

**The CHA of RVA Historic Preservation and Land Use Committee Charter**

**Purpose:** The purpose of the committee is to monitor land use and historic resources in the Church Hill community. The committee will also educate, advocate, and advise the board in these areas. Topics under the committee's purview include projects before the Planning Commission, Commission on Architecture Review, Richmond City Council, Board of Zoning Appeals, and Virginia Housing Development Authority. The committee will also be the first point of contact for homeowners and developers for any project concerning land use<sup>(1)</sup> and/or historic preservation and integrity.

**Committee membership:** The committee will be chaired by an appointee of the president of the CHA of RVA. Committee membership is voluntary and open to any member of CHA of RVA. There should be at least eight members total, including one member of the Board of CHA of RVA. Members must be residents of Church Hill.

**Meetings:** Meetings will be held the Tuesday before the CHA Board meeting, generally the first Tuesday of every month. The chair of the committee may call emergency meetings as needed. The chair may also cancel meetings if there is no business to discuss. The committee may meet jointly with the board for developer presentations. An agenda of the meeting will be sent to the committee and board one week before the meeting. CHA of RVA members should be notified and are free to attend. Minutes of the meeting should be published in the CHA of RVA newsletter.

**Voting:** Attendance of 50% of the committee in person shall be a quorum. A simple majority is required to resolve a vote. Only members of the committee may vote. Voting may be electronic.

**Spokesperson:** The chair is the spokesperson for the committee. The President of the association is the association's only official spokesperson. Only with the president's prior authorization may the chair or any committee member speak on behalf of the association in any formal oral or written obligation.

**Meeting Minutes:** Meeting minutes will be approved and distributed to the board on the day before the board meeting. Minutes shall also be published in the newsletter.

(1) The term 'Land Use' is not limited to but including new construction, modification, SUP and zoning changes within the Church Hill Old and Historic District and viewshed.