

Chapter 2 – Administration

Article VII – Boards and Commissions Division 3 – Architectural Review Board

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§ 2-531. Created; Purpose.

- (a) An Architectural Review Board is hereby created and established for the purpose of promoting high standards of architectural design, thereby serving the general welfare of the community. The purpose for having architectural review is to ensure that the architectural design of proposed new buildings, renovations, additions, and signs, in designated areas, are in harmony with the architectural scheme of the building, site, and surrounding area as well as contributing to sense of place found in the City's neighborhoods, gateways, and business activity areas. The intent of the review process, standards, and guidelines is to enhance these qualities in the City while striving not to destroy individual creativity for the sake of conformity and avoiding the precise standards that direct attention to superficialities of style rather than general aspects of design.
- (b) Those members presently serving in office under the prior ordinance shall continue to serve for the remainder of their respective terms and all business before the present Architectural Review Board shall continue to be considered by the Architectural Review Board pursuant to the authority granted to it by this code.

§ 2-532. Composition; Terms; Removal; Vacancies.

- (a) The Architectural Review Board shall consist of seven members. A minimum of four members shall be a resident of the City of Kirkwood. The remaining three members may reside outside of the City provided they own a business that operates in the City of Kirkwood or are professionals in architecture, landscape design, graphic arts, industrial design, urban planning, or similar fields.
- (b) Preferably, one member of the Architectural Review Board shall be a commercial property owner, business owner, business operator, or employee of a business within the City of Kirkwood and at least two members of the Architectural Review Board shall be professionals in architecture, landscape design, graphic arts, industrial design, urban planning, or similar fields.
- (c) All members shall be appointed by the Mayor with approval of the City Council.
- (d) Four members shall constitute a quorum for conducting its business.
- (e) The term of office of the members of the Architectural Review Board shall be for three years.
- (f) Three alternate members may be appointed to serve in the absence of or the disqualification of the regular members.
- (g) All members and alternates shall be removable for cause by the City Council upon written charges and after public hearing.
- (h) Each member shall serve until a successor is duly appointed and qualified.
- (i) In the event of death, resignation, or removal of any member, a successor shall be appointed to serve for the unexpired term for which such member has been appointed.

§ 2-533. Organization.

- (a) The Architectural Review Board shall elect from its members a Chairman and Vice-Chairman.
- (b) The Chairman and Vice-Chairman shall be elected for a term of one year but shall hold the office until a successor has been elected.
- (c) The Vice-Chairman is to act as Chairman in the absence of the Chairman.

§ 2-534. Rules of Procedures; Meetings.

- (a) The Architectural Review Board shall make rules and regulations as it shall deem necessary for the conduct of its affairs, provided that such rules and regulations shall not be inconsistent with the provisions of this Code and other ordinances of the City.
- (b) A motion made on a decision shall carry when at least four members of the Architectural Review Board concur.
- (c) Non-decision items, such as continuance or approval of minutes, shall only require a majority of the quorum of the Architectural Review Board to concur.
- (d) The Architectural Review Board shall hold public meetings as are necessary in order to conduct its business.
- (e) All meetings of the Architectural Review Board shall be duly publicized and open to the public.

§ 2-535. Powers and Duties.

The Architectural Review Board shall have the authority to review building plans for new construction, exterior renovations, or additions to structures, as well as permanent signs, as designated in Chapter 25, Article II, Section §25-21 of the Municipal Code of Ordinances.

§ 2-536. Definitions.

The definitions and the rules of construction and interpretation for language related to this division is as set forth in Chapter 25, Article XIV of the Municipal Code of Ordinances.