Rules of Procedure
City of Mount Vernon Architectural Review Board

Article I. General Governing Rules.

A. The Architectural Review Board of the City of Mount Vernon shall be governed by the provisions of all applicable state statutes, county and local laws and ordinances, and the Rules of Procedure contained herein.

B. The term “Board” as used in these rules shall mean the duly appointed Architectural Review Board of the City of Mount Vernon.

Article II. Membership.

The five (5) members of the Board shall be appointed by the Mayor of the City of Mount Vernon as provided by Chapter 10-4 of the Code of the City of Mount Vernon. In accordance with said section, to assure that no more than two (2) board members’ terms expire within any given year, the new term of appointment for the first board member term that expires in 2010 shall be five (5) years, the new term of appointment for the second board member term that expires in 2010 shall be four (4) years, and the new term of appointment for the third board member term that expires in 2010 shall be three (3) years. All subsequent new terms of appointment for expiring board member terms shall be five (5) years. In the event of a vacancy, the Mayor shall appoint a member to fill the unexpired term. Each member shall be entitled to one vote.

Article III. Officers and Duties.

A. Officers. The officers of the Board shall include a Chairperson and Vice Chairperson. The City of Mount Vernon Department of Planning and Community Development shall serve the Board as Staff. In the absence of the Chairperson or Vice Chairperson, the Board shall select an Acting Chairperson for the meeting.

B. Chairperson. The Mayor shall designate a member of the Board to act as the Chairperson of the Board. The Chairperson shall perform all duties required by law, ordinance and these rules. The Chairperson shall preside at all meetings of the Board. The Chairperson shall decide on all points of order and procedures unless a different determination on a point of order or procedure is requested by a Board member and seconded by another Board member and there is a majority vote of all Board members present supporting a different determination than that of the Chairperson. The Chairperson shall appoint any subcommittees deemed necessary to carry out the business of the Board.

C. Vice Chairperson. The Mayor shall designate a member of the Board to act as the Vice Chairperson. In the event of the absence of the Chairperson, the Vice Chairperson shall perform all duties required by law, ordinance and these rules until the Chairperson is available. In the absence of the Chairperson, the
Vice Chairperson shall preside at the meeting of the Board. At a meeting where the Chairperson is not available, the Vice Chairperson shall decide on all points of order and procedures unless a different determination on a point of order or procedure is requested by a Board member and seconded by another Board member and there is a majority vote of all Board members present supporting a different determination than that of the Vice Chairperson.

D. Acting Chairperson. In the event of the absence of both the Chairperson and the Vice Chairperson at a Board meeting, an Acting Chairperson shall be elected by a majority vote of the membership of the Board present at such meeting. When disability or disqualification prevents the Chairperson and Vice Chairperson from exercising his or her duties, an Acting Chairperson shall be elected by a majority vote of the entire membership of the Board. The Acting Chairperson shall be prepared to serve as the Chairperson or Vice Chairperson with all attendant powers and duties of such position until such time as the Chairperson is in a position to resume his or her duties.

E. Secretary to the Board. Any staff member from the Department of Planning and Community Development who shall notice all regular meetings and special meetings, record and maintain minutes of all regular and special meetings and perform all functions and duties described herein.

F. Board Staff. Any staff member from the Department of Planning and Community Development who provides information, prepares agendas and minutes or otherwise participates in any Board proceeding must comply with any ethics rules adopted by the Board.

Article IV. Conduct and Board Attendance

A. Conduct. When considering any matter under these Rules of Procedure, the Board deals with persons who are directly affected by its decision (such as the applicant and neighbors of a proposed site). Each of these interested persons needs the assurance that other interested persons will not have an unfair advantage in presenting their version of the relevant facts or concerns to the Board. To that end, Board members must avoid communicating with applicants or any other persons about a pending application except at Board meetings when the application is considered.

B. Attendance. Board members must attend all regularly scheduled Board meetings. Absences of three (3) or more regular meetings in any twelve (12) month period may result in removal from the Board.

C. Voting. A quorum shall consist of three (3) members of the Board.

1. No meeting of the Board shall be held, conducted nor any action taken by the Board in the absence of a quorum.
2. Where there is no quorum on the scheduled date of a meeting, all agenda items scheduled to be heard or discussed shall be adjourned to the next regular meeting of the Board.

