



Design Guidelines Ad Hoc Committee Regular Meeting Minutes

December 16, 2024 at 2:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Phil Anderson, Lucy Boudet, Deborah Ziel, Vashon Sarkisian

Absent

Maurizio Maso, Emily Williams, Charles Williams

Staff

Director of Planning and Zoning Allison McGillis, Senior Planner/Zoning Official John Harbilas, Planner II Nicholas Lewis, Planner I Corinna Lundgren, Administrative Coordinator Mary Bush

1. Call to Order

Chairman Anderson called the meeting to order at 2:02 p.m.

2. Consent Agenda

- a. Approve the minutes of November 18, 2024.

Motion made by Deborah Ziel, seconded by Vashon Sarkisian, to approve the November 18, 2024 meeting minutes.

The motion carried unanimously by a 5-0 vote. (Charles Williams, Maurizio Maso, and Emily Williams were absent from the meeting.)

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

No one from the public wished to speak. The public hearing was closed.

4. Discussion Item (s)

- a. Continued discussion on draft of Design Standards

Chairman Anderson briefly reviewed the four possible levels of detail for facade guidelines, which the committee desired to focus on regulation by quality and general local character that is done with a combination of photos and drawings.

Mr. Stringfellow began discussion and summarized the changes that were made to the draft of the design standards since the last meeting. He noted that some of the photo elements were swapped out throughout the design standards with new images and

exhibits, Mediterranean architecture was consolidated into two broader categories, and the architectural styles of Main Street Americana, Art Deco, and Industrial/Chicago Style/Adaptive Reuse were added. The committee then briefly shared their thoughts about the various architectural styles. Mr. Stringfellow went on to note that an area specific requirements table was added to the design standards, which clarifies what is appropriate and not appropriate for each of the covered areas; the Central Business District (CBD), Morse Boulevard, and the Orange Avenue Overlay. A brief discussion then ensued regarding what the recommended architectural style for the Orange Avenue Overlay should be called and scheduling a walking tour of the area in early February. The committee also discussed the use of the words "recommended" and "requirement" within the table headings.

The committee then discussed the removal of the words "not applicable" regarding the allowance of third story and higher buildings in the CBD and on Morse Boulevard, clarifying what the "top plate" is defined as, and the use of N/A (not applicable) in the draft of the design standards. Discussion also ensued about the use of the word "exemptions", what it is defined as, and removing the exemptions section from the design standards. Mr. Stringfellow then noted that storefront and door details were added to the design standards and the materials, texture and colors section was cleaned up. A brief discussion then ensued about having the articulation requirement across a horizontal plane of a building at every 30 to 36 feet along any public frontage and having a section regarding window and wall planes in the design standards. Discussion also ensued about the visual formatting of the design standards, the definition of a conditional use, and if the standards is intended to be a digital online document with live links included.

5. Action Items

6. Board Comments

7. Adjournment

The meeting adjourned at 2:57 p.m.

Minutes approved by the Board on January 27, 2025.

ATTEST:

/s/ Mary Bush, Recording Secretary