



Community & Economic Development Department
3900 Main Street, Riverside, CA 92522 | Phone: (951) 826-5371 | RiversideCA.gov

Planning Division

CULTURAL HERITAGE BOARD MEETING DATE: JULY 21, 2021
AGENDA ITEM NO.: 7

DISCUSSION ITEM

Case Number	Not Applicable
Request	To receive, review, accept the recommended modification, and adopt the amended Rules for the Transaction of Business and the Conduct of Hearings
Project Location	Citywide
Wards	All
Staff Planner	Scott Watson, Historic Preservation Officer 951-826-5507 swatson@riversideca.gov

RECOMMENDATION

Staff recommends that the Cultural Heritage Board receive, review, accept the recommended modification, and adopt the amended Rules for the Transaction of Business and the Conduct of Hearing.

BACKGROUND/DISCUSSION

On July 17, 2020, the Cultural Heritage Board (CHB) reviewed and adopted the Rules for the Transaction of Business and the Conduct of Hearing (Rules). Per Article XII of the Rules (Exhibit 1), the CHB is to annually review the Rules and modify if needed. The Rules may be amended by a two-thirds vote of the membership of the Board present and voting.

On May 19, 2021, the CHB discussed the following:

1. Article I (Meetings)
 - a. Consideration of meeting time moved from 3:30 pm to 3:00 pm
 - b. CHB tabled the discussion, pending the Charter Review Committee's determination of a meeting time change for the duration of the Committee responsibilities.
 - c. At its May 19, 2021 meeting, the Charter Review Committee chose not to change the meeting date as an alternate date was not available.
2. Article XII and Article XIII
 - a. Currently, there are two Article XIs in the Rules
 - b. CHB requested a clerical modification to change Article XII (Revision and Annual Review of Rules) to be Article XIII.
3. Article XIV (Members Addressing City Council) of the Rules
 - a. Clarify how CHB members may address City Council as a City resident;
 - b. Clarify how CHB may address City Council as a Board;

Staff recommended text modifications to the Rules are provided in Exhibit 1.

EXHIBITS LIST

1. Staff recommended amended CHB Rules for Transaction of Business
2. CHB Minutes May 19, 2021
3. CHB Staff Report May 19, 2021

Prepared by: Scott Watson, Historic Preservation Officer
Reviewed by: David Murray, Principal Planner
Approved by: Mary Kopaskie-Brown, City Planner

CULTURAL HERITAGE BOARD
Riverside, California

RULES FOR THE TRANSACTION OF BUSINESS
AND THE CONDUCT OF HEARINGS

~~July 17, 2020~~ July 21, 2021

The following Rules for the transaction of business and the conduct of hearings are hereby adopted by the Cultural Heritage Board (“Board”) of the City of Riverside (“City”):

ARTICLE I
MEETINGS

Regular meetings of the Board shall be held on the third Wednesday of each month at ~~3:30~~3:00 p.m. in a place so designated by the City; provided that if such day shall be a legal holiday and for the December meeting, such meeting shall be held at the convenience of the Board as agreed to by a quorum of the Board.

ARTICLE II
RULES

These Rules shall govern. Roberts Rules of Order, Revised, may be used as a guide in the proceedings of the Board, unless they are in conflict with these Rules, the City Charter, the City Council Rules of Procedure and Order of Business or the laws of the State of California.

ARTICLE III
SPECIAL MEETINGS

The Chair of the Board or a majority of the members of the Board may call a special meeting by providing written notice twenty-four (24) hours in advance of the meeting to the Chair, all members of the Board, to all media outlets, and to persons having requested notification pursuant to State law.

ARTICLE IV
ADJOURNMENT

The Board may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the staff secretary of the Board may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided in Government Code Section 54956 for special meetings, unless such notice is waived as provided for special meetings.

ARTICLE V
QUORUM

Fifty percent (50%), rounded to the lower whole number where a fraction, plus one of the duly appointed Board Members shall constitute a quorum for the transaction of business. The minimum number is five (5).

ARTICLE VI

OFFICERS

1. **Positions and Terms**

The Officers of the Board shall be a Chair and a Vice-Chair, each elected from the appointed Members of the Board at the meeting in March of every year. Officers shall hold office until their successors are elected and qualify.

