

**1. ACTION REQUESTED/PURPOSE:** Adopt by resolution an amendment to Lee County Administrative Code pertaining to Historic Preservation Boards (AC-2-10).

**2. WHAT ACTION ACCOMPLISHES:** Creates the Boca Grande Historic Preservation Board and establishes procedures and criteria for evaluating special projects and properties that are the subject of grant funding.

**3. MANAGEMENT RECOMMENDATION:** Approval

**4. Departmental Category:** 12 **C12A** **5. Meeting Date:** 04-04-2006

<b>6. Agenda:</b>		<b>7. Requirement/Purpose: (specify)</b>		<b>8. Request Initiated:</b>	
<input checked="" type="checkbox"/> Consent			<b>Statute</b>	<b>Commissioner</b>	
<input type="checkbox"/> Administrative			Ordinance	<b>Department</b> <u>County Attorney</u>	
<input type="checkbox"/> Appeals		<input checked="" type="checkbox"/> Admin. Code	<u>2-10</u>	<b>Division</b> <u>Land Use</u>	
<input type="checkbox"/> Public		<input checked="" type="checkbox"/> Other	<u>Lee Plan</u>	<b>By:</b> <u>Robert D. Spickerman</u>	
<input type="checkbox"/> Walk-On				<u>Assistant County Attorney</u>	

**9. Background:**  
 The proposed amendment to Administrative Code 2-10 is in furtherance of the Boca Grande Community Plan adopted in 2005, that requires the establishment of a Boca Grande Historic Preservation Board with the powers and duties found in Lee County Land Development Code, Chapter 22, Section 22-74. These powers include the ability to designate historic resources and to approve or deny applications for Special Certificates of Appropriateness. The Boca Grande Historic Preservation Board will be comprised of seven members from the categories found in Lee County Land Development Code, Section 22-72. Members will serve as described in Section 22-72, and will be appointed by the Lee County board of County Commissioners.

Upon appointment and calling of its first meeting, the Boca Grande Historic Preservation Board has legal jurisdiction over the Boca Grande Community as defined in the Lee Plan. Once the Boca Grande Historic Preservation Board is operational, the Lee County Historic Preservation Board's jurisdiction within the Boca Grande Community will be for the limited purposes of funding special projects and reviewing and funding properties located within the Boca Grande Community that are the subject of applications requesting Historic Preservation grant money.

The proposed amendment will also provide a requirement that the Lee County Historic Preservation Board establish a method for evaluating grant applications and special projects.

(Continued on Page 2)

**10. Review for Scheduling:**

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager/P.W. Director
					Analyst	Risk	Grants	Mgr	
				<i>[Signature]</i>	<i>[Signature]</i> 3/22/06	<i>[Signature]</i> 3/23/06	<i>[Signature]</i> 3/22/06	<i>[Signature]</i> 3/23/06	<i>[Signature]</i> 3-24-06

**11. Commission Action:**

- Approved
- Deferred
- Denied
- Other

RECEIVED BY	<i>[Signature]</i>
COUNTY ADMIN	<i>[Signature]</i>
	3-21-06
	4 30
COUNTY ADMIN	<i>[Signature]</i>
FORWARDED TO:	<i>[Signature]</i>
	3/24/06
	SHM

The proposed amendments to Administrative Code 2-10 have been reviewed by and recommended to go forward by the Lee County Historic Preservation Board and the Executive Regulatory Oversight Committee.

- Attachments:
- 1) Draft Resolution amending the Lee County Administrative Code
  - 2) Proposed Amendment to Administrative Code 2-10 in strike-through and underline format

LEE COUNTY RESOLUTION NO. 06-\_\_ - \_\_

**A RESOLUTION OF THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS RELATING TO AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE AS ADOPTED BY LEE COUNTY ORDINANCE NO. 97-23; PROVIDING FOR APPROVAL OF CERTAIN AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Board of County Commissioners is the governing body in and for Lee County, a political subdivision of the State of Florida; and,

WHEREAS, the Board of County Commissioners has previously enacted Lee County Ordinance No. 96-01, creating a charter form of government for Lee County pursuant to Section 125.80, Florida Statutes, and which was approved and ratified by the Electorate of Lee County on November 5, 1996; and,

WHEREAS, the Board of County Commissioners has enacted Lee County Ordinance No. 97-23, which adopted the Lee County Administrative Code pursuant to Section 2.2.E. of Ordinance No. 96-01, the Lee County Charter; and,

