

**SECTION 17.1100 ARCHITECTURAL REVIEW BOARD**

**17.1101 ESTABLISHMENT**

There is hereby established an Architectural Review Board for the Village.

**17.1102 MEMBERSHIP**

- A. The Architectural Review Board shall consist of 5 members, a Village Trustee, two members of the Plan Commission, and two citizen members who are not Village Board or Plan Commission members. Citizen members shall be persons of recognized experience and qualification in matters of architecture and design. The Board shall select its Chairperson on an annual basis.
- B. The Village Trustee Member shall be appointed by the Village President and confirmed by the Village Board for a one year term. Said term shall commence on May 1.
- C. The non-Trustee members shall be appointed in June by the Village President, subject to confirmation by the Village Board, to hold office for a term of three years beginning with the regular July meeting.
- D. All vacancies on the Architectural Review Board shall be filled for the unexpired term in the same manner as appointments for the full term.
- E. The Village Board shall establish compensation for services on the Architectural Review Board. Citizen members shall take the official oath of office as required by §19.01, Wis. Stats., which oath shall be filed with the Village Clerk.

**17.1103 ORGANIZATION**

- A. The Architectural Review Board meetings shall be held at the call of the chairman and shall be open to the public.
- B. Minutes of the proceedings and a record of all actions shall be kept by the secretary, or other designated person, showing the vote of each member upon each question, the reasons for the Board's determination, and its finding of facts.
- C. Recommendations of the Board shall be made in writing and addressed to the Plan Commission and Village Board.

**17.1104 DUTIES**

- A. The Architectural Review Board shall review the site, proposed structures, architectural plans, parking, utilization of landscaping and open space, walkways, and site layout plans for compliance with design guidelines described in the Downtown Design and Development Plan, and Design Standards. This shall occur for proposed development projects within all B-1, B-2, B-3, B-4, BP-1, OP-1, M-1, I-1, SF-RD-3, and RM-1 districts. The Architectural Review Board shall also review development projects within other districts as requested by the Building Inspector or Plan Commission as the Building Inspector or Plan Commission may request. The Architectural Review Board shall document its review proceedings, and make appropriate recommendations regarding such reviewed projects for consideration by the Plan Commission.