

BYLAWS OF THE SHREVEPORT HISTORIC PRESERVATION COMMISSION

Approved: September 30, 2013
Amended: January 19, 2024

ARTICLE 1: PURPOSE AND AUTHORIZATION

1.1 Purpose

The purpose of these bylaws is to assist the City of Shreveport Historic Preservation Commission, hereafter called the HPC, its commissioners, and the general public in the orderly and efficient conduct of all matters with which the HPC is concerned.

1.2 Authorization and Establishment

- a. The Historic Preservation Commission, as constituted, was established in accordance with the state constitutional and legislative authority granted to the city by the Louisiana Constitution of 1974, Article 6, § 17, and Louisiana Revised Statutes, Title 25, Chapter 16 (R.S. 25:731 et seq.), as amended. The City of Shreveport Code of Ordinances, Chapter 36, hereafter referred to as “Historic Preservation Commission Ordinance,” establishes the HPC and defines its duties and responsibilities.
- b. These Bylaws are required to be adopted by the HPC under Sec. 36-5 of Chapter 36 of the Shreveport Code of Ordinances.

1.3 Objective

In accordance with Historic Preservation Commission Ordinance, the HPC shall seek to ensure the harmonious, orderly and efficient growth and development of the City of Shreveport, while at the same time protecting and preserving Shreveport's historical, cultural, architectural, archeological, social and economic heritage. It shall be the HPC's primary purpose to:

- a. Advise, research, archive, make recommendations, and in some cases decisions, in furtherance of the city's goals of balancing historic preservation and revitalization with new growth and development in accordance with the Shreveport Unified Development Code (Shreveport UDC).
- b. Enhance public recognition of Shreveport's unique historical and cultural legacy.
- c. Educate, strengthen, and promote public awareness of the economic benefits of historic preservation and revitalization.
- d. Promote public health, safety, and welfare.

1.4 Regulation and Jurisdiction

- a. With regard to historic preservation, all designated local and NRHP-listed historic districts, and local and/or NRHP-listed individually designated historic landmarks, buildings, lands, properties, sites, structures, and objects shall be regulated in accordance with the Shreveport Unified Development Code, hereafter known as the “Shreveport UDC.” Said properties shall be identified as being within a “Historic Preservation Overlay District” (HPOD) and all land use, design standards, and regulation of areas and properties contained within the boundaries of HPODs shall be governed by the HPC in accordance with the Shreveport UDC.
- b. The Zoning Map of the City of Shreveport shall be the official map indicating the HPC’s area of jurisdiction. The Shreveport Metropolitan Planning Commission, hereafter known as the “Shreveport MPC, or MPC,” keeps official records of all HPOD boundaries.
- c. Applicability of all HPC applications is verified with the Shreveport MPC.

ARTICLE 2: MEMBERSHIP, OFFICERS AND COMMITTEES

2.1 Membership

The number of HPC members, their terms, and their qualifications are determined by the Historic Preservation Commission Ordinance.

- a. **Members.** The HPC shall consist of five regular commissioners, two associate commissioners and one ex officio member.
 1. Regular commissioners shall hold the title “Regular Commissioner” and shall strive to attend all scheduled meetings. All regular commissioners are appointed by the Mayor, approved by City Council, and shall serve term of approximately four (4) years.
 2. Associate commissioners shall hold the title “Associate Commissioner” and shall strive to attend all scheduled meetings. Associate commissioners may participate fully in the meetings and deliberations of the commission but without a vote unless standing in for an absent commissioner. All associate commissioners are appointed by the Mayor, approved by City Council, and shall serve term of approximately two (2) years.
 3. The Ex Officio shall hold the title “Ex Officio” and shall strive to attend all scheduled meetings and may participate fully in the meetings and deliberations of the commission, but without vote. The Executive Director of the Shreveport MPC shall appoint an MPC employee to be the ex officio member of the HPC.
 4. All regular and associate commissioners shall have a demonstrated interest or competence in, or knowledge of, one (1) or more of the following areas: history, historic preservation, local culture, education, archaeology, architecture, or the arts.

