



Office of the City Clerk

# The City of Morgantown

Linda L. Tucker, CMC  
389 Spruce Street, Room 10  
Morgantown, West Virginia 26505  
(304) 284-7439 Fax: (304) 284-7525  
ltucker@morgantownwv.gov

**AGENDA**  
**MORGANTOWN CITY COUNCIL**  
**SPECIAL MEETING**  
**City Hall - Council Chambers**  
**December 6, 2016**  
**6:00 p.m.**

1. **CALL TO ORDER**
2. **ROLL CALL BY CITY CLERK**
3. **UNFINISHED BUSINESS:**
  - A. **Interviews for Various Boards and Commission:**
    - 5:50 pm Chris Haddox- Woodburn Commission
    - 6:00 pm Nikki Hoffman-Woodburn Commission-Interview by phone
    - 6:10 pm Kerry Lilly- Woodburn Commission
    - 6:20 pm Mary Angel Blount-Woodburn Commission
    - 6:30 pm Shannon Tinnell- Historic Landmarks Commission
    - 6:40 pm Jeanne Grimm- Historic Landmarks Commission
4. **EXECUTIVE SESSION: Pursuant to WV State Code Section 6-9A-4(b) (2) (A) In Order to Discuss Personnel Matters in considering new appointments for BOARDS & COMMISSIONS.**
5. **ADJOURNMENT**

**\*If you need an accommodation contact us at 284-7439\***

## Application to Serve on City Boards and Commissions

THE CITY OF MORGANTOWN HAS NUMEROUS COMMITTEES, BOARDS, AND COMMISSIONS COMPRISED OF CITIZENS WHO GIVE OF THEIR TIME IN VERY IMPORTANT CAPACITIES. STATE LAWS PRESCRIBE THAT SOME OF THOSE BODIES RETAIN MEMBERS WHO HAVE CERTAIN EXPERIENCE, EDUCATION OR PROFESSIONAL CERTIFICATIONS. WE ASK THAT YOU PROVIDE THE FOLLOWING BASIC INFORMATION SO WE MAY EVALUATE PROSPECTIVE APPOINTEES' QUALIFICATIONS IN AN EXPEDIENT MANNER. A RESUME OR OTHER PERTINENT INFORMATION MAY BE SUBMITTED ALONG WITH THIS FORM.

