

**CITY OF DUNEDIN
 ARCHITECTURAL REVIEW COMMITTEE MEETING MINUTES
 TUESDAY, JANUARY 14, 2020 5:30 PM.
 PLANNING & DEVELOPMENT CONFERENCE ROOM
 1415 PINEHURST RD, DUNEDIN FL 34698**

Members Present-	Members Absent-	City of Dunedin-	Guests Present-
Timothy Knowles	Katie Ducharme	Frances Leong Sharp (Staff Liaison)	Gus DiGiovanni- DiGiovanni Homes
Andrew Pavalis		Greg Rice (Staff Liaison)	Steven DiGiovanni- DiGiovanni Homes
Laura Duplain		Jennifer Bramley, City Manager	Dayana Gonzalez- Belt Engineering
Duane Wright			Tulso Zuloaga- Belt Engineering
Roger Leibin (Alternate)			

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 December 3, 2019.**

Motion made by Duane Wright, seconded by Laura Duplain to approve the draft summary minutes for the October 1, 2019 meeting. Motion passed 4-0 (Andrew was absent for vote at the time).

- **Election of Officers (Chair and Vice Chair)**

A nomination was made for Tim Knowles to continue to serve as the Chairperson for the Committee. Tim Knowles accepted the nomination. A motion was made by Laura Duplain, seconded by Duane Wright to vote for Tim Knowles as Chair of the Committee. The motion was approved 3-0 (Andrew was absent for the vote at the time).

A nomination was made for Andrew Pavalis to continue to serve as the Vice Chairperson for the Committee. Andrew Pavalis accepted the nomination. A motion was made by Duane Wright, seconded by Laura Duplain to vote for Andrew Pavalis as Vice Chairperson of the Committee. The motion was approved 4-0.

III. New Business

- **Architectural Review- Highland Crossing Townhomes, 968 Highland Ave**

Project Overview

The applicant, Steven DiGiovanni of DiGiovanni Homes provided an overview of the project located at 968 Highland Ave. The applicant is proposing to build 15 townhomes on a property that is approximately 1.123 acres in the downtown district. The project was brought forward to the Committee for a preliminary review in September and initial comments were provided to the applicant. The applicant provided revised drawings in response to the Committee's comments for review. The proposed drawings show more architectural features to provide a frontage off Highland Ave and Skinner Blvd. In addition, the applicant provided more landscape features on the renderings to give a better idea of how the project is going to look like once it is built. The applicant proposed a variety of materials to be utilized on the buildings to help break up the façade of the units.

Comments-

The Committee complimented that applicant for providing the contextual massing in relation to the project in the rendering. The contextual massing will help the City Commission to get a better idea in how the project will look like in mass in comparison to the surrounding buildings.

The Committee commented that the corner of Highland Avenue and Skinner Boulevard will be the most prominent corner of the project. The Committee suggests extending the wall to the corner and provide more landscaping at the corner in order to provide more screening for the end unit as well as softening the look of the façade of the end unit. Additionally, the Committee reminded the applicant that there will be improvements made on Skinner Boulevard that may impact the look of the project at that corner.

The Committee also commented the end unit façade to suggest carry over the shingle motif to break up the blank wall facing the corner of Highland Avenue and Skinner Boulevard and provide a direct pedestrian connection to activate the corner more for consistency and better continuity.

A landscape plan was not submitted at the time of the review. Staff has offered to provide the landscape plan to the Committee following the meeting for further review.

The Committee wanted to confirm the proposed color shown on the rendering is the color that the project is going to be using. The applicant confirmed that the colors shown on the rendering will be the colors that will be used on the project.

The Committee also asked that the applicant to provide a materials table in addition to the callouts on the plans.

The Committee commented that the shutters should be functional if they be utilized on the project and the proposed archways are not consistent with the overall look of the craftsman style.

The Committee asked the applicant to show the proposed vinyl fencing in the rendering.

For cost saving purposes, the Committee suggests to eliminate the rear archways for the units not facing Skinner Boulevard or Highland Avenue to allow the option for screened in porches.

A motion was made by Tim Knowles and seconded by Duane Wright contingent upon the review of the landscape plan and site plan with comments provided; approve the proposed architectural style of craftsman, the suggested color palette and any suggested comments of the project. The motion was approved 5-0.

- **Discussion of Deliverable in City Contracts with City Manager**

The Committee invited the City Manager to discuss the possibility in allowing the Committee to review the deliverables in City contracts based on the discussion that took place at the November 5, 2019 meeting.

The discussion began with the Committee understanding that their role as a group functions as a recommending body regarding the architecture for the City- in essence, the Committee acts like a City Architect for the community. This discussion came up as a result of the City Hall project which based on what was presented to the City Commission and the public, the Committee felt that the consultant did not provide enough information to help understand the project. For example, an elevation of one side of the City Hall building without a contextual massing was not enough for the public to understand how the design of the building would look like in the neighborhood. The Committee is proposing to the City Manager to help reviewing the deliverables and scope of services of these types of projects initiated by the City.

The City Manager responded to the Committee's idea of helping the City to review contracts is overstepping the main role of the Committee. The City Manager understands that each member of this Committee are subject matter experts and they are appointed by the City Commission to provide recommendations to the City Commission regarding architectural review of projects. The City Manager referenced back to the Committee's resolution that the main role for this Committee is to:

- establish architectural guidelines and/or requirements;

- review, comment and make recommendations regarding architectural style to the City Commission on projects requiring City Commission design review; and
- Review compatibility with surrounding built environment, provide corridor design evaluations, and make recommendations to City staff and the City Commission on projects requiring City Commission design review.

The City Manager explained that the governing resolution of the Committee will not be changed because there are City staff that have the expertise to make the decisions that are appropriate with certain projects. Based on the City Hall scope of services, one of the scopes was to solidify the initial conceptual design. As a result of active citizenry, the City decided to ask the consultant to provide more design conceptual options to narrow down the choice for the concept design. The intent is to provide a conceptual design to further develop on for the next phase of the scope of services.

The City Manager understands the Committee's concerns as a result of the City Hall project and appreciates the Committee's willingness to assist in reviewing the deliverables or answer any questions related to the scope of services. The City Manager compliments the Committee for doing an excellent work in providing valuable feedback on projects that have been reviewed and recommended to the City Commission.

IV. Old Business

- **Architectural Guidelines- Conditional Exception Language (update)**
Staff presented the draft language of the conditional exception language for the Land Development Code to the Committee. The Committee provided some minor revisions and comments which the Staff will make the appropriate changes and present the revised draft to the Committee in the next meeting. Additionally, staff will present the additional items that were previously discussed (i.e. materials board, etc.) to be included in the Land Development Code amendment.
- **Discussion of the Architectural Guideline for Commercial Uses – Design Exercise (follow up)**
Due to the limited time, the Committee decided to continue the discussion to the next meeting.

V. Open Discussion, Input

- **Open Discussion**

City Hall Design Update

The City Manager shared to the Committee that a special work session will be scheduled on February 6th to review and discuss the final three design options (2,3,7). The City Commission will be presented with the massing model and

four sided elevations for each design. The City Manager wants to emphasize to the City Commission that the designs are conceptual, not literal. The details will come after the concept is chosen.

Historic Preservation Training- January 29, 2020

Staff invited the Committee to a historic preservation training that is scheduled on January 29th at 4pm at the Community Center if schedule permits.

- **Next meeting- February 4, 2020.**

VI. Adjourn Meeting – Meeting was adjourned at 7:17pm.