

**ARCHITECTURAL REVIEW
CHAPTER 1132
ARCHITECTURAL REVIEW CERTIFICATES**

1132.01 Architectural Review Certificates Required
1132.02 Physical Change

1132.01 ARCHITECTURAL REVIEW CERTIFICATES REQUIRED

A. No contractor, owner or other person shall make any environmental changes to any property within an Architectural Review Overlay District unless a valid written Architectural Review Certificate has been previously issued by the Community Development Director as authorized by the Architectural Review Board. Application for such Certificate shall be in addition to any application required to be made for a Development Permit or any other required approvals under the applicable provisions of this Unified Development Ordinance.

B. Building permit applications to the Community Development Director for environmental changes within a designated Architectural Review Overlay District shall be deemed to be an application for a Architectural Review Certificate, and copies of such shall be forwarded to the Architectural Review Board, together with all applicable plans, designs, elevations, specifications and documents relating thereto.

1132.02 PHYSICAL CHANGE

As is more fully defined in Chapter 1133 (Applications for Architectural Review Certificates) as well as in separately adopted Architectural Review Standards and Guidelines, an Architectural Review Certificate is required for a physical change. Physical change includes any material change to an external feature of any property including: demolition; construction; signage modification; new signage placement; roof replacement; window installation; siding installation; awnings or canopy installation or modification; room additions; door or entrance modifications; or exterior painting.

CHAPTER 1133

APPLICATIONS FOR ARCHITECTURAL REVIEW CERTIFICATES

1133.01	Information Required in Architectural Review Applications
1133.02	Approval Criteria

1133.01 INFORMATION REQUIRED IN ARCHITECTURAL REVIEW APPLICATIONS

In addition to the information required to be made a part of an application or required by the rules established by the Community Development Director from time to time, the following information shall be attached to the application:

A. Six (6) complete sets of maps and drawings to indicate the following information as applicable:

1. The siting of all structures on the subject property and all adjoining properties;
2. Landscaping and/or fencing of yards and setback areas, use of landscaping and/or walls or fencing for screening purposes;
3. Off-street parking and loading facilities;
4. Drawings or sketches of the exterior and elevations, and/or perspective drawings of the building or structures under consideration; and
5. Description of proposed building materials and color scheme.

B. In cases where a property owner applied for a permit to demolish a building within a designated Architectural Review Overlay District, evidence shall be submitted to the Community Development Director by the applicant, in addition to that required as above, that one or more of the following conditions prevail:

1. That the building proposed for demolition is not inherently consistent, in regard to those characteristics designated above, with other structures within its designated Architectural Review Overlay District;
2. That the building contains no features of special architectural and historic significance;
3. That there exists no reasonable economic use for the building as it exists or as it might be restored, and that there exists no feasible and prudent alternative to demolition, or that deterioration has progressed to the point where it is not economically feasible to restore the building.

1133.02 APPROVAL CRITERIA

The Architectural Review Board shall consider applications for Architectural Review Certificates only in the context of standards and guidelines adopted for each Architectural Review Overlay District.

CHAPTER 1134

ACTION ON APPLICATIONS

1134.01 DECISIONS OF ARCHITECTURAL REVIEW BOARD

1134.01 DECISIONS OF ARCHITECTURAL REVIEW BOARD

A. For all matters involving the issuance of an Architectural Review Certificate, the Architectural Review Board shall conduct an Adjudicative Hearing in accordance with **Article V** (Appeals, Variances, and Interpretations).

B. Within fifteen (15) days after the hearing, the Architectural Review Board shall approve the application or approve it subject to special modification, but no application shall be modified unless a majority of the entire Board votes to modify the application.

1. If the Architectural Review Board approves an application without modifications, the Community Development Director shall thereupon issue an Architectural Review Certificate pursuant to Section 1132.01.A (Architectural Review Certificates Required).

2. If an application is approved subject to modifications, the Architectural Review Board shall provide the applicant with a written statement of such recommendations in regard to changes of design, arrangement, texture, material and color of the exterior features and interior arrangement of the building or structure as it deems appropriate to bring the proposed development within conformance with this Unified Development Ordinance.

a. If the applicant is in agreement with such recommendations, such modifications to the application must be submitted to the Community Development Director who shall thereupon issue an Architectural Review Certificate pursuant to Section 1132.01.A (Architectural Review Certificates Required).

b. If the applicant does not agree to such modifications, the Community Development Director shall deny the application.