



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

Planning Division

CULTURAL HERITAGE BOARD MEETING DATE: MARCH 19, 2025  
AGENDA ITEM NO.: 4

DISCUSSION ITEM

<b>Case Number</b>	Not Applicable
<b>Request</b>	To receive, review, accept the recommended modification, amend as needed, and adopt the 2025 Rules for the Transaction of Business and the Conduct of Hearings
<b>Project Location</b>	Citywide
<b>Wards</b>	All
<b>Staff Planner</b>	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, amend as needed, and adopt the 2025 Rules for the Transaction of Business and the Conduct of Hearing.

BACKGROUND/DISCUSSION

On March 20, 2024, 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 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.

At the December 18, 2024 CHB meeting, a question regarding the minimum votes needed to pass a motion as only 5 member (minimum quorum) were present. It was determined that a simple majority of CHB members present would be need. Staff is recommending a revision to Article VII (Hearing), bullet point 2.i, of the CHB Rules to clarify the majority requirement for voting. The recommended update is as follows:

**Current Adopted Rules:**

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.

**Recommended Update:**

The Board shall take action to approve, conditionally approve or deny the proposal after closing the hearing. An affirmative vote of a majority of Board Members present shall be required to act. If it is a public hearing and the Board wishes to continue the item, it must first vote to reopen the public hearing.

**EXHIBITS LIST**

1. Staff recommended amended CHB Rules for Transaction of Business
2. Citywide Boards and Commissions Handbook

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Prepared by: Scott Watson, Historic Preservation Officer  
Approved by: Maribeth Tinio, City Planner