

1171.04 DUTIES OF THE HISTORIC PRESERVATION COMMISSION.

The duties of the Historic **Preservation** Commission are as follows:

- (a) To improve the quality of life in the City by striving to further and achieve the spirit and purpose of this chapter;
- (b) To act in an advisory role to other officials and departments of local government regarding the protection of local cultural properties;
- (c) To act as liaison on behalf of the local government to individuals and organizations concerned with historic **preservation**;
- (d) To work for the continuing education of the residents of the City with respect to the architectural, historic and archaeological heritage of the City, and historic **preservation** issues and concerns;
- (e) To employ technical experts as may be required to perform its duties within the appropriations made available therefor and to perform such other related tasks within its capabilities as may be required by Council;
- (f) To accept grants, gifts and bequests, and to make application for, receive and administer grants and funds from governmental and private entities consistent with the purposes of this chapter;
- (g) To review proposed National Register nominations for properties within its jurisdiction in accordance with Ohio CLG guidelines;
- (h) To recommend to the Planning Commission and Council legislation that would serve to beautify, preserve, restore and develop the City or that would result in additions or revisions to this chapter;
- (i) To conduct or cause to be conducted a continuing survey of cultural resources in the community, including all buildings, structures, sites, objects and areas of architectural, historic, archaeological or aesthetic interest, according to survey guidelines established by the Ohio Historic **Preservation** Office and the Ohio Archaeological Council;
- (j) To conduct or encourage members to attend educational sessions at least once a year pertaining to the function of the Commission or relating to specific historic **preservation** issues;
- (k) Based upon information available or presented to it, to make recommendations for designation of listed properties and Historic Districts to the Planning Commission and Council;
- (l) To keep a current register of all listed properties and provide the City Engineer and the Bureau of Buildings, Inspections, Licenses and Permits with a current copy thereof, showing any additions thereto; this register shall be made available to the public and shall be located at the Bureau, Mansfield City Building, 30 North Diamond Street, Mansfield;
- (m) To prepare an annual report documenting the Commission's activities, cases, decisions, special projects and membership that will be available for public inspection;
- (n) To conduct a hearing to consider or determine any matters related to Historic District or listed property designations within the corporate boundaries of the City which shall be scheduled by a vote of the membership at regular or special meetings. Parliamentary procedures shall be used during any official hearing;
- (o) To review and act upon all applications for certificates of approval as required by this chapter and to establish criteria, rules and regulations not otherwise included in this chapter for evaluating applications for certificates of approval submitted to it;
- (p) To use written guidelines in making decisions on requests for permits for alterations, additions to or demolition of listed properties and buildings within Historic Districts.
- (q) To consider whether the failure to issue a certificate of approval will involve a substantial hardship to the applicant and whether the certificate may be issued without substantial detriment to the public welfare and without substantial derogation from the interest and purposes stated herein.

(Ord. 86-260. Passed 12-16-86.)