

**DESIGN REVIEW BOARD OF THE VILLAGE OF QUOGUE
RULES OF PROCEDURE**

(Adopted May 21, 2026)

The Design Review Board of the Village of Quogue (“DRB”) is charged with the duty to review applications for the construction of new buildings and structures and the alteration or material change in exterior appearance of existing buildings and structures in accordance with the standards and procedures set forth in Article VIIA of Chapter 196 of the Zoning Code. Pursuant to §196-36.1F, the DRB is authorized to adopt and amend its rules of procedure consistent with the law and the provisions of Article VIIA. The following rules of procedure are hereby adopted.

A. MEETINGS. Except where the committee of the DRB is authorized to review and take action on applications or for advisory recommendations to other boards or agencies, the DRB shall conduct the business of the Board at a duly noticed meeting. The DRB intends to hold a monthly meeting or meetings, the date(s) and time(s) to be established by the Chairperson. The Chairperson shall cause a notice of the meeting to be published in accordance with the provisions of Article VIIA and on the Village website. The DRB shall conduct the business of the DRB at their meeting, including public hearings on applications requiring action by the full Board (as opposed to the Committee of the DRB), and matters referred to the DRB by other boards or agencies for advisory recommendations. The Chairperson may call a special meeting with notice as required by law. All meetings shall be in person unless otherwise noticed in accordance with the rules and regulations governing videoconferencing (see §5-6 of the Village Code). A quorum of the Board consisting of at least three members must be present in person to conduct a meeting.

B. REVIEW OF BUILDING PERMIT APPLICATIONS. Pursuant to §196-36.2, all building permit applications involving the exterior appearance of a new or existing building or structure shall be referred to the DRB by the Building Inspector and reviewed by the DRB. No building permit for such building or structure shall be granted without the approval of the DRB. Additionally, pursuant to §196-36.6, all material changes in exterior appearance of a building or structure (i.e. change of materials or color) shall be reviewed by the DRB.

(1) The Building Inspector, upon review and determination that an application for a building permit or a material change in exterior appearance is complete, shall within five (5) business days, refer said application to the DRB.

(2) Upon receipt of the referral from the Building Inspector, the committee of the DRB, consisting of the Chairperson or one other member of the Board designated by the Chairperson (which committee person shall be rotated monthly) shall within ten (10) business days determine whether the application is complete for review, and if complete whether the application shall be reviewed by the full Board or whether the application can be approved. If the application is

incomplete, the committee of the DRB shall notify the Building Inspector and applicant in writing of the outstanding materials or plans.

(3) With respect to the necessity for review of the full Board (as opposed to the Committee of the DRB), it is the policy of the DRB that:

(a) Applications for the construction of any new principal residential, commercial or industrial building or structure shall require review by the full Board.

(b) Applications for an addition to or reconstruction or alteration of an existing principal building or structure shall require review by the full Board if the committee of the DRB finds it substantially changes the character or appearance of the building or structure and it appears incompatible under the standards of §196-36.3.

(c) Applications for a new accessory building or structure or an addition to or reconstruction or alteration of an existing accessory building or structure shall require review by the full Board if the committee of the DRB finds it substantially changes the character or appearance of the building or structure and it appears incompatible under the standards of §196-36.3.

(d) The committee of the DRB may determine that an application requires review by the full Board in any instance.

(4) The DRB shall schedule and hold a public hearing on an application that requires review of the full Board within thirty (30) days of date the application was referred to the full Board. The DRB shall cause the public hearing to be noticed in accordance with the provisions of §5-7 (Notice for Public Hearings on Land Use Applications) of the Village Code.

(5) At the public hearing, the DRB shall hear statements made by the applicant and interested parties on the application with respect to its compliance with the standards for the DRB's action as set forth in §196-36.3. The DRB may close the public hearing, close the public hearing subject to the right of parties to make further written submissions by a date certain or adjourn the public hearing until a future meeting date.

(6) The DRB, within fifteen (15) days of the close of the public hearing and any written comment period, shall make its determination to approve the application, approve the application with modifications and/or conditions, or to deny the application. The DRB's determination shall be in writing and express the application's conformity or nonconformity with the standards set forth in §196-36.3.

C. CONTENT OF APPLICATIONS. Pursuant to §196-36.2.C, an application to the DRB shall include the following:

(1) Building plans and elevations of each side of the proposed building or structure depicting height, dimensions, color and materials. Material sample boards are recommended.

(2) Site or plot plan based upon a recent survey showing existing conditions, buildings and structures, and other man-made and natural features of the property.

(3) Photographs of the property, including aerial and street view, showing existing conditions, buildings and structures, and other man-made and natural features of the property.

(4) Identification of whether the property is located within the Quogue Historic District and whether any existing building and structures are identified as contributing structures therein.

(5) Documents demonstrating the character of the neighborhood, including but not limited to photographs, maps, plans, studies or other materials describing the showing existing conditions, buildings and structures, and other man-made and natural features of the neighborhood.

(6) Landscape plan showing existing and proposed vegetation and landscaping. The landscape plan shall include details of the existing and proposed physical conditions, the existing and proposed plant species, size, quantity and location. A color rendering of the landscape plan is preferred.

(7) The DRB reserves the right to require such additional information and materials that would aid in the Board's review.

D. REVIEW OF DIRECT APPLICATIONS. Pursuant to §196-36.2.B, the DRB may consider an application submitted by an applicant in advance of application for a building permit. The applicant shall identify in the submission whether he/she is seeking advisory input on the application from the DRB or if the application is being submitted for the DRB's official review and action. In the case where the applicant seeks advisory input, the DRB may choose to review the application at a regular meeting either as a pre-submission conference or treat it as a formal application with a public hearing and notice. In the case of a pre-submission conference, the DRB shall place the matter on its meeting agenda but shall not be required to notice the application as a public hearing. The DRB may nonetheless accept public comments at the conference. The DRB shall provide the applicant with its comments on the application, which comments shall be considered advisory only and shall not be final and binding. In the case where the applicant is seeking the DRB's formal review and action, the DRB shall review the application with a public hearing with notice in accordance with the same procedure as section B above. In either case, the

DRB reserves the right to request that the application contains the customary material and plans to allow the DRB to review the application.

E. REMEDIES. Pursuant to §196-36.4, any person aggrieved by a final determination of the DRB may appeal such determination to the Board of Trustees. Such appeal shall be filed with the Village Clerk within fifteen (15) days of the date the determination is filed in the Village Clerk's office. The appeal may be reviewed by the Board of Trustees pursuant to the provisions of §196-36.4. Any person aggrieved by the final determination of the Board of Trustees may appeal such determination pursuant to Article 78 of the New York Civil Practice and Procedure Law.