



TOWN OF OCCOQUAN

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314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
www.OccoquanVA.gov
info@occoquanva.gov

Occoquan Town Council Regular Meeting December 2, 2017 | 7:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time'.
4. **Approval of Minutes**
 - a. November 5, 2014 Regular Meeting Minutes
5. **Councilmember Reports**
6. **Mayor's Report**
7. **Staff Reports**
 - a. Town Attorney
 - b. Town Engineer
 - c. Town Manager
 - d. Chief of Police
 - e. Boards and Commissions
8. **Regular Business**
 - a. Request to Set Not-To-Exceed Limits for Spring 2015 Arts and Crafts Show
 - b. Request to Add a Business Representative to the Architectural Review Board
9. **Closed Session**
10. **Adjournment**

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.
A copy of this agenda with supporting documents is available online at www.occoquanva.gov.

DRAFT



OCOCOQUAN TOWN COUNCIL
Regular Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Wednesday, November 5, 2014
7:00 p.m.

Present: Vice Mayor Pat Sivigny, Councilmembers Tyler Brown, J. Matthew Dawson, Jim Drakes and Joe McGuire

Staff: Kirstyn Barr Jovanovich, Town Manager; Martin Crim, Town Attorney; Sheldon Levi, Chief of Police; Bruce Reese, Town Engineer; Matt Williams, Assistant Town Engineer/Zoning Administrator; Greg Holcomb, Town Clerk

Absent: Mayor Elizabeth Quist

1. Call to Order

Vice Mayor Sivigny called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

3. Citizens' Time

Zach Motes spoke to inform the Council that he and his business partners are interested in locating in Occoquan to start a brewery. He urged the Council to allow breweries under the current zoning code or to change the code if it is needed.

4. Approval of Minutes

It was moved to approve the minutes of the October 7, 2014 Regular Meeting.

A motion was made by Councilmember McGuire, seconded by Councilmember Brown, that the Action Item be approved. The motion carried by poll vote, unanimous.

Ms. Jovanovich requested that the Council correct the minutes of the June 17, 2014 Council meeting to clarify the amendment to the zoning code and map, as well as make a correction to members in attendance.

It was moved to correct the June 17, 2014 Special Meeting Minutes to strike Bruce Reese, Town Engineer, from the attendance and add Ned Marshall, Zoning Administrator, as well as correct section 3B by adding "and to amend the Town's zoning code to add a new zoning district titled Parks and Public Utility District" to the motion.

A motion was made by Councilman McGuire, seconded by Councilmember Brown, that the Action Item be approved. The motion carried by poll vote, unanimous.

5. Council Member Reports

None

6. Mayor's Report

None

7. Staff Reports

Report of the Town Attorney: Mr. Crim, Town Attorney, reported on the following activities:

- a. Requested a closed session after the regular order of business to discuss a legal matter regarding the Craft Show Banners.
- b. Updated Council on the River Park lease and the need to update the June 17, 2014 minutes to attach to the lease and execution of the lease.
- c. Prepared an ordinance to add a business representative to the Architectural Review Board.
- d. Reported that the FOIA and COIA meeting on October 22 with the Boards and Commissions was very successful.
- e. Stated that the owner of 302 Commerce Street brought in a scaled down proposal, but is still encroaching on the right of way.
- f. Indicated that he has brought to the attention of the of the Town Manager the issue of Prince William County not allowing for breweries per the zoning code. He researched the issue for Occoquan and determined we have the same language as the City of Manassas, which allows for breweries as a restaurant. He believes the zoning code is sufficient to allow for breweries. The Town Manager will consult the Zoning Administrator for a determination.
- g. Received comments from the Department of Environmental Quality regarding the Chesapeake Bay ordinance. He discussed the issue with the Town Engineer and does not believe further action is needed.
- h. Worked with the Town Manager on the snow removal contract and the tax question related to the Tanyard Hill property.
- i. Working on a franchise renewal with Comcast Cable with the Town Manager.

