

**CITY OF CONROE
ARCHITECTURAL REVIEW
BOARD**

RULES AND PROCEDURES

AUTHORITY

The Architectural Review Board (ARB) is established pursuant to Resolution No. 4472-19 adopted November 14, 2019 and as amended on May 28, 2020, establishing a program to incentivize the development of new residential housing units in downtown Conroe. The Board has the authority to approve or disapprove the design of proposed projects pursuant to compliance with development standards adopted by the City Council for each district located within the area identified in the Downtown Conroe Development Plan adopted by the City Council. The City Council shall be the final authority for approval or rejection of any application for incentive funding.

PURPOSE

The purpose of the ARB is to preserve and protect the historic and architectural value of residential neighborhoods identified in the Downtown Conroe Development Plan, and by its counsel and decisions, maintain and enhance the distinctive downtown residential characteristics of the City of Conroe. The architectural review process assures the City Council that applicants seeking Downtown Housing Target Zone grants are conforming to building design, signage, landscaping, or other standards that contribute to the preservation of the historical architectural integrity of the City's downtown residential districts.

ORGANIZATION

The ARB shall consist of five (5) members appointed by the Mayor and approved by the City Council and shall include two (2) members of the City Council, one (1) architect, one (1) engineer, and one (1) citizen historian. The Board shall elect from among its members a Chairman and a Vice Chairman. Election of officers shall be held annually. Members of the ARB serve at the will of the City Council and serve until replaced.

ATTENDANCE

Faithful and prompt attendance at all meetings of the Board and conscientious performance of the duties required of members shall be a prerequisite to continuous membership on the Board. Should a member fail to attend three (3) consecutive regular meetings of the Board, and should there be no adequate excuse for such absences, or if a member misses more than six (6) meetings in a period of one year, the Chairman, with the concurrence of a majority of the entire Board, shall recommend to the City Council that the member be removed and that the vacated position be filled.

BOARD NOTIFICATION

ARCHITECTURAL REVIEW BOARD

RULES AND PROCEDURES

Page 2 of 4

The Board's agenda shall be distributed to Board Members no later than three (3) calendar days prior to a scheduled Board meeting. The form of the agenda shall be approved by the Board and shall contain the following paragraphs:

“Applicants are hereby notified to be present or to have an authorized agent attend the meeting. Any discussions and/or presentations made by an authorized agent shall be binding. Failure to attend will prevent consideration of the application. Persons having an interest in the above are invited to attend.

If any applicant decides to appeal any decision made with respect to any matter considered at this meeting, it shall be the responsibility of the applicant to provide testimony and any evidence upon which the appeal is to be based.”

MEETINGS/BOARD DECISIONS

Scheduled meetings shall be held at City Hall. Meetings may be called at the Chairman's discretion but shall allow time for a minimum notice of three (3) working days to designate the place, time and notification of the applicant.

A quorum shall consist of three (3) members of the Board. All decisions require the concurrence of at least three (3) members. No letters of proxies from absent Board members shall be read or considered. No Board member shall take part in the consideration of any case in which he/she is a party or has a financial interest.

The applicant or an authorized representative must be present at the meeting to represent the application and respond to questions. At the meeting, staff will present a staff report with pictures and staff's recommendation. Following the staff report, the applicant will be given the opportunity to present the proposal with any changes or corrections to the report. The Architectural Review Board will ask any questions they may have and may ask for changes, if appropriate. The Board will then vote to approve the application as submitted or modified, defer for further study, or deny the application.

DOCUMENTATION REQUIRED OF APPLICANT FOR BOARD REVIEW

Depending on the nature of the project, the applicant is expected to submit the following information at least thirty (30) days in advance of any scheduled meeting of the Board:

- Site plans, floor plans, building elevations with appropriate detail on the design of doors;
- windows, ornamentation, signs, lighting, visible mechanical equipment, and other details;
- Landscape plans;
- Estimate of finished project value;

ARCHITECTURAL REVIEW BOARD
RULES AND PROCEDURES
Page 3 of 4

- Proposed signs;
- Proposed lighting;
- Samples of colors and materials;
- Preliminary engineering plans for streets, paths, parking lots, etc.;
- Photographs of the site, building, and/or surrounding properties; and
- Any other information that would assist the Board in evaluating the application.