WHEREAS, Lee County Ordinance No. 97-23 at Section III provides for amendments to the Lee County Administrative Code to be made by Resolution of the Board of County Commissioners at regularly scheduled Board of County Commissioners' meetings; and,

WHEREAS, certain amendments to the Lee County Administrative Code Section 2-10 (Historic Preservation) are now proposed, and the Board of County Commissioners finds that the proposed amendments are acceptable, serve a public purpose and are

consistent with the terms and conditions of Lee County Ordinance No. 96-01, the Lee County Charter.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS that:

1. The above preamble is hereby accepted and approved as true and accurate, and is adopted and incorporated herein as if set out further at length.
2. The proposed amendments to Lee County Administrative Code 2-10 (attached hereto as Exhibits A) providing for the creation of the Boca Grande Historic Preservation Board and establishment of procedures and criteria to be used for evaluating special projects and properties that are the subject of grant funding, is hereby directed to be incorporated into the Lee County Administrative Code as indicated in the amendments.
3. The provisions of this Resolution are severable, and it is the intention to confer to the whole or any part of this Resolution, the powers herein provided for. If any of the provisions of this Resolution are held unconstitutional by a court of competent jurisdiction, the decision of the court will not affect or impair the remaining provisions of this Resolution. It is the Board's legislative intent that this Resolution would have been adopted had such an unconstitutional provision not been included herein.
4. This Resolution will become effective immediately upon its adoption by the Board of County Commissioners.

The foregoing Resolution was offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_, and, being put to a vote, the vote was as follows:

ROBERT P. JANES  
DOUGLAS R. ST. CERNY  
RAY JUDAH  
TAMMARA HALL  
JOHN E. ALBION

DULY PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

ATTEST:  
CHARLIE GREEN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS  
OF LEE COUNTY, FLORIDA

By: \_\_\_\_\_  
Tammara Hall  
Chairwoman

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Robert D. Spickerman  
Office of the County Attorney

Attachment: Exhibit A - Proposed Amendment to Lee County AC-2-10

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

<b>CATEGORY:</b> Committees/Boards/Commissions/Examiners	<b>CODE NUMBER:</b> AC-2-10
<b>TITLE:</b> Establishment of <del>a</del> the <u>Boca Grande Historic Preservation Board and the Lee County Historic Preservation Board with Corresponding Rules of Procedure.</u>	<b>ADOPTED:</b> AC-2-10: 2/8/89 AC-2-13: 11/15/89
	<b>AMENDED:</b> Merged AC2-10 & AC-2-13: 8/31/94
	<b>ORIGINATING DEPARTMENT:</b> Community Development

**PURPOSE/SCOPE:**

~~It is the purpose and intent of Lee County by the adoption of this Administrative Code to establish a Historic Preservation Board to be responsible for the aesthetic, archeological, cultural, historical and architectural heritage of the unincorporated areas of Lee County.~~ The purpose and Intent of this Administrative Code is to establish two Historic Preservation Boards: (1) the Boca Grande Historic Preservation Board; and (2) the Lee County Historic Preservation Board. The Boca Grande Historic Preservation Board is responsible for the aesthetic, archeological, cultural, historical, and architectural heritage of the Boca Grande Community as defined in the Lee Plan. The Lee County Historic Preservation Board is responsible for the aesthetic, archeological, cultural, historical, and architectural heritage of the unincorporated areas of Lee County, excluding the Boca Grande Community. The Boca Grande Historic Preservation Board and the Lee County Historic Preservation Board may hereinafter be referred collectively as the "Board".

The primary purposes of the Board are:

1. Providing a mechanism to identify, protect, enhance and preserve the distinctive historic, archaeological, scenic and architectural features of Lee County which represent elements of the County's cultural, social, economic, political and architectural history;
2. Fostering civic pride in the accomplishments of Lee County's past;
3. Conserving and improving the value of property designated historically or architecturally significant;
4. Supporting and promoting the economy by protecting and enhancing the attractiveness of Lee County to residents, tourists, and visitors;
5. Preventing future urban blight by encouraging preservation, restoration, and rehabilitation of structures, areas and neighborhoods; and
6. Promoting the use of historic sites, historic districts, archaeological and scenic sites for education, pleasure and welfare of the citizens of Lee County.

POLICY/PROCEDURE:

A. Composition of Historic Preservation Boards

The composition of the Historic Preservation Boards ~~will be~~ is set forth in Chapter 22 of the Land Development Code.