MR/MS: Chris Haddox WORK/CELL PHONE: 304-293-3657

ADDRESS: 739 Monongalia Ave HOME PHONE: 304-296-2415

ZIP: \_\_\_\_\_

EMAIL ADDRESS: chrishaddox@frontier.com chris.haddox@mail.wvu.edu

CITY RESIDENT? YES x NO \_\_\_\_\_ YEARS OF CITY RESIDENCY 25 WARD 5th

WHO IS YOUR EMPLOYER?(If Retired, Answer "Retired"): WVU

WHAT TYPE OF BUSINESS ARE (were) YOU EMPLOYED IN? Educator

JOB TITLE or JOB DESCRIPTION: Visiting Asst. Professor, WVU

PROFESSIONAL CERTIFICATIONS/LICENSES: LEED AP, GA/C-R, HERSRater

SPECIAL INTERESTS: community development, green building, music,

### PLEASE CHECK THE COMMISSIONS YOU ARE INTERESTED IN SERVING:

- |  |   |
|--|---|
| <input type="checkbox"/> BOCA BOARD OF APPEALS                 | <input type="checkbox"/> MUSEUM COMMISSION          |
| <input type="checkbox"/> BOARD OF PARKS AND RECREATION         | <input type="checkbox"/> PARKING AUTHORITY          |
| <input type="checkbox"/> BOARD OF ZONING APPEALS               | <input type="checkbox"/> PERSONNEL BOARD            |
| <input type="checkbox"/> BUILDING COMMISSION                   | <input type="checkbox"/> PLANNING COMMISSION        |
| <input type="checkbox"/> FIRE CIVIL SERVICE                    | <input type="checkbox"/> POLICE CIVIL SERVICE       |
| <input type="checkbox"/> HISTORIC LANDMARKS                    | <input type="checkbox"/> SISTER CITIES COMMISSION   |
| <input type="checkbox"/> HUMAN RIGHTS                          | <input type="checkbox"/> TRAFFIC COMMISSION         |
| <input type="checkbox"/> LIBRARY BOARD                         | <input type="checkbox"/> TRANSIT AUTHORITY          |
| <input type="checkbox"/> MET BOARD                             | <input type="checkbox"/> URBAN LANDSCAPE COMMISSION |
| <input type="checkbox"/> MORGANTOWN UTILITY BOARD              | <input type="checkbox"/> WARD & BOUNDARY            |
| <input checked="" type="checkbox"/> WOODBURN SCHOOL COMMISSION | <input type="checkbox"/> YOUTH COMMISSION           |

SUBMIT TO: CITY CLERK, 389 SPRUCE STREET, RM.10, MORGANTOWN, WV, 26505.

## **Morgantown**

**Request ID:** 28412

**Request Form:** Volunteer for City Boards and Commissions

**Received:** Friday, October 18, 2013

**Status:** Completed

**Priority:** Normal

**Assigned To:**

### **Contact Details**

**From:** Christina Byrne-Hoffman

**Email:** cbyrne1@hsc.wvu.edu

**Telephone:** 3042762663

**Address1:** 1289 Carlisle Avenue

**Address2:**

**City:** Morgantown

**State:** WV

**Zip Code:** 26505

**Pref. Method of Response:** E-Mail

### **Questions and Answers**

**Are you a Morgantown resident?:**

Yes

**In which City Ward do you live?:**

Sixth

**Who is your employer? (If retired, answer "retired"):**

West Virginia University

**If Yes, how many years have you lived in the City of Morgantown?:**

Since 2005, various locations in and around Morgantown. Eight months at the Carlisle address.

**What type of business are, or were, you employed in?:**

Research (Graduate Research Assistant)

**Do you have any professional certifications or licenses?:**

Bachelor of Arts degree in Biochemistry-Molecular Biology from WVU. Research-related certifications, such as radiation safety training, ethical conduct of research from WVU Health Sciences Center. Science and Technology Entrepreneurship Training through WVU College of Business and Economics.

**Do you have any pertinent special interests?:**

I am also interested in serving on the Woodburn School Redevelopment Commission (not listed). I have a great interest in government administration and am looking for ways to serve the City of Morgantown. I was employed with the non-profit arts & crafts cooperative Poplar Forest while in high school and have a deep appreciation for West Virginian arts, crafts, and culture. I am extremely interested in programs that serve veterans, or other military members, and my husband is a Army 1st Cavalry veteran who has recently applied for employment with the City as a police officer. I am a member of the American Legion Auxillary, although I have not been able to participate fully in my registered chapter since permanently moving to Morgantown. I am also in the process of petitioning for membership in the Morgantown chapter of the Order of the Eastern Star. Professionally, I am a medical researcher, investigating public health issues, such as drug abuse and cancer. In that realm, I am also concerned with the ethical conduct of research, scientific education and outreach, and grant administration. I have some experience with grant writing and submission to governmental agencies, and limited budgeting experience. I was awarded with a wonderful opportunity as a summer graduate student intern at the West Virginia Higher Education Policy Commission, where I assisted the Division of Science and Research in their various programs. I serve as the secretary of the WVU Chapter of American Association of Pharmaceutical Scientists, and I am involved in many other professional organizations, as well. Within these organizations, I have helped coordinate and have participated in team-building and volunteer activities, such as preparing and serving dinner at the Ronald McDonald House and community service and outreach at the Children's Discovery Museum of WV. If you would like more information on my qualifications or activities, please don't hesitate to contact me.

