

**COUNCIL OF THE TOWN OF LA PLATA**  
**Ordinance No. 05-14**

---

**Introduced By:** Mayor Gene Ambrogio

**Date Introduced:** August 23, 2005

**Amendments Adopted:**

**Date Adopted:** September 13, 2005

**Date Effective:** September 29, 2005

---

1 **An Ordinance** concerning

2  
3 **Design Review Board Membership and Procedures**

4  
5 **FOR** the purpose of increasing the number of members of the Design Review Board by providing  
6 for the addition of a member of the Town Council; amending procedures for applications; and  
7 all matters generally relating thereto.

8  
9 \* \* \* \* \*

10  
11 **BY** repealing and reenacting with amendments  
12 Chapter 16 – Design Review  
13 Article I. Design Review Board  
14 Sections 16-2 and 16-7  
15 Code of the Town of La Plata  
16 (1998 Edition and Supplements)

17  
18 **BY** repealing and reenacting with amendments  
19 Chapter 16 – Design Review  
20 Article II. Design Review  
21 Section 16-21  
22 Code of the Town of La Plata  
23 (1998 Edition and Supplements)

24  
25 **SECTION 1: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA**  
26 that Section 16-2 of the Code of the Town of La Plata (1998 Edition as amended) be and it is hereby  
27 repealed and reenacted, with amendments, to read as follows:

28  
29 **Chapter 16 – Design Review**  
30 **Article I. Design Review Board**

31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72

**16-2 Composition, appointment and terms.**

A. The Design Review Board shall consist of ((seven (7))) EIGHT (8) members. No more than two (2) members can reside outside the corporate limits of the Town of La Plata.

(1) At least one (1) member shall have experience or education in architecture, landscape architecture, historic preservation, urban design, planning, engineering or related fields.

(2) At least one (1) member shall be an Owner or Manager of a business with its headquarters, executive offices or principal business location in the Town of La Plata.

(3) At least one (1) member shall be a resident of the Town of La Plata who is not an owner or employee of a business that is located within the town.

(4) AT LEAST ONE (1) MEMBER SHALL BE A MEMBER OF THE TOWN COUNCIL AND SHALL BE APPOINTED BY THE MAYOR WITH THE APPROVAL OF THE COUNCIL. THE TERM OF THIS MEMBER SHALL CORRESPOND TO HIS OFFICIAL TERM AS A MEMBER OF THE TOWN COUNCIL.

B. Members of the Design Review Board shall be appointed by the Mayor, with the approval of the Town Council. The term of each member so appointed shall be four (4) years or until his successor qualifies and takes office; except however, that the terms of the members first appointed shall be as follows:

- (1) Two (2) members shall be appointed for one (1) year;
- (2) Three (3) members shall be appointed for three (3) years.

There shall be no limit as to the number of consecutive terms a member of the board may serve.

**SECTION 2: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA** that Section 16-7 of the Code of the Town of La Plata (1998 Edition as amended) be and it is hereby repealed and reenacted, with amendments, to read as follows:

**Chapter 16 – Design Review  
Article I. Design Review Board**

**16-7 Rules--Quorum--Meetings.**

A. The Design Review Board may adopt such rules and regulations as it may deem necessary for the proper transaction of its business. These rules and regulations may not be inconsistent with this Chapter or Article VII of Chapter 191 of this Code.

B. ((Four (4))) FIVE (5) members of the Design Review Board shall constitute a quorum. Even though one or more vacancies exist, the Board may transact its business as long as a quorum is

73 present.

74

75 C. The Board shall meet monthly unless otherwise determined by the Members of the  
76 Board or the Chairman. The Chairman, Vice Chairman or a majority of the Board may call a special  
77 meeting of the Board at any time.

78

79 D. All sessions and meetings of the Board shall be open to the public, except for such  
80 meetings and sessions as may be closed by law.

81

82 **SECTION 3: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF LA PLATA**  
83 that Section 16-21 of the Code of the Town of La Plata (1998 Edition as amended) be and it is hereby  
84 repealed and reenacted, with amendments, to read as follows:

85

**Chapter 16 – Design Review**

86

**Article II. Design Review**

87

88

89

**16-21 Procedures for design review board.**

90

91 A. ((An applicant for Design Review Board approval shall submit six (6) copies of the  
92 application and supporting materials to the Board at least seven (7) days before a board meetings.))  
93 The Design Review Board may prescribe one (1) or more forms of application to be submitted by  
94 applicants. To avoid delay, an applicant is encouraged to submit an application and all required  
95 supporting materials as early as possible.

96

97 B. As part of the application, the applicant shall provide the Design Review Board with  
98 the following supporting materials in addition to other information as may be required by this Code  
99 for review of the particular development permit for which the applicant is seeking approval:

100

101 (1) Schematic site plans showing building location, service areas, parking and  
102 circulation, landscaping, lighting, screening and adjacent structures and roadways.

103

104 (2) Building elevations showing all sides, proposed dimensions, materials and colors.

105

106 (3) Proposed sign design showing location, dimensions, materials, color and lighting.

107

108 (4) Proposed plant listing including identification of species for trees, shrubs,  
109 groundcovers and perennials.

110

111 C. The applicant or the applicant’s designee is required to attend and encouraged to  
112 participate in the review board’s discussion of the project.

113

114 D. The Design Review Board shall approve, disapprove or approve the application with  
conditions and communicate its decision to the applicant and Zoning Inspector. If the Board fails to  
act within seventy-five (75) days following the meeting at which the Board completes its review of  
the application, the application shall be deemed approved.

115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142

**SECTION 4: AND BE IT FURTHER ENACTED** that this Ordinance shall become effective at the expiration of fifteen (15) calendar days after its approval by the Council.

**SEAL:** **COUNCIL OF THE TOWN OF LA PLATA**

\_\_\_\_\_  
**Gene Ambrogio, Mayor**

\_\_\_\_\_  
**R. Wayne Winkler, Councilman**

\_\_\_\_\_  
**C. Keith Back, Councilman**

**ATTEST:** \_\_\_\_\_  
**Paretta D. Mudd, Councilwoman**

\_\_\_\_\_  
**Judith T. Frazier, Town Clerk**                      **Vic E. Newman, Councilman**  
**Date** \_\_\_\_\_

**EXPLANATION:**  
CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.  
(Double Parenthesis) indicate matter deleted from existing law.  
Underlining indicates amendments to bill.  
~~Strike Out~~ indicates matter stricken from bill by amendment or deleted from the law by amendment.

143