



Historic Preservation Commission Description

Establishment and Membership:

Pursuant to the Act ([IC-36-7-11-4](#)), there is hereby established the Historic Preservation Commission of the Town of Whitestown, Indiana (the "Commission").

Composition: The Commission shall consist of five (5) voting members. The voting members shall be appointed by the Town Council President, subject to the approval of the Town Council, and shall be residents of the Town who are interested in the preservation and development of historic areas. The members of the Commission should include professionals in the disciplines of architectural history, planning, and other disciplines related to historic preservation, to the extent that such professionals are available in the community and willing to serve.

The Commission may also have other non-voting advisory members appointed by the Town Council President with approval by the Town Council.

Voting and non-voting Commission members shall serve without compensation, except for reasonable expenses incurred in the performance of their duties.

Term: Voting members shall serve for a term of three (3) years; however, the initial terms of members shall be for one year (one member), two years (two members), and three years (two members) in order for the terms to be staggered. The term for non-voting advisory members shall be as determined by the Town Council President at the time of each non-voting member's appointments. Any voting or non-voting member may be removed for any reason that the Town Council determines to be sufficient. Any vacancy shall be filled for the duration of the term.

Commission Administrator: A Town employee designated by the Town Council President, subject to the approval of the Town Council, shall serve as the ex-officio Administrator of the Commission. The Administrator shall provide staff assistance to the Commission, act as or provide the Commission's secretary, and issue Certificates of Appropriateness as directed by the Commission.

Officers: The Commission shall elect from its membership a Chairperson and Vice-Chairperson who shall serve for one (1) year terms, and who may be reelected.

Description:

Rules: The Commission shall adopt rules consistent with the Act and this Ordinance for the transaction of its business. The rules must include the time and place of regular meetings and a procedure for the calling of special meetings.

Meetings: Commission meetings must be open to the public in accordance with Indiana's Open Door Law and a public record shall be kept of the Commission's proceedings and formal actions. The Commission shall hold regular meetings, at least monthly, except when it has no business pending. Special meetings may be called in a manner determined by the Commission and its rules.

Powers and Duties of the Commission:

The Commission shall be concerned with those elements of development, redevelopment, rehabilitation, and preservation that affect visual quality in a historic district, which include but are not limited to view sheds, landscapes, and streetscapes of historic importance. The Commission may not consider details of design, interior arrangements, or building features, if those details, arrangements, or features are not subject to public view, and may not make any requirement except for the purpose of preventing development, alteration, or demolition in the historic district obviously incongruous with the historic district.

The Commission may conduct surveys, establish historic districts, and act in furtherance of historic preservation in accordance with the provisions of the Act and this Ordinance.

The Commission may adopt preservation guidelines for architectural review, which identify local design concerns in an effort to assist property owners in maintaining the character of the designated district or buildings during the process of rehabilitation or new construction. If adopted, preservation guidelines shall be published and made readily accessible to the general public.

The Commission has the authority to receive funds in order to promote its stated purpose.

The Commission may promote public interest in historic preservation by initiating and carrying on a public relations and community education programs.

The Commission is authorized to:

- (1) acquire by purchase, gift, grant, bequest, devise, or lease any real or personal property, including easements, that is appropriate for carrying out the

purposes of the Commission;

(2) hold title to real and personal property; and,

(3) sell, lease, rent, or otherwise dispose of real and personal property at a public or private sale on the terms and conditions that the Commission considers appropriate.

The Commission shall obtain the approval of the Town Council prior to acquiring or disposing of any real or personal property.