

ORDINANCE NO. 23-20

AN ORDINANCE AMENDING SECTIONS 1323.03, 1323.04, and 1323.041 OF CHAPTER 1323 OF THE CODIFIED ORDINANCES OF THE CITY OF PORT CLINTON

WHEREAS, the City has adopted ordinance regulating the Downtown Architectural District, and

WHEREAS, this Council finds and determines that amendments should be made to Section 1323.03 and 1323.04 of Ordinance 06-08, and

WHEREAS, this Council finds and determines that an amendment should be made to Section 1323.041 of Ordinance 20-15.

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Port Clinton, County of Ottawa and State of Ohio:

Section 1. Sections 1323.03 and 1323.04 of the codified ordinances as enacted by Ordinance 06-08 are hereby amended to read as follows:

1323.03 BOARD OF ARCHITECTURAL REVIEW

(a) The Board of Architectural Review shall consist of seven (7) members, all of whom shall be residents of Ottawa County and who shall be appointed by the Mayor. One of the members of the board shall be the Program Manager of Main Street Port Clinton, Inc., if such organization is in existence and operating. One of the members of the board shall be the City's Director of Safety and Service. One of the members of the board shall be the City's Zoning Inspector. And other members of the board shall be selected by giving consideration to their personal, professional and technical skills in the areas of Architecture, City Planning, Property Development, History of the Community, and Downtown Property Ownership. In addition, the Review Board should be comprised of members who hold in aggregate a broad cross section of these areas of expertise. The board shall be chaired by the City's Zoning Inspector. The Board shall have the authority to appoint a Secretary who shall be the keeper of records of such Board and the Board shall have the further authority to enact By-Laws and Rules of Procedure governing its operation. The Board shall meet in such open public meetings at such times, days, and locations as shall be selected by the Board. Copies of all meeting notices, minutes of meetings, and reports prepared by the Board shall be delivered to the Clerk of Council.

(b) All meetings of the Board shall be open to the public and three members thereof shall constitute a quorum. A majority vote of all members of the Board shall be required to take action.

1323.04 BOARD TERMS.

(a) Length of Term and Appointing Authority. The terms of the Board members shall be as follows:

- (1) The City's Director of Safety and Service shall be appointed for a term that does not expire.
- (2) The City's Zoning Inspector shall be appointed for a term that does not expire.

- (3) All other Board members shall be appointed for a full two-year term.
- (4) Board members may serve consecutive two-year terms at discretion of the Mayor.
- (b) Vacancies. Any vacancy shall be filled for the remainder of the unexpired term in the manner the original appointment was made.

Section 2. Section 1323.041 of the codified ordinances as enacted by Ordinance 20-15 is hereby amended to read as follows:

1323.041 RESPONSIBILITIES OF ARCHITECTURAL REVIEW BOARD.

The Board shall carry out the following responsibilities:

- (a) Establishment of design standards and criteria for alteration and reconstruction of structures within the Architectural District and applicable to historically significant structures. Such standards shall include, as a minimum, the Secretary of the Interior's Standards for Rehabilitation. Such standards and criteria shall not be adopted by the Board until after they are submitted to, reviewed by and comments received from the City Planning Commission and until the criteria and standards are approved by City Council.
- (b) Establishment of design standards and criteria for new construction within the designated Architectural District. Such standards and criteria shall not be adopted by the Board until after they are submitted to, reviewed by and comments received from the City Planning Commission and until the standards and criteria are approved by City Council.
- (c) Designation of historically significant structures.
- (d) Establishment of standards for the acquisition and acceptance of preservation easements, which easements must be approved by action of City Council.
- (e) Consideration and action upon applications for certificates of appropriateness and requests for waivers of the provisions of this Chapter and any duly enacted design standards.
- (f) Provision of advice and assistance to property owners in applying for certificates of appropriateness.
- (g) Provision of advice and assistance to property owners on application for financial incentives related to preservation or restoration of buildings within the Architectural District or for preservation or restoration of historically significant structures.
- (h) Recommend legislation to Council, which may be appropriate to carry out the purposes of this Chapter.
- (i) Formulation of standards and procedures to meet Certified Local Government guidelines prescribed by the Ohio Historic Preservation Office.
- (j) Recommend to Council, the Mayor or other Municipal Officers, policies, practices or actions on aesthetic issues including "Green Spaces" related to the Architectural District.
- (k) Enforcement of provisions of this Chapter.
- (l) Submit a report to Council on a semiannual basis, stating the key activities and actions taken by the Board, including, but not limited to, the following for each six-month period:
 - (1) The number and summary of consultations had with property owners;
 - (2) The number and summary of applications received, evaluated, approved, and rejected, including justification;
 - (3) The number and summary of appeals.

Section 3. Existing Sections 1323.03, 1323.04, and 1323.041 of the Codified Ordinances as currently enacted are hereby repealed.

Section 4. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council or committees, and that all deliberations of this Council, and any of its committees, that resulted in those actions were in meetings open to the public, in compliance with the law.

Section 5. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed: _____, 2020

President of Council

Attest: _____
Clerk of Council

Approved _____, 2020

Mayor