

**BYLAWS
OF THE
HISTORICAL ARCHITECTURAL REVIEW BOARD
OF
THE BOROUGH OF STRASBURG,
LANCASTER COUNTY, PENNSYLVANIA**

ARTICLE I: Name of the Board

The name of this board shall be the Historical Architectural Review Board and may be designated and referred to in these Bylaws as the "HARB."

ARTICLE II: Authorization

The HARB was established in accordance with ARTICLE IV, Section 400 of the Strasburg Borough Historic District Ordinance adopted on September 17, 1990 and amended on July 11, 2006 pursuant to authority contained in the ACT of June 13, 1961, Public Law 282, No. 167, as amended. The Strasburg Borough Historic District Ordinance is referred to in these Bylaws as the "Ordinance."

ARTICLE III: Membership

Membership, Membership Terms and Filling of Vacancies as set forth in Section 401 and 402 of the Ordinance-

ARTICLE IV: Meetings

The schedule of meetings for each calendar year as established by HARB shall be published and posted in January of that year. Changes in the meeting schedule shall be published as required by the Borough Code.

ARTICLE V: Attendance

By virtue of accepting the appointment to the HARB, it is assumed that the appointee will attend the regularly scheduled monthly meetings. Any appointee who cannot attend for any reason should notify the Borough Office, prior to the meeting, that they will be absent. Any appointee who misses four (4) meetings without prior notification may be removed from the HARB.

ARTICLE VI: Quorum

Per Section 404.3 of the Ordinance, a majority of HARB members shall constitute a quorum and action taken at any meeting shall require the affirmative vote of a majority of those members present.

ARTICLE VII: Organization

1. The HARB shall annually elect, from its own membership a Chairman who will direct the activities of the HARB and such other officers as may be required to conduct its business.
2. Roberts Rules of Order shall be used to guide the conduct of business.

ARTICLE VIII: Records and Reporting

1. A designated member of the Borough staff shall prepare and maintain all materials and records related to the business and activities of HARB including but not limited to:
 - Agenda
 - Application Reviews
 - Minutes
 - Certificates of Appropriateness
 - Attendance Lists
 - Correspondence
2. All records and reports shall be kept on file in the Strasburg Borough Office Building.
3. HARB shall make an annual report to Borough Council, as set forth in Section 404.6 of the Ordinance.

ARTICLE IX: Expenditures for Services

Per Section 404.3 of the Ordinance, the HARB may, with prior approval of Borough Council, employ secretarial and professional assistance, and/ incur other expenses if necessary.

ARTICLE X: Functions and Duties

1. In addition to the duties specified in Section 404 and 405 of the Ordinance, the HARB may perform the following:
 - A. Work with Borough Council and Borough Commissions, as appropriate, in updates of the historic preservation component of the Comprehensive Plan.
 - B. Work with Borough Council and Borough Commissions, as appropriate, in updates of Borough Ordinances relative to the historic preservation goals stated in the Comprehensive Plan.
 - C. Make recommendations to the Borough Council about the creation or revision of historic preservation ordinances.
 - D. Prepare guidelines to aid owners of historic buildings understand the Borough's preservation goals, the Historic District, and HARB.
 - E. Review and comment on the potential impact of proposed state and federal agency actions that may affect historic resources within the Borough.

- F. Conduct research on and propose the nomination of significant resources within the Borough to the National Register of Historic Places and other appropriate lists or programs.
 - G. Develop informational brochures and educational materials about the Borough's history and historic resources.
 - H. Develop a resource file or library to guide citizens in their preservation efforts.
 - I. Promote, conduct, or participate in activities that educate or enhance the community's understanding of the borough's history and historic resources.
 - J. Actively pursue, with the prior approval of Borough Council, grants, gifts, donations and other sources of funds for the purposes stated herein.
 - K. Perform any other lawful activities, at the direction of borough council, which shall be deemed necessary to further the borough's preservation goals.
2. Per Section 404.7 of the Ordinance, HARB members are required to attend at least 8 hours annually of seminars, conference or workshops related to historic preservation and/or HARB administration.

ARTICLE XI: Conflicts of Interest

- 1. Conflicts of Interest shall be handled as delineated in Section 403.1 of the Ordinance .
- 2. Any prior discussions between HARB members and applicants shall be disclosed during the meeting.

Article XII: Amendment

Recommendations to make amendments to these Bylaws may be made at any meeting of the HARB after ten (10) days advance notice, in writing, to all members. A majority vote of the HARB shall be required for said recommendations to be sent to Borough Council for ratification.

Adopted by the HARB on February 22, 2007

HARB Chairman

Ratified by Borough Council on March 13, 2007.

Borough Council President