

Chapter 18.5
HISTORICAL PRESERVATION*

ARTICLE I. IN GENERAL

Sec. 18.5-1. Creation and delineation of historical districts.

The following described three (3) historical districts, to be known as "The Don Juan Filhiol Historical District", "The Henry Bry Historical District" and "The Louis Alexander de Breard Historical District" are hereby created:

- (1) ***Don Juan Filhiol Historical District.*** Beginning at the intersection of Telmaque Street and St. John Street; thence northwesterly along St. John Street to Oak Street; thence northeasterly along Oak Street to Catalpa Street; thence northwesterly along Catalpa Street to Wood Street; thence northeasterly along Wood Street to South 6 th Street to DeSiard Street, thence easterly along the Illinois Central Railroad Track to the intersection with the southwesterly extended centerline of Grammot Street; thence northeasterly along said extension and Grammot Street to South 12 th Street; thence northwesterly along the east property line to the Congregation B'Nai Israel Cemetery to the north property line of the congregation B'Nai Israel Cemetery; thence southwesterly along said north property line of Manassas Street; thence northerly along Manassas Street to DeSiard Street; thence northeasterly along DeSiard Street to the west prong of Young's Bayou; thence southeasterly along Young's Bayou to Grammont Street; thence northeasterly along Grammont Street to South 20 th Street; thence northwesterly along South 20 th Street to DeSiard Street; thence southwesterly along DeSiard Street to North 19 th Street to the intersection with a northeasterly extended centerline of Wallace Street; thence southwesterly along said extension and along Wallace Street to Missouri Pacific Railroad Tracks at North Congo Street; thence northwesterly along said to Washington Street; thence southwesterly along Washington Street to the east property line of St. Matthews Catholic Cemetery; thence northwesterly along said property line of St. Matthews Catholic Cemetery to Breard Street; thence southwesterly along Breard Street to North 11 th Street; thence southeasterly along North 11 th Street to Washington Street; thence southwesterly along Washington Street to Walnut Street; thence northwesterly along Walnut Street; thence northwesterly along Walnut Street to Arkansas Avenue; thence southwesterly along Arkansas Avenue and continuing on a projection to the centerline of the Ouachita River; thence southeasterly along the center of the Ouachita River to the intersection with a northwesterly centerline of Telemaque Street; thence northeasterly along said extension and Telemaque Street to St. John Street; containing 279 acres, more or less. The historical district designated above shall include all structures, houses, or other buildings facing any of the streets on the perimeter of the area.

- (2) ***Henry Bry Historical District.*** Beginning at the intersection of the St. John Street and Bry Street; thence northeasterly along St. John Street to thence southwesterly along Mulberry Street and continuing along a projection to the centerline of the Ouachita River; thence southeasterly along the centerline of the Ouachita River to the intersection with a southwesterly extended centerline of Orange Drive; thence northeasterly along said

extension and continuing along Orange Drive to the Missouri Pacific Railroad Tracks; thence northerly along said railroad to Holly Street; then southwesterly along Holly Street to a point 200 feet east of Jackson Street; thence northwesterly along Texas Avenue to Jackson Street; thence northwesterly along a line measure 200 feet easterly and parallel to Jackson Street to Texas Avenue; thence southwesterly along Texas Avenue to Jackson Street; thence northwesterly along Jackson Street to Bry Street; thence southwesterly along Bry Street to St. John Street containing 74 acres, more or less. The historical district designated above shall include all structures, houses, or other buildings facing any of the streets on the perimeter of the area.