3. It shall be the responsibility of each Board member to notify Board Staff as soon as such Board member becomes aware that he or she may not be able to attend any scheduled meeting. Board Staff will canvass the Board regarding available attendees for each scheduled meeting.

4. A vote shall be taken by the Chairperson on all questions or issues of substance. A record of the vote shall be kept by Board Staff as part of the minutes of the meeting. Roll call of the vote by Board Staff or Chairperson should be taken and recorded of each Board member.

5. Decisions on any matter before the Board shall require an affirmative vote of a majority of the members present at a meeting. A tie vote shall be considered a rejection of the matter or application under consideration.

6. No member shall vote on the determination of any matter requiring a decision unless such Board member has attended the meetings thereon or has familiarized herself or himself with the matter.

D. Site Visits. It is the requirement for Board members to take all measures to familiarize themselves with every application which appears before them for consideration. To that end, Board members shall take every initiative to visit proposed sites for those items on any meeting agenda prior to the scheduled meeting.

E. Recusal. Board members must recuse themselves from voting when he or she may have a personal and/or business interest in any application before the Board. All recusals must be on the record, with reason(s) indicated and should be disclosed prior to any presentation/discussion of Board members and applicants.

F. Training. Board members shall make every effort to obtain training which will facilitate the review and consideration of cases that come before the Board. Such training may include in-house, regional or county planning, county planning federations, state agencies, statewide municipal associations, colleges or other similar entities. In addition, training may also be offered by Board Staff and be provided in a variety of formats, including but not limited to electronic media, video, distance learning and traditional classroom learning.
Article V. Meetings.

A. Public Meetings. Official business of the Board may be conducted at all public meetings where notice requirements have been met. All meetings of the Board, except as specifically provided below for executive sessions, shall be open to the general public. The Board’s Staff shall establish an agenda with corresponding meeting dates and submission deadlines in consultation with the Chairperson of the Board in advance of each meeting. The agenda, applications, materials, and correspondence received by Board Staff shall be sent to all members of the Board no later than one (1) week prior to a Board meeting. The Commissioner of Planning and Community Development or Staff may add items to the agenda or discuss items that are received after the deadline when required.

B. Regular Meetings. The Board’s regular meetings shall be held on the 4th Wednesday of each month beginning at 6:30 p.m. in the City of Mount Vernon Memorial Room or at an alternate site and/or time designated in advance of the meeting and contained in the notice. Regular work sessions shall be closed to public participation but open to the public subject to the Open Meetings Law, [Section 105 of the New York State Public Officers Law, Article 7] however, when further information on an issue(s) is necessary the Board may inquire of the applicant or others present to clarify a point or points. Prior to December 31 of any calendar year, the Board will provide a meeting schedule for the upcoming year with the City Clerk’s Office and the City’s official newspaper.

C. Special Meetings. Official business of the Board may be conducted at a special meeting where notice requirements applicable to a regular meeting have been met. Special meetings of the Board may be called by the Chairperson, the Vice Chairperson (in the absence of the Chairperson), the Commissioner of Planning and Community Development or a majority of Board members. At least forty-eight (48) hours advance written notice of the date, time, place and business of the special meeting shall be given by Board Staff to each Board member and the Office of the City Clerk. A meeting notice of the special meeting shall be posted in City Hall. Board meeting notification will also be posted in the lobby of the Department of Planning and Community Development offices and on the City’s website.

D. Work Sessions. Work sessions may be held thirty (30) minutes prior to the regularly scheduled Board meeting and facilitated by Staff. These meetings will be closed to public participation but open to the public subject to the Open Meetings Law, [Section 105 of the New York State Public Officers Law, Article 7]. During work sessions, the Board may inquire to clarify a point or points regarding the topic being discussed.
E. **Executive Sessions.** Upon a motion by one Board member, and seconded by another Board member, the Board, by a majority vote of the members present at a meeting, may approve an executive session only for a subject provided in Section 105 of the New York State Public Officers Law, Article 7, the Open Meeting Law. In making such motion, the moving Board member must identify the general area or areas of the subject or subjects to be considered at such session to insure that the subject is one that can be properly held in executive session. All executive sessions shall be closed to the general public and the information discussed therein shall remain confidential and not disseminated to any non-Board member.