B. Jurisdiction

Upon appointment and the calling of its first meeting, the Boca Grande Historic Preservation Board shall have legal jurisdiction over the Boca Grande Community as defined in the Lee Plan. The Lee County Historic Preservation Board (referred to hereafter as the "Board") shall have legal jurisdiction over the unincorporated areas of Lee County, Florida, excluding including the Boca Grande Community until the Boca Grande Historic Preservation Board is appointed and calls its first meeting; thereafter the Lee County Historic Preservation Board will only have jurisdictional authority within the Boca Grande Community for the limited purposes of funding special projects and properties located within the Boca Grande Community that are subject of applications requesting Historic Preservation grant money reviewing and funding properties located within the Boca Grande Community that are the subject of applications requesting Historic Preservation grant money.

C. Officers

1. Each Board shall will elect a Chair and Vice Chair from among ~~its~~ each Board's members by a majority vote and may create such other officers as ~~it~~ each Board may determine.
2. Officers ~~shall will~~ be elected at the first regular meeting ~~and shall~~ of each Board and will hold office for one ~~(1)~~ year but may not serve for more than two ~~(2)~~ consecutive years.
3. A vacancy occurring in any office ~~shall will~~ be filled by a majority vote of the remaining ~~Board Members~~ members of the subject Board.
4. Lee County ~~shall will~~ provide adequate staff to allow ~~the Board~~ each Board to perform ~~their~~ its duties. Staff ~~shall will~~ consist of at least one historic preservation planner and one clerical person who ~~shall will~~ be responsible for recording and transcribing the minutes of all meetings of ~~the~~ each Board. A representative of the County Attorney's office ~~shall will~~ be present at all of the ~~Board~~ meetings of each Board to advise ~~the Board~~.
5. The Chair of each Board, or in his or her absence, the Vice Chair, ~~shall will~~ preside at all meetings and hearings of ~~the~~ each respective Board and decide all points of order and procedure.
6. No Board members ~~shall may~~ take part in any hearing, consideration or determination of any case in which he or she is personally or financially interested.

D. Powers and Duties

~~The Historic Preservation~~ Each Board will have the following powers and duties:

1. To adopt its own procedural regulations subject to the approval of the Board of County Commissioners.

a. Historic Preservation Funding Program: Lee County Historic Preservation Board

On or before 90 days from date of BOCC approval, the Historic Preservation Planner will recommend to the Lee County Historic Preservation Board procedures and criteria for evaluating special projects and properties that are the subject of an application requesting Historic Preservation grant money. These procedures and criteria will include the requirement that the Historic Preservation

Planner provide a written report containing a review and recommendation to the Board that addresses the adopted criteria. At the next regularly scheduled meeting after the submission of the Historic Preservation Planner's recommendation, the Board will review the recommendations and either adopt the recommendations or adopt alternative procedures and criteria. A public record of the procedure and criteria will be maintained and made available for inspection by the public. Thereafter, the Board will use its adopted procedures and criteria to evaluate special projects and properties that are the subject of an application requesting Historic Preservation grant money.

b. Historic Preservation Funding: Boca Grande Historic Preservation Board

If the Board of County Commissioners approves Historic Preservation funding for the Boca Grande Community to be administered by the Boca Grande Historic Preservation Board, then On or before 90 days from date of BOCC approval, the Historic Preservation Planner will recommend to the Boca Grande Historic Preservation Board procedures and criteria for evaluating special projects and properties that are the subject of an application requesting Historic Preservation grant money. These procedures and criteria will include the requirement that the Historic Preservation Planner provide a written report containing a review and recommendation to the Board that addresses the adopted criteria. At the next regularly scheduled meeting after the submission of the Historic Preservation Planner's recommendation, the Board will review the recommendations and either adopt the recommendations or adopt alternative procedures and criteria. A public record of the procedure and criteria will be maintained and made available for inspection by the public. Thereafter, the Board will use its adopted procedures and criteria to evaluate special projects and properties that are the subject of an application requesting Historic Preservation grant money.