Report of the Town Engineer: Mr. Reese, Town Engineer, reported on the following activities:

1. Land Disturbance Activity report:
 - a. Occoquan Heights
 - b. 124 Poplar Alley
 - c. Gaslight Landing
 - d. Vistas at Occoquan
 - e. Rivertown Overlook
 - f. River station tank demolition
2. Zoning Approvals:
 - a. 206 Union Street: use change to Kountrie Lane Antiques.
 - b. 23-28 Occoquan Heights for Occupancy Permits.
 - c. 302 Commerce Street: zoning approval for porch removal and interior work.
 - d. 300 Ellicott Street: use change to Real Estate Executives.
 - e. Applications for 106 Washington (new business), 210 Commerce (new business), and 1401 Occoquan Heights Court (fence) have not yet been approved.

3. Vistas of Occoquan
 - a. Missing fence has not been repaired yet; however, there has been communication on the issue.
4. Fairfax County Planning Commission
 - a. Master Bike Plan approved; does not directly impact the Town.
 - b. Vulcan Quarry Planning Commission deferred until November 20, 2014.
5. VSMP
 - a. Revisions were sent, expect possible approval in January or February.
6. VDOT
 - a. Reviewed the VDOT six year plan, no road in Occoquan is affected.
7. Building Official RFP
 - a. Working with the Town Manager to develop a Building Official request for proposal.
8. Riverfront Park
 - a. Matt Williams, Assistant Town Engineer, updated Council on activities involving the park.
 - b. Noted that there are still coordination delays with utility companies and their lines that run across the river.
 - c. Currently still on budget, the Engineering Groupe is bringing on two new sub-contractors to design the retaining wall and an architect for the pavilion.
 - d. Working with Dominion Power to remove a poll, Verizon, Comcast and Cox Communications to move lines.
 - e. The restroom and storage facility is mostly designed and intend on meeting with ARB chair next week.
 - f. The Site Plan is at about 75%, the coordination delays are most of what remains.
 - g. He met with the Service Authority about the existing sanitary sewer line. They have requested that the line be lined for rehabilitation and will no longer maintain it.

Town Manager Report: Ms. Jovanovich, Town Manager, reported on the following activities:

- a. Noted that the new recording system is installed and operational.
- b. Meals Tax delinquencies include Occoquan Inn- 1 month and Pink Bicycle (New Owner)- 2 months, and the Pink Bicycle's former owner.
- c. The lights on the Rt. 123 Bridge have been repaired and refurbished by Prince William County and they are now on a maintenance schedule.
- d. The pump station project is complete. The contractors will be vacating the old pump station soon and transferring it to the Town for use as a storage facility.
- e. Bike racks have arrived through a grant that was obtained by former Mayor Earnie Porta. They will be installed this week with a set at Town Hall, the Visitors Center and on an easement at the end of Mill Street. There are a set of racks that are planned to be installed on Mill Street in front of Mamie Davis Park, thereby removing the two parking spaces that currently exist and replacing with a loading zone and bike racks. Town Council confirmed their support of this plan in an effort to visually open up the entrance to the park.
- f. Ordered a replacement concrete ornament for the brick pillar at Mamie Davis Park.

- g. Noted that Leo Smith resigned from the Planning Commission and that he is also on the Board of Zoning Appeals. Mr. Crim stated that the BZA is appointed by the Circuit Court and the Council will need to send recommendations for the new appointment.

Report of the Chief of Police: Provided Town Council with a report on public safety activities in October 2014.

Boards and Commissions

Architectural Review Board Report: Brenda Seefeldt, Architectural Review Board Chair, reported on the following activities:

- a. The ARB approved one sign relocation and a new sign. The new sign was approved pending its proper placement as it was already mounted and was done so in a manner not permitted by the Town Code. In addition, three Certificates of Appropriateness were approved.
- b. Mr. Dawson asked if the Town was able to review the ARB and Site Plan documents for Gaslight Landing because of the ongoing questions regarding the pavement and sidewalks. Ms. Jovanovich stated that they are still being reviewed.

