

**CITY OF DUNEDIN
 ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES
 TUESDAY, MAY 7, 2019 5:30 PM.
 PLANNING & DEVELOPMENT CONFERENCE ROOM
 737 LOUDEN AVE, DUNEDIN FL 34698**

Members Present-	Members Absent-	City of Dunedin-	Guests Present-
Tim Knowles	Alternate (Vacant)	Greg Rice- Staff Liaison	Roger Leibin- Architect
Andrew Pavalis		Frances Leong Sharp- Staff Liaison	Jeffrey Bame- Architect
Duane Wright		Jennifer Bramley- City Manager	Addie Leibin- Psychologist
Laura Duplain			
Katie Ducharme			

I. Call to Order- Meeting was called to order by Tim Knowles at 5:35pm.

II. Administrative

- **Review and approval of Architectural Review Committee draft summary minutes for March 4, 2019-**
 Motion made by Duane Wright, seconded by Laura Duplain to approve the draft summary minutes for the March 4, 2019 meeting. Motion passed 5-0.

III. New Business

None

IV. Old Business

- **New Applicant for the Alternate Position for the Committee- Roger Leibin-**
 From the previous meeting, the City Clerk's office notified the Committee that there is one application submitted for the vacant alternate position. Roger Leibin was present to provide his resume and introduction to the Committee as well as answer any questions that the Committee may have regarding his application and interest for the alternate position.

Roger currently has his own architecture firm with an office in Orlando and in Dunedin. He moved to Dunedin about a year ago and is interested in volunteering his time to be part of the Architectural Review Committee.

The Committee explained that the main role for the Committee is to review development projects based on the architectural guidelines provided by the City and provide recommendations to the Local Planning Agency and City Commission for the approval or denial of each projects going through the process. The alternate position is expected to be present in all meetings, unless excused, in any event that any one of the regular members are not able to vote for an item for any reason.

Roger asked the question if the City has any historic districts in relation to the architectural guidelines and Greg answered that the City currently does not have one, but will be establishing them in the near future.

Staff advised the Committee that if they want to make a vote to recommend Roger to be the alternate for the Committee, Staff will notify the City Clerk of the recommendation and will bring the recommendation to the next available City Commission meeting for approval.

Motion made by Andrew Pavalis, seconded by Duane Wright to recommend approving Roger Leibin to become the alternate for the Committee. Motion passed 5-0.

Staff forwarded the recommendation to the City Clerk via email on May 8, 2019. City Clerk will notify the newly appointed alternate member once the City Commission approved the appointment.

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

Since the previous meeting, the Committee invited Jennifer Bramley, City Manager, to the meeting to go over the proposed checklist for design review submittal, particularly for material boards. The Committee provided a summary of what was proposed and changed on the checklist from the previous meeting which included a materials board as well as when certain items need to be submitted for the Committee's review or at permitting to provide clarity for the reviewers. Some of the items that are proposed to be included in the checklist are:

- Four-sided elevation, elevation materials labeled and schematic interior shell plan.
- Greenspace (Landscape) plan- schematic imagery board with labels and seasonal calendar.
- Materials Board- in digital format and provide physical samples at the meeting for review, labeled.

Staff mentioned that if the City Manager is comfortable in moving forward with the proposed changes, 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 City Manager complimented the Committee on the comments and feedback that was provided for the Courtyard on Main project and 418 Grant Street project which was well received and have positive feedback by the City Commission at the time of review. She also appreciates the trust that has been established between the City Commission and the Committee in regards to the comments that were provided by the Committee from the last two projects and she sees that this Committee is working as a partnership function between the applicant and the City (peer review). The Committee appreciates the positive feedback from the City Manager.

For upcoming big projects, Tim Knowles (Chair) announced that he have met with Bob Ironsmith in regards to the upcoming City Hall project which the Committee will play a vital role in providing feedback to the consultant in regards to the design of the facility. He also mentioned that there will be a City Commission Work Session regarding the City Hall project on May 14th which the Committee should listen into in the interest of the project and asked Staff to send out an email to the Committee the link to the City Commission Work Session (emailed to Committee on May 8th) as a reminder of the meeting. The City Manager commented that as Chair for the Committee, Tim will also be involved with the scoping and design portion of the City Hall project. The City Manager also mentioned that the consultant have done the space needs analysis and siting portion of the project to date. The City Manager also stressed that the feedback from the Committee will play a crucial part during the design phase of the project.

