

ARCHITECTURAL REVIEW COMMISSION BYLAWS

ARTICLE I – Identification and Purpose

The Architectural Review Commission was established by the City Council of Colleyville, Texas, by Resolution R-11-3313 on January 18, 2011. The purpose of the Architectural Review Commission is to review applications related to façade improvements or pole signage removal and replacement. The Architectural Review Commission helps to further engage the Colleyville community in the City's economic development efforts by providing an analysis of issues, such as the quality and effectiveness of Colleyville's Commercial Design Standards, and the possibility of an Overlay District within the core of the Colleyville Boulevard corridor.

ARTICLE II – Duties and Responsibilities

- 2.1 The Architectural Review Commission shall serve in an advisory role to the City Council and has been charged with the following:
 - A. To evaluate and make recommendations on matching grant program applications for façade improvements and/or pole signage replacements; and
 - B. To evaluate the quality and effectiveness of Colleyville's Commercial Design Standards as outlined in Chapter 6 – Commercial Design Standards of the Land Development Code; and
 - C. To evaluate the possibility of an Overlay District within the core of the Colleyville Business Corridor, as well as oversee recommendations on any related Design Guidelines which may be subsequently adopted; and
 - D. To conduct other architectural and design-related studies as requested by the City Council.
- 2.2 The Architectural Review Commission members will take the Attorney General Texas Open Meetings Act on-line training course or obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office, or otherwise assumes responsibilities as a member of the governmental body.

ARTICLE III – Membership

- 3.1 The Architectural Review Commission shall consist of seven (7) members. Three (3) members shall be appointed by the City Council for an initial term of one (1) year, and four (4) members shall be appointed by City Council for a term of two (2) years, with subsequent appointees serving two year terms.
- 3.2 Members shall serve without compensation and until their successors are appointed.
- 3.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 3.4 Vacancies on the Architectural Review Commission shall be reported to the City Secretary, and filled by appointment of the City Council for the length of the unexpired term.
- 3.5 If a member of the Architectural Review Commission fails to maintain a seventy-five (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position, or appoint a replacement without advertising.

ARTICLE IV – Officers

- 4.1 The officers of the Architectural Review Commission shall be the Chair and the Vice Chair.
- 4.2 The Architectural Review Commission shall elect the Chair and Vice Chair from among the members annually. The officers shall serve one-year terms or until a successor is elected.
- 4.3 In the event of resignation or incapacity of the Chair, the Vice Chair shall serve as the Chair for the unexpired portion of the term.
- 4.4 Staff liaison shall take minutes of the meeting and serve as custodian of Architectural Review Commission records.

ARTICLE V – Meetings

- 5.1 Meetings are held on an as needed basis. If an applicant is requesting a variance to a requirement outlined in Chapter 6 – Commercial Design Standards of the Land Development Code, the Commission shall convene not later than 30 days from date of the application, and a quorum of the Architectural Review Commission shall review the variance request.
- 5.2 Any Commission member who has designed, worked on, or consulted with a matching grant program applicant or agenda subject, shall recuse themselves from voting in those circumstances.
- 5.3 No action to approve or deny any application shall be taken until the Commission has held a public hearing and received comment, and only after written notice of the public hearing of the date, time, and place where the variance request is to be considered has been sent to the owners of real property lying within 200 hundred feet of the property where the application is being considered. Such notice shall be given to each property owner as listed on the last approved tax roll not less than 10 days before the date set for hearing by depositing letters properly addressed and postage paid in the United States Post Office.
- 5.4 A majority of the voting Architectural Review Commission shall constitute a quorum to conduct business of the Architectural Review Commission. The act of the Architectural Review Commission members, present at a meeting, at which a quorum is in attendance, shall constitute the act of the Architectural Review Commission. For example, four members constitute a quorum, and three affirmative votes are required for an item to be approved.
- 5.5 Meeting agendas will be posted on the City Hall bulletin boards and the City’s website 72 hours prior to a meeting. Meeting agenda packets will be available to the public on the City’s website, and distributed to each member 72 hours prior to a meeting.
- 5.6 Approved meeting minutes will be included in City Council agenda packets under Reports.

ARTICLE VI – Appeal Procedures

- 6.1 The decision by the Commission shall be final, unless the applicant submits a written notice of appeal within 10 days from the date of the action by the Commission. The administrative official shall re-notify all property owners lying within 200 feet of the area being considered and place the applicant's request on the next available agenda for consideration by the City Council.

ARTICLE VII – Amendments

- 7.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.