8. Regular Business

8A. Request to Budget and Appropriate Funding for Annual Town Holiday Party

It was moved to budget and appropriate \$1,500 for the annual holiday party on Sunday, December 7, 2014.

A motion was made by Councilmember McGuire, seconded by Councilmember Drakes, that the Action Item be approved. The motion carried by poll vote, unanimous.

8B. Request to Budget and Appropriate Funding for Installation of Pole Decorations and Conversion of Electrical Outlets on Dominion Poles

It was moved to budget and appropriate \$5,500 for the purpose of mounting holiday wreaths and updating the remaining electrical outlets, with \$3,500 appropriated from the CIP Fund and \$2,000 appropriated from the Operating Fund.

A motion was made by Councilmember McGuire, seconded by Councilmember Dawson, that the Action Item be approved. The motion carried by poll vote, unanimous.

8C. Request to Revise Parking Fines and Print Notices of Violation

It was moved to increase the Town's parking fines from \$25 to \$50 for all parking violations except handicapped parking violations, and increase handicapped parking violations from \$100 to \$250 per violation. It was further moved to approve a not to exceed limit of \$1,000 for the printing of new 'Notice of Violation,' and authorize the Town Attorney to make any necessary changes to the fine schedule to comply with state law and be consistent with the uniform fine schedule adopted by the Prince William County courts.

A motion was made by Councilmember McGuire, seconded by Councilmember Dawson, that the Action Item be approved. The motion carried by the following vote:

**Aye: 4 - Councilmembers Dawson, Drakes, McGuire and Vice Mayor Sivigny
Nay: 1 - Councilmember Brown**

9. Closed Session

It was moved that the Council convene in closed session as permitted by Virginia Code § 2.2-37711 (A)(7) another matter requiring advice of counsel regarding Craft Show banners.

A motion was made by Councilmember McGuire, seconded by Councilmember Brown, that the Action Item be approved. The motion carried by poll vote, unanimous.

The Council came out of closed session at 8:07 p.m. It was moved that Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters specifically identified in the motion to convene in closed session and lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

A motion was made by Councilmember McGuire, seconded by Councilmember Brown, that the Action Item be approved. The motion carried by poll vote, unanimous.

10. Adjournment

Vice Mayor Sivigny adjourned the meeting at 8:08 p.m.

Greg Holcomb, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

8. Regular Business	Meeting Date: December 2, 2014
8A: Request to Set "Not to Exceed" Amounts for Spring Occoquan Arts and Crafts Show	

Explanation and Summary:

As was done for prior Occoquan Arts and Crafts Shows, this is a request to set not-to-exceed limits on expense categories related to logistics and marketing for the upcoming Spring show, and to authorize the Mayor to sign contracts on behalf of the Town Council for items within these categories.

The proposed not-to-exceed limits are based on costs incurred in previous shows and expected costs. The total expense budget for the Spring show is \$45,000 as per the adopted FY 2015 budget.

Proposed Not-To-Exceed Limits Per Category

Category	Not-To-Exceed Amount
Advertising	\$10,000
Portable Toilets	\$2,000
Trash Collection	\$2,000
Rental Center (Tables, Chairs)	\$1,000
Security	\$9,500
Transportation	\$14,500
Entertainment	\$1,000
Supplies/Other	\$5,000
TOTAL EXPENSE BUDGET	\$45,000

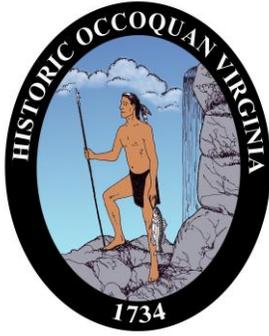
Town Manager's Recommendation: Recommend approval.

