

CITY OF NEWBURGH ARCHITECTURAL REVIEW COMMISSION
CONSENT AGENDA POLICY AND PROCEDURES

I: GENERAL

The City of Newburgh Architectural Review Commission (ARC) may utilize a consent agenda to approve applications for Certificates of Appropriateness which meet the eligible criteria. Use of a consent agenda will enable the ARC to increase the efficiency of the Commission.

II: POLICY

It is the policy of the ARC to allow applications for Certificates of Appropriateness which meet the criteria listed in Section III to be placed on a consent agenda. Multiple applications placed on the consent agenda may be considered and approved in a single motion without discussion by the Commission and without a public hearing. Applicants with items pending on the consent agenda are not required to attend the ARC meeting at which their application is being considered. The ARC may amend the list of items eligible for the consent agenda as it sees fit.

III. ITEMS ELIGIBLE FOR CONSENT AGENDA

Applications for Certificates of Appropriateness for the following items may be placed on the consent agenda, provided that the application is limited only to such items, that the items conform to the appropriate Design Guidelines, and that the application meets the criteria for permits issued by the Building Department, if any:

1. Painting using colors from the following color palettes:
 - Benjamin Moore Historical Color Palette
 - Sherwin Williams Historical Color Palette
 - Valspar National Trust Historic Colors Palette
 - Color matching of the above palettes, which are available at retailers such as Home Depot, Lowes and Glidden

2. Roofing
 - Replacement of shingles with materials in-kind and of the same color, shape and thickness/dimension

3. Brick and Masonry
 - Repairs in-kind
 - Replacement in-kind
 - Repointing

4. Signs
 - Made of wood
 - Located within the established sign band area

- Contain raised letters or letters that are painted in the colors listed above
 - If the sign will be lit, and no lighting currently exists, the sign must be exterior lit by gooseneck lighting. No internal lighting.
 - May project from building up to four feet, and must allow ten feet of clearance from sidewalk or grade
5. Awnings
- Commercial awnings that are operable, opaque, and made of a woven material (either natural or man-made)
 - May incorporate the name and/or services offered by the enterprise
 - May not be internally lit
 - May project from building up to four feet, and must allow ten feet of clearance from sidewalk or grade
6. Fencing
- Cast iron, wrought iron, anodized aluminum, picket, dog-eared, lattice
 - Fencing along the street and/or sidewalk that fronts the street may not exceed 40 inches in height, measured from grade
7. Sidewalks
- Replacement of concrete with same stamping and in the same color
 - Replacement of bluestone with bluestone

IV: **PROCEDURE**

The following procedure shall be utilized for items on the consent agenda:

1. The Land Use Board Secretary may place an application on the consent agenda when, after review, it is determined that that the application is complete and the application is limited only to those items which are eligible for the consent agenda and are in conformance with the appropriate Design Guidelines.
2. The Land Use Board Secretary will place the applications on the consent agenda section of the ARC's meeting agenda.
3. Applicants with items pending on the consent agenda are not required to attend the meeting at which their application is being considered.
4. The Chair of the ARC will introduce the consent agenda at the meeting. The Chair will entertain a motion for discussion on any

application on the consent agenda or for the removal of an application from the consent agenda. After hearing a second of the motion, an application will be discussed or removed from the consent agenda upon a majority vote of the ARC commissioners present at the meeting.

5. The Chair shall entertain a motion for approval of all consent agenda items in a single motion.
6. An application removed from the consent agenda may be placed on the existing agenda provided the applicant is present at the meeting. Where the applicant is not present, the application will be placed on the agenda of the following meeting, and the applicant will be notified of the application's removal from the consent agenda and the new date.