

**City of Loveland Historic Preservation and Planning Commission**  
**RULES OF PROCEDURE**

The following rules of procedure are hereby adopted by a majority vote of the members of the City of Loveland Historic Preservation and Planning Commission:

**(A) COMMISSION MEETINGS**

- (1) The City of Loveland Historic Preservation and Planning Commission, hereafter referred to as the HPPC, shall convene to address business pertinent to the HPPC purpose and function.
- (2) The HPPC shall only conduct its official business with a quorum of its members present. A quorum shall consist of three members.
- (3) In proceeding with an application for a certificate of appropriateness:
  - (a) Each applicant, or the applicant's representative, must attend the scheduled hearing, or the application may be denied by the Commission or deferred until the next meeting.
  - (b) At the meeting, the HPPC will open the public hearing.
  - (c) The Commission shall then proceed immediately to deliberate the matters contained in the application and either approve the application as submitted, approve it with conditions, table it, or deny it. The Commission may table an application for a period not exceeding sixty (60) days from the date of the initial hearing.
  - (d) During the course of the proceeding, upon motion by any member of the HPPC, the hearing on any application may be reopened for further testimony and then returned to deliberation.
  - (e) Upon an application being heard in full to the Commission's satisfaction, the Chair shall declare the hearing closed.

**(B) COMMISSION ORGANIZATION AND CERTAIN RESPONSIBILITIES**

- (1) Each year, the Commission shall nominate and elect a Chairman, Vice Chairman and Secretary.
- (2) The Chairman shall preside over each meeting and adhere to Robert's Rules of Order. In the absence of the Chairman, the Vice Chairman shall preside.
- (3) The Secretary shall prepare official minutes of each meeting and shall provide the minutes to the City Manager. The minutes will be submitted to the Commission for approval at the next regularly scheduled meeting.

**(C) NOTIFICATIONS AND REPORTING**

- (1) The City Manager shall, in writing, notify each applicant of appropriateness and or designation of any HPPC finding(s) and or decision and a copy of the notification shall be

maintained in the working file. The notification shall be prepared within seven (7) working days of each meeting and the context of the notification shall be derived from the official minutes.

(D) APPLICATION PACKET SPECIFICATION AND PROCEDURE

- (1) The City Manager shall receive all applications subject to review by the HPPC and shall notify each member of the HPPC a minimum of five (5) days prior to a scheduled official meeting.
- (2) The City Manager, or his or her designee, is hereby charged with the responsibility to convey application requirements to each person or organization that seeks HPPC appropriateness approval.
- (3) Applications received by the City Manager will be scheduled for the next regularly scheduled meeting.
- (4) These rules may be amended or suspended by a majority vote of the Commission.