2. To administer Chapter 22 of the Land Development Code within each Board's respective jurisdiction.
3. ~~To conduct a survey within the unincorporated area of Lee County to identify historically and architecturally significant properties, structures and areas that exemplify the cultural social, economic, political, or architectural history of the nation, state or county; maintain and update the findings of the historical and archaeological surveys and validate those findings.~~
4. To develop and maintain a register of all properties and structures that have been designated as historic or architecturally or archaeologically significant, including all information required for each designation. The register will be compatible with the Florida Master Site File;
5. To advise and assist owners of historic properties or structures on physical and financial aspects of preservation, renovation, relocation, rehabilitation and reuse, and ~~on~~ procedures for inclusion on the National Register of Historic Places;
6. To nominate historic, ~~or~~ architecturally or archaeologically significant structures and sites to the National Register of Historic Places and to review and comment on any National Register nominations submitted by other persons or organizations;
7. To develop and administer an appropriate system of historic and scenic markers and make recommendations to the Board of County Commissioners for the design and implementation of specific markings of the streets, and routes leading from one historic site or district to another;
8. To hold public hearings and to review applications for construction, renovation or refurbishment, alteration, removal, relocation or demolition affecting proposed or



designated historic sites or structures and make recommendations to the Board of County Commissioners as to the propriety and effect of the construction, alteration, removal or demolition. Applicants may be required to submit plans, drawings, elevations, specifications, and other information as may be necessary to make decisions;

9. To develop specific design guidelines for the alteration, construction, renovation or refurbishment, relocation or removal of historic sites and structures within historic districts.
10. To evaluate, and comment upon decisions of other public agencies affecting the physical development and appearance of scenic and historically significant sites and structures;
11. To inform and educate the citizens of Lee County concerning the historic, and architectural and archaeological heritage of Lee County by holding programs, seminars, and other similar presentations;
12. To periodically review the preservation element of the Lee Plan and to recommend to the Local Planning Agency any appropriate amendments ~~which~~ that are for the protection and continued use of historic sites and structures;
13. To periodically review the Land Development Code, and to recommend to the Board of County Commissioners any appropriate amendments designed for the protection and continued use of historic sites and structures within historic districts or historic resources as defined in Chapter 22 of the Land Development Code;
14. In the name of Lee County and with the consent of the Board of County Commissioners, apply for, solicit, receive, or expend any federal, state or private grant, gift, or bequest of any funding, property, or interest in property in furtherance of the purpose of historic preservation;
15. Advise the Board of County Commissioners on all matters related to the use, administration, and maintenance of County owned historic and scenic properties; and
16. To undertake any other action or activity requested by the Board of County Commissioners necessary or appropriate to the implementation of its powers and duties or its implementation of the purpose of this administrative code.

E. Meetings

1. ~~The Board~~ Each Board shall will meet at least once per month, at a date and time to be decided by ~~the~~ each Board, unless there is no business pending before ~~the~~ that Board. Regardless of the lack of pending business, ~~the~~ each Board ~~shall will~~ meet at least four ~~(4)~~ times during any calendar year.
2. ~~The~~ Each Board's Chair, or in his or her absence, the Vice Chair, may call a special meeting of the Board upon at least five ~~(5)~~ calendar days notice to each member of ~~the~~ subject Board. Adequate notice ~~shall must~~ be provided to all interested and affected parties. Special meetings may be called in the case of a continuation of previously advertised matters or as Historic Preservation Board workshop meetings. Special meetings ~~shall must~~ not be held in violation of the procedural requirements of Chapter 22 of the Land Development Code.
3. All meetings of ~~the~~ each Board ~~shall must~~ be open to the public. A public record of ~~the~~ each Board's minutes and resolutions ~~shall must~~ be maintained and made available for inspection by the public.

F. Attendance

1. Board members are expected to attend the following meetings:
  - A. Regular Historic Preservation Board meetings which are defined as those meetings regularly scheduled to carry out the duties of the each Historic Preservation Board.
  - B. Special Historic Preservation Board meetings, which are defined as those meetings called by the Chair of the respective Board upon at least five ~~(5)~~ calendar days notice to each subject member; or scheduled by a majority vote of the subject Board at a regularly advertised meeting.
2. Attendance ~~shall~~ will be taken by the each Board's staff at all regular or special meetings of the each Board.
3. If a member of the either Board fails to attend three ~~(3)~~ consecutive regular meetings, or four ~~(4)~~ regular meetings of their respective Board in any one calendar year, the that Board's chair ~~shall~~ will certify the same to the Board of County Commissioners. Upon such certification, that member ~~shall~~ will be deemed to have been removed from the Board and the Board of County Commissioners ~~shall~~ will fill the vacancy by appointment.

