

DESIGN REVIEW PROCEDURE



1101.01 PURPOSE.

The purpose of the design review process is to promote the orderly and harmonious development within the central area. Through the application of Chapter [1102](#), our community's development shall be regulated to protect the public health, safety and welfare, providing stability of land values as well as growth and prosperity through an increase in investment.

(Ord. 94-528. Passed 1-11-95.)

1101.02 POLICY.

The City conducts its design review through its Design Review Committee. It is the policy of this Design Review Committee to:

- (a) Concern itself with the review and approval of development proposals regarding all new construction, demolition, exterior remodeling and building addition work, including parking lots and landscaping, which are within the stated jurisdictional boundaries.
- (b) Recommend to the Planning Commission amendments for both Chapters [1101](#) and [1102](#), as deemed necessary.
- (c) Move forward on all matters brought before it in an objective and understanding manner. The review procedure shall be carried out through the application of Chapter [1102](#) to such proposals fairly and uniformly, free from discrimination and/or personal interests.
- (d) Encourage both public and private participation in the enhancement of the City's growth and development by working to prevent the deterioration of the City's visual character, beauty and harmony.
- (e) Assume the necessary leadership role in providing appropriate assistance and advice on development matters to those who desire to develop, remodel or improve properties within the jurisdictional boundaries of the Committee.

(Ord. 94-528. Passed 1-11-95.)

1101.03 JURISDICTIONAL BOUNDARIES.

The design review body shall have jurisdiction over all development proposals for new construction, demolition, exterior remodeling or building addition work which is to take place within the area of the City that is enclosed by the inner belt system. See Map 1 attached to Original Ordinance 87-104. Land zoned B-1 Central Business, B-3 Commercial Business, R-1.5 Multi-Family, R-10 General Residence and I Institutional shall be subject to all provisions set forth in this chapter. I-L Industrial-Limited and I-H Industrial-Unlimited projects shall be reviewed on a case-by-case basis, subject to Sections [1102.03](#)(b) to (g) and [1102.04](#) and other requirements as deemed necessary by the Design Review Committee. Residential development guidelines for the B-1 Central Business District are located in Section [1102.06](#).

Within the jurisdictional boundaries, known as the Central Area, are both private and publicly-owned properties which include the Central Business District, governmental and financial institutions, industrial and wholesaling establishments, older residential areas and the Youngstown State University. These boundaries may be amended from time to time to include additional land, whether contiguous or not to the Central Area. (Ord. 94-528. Passed 1-11-95.)(See attached map.)

1101.04 MEMBERSHIP.

The Design Review Committee shall consist of seven members appointed by the Mayor as follows:

- (a) One member shall be the Deputy Director of Planning, or his duly designated alternate who shall act as secretary.
- (b) One member shall be the Deputy Director of Public Works, or his duly designated alternate.
- (c) The remaining five members shall possess the following qualifications:
 - (1) At least two members shall be practicing registered architects.
 - (2) At least one member shall be a practicing registered landscape architect.

(3) Remaining members shall be citizens-at-large.

(d) With the exception of the Deputy Director of Public Works and the Deputy Director of Planning, whose terms are indefinite, members shall serve two-year terms. New two-year term appointments shall be staggered so that no more than three occur in any given year. (Ord. 94-528. Passed 1-11-95.)

1101.05 RULES OF DESIGN REVIEW COMMITTEE.

(a) The Committee shall elect a chairperson and vice-chairperson from their membership to run the meetings. The chairperson shall serve for one year, after which the vice-chairperson shall become the chairperson and a new vice-chairperson shall be elected from the membership.

(b) Each committee member shall have one vote.

(c) A quorum shall be four members; a quorum shall be present before review of any project takes place.

(d) No member shall take part in nor vote on the review of any work in which he has any direct or indirect financial or personal interest, or of any work for any person by whom he is then employed or has been employed within a twelve month period prior to the review.

(e) The Committee shall meet on a regularly scheduled monthly basis.

(f) The Deputy Director of Planning shall act as secretary and shall keep or cause to be kept a record of all transactions handled by the Committee.

(g) At the beginning of each year, a report shall be prepared by the Design Review

Committee summarizing all actions taken by the Committee during the previous year. This report shall be submitted to the City Planning Commission no later than January 31. The City Planning Commission shall review the report during their first regularly scheduled February meeting and upon approval shall forward the report to the Mayor and Council.

(Ord 94-528. Passed 1-11-95.)

1101.06 PROCEDURAL GUIDELINES; ENFORCEMENT PROVISIONS AND PENALTIES.

The following details the process that developers shall follow for the successful implementation of their project.