- (3) ***Louis Alexander De Breard Historical District.*** Beginning at the intersection of Bres Avenue thence northeasterly along the centerline of Bres Avenue to the intersection with the extension line of the rear lot line of lot 6, Block 78, D. A. Breard Senior Addition; thence southeasterly along said lot line extension a distance of 30 feet to a point on the south right-of-way line of Bres Avenue, thence continue southeasterly along said line and the west lot line of lot 5 of said block to the southwest corner of said lot 5; thence northeasterly along the south line of said lot 5 and extension line of said lot to the southwest corner of lot 8, Block 79, D. A. Breard Senior Addition a distance of 181 feet more or less; thence continue northeasterly along the south lot line of said lot 8 a distance of 159.75 feet to southeast corner of lot 8; thence northwesterly along the east lot line of said lot 8, a distance of 71.5 feet to the northeast corner of said lot; thence northeasterly along the north lot line of lot 5 of said block and its extension line, a distance of 145.75 feet, more or less, to the centerline of North 3 rd Street; thence northwesterly along said centerline a distance of 221.01 feet, more or less, to the intersection with the extension line of the north line of lot 1, Block 109 D. A. Breard Senior Addition; thence northeasterly along said extension line a distance of 190.08 feet, more or less, to the southeast corner of said lot; thence northwesterly along the east lot extension line of lot 4 of said block to the centerline of Hudson Lane a distance of 119.51 feet, more or less; then northeasterly along said centerline a distance of 72.92 feet, more or less, to the intersection of an extension line of the west lot line of a lot in Square 3, Hudson's First Addition fronting 87 feet on the north side of the Hudson Lane and 111.52 feet on the west side of North 4 th Street; thence northwesterly along said extension line and the west lot line of said lot and the west lot of line a lot fronting 48.16 feet along North Street lot Square 3, of said addition a distance of 189.68 feet, more or less, to the northwest corner of said lot; thence southwesterly along the south lot line of a lot in said square beginning 159.68 feet north of Hudson Lane and fronting 135 feet along the west side of North 4 th Street, a distance of 83.18 feet more or less, to the southwest corner of said lot; thence northeasterly along the west line of said lot and the east line of a lot in Square 7, Stubbs Place Addition, fronting 70 feet on the east side of North 3 rd Street and having a depth of 150 feet, a distance of 205 feet, more or less, to the northeast corner of said lot with a depth of 150 feet, thence northwesterly along an extension line and the north lot line of a lot in said square fronting 70 feet on the west side North 4 th Street and having a depth of 150 feet, a distance of 200 feet, more or less, to the centerline of North 4 th Street; thence northwesterly along said centerline a distance of 29.98 feet, more or less, to the intersection with the extension line of the north line of lot 5 of the resubdivision of the west half of Square 9, Stubbs Place Addition; thence northeasterly along said extension line and the north lot line of said lot a distance of 180

