

Resolution No. 2017-016 N.C.S.
of the City of Petaluma, California

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PETALUMA
ESTABLISHING ENABLING LEGISLATION FOR THE
HISTORIC AND CULTURAL PRESERVATION COMMITTEE**

WHEREAS, the City Council created the Historic and Cultural Preservation Committee (“the Committee”) on May 6, 1974 by adopting Ordinance No. 1139 N.C.S. which added Chapter 2.30 to the Petaluma Municipal Code; and,

WHEREAS, the City Council amended Section 2.30.030 of the Municipal Code to modify the Committee’s duties relative to the Petaluma Historical Library/Museum on June 5, 1978 by adopting Ordinance No. 1302 N.C.S.; and,

WHEREAS, the City Council amended Chapter 2.30 of the Municipal Code and revised the method of establishing membership and appointing members of the Committee on November 24, 1980 by adopting Ordinance No. 1447 N.C.S.; and,

WHEREAS, the City Council modified the membership of the Committee to include the Planning Commission and two additional members, one representing the Petaluma Historical Museum and one representing Heritage Homes of Petaluma on July 6, 2009 by adopting Ordinance No. 2338 N.C.S.; and,

WHEREAS, the City Council wishes to modify the composition of the Committee and amend the mission, duties, and authority of the Committee.

NOW THEREFORE, BE IT RESOLVED that:

1. **Repeal.** All previous resolutions relating to the City’s Historic and Cultural Preservation Committee (“Committee”) are repealed and superseded by this resolution to the extent that they contain provisions that conflict with this resolution.
2. **Composition.** The Committee shall consist of five voting members, as follows:
 - The Petaluma Museum/Heritage Homes may recommend appointment of one member to the City Council.
 - All five members shall be appointed by the City Council.

- All five members shall be residents of Petaluma and have demonstrated interest, competence, or knowledge in historic preservation.
 - To the extent available in the City, at least two members shall be appointed from among professionals in the disciplines of architectural history, history, architecture, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, landscape architecture, or related professions.
3. **Duties/Authority.** The committee shall have the duties as outlined generally in Section 2.30 of the Petaluma Municipal Code and the authority specifically as outlined in Section 15.020 of the Implementing Zoning Ordinance.
 4. **Terms.** The term of office for all members appointed to the Committee shall be as follows:
 - The member of the Committee recommended by the Petaluma Museum/Heritage Homes shall serve a one year term that shall run from the date of appointment to the thirtieth day of June, or until a successor is appointed.
 - The remaining four members of the Committee shall serve four year terms; except that, terms of up to two appointees may be of a lesser duration as the City Council may deem necessary and appropriate so that committee members' terms are staggered.
 5. **Vacancies.** Upon the death, resignation, disability to perform the duties of a member of the Committee, or upon the loss of permanent residency from the City, or upon the failure to attend any meeting of the committee for three consecutive regular meetings, the Council shall review, and if found to be appropriate, declare the office of such member vacant thereupon appoint some qualified person to fill such vacancy for the unexpired term of such member.
 6. **Organization – Officers – Meetings.** Within ten days after the appointment of the committee, they shall meet in regular session and organize by electing from members of the committee a chair and vice-chair, who shall hold office for a term of one year. Thereafter, the committee shall meet in regular session as appropriate but not less than once per quarter at a specified regular time and location.
 7. **Rules and Regulations – Expenses or obligations limited.** The committee shall have the right and duty to adopt such rules and regulations as it shall determine for

the holding and conducting of its meetings and hearings and the selection of its officers and for the performance of any of its functions or responsibilities subject to all applicable requirements, including the Ralph M. Brown Act.

8. **Quorum/Action.** A quorum of three (3) voting members is required to meet and conduct business. Fewer than 3 members, or if no members are present, staff to the Committee may adjourn meetings of the Committee in accordance with all applicable requirements of the Ralph M. Brown Act (California Government Code Section 54950 *et seq.*). All actions or recommendations of the Committee shall be made at a meeting at which a quorum of the Committee is present and shall be made by majority vote of the members present. A tie vote shall constitute a no action on the motion, proposed action, or recommendation.
9. **Staff.** The City's Planning Manager and/or designees of said Manager shall serve as Committee staff and advise and support the Committee as appropriate in the performance of its duties.

Under the power and authority conferred upon this Council by the Charter of said City.

REFERENCE:

I hereby certify the foregoing Resolution was introduced and adopted by the Council of the City of Petaluma at a Regular meeting on the 9th day of January, 2017, by the following vote:

Approved as to
form:

City Attorney

AYES:

Albertson, Vice Mayor, Barrett, Mayor Glass, Healy, Kearney, King, Miller

NOES:

None

ABSENT:

None

ABSTAIN:

None

ATTEST:

City Clerk

Mayor