

**CITY OF DUNEDIN
 ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES
 TUESDAY, JUNE 4, 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	Roger Leibin (Alternate)	Frances Leong Sharp- Staff Liaison	Christopher Williams- Expressedly, CEO
Andrew Pavalis	Katie Ducharme		
Duane Wright			
Laura Duplain			

I. Call to Order- Meeting was called to order by Tim Knowles at 5:38pm.

II. Administrative

- **Review and approval of Architectural Review Committee draft summary minutes for May 7, 2019-**
 Motion made by Andrew Pavalis, seconded by Laura Duplain to approve the draft summary minutes for the May 7, 2019 meeting. Motion passed 4-0.

III. New Business

None

IV. Old Business

- **Discussion of the Architecture Guideline Toolbook for Commercial Uses-**
 In continuation of last month’s discussion, the Committee had given themselves a task to create an inventory of example images (architectural and landscape) that can be considered as examples for the design guideline. From the last meeting with the City Manager, the City Manager gave the Committee the direction to formulate a design guideline packet that will be brought forward to the City Commission for review and approval. The Chair reminded that this meeting is intended to determine the approach in how the Committee will formulate the design guideline packet as well.

Duane shared a variety of historical images of structures that the historical museum provided. The images provided several examples of certain architectural elements, massing and styles. One of the examples would demonstrate how windows and doors should be addressed on buildings. There were some images that showed there were three-story buildings in the downtown district. The approach to Duane’s research was to find certain pieces of historical elements that can be incorporated into the design guideline, particularly for commercial uses. More historical images can be found in the Dunedin Times website.

The Committee discussed how the commercial design guideline can show pieces of architectural elements to provide examples of what is recommended for addressing certain situations for commercial buildings.

The Committee also discussed in how to approach the areas outside of the core vision areas like SR 580. The Committee agreed that there should be some flexibility to what type of architectural styles are appropriate for these areas. One approach that the Committee thought of is to determine the level of appropriateness of architectural styles by designating concentric zones from the core area so that it has a sense of transition as well as flexibility to the type and element of the architectural style as it goes out from the core area. The Committee would like to explore this approach by examining the five visioning areas/corridors that the City identified and work through a design exercise with aerial maps of the areas/corridors with its one to two mile radius boundary from the core to determine the level of flexibility of architectural styles to be considered within the area. Staff agreed to furnish the aerial maps in future meetings to help the Committee to start looking at the conditions of the visioning areas/corridors. Staff will also provide the visioning update document to the Committee to get a better idea of what the feedback was provided for that process for the identified areas.

The Committee looked at other commercial design guidelines from various cities and towns throughout the nation. The Committee liked how the commercial design guidelines from Belchertown, MA displayed examples of what is encouraged and what is discouraged based on the architectural design elements and details provided. The City of Redlands also provided examples of what to avoid and what to do for certain architectural design details. The Committee also looked at Harvard, MA's design guidelines as well which showed examples of what is encouraged and what is discouraged.

The Committee returned to the discussion in how to approach in formulating the commercial design guidelines. Previous discussions mentioned in organizing the architectural detail and styles by districts or by proposed building sizes. The Chair thinks that the design guideline should be kept broad enough so that it provides flexibility for areas that are located just outside of the core.

The Committee also discussed if the design guidelines would also be considered for renovation projects in addition to new construction projects. The concern expressed by the Committee were that for large shopping centers like the Winn-Dixie plaza or Ace Hardware on SR 580, a façade renovation without a change in use would not trigger the project go through the design review process. Without the required review process for the enforcement of design guidelines could potentially cause inappropriate architectural style or detail to be used on the proposed building façade renovation. The reason why the Committee should look at renovation projects is to ensure that the proposed style and detail are appropriate in relation to the overall look of the area. An excellent recent example of a façade renovation without the requirement for design review is LA Fitness located in the shopping center on SR 580. The Committee proposed that a 50% rule that is applied for triggering additional review for building permitting purposes be also applied for façade improvement review.

Staff informed the Committee that this discussion will be investigated to see if there are considerations to expand the types of projects that will require architectural review in the process. In general, the Committee has come to a consensus that although guidelines and policy should be in place for architectural styles and detail, there still should be some form of flexibility for certain circumstances and situations.

