

CHAPTER 17: DESIGN REVIEW BOARD

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Section 17.1 Authority and Duties

The Design Review Board (DRB) is established to exercise any and all powers prescribed by North Carolina general and local laws. The Design Review Board shall have the following duties and responsibilities:

- The DRB may recommend to the Town Board suitable arrangements for the procurement or provision of staff or technical services for the DRB. This may include making careful study of the visual aspects of the Town and its planning and zoning jurisdiction; and with the Town Board's approval shall make plans and carry out programs that will enhance and improve the visual quality and aesthetic characteristics of such within the DRB's scope of powers.
- Review and recommend to the Town Board all multi-family and non-residential building facades for compliance with the Unified Development Ordinance, Comprehensive Land Use Plan, and other adopted Town plans.
- Review and approve, reject, or modify all alternative landscaping plans for multi-family and non-residential developments.
- Review and approve, reject, or modify all downtown design façade grant applications and any other similar programs as directed by the Town Board.
- Meet at regular scheduled times and at such other times as said Board may determine or at the call of its Chairman to review applicable proposals within a reasonable time.

Section 17.2 Membership

The Design Review Board shall consist of a total of nine (9) voting members, two (2) non-voting ex-officio members, and one (1) alternate member as follows:

- Seven (7) members shall be residents of the town's planning and zoning jurisdiction (corporate limits or extraterritorial jurisdiction);
- One (1) member shall be a design professional; and
- One (1) ex-officio member shall be the president of the Troutman Business Council or designee (where possible, this member should own a business within the town's planning and zoning jurisdiction);
- In addition, one (1) Aldermen shall be appointed as a non-voting ex-officio member. The Town's Planning Director shall serve as a non-voting ex-officio member.
- The Design Review Board shall also have one (1) alternate member. The alternate member shall reside in the town's planning and zoning jurisdiction.

Members of the Design Review Board shall be appointed by the Town Board. Where possible, appointments to the Design Review Board shall be made in such manner as to maintain a majority of members with special training or experience in a field of design such as architecture, landscape design, horticulture, city planning, urban design, construction, or a closely-related field.

Members shall be appointed for three-year staggered terms: Two (2) members shall be appointed for a one-year term; three (3) for two-year terms; and three (3) for three year terms (one of which shall be the design professional). Said alternate member shall serve for two (2) years. All subsequent appointments, except to fill a vacancy, shall be for three year terms. A quorum shall be defined as a majority of the voting members of the DRB, excluding vacant seats.

Section 17.3 Meetings and Procedures

- A. The Design Review Board shall establish its own rules of procedure, subject to approval by the Town Board. All meetings and hearings shall be open to the public and shall be conducted in accordance with all applicable requirements of the North Carolina open meetings law.
- B. The Design Review Board shall, no later than April 15 of each year, submit to the Town Board a written report of activities, a statement of its expenditures to date for the current fiscal year and its requested budget for the next fiscal year. All accounts and funds of the Design Review Board shall be administered in accordance with the requirements of all applicable State and local laws.
- C. The rules, regulations, minutes, and actions shall be maintained by Town Hall.