

**CITY OF DUNEDIN  
ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES  
TUESDAY, MARCH 4, 2019 5:30 PM.  
PLANNING & DEVELOPMENT CONFERENCE ROOM  
737 LOUDEN AVE, DUNEDIN FL 34698**

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

**I. Call to Order-** Meeting was called to order by Tim Knowles at 5:34pm.

**II. Administrative**

- **Review and approval of Architectural Review Committee draft summary minutes for February 5, 2019-**

Motion made by Andrew Pavalis, seconded by Duane Wright to approve the draft summary minutes for the February 5, 2019 meeting. Motion passed 4-0.

**III. New Business**

- **New Applicant for the Alternate Position for the Committee- Roger Leibin-**

Staff informed the committee that the City Clerk has one application submitted for the alternate position for the Committee. Staff contacted the applicant to invite him to the meeting for introduction and answer any questions regarding his application prior to the meeting. Unfortunately, no response was given from the applicant prior to the meeting. The Committee asked the staff to defer this item to the next meeting to allow the applicant to respond back to the staff to confirm his interest.

The Committee also had a brief discussion on the role for the alternate position and wanted the Staff to clarify who can sit in the alternate position. Staff will provide the minutes referenced to that question (attached).

After the meeting, staff received a response from the applicant and is still interested in being involved with the Committee. The applicant plans to attend the next meeting.

**IV. Old Business**

- **Discussion of the list items for Materials Board Requirement-**

Since the previous meeting, Staff presented a draft of the design review checklist which includes the submittal requirement for the Committee to review including a materials board as well as when certain items need to be submitted for the Committee's review or at permitting. The Committee reviewed the draft and has some comments and revisions for the staff:

- The four-sided elevation, elevation materials labeled and interior shall plan should be required at design review submittal instead at building permit.
- For Greenspace plan, schematic imagery board with labels and seasonal calendar will be required at design review as well.
- The four-sided elevations can be in black & white or color.

- The interior shall plan can be schematic at the time of design review submittal.
- Materials Board to be submitted in digital format and provide physical samples at the meeting for review, labeled.
- For the greenspace plan, all drawings must be done at a minimum scale of 1:30.

Staff will bring back the revised and final draft to the Committee in the next meeting and schedule to present to the LPA and City Commission for adoption.

The Committee recommended the staff to move forward with the adoption process of the changes to the Design Review criteria with the amendments provided. Motion was made by Laura Duplain, seconded by Andrew Pavalis. Motion was passed 4-0.

The Committee would still like to have the City Manager to attend the next meeting to talk about the materials board requirement. Staff reminded that the materials board is intended for the Committee's review, not for the LPA and City Commission.

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

Staff informed the Committee that the City Commission recently adopted five architectural styles from the Cooper Johnson's Architectural Guidelines document for any projects to be built within the vision corridors (Alt. 19, Causeway, Patricia Ave, and Douglas Ave) and downtown, except SR 580. The architect will need to provide a narrative for the rationale of the proposed style for the project if it is located within the SR 580 area. The adopted ordinance has yet to be placed in the Land Development Code via Municode, but the ordinance is easily located on the City's website for the public to access the adopted changes. Staff further clarified that the adopted changes were resulted from the 2017 Visioning session with the public and City Commission.

Staff also recognized that the recently adopted architectural styles are not the only styles that applicants can only choose from, but there are others that the Committee may consider as part of the acceptable architectural styles that be recommended to the City Commission. Staff is open to the Committee's input to see what can be added to the recently adopted ordinance in order to provide a quality project as a result of the adopted guidelines.

The Committee commented that the removal of the principles will make it harder to provide any flexibility for applying the now adopted architectural guidelines. The Committee determined that before more modifications being made to the guidelines; allow the applicants provide justification for why the project is deviating from the allowed architectural styles and to determine if the proposed style is appropriate within its context. The Committee also determined that offering a preliminary review to the application may help determine whether the proposed style is appropriate within the context or not. The Committee also cautioned in setting precedent in determining the compatibility of the proposed project in relation to its surrounding.

## V. Open Discussion, Input

- **Next meeting- May 7, 2019.**
  - The committee decided to cancel the April 2, 2019 meeting due to that there are no upcoming applications to review and to allow staff time to invite the City Manager to the upcoming meeting.
- **Other Discussions, Input-**  
No further discussions.

## VI. Adjourn Meeting – Meeting was adjourned at 6:30pm.