2.2 Officers

The HPC will elect its officers among its members in September of each calendar year. The officers of the HPC shall consist of a Chairperson, Vice-Chairperson, and a Secretary, and shall serve twelve (12) months from the day of election with unlimited renewed additional terms of twelve months, as approved by the HPC's majority vote. HPC officers shall have the following duties:

- a. **Chairperson.** The Chairperson shall preside at all meetings and hearings of the HPC and shall have the duties normally conferred by parliamentary usage of such offices. The Chairperson may succeed himself/herself. The Chairperson shall have the privilege of discussing all matters before the HPC and to vote thereon.
- b. **Vice-Chairperson.** The Vice-Chairperson shall act for the Chairperson in his or her absence.
- c. **Secretary.** The Secretary shall be the recording secretary and shall keep the minutes and records of the HPC, prepare the agenda of regular and special meetings, provide notice of meetings to HPC members, arrange proper and legal notice of hearings, attend to correspondence of the HPC, and any other duties as are normally carried out by a Secretary.
- d. **Vacancies.** If the position of chairperson, vice-chairperson or secretary becomes vacant, the HPC shall elect a new chairperson, vice-chairperson or secretary, as applicable, at the earliest possible moment.

2.3 Committees

The Chairperson of the HPC may appoint committees as he or she deems necessary. Committees may include, but are not limited to, the following:

- b. **Committee of the Whole.** The Committee of the Whole is a committee on which all HPC commissioners serve and is established for a special stated purpose and duration.
- c. **Technical Advisory Committee.** The Technical Advisory Committee shall provide guidance to the HPC during the creation of historic preservation guidelines and regulations related to architectural, engineering, and building code requirements. Appointed members of the Technical Advisory Committee provide specialized advice, expertise, and preservation-centric services as requested by the HPC. Members of the public may serve on the Technical Advisory Committee.
- d. **Ad Hoc Committee.** Should the Chairperson determine the need for any various ad hoc committees to discuss or address specific issues that relate to HPC business. Any ad hoc committee shall be established for special stated purpose, duration, and a stated deliverable.

2.4 Committee Appointments and Procedures

- a. If a committee needs to be formed, the Chairperson shall appoint the members of any such committee and shall name the Chair of each committee, as approved by majority vote of the HPC.
- b. The Chairperson shall fill vacancies on committees as they are created.

- c. Any committee shall be established for a special stated purpose, duration, and stated deliverable.
- d. Committee members can be removed by the Chairperson with a majority vote of the HPC.
- e. Committees are not to exceed four persons and shall be composed of persons with education and/or experience and expertise in areas of historic preservation, history, geographic information systems, planning, and/or architecture.
- f. The Secretary of the HPC shall be notified of all meetings of any committee that are in addition to their meetings with the HPC.

ARTICLE 3: DUTIES OF THE COMMISSIONERS AND EX OFFICIO

3.1 Commissioner Duties

- a. **Code of Ethics.** All regular commissioners and associate commissioners of the HPC shall comply with the City's Code of Ethics.
- b. **Regulations.** All regular commissioners and associate commissioners of the HPC shall comply with Chapter 36 of the Shreveport Code of Ordinances.
- c. **Other Laws.** All regular commissioners and associate commissioners of the HPC shall comply with State and other law as may be applicable.
- d. **Submitted Applications.** All commissioners of the HPC will familiarize herself or himself with all applications including, but not limited to Certificate of Appropriateness, Certificate of Demolition, or Exception for Economic Non-Viability, as applicable, as well as any resolution, recommendation, or decision under consideration for vote.

3.2 Ex Officio Duties

- a. The Ex Officio member shall be a representative of the Shreveport Metropolitan Planning Commission staff with the purpose of providing information and guidance for land use, design, and other planning policies and principles as they relate to historic preservation.
- b. The Ex Officio member of the HPC shall also be designated as the Certified Local Government coordinator.

ARTICLE 4: POWERS AND RESPONSIBILITIES

The HPC is hereby charged with the following responsibilities and invested with authority and powers as follows:

4.1 In General

To exercise such duties and powers conferred by the Charter of the City of Shreveport, the Shreveport UDC, the Shreveport Code of Ordinances, or applicable laws of the State of Louisiana.

4.2 Review and Recommendations

The review process carried out by the HPC requires judgment of each application based upon architectural guidelines, historical, archival and archaeological information as well as technical and consultant assistance. The HPC reviews and make a recommendation for the following types of applications:

- a. To the Shreveport MPC for designation, creation, and/or amendment of HPODs—Historic Preservation Overlay Districts.
- b. To the Executive Director of the MPC on Certificate of Appropriateness applications, Certificate of Demolition applications, and Deterioration by Neglect, and any other application procedure identified in the Shreveport UDC. Upon request by the Executive Director, in some cases, the commission shall review and render a decision.
- c. Upon request the City Council or the Mayor to serve as an advisory design review body to the for review of city public works projects which have historic preservation implications in designated HPODs that would result in a material change in exterior appearance or be visible from the street.
- d. Upon request by the Shreveport MPC to serve as an advisory review body for the review of certain land use applications regarding their design, construction, and maintenance needs for properties within or around designated local and NRHP-listed historic districts and historic preservation overlay districts (including the areas and properties within those districts), and local and/or NRHP-listed individually designated historic landmarks, buildings, lands, properties, sites, structures, or objects with prehistoric significance, historic significance, architectural significance, archeological significance or cultural significance.