G. Legislative Procedure

1. A majority of all members of the each Board ~~shall~~ constitutes a quorum. No action may be taken by the a Board unless a quorum is present.
2. A motion to recommend approval or a motion for denial of a petition for designation of a historic resource under Chapter 22 of the Land Development Code ~~shall~~ requires a simple majority vote of ~~those Board~~ the members ~~who are~~ of the subject Board present and voting.

A motion to recommend the suspension of activities, issuance or denial of a Special Certificate of Appropriateness ~~shall~~ requires a simple majority vote of ~~those Board~~ the members ~~who are~~ of the subject Board present and voting in order to be carried.

Recommendations to the Board of County Commissioners or to government officials for special study items or enforcement measures ~~shall~~ also requires a simple majority vote of ~~those of the~~ subject Board Members who are present and voting.

H. Historic Preservation Board Report and Agenda

1. No new items may be placed on the Board Agenda of either Board after the date ~~on which~~ the agenda has been advertised unless approved by the Chair of the subject Board.  
~~Historic Preservation Boards.~~
2. Copies of the ~~Board~~ Agenda and backup documents of each Board ~~shall~~ must be made available to the public at the Planning Division ~~one (1) week~~ five days prior to the scheduled meeting day.
3. ~~The~~ Each Board's Agenda ~~shall~~ will be advertised in a newspaper of general circulation at least five ~~(5)~~ days prior to any Board meeting. All advertisements must adhere to Chapter 22 of the Land Development Code.
4. For proposed designation or proposed Special Certificate of Appropriateness reviews pursuant to Chapter 22 of the Land Development Code, the notice of the public hearing ~~shall~~ must be published in a newspaper of general circulation at least ten ~~(10)~~ calendar days but not more than ~~twenty (20)~~ calendar days prior to the date of the public hearing.

5. National Register nominations ~~shall~~ will be considered at public meetings conducted by ~~the Board~~ the appropriate Board. Notices of these meetings ~~shall~~ must be advertised in a newspaper of general circulation at least five (5) days prior to the Board meeting at which ~~they are to be reviewed~~ the nomination will be reviewed. Any additional notices ~~shall~~ must be made as required by the U.S. Department of Interior rules. Where appropriate, meetings will be held at the neighborhood level.

6. The Historic Preservation Planner will provide a copy of the County recommendation to an applicant or applicant's agent at least five days prior to the scheduled meeting of the subject Board.

I. Order of Business at the each Board's Meetings

- I. Call to Order;
- II. Approval of Minutes;
- III. Designation of Historic Structures or Districts;
- IV. Designation of Archaeological Sites or Districts;
- V. Special Certificates of Appropriateness;
- VI. Maintenance and Repair;
- VII. National Register Nominations;
- VIII. Special Study Items;
- IX. Receive and Schedule New Items for Review;
- X. Presentation of Items by the Public
- XI. Presentation of Topics by Board Members
- XII. Presentation of Topics by Staff;
- XIII. Future Meetings;
- XIV. Adjournment.

J. Procedural Rules

1. Hearings ~~shall~~ will be conducted in the following sequence:

- A. Statement of the petition by the ~~Board staff~~ Historic Preservation Planner.
- B. Presentation of information, documentation, correspondence and ~~staff report by the Board staff~~ report or recommendation by the Historic Preservation Planner.
- C. Statements by the petitioner(s) with supporting argument.
- D. Statements by others at hearing in support of the petitioner.
- E. Opposing statements by persons attending the hearing.
- F. Rebuttal by petitioner.
- G. Discussion by Board Members.
- H. Motion and rôle call vote.

2. ~~The Each~~ Each Chair may establish appropriate time limits for arguments and may request that representatives of each position speak for an entire group. ~~Should~~ If the Chair imposes time limitations ~~such those~~ limitations shall will apply equally to both Sides of the matter being discussed.

3. Appropriate language for Board motions:

- A. Petitions for Designation as a Historic Resource:  
Move for approval (or denial or continuance) of Petition (No.) ~~or move for denial of Petition (No.)~~.
- B. Special Certificates of Appropriateness - Move to approve (or approve with conditions, suspend action, deny, or continue) the Special Certificate of Appropriateness (No.).

4. The rules contained in the current edition of Robert's Rules of Order ~~shall~~ will be observed during the Boards' meetings where they are applicable unless those rules ~~conflict~~ conflict with Chapter 22 of the Land Development Code or the procedures established herein. In that case, the provisions of the Land Development Code or this code ~~shall~~ will prevail as appropriate.

