



## **RULES OF PROCEDURE OF THE HISTORIC REVIEW COMMISSION OF THE CITY OF PITTSBURGH**

### ARTICLE I. OFFICERS

101. The Mayor shall appoint all members of the Board (the "Members") and a Chairperson (the "Chairperson"). If a Chairperson has not been so appointed, an acting Chairperson shall be elected by a majority vote of the Board and shall serve until a Chairperson is appointed by the Mayor. The Chairperson shall, from time to time, designate one of the other Members to serve as Chairperson in his or her absence, recusal, or other inability to serve.

### ARTICLE II. MEETINGS

201. Regular hearings of the Commission shall be held on Wednesdays unless changed by the Commission upon giving proper notice.
202. Special hearings or meetings may be held upon call of the Chairperson upon notification of Staff. Staff shall notify the other Commissioners and provide public notice to satisfy legal requirements.
203. At all meetings and hearings of the Commission, Four (4) Members shall constitute a quorum. Subject to recusal, any Member who was not present at the hearing may participate in the decision after review of the record and consultation with the Members who were present.

### ARTICLE III. PROCEDURE OF APPLICATIONS AND HEARINGS

301. The agenda for each regularly scheduled Commission meeting shall be set at a deadline must be filed no later than 3:00 p.m. of the thirteenth (13<sup>th</sup>) day preceding the date of the hearing. Items may be removed from the agenda after that date, but none may be added. Applicants for review of exterior work shall submit a completed application form (supplied by the Commission's staff) by the deadline
302. The Chairperson shall preside at all meetings, or in his/her absence, the Vice-Chairperson, or in their absence, the Secretary. In the absence of all of the officers, any member of the Commission designated or elected by those present shall preside.
303. In the absence of any provision in these rules to the contrary, the rules of procedure provided by Robert's Rules of Order shall prevail. The chairperson shall rule on all procedural questions, subject to reversal by two-thirds (2/3) majority of the members present. The Commission will not permit discussion or address to the body by the public at its meetings without recognition by the presiding officer.
304. Applications are considered incomplete unless accompanied by a check payable to *Treasurer, City of Pittsburgh*.
305. If the work falls within the guidelines of the Historic Review Commission for Administrative Approval of applications, the Staff shall prepare a Certificate of Appropriateness authorizing that work.
306. If the scope of the work included in the application falls outside the guidelines for Administrative Approval, the application must be reviewed by the Historic Review Commission at its regularly

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scheduled meeting. The Commission's staff shall include the application on the agenda of the next regularly scheduled meeting

307. The applicant, or a representative of the applicant who has been empowered to make changes in the application, must be present at the Commission meeting for the application to be reviewed unless the applicant sends written notice allowing the HRC to proceed.
308. The applicant, upon recognition by the presiding officer, shall be allowed to explain the application and shall answer the questions of the Commission members. The presiding officer shall then allow proponents of the proposal to speak, upon recognition. A period of three (3) minutes shall be allowed for all proponents. The presiding officer shall then allow opponents of the proposal or other interested parties to speak and question the petitioner, upon recognition. A period of three (3) minutes shall be allowed for all such speakers.
309. The commission shall vote in public to approve (with or without conditions), deny, or postpone consideration of each application. If the commission fails to take action within sixty (60) days of the monthly meeting at which it first reviewed the application, then the application shall be deemed to be approved.
310. The Staff and the Secretary of the Commission must sign all Certificates of Appropriateness for them to be valid (unless the certificate is issued under the guidelines established for Administrative Approvals, when only the signature of the staff is required). If the Commission denies an application, its written notice of the decision shall indicate the changes in the application that would allow it to meet the Commission's criteria for approval.
311. Minutes of the Commission's meetings, records of all votes and the file records of all applications shall be kept in the Preservation Office of the Department of City Planning. All such records may be reviewed by members of the public and any public body or agency upon application in writing to HRC Staff.

#### ARTICLE IV. AMENDMENTS

401. Amendments to these Rules of Procedure may be made at any regular meeting attended by all Members, provided notice of such amendment has been given to each Member at a previous meeting or in writing at least (3) days prior to such meeting.

#### ARTICLE V. MISCELLANEOUS

501. Each Commission member and staff attend at least one informational or educational meeting per year, made available or approved by the State Historic Officer pertaining to work and functions of the Commission or to historic preservation.
502. These rules are subject to the terms and conditions of the Historic Preservation Ordinance and the laws of the Commonwealth of Pennsylvania.
503. These rules entirely supercede all prior rules and are effective as of the date of adoption.

THE FOREGOING RULES are hereby adopted by Historic Review Commission of the City of Pittsburgh on January 9, 2013.