



## **INCORPORATED VILLAGE OF SOUTHAMPTON**

### **BOARD OF ARCHITECTURAL REVIEW AND HISTORIC PRESERVATION Resolution Adopting Submission Procedures**

**WHEREAS**, the Board of Architectural Review and Historic Preservation (“BARHP”) of the Village of Southampton desires to establish a policy to ensure that all Board Members and members of the public have adequate opportunity to review materials with respect to any application and should have a full opportunity to do so; and

**WHEREAS**, the Board of Architectural Review and Historic Preservation of the Village of Southampton is a public agency whose records are subject to the Freedom of Information Law (FOIL), and whose proceedings are subject to the New York State Open Meetings Law (OML) which requires that documents scheduled to be discussed on the meeting agenda, which board members have received, should be posted online for the public to see; and

**WHEREAS**, the BARHP relies on the Southampton Village Building Department and its staff to maintain its files in both hardcopy and digital formats, and is responsible for distributing plans as well as making them available to the public; and

**WHEREAS**, the BARHP, in order to best facilitate the above, wishes to adopt clear policies and procedures to ensure each submission is made in a complete and timely manner, and these policies and procedures should be followed by all applicants who wish to submit documents to the BARHP; and

**WHEREAS**, the BARHP has further determined that establishing certain procedures and policies regarding the submission of anyone who wishes to be heard by the BARHP at each meeting will serve the best interest of the Village; and

**WHEREAS** § 116-31D(4) of the Zoning Ordinance states that the BARHP Board Chair shall see that documents of the Board of Architectural Review and Historic Preservation are properly made, executed, filed or taken, as the case may be, in accordance with law and regulations of the Board; and

**WHEREAS** § 116-31E of the Zoning Ordinance states that the Board shall adopt rules of procedure as it may deem necessary to the proper exercise of its responsibilities, and § 65-2B(10) of Village code states that Board may approve by-laws,

**NOW THEREFORE, IT IS HEREBY RESOLVED:**

The policies and procedures included here are to be followed by all applicants appearing before the BARHP, and all other interested parties submitting records to the BARHP; and

**IT IS HEREBY FURTHER RESOLVED:**

New complete BARHP applications shall be submitted to the Building Department in a manner and format consistent with the Board and Building Department's instructions and checklists no later than the Friday at Noon at least four (4) weeks prior to the hearing date. Applications are subject to review by staff and applications deemed incomplete or necessitating zoning relief may be held or returned to applicants and shall not be advertised for a public hearing or distributed to Board members until they are determined to be complete and ready for a BARHP hearing. An applicant aggrieved by a decision of the Building Department may appeal to the Board of Zoning Appeals in writing within 15 days; and

**IT IS HEREBY FURTHER RESOLVED:**

Application-related submissions including revised plans and supplemental information or documents that are provided to the BARHP during the course of an open public hearing on a carryover application shall be submitted to the Building Department in advance of the public hearing continuation date as follows: By Tuesday at noon the week prior to a Monday hearing. A complete submission shall include seven (7) hard copies of all materials, folded and collated as applicable, as well as a digital copy in PDF format. Digital copies may be provided on a flash drive, uploaded on to a Dropbox using a link provided by the Building Department, or emailed to [BuildingInspector@southamptonvillage.org](mailto:BuildingInspector@southamptonvillage.org) with a copy to [awallach@southamptonvillage.org](mailto:awallach@southamptonvillage.org); and

**IT IS HEREBY FURTHER RESOLVED:**

Submissions to the Board of Architectural Review and Historic Preservation from neighbors and other interested parties other than the applicant and their agent(s) shall be

submitted to Building Department in seven (7) hardcopies as well as PDF format no later than 12 PM on the hearing date; and

**IT IS HEREBY FURTHER RESOLVED:**

That all those wishing to be heard are to be aware that in order for the Board to properly assess each application the Board Members must receive complete information in a timely manner,

That upon a failure of any person being heard by the Board to comply with these policies in providing a complete submission, the Board cannot consider documents or records which were not submitted in accordance with these policies,

That upon a failure of any applicant being heard by the Board to submit documents in a timely manner in advance of the meeting, the Board may take steps as it deems appropriate to ensure that all Board Members and members of the public have adequate opportunity to review the materials, and the record is made complete by keeping the record open and adjourning the matter to a future meeting date, including adjourning further testimony to a future meeting date.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Architectural Review and Historic Preservation hereby adopts the above policy for BARHP submission Procedures.

Dated: September 23, 2024

VOTE	AYE	NAY
Mr. McIntire	✓	_____
Ms. Stevenson	✓	_____
Ms. Clare	✓	_____
Ms. Edwards-Anker	✓	_____
Ms. Buxton	✓	_____

Attest as to vote:

  
Board Member

Date Filed:

 9.24.24  
Southampton Village Clerk