- **Discussion of the Architecture Guideline Toolbook for Commercial Uses-**
The Committee briefed the City Manager regarding the previous discussions that took place regarding the architectural guidelines for commercial uses not particularly for the downtown area, but for the other key visioning areas like Patricia Avenue and SR 580.

Some of the conversations that the Committee had were how to provide flexibility for areas outside of downtown in regards to applying the adopted architectural guidelines and how to respond to larger retail uses that have a particular style when it comes into application for design review. The Committee informed the City Manager that they would like to take a proactive stance to provide as much guidance to the applicants so that there is little ambiguity to what the expectations are for the design review portion of the project. The Committee is seeking the City Manager's insight to how the Committee should proceed to developing the guidelines for such uses.

The City Manager confirmed that the Committee should look to providing standards/guidelines for larger retail uses (big box) as well as standards/guidelines for projects located in key areas like the Causeway.

The Committee also informed the City Manager that they discussed how to approach in creating the guidelines and how to provide certain language/criteria within the document to guide applicants in how the project should look like without providing strict standards and provide flexibility in design. The Committee also mentioned that they looked at other design guidelines from other places to get some ideas of what to put into the City's design guidelines. One example, Harvard, MA, have images to give examples of what is recommended and what is not which the Committee liked since it provided a clear message to the applicant of what the expectations are for the design of the project.

The City Manager shared that the City had done a market assessment for the City Hall site which provided a better picture of what is in demand in the real estate market. The assessment resulted that office use is in high demand for the City as well as entertainment venues. There is not much retail demand as anticipated. The City Manager anticipates that there will be a shift from retail type projects to office use projects in the future. The Committee confirms the market assessment findings.

The Committee's next steps for the guidelines are to create an inventory of example images (architectural and landscape) that can be used for the document to be discussed and reviewed at the next meeting and categorize the images based on the size of the project. Once formulated, the Committee will bring the proposed guidelines to the City Manager and City Commission for review and approval.

V. **Open Discussion, Input**

- **Next meeting- June 4, 2019.**
- **Other Discussions, Input-**
Supplemental Height Standards in CRA:
Staff would like to get the Committee's input in regards to the proposed supplemental height standards for the CRA district. Staff informed the Committee that this particular item was brought forward to the City Commission as a proposal to be amended in the development code. Staff originally proposed that the maximum building height within the CRA district to be 36 feet, but after having a discussion with a couple of local architects, the consensus felt

that the proposed maximum height of 36 feet is not enough to provide a reasonable height within the building.

From the real estate perspective, Katie Ducharme informed the Committee and Staff that the recommended ceiling height for residential uses is between 9 feet 4 inches to 10 feet. Other Committee members agree that the recommended ceiling height for residential uses is reasonable. Staff also informed the Committee that there currently is 20% flexibility for other structural features such as chimneys, parapets, etc. to exceed the maximum height. The maximum height is measured from the ceiling height of the floor. The Committee also discussed the proposed 14 feet height for nonresidential spaces at the ground floor and concluded that although the height of 14 feet is a reasonable height for the ground floor portion of a project, it will still be best to give the overall maximum height of 36 feet to allow the applicant to decide the ceiling height for the overall project.

Staff will bring the Committee's input back to the City Commission for further consideration.

Historic Preservation:

Staff informed the Committee that the Historic Preservation Advisory Committee is now accepting applications for consideration to be designated as a historic preservation site/landmark or structure. The Dunedin Scottish American Society had submitted its application to be considered for the designation. Staff asked the Committee if they are willing to review and provide recommendations to this type of applications if there are significant improvements/alterations involved with the application. Staff will email the certificate of appropriateness for the Committee's reference and in the steps to have the City to become a certified local government, include the Committee's involvement of the review for a source of expertise.

The Committee made a consensus to be involved with the review process of the historic preservation applications that deals with significant improvements/alterations.

Upcoming Projects:

Staff informed the Committee that larger projects like the Gateway and City Hall will be coming in the future meetings. There are no items to be reviewed at this time.

VI. Adjourn Meeting – Meeting was adjourned at 6:27pm.