K. Certified Local Government Requirements

In order to become a Certified Local Government, a local government must meet the requirements contained in 36 C.F.R. Part 61, which establishes regulations pursuant to the National Historic Preservation Act Amendments of 1980, Public Law 96-515 enacted on December 12, 1980. These requirements are met by Chapter 22 of the Lee County Land Development Code and by the following requirements as set forth below:

1. The ~~Lee County~~ Historic Preservation Planner ~~Board staff shall~~ must notify the Board of County Commissioners that any vacancies on either of the Historic Preservation Boards, including expired terms, must be filled by the Board of County Commissioners within ~~sixty (60)~~ days and that extensions up to an additional ~~sixty (60)~~ days may be granted by the State Historic Preservation Officer on a case-by-case basis.
2. Each Historic Preservation Board members should make a reasonable effort to attend the State Historic Preservation Office orientation program and subsequent training programs for Certified Local Governments. Board members should make every effort to be represented at any informational or educational meetings, conferences, or workshops pertaining to work and functions of the Historic Preservation Board scheduled by the State Historic Preservation Officer or the Florida Conference of Preservation Boards or Commissions.
3. When ~~the~~ either Historic Preservation Board considers a National Register nomination proposal and other actions that will impact properties ~~which are~~ normally evaluated by a professional in a specific discipline, and that discipline is not represented on the Board, the respective Board shall must seek professional expertise in this area before rendering a decision. This can be accomplished through consulting (e.g., universities, private preservation organizations or regional planning commissions) or by other means that the State Historic Preservation Officer determines appropriate.
4. All the Historic Preservation Board responsibilities ~~shall~~ will be complimentary to and carried out in accordance with the responsibilities of the State Historic Preservation Officer as described in 36 C.F.R. 61.4(b).
5. All inventories ~~shall~~ must be compatible with the Florida Master Site File, which exemplifies the format used for statewide comprehensive historic reservation planning, and kept current and regularly provided to the State Historic Preservation Officer for incorporation in the Florida Master Site File.
6. Historic Preservation Board members ~~shall~~ are be encouraged to participate in the process of surveying historic and/or archaeologically significant properties and in preservation planning carried out by the Certified Local Government (i.e. Lee County).
7. Rules of procedure adopted by the Lee County Board of County Commissioners for the Historic Preservation Boards ~~shall~~ must be available for public inspection, per Sections 286.011, 119.011, and 267.021, Florida Statutes.
8. Appropriate local officials, owners of record and applicants ~~shall~~ must be notified of proposed Historic Preservation Board actions concerning a proposed nomination to the National Register according to requirements found in 36 CFR Part 60. Objections by owners of properties proposed for nomination must be notarized.
9. ~~The~~ Each Historic Preservation Board will give at least ~~thirty (30)~~ days' advance notice of its meetings to the State Historic Preservation Officer.
10. ~~The~~ Each Historic Preservation Board ~~shall~~ must submit the minutes of each Board's respective meeting and attendance figures for Historic Preservation Board members and the public to the State Historic Preservation Officer within ~~thirty (30)~~ days of each meeting.
11. ~~The~~ Each Historic Preservation Board ~~shall~~ must notify the State Historic Preservation officer of any change in the ~~Historic Preservation Board~~ that Board's membership within ~~thirty (30)~~ days of any appointment.
12. ~~The~~ Each Historic Preservation Board ~~shall~~ must immediately notify the State Historic Preservation Officer of all of their respective new historic designations or alterations of existing designations.
13. ~~The~~ Each Historic Preservation Board ~~shall~~ must submit to the Historic Preservation Officer an annual report by November 1 of each year covering the previous October 1 through September 30. This report must address the following:
  - a. All changes to the Rules of Procedure;
  - b. The number of proposals reviewed;
  - c. All new designations;
  - d. Any changes in the membership of the Historic Preservation Board;

- e. Revised resumes of the Historic Preservation Board members as appropriate;
- f. A review of Survey and Inventory activity with a description of the system used;  
and
- g. A program report on each grant-assisted activity.

L. Amendments

At any regular meeting of each the Board, members may recommend to the Board of County Commissioners amendments to these Rules of Procedure by the affirmative vote of a majority of Board members. Upon approval of any amendments by the Board of County Commissioners, the amendments ~~shall~~ will be incorporated into the Lee County Administrative Code.