Cost and Financing: Various
Account Number: Craft Show Operating Account

Proposed/Suggested Motion:

"I move to approve the following not-to-exceed amounts for the Spring 2015 Occoquan Arts and Crafts Show:

- NTE \$10,000 for advertising;
- NTE \$2,000 for portable toilet rentals;
- NTE \$2,000 for trash collection services;



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TOWN COUNCIL
 PATRICK A. SIVIGNY, VICE MAYOR
 TYLER BROWN
 MATTHEW DAWSON
 JAMES DRAKES
 JOE MCGUIRE

TOWN MANAGER
 KIRSTYN L. BARR

CHIEF OF POLICE
TOWN SERGEANT
 SHELDON E. LEVI

TREASURER
 ABIGAIL BREEDING, C.P.A.

MAYOR
 ELIZABETH A. QUIST

July 1, 2014

Dear Mayor Quist and Town Council:

I present the adopted Town of Occoquan Fiscal Year 2015 Budget effective beginning July 1, 2014. This document includes the Town's Operating Budget, Capital Improvement Plan, Mamie Davis Account and Craft Show Account.

SUMMARY BY FUND

	FY 2014 Adopted Budget		2015 Adopted Budget		Percent Change
Operating Account	Revenues	\$533,284	Revenues	\$505,296	(5.25%)
	Expenses	\$533,183	Expenses	\$505,296	(5.23%)
CIP Account	Revenues	-	Revenues	-	
	Expenses	\$265,150	Expenses	\$1,640,000	518.52%
Mamie Davis Account	Revenues	\$2,000	Revenues	\$2,000	0%
	Expenses	\$2,000	Expenses	\$2,000	0%
Craft Show Account	Revenues	\$205,000	Revenues	\$210,000	2.44%
	Expenses	\$125,000	Expenses	\$90,000	(28%)

The Operating Account adopted budget is based on the adopted FY 2015 Real Estate Tax Rate of \$0.11 per \$100 of assessed value, a Meals Tax Rate of two percent and a Transient Occupancy Tax Rate of two percent.

