



## **LOUDOUN COUNTY HERITAGE COMMISSION BYLAWS**

### **Adopted February 14, 2011 / REVISED FEBRUARY 7, 2017**

**Purpose.** The Loudoun County Heritage Commission shall support and encourage the identification, documentation, protection, preservation, and celebration of the Heritage Resources of Loudoun County, shall advise the Board of Supervisors and other County offices regarding Heritage Resources, and shall accomplish tasks approved by the Board of Supervisors. Heritage Resources are the County's valued natural, cultural, and historic locations, sites, objects, and qualities that have been passed down from previous generations.

**Authority and Establishment.** The Loudoun County Heritage Commission is established pursuant to Section 15.2-1411 and Section 15.2-2306 of the Code of Virginia; the Heritage Preservation Plan, adopted by the Loudoun County Board of Supervisors December 15, 2003; Comprehensive Plan Amendment, CPAM 2008-0001, approved by the Loudoun County Board of Supervisors February 9, 2009. Such body shall also be known by the abbreviation "LCHC."

**Membership.** The LCHC shall be composed of sixteen members, the first nine being appointed from each District and one At-Large. The additional seven will be job specific and appointed by the Board of Supervisors with knowledge in some or all of the following:

1. History, preservation, restoration, and adaptive residential or commercial use of historic buildings.
2. Loudoun County's prehistoric and historic archaeology and preservation of material culture and sites.
3. Conservation of Loudoun County's natural environment.
4. History and culture of the people and places of Loudoun County.
5. Heritage tourism, business, financial, and philanthropic sectors in heritage preservation.
6. Public and private institutions and organizations that contribute to the identification, promotion, preservation, and celebration of Loudoun County's Heritage Resources.
7. African-American History.

The Board of Supervisors recognizes and celebrates the diversity of Loudoun County and encourages all individuals to apply to serve on Board-appointed committees and commissions by completing the standard application form located at the following webpage: [www.loudoun.gov/advisory-nominations](http://www.loudoun.gov/advisory-nominations).

- A. Once the Commission is established Members may be reappointed to succeed themselves but may not serve more than twelve (12) consecutive years.
- B. Members may be removed by the Board of Supervisors for malfeasance in office.
- C. The Commission may use independent specialists and interested citizens to aid in its work.
- D. The Commission will establish liaison with the Board of Supervisors, County Administrator, Planning Department, Parks and Recreation, Building and Development, Office of Mapping and Geographic Information, Planning Commission, Historic District Review Committee, Visit Loudoun, and other appropriate Loudoun County Government organizations, staff, and officials to facilitate communication and collaboration in efforts to identify, document, protect, preserve, and celebrate Heritage Resources in Loudoun County.

**Officers and Committees.** A chairman, vice chairman, secretary, and any other officers established by the LCHC shall be elected by majority vote of the entire membership. The Commission shall form a Nominating Committee and other committees that it considers necessary. The Nominating Committee shall nominate a slate of Commission officers.

**Meetings.** The Commission will hold public meetings on a regular schedule. The agendas for such meetings will be published in advance on the County website. Official minutes of the meetings will be taken and published on the County website.

- A. A majority of the membership of the Commission shall constitute a quorum. The presence of a quorum of the members of the LCHC **must be present to conduct any meeting and** is required for determination of the Commission's position on any substantive issue to be presented to the Board of Supervisors or Loudoun County Departments, Commissions, or Committees. Any action taken shall require the affirmative vote of a majority of the members present and voting.
- B. Members shall exempt themselves from voting on any action in which their financial or commercial interests of those of their immediate family are directly involved, and shall inform the other members of this conflict.
- C. Members shall at all times be in compliance with FOIA regulations.

**Attendance:** LCHC members are responsible for attending all regularly scheduled meetings. It is the member's obligation to notify the Chair or Vice Chair when unable to attend a meeting. Members are not permitted to miss more than 3 consecutive meetings or 4 meetings in a calendar year without written notice to the Chair or Vice Chair of the Committee who will evaluate each circumstance on a case by case basis. Should it be determined that it is in the best interest of the LCHC to replace a member due to inactivity, the Chair and/or Vice Chair will ask said member for resignation and notify the Board of Supervisors of the vacancy.

**Meeting Notice/Public Documents:** A notice of all meetings will be posted on the County's website (events calendar) and all documents will be made publicly available utilizing the County's website ([www.loudoun.gov/heritagecommission](http://www.loudoun.gov/heritagecommission)). The LCHC shall keep a recording of its proceedings, and such recordings shall be made available upon request.

**Powers and Duties.** The LCHC shall have the duty and authority to do the following:

1. Advise the County Planning Commission, Board of Supervisors, County Administrator, and other County organizations regarding the preservation of the County's heritage and environmental resources. This includes reviewing land use applications that may have significant implications for Heritage Resources and making recommendations to the Planning Commission and Board of Supervisors. The Commission will attempt to anticipate issues before they arise and suggest proactive solutions that address County goals.
2. Develop, submit, and monitor a stewardship program for county-owned Heritage Resources with a strategic plan for the acquisition, maintenance, and transfer of such resources.
3. Identify, document and maintain an Inventory/Register of Loudoun County's historic, cultural and environmental resources (Heritage Resources). The Commission will coordinate the evaluation of Resources on the Inventory for their significance to Loudoun's heritage, their potential for attracting visitors, and threats to their preservation or conservation, based upon available County resources.
4. Educate and inform Loudoun property owners, community groups, private organizations, and the general public about the importance of the County's Heritage Resources. Promote the protection, preservation, restoration, and enhancement of the resources.
5. Promote the activities of public and private heritage preservation groups and, where appropriate, coordinate certain activities. Conduct liaison and discussions with historic

preservation and environmental conservation groups within Loudoun County and also with heritage commissions in other counties and cities and with relevant state offices.

Work with private non-profit organizations, that provide Loudoun citizens information and advice on heritage preservation and conservation, or that provide support for preservation and conservation activities in Loudoun County.

6. Facilitate efforts of government and non-profit organizations to identify sources of funds to support heritage preservation projects. Such projects may include, but are not limited to, surveys, analysis or conservation of historic, archaeological, and environmental resources; preparation of National Register nominations; amendment of preservation ordinances; and public education programs.