members is present shall prevail on any vote, except in granting or denying a certificate of approval, where the Code requires a majority of the full authorized membership of the Commission (§ 70-3.G).

Criteria for Decision-Making

11. The Commission shall develop and disseminate to the public criteria and procedures for the actions of the Commission, including but not limited to the recommendation of a structure or district as a Town landmark, the grant or denial of a Certificate of Approval, the grant or denial of a hardship application and the erection of signs commemorating Town landmarks. All criteria shall be consistent with the Secretary of the Interior’s Standards for Archeology and Historic Preservation.

12. The Commission shall develop and disseminate to the public application forms for the Commission’s actions.

13. The Commission shall accompany all actions with a statement of the reasons underlying that action.

Miscellaneous

14. The Commission shall create and maintain a list of Frequently Asked Questions (“FAQ’s”) to educate and inform the public as to the Commission’s powers, membership, rules and actions.

15. The Chairperson may communicate with the members of the Commission by electronic mail or such other means of communication as are approved by the Commission or requested by any individual member of the Commission.

16. These rules and all forms, criteria and procedures shall be in written form and shall be readily accessible to the general public.

17. In the work of the Commission, properties will be identified by the name of the first known and/or verifiable owner. In addition, later names can be added to the description, such as “the Schultz House, later known as Breeze Lawn.”

18. These rules may be amended by action of the Commission at any meeting, provided that the members have received at least 10 days notice of the proposed amendment(s).

Adopted by the Commission October 18, 2010, amended June 10, 2013