

Approved & adopted 8/4/05



CAMBRIDGE HISTORICAL COMMISSION

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Jacob D. Albert, Shary Page Berg, *Alternates*

Date: July 28, 2005
To: Members and Alternates of the Cambridge Historical Commission
From: Sarah L. Burks, Designated Property Administrator *SLB*
Re: Policy for adopting a Consent Agenda at meetings of the Commission

Below is a draft regulation regarding a Consent Agenda procedure for non-controversial cases. This will be discussed at the hearing on the proposal at the August 4 meeting.

Draft Policy for Adopting a Consent Agenda

It is the policy of the Cambridge Historical Commission that cases on its agenda, advertised for Public Hearing or Determination of Procedure, may be moved to a Consent Agenda at the beginning of a meeting and approved as a group, with the authority granted to the Executive Director to determine appropriate conditions for final approval and to issue a Certificate of Appropriateness.

The intent of the Consent Agenda policy is to facilitate the approval of non-controversial cases and ensure that there is adequate time to review applications that may benefit from discussion by the Commission, applicants, or members of the public. The Consent Agenda policy is feasible because the Commissioners are furnished with enough information on each case prior to the meeting that each member and alternate can understand the issues involved in each case.

The following procedures are hereby adopted by the Commission:

- Legal notices and agendas of meetings of the Commission shall include a brief description of the Consent Agenda policy and advise that applicants or members of the public who wish to discuss an application on the agenda for the meeting should send notice or be present at the beginning of the meeting to identify any case for which they wish to participate in a full discussion.
- At the beginning of each meeting, the chair will review the Public Hearing and Determination of Procedure (10-day notice) agenda.
- Any member or alternate of the Commission, an applicant or his authorized representative, the Executive Director, or a member of the public may request to have a full discussion of any case.
- Cases that are not identified for further discussion will be moved to the Consent Agenda for a single vote of approval, delegating to the Executive Director authority to issue a Certificate of Appropriateness with any appropriate conditions.