

BYLAWS
CITY OF GREENVILLE
HISTORIC DISTRICT COMMISSION

ARTICLE I
Purpose

Historic preservation is declared to be a public purpose and the construction, addition, alteration, repair, moving, excavation, and demolition of resources in historic districts within the city limits is regulated pursuant to the Local Historic Districts Act, Act 169 of 1970, as amended (the "Act"), Chapter 22 of the City of Greenville Code of Ordinances and standards referenced therein.

The purpose of the City of Greenville Historic District Commission ("Commission") is generally to:

- (1) Safeguard the heritage of the city by preserving districts which reflect elements of its history, architecture, archaeology, engineering, or culture.
- (2) Stabilize and improve property values within such districts and surrounding areas.
- (3) Foster civic beauty.
- (4) Strengthen the local economy.
- (5) Promote the use of established historic districts for the education, pleasure, and welfare of the citizens of the city and of the state

ARTICLE II
Members

Section 1. General. The Commission shall consist of seven members of legal age who are residents of the city. Commission members shall be appointed by the city council. Commission members shall be appointed for three-year terms. A majority of the appointed Commission members shall have a demonstrated interest in or knowledge of historic preservation. One member shall be appointed from a list submitted by the Flat River Historical Society or other organized historic preservation organization, and one member, if eligible and willing to serve, shall be an architect registered in the state.

Section 2. Conflict of Interest. The Commission will adopt a Conflict-of-Interest Policy which is adopted herein by reference.

ARTICLE III
Officers

Section 1. Officers. The Commission shall annually select one member to serve as chairperson. The Commission may select a Vice-Chairperson and Secretary as necessary who may act as the Chairperson in their absence.

Section 2. Chairperson. The chairperson shall preside at all meetings of the Commission.

Section 3. Secretary. The secretary shall keep the minutes and records, conduct

correspondence, and perform such other duties as may be assigned by the chairperson. This task may be delegated by the Chairperson to another member or to staff if there is no secretary.

Section 4. Delegation of Duties of Officers. In the absence of any officer of the Commission, or for any other reason that the Board may deem sufficient, the Board may delegate, from time to time and for such time as it may deem appropriate, the powers or duties, or any of them, of such officer to any other officer, or to any member of the Board, subject to the concurrence of a majority of the Board then in office.

ARTICLE IV Meetings

Section 1. Meetings. Business of the Commission shall be conducted at a public meeting held at city hall, or at such other place as the Commission shall provide by notice to the public. Meetings shall be held on a monthly basis unless cancelled for lack of applications or other activity or at the call of the chairperson if a need arises sooner than the next scheduled monthly meeting. Public notice of the time and date of each meeting shall be provided as required by the Open Meetings Act (MCL 15.261 et seq.). If any member is absent from three (3) consecutive regularly scheduled meetings, or four (4) meetings in the previous twelve (12) regularly scheduled meetings then that member may be considered delinquent. Delinquency shall be grounds for the city council to remove a member from the Commission for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The Commission Secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the city council whenever a member of the Commission has an attendance delinquency as described above. Absences may be excused if due to illness, injury, sudden emergency, or the conduct of other business as authorized by the Commission.

Section 2. Notice. Notice of any meeting of the Board shall be given in a manner required by the Open Meetings Act.

Section 3. Quorum. A quorum of the Commission shall consist of four members. All decisions by the Commission shall be based on a vote of the majority of its members present at a meeting where a quorum is present.

Section 4. The order of business at regular meetings shall be as follows:

- Call to order
- Roll call
- Approval of the agenda
- Approval of minutes
- Communications
- Hearings
- Postponed business
- New business
- Public comment (if any)
- Reports from Commissioners
- Adjournment

Section 5. Committees. The Commission may, by resolution adopted by a majority of the members then in office, establish one or more committees, each committee to consist of one or more of the members of the Commission. The Chairperson, with the advice and consent of a majority of a quorum at any meeting, shall appoint the members of each committee so established. Each member appointed to a committee shall serve until replaced by action of the Chairperson with the advice and consent of a majority of a quorum of the Commission.

ARTICLE V Governance and Rules of Procedure

Section 1. Governance. The Board shall be governed by the Act, Chapter 22 of the Code of the City of Greenville and these Bylaws. In the event of a conflict between any of the above, the source earlier listed above shall control.

Section 2. Rules of Procedure. If a procedural circumstance occurs that is not explicitly contemplated by these Bylaws, the rules of Parliamentary Procedure comprised generally in the then current version of "Robert's Rules of Order Newly Revised" shall guide the Board, however, strict adherence shall not be required.

ARTICLE VI Review and Powers

Section 1. Permit Required. A permit shall be obtained before any work affecting the exterior appearance of a resource is performed within a historic district or, if allowed under the Act, work affecting the interior arrangements of a resource is performed within a historic district. If a permit application is denied by the Commission, it shall be accompanied with written explanation by the Commission of the reasons for denial and, if appropriate, a notice that an application may be resubmitted for Commission review when suggested changes have been made. The denial shall also include notification of the applicant's rights of appeal to the state historic preservation review board and to the circuit court.

Section 2. Review of Proposed Work. The Commission shall review applications in accordance with Chapter 22-5 of the City of Greenville Code of Ordinances and Section 5 of the Act. The Commission shall also adopt design review standards and guidelines for resource treatment to carry out its duties under the Act and are incorporated herein by reference.

In reviewing plans, the Commission shall follow the U.S. Secretary of the Interior's standards for rehabilitation and guidelines for rehabilitating historic buildings. Design review standards and guidelines that address special design characteristics of historic districts administered by the commission may be followed if they are equivalent in guidance to the Secretary of the Interior's standards and guidelines and are established or approved by the commission.

Section 3. Additional Powers. The Commission shall have all other powers as conferred to it by the Act, including but not limited to, find that a historic resource is threatened by Demolition By Neglect. The Greenville City Council may prescribe powers and duties of the Commission in addition to those prescribed in the Act that foster historic preservation activities, projects, and programs in the City.

**ARTICLE VII
Amendments**

These Bylaws may be altered or amended or repealed by the affirmative vote of a majority of the members of the Board then in office at any regular meeting, or at a special meeting called for that purpose.

I HEREBY CERTIFY that the above Bylaws were approved by the City of Greenville Historic District Commission at a meeting held on February 7, 2024.



Chairperson
Historic District Commission