



**PUBLIC NOTICE  
WILLIAMSBURG CITY COUNCIL**

The Williamsburg City Council will hold a public hearing on Thursday, December 8, 2011, 2:00 p.m. in the Stryker Building, 412 North Boundary Street, to consider the following:

**PCR #11-021:** Amend the text of the Zoning Ordinance, Article IX. Architectural Review, to revise membership requirements for the Architectural Review Board [Sec. 21-853(a)], pertaining to the requirement that one member be a licensed architect and one member have a degree in architectural history or historic preservation.

Additional information is available at [www.williamsburgva.gov/Index.aspx?page=1036](http://www.williamsburgva.gov/Index.aspx?page=1036) or at the Planning Department [(757) 220-6130], 401 Lafayette Street. Interested citizens are invited to attend this hearing and present their comments to the Council.

If you are disabled and need accommodation in order to participate in the public hearing, please call the City Manager's office at (757) 220-6100, (TTY) 220-6108, no later than 12:00 noon, Thursday, December 1, 2011.

Donna F. Scott  
City Council Clerk



**CITY OF WILLIAMSBURG**  
MEMORANDUM

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**DATE: November 16, 2011**

**SUBJECT: PCR #11-021**  
**Revision of Architectural Review Board membership requirements**

The term of the licensed architect member of the Architectural Review Board will expire on December 31, 2011. The Zoning Ordinance requires that one of the members of ARB be a licensed architect, and all ARB members have to be City residents. We know of no other licensed architects that are City residents that could be appointed to ARB. The state's Certified Local Government Program for architectural review boards requires that one member be an architect or an architectural historian. To address this membership issue, two options are proposed for changes in the membership requirements, which are detailed in the attached ordinances:

1. Require that one member be an architect or an architectural historian (the present membership requirement is for both an architect and an architectural historian).
2. Allow the licensed architect to live in James City County or the Bruton District of York County if they are employed and have an office in the City.

The current membership requirements for the ARB are listed below:

- One member shall be a licensed architect
- One member shall have a degree in architectural history or historic preservation
- One member shall be a member of the Planning Commission
- One member shall have professional training or equivalent experience in any of the following disciplines: architecture, history, architectural history, archaeology, or planning
- At least two members, exclusive of the Planning Commission member, shall reside in or operate businesses in the AP or CP District
- It is recommended that one member have professional training or equivalent experience in any of the following disciplines: real estate, building construction, or engineering

A list of the current ARB members and their qualifications is attached.

## **ANALYSIS**

Because of the detail and complexity of cases coming before the Architectural Review Board, a licensed architect is needed as one of the seven members. Because of the difficulties of finding an architect who is a City resident, the Zoning Ordinance should be amended to allow a resident of James City County or the Bruton District of York County to serve on the ARB if they are employed and have an office in the City.

## **STAFF RECOMMENDATION**

Staff recommends that Planning Commission recommend to City Council that the ARB membership requirements be amended to allow the licensed architect member to be a resident of James City County or the Bruton District of York County if they are employed and have an office in the City (attached Alternate 2).

## **PLANNING COMMISSION RECOMMENDATION**

Planning Commission held a public hearing on November 16. No citizens spoke at the hearing. Planning Commission recommended, by a vote of 6-0, that the ARB membership requirements be amended to allow the licensed architect member to be a resident of James City County or the Bruton District of York County if they are employed and have an office in the City (attached Alternate 2).

## **CITY COUNCIL PUBLIC HEARING**

The City Council public hearing is scheduled for December 8 at 2:00 p.m. in the Council Chambers at the Stryker Building, 412 North Boundary Street.



Reed T. Nester  
Planning Director

**Alternate #1 – Either an architect or an architectural historian; must live in City**

**ORDINANCE #11-\_\_  
PROPOSED ORDINANCE # 11-25A**

**AN ORDINANCE AMENDING CHAPTER 21, ZONING,  
ARTICLE IX. ARCHITECTURAL REVIEW, SEC. 21-853,  
PERTAINING TO MEMBERSHIP REQUIREMENTS FOR THE  
ARCHITECTURAL REVIEW BOARD  
(PCR #11-021)**

These revisions to Chapter 21, Zoning, are intended to promote the health, safety and general welfare of the public, and to carry out the purpose and intent of Chapter 21 as stated in Sec. 21-1.