ARTICLE 5: REGULAR MEETINGS AND SPECIAL MEETINGS

All proceedings of the commission shall be conducted in accordance with the provisions of the Louisiana Open Meeting Law, R.S. 42:11 et seq. Public notice and the agenda for any regular meeting, special meeting or work session shall be posted on the city's website and the HPC's website, and at the meeting location at least 24 hours prior to the meeting date and time (exclusive of Saturdays, Sundays and legal holidays immediately preceding the meeting).

5.1 Regular Meetings. The HPC will meet once a month to review applications. Regular meetings will be held on the 3rd Tuesday of each month, unless otherwise stipulated. The regular meeting may be postponed to such a day and time as directed by the Chairperson.

5.2 Special Meetings. Special meetings may be scheduled by the Chairperson to address issues of an urgent nature. These meetings will be conducted as required by the Louisiana Open Meetings Law. Any three (3) commissioners, regular or associate, may require the Chair to call a special meeting.

5.3 Attendance. All HPC commissioners shall attend regularly scheduled meetings and shall strive to be on time. If three (3) consecutive regularly scheduled meetings are missed without good cause as determined by the HPC, resignation shall be encouraged. If six (6) consecutive meetings are missed, resignation will be assumed, unless the commissioner or the Mayor reaffirms the intention of the commissioner to serve.

5.4 Rules of Order. Robert's Rules of Order, latest edition, shall govern the proceedings of this HPC in all cases not otherwise provided for by these bylaws or by the Rules of Procedure, as adopted by this commission.

ARTICLE 6: VOTING

6.1 Agenda. The order of business shall be in accord with the agenda prepared by the Secretary, with the assistance of MPC staff, and approved by the Chairperson. The agenda shall be distributed to all commissioners prior to the meeting and made public, as required by state law. Modifications of the agenda may be made by the Chairperson, provided such modifications are approved by unanimous vote of the HPC.

6.2 Quorum. To conduct the business of the HPC a quorum shall be present. A quorum shall consist of three (3) members of the HPC, either regular or associate, to be counted in the manner described in Section 6.3, below. No decision will be made in the absence of a quorum. Whenever a quorum is not present at a regular or special meeting, no action taken shall become final unless and until ratified and confirmed at a subsequent meeting at which a quorum is present. If during the course of the meeting, attendance is less than three members, no official action can be taken.

6.3 Absence of Regular Commissioner. In the event there is no quorum due to the absence of regular commissioners, the Chairperson, or in their absence the Vice-Chairperson, shall designate an associate commissioner, who shall have full authority to sit in the place of an absent regular commissioner and shall have a vote on every question for that particular meeting. The Chairperson shall designate associate commissioners in this manner until a quorum is met.

6.4 Method of Voting. The presence of all commissioners, their votes and abstentions shall be recorded on each motion by a vote by voice, except for a Committee of the Whole. The vote may be taken by a show of hands, by roll call, or "yeas and nays." The responsibility of announcing, or declaring, the vote rests upon the Chairperson.

6.5 Votes Required. Regardless of the number of HPC commissioners present and voting, at least three affirmative votes are required to decide every question.

6.6 Tie Votes. A tie vote of the HPC commissioners present shall be interpreted as a defeat of the motion upon which the vote was taken.

6.7 Impartiality Required. No HPC commissioner, whether regular or associate, shall, in any manner, discuss an application with any parties or their representative prior to the HPC's deliberations on such application, provided, however, that commissioners may seek and/or receive factual information pertaining to the application from any other member of the HPC or MPC staff prior to a public hearing.

6.8 Proposed Judgement. Commissioners of the HPC shall not express individual opinions on the proposed judgment of any application with any person prior to the determination of that application,

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except in accordance with these bylaws. Violations of these rules may be cause for dismissal from the HPC.

ARTICLE 7: PUBLIC HEARINGS

7.1 Notices. All hearings shall be preceded by public notice.

7.2 Meetings to be Public. All HPC meetings shall be open to the public as required by the Louisiana Open Meetings Law. Any interested person is entitled to appear and be heard by the HPC before it reaches a decision on any matter. The voting on such decisions shall be held during a public meeting and the HPC shall keep an open record of its resolutions, proceedings, and actions, which shall be available for public inspection during business hours at the Office of the MPC.

