



CITY OF MEDINA
Community Development Department
132 N. Elmwood Ave. Medina, OH 44256
Phone: 330-722-9056 Fax: 330-764-4385

MEMORANDUM

DATE: June 2, 2022
TO: Historic Preservation Board
FROM: Andrew Dutton, Community Development Director
SUBJECT: Chapter 145 – Historic Preservation Board - Amendments

Attached with this memo are proposed amendments to Chapter 145 of the City of Medina Codified Ordinances, Historic Preservation Board (HPB). The purpose of the amendments is to better align the HPB with the Board of Zoning Appeals and the Planning Commission. Similar language from the amendments is found in sections of the Charter and Codified Ordinances related to the Board of Zoning Appeals and Planning Commission.

In general, the amendments:

- Ad two alternate members to the HPB, who may attend the meeting and vote on applications if a regular member is absent
- Prohibit HPB members from holding another office in the City
- Allow the Mayor to remove a Member after a public hearing
- Remove the “professional or academic” stipulation for possible non-resident members
- Require 3 votes to pass a motion, which is the majority of the full HPB

Please let me know if you have any questions regarding the proposed amendments.

CHAPTER 145
Historic Preservation Board

145.03 BOARD MEMBERSHIP.

The Historic Preservation Board shall consist of five ~~Regular~~ ~~Members~~ who shall demonstrate a special interest, knowledge, or training in preservation, architecture, history, planning, conservation, landscape architecture, archeology, urban design or closely related field as follows:

- (a) Two ~~(minimum)~~ (2) preservation related professional or academic members to the extent that they are available;
- (b) Two (2) property or business owners from within the district;
- (c) One (1) resident of the City.

In addition, there shall also be a First Alternate Member and a Second Alternate Member. If any Regular Member is absent, the First Alternate Member may vote in the Regular Member's place. If the First Alternate Member is absent or if more than one (1) Regular Member is absent, the Second Alternate Member may vote in the Regular Member's place.

Members shall be residents of the City of Medina and shall not hold any other public office or position in the City. ~~professional or academic~~ ~~Members~~ may include non-residents if no qualified residents are available. Members shall be appointed by the Mayor and approved by Council and shall serve for four-year terms. The Mayor may remove any Member for cause after a public hearing, and any vacancy shall be filled in the same manner as an original appointment for the unexpired term. Members shall elect a Chair and Vice Chair, each to serve a one-year term. A staff member or designee of the Planning Department shall act as the Board Secretary.

APPENDIX A
Procedural Manual For Historic Preservation Board

- Chapter I Introduction and Organization**
- Chapter II Certificate of Appropriateness**
- Chapter III Conditional Sign Permit**

CHAPTER I
INTRODUCTION AND ORGANIZATION

9. QUORUM.

A majority of the Board shall constitute a quorum, and such quorum shall be capable of conducting any business before the Board. ~~However, an affirmative vote by a majority of the quorum is necessary~~ The affirmative vote of three (3) Members of the Board shall be required to act on an application.