

*ORDINANCE*  
*For Establishment of a Historic Preservation Commission in*  
*the Town of Woodstock*

WHEREAS, the **Town of Woodstock** contains historic buildings, structures, objects, sites and districts of local, state and national significance and the **Select Board** has determined that a Historic Preservation Commission would be beneficial to the cultural enrichment and general well-being of the community,

NOW, THEREFORE, pursuant to authority granted them by Title 24, Vermont Statutes Annotated, and Section **4433** and the **Town of Woodstock**, the Board of Selectors hereby ordains and enacts as follows:

1. The **Town of Woodstock** has agreed to enforce, within its jurisdiction, the provisions of the Vermont Municipal and Regional 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.
2. The **Town of Woodstock** hereby establishes a Historic Preservation Commission of **5** members appointed by the **Select Board**. The structure and responsibilities of the Historic Preservation Commission shall be as follows:
  - a. The commission shall be composed of professional and lay members, a majority whom reside within the jurisdiction of the **Town of Woodstock**.
  - b. All members of the commission shall have a demonstrated interest, competence or knowledge in historic preservation.
  - c. To the extent available within the jurisdiction of the **Town of Woodstock**, at least a majority of the members shall be professionals who meet the "Professional Qualifications Standards" published by the National Park Service in 36 CFR Part 61 including those from the disciplines of history, pre-contact or historic 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*. 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 commission, the commission shall seek the assistance of the Vermont Division for Historic Preservation 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. All activities of the commission shall be in accord with the terms of the Vermont Open Meeting Law (1 V.S.A. Chapter 5, Subchapter 3), and the 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 commission activities.
- e. The commission shall meet no less than four times each year, and maintain an attendance rule for commission members.
- f. The commission shall have written rules of procedure, including conflict of interest provisions in compliance with the Historic Preservation Fund Grants Manual.
- g. The commission shall have the following responsibilities, to be carried out in coordination with and in accord with format and standards established by the Division:
  - 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 Division by the **Select Board**, 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 commission, preparation and submission for approval by the **Select Board** of grant applications to the Division for funds from the CLG share of the state's annual Historic Preservation Fund (HPF) grant award.
  - iv. Advising and assisting the **Select Board**, 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 Division and the Certified Local Government.

## **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 closely related field; or a bachelor's degree in history or 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 archeology are a graduate degree in archeology, anthropology, or 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 archeology, and
- (3) Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology 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 archeology 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 closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or 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 closely related field; or
- (2) At least one year of full-time professional experience on historic preservation projects.


(3) 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.

This Ordinance is hereby adopted by the Select Board of the Town of Woodstock on this 3<sup>rd</sup> day of May 2022, and shall, unless a petition is filed as provided by law, become effective upon sixty (60) days from this date.

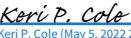
Dated this 3<sup>rd</sup> day of May 2022.

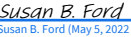
Effective date of ordinance: July 2, 2022.

Town of Woodstock, Select Board

  
Joseph Swanson (May 5, 2022 16:29 EDT)

  
Raymond Bourgeois (May 5, 2022 20:06 EDT)

  
Keri P. Cole (May 5, 2022 20:10 EDT)

  
Susan B. Ford (May 5, 2022 20:28 EDT)

## **CITIZENS' RIGHT TO PETITION FOR VOTE**

Title 24 V.S.A. § 1973 grants citizens the right to petition for a vote at a special or annual Town Meeting to disapprove ordinances adopted by the Select Board. To exercise this right, citizens must present to the Select Board or the Town Clerk a petition for a vote on the question of disapproving the ordinance signed by not less than five percent (5%) of the Town's qualified voters. The petition must be presented within forty-four (44) days following the date of the adoption of the amendments. Unless a petition requesting a vote is filed pursuant to 24 V.S.A. § 1973, the Ordinance for Establishment of a Historic Preservation Commission in the Town of Woodstock shall become effective sixty (60) days from the date of said adoption.