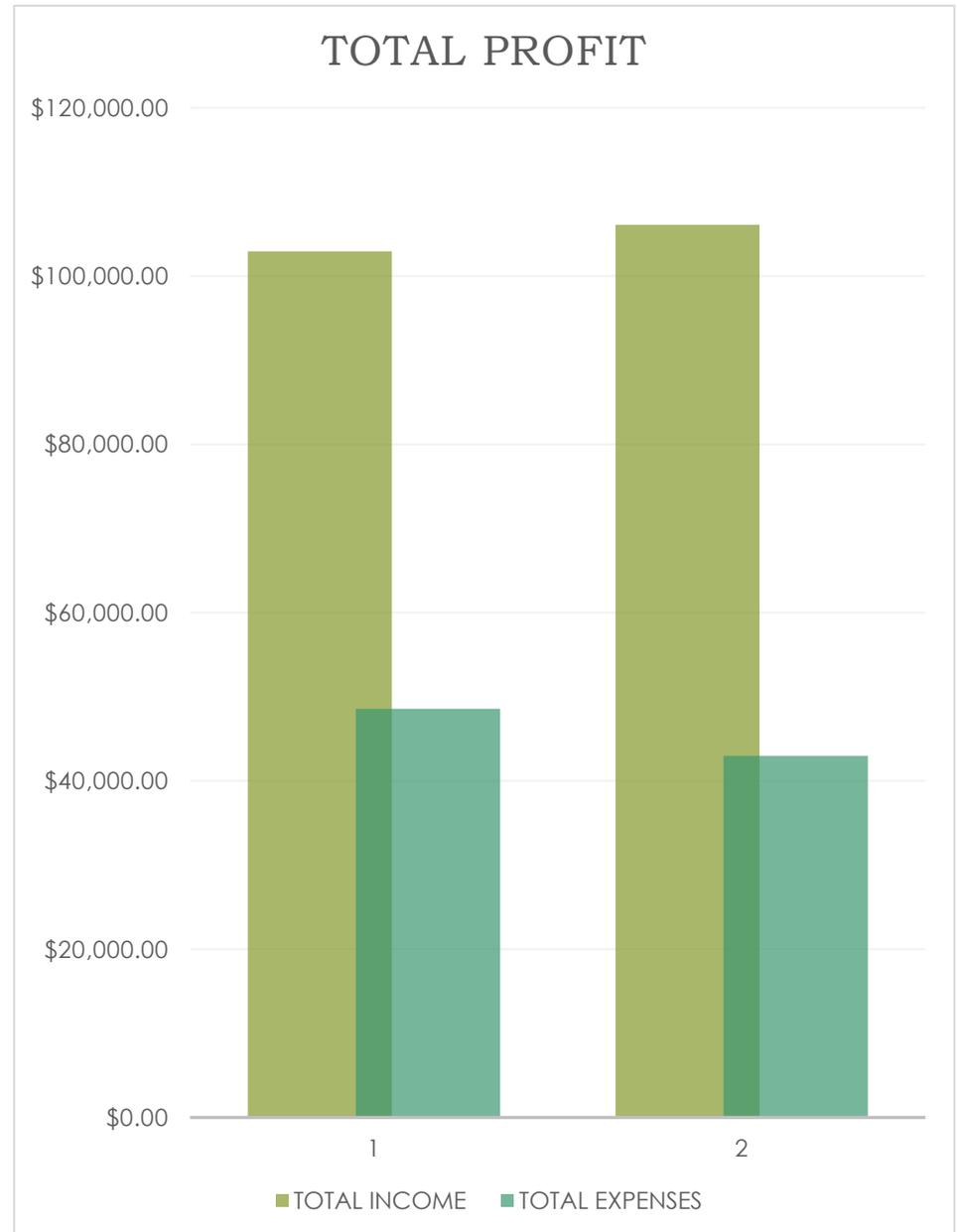
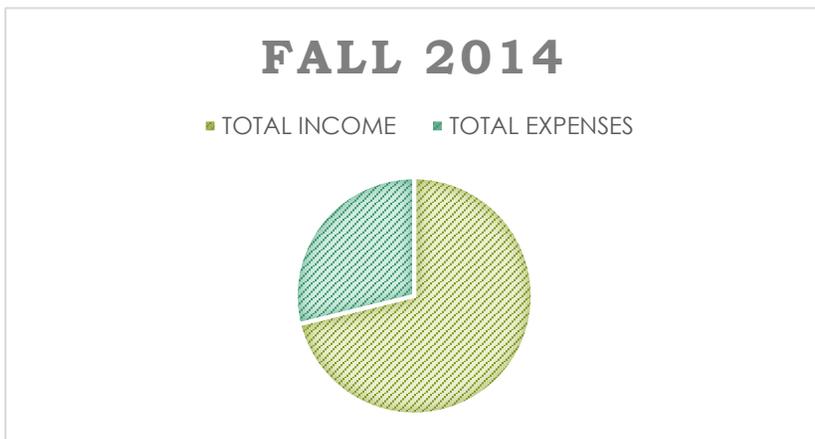
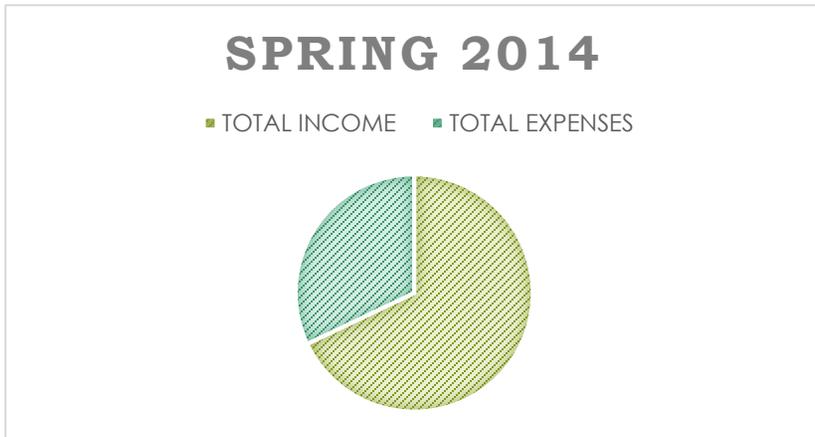
	FY 2014 Adopted Tax Rate	FY 2015 Adopted Tax Rates
Real Estate Tax Rate	\$.11 per \$100 of assessed value	\$.11 per \$100 of assessed value
Meals Tax Rate	2%	2%
Transient Tax Rate	2%	2%