F. **Setting and Cancellation of Meeting.** Board Staff shall establish all meeting dates in consultation with the Board. In the event of conflict with holidays or other events, the Board may change the regular meeting date, time or place of a scheduled meeting. Board Staff may cancel any meeting by written notice to all members no less than forty-eight (48) hours prior to the time set for any meeting where unforeseen circumstances arise that negate the value or need for the meeting. Board Staff may cancel a meeting within forty-eight (48) hours prior to the time set for a meeting if a quorum will not be available for the meeting. If a quorum is not available, Board Staff may cancel the meeting by written or telephone notice to the Board members, the City Clerk’s Office, and applicants having business scheduled before the Board at such meetings. A notice shall be posted in City Hall prior to the scheduled start of the meeting stating that the Board meeting was cancelled and the business of the meeting adjourned to the next date of the Board meeting, such specific date being provided in the notice.

G. **Public Notice.** Public notice of the time and place of scheduled meetings shall be sent to City Clerk’s Office, conspicuously posted in City Hall, including in the lobby of the Department of Planning and Community Development offices and on the City’s website.

**Article VI. Establishment of the Agenda.**

A. All applicants submitting materials to the Board must do so by the submission deadline which is twenty-one (21) days prior to the Board’s regularly scheduled meeting.

B. No matter(s) shall be placed on the agenda of a Board meeting unless all required materials are received by the submission deadline for said meeting.

C. Board Staff will notify the applicant or the applicant’s representative in writing when a matter has been placed on a meeting agenda indicating the application number, the date, time and location of the meeting.
D. In the event of circumstances beyond the Board’s control, any matters scheduled for an agenda that are not heard by the Board will be given first priority on the next meeting agenda.

E. In the event that the Board schedules a special meeting, the Board and/or Board Staff will identify the submission deadline for the special meeting as part of its approval of said special meeting.

F. The Board will not review new materials or substantially different plans during a meeting unless these documents are recommended for review by Board Staff and with the Board concurring with Staff’s recommendation for which such materials are submitted. However, the Board may review the materials at a later date.

G. Board agendas for all Board meetings will be incorporated with the notice and posted in City Hall, the Office of the Department of Planning & Community Development and on the City’s website.

Article VII. Proceedings.

A. Business of the Board. The business of the Board’s meetings shall include:

1. Notation of attendance/roll call.
2. Consideration of minutes of previous meetings and approval of the minutes.
3. Old business/City Staff recommendations.
4. New business/City Staff recommendations.
5. Review of communications received for that day’s meeting, which is being heard for the first time before the Board.
6. Announcement/scheduling of the next meeting date.

B. The parliamentary rules contained in Robert’s Rules of Order shall govern the proceedings at the meetings of the Board unless otherwise provided by statute or by these rules.

Article VIII. Concept Plan Presentation.

A. Intent. The intent of the concept plan presentation is to allow an applicant one (1) presentation wherein the Board may become familiarized with an anticipated application. The presentation is to allow an informal discussion pertaining to the improvements proposed by the applicant. In addition, the concept plan presentation may illuminate any preliminary request for additional information that the Board may feel required to assist in the facilitation of their decision making. These informal discussions do not bind the Board to any decisions or determinations. Any indication that the Board does not have any objections to a proposal does not preclude the Board from denying the application upon its
formal submission. The Board may inquire of Staff concerning only the facts of
the case. The Board takes no formal action and no decisions are rendered
during the concept plan presentation process.

B. Requirements. Potential applicants to the Board may request in writing to
present a concept on their anticipated application by the submission deadline.
Board Staff in consultation with the potential applicant will develop the list of
drawings and documents to be submitted for presentation to the Board.

C. Procedure. A concept plan presentation shall be conducted as follows:

1. Staff shall make the concept plan presentation, stating the facts of
   the application.
2. Board members may only ask Staff questions regarding the facts
   of the anticipated application.
3. Board members shall indicate for the record any additional
   materials they need from either the applicant or Board Staff to
   assist in the deliberation of the application.

Article IX. Application Review

A. Time and Notice. Public meetings shall be scheduled and due notice posted
by the Board in accordance with the provisions of the New York State
Environmental Quality Review Act ("SEQRA"), the Code of the City of Mount
Vernon and other applicable federal, state, or local laws.

