



## Historic Preservation Commission

### Chapter 1187 – Historic Landmarks and Buildings

#### **1187.02 OBERLIN HISTORIC PRESERVATION COMMISSION**

A. The Oberlin Historic Preservation Commission is hereby created and shall consist of five (5) residents of Oberlin. Members shall be appointed in accordance with Section XIX of the Charter of the City.

B. Commission members shall each serve five-year staggered terms. Any vacancy during the unexpired term of any appointed member shall be filled, within sixty (60) days if possible, by Council for the remainder of the term.

C. All Commission members shall have a demonstrated special interest, experience, or knowledge of historic preservation, history, architecture or related disciplines. At least two members of the Commission shall be preservation related professionals in a field such as architecture, architectural history, history, archeology, planning or a related area, if such are available in Oberlin.

However, no more than two members shall be employees of or policy makers for any one non-governmental organization.

D. Upon appointment, the Commission shall convene and select a chair and vice chair. The Commission may establish its own rules and regulations, subject to City Council approval.

E. The Commission shall establish its schedule of meeting times and places, and shall meet at least four (4) times a year.

F. All Commission meetings shall comply with federal, state, and local laws dealing with public meetings and shall provide adequate advance notice of meetings. Written minutes of Commission meetings shall be kept and made available for public inspection.

G. Commission members shall be subject to Oberlin ordinances regarding conflict of interest and ethics as well as provisions on these subjects in the Ohio Revised Code.

H. At least once a year the Commission shall submit a written report to City Council that summarizes its activities, cases, special projects, recommendations, and the qualifications of its members. Such reports shall be available for public inspection.



I. All Commission documents and materials shall be available for public inspection in compliance with federal, state, and local "Freedom of Information" laws and policies. (Ord. 00-95. Passed 9-18-00.)

### **1187.03 DUTIES OF THE COMMISSION**

The Oberlin Historic Preservation Commission shall have the following responsibilities:

A. It will promote interest in historic preservation and educate Oberlin citizens about historic preservation by holding workshops and preparing informational material, as appropriate.

B. The Commission shall recommend to City Council the designation of landmarks and historic districts according to the procedures set forth for such matters in Sections 1187.07 and 1187.08. It shall keep a list of designated landmarks and historic districts; furnish the list to the Oberlin City Manager, the City Clerk, and pertinent City Commissions; and make it available to the public.

C. It shall issue Certificates of Appropriateness in response to applications for construction, preservation, restoration, reconstruction, rehabilitation, and/or demolition of any building, object or feature within any historic district, or of any designated landmark, according to the procedures set forth for such matters in Section 1187.09.

D. It shall use the Secretary of Interior's Standards for Rehabilitation (See Appendix A) and apply them within the City of Oberlin as deemed appropriate by the Commission.

E. It shall work with property owners to designate eligible Oberlin landmarks, buildings or structures on the National Register and to participate in the Ohio Historic Inventory (See Appendix B).

F. It shall review all proposed National Register nominations for properties within its jurisdiction.

G. It shall advise other officials and departments in Oberlin's city government regarding the protection of local cultural resources.

H. It shall act as a liaison on behalf of the local government to individuals and organizations concerned with historic preservation.

I. When the Commission considers a National Register nomination, or other action, which is normally evaluated by a professional in a specific discipline, and that discipline is not represented on the Commission, the Commission may, upon authorization of City



Council, seek expertise in this area before rendering its decision. It may be advised by technical consultants, under contract executed by the City Manager, as City finances permit, to assist it in performing its functions.

J. It shall encourage its members to attend workshops, seminars, and other educational programs on historic preservation.

K. It shall be responsible for maintaining a system for the survey and inventory of historic properties and cultural resources. All inventory material shall be recorded according to Ohio Historic Preservation Office guidelines, maintained securely and made accessible to the public. The inventory shall be updated periodically to reflect alterations and demolitions.

(Ord. 11-22 AC CMS. Passed 4-18-11.)