

**BY-LAWS OF THE ARCHITECTURAL REVIEW BOARD (ARB)
OF THE CITY OF MARTINSVILLE, VIRGINIA
ADOPTED MARCH 17, 2022**

ARTICLE I. Name of the Board

The name of this board shall be the Architectural Review Board and may be designated and referred to in these By-Laws as the “ARB”.

ARTICLE II. Authorization

The ARB was established by Martinsville City Council on May 24, 2005 in accordance with Article 15.2-2306. *Preservation of Historical Sites and Architectural Areas* of the Code of Virginia and Section XXI. G.- *ARB Membership and Organization* of the City of Martinsville Zoning Ordinance.

ARTICLE III. Membership

Membership, Membership Terms, and Filling of Vacancies are set forth in Section XXI.-G.3. *Membership and Terms of Architectural Review Board* of the City of Martinsville Zoning Ordinance. The ARB shall consist of five (5) citizens of the city. ARB members shall serve a term of three (3) years, with terms expiring on a staggered basis if possible.

ARTICLE IV: Meetings

A schedule of the dates of the monthly meetings shall be established and the dates of upcoming meetings posted on the city’s website as set forth in Section XXI.-G.5. *General Rules of the Architectural Review Board* in the City of Martinsville Zoning Ordinance. Meetings will be held the third Thursday of every month, commencing at 10:00 a.m.

ARTICLE V. Attendance

By virtue of accepting the appointment to the ARB, it is assumed that the appointee will attend the regularly scheduled monthly meetings. In accordance with Article 2.2-3708.2. *Meetings Held Through Electronic Communication Means* of the Code of Virginia, attendance through electronic means shall be limited to twenty-five percent (25%) of the meetings held per calendar year. Any appointee who misses three (3) consecutive meetings may be removed from the ARB. Any appointee who cannot attend a meeting for any reason should notify staff at the City of Martinsville Department of Community Development prior to the meeting.

ARTICLE VI: Quorum

For the conduct of any meeting and the taking of any action, a quorum shall not be less

than a majority of the current members of the ARB as specified in Section XXI.-G.5. *General Rules of the Architectural Review Board* in the City of Martinsville Zoning Ordinance.

ARTICLE VII: Organization

The ARB shall annually elect, from its own membership, a Chairperson who will direct the activities of the ARB and such other officers as may be required to conduct business. Robert's Rules of Order shall be used as a guide to conduct the meetings.

ARTICLE VIII: Records and Reporting

A designated member of the City of Martinsville staff shall prepare and maintain all materials and records related to the business and activities of the ARB including but not limited to:

- Agenda
- Applications for Review
- Minutes
- Certificates of Appropriateness
- Attendance Records
- Correspondence

All records and reports shall be kept on file in the City of Martinsville's Department of Community Development.

ARTICLE IX: Functions and Duties

Based upon the criteria established in the City of Martinsville Zoning Ordinance, Section XXI.-Historic Preservation Overlay District, and the adopted Historic District Guidelines, it shall be the function of the ARB to pass upon the appropriateness of the exterior architectural features and appurtenant elements of new structures, alterations, and/or rehabilitations of properties located within the designated Historic Districts of the City of Martinsville.

Adopted by the Architectural Review Board (ARB) on March 17, 2022.

Mary Rives Brown, Chair
Architectural Review Board
City of Martinsville

Date

