

WHITEHOUSE DESIGN REVIEW BOARD

BY-LAWS

ARTICLE I- Preamble

AUTHORITY

The Whitehouse Design Review Board (DRB) has the power to review building permits for exterior renovation, demolitions and new construction to insure that the proposed change is consistent with the architectural and historical character within the target area. In reviewing the building permits, the DRB shall use Council adopted Architectural Standards and Guidelines developed by the DRB and based on the United States Department of Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*. The DRB shall work for the continuing education of the target area residents it serves and the residents of the Village regarding the protection of local cultural resources. The DRB shall also advise the Mayor, and other local officials and make recommendations as to the protection of the Village's cultural resources.

ARTICLE II-Membership and Appointment

Section 1. The Whitehouse Design Review Board shall consist of five (5) members. Membership of the Board shall be as follows:

- A. Delegates-at-large
 - 1. A member of Council, Village of Whitehouse
 - 2. An architect
 - 3. Member of the Whitehouse Historical Society
 - 4. Two Preservation District property owners

Section 2. TERMS

Initial appointments shall be for staggered terms of one, two or three years. All subsequent terms shall be for a period of three years. Vacancies shall be filled for any unexpired term within 60 days in the same manner as original appointment are made.

ARTICLE III-Removal of DRB Members

Section 1 Any member of the DRB who fails to attend three (3) regular monthly meetings without proper excuse to the Chairperson and/or Design Review Board Coordinator shall be dropped from the DRB. Yearly attendance shall be kept on a delegate term, basis from January- December.

Section 2 DRB members may be removed for cause by Village Council.

Section 3 Vacancies arising from resignations, absences, and for cause shall be filled for the unexpired term in the same manner as original appointments are made.

ARTICLE IV- Officers and Duties

Section 1 The officers of the Whitehouse Design Review Board shall consist of a Chair and Vice Chair.

Section 2 The Chair shall preside at all meetings and hearings of the DRB and shall have the duties normally conferred by parliamentary usage on such officers.

Section 3 The Chair shall have the privilege of participating in the discussion of all matters before the DRB and to vote thereon.

Section 4 The Vice-Chair shall act for the Chair in his absence.

Section 5 In the absence of the Chair and the Vice Chair, a member designated by a majority vote of the members present shall serve as Chair protempore.

Section 6 The Coordinator to the Whitehouse Design Review Board shall be provided by the Village of Whitehouse. Staff shall be responsible for the following:

- A. Informing applicants of certificates of appropriateness of the review procedure and application requirements.
- B. Requesting from the applicant additional pertinent information regarding the proposed environmental change.
- C. Informing applicants having applications requiring review of the date in which the application will be heard.
- D. Informing the DRB regarding the number and type of certificate of appropriateness applications.
- E. Meeting scheduling and notification.
- F. Notification of affected property owner(s).
- G. Overseeing the maintenance of a complete file of all the written minutes of the DRB's meetings.
- H. Preparation of written decisions made by the DRB including findings and analyses.
- I. Carrying out such action as requested by the DRB that is consistent with the legislation.

ARTICLE V – Election of Officers

Section 1 Election of officers shall be held yearly, at the regular January meeting of the DRB. At that meeting nominations shall be made from the floor.

Section 2 The election of officers shall be by Verbal ballot

Section 3 The candidate receiving a majority of the vote shall be declared elected and shall serve for one year or until his successor shall take office.

Section 4 Officers may serve a maximum of two (2) consecutive one (1) year terms.

Section 5 Vacancies in offices shall be filled as and when needed for the unexpired term by regular election procedure.

ARTICLE VI – Meetings

Section 1 Meetings shall be held at least once each month when there are applications to be considered and not less than once a year.

Section 2 Special meetings may be called by the Chairperson on his own initiative. It shall also be the duty of the Chairperson to call such a meeting when requested by the following: a majority vote of the DRB, in writing by the majority of the DRB members, when requested by the Building Inspection Division, when requested by the Plan Director and upon request from staff.

Section 3 The DRB shall hold periodic public meetings in addition to its regular monthly meetings to disseminate information.

Section 4 Notice of required regular public meetings, special meetings requiring a DRB review and vote, and other public interest meetings shall be given as prescribed by law. Notice of all other meetings shall be at least twenty-four (24) hours in advance of said meeting.

Section 5 The majority of the members shall constitute a quorum. For the taking of official action, a majority vote of the quorum shall be required.

- A. Motions shall be restated by the chair before a vote is taken. The names of the persons making the motion and its second shall be recorded.
- B. Voting shall be by voice and shall not be recorded by ayes and nays, unless otherwise ordered.
- C. Voting shall be recorded by ayes and nays upon the request of any member if so ordered by the chair.
- D. Voting shall be by written ballot, upon the request of any member with a majority consent of the DRB if so ordered by the chair.
- E. Whenever it appears that a DRB member has a conflict of interest regarding a certificate of appropriateness application submitted to the DRB, said member shall disqualify himself/herself from participation and voting on said application.

Section 6 Except where otherwise specified, meetings shall be conducted according to Robert Rules of Order.

Section 7 All DRB meetings shall be open to the general public. All statements and questions at meetings, either by DRB members or the general public, shall be addressed to the chairperson.

Section 8 The matter under discussion before the DRB may be presented in summary by staff.

Section 9 Parties in interest have the privilege of the floor, subject to the rules of the chair. The statements and questions at public hearings by members of the DRB or general public shall be addressed to the chairperson.

Section 10 A record shall be kept of those speaking before the DRB.

Section 11 At the DRB's discretion, a maximum of one (1) deferral not to exceed 45 days beyond the originally scheduled hearing date may be granted.

ARTICLE VII- Order of Business

The order of business at regular meetings shall be:

1. Call to Order
2. Roll Call
3. Proof of Notice
4. Approval of Minutes of Previous Meeting
5. Cases requiring action by the DRB
6. Report of Officers
7. Report of Staff Activities
8. Requests for educational and/or advisement referrals
9. Adjournment

ARTICLE VIII-Amendments

These by-laws may be amended by two-thirds vote of the entire membership of the DRB.

Adoption and Dates of Amendments

-May 22, 2001
Amended April 30, 2008