

CLEVELAND PARK HISTORICAL SOCIETY ARCHITECTURAL REVIEW COMMITTEE OPERATING GUIDELINES

Purpose of the Architectural Review Committee: Since the creation of the Cleveland Park Historic District more than thirty years ago, residents of the neighborhood have actively given advice in determining the evolution of the Historic District. The Architectural Review Committee (ARC) is a subgroup of the Cleveland Park Historical Society (CPHS) and provides opinions to the Washington DC Historic Preservation Review Board (HPRB) on requests for major alterations – including demolitions and new construction – in the Historic District. The ARC consists of friends and neighbors who aspire to represent the community view. The CPHS will make every effort to include a majority of architects, architectural historians, real estate professionals and preservation professionals on the ARC. The recommendations of the ARC are advisory; however, the Historic Preservation Office and HPRB have traditionally been very interested in the community’s perspective on major projects in the Historic District. The ARC periodically testifies at HPRB hearings on historic preservation cases important to the neighborhood. Since the inception of the Historic District, the ARC has served as an important forum for input and discussion on preservation issues in Cleveland Park.

ARC Operating Guidelines:

1. The ARC shall consist of at least 7 and no more than 11 persons who are current members of the CPHS; the majority of ARC members should be architects, architectural historians, and similar allied professionals.
2. Four members constitute a quorum of the ARC.
3. The chair and/or co-chairs of the ARC shall be appointed for three year terms by the CPHS President with the confirmation of the Board or Executive Committee.
4. The chair and/or co-chair of the ARC [or a member of the ARC designated by the chair and/or co-chair] shall attend meetings of the CPHS Board and Executive Committee and report on current and significant impending issues before the ARC, as necessary.
5. The ARC meets monthly except in August. If there are no pending cases, the monthly meeting will be canceled. The ARC’s actions will be reported by email to the applicants and their representatives, to the HPO, to the ANC, and to other parties directly concerned. Reports of the ARC’s decisions will also be posted on the CPHS web site.
6. The chair and/or co-chair of the ARC shall nominate candidates for ARC membership. Candidates may also be nominated by members of the CPHS Board. All ARC members must be formally approved by the CPHS Board. The CPHS Board may remove an ARC Board member for cause.
7. At least two members of the ARC should be current members of the CPHS Board.
8. ARC members shall serve a three-year term, which may be renewed by the Board on the recommendation of the chair and/or co-chair of the ARC. It shall be the policy, but not a

requirement, that no member of the ARC serve for more than 6 consecutive years, with eligibility to serve after a one year absence

9. ARC members are expected to attend a majority of all ARC meetings.
10. ARC members are expected to visit the properties that are on the agenda each month to familiarize themselves with the site and the historical characteristics of the property.
11. ARC members must recuse themselves when projects directly related to them are presented to the ARC. If a member is unsure about recusal, the member should inform the ARC of a potential interest or relationship to the project, and the ARC will decide if recusal is appropriate.
12. The chair and/or co-chair of the ARC shall strive to keep the Board aware of projects that come to its attention which may be of special significance to the Cleveland Park community.
13. The ARC agenda shall be posted on the CPHS website at least 48 hours before each regular monthly meeting.
14. If the CPHS Board has an interest in or wants specific information on a case that is coming before the ARC, the President of the Board shall notify the chair and/or co-chair of the ARC. Board members who are not members of the ARC shall be encouraged to attend meetings on these cases.

ARC meetings consist of presentations by the project applicants and their architects, as well as comments by neighbors or other members of the community potentially affected by a project. Parties presenting to the ARC are responsible for submitting presentation materials, including both plans and documentation of neighbor consultation, as described in the CPHS website, (<http://www.clevelandparkhistoricalsociety.org/historic-district/preservation-design-review/>), which enable the ARC to clearly understand what is being proposed.

ARC discussion of presentations will be in executive session. ARC's action or decision will be reported through meeting minutes, normally to be available within three days, on the CPHS website.