feet, more or less, to the northeast corner of said lot; thence southeasterly along the east lot lines of lots 5 and 6 of the subdivisions of the west half of Square 9, Stubbs Place Addition and along the west lot line of two adjacent lots each fronting 50 feet, along North 4 th Street and each having a depth of 150 feet, in square 4, Hudson First Addition, a distance of 200 feet, more or less, to the southwest corner of a lot fronting 50 feet, along North 5 th Street and being 194.75 feet north of the north right-of-way line of Hudson Lane; thence northeasterly along the south lot line of said lot and its extension line to the intersection with the centerline of North 5 th Street, a distance of 180 feet; more or less,; thence southeasterly along said centerline a distance of 224.75 feet, more or less to the intersection with the centerline Hudson Lane; thence northeasterly along the centerline of Hudson Lane to the intersection with the centerline of North 6 th Street, a distance of 360 feet, more or less, thence northwesterly along the centerline of North 6 th Street to the intersection to the centerline of Stubbs Avenue, a distance of 643.3 feet, more or less; thence northeasterly along said centerline to the intersection with the extension line of the east lot line of lot 5, Square 14, Stubbs Place Addition; a distance of 280 feet, more or less; thence northwesterly along said extension line and east lot of said lot a distance of 173 feet to the northeast corner of said lot; thence southwesterly along the north lot lines of lots 4 and 5, of said square to the northwest corner to lot 4 of said square a distance of 100 feet, more or less; thence northwesterly along the extension line of east lot line and the east lot line of lot 8, of said square a distance of 79.89 feet, more or less, to the northeast corner of said lot; thence southwesterly north lot line and its extension line to the intersection with the centerline of North 6 th Street a distance of 180 feet, more or less; thence northwesterly along the centerline of Roselawn Avenue a distance of 251.65 feet, more or less; thence northeasterly along the along said to the intersection with the centerline of Roselawn Avenue to the intersection with the centerline of North 7 th Street a distance of 361.24 feet, more or less; thence northwesterly along the centerline of North 7 th Street to the intersection with the extension line of the south lot line of lot 1, Square 15, Cooper and James Addition, a distance of 197.01 feet, more or less; thence northeasterly along said extension line and the south lot lines of lots 1, 2, and 3, and the west 54.24 feet of lot 4, Square 16, of said addition a distance of 264.24 feet, more or less, to the intersection with a point being 5.76 feet southwest of the southeast corner of lot 4 of said square; thence northwesterly along a line parallel to and 5.76 feet west of the west lot line of lot 5 of said square and its extension line to the intersection with the centerline of Auburn Avenue a distance of 176.84 feet, more or less; thence southwesterly along said centerline to the intersection with the extension line of the east lot line of lot 3, Square 24, Cooper and James Addition for a distance of 54.24 feet, more or less; thence northwesterly along said extension line, the east lot line of said lot, the extension line of the east lot line of a lot being 120 feet east of the east right-of-way line of North 7 th Street and fronting 60 feet on the south side of Glenmar Avenue having a depth of 144.3 feet, more or less, the east lot line of said lot, the extension line of said lot to the intersection with the centerline of Glenmar Avenue a distance of 373.6 feet, more or less; thence northeasterly along said centerline to the intersection with the centerline of North 8 th Street a distance of 157.24 feet, more or less; thence northwesterly along the centerline of North 8 th Street to the intersection with the centerline of the south line of a lot in lot 2, Square 32, D. A. Breard Junior Home Addition fronting 144.31 feet on the west side of North 8 th Street and having a depth of 140.24 feet a distance of 164.31 feet, more or less; thence southwesterly

along said extension line, the south line of said described lot and the lot adjacent to and west of said described lot to the southwest corner of the aforementioned adjacent lot a distance of 270 feet, more or less; thence northwesterly along the west lot line of the aforementioned adjacent lot and its extension line to the intersection with the centerline of Erin Avenue a distance of 176.89 feet, more or less; thence northeasterly along said centerline to the intersection with the extension line of the east lot line of a lot in Square 39, D. A. Breard Junior Home Addition fronting 95 feet on the north side of Erin Avenue and having a depth of 144.40 feet on the east said of North 7 th Street; thence northwesterly along said extension line and the east lot line of said lot a distance of 176.89 feet, more or less, to the northeast corner of said lot; thence southwesterly along the north line and the extension line of the north line of said lot to the intersection with the centerline of North 7 th Street a distance of 125 feet, more or less, thence northwesterly along said centerline to the intersection with the centerline of Rochelle Avenue a distance of 196.9 feet more or less; thence southwesterly along said centerline to the intersection with the extension line to the east lot line of lot 4 Square 45, Sidney Kahn's resubdivision of Block 45 of D.A. Breard Junior Home Addition a distance of 90.0 feet, more or less; thence northwesterly along said extension line and the east lot line of said lot a distance of 153.18 feet, more or less, to the northeast corner of said lot; thence southwesterly along the north lot lines of lot 4 and the east 20 feet of lot 3 and 4 of said square to a point being the southeast corner of lot 7, Square 20, resubdivision of Squares 20, 21, 27--29, Hudson's Riverside Addition; thence northwesterly along the east lot line of said lot to the northeast corner of said lot a distance of 50 feet, more or less; thence southwesterly along the north line of said lot and its extension line to the intersection to the centerline of North 6 th Street a distance of 187.5 feet, more or less; thence northwesterly along said centerline a distance of 475 feet, more or less to the intersection with the extension line of the north lot line of lot 7, Square 21, Hudson's Riverside Addition; thence northeasterly along said extension line and north lot lines of lots 7--12 of said square and the extension line of the north lot line of lot 12 of said square to the intersection with the centerline of North 7 th Street a distance of 375 feet, more or less; thence northwesterly along said centerline to the intersection with the extension line of lot 12, Square 22, Hudson's Riverside Addition a distance of 375 feet, more or less; thence southwesterly along said extension line and north lot lines of lots 7--12 of said square the extension line of the north lot line of lot 7 of said square to the intersection of the centerline of North 6 th Street a distance of 375 feet, more or less; thence northwesterly along said centerline to the intersection with the centerline of Hilton Street a distance of 225 feet, more or less; thence northeasterly along said centerline to the intersection with the centerline of Floyd Martin Street a distance of 750 feet, more or less; thence northwesterly along said centerline to the intersection with the centerline of Forsythe Avenue a distance of 762.5 feet, more or less; thence northeasterly along said centerline to the intersection with the centerline of North 10 th Street a distance of 750 feet, more or less; thence northwesterly along said centerline to the intersection with the extension line of the south property line of a parcel of land owned and operate by the City of Monroe, as the City of Monroe Water treatment plant; thence turn 90 degrees left and proceed southwesterly along said extension line and the south parcel line of said parcel to the southwest corner of said parcel a distance of 600 feet, more or less; thence turn 90 degrees right and proceed northeasterly along the west property line of said parcel to the intersection with a point on the south property line of a parcel of land owned and operated