Additionally, the Committee discussed about including the do's and don'ts for the landscaping component of the design guidelines. The Committee want to provide guidelines on the appropriate location, spacing and sizes of plantings so that plantings are not placed in areas that would block sidewalks or pathways.

V. Open Discussion, Input

- **Next meeting- July 2, 2019.**
- **Other Discussions, Input-**

Greg's Email- Corner Lots:

Greg provided an email prior to the meeting to seek input from the Committee regarding on how to address the architectural detail for buildings on corner lots. The email indicated that the City Commission was disappointed with the structure that is under construction at the southwest corner of Hancock Street and Broadway. Additionally, the email stated that Greg would like to develop some code language to require additional architectural features on sides of buildings fronting the commercial corridors.

The Committee commented that the project on Hancock and Broadway did not come before them for review and with floodplain regulations a lot of the times the designer will automatically elevate the structures so that it accommodates a garage underneath the home to meet the code requirement. The Committee also commented that since this type of projects are not required to be reviewed by them based on the number of units being proposed, staff should consider to require projects with 3-4 units or more to be reviewed by the Committee.

The Chair mentioned that the Blue Jays Stadium is one example that the Committee reviewed that has more than one frontage. He mentioned that the Committee addressed how the proposed frontage of the stadium is addressed from the residential side and the commercial side to ensure compatibility with its surroundings. The Chair suggested that as a result of the evaluation of the stadium, there needs to be a code provision to address smaller projects located on corner lots and be evaluated in the same manner as a commercial project to ensure appropriateness.

The Chair also asked the staff to consider code policies to address how primary and secondary frontages are to be treated for projects located on corner lots. The Chair provided the example of the amount of architectural detailing for the primary frontage in comparison to the secondary frontage or utilizing the roadway classification to determine the primary and secondary frontages.

The Committee also discussed the potential in using height to determine the type of style that is appropriate for the adjacent properties. The Committee also cautioned that evaluating the height in relation to style could influence in the types of uses that could be constructed on the property which the Committee should not evaluate the project based on the use of the project.

The Committee arrived to a consensus to recommend that the staff should look to change the review criteria threshold from four or more units to three or more units so that the Committee can evaluate the small scale projects prior to permitting and construction to ensure appropriateness. Staff encouraged the Committee to continue to think about what code provisions or guidelines that can be considered to address projects located on corner lots as the group continues to develop guidelines for commercial projects. The Committee agreed that there needs to be some policies that address corner lot properties based on certain circumstances and site conditions.

Landscape Examples:

Laura presented to the Committee an updated landscape submittal example which included original images of the vegetation and a landscape calendar which shows how the plants look

like by season throughout the year. Additionally, the document included the maturity height and spacing depth to give a better idea to the applicant and reviewers how it may potentially impact the site conditions in relation to the project.

The Committee complimented Laura for the work done for the landscaping submittal example. The Committee discussed how this type of document is to be presented during the design review process. One suggestion would be to print the document and have it mounted on presentation boards or provide the electronic document to be displayed at the City Commission on the television screen and monitors for public viewing. The suggestion for displaying the landscape material document would help educate the community in how certain plant species are being utilized appropriately and how it impacts the site of the project.

The Committee suggested that the landscape material document is to be used as an example for submittal purposes and a watermark that says "Sample/Example" should be included to clearly communicate to the applicant that the document provided is an example of what is expected to be submitted as part of the review packet. Additionally, the Committee asked that the document have a date included to when the document was done for reference.

Laura asked the staff if her firm's logo needed to be taken out of the sample document prior to finalizing the document to be delivered electronically. Staff indicated that they will check with the City Attorney to confirm in whether the firm's logo need to be taken out or can remain in the document.

Welcome Guest- Christopher Williams:

The Committee welcomed the guest, Christopher Williams at the meeting. Christopher expressed a general interest in the Committee and wanted to sit in to see what the Committee is currently working on. The Chair shared the main function of the Committee and its duties to the City Commission as an advisory group.

VI. Adjourn Meeting – Meeting was adjourned at 6:47pm.