

CITY OF TUCSON
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BY-LAWS of the FT. LOWELL HISTORIC DISTRICT BOARD

Tucson, Arizona

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The Ft. Lowell Historic Zone, unifying the County Historic District with the City Historic District, having been duly constituted by the Mayor and Council of the City of Tucson on September 8, 1992, under Division 28- "H" Historic District and Landmark Zone, Sec. 23-455, hereby adopts these by-laws to aid in carrying out its assigned duties.

THE ADVISORY BOARD

The FLHD Board shall consist of twelve members, who are duly appointed by the Mayor and Council in a manner prescribed by the Ordinance (Sec.23-455.3).

The number of the twelve may be increased or decreased by increments of three if it is so desired by the Advisory Board. New members shall be approved by the Mayor and Council.

The Advisory Board shall operate under Roberts Rules of Order.

A quorum shall consist of the majority of the appointed members. Proxies may be obtained by word of mouth, by telephone communication, or in writing.

DUTIES OF THE ADVISORY BOARD

The duties of the Advisory Board are outlined in the Ordinance (Sec.23-455.3.B.:

1. "The Advisory Board designated for that district shall review the cultural resources survey and inventory, review the district application and assist the Planning Department and Mayor and Council in designating the boundaries of the proposed district to be initiated and in selecting the sites and structures which are to be designated as historic.

"The Advisory Board shall also review applications involving the erection or construction of a new structure, or the modification, addition, alteration, moving or demolition of existing structures, located within the historic district.

"The Advisory Board shall also initiate the option for resident artisan uses prior to any such designation by the Mayor and Council."

2. The Advisory Board further intends to monitor the building process in order to assure that the external architectural character of the Historic District is maintained according to approved plans. This includes:

a. Review plans for conformance to the current Historic Preservation Code and Development Standards, and the City of Tucson Land Use Code, prior to their submittal to the Tucson- Pima County Historic Commission.

b. Stamp the plans with the Ft. Lowell Historic District stamp, indicating approval, non-approval, or conditional approval.

c. Transmit a copy of the minutes to the Tucson- Pima County Historic Commission and to the Planning Director outlining necessary revisions or conditions and/ or approval.

d. Observe building sites to monitor construction as it progresses; and

e. Report to the official on the Planning Department who is in charge of historic districts any deviation from the City approved plans.

3. The Board intends further to maintain records of the historic district. This includes keeping documents of the meetings, records or visual history regarding architecture, and issuing educational materials.

Document filed pursuant to Tucson City Code,
Sec. 10A-136. (1st Mandated Copy)

Rec'd:

06/25/19

M. Grimm

Deputy City Clerk

o-file : 2057 15

ASSOCIATE MEMBERS

The Advisory Board may from time to time appoint Associate Members whose function shall be to offer expert advice to the Board. These members shall be appointed by the Chair, with the concurrence of the Board members.

Such associate members shall have a voice but no vote.

MEETINGS

The Advisory Board shall hold meetings as required, but at least once a year. Meetings may be called by the chair, or by any two members of the board, as the need arises.

OFFICERS OF THE BOARD

Officers of the Board shall consist of Chair, Vice- Chair, Secretary, and Treasurer, with the usual duties of such offices.

The Secretary and the Treasurer may or may not be members of the Board.

Such officers shall be elected by a majority of the Board members. The Treasurer shall be appointed by the Chair.

The officers shall serve for one- year terms and may be re- elected. Elections shall take place in September.

COMMITTEES

There shall be the following standing committees:

1. The Historic/ Archives Committee shall:

- a. Keep a photographic inventory and record new buildings, alterations, and other changes;
- b. Record on these forms changes in ownership; and
- c. Keep a record of various events and personalities that come to their notice.

2. The Community Relations Committee shall:

- a. Consistently maintain communication and other relations with the Old Fort Lowell Neighborhood Association; and
- b. Recommend ways in which the image of the District may be enhanced.

Members of these committees shall be appointed by the chairman with the approval of the Board. Other committees, permanent or ad hoc, may be appointed as the need arises.

AMENDMENTS TO THE BY-LAWS

These by-laws may be amended by a majority vote of the District Board.

Draft by Roz Spicer, May 24, 1989

Revised, July 6, 1989

Revised for City Historic District, May 16, 1992

Revised, September 22, 1992

Revised, January 11, 1992

Revised, February 16, 1993

Revised, , 2002