B. Conduct. At any public meeting at which a Certificate of Appropriateness is
to be considered, the following shall be done:
   1. The Chairperson shall state the disposition of matters as indicated by the
      meeting agenda.
   2. The Chairperson, Secretary or Staff shall give a summary statement of a
      case before the Board at the opening of the hearing. The Secretary shall
      list all correspondence and reports received on this case before the
      meeting.
   3. The Chairperson shall note that the correspondence and reports are part
      of the case record and that these items are available for public
      inspection at the Offices of the Department of Planning and Community
      Development in the City of Mount Vernon City Hall during daytime
      operating hours.
   4. The applicant shall be given the opportunity to make a presentation on
      the matter.
   5. All Board members present shall have the opportunity to question the
      applicant and/or his or her representatives or experts.
6. All other interested parties shall be given an opportunity to be heard, directing their comments solely to the Board.

7. The Chairperson, upon approval of the majority of the Board members present at a meeting, and when time limits constrain the deliberation process, may adjourn the hearing or discussion to the next available public hearing date and/or may limit the time available to individual speakers.

8. As determined by the Chairperson, the applicant may provide to the Board a response to the public's comments for a period of time to be determined by the Chairperson.

C. Written Correspondence. City Departments and Agencies may provide the Board with written comments on each application. Additionally, letters shall be accepted by the Board into the record prior to the date the Board sets for the close of the record on a particular case. The Board will weigh all written correspondence when making its determination on the application.

D. Closing. After the Board is satisfied it has received sufficient information regarding the application in question. The Board must make a determination on the matter in accordance with the applicable requirements stated in the Code of the City of Mount Vernon.

Article X. Adjournments.

The adjournment of any Board case must be requested in writing at least one week in advance of the meeting for which the item has been calendared, with reason(s) stated. Requested adjournments will be granted for a period of time no greater than two (2) meetings from the case's original calendar date. There shall be only one (1) adjournment per application. Applicants or their representatives that do not appear before the Board as scheduled will receive a certified letter indicating their need to appear at the next Board meeting. If the applicant does not appear at the next Board meeting, the application will be rendered null and void. In these instances, if the applicant wishes to continue with the project, a new application will have to be filed.

Article XI. Recommendations and Referrals.

A. Recommendations. The Architectural Review Board at times may receive requests from the Planning Board, the Zoning Board of Appeals or the City Council to make recommendations prior to them making a decision. Generally, the Board will receive requests from the Planning Board to make recommendations on site plan applications, requests from the Zoning Board of Appeals to make recommendations on area variance applications and requests from the City Council to make recommendations prior to final action taken on certain matters.
B. **Referrals.** The Board may refer any application under its consideration to another Board or agency for their review and comment.

**Article XII. Record.**

A. Board Staff shall take steps to ensure that substantive minutes are kept of all Board meetings, and discussions. The minutes shall indicate the Board members and Staff in attendance. The minutes shall also include the name, address and comments of those speaking before the Board. The minutes shall consist of a record of any action(s) taken and the vote thereon.

B. Board Staff shall take measures to ensure that a summary is kept of all executive sessions. These summaries shall consist of a record of any action(s) taken and the vote thereon.

**Article XIII. Subcommittees.**

The Board may create subcommittees to review proposed developments, projects and concepts made by applicants. All subcommittees shall consist of three (3) members; the Chairperson and two (2) persons appointed by the Chairperson. The following are the standing subcommittees of the Board: Design Guidelines Review, and Lesser Actions Review. A synopsis of all subcommittee meetings, with a concise overview of matters discussed shall be prepared by Staff or subcommittee members and shall be provided to the full Board.

**Article XIV. Submission of Applications.**

A. The Board will only entertain one (1) review of a Certificate of Appropriateness (CA) of a site at a time. A CA may cover one or more of the following application types such as but not limited to: new buildings, building additions, change in natural materials, new deck/porch and change in windows and doors.

B. Applicants must submit fully completed application forms and addendum information and materials.

**Article XV. Project Classification.**

All Building Permit applications submitted to the Building Department will be reviewed by Building Department Staff to determine if the Architectural Review Board must grant a Certificate of Appropriateness prior to the issuance of a Building Permit. The criteria for making this determination shall be set by the Architectural Review Board. The Board has determined that applications for their review shall be classified into one of three categories pursuant to Chapter 10-5D(2) of the City Charter: matters exempt from Board review, minor application and major application. Any project not classified
as exempt from Board review or a minor application shall be considered a major application.

A. **Matters Exempt From Board Review**

Building Permit applications that are exempt from review by the Architectural Review Board are those applications which have been reviewed by the Building Department and determined to totally consist of the types of improvements listed below.