7.3 Record of Proceedings. It shall be the duty of the Secretary of the HPC to keep a true and accurate, though not verbatim, record of all proceedings at all meetings and public hearings. The basis for decisions and/or recommendations on all applications shall be recorded in the minutes. The HPC shall, if needed, set further detailed procedures for the processing of the minutes of its meetings.

7.4 Right of Applicant to Appear. An applicant may appear before the HPC with or without counsel or may be represented by an authorized agent. In the absence of any personal appearance on behalf of the applicant, the HPC may proceed to dispose of the matter based on the record before it.

7.5 Order of Hearing. The order of hearing upon an application shall be stated within the meeting's agenda. Modifications may be made by the Chairperson, provided such modifications are approved by unanimous vote of the HPC.

7.6 Time Limits. The Chairperson shall impose reasonable time limits on argument, and, although formal rules of evidence shall not apply, the chair shall also impose reasonable limitations on the introduction of evidence.

7.7 Postponement and Continuation. The HPC may postpone or continue any case until the next regular meeting due to a need for additional information from the applicant or others, lack of a quorum, or for further study. However, the HPC shall act upon a completed application within the statutory 45-day period from the date that the completed application was received by the HPC unless the application has been withdrawn by the applicant.

ARTICLE 8: CONDUCT OF HPC MEMBERS AND CONFLICTS OF INTEREST

8.1 Review of Applications. HPC commissioners will familiarize themselves with the applications under consideration or other matters under review. Commissioners shall review applications based on architectural guidelines, historical, archival, and archeological information as well as advice from MPC staff.

8.2 Speaking for the HPC. A commissioner will not appear to speak for the HPC except as authorized by the HPC. Such authorization is to appear in the minutes of a meeting of the HPC. In any public or private statement concerning HPC affairs, members will carefully indicate whether they are speaking for the HPC or for themselves.

8.3 Special Duties. As necessary, the Chairperson may assign members of the HPC to special duties that relate to HPC business, on a pro tem basis.

8.4 Conduct at Meetings. Commissioners shall conduct themselves at HPC meetings in a fair, understanding and gracious manner. They shall seek to be considerate of all individuals, attitudes and differences of opinion involved in official HPC business.

8.5 Conflicts of Interest. Members of the HPC shall comply with the applicable ethics laws of the State of Louisiana and the City of Shreveport.

- a. HPC members shall avoid any conflict of interest and even the appearance of such a conflict.
- b. Commissioners may remove or recuse themselves from a case or other matter due to an actual conflict of interest or the appearance of a conflict of interest. Whether recused or removed, any such action shall become part of the official and public record of the HPC.
- c. In cases where a potential conflict arises, it is the responsibility of the commissioner to bring the possible or actual conflict of interest to the attention of the Chairperson.
- d. If the Chairperson determines that there is an actual conflict of interest, or the appearance of such, the commissioner may be recused by the Chairperson, and shall also recuse themselves from all deliberations and abstain from voting on the subject. In the event that a commissioner fails to disqualify himself from voting on any application when such disqualification is required by these bylaws, the Chairperson shall have the power to disqualify the commissioner from voting on the application in question. If a vote on the matter has been conducted prior to such disqualification, the Chairperson shall declare the vote of the disqualified commissioner to be null and void. In the event such disqualification results in the lack of a quorum, no action shall be taken on the matter.

8.6 Compensation. Commissioners serve on the HPC without compensation, in a volunteer status.

8.7 Removal from the HPC. Commissioners may be removed by the City Council for neglect of duty, malfeasance in office, violation of these bylaws, or violation of the attendance policy of the HPC.

ARTICLE 9: AMENDMENTS TO THE BYLAWS

9.1 Amendments. These bylaws may be amended, rescinded, or supplemented by a majority vote of the HPC, provided such amendments are presented in writing, at a regular meeting or special meeting called for this particular purpose, and action taken thereon at a subsequent regular meeting.

9.2 City Attorney Review. New, and any later revised, bylaws shall be reviewed and approved in a form acceptable to the city attorney, or his/her designee, prior to adoption by the commission.

9.3 Changes to the Ordinances of the City of Shreveport. Changes to the Ordinances of the City of Shreveport that relate to the HPC shall become, at the time of their adoption by the Mayor and Council, amendments to these Bylaws.

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9.4 Immediate Vote on Amendments. The HPC by unanimous vote of all sitting members of the HPC, may vote to waive the requirement under this Article that a proposed change shall be introduced at a regular meeting and voted on at the next meeting.