



RESOLUTION

**AMENDING THE RULES OF PROCEDURE OF THE VILLAGE OF RYE
BROOK BOARD OF ARCHITECTURAL REVIEW**

RYE BROOK BOARD OF ARCHITECTURAL REVIEW

WHEREAS, the Rye Brook Board of Architectural Review is charged with reviewing the architectural and aesthetic aspects of applications for the construction, reconstruction, alteration or extension of the exterior of buildings, accessory buildings, structures and signs in the Village of Rye Brook; and

WHEREAS, the Board of Architectural Review is authorized, pursuant to Section 8-7 of the Village of Rye Brook Code, to enact internal rules and regulations governing the conduct of its business; and

WHEREAS, the Board of Architectural Review wishes to implement a procedure to streamline the approval of certain applications which do not require extensive architectural or aesthetic consideration or review.

NOW THEREFORE, BE IT RESOLVED, that the Board of Architectural Review hereby amends its Rules and Regulations to incorporate the following provisions:

Consent Agenda

___-1. **Purpose.** The Board of Architectural review finds that certain applications which fall within its jurisdiction are routine and/or comparatively minor in nature such that they do not require the rigorous review to which applications are generally subjected. In the interest of efficiency, certain categories of applications should be presumptively approved unless it is determined that an issue is presented which warrants further scrutiny by the Board. Accordingly, the Board hereby implements a "Consent Agenda", intended to expedite the approval of the categories of applications identified in this section.

___-2. **Eligibility.**

An application shall be eligible for inclusion on the Board of Architectural Review Consent Agenda if does not require an area or use variance and seeks approval solely for an item or items listed below:

- a. Roof-mounted solar panels;
- b. Chimneys;
- c. Fencing, provided it is not located in a front yard or facing a public right-of-way;
- d. On grade patios and pool patios, whether constructed of masonry, wood or other building material;

- e. Masonry barbeques and fire pits;
- f. Sidewalks, walkways and driveways, excluding associated retaining walls, tree wells and similar raised features;
- g. Basement window wells;
- h. In-kind replacement of existing windows, doors and architectural elements; and
- i. Legalizations of anything listed in items a through g.

Applications which are referred to the Board of Architectural Review following site plan approval from the Rye Brook Planning Board or the granting of a variance from the Zoning Board of Appeals shall not be eligible for inclusion on the Consent Agenda.

___-3. Consent Agenda Procedure.

- a. The Chairperson, in consultation with the Building Department staff, is hereby charged with identifying all applications submitted to Board of Architectural Review which are eligible on the Consent Agenda. The Chairperson shall identify all such applications prior to each meeting and shall decide whether or not to place them on the Consent Agenda.
- b. The Chairperson shall hold a pre-meeting conference with the Building Department staff on each application added to the Consent Agenda. The purpose of the conference shall be to discuss the applications and to address any concerns, questions or requests for information raised by the Chair. The Chair shall set the Consent Agenda at the conclusion of the pre-meeting conference.
- c. The Consent Agenda shall precede the regular Agenda at each meeting of the Board of Architectural Review.
- d. Except as set forth in section ___-3(e), below, each application on the Consent Agenda shall be introduced and then voted on by roll-call vote of the Board.
- e. Prior to roll-call vote, any member of the Board of Architectural Review may voice their reasons for why an application placed on the Consent Agenda should be moved to the regular Agenda before the Board. The Chairperson may then, in their discretion, call for a motion to move an application from the Consent Agenda to the regular agenda of the Board.
- f. Notwithstanding anything herein to the contrary, each Board member shall receive a complete application packet for every application submitted to the Board for review and shall faithfully discharge their duty to review such applications prior to each meeting.

Vote to Adopt As Stated Resolution - 5 Yea / 0 No - Approved by ARB 8/19/2015