by Entergy Services Inc. as an electric power plant, a distance of 400 feet, more or less; thence turn 90 degrees to the left and proceed southwesterly along the south line of said property to the southwest corner of said property a distance of 100 feet, more or less; thence turn to the right 90 degrees and proceed northwesterly along the west property line and the extension line a distance of 330 feet, more or less, to the centerline of Park Avenue; thence proceed northwesterly along said centerline a distance of 160 feet, more or less, to the intersection with the extension line of the east lot line of a lot described as the west half of lots 15 and 16, Square 7, Riverside Heights Addition, thence northwesterly along said extension line and the east lot line of said lot a distance of 130 feet to the northeast corner of said lot; thence southwesterly along the north line of said lot and the north line of lot 10, Square 7, of said addition to the intersection with the east line of the following described lot: the west half of lots 9--11, Square 7, Hudson Riverside Addition fronting 71.5 feet on the north side of Park Avenue and having a depth of 150 feet; a distance of 159 feet, more or less; thence northwesterly along said lot line to the intersection with the north lot line of lot 9 of said square, a distance of 50 feet, more or less; thence northeasterly along the north lot line of said lot to the intersection with the northeast corner of lot 9 of said square a distance of 71.5 feet, more or less; thence northwesterly along the east lot lines of lots 7 and 8, Square 7, Riverside Heights Addition, a distance of 100 feet to the northeast corner of lot 7 of said square; thence southwesterly along the north line of said lot and its extension line an extension of 180 feet to the intersection with the centerline of Maple Street; thence turn 90 degrees to the right and proceed northwesterly along the centerline of Maple Street to the intersection with the centerline of McKinley Street, thence southwesterly along the centerline of McKinley Street and its extension line to the intersection with the centerline of the Ouachita River a distance 1,955 feet, more or less; thence southerly, and southeasterly along the centerline of the Ouachita River to the intersection with the southwesterly extended centerline of Bres Avenue; and the point of beginning containing 479.1 acres, more or less. The historical district designated above shall include all structures, houses, or other buildings facing any of the streets of the perimeter of the area.

(Ord. No. 10,357, 10-14-03)

Sec. 18.5-2. Subdivision for plans for exterior changes to commission; certificate required.

- (a) No private building, structure, or edifice, including fences, boundary walls, signs, light fixtures, steps, paving or other appurtenant fixtures shall be erected, altered, restored, moved, or demolished within any historical district until after application for a certificate of appropriateness as to the exterior architectural features has been submitted to and approved by the commission.
- (b) If earthworks of historical or archaeological importance exist in any historical district, there shall be no excavating or moving of earth, rock, or subsoil without a certificate of appropriateness from the commission.
- (c) The style, scale, material, size, and location of outdoor advertising signs and billposters within historical districts shall be under the control of the commission.

