

**CHAPTER XII – APPENDIX 5**  
**ARCHITECTURAL REVIEW BOARD**  
**BYLAWS**

The purpose of these bylaws is to supplement the procedures for meetings outlined in Section 21-853, Architectural Review Board.

1. The Board shall elect officers from its own membership, as specified in Section 21-853 of the Architectural Review Article in the Zoning Ordinance, at the first meeting of the year.
2. The Board shall meet at least once a month, but shall schedule meetings for the second and fourth Tuesday of every month. In the event that no applications for review are received by the deadline prior to a meeting, the regular scheduled meeting will be canceled unless the Board has scheduled other matters for discussion pertaining to design review and/or historic preservation.
3. A minimum of 12 regularly scheduled meetings and at least one training session will be scheduled per year, in order for the Architectural Review Board and the City's design review program to be eligible for Certified Local Government status with the Virginia Department of Historic Resources.
4. The Board shall for parliamentary purposes follow Robert's Rules of Order as modified for Small Boards. These modifications include the following items. Members are not required to obtain the floor before making motions or speaking, which they can do while seated. Motions need not be seconded. There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained. Informal discussion of a subject is permitted while no motion is pending. Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands. The chairperson need not rise while putting questions to vote. The chairperson can speak in discussion without rising or leaving the chair. Subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), the chairperson can make motions and vote on all questions.
5. A quorum of the Board must be present at a meeting in order for official business to be conducted. Each member shall be entitled to one vote on any question before the Board, and the decisions of the Board shall be determined by a majority vote of members present.

6. If a specific application before the Board poses a conflict of interest for any board member, that member shall abstain from voting on the matter.
7. The Board shall review all applications which have been submitted prior to the deadline for the meeting and for which an applicant or representative is present at the meeting. A decision shall be made on the case within 60 days of first consideration, unless the applicant formally requests an extension. Any request for an extension must be to a particular date.

If the case is tabled to a particular date or if an applicant requests an extension to a particular date, and if an applicant fails to appear on the date appointed, then the case shall be considered withdrawn. Any re-submittals must be under a new application.

8. The Board endorses the practice of using a consent agenda. Staff makes the initial determination of applications to be included on the consent agenda. At the regular meeting of the Board, the Chair will provide Board members the opportunity to add or remove items from the consent agenda. In addition, the Chair will remove an item from the consent agenda if anyone present desires to speak about an application in the public comment period. A representative does not need to be present for applications listed on the consent agenda. However, if the application is removed from the consent agenda and no representative is present, the application will be tabled until the next meeting.
9. For each application, Board procedure provides two opportunities for comments from the public. Members of the audience are invited to speak after the presentation of the consent agenda application and before discussion by the Board. Members of the audience are also invited to speak after the Board's discussion but prior to the Board's vote on each application. All comments by members of the public should be addressed to the Board and not the applicant. It is not appropriate for members of the audience to engage in conversations with the applicant during the official meeting of the Board.
10. Any motion for action on an application before the Board shall state the reasons therefore, such as whether the application is consistent with the ***Design Review Guidelines*** and what factors of the proposal are compatible or incompatible with the surrounding areas and the City of Williamsburg.
11. The minutes of the meeting shall be prepared by the Planning Department staff, as specified in Section 21-853 of the Architectural Review Article in the Zoning Ordinance, and shall be held for public record in the Planning Department.