City of St. Albans
Ordinance For Establishment of a Historic Preservation Commission

Second reading, August 12, 2019

WHEREAS, the City of St. Albans contains historic resources of local, state and national
significance and the City Council has determined that a Historic Preservation Commission would
be beneficial to the cultural enrichment and general well-being of the community, and

WHEREAS, the City of St. Albans seeks entry into the National Park Service’s Certified Local
Government Program for the purpose of furthering historic preservation activities,

NOW, THEREFORE, pursuant to the authority granted them by Title 24, Vermont Statutes
Annotated, and Section 16 of the Charter of the City of St. Albans, the City Council hereby
ordains and enacts as follows:

Sec. 1. Historic Preservation.

The City of St. Albans has agreed to enforce, within its jurisdiction, the provisions of the
Vermont Planning and Development Act (24 V.S.A. chapter 117), the Vermont Historic
Preservation Act (22 V.S.A. chapter 14), and any other state or local legislation which may be
enacted for the designation and protection of historic properties.

Sec. 2. Creation of Historic Preservation Commission.

The City of St. Albans hereby establishes a Historic Preservation Commission of five (5)
members to be appointed by the City Council. Subsequent to the adoption of this ordinance,
the City Council may adjust the total number of seats on the Historic Preservation Commission
from a minimum of three (3) to a maximum of nine (9) seats. The City Council may also appoint
alternate members to the Historic Preservation Commission. The structure and responsibilities
of the Historic Preservation Commission shall be as follows:

a. The Historic Preservation Commission shall be composed of professional and lay
members, a majority of whom reside within the jurisdiction of the City of St. Albans.

b. All members of the Historic Preservation Commission shall have a demonstrated
interest, competence or knowledge in historic preservation.

c. To the extent available within the jurisdiction of the City of St. Albans, at least a
majority of the Historic Preservation Commission members shall be professionals
from the disciplines of history, archaeology, architectural history, architecture and
historical architecture who meet the requirements outlined in Appendix A of the
Regulations for the Vermont Certified Local Government Program (attached).
Members representing other historic preservation related disciplines, such as urban
planning, American studies, American civilization, cultural geography, or cultural
anthropology, and lay members are encouraged. When a discipline is not
represented on the Historic Preservation Commission, the commission shall seek the
assistance of the Division in obtaining the necessary expertise when considering
National Register nominations and other actions that will impact properties which
are normally evaluated by a professional in such discipline.

d. The terms of membership shall be three years, except that the initial appointments
shall be staggered so that 1/3 of the commission memberships expire after the first
year, 1/3 after the second year, and the remainder after the third year of the
Commission’s existence.

e. All activities of the Historic Preservation Commission shall be conducted in
accordance with the terms of the Vermont Open Meeting Law (1 V.S.A. chapter 5,
subchapter 3), and the Historic Preservation Commission shall take additional steps
as it deems appropriate to stimulate public participation in commission activities,
such as publishing its minutes, publishing the procedures by which assessments of
potential National Register nominations will be carried out or using public service
announcements to publicize Historic Preservation Commission activities. The
Historic Preservation Commission may withhold from disclosure to the public
information about the location, character, or ownership of archaeological resources
if such disclosure might risk harm to the resources.

f. The Historic Preservation Commission shall meet no less than four times annually,
and maintain an attendance rule for its members.

g. The Historic Preservation Commission shall have written rules of procedure,
including conflict of interest provisions in compliance with the Historic Preservation
Fund Grants Manual issued by the National Park Service.

h. The Historic Preservation Commission shall have the following responsibilities, to be
carried out in coordination with and in accord with format and standards established
by the Vermont Division for Historic Preservation.

i. Creation and maintenance of a system for the survey and inventory of
historic properties within its jurisdiction that is coordinated with the
Vermont Historic Sites and Structures Survey and the Vermont Archaeological
Inventory.

ii. Preparation, for submission to the Vermont Division for Historic Preservation
by the City Council, of a report concerning properties within its jurisdiction
that are under consideration for nomination to the National Register of
Historic Places. The report shall be prepared in cooperation with the Division
and shall be prepared in a manner consistent with the requirements of the
National Historic Preservation Act as described in the Regulations for the
Vermont Certified Local Government Program.
iii. When determined to be appropriate in the discretion of the Historic Preservation Commission, preparation and submission for approval by the City Council of grant applications to the Vermont Division for Historic Preservation for funds from the CLG share of the state's annual Historic Preservation Fund (HPF) grant award.

iv. Advising and assisting the City Council, Planning Commission, and other appropriate persons on matters related to historic preservation.

v. Performance of additional responsibilities in accordance with a mutual written agreement between the Vermont Division for Historic Preservation and the City Council.

Sec. 3. Severability.

If any section of this Ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this Ordinance.

Sec. 4. Approval and Adoption.

This Ordinance is hereby adopted this 12th day of August, 2019 and shall take effect immediately.

City Council Signatures:

[Signatures of City Council members]
Appendix A: Professional Qualifications

From the "Regulations for the Vermont Certified Local Government Program"

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

(a) History. The minimum professional qualifications in history are a graduate degree in history or a closely related field; or a bachelor's degree in history or a closely related field plus one of the following:

(1) At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency museum, or other professional institution; or

(2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

(b) Archaeology. The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or a clearly related field plus

(1) At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management;

(2) At least four months of supervised field and analytic experience in general North American archaeology, and

(3) Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

(c) Architectural History. The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or a closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or a closely related field plus one of the following:

(1) At least two years of full-time experience in research, writing, or teaching American architectural history, or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
(2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

(d) Architecture. The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a state license to practice architecture.

(e) Historic Architecture. The minimum professional qualifications in historic architecture are a professional degree in architecture or state license to practice architecture, plus one of the following:

(1) At least one year of graduate study in architectural preservation, American architectural history, preservation planning or a closely related field; or

(2) At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.