- (d) The commission shall consider interior arrangement or use but shall consider the relationship of the exterior of the buildings, structures, and edifices concerned with all others in the district to avoid incongruity and promote harmony therewith.
- (e) The commission shall adhere to seek and compatibility of structures in the districts in terms of size, texture, scale, and site plan.
- (f) Nothing in this chapter shall be construed to prevent ordinary maintenance or repairs which do not involve a change of design, material, or the outward appearance thereof, nor to prevent the construction, reconstruction, alteration, or demolition of any such feature which is required by the public safety because of unsafe or dangerous conditions. However, any such action must be brought before the commission prior to initiating the action.
- (g) Demolition which has been ordered by the Monroe City Council or by a court of competent jurisdiction shall not require the approval of nor the issuance of a certificate from the commission; however, the commission shall receive prior reasonable notice of condemnation proceedings pending before the council.
- (h) The commission shall make no review, approval, disapproval, or recommendation until the commission has adopted the rules, regulations, policies, procedures, or standards as set forth herein.
Ord. No. 10,357, 10-14-03)

Sec. 18.5-3. Certificates of appropriateness.

- (a) The owner and/or contractor, prior to initiating any works described in section 18.5-2(a), (b), or (c) shall submit an application for a certificate of appropriateness accompanied by reasonable plans and specifications of the work to the commission to the manner set forth in Article II of this chapter.
- (b) The commission shall hear and pass upon any application, giving consideration to the factors set forth herein within thirty (30) days of the date it is received by the commission. The commission shall report, in writing, to the building inspector within ten (10) days of the hearing and consideration of the application, its recommendations on the permit application, including such changes or modifications as may be reasonably necessary to comply with the requirements of this chapter. The commission shall attach the application the application and all documents therewith to its report and recommendation. Evidence of the approval shall be in the form of a certificate of appropriateness. A copy of the report and recommendation shall be promptly sent to the applicant. Failure to respond within the ten-day period herein shall be deemed a recommendation of approval. The commission shall keep a record of all applications for certificates of appropriateness and of all its actions under this chapter.

- (c) No building or demolition permit shall be issued by the building inspector who affects a site or structure in any historic district without a certificate of appropriateness, except as otherwise permitted by section 18.5-2(f) and (g).
(Ord. No. 10,357, 10-14-03)

Sec. 18.5-4. Same--Criteria.

The criteria to be used by the commission in making recommendations shall be as follows:

- (1) To the extent that is economically feasible, efforts to provide compatible uses of buildings requiring minimal building, building site, or environmental alterations shall be encouraged;
- (2) Removal, destruction, or alteration of original characteristics or unique architectural features or a building should be discouraged;
- (3) In the rehabilitation of historic buildings, the use of material matching or compatible with those already used on the building as to composition, design, color, texture, and other visible qualities shall be encouraged;
- (4) Contemporary design in new construction and in alterations and addition should not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material;
- (5) Demolition of a building or buildings of historical significance should be avoided if the commission can demonstrate that it is economically feasible to preserve the building;
- (6) The provisions of this chapter shall apply to all private property in the districts established herein, including all buildings, structures, areas, sites, and their adjuncts and appurtenances, and insofar as they constitute part of the entirety or "tout ensemble" of the historic district; and
- (7) The provisions of this chapter shall not apply to buildings, structures, areas, sites, public ways, or property, including any adjuncts or appurtenances thereto, owned, under the custody of, or under the responsibility of any governmental agency of local, state, or federal government within the historic district. However, any such agency shall seek the advice of the commission prior to initiating any substantial change, modification, renovation, restoration, construction, or demolition, except as provided in section 18.5-2(f) and (g).
(Ord. No. 10,357, 10-14-03)

Sec. 18.5-5. Same--Action thereon.

