

May 198

The following rules and regulations of the Rocks Village Historic District Commission have been adopted in accordance with and supplemental to the City of Haverhill Historic District Ordinance, dated September 24, 1974 and the Massachusetts General Laws, Chapter 40C, by vote of the Commission at a Public Meeting held on 12 May 1980 at the Hand Tub House, Rocks Village, Haverhill:

#### A. Meetings and Hearings

##### 1. Conduct of Meetings

Meetings shall be conducted in accordance with the Massachusetts General Law, Chapter 40C, the City of Haverhill Historic Districts Ordinance dated September 24, 1974, and the Massachusetts Open Meeting Law (General Laws, Chapter 39, Section 23 a-c). Roberts Rules of Order, revised, shall be used when necessary to maintain reasonable order.

##### 2. Call for Meetings and Hearings

Meetings and hearings shall be called so as to expedite, for the benefit of the applicant, commission decisions. Ideally, meetings and hearings shall be scheduled to accommodate the attendance of the maximum number of Commissioners.

##### 3. Notification of Meetings

All residents of the Rocks Village Historic District shall be notified of meetings by mail, and/or delivered notice, and/or newspaper notice, and/or public notice posting at a location in Rocks Village, whenever possible. Additionally, all available regular and alternate Commissioners shall be notified personally by the chairman or his designate.

##### 4. Notification of Hearings

Notification for Hearings shall be made in accordance with General Law Chapter 40C, Section 11. Whenever possible, the requirement for Mail Delivery of Notice shall be satisfied with hand delivery by the Commission with written receipt from the recipient, or by Certified Return Receipt mail.

##### 5. Conflicts of Interest

If a majority of the Commission feels there will be a conflict of interest for a Commissioner in judging an application, or if a Commissioner is an applicant, that Commissioner shall neither vote on said application nor take part as a Commissioner in the deliberations leading to a decision on said application.

6. Waiver of Rights to Meetings and Hearings

a. Applicant waiver of first meeting on an application

An applicant for any form of certificate may waive his right to a meeting to determine if a hearing is necessary, and may ask that a hearing be scheduled by the Commission directly upon application.

b. Nonapplicability, etc., meeting waiver

If an application for nonapplicability is for totally internal changes or for changes outlined in the City of Haverhill Historic Districts Ordinance, Article 6, the chairman or his designate may waive a meeting and issue a certificate of nonapplicability. These decisions shall be recorded and shall be reported at the next Commission meeting.

c. Administration of "sign-off" for waiver of hearings

The Commission shall maintain a complete list of names and addresses of those persons who must acknowledge waivers from hearings. It shall be the responsibility of the Chairman or his designate to collect the written waivers.

7. Working Committees

Working committees of the Historic District Commission shall consist of no more than three regular and/or alternate commissioners.

8. Minutes of Meetings and Hearings to be reported to residents

An attempt shall be made to deliver the minutes of all meetings and hearings of the Commission to all residents and landowners of the Rocks Village Historic District unless cost or other hardship shall make such delivery prohibitive.

B. Applications and Applicants

1. Information content

Applications for certificates of nonapplicability, certificates of hardship, or certificates of appropriateness shall contain details specific enough to allow for an informed decision by the Commission.

2. Delivery of Certificates and Notices

a. Certificates required prior to issuance of Building Permits

It shall be the responsibility of the applicant to deliver certificate of appropriateness, certificates of hardship, or certificates of nonapplicability to the office of the Building Inspector.

b. Notices of disapproval

It shall be the responsibility of the Historic District Commission to deliver by hand to the office of the Building Inspector and the City Clerk's Office all determinations of disapproval (per General Laws, Chapter 40C, Section 10, Paragraph f).

3. Fees

An applicant may be requested by the Commission to pay any reasonable cost incurred to process any application unless waived by the Commission for financial hardship reasons. Reasonable copying costs and clerical costs incurred for any reason may be charged to those requesting these services from the Commission.

C. Membership of the Commission

1. Regular Nomination at the end of Term of Office

Prior to the expiration of the term of any Commission member(s), the Historic District Commission shall conduct a caucus of the residents of the Historic District for a candidate for each vacant commission position who will then be recommended by the Historic District Commission to the Mayor for appointment to the Commission.

2. Extraordinary Nomination

At the time of the next scheduled regular appointments, a nominee may be selected, by the caucus method, to serve out the unexpired term of any Commissioner no longer qualified to act.

Amendments to these Rules and Regulations:

May 1980: None.



Less than

60 days

May waive meeting if agreeable  
to Chairman & applicant  
(at least 14 days notice for  
Public Hearing)

At least  
---14 days---

H.D. Comm.  
Public  
Hearing

H.D. Committee  
Meeting:  
Final  
Determination

Applicable  
and  
Significant

H.D. Committee  
Meeting:  
Determination  
of Status

Non-  
applicable

Certificate  
of  
Non-applicability

Obviously  
Non-applicable

Applicant Files  
Application  
Form;

Meeting?  
-----2 to 14 days-----

Applicable but  
insignificant  
therefore may waive  
hearing if:

Signatures  
obtained?

Notice  
Mailed

or  
(wait 10 days)

Objections

no  
objections

Certificate  
of  
Applicability

Objections

Massachusetts Historic  
District Commissions  
Procedures for Granting  
Certificates

as interpreted by the  
Rocks Village Historic  
District Commission,  
Haverhill, MA:

Thomas Fazio, Chmn.  
David Presberg  
Joel Rubinstein  
John Paladino  
Stephen Lyons  
Nancy Rubinstein  
Catherine Lischke  
Susan Feener (Alt.)  
James Bulgaris (Alt.)  
John Cole (Alt.)