



# ARCHITECTURAL COMMISSION REQUIREMENT HANDOUT

It is **HIGHLY RECOMMENDED** that you contact the Planning Department as soon as possible, ideally a month prior to submittal, for an initial project review. Once the applicant is ready to apply for the Commission, the applicant shall submit **twelve (12) collated color sets (no larger than 11"x 17")** of the Architectural Building Review Application / Sign Application, the applicable fee, architectural plans to the Planning Department along with **one (1) digital copy**. Planning Staff will verify the submittal is complete and if the submittal is complete, Planning Staff will place the development on the Architectural Commission agenda for review. The Architectural Commission will approve, deny, or postpone the development proposal.

## Submittal Requirements:

- Project Background*
  - Use
  - Zoning
  - Isthmus (§17.204)
  - Downtown Design Overlay District (§17.208)
  - Large Scale Development (§17.209)
  - Commercial & Mixed-Use (§17.207)
  - Multi-Family (§17.210)
  - Square Footage (total & individual rooms/tenant spaces)
  - Number of Units
  - Surrounding Context
  - Anything Special?
- Building Design*
  - Story of Building
  - Character
    - Massing
    - Base / Middle / Top
  - Special Features
  - Elevations
  - Elevation Markers (above grade)
  - Overall Building Height
  - Renderings (preferred in context)
  - Site Plan with Context
- Long Expansive Rooflines (§17.207(5)(d))*
- Four-Sided Architecture (§17.207(8))*
  - Blank Walls
  - Who sees what side?
- Materials*
  - Durable: ie HardiPlank
  - Brick / stone turn corner
  - Provide samples at meeting
  - Provide detailed specification sheet
- Garbage Enclosure (§17.208(4)(n), 17.209(20))*
  - Match building and/or be incorporated
  - Landscaped
  - Man Door
  - Enclosure materials
- Lighting (§17.211)*
  - Respond In General – Plan Commission to review
  - Location of lights
  - Are the wall packs hidden?
  - Color of fixtures appropriate
  - Apartments/Condos – are the porch lights unit specific?
- Landscaping Plan (§17.503)*
  - Respond In General – Plan Commission to review
  - Break up blank walls
  - Screen transformer / generator
- Mechanical Equipment (§17.206(1)(b), §17.208(4)(l), §17.209(11))*
  - Roof Top Units (RTUs) / Kitchen Exhaust Must be screened / incorporated into the building
- Roof / Elevation Venting*
  - Must be minimized and match adjacent building color
- Signage (§17-6)*
  - Allowable Square Footage
  - Square Footage Requesting
  - Ground/Monument signs (§17.607(4))
  - Wayfinding/Directional signage (§17.603(1)(p))
  - Master Sign Package (required for multi-tenant) (§17.609(3)(a))
  - Electronic Messaging Center / Digital Reader Boards (§17.609)
  - Wall Signs (§17.607(1) & §17.608(2)(c)(2))
  - Window / Door Signs (§17.603(1)(h))
  - Pedestrian Orientated Projecting Signs (§17.607(3))
  - Special Exception Requested
- Miscellaneous*
  - Gooseneck Lighting (Downtown)
  - Downspout Locations
  - Design of Railings (no round)
  - Fence
  - Retaining walls
  - Bollard design