

## PART IV - DESIGN GUIDELINES

### 9-401: DESIGN REVIEW PERMIT REQUIRED.

Unless a Design Review Permit shall have first been obtained pursuant to Section 11-505 of this Code, no person shall perform, cause, or permit any construction, alteration, remodeling, removal, movement, or demolition of any building, structure, or other improvement of or on any property, and no person shall be entitled to the issuance of a permit authorizing any such work.

For purposes of this Section 9-401, all work described in the preceding sentence shall, collectively, be defined as "Improvement Work."

#### A. Exemptions.

1. No Design Review Permit shall be required for Improvement Work related directly to the repair of fire, storm, or other catastrophic damage; provided that the Improvement Work contemplates substantially the same material and configuration as existed prior to the fire, storm, or other catastrophic damage, and is otherwise in accordance with all applicable codes and ordinances.
2. No Design Review Permit shall be required for any Improvement Work that is determined to be within the Level I Design Review, as described in Subsection 9-401B of this Code.

#### B. Modified Design Review Process. The process for securing the issuance of a Design Review Permit for Improvement Work shall be as set forth in Section 11-505 of this Code, except as follows:

1. Applications. All applications for a Design Review Permit for Improvement Work shall be submitted to the Community Development Director for a determination of whether a Level I, Level II, or Level III design review is appropriate and required. The determination of the Community Development Director shall be final unless a written appeal there from is filed with the Planning and Zoning Commission, in which case the determination of the Planning and Zoning Commission shall be final.
2. Design Review Process Levels.
  - (a) Level I. The Level I design review is for Improvement Work that consists exclusively or primarily of ordinary and routine maintenance and repair activities that may require a building permit pursuant to the City's Building Code. Examples of Level I activities include, without limitation, the following: repainting a building or sign exactly as the original; replacing a front door with one similar to the original; replacing light fixtures on the outside of a building with the same type of light fixture; changing the signage on an awning while keeping the awning itself the same; adding window air conditioning units to the rear or side of a building; resurfacing or re-striping a parking lot; replacing a roof, door, or window with the same type of roof, door or window; or replacing or repairing steps with the same

type of step. The Level I design review shall consist only of written notification to the Community Development Director prior to the commencement of the applicable Improvement Work. The issuance of a Design Review Permit shall not be required for any such Improvement Work.

- (b) Level II. The Level II design review is for Improvement Work that consists of either (i) ordinary and routine maintenance or repair activities that would require a building permit pursuant to the City's Building Code or (ii) minor replacement work activities. Examples of Level II activities include, without limitation, the following: replacing a sign with a different type of sign; replacing a roof, door, or window with a different type of roof, door, or window; adding an awning to a building; replacing an awning with an awning of a different style or material; painting a building or sign with a different color than the original; or replacing steps with a different type of step.

The Level II design review shall consist of review by the Planning and Zoning Commission in accordance with the procedures set forth in Subsections 11-505D of this Code; provided that no action by the City Council shall be necessary or required. The Planning and Zoning Commission shall have final authority to grant a Design Review Permit with respect to all Improvement Work within the Level II design review.

- (c) Level III. The Level III design review is for any and all Improvement Work that, as a result of its substance, detail, scope, and complexity, requires a more comprehensive review than that allowed by a Level I or Level II design review.

The Level III design review shall consist of all of the procedures and requirements set forth in Section 11-505D of this Code.

#### **9-402: BUILDING AND STRUCTURE DESIGN**

Applicable to all Commercial and Multi-Family Districts or any new single family construction (Level II), buildings and structures and all major exterior renovations, additions and façade changes shall conform to the following regulations:

- A. Buildings and structures shall be consistent with the architectural character, scale and in harmony with the vicinity and of adjacent property.
- B. Building materials shall be selected for suitability in the context of the neighborhood. Buildings shall use the same materials or those which are architecturally harmonious for all building walls and other exterior components that are wholly or partially visible from public ways.
- C. Building materials shall be of durable quality.

- D. Brick, other masonry materials or other attractive materials approved by the Design Review Committee shall be used for all sides of all non-residential development, multi-family, duplex, townhouse and other non-single family residential dwelling units, and shall be installed per City Building Code specifications. The use of stucco, e.i.f.s (i.e. dryvit), wood, glazed tile or decorative concrete block shall be limited to accent the building.
- E. Flat roofs and mansard roofs are discouraged except where such roofs are the predominant style in the neighborhood.
- F. Building components, such as windows, doors, eaves and parapets shall be consistent in proportion and style with the predominant style of the neighborhood.
- G. Exterior lighting should be a part of the architectural concept. Fixtures, standards and all exposed accessories shall be harmonious with the building design.
- H. Signs shall be part of the architectural concept and shall conform to the regulations set forth in this Article IX, Part I-C.
- I. Color schemes should consider the character and quality of structures in the area. Excessively bright colors should be used only for accent. Materials and colors should withstand the weather for a twenty-five (25) year period.