

THE CITY OF MURRAY



*ARCHITECTURAL REVIEW BOARD
BY – LAW'S*

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The City of Murray Architectural Review Board is established as provided Ordinance NO. 2003-1334. The Architectural Review Board function is the protection and preserving places and areas of historical and cultural importance and to promote renovation and rehabilitation. It has primary responsibility in guiding the overall activities of the City of Murray’s Historic Districts.

ARTICLE I

MEMBERSHIP

Section I:

The Board shall consist of five (5) members appointed by the Mayor and approved by the Council. The members shall have demonstrated interest in historic preservation, and at least two members shall have training or experience in a preservation-related profession; architecture, history, archaeology, architectural history, planning or related fields. When one or two professional members are not available, the Mayor may appoint other persons interested in historic preservation to serve. When the Board reviews an issue that is normally evaluated by a professional member and that field is not represented on the Board, the Board shall seek expert advice before rendering its decision. Each member shall attend at least one educational meeting on historic preservation per year. This meeting shall have been approved by the State Historic Preservation Officer.

Section II:

The terms of office of the members shall be three (3) years, except the terms of two (2) members of the original Board shall expire after two years and the terms of two (2) members of the original Board shall expire after one (1) year. Each member shall serve until the appointment and qualification of his successor. Vacancies on the

Board shall be filled within sixty (60) days, and the person selected shall be appointed for the unexpired portion of the term.

Section III:

Members of the Board shall be compensated fifty dollars (\$50) per meeting attended. They shall be reimbursed for expenses incurred in the performance of their duties in accordance with the rules adopted by the Board.

ARTICLE II

NOMINATION AND ELECTION OF OFFICERS

Section I:

The Board shall annually elect a Chairman, Vice Chairman, and Secretary to serve for a term of one (1) year to begin on January 1 following the election.

Section II:

Nomination of officers shall be made from the current board at the October regular meeting which is held on the first Thursday of the month. Election of officers shall take place immediately following nominations. Voting shall take place in one of the following ways: voice, show of hands, balloting, roll call or general consent.

ARTICLE III

OFFICERS DUTIES

Section I:

The Chairman's general duties are: to open and call the meeting to order having ascertained that a quorum is present; to announce the business to be conducted; to preside over the meeting following the City of Murray Ordinances, Architectural Review Boards By-Laws, and Robert's Rules of Order; to recognize

members entitled to the floor; to state and put to vote all questions which are regularly moved or necessarily rise in the course of proceedings and to announce the result of the vote; to speed up proceedings as much as possible; to require order and sincerity in meetings; to inform the group present to a point of order or a practice pertinent to pending business; and to authenticate, by his signature when necessary, all acts, orders, and proceedings of the Board and any necessary documents of the City of Murray.

Section II:

The Vice-Chairman shall assist the Chairman in any way possible subject to the Chairman's request. Upon the absence of the Chairman, the Vice-Chairman shall automatically become the presiding officer of the Board and have the same duties as the Chairman.

Section III:

The secretary along with City of Murray staff shall prepare the minutes of the Board's meetings. All meetings shall be electronically recorded and transcriptions of minutes shall be available for public inspection upon request. The Secretary shall be guided by Article VII – Transaction of Business, Section IV.

ARTICLE IV

MEETINGS

Section I:

The Architectural Review Board shall conduct meetings at the call of the chairman (or his designee) who shall give written or oral notice to all members of the board at least

seven (7) days prior to the meeting, and the subject or subjects which will be discussed. All meetings will be held on the first Thursday of the month unless otherwise notified at 4:30 p.m. at Murray City Hall located at 104 N. 5th Street, Murray, KY. All meetings shall have a previously available agenda and shall comply with the Kentucky Open Meeting Statute, KRS 61.805. A simple majority of the membership shall be required for decisions involving historic districts and landmarks.

Section II:

Special meetings may be called by the Chairman. Such a meeting may be requested by a quorum of the Board and must be called by the Chairman. The notice of such a meeting shall specify the purposes of such a meeting and no other business may be considered except by unanimous consent of the Board. The Chairman (or his designee) shall notify all members of the Board by oral or written notice not less than seven (7) days in advance of such special meetings. This notice shall contain the date, time, place and subject of discussion.

ARTICLE V

ORDER OF BUSINESS

Section I:

The order of business at regular meetings shall be:

- (a) Call to Order and Welcome Guests.
- (b) Reading of the Minutes of Previous Meeting.
- (c) Communication
- (d) Reports of Officers
- (e) Special Orders
- (f) Old Business

- (g) New Business
- (h) Adjournment

ARTICLE VI

TRANSACTION OF BUSINESS

Section I:

Any member of the Board who has any financial interest in any questions called to vote affecting the property, income or business interest of that member shall notify the Board of such interest and thus disqualify himself from voting on the matter.

Section II:

Any member of the Board, who fails to notify the Board of his financial interest in the question called to vote, shall have his voting qualification judged by the Board as to his amount of interest in the question and his right to vote on it.

Section III:

Any member of the Board found to have any financial interest in a question called to vote shall not be considered in a quorum count prior to voting.

Section IV:

A simple majority vote of all members present where there is a properly constituted quorum shall be necessary to transact any official business, except that a vote of a simple majority of the total membership of the Board shall be necessary for the adoption or amendment of the Board's by-laws, or ordinances, or regulations.

Section V:

Any procedural matters in the conduct of business not covered in these by-laws shall be governed by “Robert’s Rules of Order”.

Section VI:

All minutes and records of all proceedings, including regulations, transactions, findings and determinations shall be filed in the Planning Department. A transcript of the entire proceedings of the Board meeting shall be provided, if requested, by a party at the expense of the requesting party, and the transcript shall constitute the record.

ARTICLE VII

HEARINGS

Section I:

In addition to those hearings required by law, the Board may hold public hearings at its discretion when it is apparent that such hearings will be in the public interest.

Section II:

Notice of such hearings shall be published as required by Kentucky Revised Statutes Chapter 424 which requires notices to be published at least once not less than seven days nor more than 21 days prior to the date of the hearing.

Section III:

The matter before the Board shall be presented in summary by the Chairman or a designated member of the Board and parties in interest shall have the privilege of the floor. No record of statement shall be recorded or sworn to as evidence for any Court of Law without notice to the parties.

Section IV:

A record shall be kept of those speaking before the Board.

Section V:

The Board may appoint one or more of its members to act as a hearing examiner or examiners to preside over a public hearing and make recommendations to the Board based upon a transcript of record of the hearing.

ARTICLE VIII

AMENDMENTS

Section I:

These by-laws may be amended by a vote of a simple majority of the total membership of the Board.

Chairman

Adopted By: **City of Murray**
Architectural Review Board

Date

(Amended by Board on February 5, 2015)