

Attachment 6

1. Variances;
2. Floodplain Variances;
3. Appeals regarding Tree Removal Permits, Floodplain Permits, Sign Permits, Temporary Use Permits and Administrative Modifications.

5.1.5. Board of Architectural Review

A. General

The Board of Architectural Review has the following powers and duties under this Development Code.

B. Composition

1. The Board of Architectural Review (BAR) must be composed of 9 members.
2. Appointments to the BAR will be made by City Council, in the Council's discretion, for terms of 4 years, except that appointments to fill vacancies is for the unexpired remainder of the vacant term.
3. A member cannot serve for more than 2 consecutive 4-year terms, except for the members initially appointed to fill vacancies, who may serve for 2 full terms in addition to the vacant term to which they were originally appointed.
4. All appointees must be residents of the City; except that a person who resides outside the City, but who owns a business, or who owns commercial or residential property in an ADC District, HC District, or an IPP may be appointed to serve on the BAR.
5. The BAR must at least consist of the following members:
 - a. 2 licensed architects;
 - b. 1 member of the Planning Commission;
 - c. 2 owners of a business or commercial property in an ADC District, HC District, or an IPP;
 - d. 1 owner of residential property or a resident in an ADC District, HC District, or an IPP;
 - e. 1 landscape architect;
 - f. 1 historian or persons with substantial background in history or historic preservation; and
 - g. 1 licensed professional contractor or 1 historian or person with substantial background in history or historic preservation.

C. Authority

1. General

- a. In order to administer the provisions of the Architectural Design Control Districts and Individually Protected Properties the Board of Architecture Review (BAR) must:

- i. Recommend additional surveys of potential districts or properties, and recommend properties for inclusion in or deletion from ADC Districts or the City's list of Individually Protected Properties.
 - ii. Act in an advisory role to City Council and City Departments, Boards and Commissions.
 - iii. Disseminate information within the City on historic preservation issues and concerns.
 - iv. Develop a Preservation Plan with goals and recommendations for consideration by the Planning Commission, and from time to time the Board will update such plan.
 - v. Develop and recommend to the City Council for its approval design guidelines for the City's ADC Districts, consistent with the purposes and standards set forth in *Div. 2.9. Overlay Districts*. The BAR must develop the design guidelines after seeking input from business and property owners in the various districts. Guidelines developed by the BAR will become effective upon approval by City Council and thereafter will have the status of interpretive regulations. The BAR must undertake a comprehensive review and update the design guidelines at least once every 5 years.
- b. In order to administer the provisions of the Historic Conservation Districts the BAR must:
- i. Recommend surveys of potential HC Districts, and recommend properties for inclusion in, or deletion from, Historic Conservation Districts.
 - ii. Develop and recommend to the City Council for Council's approval design guidelines for the City's HC Districts, consistent with the purposes and standards set forth within *Div. 2.9. Overlay Districts*. The BAR must develop design guidelines after seeking input from business and property owners in the district. Design guidelines developed by the BAR will become effective upon approval by the City Council and thereafter will have the status of interpretive regulations. The BAR must undertake a comprehensive review and update the design guidelines at least once every 5 years.

2. **Approval Authority**

The Board of Architectural Review is responsible for final action regarding:

- a. Certificates of Appropriateness under Major Historic Review; and
- b. Appeals regarding Certificates of Appropriateness under Minor Historic Review.

5.1.6. **Administrator**

A. **General**

The Administrator is established as authorized in *Code of Virginia* § 15.2-2286 and has the following powers and duties under this Development Code:

1. The Administrator serves as the administrator of this Development Code unless otherwise stated.
2. The Director of Neighborhood Development Services is designated as the Administrator.