Replacement, either in-kind or with visually identical or near-identical design and materials, of minor architectural features of the kinds listed below in projects that do not involve additions, expansions, substantial new construction or structural reconstruction, unless the Building Commissioner in his discretion determines that the overall project may have a visually significant impact on the property in question or surrounding properties. Minor architectural features whose replacement may be exempt from Board review shall include, but not be limited to:

- doors
- windows and skylights
- facades
- roofs and skylights
- coping
- cornices
- porches
- decks
- porticos
- staircases
- ramps
- railings
- freestanding or retaining walls
- mechanical equipment
- solar panels
- exterior lighting
- vents
- chimneys
- shutters
- leaders (downspouts)
- gutters
- fencing and gates not along street frontages which are visually compatible with adjacent fencing
- any minor accessory structures under 65 square feet not located in front or side areas of a lot.
- glass
A Building Permit for the proposed work will be issued without requiring a Certificate of Appropriateness provided that all other Building Department requirements have been met.

B. Minor Applications.
The Building Department will consider that a Certificate of Appropriateness Application is a minor application if the application is solely for:

Additions, expansions or substantial new construction of minor architectural features of the kinds listed below in projects that are not exempt and that do not involve structural reconstruction, unless the Building Commissioner in his discretion determines that the overall project may have a visually significant impact on the property in question or surrounding properties. Minor architectural features that may be the subject of a Minor Application shall include, but not be limited to:

- windows
- facades
- skylights
- coping
- cornices
- porches
- decks
- porticos
- staircases
- new or modified ramps
- railings
- freestanding or retaining walls
- New or modified fencing [not along street frontages, not in front or side yard, not in areas of the lot not requiring Planning Board or Zoning Board approval]
- minor accessory structure(s) along street frontages in front yard, side yard and areas of the lot not requiring Zoning Board or Planning Board approval and over 65 square feet in rear yard
- minor accessory structure(s) less than 65 square feet in side yard and visible from a street
- roofing material—reconstruction using materials of essentially the same dimensions, same mass, and consisting of the same architectural elements and colors

Installation of the legally conforming items as listed below:

- solar panels
Upon receipt of a complete Certificate of Appropriateness application considered to be a minor application, the Architectural Review Board Staff will review the submitted materials and render a decision to issue a Certificate of Appropriateness, indicating any conditions, or deny the application. If the applicant does not concur with Staff’s determination, the applicant may apply to the Architectural Review Board to appeal the Staff determination by having the matter placed on the Architectural Review Board’s agenda for their support or reversal of the Staff’s determination.

C. Major Applications.
The Building Department will consider a Certificate of Appropriateness application as a major application upon their determination that a Building Permit application consist of the types of improvements listed below:

A project that involves structural reconstruction such as the kinds listed below, or additions, expansions or substantial new construction that is not limited to minor architectural features of the kinds listed in sub-article B, or a project that the Building Commissioner in his discretion determines may, overall, have a visually significant impact on the property in question or surrounding properties. Projects that shall be the subject of Major Applications shall include, but not be limited to:

- new structures
- additions to existing structures
- new roof and skylights
- new facades
- new decks/porches
- new porches
- new garages and carports
- new fences
- new freestanding walls and retailing walls
- new ramps
- minor accessory structure(s) fencing along street frontages in front yard, side yard and areas of the lot requiring Zoning Board or Planning Board approval and over 65 square feet in side yard
- roofing material—the construction or changing of roofing material
Article XVII. Application Components.

A. For an application to be deemed complete, the following documents, related to the subject Board approval must be collated in sets and submitted by or before the submission deadline of the next regularly scheduled Board meeting:
   1. One (1) original and seven (7) copies of completed, signed and notarized application forms;
   2. Eight (8) original or copies of color photographs depicting various views of the property and of contiguous properties;
   3. Eight (8) copies of signed and sealed plot plans or surveys;
   4. Eight (8) color catalogue detail of sample colors; (when applicable).

B. The following is the process Staff will utilize to determine if an application is complete and proceed to the Board for review a public meeting:
   1. Application submitted by submission deadline;
   2. Application is reviewed by Staff. If all materials have been submitted and are correct, Staff deems the application complete. If materials submitted are incomplete and/or incorrect, a letter will be sent by Staff informing applicants of missing/incomplete documentation required to be provided.