**On which commission(s) are you interested in serving?:**

**Planning Commission**

**Traffic Commission**

**Woodburn School Commission**

**Staff Activities**

The status of the request was changed from Active to Completed. on 10/21/2013 at 1:30 PM

**Public Activities**

Request was successfully submitted. by EXEC EXEC on 10/18/2013 at 12:52 PM

Thank you for your interest in serving the City of Morgantown. We have received your application and will review the information you provided. The City Clerk will notify you if there are vacancies on the boards or commissions in which you have specified interest, pending verification of your eligibility and any given residency requirements. Should you have further questions please feel free to contact our office at 304-284-7439. by Bethany Sypolt on 10/21/2013 at 1:26 PM

An email was sent to cbyrne1@hsc.wvu.edu.

## **Morgantown**

**Request ID: 28406**

**Request Form:** Volunteer for City Boards and Commissions

**Received:** Thursday, October 17, 2013

**Status:** Completed

**Priority:** Normal

**Assigned To:**

### **Contact Details**

**From:** KERRY LILLY

**Email:** KLILCOALMINER@HOTMAIL.COM

**Telephone:** 304-216-0326

**Address1:** 701 UNION AVE

**Address2:**

**City:** MORGANTOWN

**State:** WV

**Zip Code:** 26505

**Pref. Method of Response:** E-Mail

### **Questions and Answers**

**Are you a Morgantown resident?:**

Yes

**In which City Ward do you live?:**

Not Sure

**Who is your employer? (If retired, answer "retired"):**

RED BONE MINING

**If Yes, how many years have you lived in the City of Morgantown?:**

11 YEARS

**What type of business are, or were, you employed in?:**

COAL MINING

**Do you have any professional certifications or licenses?:**

I HAVE A BA FROM WVU, A M DIV FROM ASBURY THEOLOGICAL SEMINARY, NUMEROUS MINING CREDENTIALS, I WORKED AS A COMMUNITY DEVELOPMENT VOLUNTEER IN LINCOLN COUNTY, WV, AND ATTENDED MANY WORKSHOPS BY A VARIETY OF COMMUNITY DEVELOPMENT GROUPS

**Do you have any pertinent special interests?:**

I AM VERY INTERESTED IN THE REDEVELOPMENT OF THE WOODBURN SCHOOL PROPERTY FOR OUR COMMUNITY. I LIVE CLOSE TO IT AS DOES MY SON AND HIS FAMILY. I LOVE THE OUTDOORS, LIVE MUSIC, AND GETTING TOGETHER WITH FRIENDS, FAMILY, AND NEIGHBORS!

**On which commission(s) are you interested in serving?:**

Woodburn School Commission

### **Staff Activities**

The status of the request was changed from Active to Completed. on 10/21/2013 at 1:12 PM

### **Public Activities**

Request was successfully submitted. by EXEC EXEC on 10/17/2013 at 12:50 PM

Thank you for your interest in serving the City of Morgantown. We have received your application and will review the information you provided. The City Clerk will notify you if there are vacancies on the boards or commissions in which you have specified interest, pending verification of your eligibility and any given residency requirements. Should you have further questions please feel free to contact our office at 304-284-7439. by Bethany Sypolt on 10/21/2013 at 1:11 PM

## Morgantown

Request ID: 28378

**Request Form:** Volunteer for City Boards and Commissions

**Received:** Thursday, October 10, 2013

**Status:** Completed

**Priority:** Normal

**Assigned To:**

### Contact Details

**From:** Mary Angel Blount

**Email:** maryangelblount@gmail.com

**Telephone:** 3042912608

**Address1:** 71 Wilson Avenue

**Address2:**

**City:** Morgantown

**State:** WV

**Zip Code:** 26501

**Pref. Method of Response:** E-Mail

### Questions and Answers

**Are you a Morgantown resident?:**

Yes

**In which City Ward do you live?:**

First

**Who is your employer? (If retired, answer "retired"):**

WVU English Dept.

