

Design Review Process

Article 2 – Historic District Overlay Regulations

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Establishment of Design Review Board

There is hereby formed a regulatory board to be known as the "Design Review Board," which is formed for purposes of improving and enhancing the overall appearance and atmosphere of the Springville City Historic District-Extended Plat A (Historic District) through the administration of the Plat A Design Standards for New Construction (hereafter referred to as "the Standards"). The Board shall fulfill the powers and duties as set forth in section 4 below. The Board shall consist of three (3) members. The composition of the Board shall a member from the Historic Preservation Commission who resides within the Historic District and will serve as chair of the Design Review Board, a member from the Planning Commission, and a planning professional who is employed by Springville City who collectively offer a range of expertise that will contribute to informed decision making. An alternate member may also be appointed. The alternate member shall be a member of the Historic Preservation Commission and reside in Plat A.

Terms of Office

Each member of the Design Review Board shall serve for a term of two (2) years and until his successor is appointed. The term in office shall commence on the first Day of April in even-numbered years. Members of the board may serve an indefinite number of consecutive terms.

Organization

The board shall be selected by the Mayor, with the advice and consent of the City Council, and operate in accordance with rules and guidelines it sets up for the transaction of business. Meetings of the board shall be held as often as is necessary and can be called by any of its members. Reports of official acts and recommendations of the Design Review Board shall be made in writing by the chair to the Planning Commission and shall indicate how each member of the board voted in respect to an act or recommendation.

The administrator or Community Development Department staff shall provide assistance to the board.

Duties and Powers – The board shall have the powers and duties to:

Review a design or plan for the construction, expansion or extension of any structure within the Historic District according to the Standards (as found in approved pattern books) and make recommendations to the administrator and Planning Commission for inclusion in the conditions of approval for any permit for construction.

Make recommendations to the Planning Commission and City Council for changes to the Historic District design standards (11-5-2).

Application Filing and Processing

An application, which shall consist of a site plan and basic scaled exterior elevations, shall be filed with the Community Development Department. Only complete applications shall be accepted. The application process shall be pursuant to section 11-7-4. Design review will take place after formal applications are made and may be before or in connection with building plan submission.

The application shall be scheduled on the first available meeting agenda of the board. The meeting shall be held no later than seven (7) business days from the date the application is filed. Staff shall present the application, including any comments, to the board.

The board shall consider the application, evaluate the application in accordance with the criteria established in (d)(1) below, and approve or deny the application. If the board approves the application, it may attach conditions necessary to protect any affected property and/or to further the purpose and intents of the Historic District.

The board shall make its decision at the meeting, unless the applicant agrees to an extension. Such decision may be appealed to the Planning Commission in accordance with section (6).

Criteria for review, recommendation, and approval. The board may approve an application only when all of the following criteria have been met.

Granting approval will not conflict substantially with any city adopted plans or policies including the approved Pattern Books, or the intent of this article and/or the General Plan, as applicable; and

Granting the appeal will not have a detrimental impact on public health, safety or welfare.

Appeal of a design review board decision. A decision made by the design review board only under the provisions of this article may be appealed by any applicant, other person or entity affected by such decision to the Planning Commission in accordance.

The appeal shall be in writing and shall be filed with the Community Development Department within ten (10) business days of the board action or decision being appealed.

The staff shall promptly schedule such appeal on the meeting agenda of the Planning Commission pursuant to standard scheduling procedure.

Following consideration of the appeal, the board or staff decision, and any staff review comments, the commission shall approve or deny the appeal, in whole or in part, in accordance with the criteria

set forth:

Granting the appeal will not conflict substantially with any city adopted plans or policies, or the intent of adopted plans and policies; and

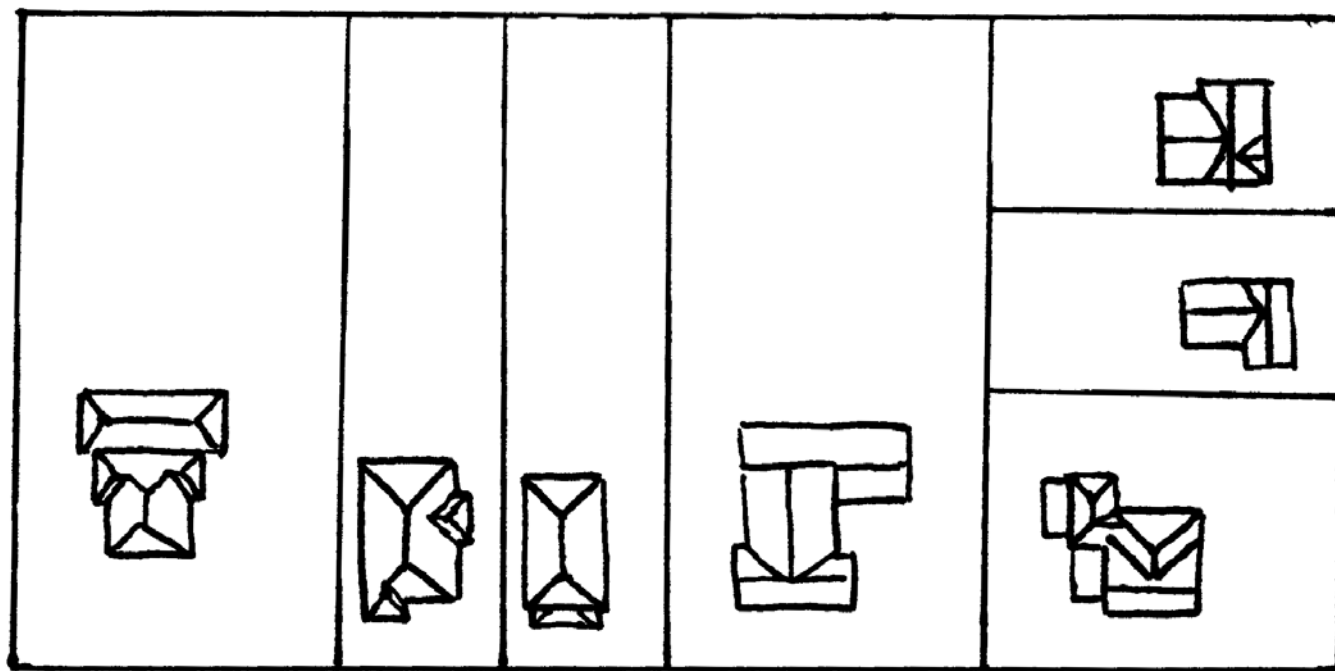
There are exceptional conditions creating an undue hardship, applicable only to the property involved or the intended use, or the structure on the property, which do not generally apply to other land areas, uses, or structures in that design overlay zone; and

Granting the appeal will not be detrimental to any adjacent properties; and

Granting the appeal will not have a detrimental impact on public health, safety or welfare.

The person or entity making the appeal shall have the burden of proving that an error has been made.

Appendix A



House Scale

The diagram above illustrates actual houses on a block in Springville's historic Plat A. The house on the far left is two stories, but it is on a lot that is over 100' wide and the side setbacks are much greater than normal. Moving right, the next two houses are on narrower lots that are about 50' wide. Both homes are one story tall and extend backward into the lot. Side setbacks are smaller on these two homes, but since the houses are shorter, they don't impose on the block. Lot size and lot frontage in Plat A varies greatly, but so does house size.