



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

Planning Division

CULTURAL HERITAGE BOARD MEETING DATE: MARCH 20, 2024
AGENDA ITEM NO.: 8

DISCUSSION ITEM

Case Number	Not Applicable
Request	To receive, review, accept the recommended modification, amend as needed, and adopt the 2024 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, amend as needed, and adopt the 2024 Rules for the Transaction of Business and the Conduct of Hearing.

BACKGROUND/DISCUSSION

On June 15, 2022, 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.

City Council Adopted Resolution #23976 on April 11, 2023. Article XIV of the resolution established rules for the filling of Board and Commission vacancies, as well as attendance policies. Staff is recommending a revision to Article XII (Attendance Guidelines) of the CHB Rules to be consistent with the language included in Resolution #23976 and the Citywide Boards and Commissions Handbook. The recommended update is as follows:

Current Adopted Rules:

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.

Recommended Update:

Board members shall make every effort to notify the Chairperson or his/her designee (staff) no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting. A member's inability to provide 24-hour advance notice shall not preclude the Board from exercising its discretion to excuse said absence as outlined in Section 805 of the City Charter.

If a board member absents himself/herself from three consecutive regular meetings, unless by permission of the Board in its official minutes, that member shall automatically be considered for replacement. The Chair of the Board shall inform the City Council, through the City Clerk, of such a situation, explaining any extenuating circumstances resulting in the absences.

The recommended update will bring the CHB Rules in alignment with Citywide Board and Commissions Policy, including 24-hour hour notification and the ability of the board to excuse an absence.

EXHIBITS LIST

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

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