

BOARD OF ARCHITECTURAL REVIEW
TOWN OF LEESBURG, VIRGINIA
RULES OF PROCEDURE

Section 1.1 Roberts Rules of Order. When conducting meetings, the BAR shall generally follow Robert’s Rules of Order latest edition (including rules specific to small boards) except as may be provided elsewhere in this document and the Bylaws, or applicable provisions of the town of Leesburg Zoning Ordinance (including but not limited to Section 2.3.6).

Section 1.2 Quorum. A quorum of four voting members present is required before the BAR make take any official action. BAR members attending remotely shall be considered present to the extent permitted by the Town’s remote attendance policy, as adopted from time to time.

Section 1.3 Meetings.

Section 1.3.a Regular Business Meetings. Unless otherwise designated, Regular Business Meetings of the BAR shall be held monthly. It shall be the practice of the BAR to hold public hearings during the Regular Business Meeting.

Section 1.3.b Work Sessions. At the request of the Chair or any three members of the BAR, the BAR may hold a Work Session at such time and place as the BAR may determine appropriate. It is the practice of the Board to open new public hearings during a work session only if determined necessary by the Chair. Any public hearing opened at a work session would be required to meet all public notice requirements of the Zoning Ordinance and the Freedom of Information Act. The BAR may take final action on a Certificate of Appropriateness at a Work Session.

Section 1.3.c Strategic Planning. Each year the BAR shall hold a strategic planning meeting to include but not be limited to the review and approval of the meeting schedule for the next calendar year, establishing a work plan and administrative priorities, including budget, training, interagency coordination, etc. Such meeting may be a stand-alone meeting or may form a portion of the agenda at a regular business meeting, and in all cases shall be duly advertised.

Section 1.4 Order of Business for Regular Meetings. The order of business for Regular Business Meetings of the BAR shall be as follows:

1. Call to order
2. Roll call and acknowledgment of quorum
3. Adoption of Meeting Agenda
4. Approval of minutes
5. BAR member disclosures
6. Public comment
7. Consent agenda
8. Continued cases in the H-1 Overlay District
9. New cases in the H-1 Overlay District
10. Continued cases in the H-2 Corridor or Gateway Overlay Districts
11. New cases in the H-2 Corridor or Gateway Overlay Districts
12. Cases not requiring a public hearing
13. Old business
14. New business
15. Status of Administrative Activities (approvals, enforcement, other projects, etc.)
16. Staff announcements
17. Adjournment

Section 1.5 Public Hearing Procedure. Procedural rules for public hearings on applications shall generally be as follows:

1. Open public hearing
2. Staff presentation
3. Applicant presentation
4. Questions from BAR members
5. Public testimony/comments
6. Close public hearing or leave open as determined by the Board
7. BAR discussion
8. BAR vote to take action or defer to future meeting
9. Advise public of next steps in the process

Section 1.6 Order of Business for Work Sessions. The order of business for Work Sessions of the BAR shall be as follows:

1. Call to order
2. Roll call and acknowledgement of quorum
3. BAR member disclosures
4. Discussion of continued cases in the H-1 Overlay Old & Historic District
5. Discussion of continued cases in the H-2 Corridor or Gateway Overlay Districts
6. Legislative Referral Applications

7. Pre-Application Review
8. Old business
9. New business
10. Staff announcements
11. Adjournment

Section 1.7 Decision making. The BAR shall proceed as follows when taking action on any case:

Section 1.7.a Motions. Action on all motions shall be by voice vote unless the Chair requests a roll-call vote. The BAR shall vote on all motions, including motions to defer. An affirmative vote of the majority of the members present is required to pass any motion. In the event of a tie vote, the motion shall be considered failed. In the event that any motion fails, the Chair shall call for a new motion.

Section 1.7.b Timely Action. The BAR shall take action on each application in a timely manner and in accordance with time periods prescribed in the Town of Leesburg Zoning Ordinance, or other applicable legislation.

Section 1.8 Chairman's Discretion.

Section 1.8.a To set the consent agenda. At the Regular Business Meeting, the Chair shall indicate which cases, if any, are proposed for inclusion on the Consent Agenda and be voted on without discussion. Upon the request of any member of the BAR, an item shall be removed from the Consent Agenda and included in the appropriate section of the regular agenda.

Section 1.8.b To rearrange order of agenda. At the Regular Business Meeting or Work Session the agenda may be rearranged at that particular meeting.

Section 1.8.c. Additional public comment. The Chair may allow public comment after the public hearing has closed and at work sessions.