Kirstyn Barr
 Town Manager

Craft Show Comparison for Fall 2014

Profit - Loss Summary

	Spring 2014	Fall 2014
TOTAL INCOME	\$102,943.77	\$106,096.32
TOTAL EXPENSES	\$48,584.22	\$42,982.30
TOTAL PROFIT	\$54,359.55	\$63,114.02



Occoquan Fall 2014 Show

Expenses

TOTAL EXPENSES

Spring 2014	Fall 2014
\$48,584.22	\$42,982.30

Show Support	Spring	Fall
Expense Reimb.	\$180.61	\$0.00
Salaries & Wages	\$9,494.63	\$4,900.00
Payroll Taxes	\$726.34	\$374.86
Advertising	\$6,786.50	\$8,325.66
Bank Fees	\$90.00	\$58.50
Bus Expense	\$14,040.00	\$14,040.00
COGS	\$353.28	\$189.78
Contract Labor	\$635.50	\$180.00
Mileage	\$141.84	\$0.00
Miscellaneous	\$314.90	\$0.00
Office Supplies	\$977.81	\$70.43
Paypal Fees	\$170.61	\$171.62
Performers	\$500.00	\$550.00
Police	\$8,280.00	\$8,640.00
Rentals	\$2,385.76	\$2,402.00
Set-Up	\$139.00	\$758.28
Supplies	\$1,580.94	\$520.17
Trash Removal	\$1,786.50	\$1,801.00
Total	\$48,584.22	\$42,982.30

Craft Show Comparison for Fall 2014

Income

TOTAL INCOME

Spring	Fall
\$102,943.77	\$106,096.32

Income

	Spring	Fall
Vendor	\$83,170.77	\$78,136.62
Bus	\$18,717.00	\$26,309.70
Parking	\$675.00	\$1,425.00
Other	\$381.00	\$225.00
	\$102,943.77	\$106,096.32

