

# Memorandum

## Department of Planning

**To:** Planning and Public Works Committee  
**From:** Justin Wyse, Director of Planning *JW*  
**Date:** September 10, 2020  
**RE:** Architectural Review Design Standards



### **Summary**

At a past meeting of the Architectural Review Board (ARB), staff was asked to look into the potential for including additional language into Section 04-01 Architectural Review Design Standards to address modifications to existing buildings. As we continue to see re-use and redevelopment of existing buildings, ARB discussed how additional guidance in the code may be necessary to provide sufficient guidance to designers, staff, and ARB in the design and review of these projects.

ARB requested that Staff research the issue and bring back information for the Board to consider. Ultimately, prior to adoption of any modification, the following would be required: a Public Hearing, recommendation by the Planning Commission, review by the Planning and Public Works Committee, and two readings of a bill before the City Council.

### **Action Recommended**

Prior to commencement of more detailed analysis by Staff and forwarding the item to the Architectural Review Board for discussion, this item should be forwarded to the Planning and Public Works Committee for direction in reviewing the Architectural Review Design Standards. If direction is received to move forward with the evaluation, Staff will complete the requested research and analysis and place the item on an upcoming meeting of ARB. If ARB recommends changes to the code, a Public Hearing will be held before the Planning Commission allowing interested parties to have input into the proposal and the Planning Commission will provide a formal recommendation on proposed changes to the City Council. The changes would then be reviewed by the Planning and Public Works Committee and then forwarded for two readings at City Council.

Please forward to the PPW Committee for review and further direction.

*McTeish* 2020-9-2