

## CULTURAL HERITAGE BOARD GENERAL ORDER OF BUSINESS

### AGENDA ORDER

- |    |                                |     |                     |
|----|--------------------------------|-----|---------------------|
| 1. | Call to Order                  | 7.  | Scheduled Items     |
| 2. | Roll Call                      | 8.  | Boardmember Reports |
| 3. | Public Appearances (see below) | 9.  | Department Report   |
| 4. | Statement of Abstentions       | 10. | Approval of Minutes |
| 5. | Consent Items                  | 11. | Adjournment         |
| 6. | Study Sessions                 |     |                     |

### SCHEDULED ITEMS

The order of presentation of each scheduled item generally will be:

1. Introduction by the Chairperson
2. Staff presentation
3. Presentation by Applicant (maximum of 10 minutes)
4. If a public hearing item, comments by the public (3 minutes per person)
5. Applicant's response to comments (maximum of 3 minutes)
6. Questions and discussion by the Board
7. Decision or direction by the Board

The Chair may modify the above format in appropriate circumstances, prior to the commencement of the Scheduled Items.

### PUBLIC APPEARANCES

The Cultural Heritage Board invites public participation regarding topics considered by the Cultural Heritage Board. Any person wishing to speak on a matter which is within the jurisdiction of the Cultural Heritage Board but which is not scheduled on this agenda as a public hearing item, may do so under Public Appearances at the beginning of each meeting. Unless the matter is listed on the agenda, the Cultural Heritage Board generally does not and cannot take immediate action on matters presented during Public Appearances.

### ADDRESSING THE CULTURAL HERITAGE BOARD ON A PUBLIC HEARING ITEM

Members of the public are invited to speak on all public hearing items being considered by the Cultural Heritage Board. Please keep your comments within the 3-minute period allowed so other persons will also have time to address the Board. If you wish to exceed the 3 minutes allowed for speaking, please present your request to either the Deputy Director of Community Development – Planning or the Chairperson of the Cultural Heritage Board before the meeting.

When the Chair opens up the public hearing segment, please raise your hand and wait to be called upon by the Chair. When the Chair calls upon you to speak, you may either remain seated or stand to address the Cultural Heritage Board. Please state your name and address prior to presenting your comments. If the public hearing is being held in the City Hall Council Chambers, it is requested, but not required, that you fill out a speaker card and submit it to the Secretary prior to the public hearing segment. After the close of the testimony, the matter will return to the Cultural Heritage Board for questions, discussion, and/or action.

Written comments submitted by the public are invited and may be addressed to the project planner who will retain a copy for the project file and will forward a copy to the Board. Written comments are accepted prior to the meeting via email, U.S. Mail, or hand-delivered to Room 3, City Hall, 100 Santa Rosa Avenue.

### APPLICATION PRESENTATIONS TO THE CULTURAL HERITAGE BOARD

It is highly encouraged that applicants become familiar with the City of Santa Rosa's Processing Review Procedures for Owners of Historic Properties prior to submitting and presenting a project at the Cultural Heritage Board meeting. All projects are measured against the City's Processing Review Procedures. Additional documents used in the Board's review may include the Secretary of the Interior's Standards for Rehabilitation, the City of Santa Rosa's Design Guidelines, and any design-specific language contained within the applicable zoning of a property.