



**TO:** Michael O. Geisel, P.E.  
City Administrator

**FROM:** Justin Wyse,  
Director of Planning & Development Services

**DATE:** May 31, 2017

**RE:** Architectural Review Board Vacancies

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The Staff Liaison to the Architectural Review Board (ARB) has prepared the attached memorandum as an update on the status of the Board. As detailed by Ms. Henry, the Board currently has two vacancies and the existing code language for the composition of the Board requires one member from an arts organization that no longer exists.

**Action Recommended**

This should be forwarded to the Planning and Public Works Committee to provide an update on the status of ARB membership. Additionally, if the Committee concurs with Staff's recommendation regarding a change to the code, the Department of Planning and Development Services would combine this amendment with the current effort in reviewing architectural lighting standards.

*Forward to P&PW  
for consideration  
mew  
6/5/2017*



# Memorandum

## Department of Planning and Development Services

**TO:** Justin Wyse, Director of Planning and Development Services

**FROM:** Jessica Henry, Senior Planner

**DATE:** May 30, 2017

**PROJECT:** Architectural Review Board Vacancies

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The Architectural Review Board (ARB) is comprised of seven members and currently has two vacancies. Article 01-11.03 of the Unified Development Code specifies the membership composition for the ARB, with individuals specializing in residential (1), commercial (2) and landscape architecture (1), other professions (2), and with the final member specification being an individual from Chesterfield Arts, Inc. (1) for a total of seven members.

Given that the Chesterfield Arts organization no longer exists, the City is essentially prevented from filling one of the current vacancies, which was held for a number of years by Board Member Mary Brown. Based on this, I recommend that the Department seek direction from the Planning and Public Works Committee to pursue a UDC amendment in 2017 to both remove Chesterfield Arts from the code language and to permit for greater flexibility in ARB appointments. The flexibility will serve to ensure that we maintain a full board even when facing difficulty in finding individuals for a specific vacancy.

The second ARB member vacancy is for “other professionals selected for their expertise in these or related fields.”

With these two vacancies, the Board only has 5 designated ARB members and the UDC states that the Board must have 4 members present to form a quorum. Based on this, I recommend that the “other professionals” membership slot be filled as quickly as possible. Additionally, I recommend that Staff seek approval to pursue an amendment to Article 01-11 of the UDC (<http://ecode360.com/29481241>) to remove the Chesterfield Arts membership slot and allow for greater flexibility in filling slots. These amendments could be completed in conjunction with the lighting updates that the Department has been directed by the Planning and Public Works Committee to pursue in 2017 and which are currently under research.