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**BE IT ORDAINED** that Chapter 21, Zoning, Article IX. Architectural Review, Sec. 21-853(a), Architectural Review Board, shall be amended to read as follows:

**Sec. 21-853. Architectural Review Board**

(a) An architectural review board is hereby established, hereafter referred to as the review board. The review board shall consist of seven residents of the city, who shall be appointed by city council, and who shall have a demonstrated interest, competence or knowledge in historic preservation. One member shall be either a licensed architect; ~~one member~~ or shall have a degree in architectural history or historic preservation (and if possible both should be appointed as review board members); one shall be a member of the planning commission; and one shall have professional training or equivalent experience in any of the following disciplines: architecture, history, architectural history, archaeology, or planning. At least two of the members of the board, exclusive of the planning commission member, shall reside in or operate businesses in the architectural preservation or corridor protection district. It is recommended that one member have professional training or equivalent experience in any of the following disciplines: real estate, building construction, or engineering. Each member, other than the member of the planning commission shall serve a term of four years, ~~except that the original appointments shall be made for terms expiring on the following dates: December 31, 1994 (two members); December 31, 1995; December 31, 1996 (two members); and December 31, 1997.~~ Each member may be reappointed but shall serve no more than two consecutive four-year terms. The term of the city planning commission member shall be coextensive with the term on the planning commission.

This ordinance shall become effective immediately upon its passage.

Adopted: \_\_\_\_\_

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Clyde A. Haulman, Mayor

\_\_\_\_\_  
Donna Scott, City Council Clerk

**ORDINANCE #11-\_\_\_\_  
PROPOSED ORDINANCE #11-25B**

**AN ORDINANCE AMENDING CHAPTER 21, ZONING,  
ARTICLE IX. ARCHITECTURAL REVIEW, SEC. 21-853,  
PERTAINING TO MEMBERSHIP REQUIREMENTS FOR THE  
ARCHITECTURAL REVIEW BOARD  
(PCR #11-021)**

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Adopted: \_\_\_\_\_

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Clyde A. Haulman, Mayor

\_\_\_\_\_  
Donna Scott, City Council Clerk



## WILLIAMSBURG ARCHITECTURAL REVIEW BOARD 2011

|  |   |          |            |
|--|---|----------|------------|
| Scott Spence, Chairman<br>102 Walnut Hills<br>23185 -3427          | Licensed Architect<br><a href="mailto:scottspence@widomaker.com">scottspence@widomaker.com</a>            | 871-5828 | 12/31/11** |
| Robert H. Lane, Vice-Chairman<br>248 Yorkshire Drive<br>23185-3919 | Registered Engineer<br><a href="mailto:toby@thelanesweb.org">toby@thelanesweb.org</a>                     | 345-0220 | 12/31/14** |
| Andrew C. Edwards<br>429 Franklin Street, RM 208<br>23185-4304     | Archaeologist<br><a href="mailto:aedwards@cwf.org">aedwards@cwf.org</a>                                   | 220-7333 | 12/31/12*  |
| Demetrios J. Florakis<br>601 College Terrace<br>23185-3530         | Citizen<br><a href="mailto:df601@cox.net">df601@cox.net</a>   | 345-9112 | 12/31/12*  |
| Jeffrey E. Klee<br>115 Berkeley Lane<br>23185-3408                 | Architectural Historian<br><a href="mailto:jklee@cwf.org">jklee@cwf.org</a>                               | 220-7656 | 12/31/13** |
| Lowell H. Ruff<br>116 Sir Thomas Lunsford Dr<br>23185-3394         | Registered Engineer<br><a href="mailto:grruff@cox.net">grruff@cox.net</a>                                 | 565-4064 | 12/31/14*  |
| Sean Driscoll<br>4 Bayberry Lane<br>23185-3406                     | Planning Commission<br><a href="mailto:sean.driscoll@raymondjames.com">sean.driscoll@raymondjames.com</a> | 564-4723 | 12/31/14*  |

\*Eligible for reappointment

\*\*Not eligible for reappointment

### Staff Contacts:

Carolyn Murphy, Deputy Planning Director, [cmurphy@williamsburgva.gov](mailto:cmurphy@williamsburgva.gov)  
Karen Kelly, Senior Secretary, [kkelly@williamsburgva.gov](mailto:kkelly@williamsburgva.gov)