

**CITY OF DUNEDIN
 ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES
 TUESDAY, FEBRUARY 5, 2019 5:30 PM.
 PLANNING & DEVELOPMENT CONFERENCE ROOM
 737 LOUDEN AVE, DUNEDIN FL 34698**

Members Present-	Members Absent-	City of Dunedin Staff Liaisons-
Tim Knowles	Alternate (Vacant)	Greg Rice
Andrew Pavalis		Frances Leong Sharp
Duane Wright		
Katie Ducharme		
Laura Duplain		

I. Call to Order- Meeting was called to order by Tim Knowles at 5:31pm.

II. Administrative

- **Review and approval of Architectural Review Committee draft summary minutes for November 6, 2018-**
 Motion made by Dwight Wright, seconded by Andrew Pavalis to approve the draft summary minutes for the December 4, 2018 meeting. Motion passed 5-0.

III. New Business

- **Alternate Vacancy-**
 The Committee recognized that there is a vacancy for the alternate position. Staff informed the Committee that the City Clerk was notified of the resignation of Bill Blizzard. Currently, the City Clerk is looking through the applications to see if there are any candidates that would qualify for the position and the prospective candidates will be brought forward to the Committee in future agenda for presentation and recommendation for approval to fill in the vacancy.

IV. Old Business

- **Discussion of the list items for Materials board and Application Submittal Requirement for Design Review-**
 Since the previous meeting, Staff provided an update and clarification from the City Manager that the materials board will not be presented in any of the required public hearings for the design review process. Instead, the purpose of the requirement for the materials board is to allow the Committee to determine whether the proposed materials will be appropriate for the proposed project in review. The Committee determined that the materials board will need to include the following samples and labeled accordingly:
 - Roofing
 - Siding
 - Windows/Glass (Optional)
 - Paint Swatches
 - Primary Color(s)
 - Accent Color(s)
 - Other Significant Materials i.e. pavers, etc.

In addition to the materials board requirement, the Committee further discussed the application submittal requirements for the design review process. The Committee determined that the following items will need to be submitted for the review process:

- Two-Dimensional Elevations in Black and White
- Elevations with proposed materials labeled
- Interior Floor/Shell Plan(s)
- Perspective Drawings- North, South, East, West
- For Landscaping-
 - Landscape Materials Board
 - Sample Plant Palettes including the name, height at mature growth and maintenance
 - Imagery Board to show how the proposed landscaping looks within the context, labeled. Similar plant renderings can be used to represent the actual proposed species if the plant rendering is not available.
 - Plant Calendar to show how the proposed landscaping will look like by season.

The Committee also discussed when certain items are needed to be submitted for review (design or pre-infrastructure) and determined that the Staff should review the existing process and present the changes to the Committee for feedback.

Based on the previous meeting, consensus was made to keep the presentations to the Committee to approximately 45 minutes.

- **Discussion of the Architecture Guideline Toolbook for Commercial Uses-**

From the previous meeting, the Committee discussed that each member would research into certain architectural styles that can be incorporated into the new or existing Architectural Guideline for commercial uses. Duane presented some various styles from historic postcards to show that there were some three-story structures as well as art deco and modern style buildings in Downtown Dunedin. He also presented some similar styles from Clearwater, St. Petersburg and Lakeland as well. As a result, the Committee has concerns in requiring projects to follow a specific architectural style, especially when the context does not fit within the allowable architectural style.

Based on recent findings and research, the Committee does not want to lose the eclectic nature of Dunedin. The consensus of the research is to look into the recent Visioning Report that the City had done in 2017 to get a better understanding of what each districts'/neighborhoods' visions are.

The Committee also asked that the Staff to invite the City Manager to the next meeting to have a discussion to what direction that the Committee need to take when evaluating or proposing certain styles in the existing Architectural Guideline.

V. **Open Discussion, Input**

- **Next meeting- March 4, 2019.**
 - The committee decided to move the March meeting to the 4th to avoid schedule conflict on the 5th (Mardi Gras).
- **Other Discussions, Input-**
No further discussions.

VI. **Adjourn Meeting** – Meeting was adjourned at 7:10pm.