

23.0 ARCHITECTURAL REVIEW BOARD

23.1 CREATION

For the general purposes of this article as herein stated and specifically to preserve and protect historic places and areas in the Town through the control of demolition of such places and through the regulation of architectural design and uses of structures in such areas, there is hereby created a board to be known as the "Architectural Review Board" (ARB). The members of said Architectural Review Board shall be appointed by the Town Council.

23.2 MEMBERSHIP

The membership shall consist of five (5) members.

23.3 QUALIFICATIONS

A majority of the membership shall be residents of the Town and all shall have a demonstrated interest, competence, or knowledge in historic preservation. At least one (1) member shall be a long-term resident of the Town within its current boundaries. One (1) member may be a member of the Town Council and one (1) member may be a member of the Town Planning Commission. At least one (1) member shall have professional training, equivalent experience, or demonstrated knowledge in architecture, history, architectural history, or archaeology. Effort should be made to appoint at least one (1) additional member certified as a registered architect with a demonstrated interest in historic preservation. The latter two members should be appointed on the basis of their qualifications; consideration need not be given as to whether they are residents of the Town.

23.4 TERMS

Members shall be appointed for a term of four (4) years. Initial appointments shall be three (3) members for four (4) years, and remaining members for two (2) years. The term of a Town Council member shall be concurrent with his/her elected term of office. The term of a Planning Commission member shall be concurrent with his/her appointment to the Planning Commission. Vacancies shall be filled within sixty (60) days.

23.5 ORGANIZATION

The Architectural Review Board shall elect from its own membership a chairperson, vice-chairperson and a secretary who shall serve annual terms and may succeed themselves.

23.6 RULES

- a. The Architectural Review Board shall meet in regular session at least once a month whenever an application has been filed for their consideration or in any case at least once per quarter. Special Meetings of the Architectural Review Board may be called by the Chairman or a majority of the members after twenty-four (24) hours written notice to each member served personally or left at his/her usual place of business or residence. Such notice shall state the time and place of a meeting and the purpose thereof.
- b. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at a special meeting or file a written waiver of notice. For the conduct of any hearing and the taking of any action, a quorum shall be not less than a majority of all voting members of the Architectural Review Board. The Architectural Review Board may make, alter, or rescind rules and forms for its procedures, consistent with the ordinances of the Town and the general laws of the State of Virginia.

- c. The Architectural Review Board shall establish procedures for all matters coming before it for review and all meetings shall be open to the public. Adequate notice shall be given to applicants, but meetings need not be advertised in advance except in the case of a proposal to demolish or move a designated landmark or contributing structure. Notice when required shall be the publication of the agenda in a newspaper of general circulation serving the Town seven (7) days prior to the meeting.
- d. The Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact. All records of official actions shall become part of the permanent records of the Board. A quorum shall be a majority of all the members of the Board.
- e. The Architectural Review Board shall have the authority to request the opinion, advice or other aid of any officer, employee, board, bureau or commission of the Town within the scope of his/her or its respective competence.

23.7 POWERS AND DUTIES

The Architectural Review Board shall have the power and authority for issuing or denying certificates of appropriateness for construction, reconstruction, substantial exterior alteration, razing, or relocation within the historic district. In addition, the Architectural Review Board shall have the following duties:

- a. To assist and advise the Town Council, the Planning Commission, and other Town departments, agencies and property owners in matters involving historically significant sites and buildings, or other properties in historic districts such as, but not limited to, appropriate land usage, parking facilities, and signs.
- b. To continuously evaluate conditions and advise owners of historic landmarks or contributing structures or other properties in historic districts on problems of preservation.
- c. To conduct studies deemed necessary by the Town Council or Planning Commission concerning location of historic and entrance corridor districts, and means of preservation, utilization, improvement and maintenance of historic assets in the Town.
- d. To propose additional historic landmarks or deletions thereto or changes to historic districts.
- e. To adopt standards for review to supplement the standards set forth in this ordinance.
- f. To formulate recommendations to the Town Council concerning the establishment of an appropriate system of markers for selected historic sites and buildings, including proposals for the installation and care of such historic markers.
- g. To cooperate with and enlist assistance from the Virginia Historic Landmarks Commission, the National Trust for Historic Preservation, and other interested parties both public and private in its efforts to preserve, restore, and conserve historic landmarks, buildings, sites or areas within the Town.
- h. To continuously evaluate conditions and advise owners of property within entrance corridor districts regarding standards.
- i. At the request of the Zoning Administrator, to review and render judgment on the appropriateness of the appearance of proposed and existing signs and structures to be or currently located at any site within the Town.

j. Provide advice to the public on standards and acceptable ways to meet standards within the historic and entrance corridor districts.