



# Staff Report and Recommendations

## Agenda of November 14, 2022, Item 7a

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### County of Ventura • Resource Management Agency

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2478 • [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)

#### I. **APPLICANT:**

**Applicant:** County of Ventura Planning Division  
800 S. Victoria Avenue, L#1740  
Ventura, CA 93009

#### II. **REQUEST:**

Planning Division staff requests that the Cultural Heritage Board (CHB) adopt CHB Resolution No. 2022-18 (Exhibit 1) repealing the current CHB Bylaws and adopting the proposed CHB Bylaws (Exhibit 1, Attachment A).

#### III. **BACKGROUND:**

The CHB adopted the current Bylaws of the Ventura County CHB on April 23, 2018, in partial fulfillment of certain goals in the Annual Report to the State of California Office of Historic Preservation. Previously, the Ventura County Cultural Board Rules and Regulations had been in effect since June 22, 1987.

At their February 1, 2022 hearing, the Board of Supervisors directed Planning Division staff to include a revision in the Cultural Heritage Ordinance to modify how the two Cultural Heritage Board At-Large Members are appointed. Specifically, staff was directed to shift the appointment authority of the two CHB At-Large Members from the five Supervisorial-appointed CHB members to the Board of Supervisors. This revision is intended to align the appointment process with the general practice of other County boards and commissions. As part of this direction, upon adoption of the revised Cultural Heritage Ordinance, the CHB's Bylaws were to be updated to reflect this revision. In July 2022, the Board of Supervisors adopted Cultural Heritage Ordinance No. 4604 to repeal and reenact the Ventura County Cultural Heritage Ordinance, with inclusion of the aforementioned revision. The new ordinance was effective August 25, 2022.

#### IV. **DISCUSSION:**

The proposed changes to the Ventura County CHB Bylaws consist of the following:

1. Add a definition and context for Certified Local Government;
2. Align provisions regarding membership and appointment authority of the two CHB At-Large Members with Ordinance No. 4604 pursuant to direction from the Board of Supervisors;
3. Align provisions regarding preparation of an Annual Report of the activities of the CHB as a Certified Local Government with current and historical practice;
4. Remove procedure regarding outside specialists and experts;

5. Formally provide for the option to conduct meetings virtually, to the extent the Brown Act allows;
6. Provide clarification regarding site visits;
7. Clarify who shall be notified in the event of a CHB Member resignation;
8. Clarify appropriate actions in the event of a CHB Member conflict of interest; and
9. Miscellaneous cleanup of wording, grammar, and syntax.

The CHB is requested to review and discuss the proposed revised Bylaws for their Board. Then, consider adopting the attached Resolution No. 2022-18 repealing the current CHB Bylaws and adopting the proposed CHB Bylaws (Exhibit 1, Attachment A). For reference, Exhibit 2 contains a legislative version of the Proposed Bylaws of the Ventura County CHB with proposed changes identified in red font.

**V. PUBLIC COMMENTS:**

No public comment regarding this item has been received to date.

**VI. RECOMMENDED ACTIONS:**

CHB Staff is recommending the CHB take the following actions regarding this item:

1. **CONDUCT** public hearing, **RECEIVE** oral and written testimony, and **CONSIDER** the Planning Division Staff report and all exhibits and attachments hereto;
2. **FIND** that the proposed Bylaws of the Ventura County CHB (Exhibit 1, Attachment A) are in conformance with the Ventura County Cultural Heritage Ordinance No. 4604 based on the substantial evidence in the staff report and on the entire record; and
3. **ADOPT** CHB Resolution No. 2022-18 (Exhibit 1) repealing the current Bylaws of the Ventura County CHB and adopting the proposed Bylaws of the Ventura County CHB (Exhibit 1, Attachment A).

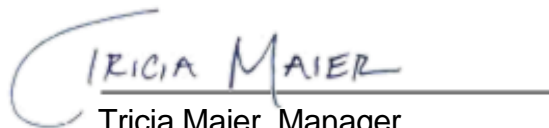
Prepared by:



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Reviewed by:



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Exhibits:

Exhibit 1 – CHB Resolution No. 2022-18

Attachment A – Proposed Bylaws of the Ventura County CHB (Clean Version)

Exhibit 2 – Proposed Bylaws of the Ventura County CHB (Legislative Version)