(a) Application shall first be made in the Planning Department for a zoning permit. This permit assures the developer and the City that the zoning of the property in question is correct for the intended use.

(b) Project proposals shall then be submitted along with the zoning permit to the Deputy Director of Planning for Design Review. Submittal requirements include the plat, elevation drawings, site plans and preliminary building plans and specifications. These plans shall be prepared by a licensed architect or engineer.

(c) The Design Review Committee shall review the plans, at the earliest scheduled meeting, for conformance with the regulations set forth in Chapter [1102](#). The Committee may approve the proposal as submitted or before approval may require the applicant to modify, alter or adjust the proposal to bring it into conformance. In cases where such changes are required, the developer shall be required to resubmit the documents with the necessary revisions to the Committee within two weeks. Any revised plans shall be reviewed by the Committee for design conformance. The zoning permit shall then be issued, indicating the design review process has been completed and approval has been obtained. This approval is necessary before any building permit may be issued.

In cases where a conflict arises between the developer and the Design Review Committee and an agreement cannot be reached, the case shall be referred to the City Planning Commission/Board of Zoning Appeals for consideration at their earliest scheduled meeting.

(d) Once Design Review Committee approval has been obtained, the developer shall apply for the necessary building permits from the Building Inspection Department. Plan review shall take place by the appropriate departments, including Engineering, Health, Water and Fire.

(e) The enforcing officer has the responsibility of making periodic checks on all construction as part of the inspections process, to insure conformity of construction with the approved design plans.

(f) Once all necessary inspections have been completed (design conformance as well as general construction, electric, plumbing, heating, air-conditioning and ventilation) an occupancy permit shall be issued. Should construction deviate from the approved plans as determined by the enforcing officer, the occupancy permit shall be withheld until the appropriate changes are made.

(g) Landscaping of the site shall be completed within one planting season (spring, fall) of the completion of the exterior of the building.

(1) The developer shall establish an escrow account in an amount equivalent to the cost of landscape materials and labor.

(2) The developer shall name the City as the escrow agent.

(3) The City and developer shall enter into the escrow agreement prior to the issuance of the necessary building permits.

Should the landscaping not be completed within the allotted time, this account shall then be used to contract out the necessary landscape services.

(h) Any person violating any provision of this chapter or Chapter [1102](#) shall be punished for each offense according to the law. Each day such violation continues shall be deemed a separate offense. The minimum fine for such an offense shall be one hundred dollars (\$100.00). (Ord. 94-528. Passed 1-11-95.)

1101.07 SUBMITTAL REQUIREMENTS.

The following items are required for submittal:

(a) Plat.

(b) Site Plan. All plans shall clearly designate the following:

- (1) Address of site.
- (2) Property and street pavement lines.
- (3) Existing and proposed contours.
- (4) Gross area of tract, in square feet.

(5) Location of all existing buildings (to remain) and proposed buildings on the site and all buildings within fifty feet of the site's boundaries.

(6) Proposed ingress and egress to site including parking areas, stalls and adjacent streets. Traffic flow shall be indicated with directional arrows.

(7) Where parking is involved, calculations for determining required number of off-street parking spaces; number of spaces proposed; and the maximum number of employees, customers, office vehicles, residents or combination that would be on-site at any one time.

(8) Treatment of open space, including the following:

A. Landscaping of the site, including that which is existing and will be retained and new additions.

B. Calculations determining required number of trees and plantings; type size, number of plantings should be illustrated.

C. Placement of any street furniture, including benches, planters, lighting, free-standing signage, fencing. Setbacks from the property lines for ground signage shall be shown.

(c) Elevations. Shall illustrate all building faces under consideration as well as those immediately adjacent to the site. Drawings shall illustrate materials, colors and textures of all primary materials to be used, and shall show exact placement of all proposed signage.

In addition, drawings are required for the following:

(1) Wall and free-standing signage. Scaled drawings of each face, showing size specifications, letter size and graphics, and a description of sign and frame construction materials and colors. Wall anchorage or ground support systems shall be detailed.

(2) Lighting standards. Drawings indicating size specifications, material and colors, lighting intensity, ground or wall anchorage details.

(3) Street furniture. Any furniture, planters, fencing or other decorative elements should be illustrated.

(d) Building plans and specifications shall be submitted in their preliminary form.

(e) Additional support materials, such as photos, sectional studies or other documentation and building material samples may be submitted in addition to the above requirements. (Ord. 94-528. Passed 1-11-95.)