 - A. **Chair**

The Chair shall preside at all meetings of the Board. The Chair is responsible for applying these Rules, including speaker time limits, fair and consistent opportunities for the public to speak pursuant to these Rules, and recognizing Members in the proper order to speak.
 - B. **Vice-Chair**

The Vice-Chair shall preside in the absence of the Chair.
 - C. **Chair Pro Tem**

In the event of the absence of the Chair and Vice-Chair the Members of the Board shall elect a Chair Pro Tem to preside over the meeting.
 - D. **Staff Secretary**

A staff secretary shall keep a record of the transactions, findings, and determinations of the Board in a permanent volume or volumes, shall deposit volumes not in current use with the City Clerk. The staff secretary shall send out notices of meetings as ordered.
2. **Removal of Officers**

The Member of the Board may remove any officer for cause subject to the following procedure:

 - A. New elections to replace one or more officers may be placed on a subsequent duly scheduled Board agenda by a majority of Members present and voting.
 - B. Following discussion of the agenda item to remove one or more officers, a vote shall be taken and said office(s) shall be designated as vacant upon affirmative vote of a majority of the Members present and voting.
 - C. Immediately upon designating a vacancy in any office, a new officer(s) shall be elected to complete the term of office.

ARTICLE VII HEARING PROCEDURES

The following procedures shall govern hearings before the Board:

1. **MINUTES**

Minutes of all such hearings shall be made and duly preserved, a copy of which shall be available in accord with current City policy.
2. **HEARING FORMAT FOR EACH CASE**

Hearings shall be conducted in accordance with the following format:

 - A. The Chair shall announce the hearing by identifying the item from the agenda.

- B. The staff report shall be presented.
- C. Following the staff presentation, the hearing is opened, and the applicant or the applicant's representative shall be invited to present the proposal. The applicant's presentation is limited to a maximum of fifteen (15) minutes. By a majority vote of the Members present and voting, additional time may be granted. Significant changes to a project not addressed in the staff report are subject to continuance to allow time for adequate review by the Board.
- D. Following the applicant's presentation, the public is invited to comment. Those wishing to speak may do so as instructed by the Chair. Speakers shall be limited to a maximum of three (3) minutes each. Yielding of time to another speaker is not permitted.
- E. The applicant or the applicant's representative shall be permitted to make a rebuttal. The rebuttal is limited to a maximum of five (5) minutes.
- F. Following public comments, the Board may then ask questions of either the staff or applicant, or, at the discretion of the Chair, any speaker.
- G. The Board may continue the hearing to a time and place certain, continue the matter off calendar, or shall close the hearing. Before any vote to continue, the Chair should first ask the applicant to comment on the continuance.
- H. After the hearing (or public comment period for those items not subject to a formal public hearing) is closed, the Board may debate the issues, make comments, discuss the proposal, or ask questions of staff. Public participation after the hearing or public comment period is closed shall be limited to direct response to questions asked by the Board, directed through and with the consent of the Chair.
- I. The Board shall take action to approve, conditionally approve or deny the proposal after closing the hearing. If it is a public hearing and the Board wishes to continue the item, it must first vote to reopen the public hearing.
- J. The Chair shall announce the rights of appeal to the City Council.

ARTICLE VIII
ABSTENTIONS

All abstentions shall be recorded as present and not voting.

ARTICLE IX
SUSPENSION OF RULES

Any provision of these Rules not governed by the City Charter or laws of the State of California may be temporarily suspended by a two-thirds vote of the Members present and voting. The vote on any suspension shall be taken and entered upon the record of the Board.

ARTICLE X
RECONSIDERATION

A motion to reconsider any action of the Board can be made not later than the next succeeding official regular meeting of the Board. Such a motion can only be made by a member who voted on the prevailing side. It can be seconded by any member. A two-thirds vote of the members present and voting is necessary to adopt the motion. No question shall be twice reconsidered except by unanimous consent of the Board.

ARTICLE XI

CONFLICT OF INTEREST

Any member abstaining from voting on any item due to a conflict of interest shall announce said conflict and the reason for the conflict preceding or immediately following the reading of the description of the item by the Chair and will be required to leave the dais until the completion of consideration of the item, including the vote.

ARTICLE XII ATTENDANCE GUIDELINES

In the event that any member of the Board is absent without excuse for three consecutive meetings, or absent, regardless of excuse, for more than one-third (1/3) of the meetings in a calendar year, the City Council shall review the Board Member's status.

ARTICLE XIII REVISION AND ANNUAL REVIEW OF RULES

These Rules may be amended by a two-thirds vote of the membership of the Board present and voting. The amended Rules shall be filed with the staff secretary.

These Rules shall be reviewed, and adjustments made as needed upon the election of officers each year.

ARTICLE XIV MEMBERS ADDRESSING CITY COUNCIL

~~As a general rule,~~Except as directed by a majority vote of the Board, or as specifically requested by the City Council, Board Members are not to address the City Council as a Board Member, on any issue over which the Board has or will exercise jurisdiction, unless specifically requested by the City Council. Board Members may address the City Council, in their capacity as City residents, but not on any issue over which the Board has or may exercise jurisdiction.

ARTICLE XV CODE OF ETHICS

Members shall be subject to all applicable local, State, and federal laws and codes of ethics adopted by the City Council.