	FY 2012			FY 2013			FY 2014			FY 2015	
	Fall	Spring		Fall	Spring		Fall	Spring		Fall	Spring
Vendor Revenue	89,180.00	83,306.12	Vendor Revenue	81,340.00	91,908.94	Vendor Revenue	84,205.02	83,170.77	Vendor Revenue	78,136.62	-
Bus Income	18,467.00	16,950.00	Bus Income	20,371.35	11,891.55	Bus Income	22,538.35	18,717.00	Bus Income	26,309.70	-
Parking Revenue	1,685.00	1,026.00	Parking Revenue	750.00	675.00	Parking Revenue	475.00	675.00	Parking Revenue	1,425.00	-
Other	36.00	41.00	Other	649.00	236.02	Other	556.00	381.00	Other	\$225	-
Subtotal	109,368.00	101,323.12	Subtotal	103,110.35	104,711.51	Subtotal	107,774.37	102,943.77	Subtotal	106,096.32	-
Expense Reimb.	-	908.00	Expense Reimb.	173.00	186.84	Expense Reimb.	180.61	180.61	Expense Reimb.	-	-
Salaries & Wages	10,376.96	8,409.88	Salaries & Wages	7,446.33	9,487.28	Salaries & Wages	9,494.63	9,494.63	Salaries & Wages	4,900.00	-
Payroll Taxes	-	641.39	Payroll Taxes	567.68	725.77	Payroll Taxes	726.34	726.34	Payroll Taxes	374.86	-
Advertising	6,122.32	8,041.15	Advertising	8,383.77	6,337.87	Advertising	11,731.35	6,786.50	Advertising	8,325.66	-
Bank Fees	257.62	100.00	Bank Fees	116.17	20.00	Bank Fees		90.00	Bank Fees	58.50	-
Bus Expense	13,500.00	13,500.00	Bus Expense	13,500.00	14,040.00	Bus Expense	14,040.00	14,040.00	Bus Expense	14,040.00	-
COGS	-	16.71	COGS	745.84	44.57	COGS	237.44	353.28	COGS	189.78	-
Contract Labor	785.00	550.00	Contract Labor	788.00	520.00	Contract Labor	946.50	635.50	Contract Labor	180.00	-
Mileage	19.38	-	Mileage	-	-	Mileage	141.84	141.84	Mileage	-	-
Miscellaneous	720.00	-	Miscellaneous	344.17	327.25	Miscellaneous	314.90	314.90	Miscellaneous	-	-
Office Supplies	1,337.71	497.14	Office Supplies	1,166.25	507.80	Office Supplies	888.00	977.81	Office Supplies	70.43	-
PayPal Fees	110.24	90.76	PayPal Fees	152.59	190.22	PayPal Fees	123.12	170.61	PayPal Fees	171.62	-
Performers	-	-	Performers	-	-	Performers	500.00	500.00	Performers	550.00	-
Police	6,918.87	7,208.87	Police	6,350.00	4,540.00	Police	7,140.00	8,280.00	Police	8,640.00	-
Rentals	1,510.00	1,904.48	Rentals	2,204.48	2,438.48	Rentals	2,248.80	2,385.76	Rentals	2,402.00	-
Set-Up	1,572.66	552.80	Set-Up	357.20	556.44	Set-Up	567.07	139.00	Set-Up	758.28	-
Supplies	701.74	1,370.28	Supplies	126.86	1,692.40	Supplies	867.62	1,580.94	Supplies	520.17	-
Trash Removal	1,527.00	1,576.50	Trash Removal	1,644.00	1,584.00	Trash Removal	1,662.00	1,786.50	Trash Removal	1,801.00	-
Subtotal	45,459.50	45,367.96	Subtotal	44,066.34	43,198.92	Subtotal	51,810.22	48,584.22	Subtotal	42,982.30	-
Total	63,908.50	55,955.16	Total	59,044.01	61,512.59	Total	55,964.15	54,359.55	Total	63,114.02	-
	Fall Show	63,908.50		Fall Show	59,044.01		Fall Show	55,964.15		Fall Show	63,114.02
	Spring Show	55,955.16		Spring Show	61,512.59		Spring Show	54,359.55		Spring Show	-
	Interest Income	3,170.40		Interest Income	3,244.54		Interest Income	3,661.02		Interest Income	488.28
	Total FY 2012	123,034.06		Total FY 2013	123,801.14		Total FY 2014	113,984.72		Total FY 2015	63,602.30



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: December 2, 2014
8B: Request to Amend the Town Code to Add a Business Representative to the Architectural Review Board	

Explanation and Summary:

The Architectural Review Board (ARB) has requested the addition of a business representative to the ARB. The Town Council reviewed and discussed the proposed ordinance during the November 18, 2014 work session.

Town Attorney's Recommendation: Recommend approval.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: N/A

Account: N/A

Proposed/Suggested Motion:

"I move to amend the Town of Occoquan Town Code Sections 2-402 and 2-403, as shown in the agenda."

OR

Other action deemed appropriate by Council.

Attachments: (1) Proposed Town Code Change to Sections 2-402 and 2-403

PROPOSED

DIVISION 4. ARCHITECTURAL REVIEW BOARD

Sec. 2 - 402. Membership.

