Alamance County Historic Properties Commission
By-Laws and Meeting Procedures

Article I Meetings

Section 1.1 Purpose

The Alamance County Historic Properties Commission is charged with safeguarding the heritage of the county by preserving property that embodies important elements of its cultural, social, economic, and political, or architectural history.

The commission has these main functions:

- To make recommendations to the local governing board to designate selected properties as historic landmarks.
- To make recommendations to the local governing board to designate selected areas as historic districts.
- To review and act upon applications by property owners to make changes to locally-designated historic landmarks or properties in a locally-designated historic district, to ensure that inappropriate changes are not made.
- To educate the public about the county's history and the value of its preservation.
- To advise and assist the county government in preservation planning.

Section 1.2 Annual Meetings

The annual meeting of the Alamance County Historic Properties Commission shall be in January. At each annual meeting, the Commission shall elect members to the office of Chair and Vice-Chair. The Commission shall also adopt a meeting schedule for the entire year; including the meeting date of the annual meeting for the next calendar year.

Section 1.3 Regular Meetings

Regular meetings of the Alamance County Historic Properties Commission shall take place on the second Tuesday of each month. Meetings will be held at 6:00 p.m. at the Alamance County ~~Office Building located at 124 W. Elm Street in Graham, North Carolina, in the Board of County Commissioners room.~~ Development Center at 1946 Martin Street in Burlington, North Carolina.

Section 1.4 Special Meetings, Change of Meeting Date, Time, or Location

In the event that a special meeting of the Alamance County Historic Properties Commission is necessary, Commission members shall be notified, either verbally or in writing, no less than forty-eight (48) hours prior to the time of the meeting.