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Planning Division

CULTURAL HERITAGE BOARD MEETING DATE: JUNE 16, 2021
AGENDA ITEM NO.: 5

DISCUSSION ITEM

Case Number	Not Applicable
Request	To receive, review, accept the recommended modification, and adopt the amended Rules for the Transaction of Business and the Conduct of Hearings
Project Location	Citywide
Wards	All
Staff Planner	Scott Watson, Historic Preservation Officer 951-826-5507 swatson@riversideca.gov

RECOMMENDATION

Staff recommends that the Cultural Heritage Board receive, review, accept the recommended modification, and adopt the amended Rules for the Transaction of Business and the Conduct of Hearing.

BACKGROUND/DISCUSSION

On July 17, 2020, the Cultural Heritage Board reviewed and adopted the Rules for the Transaction of Business and the Conduct of Hearing (Rules). Per Article XII of the Rules (Exhibit 1), the Cultural Heritage Board is to annually review the Rules and modify if needed. The Rules may be amended by a two-thirds vote of the membership of the Board present and voting.

Recently the Cultural Heritage Board meeting has been experiencing time constraints due to an additional public meeting occurring on the same day. Staff recommends the Cultural Heritage Board amend the adopted Rules the change the meeting time from 3:30 pm to 3:00 pm.

EXHIBITS LIST

1. Staff recommended amended CHB Rules for Transaction of Business

Prepared by: Scott Watson, Historic Preservation Officer
Reviewed by: David Murray, Principal Planner
Approved by: Mary Kopaskie-Brown, City Planner

CULTURAL HERITAGE BOARD
Riverside, California

RULES FOR THE TRANSACTION OF BUSINESS
AND THE CONDUCT OF HEARINGS

~~July 17, 2020~~ June 16, 2021

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City of Arts & Innovation

CULTURAL HERITAGE BOARD **DRAFT MINUTES**

THURSDAY, JUNE 16, 2021, 3:30 P.M.
VIRTUAL MEETING
PUBLIC COMMENT VIA TELEPHONE
3900 MAIN STREET

COMMUNICATIONS

CULTURAL HERITAGE BOARD 101 – SECRETARY OF THE INTERIOR'S STANDARDS

Scott Watson, Historic Preservation Officer, stated that this was the second session in a three-part series of educational modules funded by the surplus CLG Grant. He also introduced Jennifer Mermilliod of JMRC who assisted in the preparation of the training module and will be spotlighting a project SOIS analysis of the presentation.

Board Member Tobin joined the meeting at this time. Due to technical difficulties Board Member Tobin joined and was disconnected various times during the meeting.

Chair Lech thanked Mr. Watson and Ms. Mermilliod. There was no formal action taken by the Board.

BROWN ACT TRAINING PRESENTED BY ANTHONY BEAUMON, SENIOR DEPUTY CITY ATTORNEY

Mr. Beaumon presented the Brown Act training.

Chair Lech thanked Mr. Beaumon. There was no formal action taken by the Board.

CULTURAL HERITAGE BOARD REVIEW AND ADOPTION – RULES FOR THE TRANSACTION OF BUSINESS AND CONDUCT OF HEARINGS

Following discussions, the Board requested clarification regarding Article XIV, Members Addressing City Council. It was also noted that there were two Article XII, one should be changed to XIII.

The modification to the meeting time was tabled at this time.

Motion by Board Member Cuevas, Seconded by Board Member Carter to continue this item to the next meeting of the Cultural Heritage Board.



City of Arts & Innovation

CULTURAL HERITAGE BOARD DRAFT MINUTES

THURSDAY, JUNE 16, 2021, 3:30 P.M.
VIRTUAL MEETING
PUBLIC COMMENT VIA TELEPHONE
3900 MAIN STREET

Motion Carried: Unanimously

AYES: Brown, Carter, Cuevas, Ferguson, Gamble, Horychuk, Lech, McDoniel,

NOES: None

ABSENT: C. Tobin

ABSTENTION: None

CULTURAL HERITAGE BOARD – ANNUAL REVIEW OF CODE OF ETHICS AND CONDUCT

Motion Board Member Horychuk, Seconded by Board Member Ferguson, to receive and file. The Board did not have any recommendations regarding the Code of Ethics.

Motion Carried: Unanimously

AYES: Brown, Carter, Cuevas, Ferguson, Gamble, Horychuk, Lech, McDoniel,

NOES: None

ABSENT: C. Tobin

ABSTENTION: None

ITEMS FOR FUTURE AGENDAS AND UPDATE FROM CITY PLANNER AND BOARD MEMBERS

Ms. Kopaskie-Brown updated the Board on the upcoming Board meetings.

Board Member Cuevas announced he would not be available for the July 21, 2021 meeting due to vacation.

ADJOURNMENT

The meeting was adjourned at 4:45 p.m. to the meeting of July 21, 2021 at 3:30 p.m.