**If Yes, how many years have you lived in the City of Morgantown?:**

6

**What type of business are, or were, you employed in?:**

English professor

**What is your job description?:**

**Do you have any professional certifications or licenses?:**

no

**Do you have any pertinent special interests?:**

no

**On which commission(s) are you interested in serving?:**

Historic Landmarks Commission + *PLANNING - Woodbury Commission*

### Staff Activities

The status of the request was changed from Active to Completed. on 10/11/2013 at 11:19 A

### Public Activities

Request was successfully submitted. by EXEC EXEC on 10/10/2013 at 4:58 PM

Thank you for your interest in serving the City of Morgantown. We have received your application and will review the information you provided. The City Clerk will notify you if there are vacancies on the boards or commissions in which you have specified interest, pending verification of your eligibility and any given residency requirements. Should you have further questions please feel free to contact our office at 304-284-7439. by Bethany Sypolt on 10/11/2013 at 11:19 AM

An email was sent to maryangelblount@gmail.com.

**Linda Tucker**

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**From:** Shannon Tinnell <shannontinnell@earthlink.net>  
**Sent:** Monday, November 07, 2016 2:45 PM  
**To:** Linda Tucker  
**Subject:** Re: Members Expiring on Historic Lanmarks

*Yes  
Will serve*

Linda,

Yes, I will serve another term. I will send you the agenda and minutes. They will come in under my gmail account.

-----Original Message-----

From: Linda Tucker  
Sent: Nov 7, 2016 2:13 PM  
To: Shannon Tinnell  
Cc: "William Kawecki (C.C. Ward 2)"  
Subject: Members Expiring on Historic Lanmarks

Shannon, please let me know if you and Jeanne Grimm wish to continue to serve your terms expire on 11-15-16.:)

Linda L. Tucker  
Morgantown City Clerk  
389 Spruce Street, Rm. 10  
Morgantown, WV. 26505  
(304)284-7439  
ltucker@morgantownwv.gov

*Jeane  
Grimm  
will serve.*

ARTICLE 162  
Woodburn School Redevelopment Commission

- |        |              |        |  |
|--------|--------------|--------|--|
| 162.01 | Established. | 162.06 | Meetings.                              |
| 162.02 | Purpose.     | 162.07 | Written reports.                       |
| 162.03 | Membership.  | 162.08 | Freedom of Information Act<br>applies. |
| 162.04 | Vacancies.   |        |  |
| 162.05 | Officers.    |        |  |

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162.01 ESTABLISHED.

There is hereby established a Woodburn School Redevelopment Commission.  
(Ord. 13-49. Passed 9-3-13.)

162.02 PURPOSE.

The function of the Woodburn School Redevelopment Commission is to watch over and advise the City Manager and City Council regarding present and future development of the former Woodburn School property, programming, financing of projects, and operations of the property as a whole.  
(Ord. 13-49. Passed 9-3-13.)

162.03 MEMBERSHIP.

(a) The Woodburn School Redevelopment Commission shall consist of seven members who shall be appointed by City Council. Each of the seven members shall serve for a three-year term. Upon the conclusion of that three-year period, subsequent reappointments or new appointments will be for terms as follows:

- Two members for a one-year term
- and
- Two members for a two-year term
- and
- Three members for a three-year term

(b) One member of the Commission shall be a member of the governing body of the City and shall be elected by City Council. The term of the City Council member shall be coextensive with the term of the office to which he or she has been elected or appointed. The Commission will be administered by the City Manager's Office. All members shall serve without compensation.  
(Ord. 13-49. Passed 9-3-13.)

#### 162.04 VACANCIES.

Vacancies shall be filled in the same manner as for appointments to the Commission, but for the unexpired portion of the term only. The office of a member of the Woodburn School Redevelopment Commission shall become vacant upon his/her death, resignation, removal from office, or failure to attend three consecutive regular meetings of the Commission without being excused by the Commission either before or after such absence.  
(Ord. 13-49. Passed 9-3-13.)