The architectural review board (ARB) shall consist of nine members, appointed by the town council, of whom seven shall be appointed as regular members and two as alternate members to vote in the absence of any regular member. A quorum shall be five members. One regular member shall be a member of the town council, one regular member shall be a member of the planning commission, and one regular member may be a business owner in the town who shall be designated as the business representative. The business representative shall act as a liaison between town businesses and the ARB. Other members shall be appointed primarily on the basis of a knowledge and demonstrated interest in the historical heritage and architecture of the town. All members shall be residents of the town, except the business representative, who need not be a resident but shall be: (1) a business owner in the town; and (2) licensed and operating his or her business in accordance with all applicable laws and ordinances. All candidates for ARB membership (other than the council member and planning commission member) shall submit a written application to the town council.

Sec. 2-403. Term of office; removal; vacancies.

The term of office of the members of the architectural review board shall be for three years, except that the terms of the councilmember and planning commission member shall correspond to their official tenure of office. Appointed members of the board serve at the pleasure of the council. Upon notice that the business representative no longer owns a business in the town, the council may remove that person from the board. Appointments to fill vacancies shall be only for the unexpired portion of the term and shall be done within 60 days. Members may be reappointed to succeed themselves. Recommendations to fill vacancies may be made by the board to the mayor and approved by the council.

PROPOSED - REDLINED

Sec. 2-402. Membership.

The architectural review board (ARB) shall consist of ~~seven residents of the town~~ nine members, appointed by the town council, of whom seven shall be appointed as regular members and two as alternate members to ~~serve on the ARB who shall~~ vote in the absence of any regular member. A quorum shall be five members. One ~~board~~ regular member shall be ~~appointed from a member of~~ the town council ~~and~~, one ~~from~~ regular member shall be a member of the planning commission, and one regular member may be a business owner in the town who shall be designated as the business representative. The business representative shall act as a liaison between town businesses and the ARB. Other members shall be appointed primarily on the basis of a knowledge and demonstrated interest in the historical heritage and architecture of the town. All members shall be residents of the town, except the business representative, who need not be a resident but shall be: (1) a business owner in the town; and (2) licensed and operating his or her business in accordance with all applicable laws and ordinances. All candidates for ARB membership (other than the council member and planning commission member) shall submit a written application to the town council.

Sec. 2-403. Term of office; removal; vacancies.

The term of office of the members of the architectural review board shall be for three years, except that the terms of the councilmember and planning commission member shall correspond to their official tenure of office. ~~Any appointed member~~ Appointed members of the board ~~may be removed from office by~~ serve at the pleasure of the council, ~~after public hearing, for inefficiency, neglect of duty, malfeasance, or other just cause, after charges made.~~ Upon notice that the business representative no longer owns a business in writing the town, the council may remove that person from the board. Appointments to fill vacancies shall be only for the unexpired portion of the term and shall be done within 60 days. Members may be reappointed to succeed themselves. Recommendations to fill vacancies may be made by the board to the mayor and approved by the council.

CURRENT

DIVISION 4. ARCHITECTURAL REVIEW BOARD

Sec. 2-402. Membership.

The architectural review board shall consist of seven residents of the town appointed by the town council, and two alternate members to serve on the ARB who shall vote in the absence of any regular member. One board member shall be appointed from the town council and one from the planning commission. Other members shall be appointed primarily on the basis of a knowledge and demonstrated interest in the historical heritage and architecture of the town.

(Code 1981, § 2-40.2; Ord. of 5-13-1997, ch. 2, § 40.2; Ord. O-2003-03, § 2-402)

Sec. 2-403. Term of office; removal; vacancies.

The term of office of the members of the architectural review board shall be for three years except that the terms of the councilmember and planning commission member shall correspond to their official tenure of office. Any appointed member of the board may be removed from office by the council, after public hearing, for inefficiency, neglect of duty, malfeasance, or other just cause, after charges made in writing. Appointments to fill vacancies shall be only for the unexpired portion of the term and shall be done within 60 days. Members may be reappointed to succeed themselves. Recommendations to fill vacancies may be made by the board to the mayor and approved by the council.

(Code 1981, § 2-40.3)