- (a) If the commission recommends approval of the application, and if such application and intended work shall inform to all other regulations, codes, ordinances, and laws of the city, the building inspector shall promptly issue a permit for such work and indicate on said permit the extent and nature of the work to be performed thereunder.
- (b) If the commission recommends disapproval of the application, the building inspector shall within five (5) days of receiving such disapproval, forward notice of the action along with the written report of the city council, which shall give written notice to the applicant and to the commission within ten (10) days of receipt of the report from the building inspector. The council shall then consider and hear the matter in open session, giving the applicant,

the commission, and all interested parties an opportunity to be heard under the rules established by the council, and shall approve or disapprove the application. Said hearing shall be held not less than ten (10) days nor more than forty-five (45) days from the date notice of the hearing is given to the applicant.

- (c) Any other person aggrieved by any decision of the commission shall have a right to apply in writing to the council from reversal or modification thereof. The mayor or the chairman of the council to have the right to state all further until the council considers the decision. The council shall give written notice within ten (10) days of the receipt of the written application for reversal or modification. The council shall then consider and hear the matter in open session, giving the applicant, the commission, and all interested parties an opportunity to be heard under the rules established by the council and approve or disapprove the application. Said hearing shall be held not less than ten (10) days, nor more than forty-five (45) days from the date notice of the hearing is given to the applicant.
(Ord. No. 10,357, 10-14-03)

Sec. 18.5-6. Variances.

- (a) Where, by reason of topographical conditions, irregularly shaped lots, or because of unique circumstances applicable solely to a particular applicant, strict enforcement of any criteria would result in serious undue hardship peculiarly affecting said applicant, the commission may vary or modify adherence to this chapter, provided always that its requirements insure harmony with the general purposes hereof, and will not adversely affect a historic district as a whole or any designated landmark.
- (b) The commission shall also have the authority appear before and recommend to any governing agency, board, commission, or council any variance from any ordinance or regulation affecting requirements for requirements for renovation or restoration of any structure within the historic districts, when the requested variance meets the conditions set forth in section 18.5-6(a), and does not jeopardize the public safety.
(Ord. No. 10,357, 10-14-03)

Sec. 18.5-7. Appeals.

Any person aggrieved by any decision of the council affecting any historic any historic district shall have the right to appeal within thirty (30) days from the date of said decision in any court of competent jurisdiction under the usual rules of procedure governing same, with the right to stay orders and injunctive relief as provided under R.S. 25:741 B.
(Ord. No. 10,357, 10-14-03)

Sec. 18.5-8. Stopping work commenced without a permit.

- (a) The building inspector shall promptly stop any work subject to the provisions of this chapter which is not authorized by an approved permit therefore and shall promptly bring such matter to the office of the city attorney for appropriate legal action to enforce the provisions of this chapter.

- (b) The commission shall have the right institute suit in any other court of competent jurisdiction to prevent any unlawful violations of the provisions of this chapter or of any of the rules, regulations, or standards adopted in conformity with it.
(Ord. No. 10,357, 10-14-03)

Sec. 18.5-9. Penalties; continuing violations.

Anyone violating any provision of this chapter shall be subject to a fine of not less than twenty-five dollars (\$25.00) nor more than one hundred fifty dollars (\$150.00) for each violation. Each day that any such violation shall continue shall constitute a separate violation.
(Ord. No. 10,357, 10-14-03)

Sec. 18.5-10. Definitions.

Exterior architectural features shall include but not be limited to the color, composition, architectural style, general design, and texture of the building material, and the type of style of all roofs, windows, doors, and light fixtures.

Historic or historical building is defined herein as a contributing element to the Federal Downtown Monroe Historic District in the National Register or Historic Places Inventory-Nomination Form for the district, a copy of which is on file in the office of the clerk of the city council of the City of Monroe, or a building otherwise listed on the National Register of Historic Places. No additional structures shall be designated as historic or historical building without the owner's consent.

(Ord. No. 10,357, 10-14-03)
Secs. 18.5-11--18.5-25. Reserved.

ARTICLE II. COMMISSION

Sec. 18.5-26. Established.