#### 162.05 OFFICERS.

The Woodburn School Redevelopment Commission shall select from its own membership a chairperson, vice-chairperson, and secretary.  
(Ord. 13-49. Passed 9-3-13.)

#### 162.06 MEETINGS.

The Woodburn School Redevelopment Commission shall meet as often as it may deem necessary, upon call of the chairperson. All meetings will be subject to the West Virginia Open Government Proceedings Act.  
(Ord. 13-49. Passed 9-3-13.)

#### 162.07 WRITTEN REPORTS.

The Commission shall submit annual reports to the City Manager and City Council summarizing its past year's activities and recommendations for the ensuing year.  
(Ord. 13-49. Passed 9-3-13.)

#### 162.08 FREEDOM OF INFORMATION ACT APPLIES.

As a Commission of the City, the Woodburn School Redevelopment Commission shall be subject to the West Virginia Freedom of Information Act.  
(Ord. 13-49. Passed 9-3-13.)

ARTICLE 167  
Historic Landmarks Commission

167.01	Establishment.	167.09	Priorities.
167.02	Legislative purpose.	167.10	Commission powers and duties.
167.03	Members; qualifications; term; compensation.	167.11	Restriction on use of property designated as historic landmark.
167.04	Officers; meetings; quorum; rules.	167.12	Notice to County Assessor of designation of historic district.
167.05	Employees.	167.13	Assistance of State agencies; coordination.
167.06	Offices and expenses; other appropriations.	167.14	Notice and public hearing.
167.07	Meeting minutes.		
167.08	Annual report; reports to the Department of Culture and History.		

CROSS REFERENCES

Historic Landmarks Commission - see W. Va. Code Art. 8-26A

167.01 ESTABLISHMENT.

There is hereby established, in the City, the Morgantown Historic Landmarks Commission, hereinafter referred to as the "Commission".  
(Ord. 10-7-86.)

167.02 LEGISLATIVE PURPOSE.

Council establishes the Commission in order to promote economic revitalization and improve property values, to enhance the educational, cultural, historical and aesthetic quality of the City and to accomplish the objectives set forth in West Virginia Code Article 8-26A, as amended.  
(Ord. 10-7-86.)

167.03 MEMBERS; QUALIFICATIONS; TERM; COMPENSATION.

The Commission shall consist of five members appointed by Council.

- (a) Qualifications. All members shall be residents of the City. One member shall be a member of Council. To the extent such persons are available in the City at the time of appointment, at least two members shall have a demonstrated special interest, experience or education in historic preservation or in professions related to historic preservation, such as history, public history, architecture, architectural history, planning, real estate, American studies, geography, landscape architecture or law.

- (b) Term. The member of Council appointed by Council to serve on the Commission shall serve a term commensurate with his Council term. Of the remaining original members, one shall be appointed to serve for a term of one year, one for a term of two years, one for a term of three years, and one for a term of four years. Thereafter, members shall be appointed to a term of four years.  
A member may be appointed for a second consecutive term, but after two consecutive full terms, a member shall be ineligible for reappointment until a calendar year has elapsed since the date of his or her second term.
- (c) Method of Filling Vacancies. Appointments to fill a vacancy in membership shall be made by the established procedure for regular appointments and for the balance of the unexpired term.
- (d) Compensation; Reimbursement for Expenses. Commission members shall serve without compensation, but shall be reimbursed for all reasonable and necessary expenses actually incurred in the performance of duties.  
(Ord.10-7-86.)

#### 167.04 OFFICERS; MEETINGS; QUORUM; RULES.

(a) Officers. At its first regular meeting in each calendar year, the Commission shall elect from its members a president, a vice president and a secretary-treasurer. The vice president shall have the power and authority to act as president during the absence or disability of the president.