C. The following items must be presented to the Board on rigid boards the day of the meeting:
   1. Elevations of each side of the building and a site plan showing landscaping, paving patterns and exterior lighting. Color renderings are strongly recommended;
   2. Composite drawings of the facades of the two adjacent buildings on each side of the property;
   3. Photographs of the property where the work is proposed and of neighboring properties to establish the architectural character of the street or neighborhood;
   4. Sample(s) of all exterior finish materials (Three dimensional samples do not have to be placed on rigid boards.)

Article XVIII. Indemnifications of Encroachments.

Encroachments are physical structures that are placed in the City's Right of Way that are not owned or maintained by the City of Mount Vernon. Such encroachments are prohibited pursuant to Section 267-14 of the Zoning Code. Where an application involves a site with encroachments into the City's right of way, an indemnification form, which releases and holds harmless the City of all legal liability and maintenance, is required and must be completed and submitted as part of the application. If an applicant does not wish to submit an indemnification, they will be required to remove the encroaching structure(s).
Article XIX. Public Notice.

A. Sign Posting and Requirements. The Board also requires that a sign is posted on the site fourteen (14) days prior to the hearing date. All signs shall meet the following requirements:

1) Be at least thirty-six (36") inches by forty-eight (48") inches.

2) Consist of sturdy and serviceable material.

3) Contain a white background with black letters.

4) Legible with lettering and at least one and one-half (1½") inches in height.

5) Be placed in a location plainly visible from each street frontage upon which the property fronts.

6) Be placed within no more than five (5') feet back from the property line.

7) Not placed in the City's Right-of-Way.

8) Placed no more than five (5') feet above ground.

9) Shall read as follows:

IMPROVEMENTS ARE PROPOSED AT THIS SITE THAT ARE SUBJECT TO APPROVAL BY THE CITY OF MOUNT VERNON ARCHITECTURAL REVIEW BOARD TO BE HELD AT CITY HALL ON ________.

FOR FURTHER INFORMATION, VISIT THE CITY'S WEBSITE AT WWW.CMVNY.COM/PLANNING OR CONTACT THE PLANNING DEPARTMENT AT (914) 699-7230.

The sign must be removed forty-eight (48) hours after the public meeting. Failure to abide by these rules for public meeting notification will result in a delay of processing the application.

Article XX. Board Decisions.

A. Decisions. Pursuant to the Chapter 10-8 of the Code of the City of Mount Vernon, sixty-two (62) days after the close of a public meeting, the Board may approve, approve with modifications or disapprove the application unless such time is extended by mutual agreement between the Board and the applicant.
B. Extensions of Time. An applicant has the right to apply to the Architectural Review Board for an extension of time to comply with the conditions or to commence the proposed project. The applicant must apply in writing for an extension of time. The written statement must include the following:

1. The reason for the extension of time request;
2. Whether there has been a change in the application/project;
3. Whether there have been any changes in the surrounding area that may affect the subject project.
4. Provide a chronological list of events related to the subject site that have occurred from the date of the Board’s approval to the present.
5. In making a determination in granting an extension of time, the Board has the right to apply additional conditions related to the timing of the project’s execution.

C. Amendments. In accordance with Chapter 10-8 G, where unforeseen conditions are encountered which require any change to an approved project design, or where the applicant wishes to modify the approved project design for other reasons, an amended Certificate of Appropriateness shall be filed for review and approval in accordance with the same procedures required for an initial application.

Article XXI. Certificate of Failure of the Architectural Review Board to Take Action.

The City Clerk is specified in Section 10-9 of the City of Mount Vernon City Code as the officer who shall issue on behalf of the city the certification of failure of the Architectural Review Board to take action.

Article XXI. Adoption and Amendment.

A. These rules of procedures may be amended from time to time by an affirmative vote of a majority of the entire membership of the Board.

B. Board Staff shall file a copy of these rules of procedure and any subsequent amendments with the City of Mount Vernon City Clerk and they shall be maintained by the City Clerk as a public record.
The Architectural Review Board's Rules of Procedure were adopted by the Architectural Review Board of the City of Mount Vernon on December 30, 2011.

John Humbach, Chairperson

The Architectural Review Board's rules of Procedure were received in the City Clerk's Office of the City of Mount Vernon on 12-29-11.

George W. Brown, City Clerk