

The previous chapters were prepared for reference by homeowners and their architects and designers prior to initiating the design process. The issues and categories of design were developed to provide a minimum standard by which new construction and renovations will be reviewed during Design Review. This chapter provides an overview of the Design Review process. Complete information on submittal requirements and adherence to the process is available from the Town Planning staff.

A. Preliminary Review

The purpose of the Preliminary Review is to allow a property owner together with his or her architect or designer to receive preliminary feedback from the ADRB on key issues of project design at an early stage in the design's development. It is the Town's intention that this process will save time and costs. The ADRB will review plans and related materials and comment informally on the project. This may save expended effort on a design direction that would not likely be approved. Preliminary reviews are after regular agenda items and are generally a response by ADRB members to the information provided by the property owner. The owner and the architect or designer must be present.

1. Staff Contact

Once preliminary plans have been prepared, project applicants should arrange a meeting with a planner to review them. If the planner indicates that the plans and the design are developed to the extent that they are ready for a Preliminary Review with the ADRB, the project applicant will be provided the names and addresses of all adjacent property owners.

2. Neighbor Notice

Applicants for a Preliminary Review shall contact the adjacent property owners to inform them of the pending project, offer to review the plans with them, and provide neighbors with an opportunity to comment directly to the applicant, before design decisions are

made. Neighbors should be encouraged to express their opinions with regard to the project.

3. Application

The project applicants shall submit a Preliminary Review Application to the Planning Office, together with the plans, the evidence of neighbor notice and the filing fee. The completed application must be submitted at least 10 full working days in advance of the requested ADRB meeting date.

4. Submittal Requirements

Application forms with specific submittal requirements are available in the Planning Office. Requirements include a location map, site plan, floor plans, exterior elevations and preliminary floor area calculations.

B. Design Review

The Design Review process is more formal than the Preliminary Review. It is a public hearing and it is subject to regulations stipulated in the Municipal Code.

1. Submittal Requirements

It is up to the design professional to ensure that the plans contain sufficient information for the neighbors, staff and ADRB to understand what the completed project will look like. Information must be clear and understandable. For proposed building additions, the ADRB, neighbors and Town staff need to see what is being proposed in relation to what exists.

Application forms with specific submittal requirements, depending on the nature and scope of the project, are available in the Planning Office. Items typically required are a location map, a site plan, site photos, floor plans and elevations, site survey, product cut sheets, a colors and materials board, and, when required, a landscape plan.

A published schedule of hearing dates and final filing deadlines by which completed applications must be submitted is available at the Planning Department and on the Town's website. Packages are processed by staff and distributed to ADRB members in time for their study and site review in advance of the meeting.

2. Hearing Process

The ADRB will conduct a public hearing on the application. At the hearing, and based on review of the materials, site review and public testimony, the ADRB will recommend that the application be approved, conditionally approved or denied. The ADRB decision may be appealed to the city council. Project approval shall lapse if a building permit has not been issued within one year of the approval date. Project applicants may request a one-year extension from either the ADRB or the city council, depending on which took final action on the application.

3. Administrative Design Review

The Planning staff may review and administratively approve, on behalf of the ADRB, some projects which

are consistent with the Town's ordinances and guidelines and which are of minimal potential impact to the neighborhood. Examples are fencing and gates along a street, minor landscape plans, and relatively small single-story additions. Administrative approvals are typically subject to conditions, including securing sign-offs on the project plans by adjacent property owners.

Application forms with specific submittal requirements, depending on the nature and scope of the project, are available in the Planning Office. If the staff is not able to approve the project, or if the applicant is not able to comply with the conditions of staff approval, the application will require review by the ADRB.

“Whether a building is big or small, the client is a decisive part of the creative process. Pairing the right architect with the right job is a crucial responsibility.”

Looking Around: A Journey Through Architecture