(b) Meetings. The Commission shall fix the time for holding regular meetings but shall meet at least once in the months of January, April, July and October. The Commission may meet more often as it shall determine or require. Reasonable notice of the time and place of meetings shall be given to the public. All meetings shall conform to the West Virginia Open Governmental Proceedings Act, West Virginia Code Article 6-9A, as amended.

(c) Quorum. A majority of the members of the Commission shall constitute a quorum. No action of the Commission shall be official, unless authorized by a majority of all members of the Commission at a properly constituted regular or special meeting.

(d) Votes. The vote of each Commission member shall have equal weight.

(e) Rules. The Commission shall adopt and publish rules of procedure upon approval of Council. (Ord. 10-7-86.)

#### 167.05 EMPLOYEES.

The Commission is authorized and empowered to employ within the limits of funds available therefor, such employees, assistants, technical personnel and consultants as are necessary to discharge the duties and responsibilities of the Commission.  
(Ord. 10-7-86.)

#### 167.06 OFFICES AND EXPENSES; OTHER APPROPRIATIONS.

Council shall provide the Commission with suitable offices for holding of meetings and the preservation of plans, maps, documents and accounts, and shall provide for the operating expenses of the Commission by appropriating a sum sufficient to defray such expenses. Council shall have plenary power and authority to appropriate funds for expenditure by the Commission to accomplish the purposes of this article. (Ord. 10-7-86.)

#### 167.07 MEETING MINUTES.

The Commission shall keep permanent minutes of all its meetings. The minutes shall record attendance of its members, its resolutions, findings, recommendations and actions. The Commission minutes shall be forwarded to Council within two weeks. The Commission minutes shall be a public record. (Ord. 10-7-86.)

#### 167.08 ANNUAL REPORT; REPORTS TO THE DEPARTMENT OF CULTURE AND HISTORY.

(a) Annual reports shall be prepared and submitted to Council and to the State Historic Preservation Office of the Department of Culture and History within sixty days after the end of the fiscal year or the portion of the fiscal year in the first year of establishment of the Commission. The annual report to Council shall contain the above information as well as budget requests and recommendations.

(b) The Commission shall prepare and submit reports of Commission activities to the Historic Preservation Officer in the Department of Culture and History as required by administrative regulations promulgated by that agency. (Ord. 10-7-86.)

#### 167.09 PRIORITIES.

In addition to such other matters as may be from time to time hereafter specifically requested by Council, the Commission shall make and recommend to Council a detailed plan to protect and foster the preservation of historical landmarks commensurate with growth in the City. (Ord. 10-7-86.)

#### 167.10 COMMISSION POWERS AND DUTIES.

(a) General Powers. To the extent authorized by West Virginia Code Article 8-26A, as amended, the Commission shall act as a regulatory agency with respect to the construction, renovation, alteration or restoration of structures designated as historical landmarks, by the Federal, State or local government. Rules and regulations, including action under subsection (b)(5) and (6) hereof shall have the same effect as ordinances passed by Council until altered, repealed, revoked or amended by Council.

The Commission shall be independent of the City Planning Commission: provided that no rule or regulation of the Commission shall conflict with any plan of such Planning Commission. Prior to any favorable recommendation to Council by the Planning Commission with respect to construction, renovation, alteration or restoration of structures designated by proper authorities as historical buildings, such Planning Commission shall obtain from the Historic Landmarks Commission its certificate of approval with respect to the proposed project.

(b) Special Powers.

The Commission shall have plenary power and authority to:

