

Architectural Review Process

Based on comments staff received at the City Commission design review workshop on April 4, 2002, staff have developed two possible review processes for consideration.

Option I. Architectural Review Board (in addition to DRB)

The Code could be amended to establish an architectural review committee consisting of four design professionals and an engineer (civil, architectural, structural, or mechanical), to form a five-member committee. The Architectural Review Committee (ARC) would meet one week after the monthly DRB meeting to review architectural components of the development plans that were reviewed the previous week by the DRB, or the applicant could chose to come to a later meeting. The DRB would review for applicable Code provisions other than specified design topics; the ARC could review solely architectural issues.

Design Features and Characteristics Possibly Subject to Architectural Review

A minimum list of design features for the ARC to consider would include the following:

Building walls: materials, configurations, and techniques

Building elements: materials, configurations, and techniques

Roofs: materials, configurations, and techniques

Windows and doors: materials, configurations, and techniques

Compatibility/Context: compatibility with surrounding area, including environmental resources and built features

Fences: materials, configurations, and techniques

A longer possible list was provided in the backup for the April 4, 2002 meeting.

The land development code would have to be amended to require building elevations for all preliminary plans submitted for review, and an appeals process would have to be developed. A possible size threshold for the review process would be for it to apply only to buildings of 10,000 square feet or more. Appeals of the ARC decision would go to the City Commission.

Option II. Architectural Review as part of the Existing Site Plan Review Process

This option attempts to incorporate architectural review within the existing development review process. The process envisioned consists of maintaining the Development Review Board in its current make-up and adding a three-member architectural review committee to the development review process. The process would be as follows:

Applicant submits development plan and building elevation to staff for review.

Staff would distribute building elevations and development plans to the Architectural Review Committee. Each member of the committee would review the plans independently, and make a recommendation to approve the plans as submitted or with conditions. The committee would meet prior to the Technical Review Committee (existing staff review committee) to formulate a recommendation on each plan, and submit those recommendations and comments to TRC for review.

There are presently two TRC meetings: a staff meeting where comments are formulated and a meeting with the applicant to review and discuss the departments' comments. The ARC would send a representative to each meeting (and to the DRB hearing), to explain their recommendation to staff, the applicant and the DRB. Staff will provide the applicant and the DRB with the final written comments on the development plan and the building elevations.

(In this process the ARC members or representative may have to attend 4 meetings each month.)