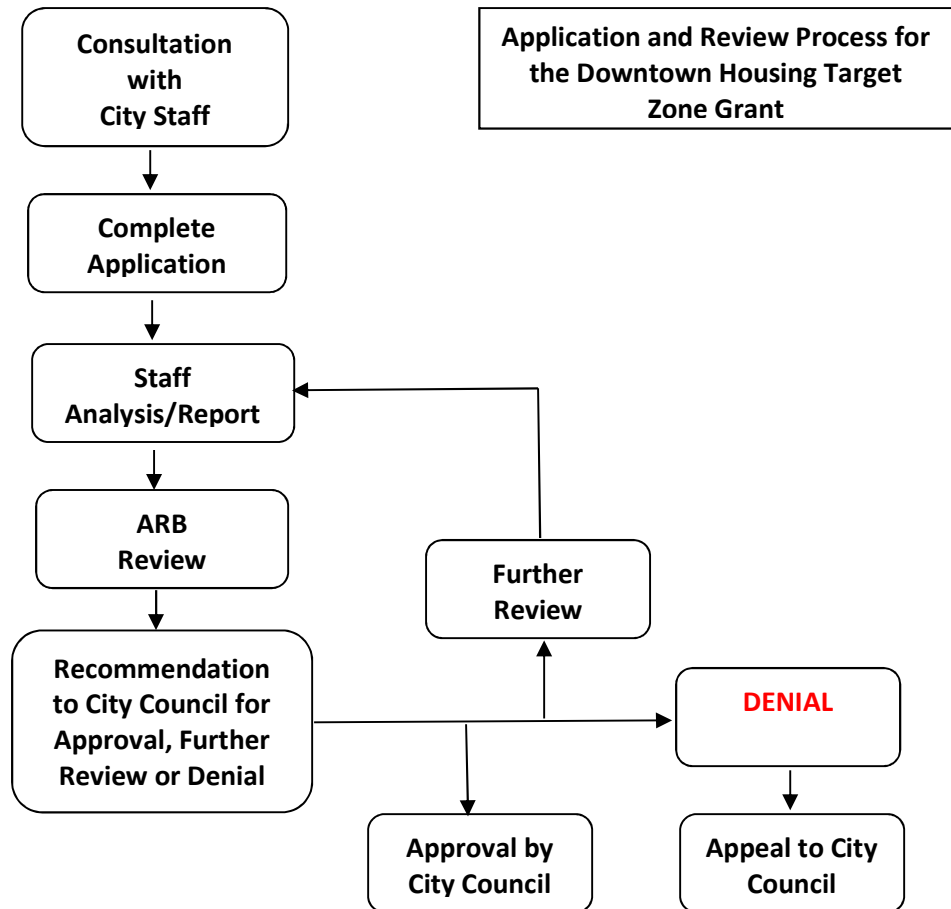
ABBREVIATED REVIEW PROCEDURES

In the interest of expediting an applicant’s request through the architectural review process, the Architectural Review Board may consider staff recommendations in lieu of applicant testimony for abbreviated review and approval. A simple majority of the Board may proceed with an abbreviated review process.

APPROVAL OR DENIAL

Approved applications shall be presented to the City Council for consideration and award of Downtown Housing Target Zone grants as recommended by the Architectural Review Board. Denied applications may be appealed to the City Council at the discretion of the applicant in accordance with the City’s established appeals process.

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ARCHITECTURAL REVIEW BOARD
RULES AND PROCEDURES
Page 4 of 4

These Rules and Procedures were adopted by the City Council of the City of Conroe, Texas, on May 28, 2020.)