

MONTGOMERY VILLAGE FOUNDATION, INC.

**GUIDELINES FOR  
NON-RESIDENTIAL ARCHITECTURAL CONTROL  
AND  
THE COMMERCIAL ARCHITECTURAL REVIEW COMMITTEE**

The CARC's authority is derived from the Declaration of Assignment, dated December 22, 1995, between Kettler Brothers, Inc. and the Foundation, assigning all of its rights and powers for non-residential architectural control to the Foundation. The CARC is authorized by the Board to act within the scope of these Guidelines, and the Commercial Architectural Design Guidelines and Review Process document, in that order. The Executive Committee of the Board is authorized by the Board to enforce the non-residential architectural design criteria and standards in accordance with the "Guidelines for MVF Executive Committee".

**PURPOSE:** The Montgomery Village Foundation, Inc. ("Foundation") administers Non-Residential Architectural Control to ensure that non-residential properties and establishments in Montgomery Village ("Village") maintain a level of architectural harmony that protects the investment of both residential and non-residential property owners and upholds the traditions of the Village. The Foundation Board of Directors ("Board") has established the Commercial Architectural Review Committee ("CARC") to assist the Board in carrying out this function. The members review architectural design, landscaping, exterior lighting and signage to see how changes made to these properties and buildings blend into existing communities and the Village as a whole.

**STANDARDS OF CONDUCT:** Each committee member shall listen carefully to and respect the opinions of fellow committee members, refraining from negative or belligerent comments; participate actively in committee meetings; keep well informed of developments relevant to issues that may come before the committee; and respect and uphold the majority decisions of the committee.

**MEETINGS:**

1. The Committee meets on an as needed basis on Fridays, 9:15 a.m. in the North Creek Board Room, 20125 Arrowhead Road.
2. The Chair shall call a special meeting of the CARC upon request of a majority of the members. A quorum of three (3) CARC members is required for all CARC decisions/recommendations.
3. All meetings are open to the public.
4. Each Committee meeting will begin with a "Residents' Time" to hear and consider suggestions from Foundation members and Village residents concerning Foundation responsibilities, facilities, and/or activities within the Committee's purview.
5. The Committee Chair is authorized to conduct meetings, and meetings will generally follow Robert's Rules of Order, applied informally and flexibly by the Chair, unless in the judgment of the Chair, a more formal application of Robert's Rules is necessary to provide clarity and order to ensure completion of the Committee's business.
6. Decisions or recommendations of the Committee are approved by a simple majority vote of members present and voting (voting by proxy is prohibited). Minutes of the meetings should include the participation, agenda items, motions/resolutions/recommendations, and Committee votes.

**MEMBERSHIP QUALIFICATIONS:**

1. Members should have a background, education or professional experience in residential or commercial design or engineering, or be active in the business community.
2. The CARC consists of a Chairperson, the Director of Architectural Standards, and at least three (3) other members, one of whom is Vice-Chair.
3. Each Committee member is appointed, and may be removed, by a majority vote of the Board. Annually, the Board will confirm the membership of each Committee and appoint a Committee Chairperson.
4. MVF Board members may apply for committee membership and are entitled to the same rights of participation and voting as other committee members.
5. A Committee member who is absent from two of the regularly scheduled Committee meetings in a 12 month period, beginning April 1 of each year, may be removed from the Committee. The Board may waive the resignation for illness, emergency, or other good cause provided that the member and the Chairperson each submit a written explanation as to why the member in question should remain on the committee.

**COMMITTEE CHAIR:**

The Committee Chair is responsible to ensure that the committee fulfills the goals and assignments from the Board. Responsibilities include:

1. Confer with the Staff Liaison and Board Liaison to prepare the meeting agenda.
2. Conduct the meeting to ensure that all members have the opportunity to participate and that each item of business receives appropriate consideration.
3. Review the Board goals with the committee to identify areas where the committee can contribute to accomplishing these goals.
4. The CARC Chairperson may be compensated by the Foundation.
5. Provide leadership by acting as a facilitator to keep discussions on track, managing differences of opinion and ensuring that the discussion remains on topic, productive and professional.

**BOARD LIAISON:**

One or two MVF Board member(s) shall serve as non-voting liaison(s) to the Committee. Responsibilities include:

1. Communicate the Board intent when issues are referred to the committee for action/review.
2. Communicate the committee intent when recommendations/requests are forwarded to the Board for action.
3. Act as Chairperson if the appointed Chairperson or Vice Chairperson is unavailable.
4. Provide the Board with feedback on Committee performance.

**STAFF LIAISON:**

The Director of Architectural Standards shall serve as Staff Liaison to the CARC. Other responsibilities include:

1. Provide technical assistance and coordinate administrative support, including preparation of supporting committee packets.
2. Ensure that each new committee member is provided with committee guidelines and orientation.

**GENERAL RESPONSIBILITIES:**

1. Develop and revise architectural design criteria and standards for Village non-residential properties and establishments for approval by the Board;
2. Consult with the non-residential community while developing and revising architectural design criteria and standards for Village non-residential properties;
3. Develop guidelines for the CARC's consideration of applications for exterior alterations/renovations (including new or revised signage), and new construction for approval by the Board;
4. Review and process applications in accordance with the approved guidelines;
5. Verify compliance with approved architectural design criteria and standards;
6. Recommend remedies to the Executive Committee of the Board for violations of the approved non-residential architectural design criteria and standards.

Approved by MVF Board of Directors - February 22, 1996

Re-formatted per MVF Board standard - August 28, 1998

Revised and approved by MVF Board of Directors – July 24, 2014

Revised and approved by MVF Board of Directors – December 3, 2015