- (1) Make survey of, and designate as historic landmarks, buildings, structures and sites which constitute the principal historical and architectural sites which are of local, regional, Statewide or national significance. No building, structure or site shall be deemed to be an historic one unless it has been prominently identified with, or best represents, some major aspect of the cultural, political, economic, military or social history of the locality, region, State or nation, or has had a major relationship with the life of an historic personage or event representing some major aspect of, or ideals related to the history of the locality, region, State or nation. Buildings or structures which are to be so designated shall embody the principal or unique features of an architectural type or demonstrate the style of a period of our history or method of construction, or serve as an illustration of the work of a master builder, designer or architect whose genius influenced the period in which he worked or has significance in current time;
  - (2) Prepare a register of buildings, structures and sites which meet the requirements of subsection (b)(1) hereof, publish lists of such properties and with the consent of the property owners, inspect such properties from time to time and publish a register thereof from time to time setting forth appropriate information concerning the registered buildings, structures and sites;
  - (3) With the consent of the property owners, certify and mark with appropriately designed markers, buildings, structures and sites which it has registered;
  - (4) Establish standards for the care and management of certified landmarks and withdraw such certification for failure to maintain the standards so prescribed;
  - (5) Acquire by purchase, gift or lease and administer registered landmarks and easements and interests therein, both real and personal;
  - (6) Lease or sell property so acquired under terms and conditions designed to insure the proper preservation of the landmark in question;
  - (7) Establish historic districts for registered landmarks, utilizing the same guidelines set forth in subsection (b)(1) hereof and designate the area thereof by appropriate markers;
  - (8) Identify historical districts for registered landmarks and aid and encourage the municipality or county in which the district or landmark is located to adopt rules and regulations for the preservation of historical or architectural values;
  - (9) Prepare and place historical markers on or along the highway or street closest to the location which is intended to be identified by such a marker;
  - (10) Seek the advise and assistance of individuals, groups and departments and agencies of government who or which are conducting historical preservation programs and coordinate the same insofar as possible;
  - (11) Seek and accept gifts, bequests, endowments and funds from any and all sources for the accomplishment of the functions of the Commission;
  - (12) Adopt rules and regulations concerning the operation of the Commission, the functions and responsibilities of its officers, employees, assistants and other personnel and such other matters as may be necessary to carry out the purposes of this article; and
  - (13) Adopt such other rules and regulations as may be deemed necessary to effectuate the purposes of this article, but no such rules and regulations shall be inconsistent with the provisions of this article or with any plan of the planning commission of such municipality or county.
- (Ord. 10-7-86.)

#### 167.11 RESTRICTION ON USE OF PROPERTY DESIGNATED AS HISTORIC LANDMARK.

Whenever any such commission, with the consent of the property owner, certifies property as being a registered landmark, it may seek and obtain from such property owner an agreement as to such restrictions upon the use of the property as the commission finds are reasonable and are calculated to perpetuate and preserve the features which led it to designate such property as an historic landmark. All such agreements between such commission and the property owner shall be in writing and when duly signed and acknowledged, shall be recorded in the office of the clerk of the county court of the county wherein such landmark is located and when so recorded shall be notification to the assessor of such county of the restrictions therein set forth.

(Ord. 10-7-86.)

#### 167.12 NOTICE TO COUNTY ASSESSOR OF DESIGNATION OF HISTORIC DISTRICT.

When any such commission establishes an historic district, it shall notify the county assessor of the county in which such district or any part thereof is located of the fact of such establishment and the boundaries of the district, together with the restrictions which are applicable to the properties located in such district which have been mutually agreed upon such commission and the owners of the property within such district. The agreement shall be recorded in the same manner as the recordation of agreements between the commission and owners of designated landmarks entered into pursuant to the provisions of Section 167.11 hereof. The county assessor shall take such factors into consideration in assessing the properties therein.

(Ord. 10-7-86.)

#### 167.13 ASSISTANCE OF STATE AGENCIES; COORDINATION.

Upon the request of any such commission, all agencies of the State shall assist such commission in the discharge of its duties and functions.

The Commission shall cooperate and coordinate its activities with the State Historical Society and the State Department of Culture and History, with the view of developing a unified program for the identification, study, preservation and protection of all historic buildings, structures and sites in this State.

(Ord. 10-7-86.)

#### 167.14 NOTICE AND PUBLIC HEARING.

Prior to the designation of an historic district, the Commission shall give reasonable notice and hold a public hearing on the matter.

(Ord. 10-7-86.)