

**CHAPTER 1192**  
**Architectural Review Board**

**1192.01 Creation; membership;  
meetings; duties.**

**1192.01 CREATION; MEMBERSHIP; MEETINGS; DUTIES.**

(a) Creation. There is created the Hilliard Architectural Review Board which shall be an advisory board to City staff, the Planning and Zoning Commission and to City Council on an as-needed and requested basis to review and make recommendations on projects coming before it.

(b) Membership. The Architectural Review Board shall consist of at least three but not more than five members. All members shall be appointed by the Mayor with the consent of City Council for three year terms, with the initial appointments to be made for staggered terms of 1, 2 and 3 years, respectively. If membership to the Architectural Review Board cannot be secured through the appointment of qualified and interested City residents, membership may be secured through the appointment of qualified and interested persons living within Franklin County, Ohio.

- (1) The membership primarily shall be chosen from prospective members who are professionals in the fields of architecture, engineering, construction or design, or other related fields which, in the City's determination, could contribute meaningful suggestions and dialogue in the creation and enforcement of design standards within the community.
- (2) Each member shall serve on the Architectural Review Board from the date of his/her appointment until the end of the term for which he/she is appointed and a successor is appointed. Any member appointed to fill a vacancy occurring prior to the expiration of a term for which the predecessor was appointed shall hold office for the remainder of the prior member's term.
- (3) All members shall receive compensation as may be authorized by ordinance.

(c) Meetings. The Architectural Review Board shall meet on an as-needed basis as requested by City staff, the Planning and Zoning Commission or City Council. All meetings shall be open to the public. The Architectural Review Board shall hear any member of the public who desires to speak on an application. The Architectural Review Board's secretary shall keep minutes of its meetings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its recommendations and reports which shall be public records and on file with the City Clerk.

- (1) Notice shall be provided to the public on the City's website at least seven days in advance advising the public of the Architectural Review Board meeting, time, place and agenda items.
- (2) The Architectural Review Board shall adopt and publish Rules of Procedure and Guidelines which shall be available at all meetings and to the public upon request.

(d) The purpose of the Architectural Review Board is to maintain and enhance the distinctive character of the neighborhood/district which is the subject of an application by safeguarding the architectural integrity of that neighborhood and to prevent intrusions and alterations that would be incompatible with its established character.

(e) The purposes of the Architectural Review Board shall be accomplished through the regulation of exterior construction, alteration, maintenance and demolition within a neighborhood and individual parcels subject to Architectural Review Board review; to preserve their architectural features and characteristics; to restore and maintain the basic character of a neighborhood; to encourage responsible development practices; and to protect and promote the aesthetic posterity of the City and its environs.

- (f) The Architectural Review Board shall:
- (1) Review applications and make recommendations on each application to the City staff, to the Planning and Zoning Commission and/or to the City Council;
  - (2) Consider the appropriateness of all applications for a proposed change to the exterior surface of structures or to the other environmental features of a neighborhood, including landscaping, vegetation and exterior signage;
  - (3) Vote on each application and issue a report that such application is recommended, recommended with modifications, or not recommended; and
  - (4) Shall forward the recommendation to the entity that initially forwarded the application to the Architectural Review Board.

- (g) Duties.
- (1) The Architectural Review Board shall function to assist the City in improving the quality of life of the citizens of the City by working toward achieve the purpose and spirit of this chapter; and
  - (2) The Architectural Review Board shall assist the City in working to protect and preserve property values in order to further the City's goals of sound economic and community development; and
  - (3) The Architectural Review Board may make recommendations to the Planning and Zoning Commission and City Council for additions or revisions to the City's Zoning Code or recommend legislation that would best serve to develop, preserve, restore and beautify the City; and
  - (4) The Architectural Review Board may develop and adopt guidelines concerning the conservation of historic sites, buildings and resources. In so far as practicable, such guidelines shall suggest what alterations, demolitions, environmental changes, and new construction may be appropriate for historic structures or sites within preservation districts; and
  - (5) The Architectural Review Board shall review and act upon all applications seeking an Architectural Review Board recommendation as required by this chapter. (Ord. 05-57. Passed 10-24-05.)