



*TOWN OF NORWICH  
ORDINANCE  
For Establishment of Historic Preservation Commission*

WHEREAS, the Town of Norwich contains historic sites, structures and districts of local, statewide and national significance and the Selectboard has determined that a Historic Preservation Commission would be beneficial to the cultural enrichment and general well-being of the community,

NOW, THEREFORE, pursuant to authority granted them by Title 24, Vermont Statutes Annotated the Selectboard hereby ordains and enacts as follows:

1. The Town of Norwich has agreed to enforce, within its jurisdiction, the provisions of the Vermont Municipal and Regional Planning and Development Act (24 V.S.A. Chapter 117), the Vermont Historic Preservation Act (22 V.S.A. Chapter 14), and any other State or local legislation which may be enacted for the designation and protection of historic properties.
2. The Town of Norwich hereby establishes a Historic Preservation Commission of not less than three nor more than seven members appointed by the Selectboard. The structure and responsibilities of the Commission shall be as follows:
  - A. The Commission shall be composed of professional and lay members, a majority of whom reside within the jurisdiction of the Town of Norwich.
  - B. All members of the Commission shall have a demonstrated interest, competence or knowledge in historic preservation.
  - C. To the extent available within the jurisdiction of the Town of Norwich, at least a majority of the members shall be professionals from the disciplines of history, archaeology, architectural history, architecture and historical architecture who meet the requirements outlined in Appendix A of the Regulations for the Vermont Certified Local Government Program. Members representing other historic preservation related disciplines, such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology, and lay members are encouraged. When a discipline is not represented on the Commission, the Commission shall seek the assistance of the Vermont Division for Historic Preservation (Division) in obtaining the necessary expertise when considering National Register nominations and other actions that will impact properties which are normally evaluated by a professional in such discipline.
  - D. All activities of the Commission shall be in accord with the terms of the Vermont Open Meeting Law (1 V.S.A. Chapter 5, Subchapter 3), and the Commission shall take additional steps as it deems appropriate to stimulate public participation in Commission activities, such as, publishing its minutes, publishing the procedures by which assessments of potential National Register nominations will be carried out or using public service announcements to publicize Commission activities.

- E. The Commission shall meet no less than four times each year, and maintain an attendance rule for Commission members.
- F. The Commission shall have written rules of procedure, including conflict of interest provisions in compliance with the Historic Preservation Fund Grants Manual.
- G. The Commission shall have the following responsibilities, to be carried out in coordination with and in accord with format and standards established by the Division:
  - 1) Creation and maintenance of a system for the survey and inventory of historic properties within its jurisdiction that is coordinated with the *Vermont Historic Sites and Structures Survey* and the *Vermont Archaeological Inventory*.
  - 2) Preparation, for submission to the Division by the Selectboard, of a report concerning properties within its jurisdiction that are under consideration for nomination to the National Register of Historic Places. The report shall be prepared in cooperation with the Division and shall be prepared in a manner consistent with the requirements of the National Historic Preservation Act as described in the *Regulations for the Vermont Certified Local Government Program*.
  - 3) When determined to be appropriate in the discretion of the Commission, preparation and submission for approval by the Selectboard of grant applications to the Division for funds from the CLG share of the State's annual Historic Preservation Fund (HPF) grant award.
  - 4) Advising and assisting the Selectboard, Planning Commission, and other appropriate persons on matters related to historic preservation, but not to participate in the review by the Development Review Board of specific proposed development.
  - 5) Performance of additional responsibilities in accordance with a mutual written agreement between the Division and the Selectboard.

Signed:

*Sarah H. Nunan*

Sarah Nunan, Chair

Date Adopted: 10/14/09

*Suzanne Lupien*

Suzanne Lupien

*Sharon Racusin*

Sharon Racusin

*Edwin S. Childs*

Edwin S. Childs

*Roger Blake*

Roger Blake

Date Effective: 12/14/09

ADOPTION HISTORY:

1. Agenda item at regular Selectboard meeting held on October 14, 2009.
2. Read and approved at regular Selectboard meeting on October 14, 2009 and entered in the minutes of that meeting which were approved on 10/28/09.
3. Posted in public places on 10/20/09.
4. Notice of adoption published in the Valley News newspaper on 10/22/09 with a notice of the right to petition.
5. Other actions [petitions, etc.]