There is hereby created and established the Monroe Heritage Preservation Commission.
(Ord. No. 10,357, 10-14-03)

Sec. 18.5-27. Purpose.

The purpose of the commission shall be to promote the educational, cultural, economical, and general welfare of the public by the preservation of the buildings, monuments structures, sites and area of historic interest or importance; to promote and improve property values; and to foster the economic development of the areas affected.
(Ord. No. 10,357, 10-14-03)

Sec. 18.5-28. Recommendation and appointment of members.

The commission shall consist of seven (7) members, to be appointed by the mayor, subject to confirmation by the city council, who shall be residents of the City of Monroe, with the following qualifications:

- (a) One (1) architect licensed by the state to be a member of an to be nominated by the Monroe Chapter of the American Institute of Architects.
- (b) One (1) owner of an historical building within the designated historical districts or the successor thereto.
- (c) One (1) business owner in the historical district to be a member of an nominated by the Monroe Downtown Development Authority.
- (d) Four (4) residents of the city to be nominated by members of the city council.
(Ord. No. 10,357, 10-14-03)

Sec. 18.5-29. Terms; vacancies; recall.

- (a) The members of the commission shall be appointed as follows: Two (2) members of an initial term of two (2) years; two (2) members for an initial term of three (3) years; three (3) members for an initial of four (4) years. Whenever the term of any member expires, his/her successor shall be appointed for a four-year term. The members may serve consecutive terms.
- (b) In the event that a vacancy occurs prior to the end of a member's term, a successor shall be appointed to serve the remainder of that term in the same manner as the original member was appointed.
- (c) Any member may be recalled at any time by a majority vote of council for gross inefficiency, fraud, or neglect, after an opening hearing upon ten (10) days' notice specifying the complaint involved.
(Ord. No. 10,357, 10-14-03)

Sec. 18.5-30. Staff; committees.

- (a) The commission shall annually select a chairman from among its members by majority vote. The chairman may appoint from among its members various committees with such powers and duties as the commission may have and prescribe.
- (b) The city planner shall serve as the executive director of the commission. He/she shall receive and date applications for permits prepare, with the advice and consent of the chairman, the agendas for the meetings of the commission; set and convene meetings of the commission so that there is not a lapse of more than thirty (30) days between the submission of an application and its consideration by the commission; serve as an advisor to the commission; and forward the recommendations of the commission to the building inspector.
- (c) The office of the city attorney shall serve as an ex officio attorney for the commission.

- (d) With the mayor's approval, the commission may select such other existing city employees to assist the commission as may be necessary to carry out the purposes for which it was created and established.

(Ord. No. 10,357, 10-14-03)

Sec. 18.5-31. Additional authority of the commission.

The commission shall have the authority to:

- (a) Recommend any site, location, area, structure, building, or monument within the city to the council as historic and worthy of preservation, whether within or outside of the confines of the historical districts;
- (b) Recommend appropriate legislation for the preservation for any site, location, area, structure, building, or monument of historic importance and for the improvement of the historical districts;
- (c) Make application, with the approval of the council, for state and/or federal funds when appropriate;
- (d) Apply for the historic designation of a site, location, area, structure, building, or monument with the consent of the owner(s) of a site, location, area, structure, building, or monument;
- (e) Make periodic reports to the council;
- (f) Provide information to property and other involving preservation and promotion of the districts.

(Ord. No. 10,357, 10-14-03)

Sec. 18.5-32. Meetings; bylaws.

- (a) The commission shall as often as is necessary to carry out its duties, but not less than once each quarter. Special meetings shall be held upon the call of the chairman of the commission or of the executive director. Special meetings shall also be held upon the written request of at least two (2) members. The presence of four (4) members shall constitute a quorum.
- (b) The commission shall make such bylaws, rules, regulations, policies, procedures, and standards as it may deem necessary for the conduct of its affairs, not inconsistent with the laws of the city and of the State of Louisiana. All such bylaws, rules, regulations, policies, procedures, standards, and any amendments thereto shall be approved.

(Ord. No. 10,357, 10-14-03)