

ARCHITECTURAL REVIEW BOARD PROCESS

How does the ARB deal with applications that require Certificates of Appropriateness?

May 2008



TYPES OF APPLICATIONS THAT REQUIRE a CofA

- Site Development Plans
 - includes major & minor amendments
- Building Permits
 - includes permits related to approved site plans
 - includes mechanical permits
 - includes sign permits



OTHER APPLICATIONS FOR ARB REVIEW

- Special Use Permits
- Zoning Map Amendments



ARB REVIEW OF SITE DEVELOPMENT PLANS

- ARB approval is required prior to final site plan approval.
 - This includes final approval of site plans, major amendments and minor amendments.
- Applicants are encouraged to submit ARB applications when the preliminary site plan application is made.
 - But they are not required to do so.
- ARB review is set up as a 2-step process: start with preliminary, return as final.
 - When does it take more than 2 visits to the ARB?
 - If the project is a large one (Example: Albemarle Place)
 - If the ARB's comments/suggestions aren't followed (Example: original Oakleigh proposal)



ARB REVIEW OF BUILDING PERMITS

- Two types of projects:
 1. Building permit applications that follow site plan approval; for example, new buildings.
 1. These do not go back to the ARB, but staff reviews them to make sure they match the ARB approved design.
 2. Proposals that require a building permit but do not require a site plan or site plan amendment; for example, enclosing a porch.
 1. These go to the ARB & follow the 2-step process; if simple, may be done in 1 meeting.



ARB REVIEW OF SIGNS

- Signs visible from the EC require CofAs.
 - Includes wall, freestanding, and window signs.
 - Temporary signs are not reviewed.
- 4.15.15 authorizes the agent to act on a CofA for a sign under certain circumstances.
 - This allows staff to review/approve most sign applications that are submitted, if they meet the EC guidelines. We still require an ARB application and submittal for these items, for tracking and review purposes.
 - Some sign applications still have to go to the ARB:
 - Signs that don't meet the guidelines & applicant won't revise (these sometimes end up as appeals to the BOS)
 - New illuminated sign for a building that doesn't have, or isn't eligible for, a Comprehensive Sign Reviews (Example: Old Dominion Bank signs)
 - ARB Display Ads list all applications received, even if staff review/approval is anticipated.



ARB REVIEW OF MECHANICAL PERMITS

- As a type of building permit, mechanical permits require a CofA.
- There are generally 2 types of mechanical permits:
 - Permits for equipment associated with an ARB-approved building
 - Permits for replacement equipment
- Unless there is a problem (i.e., equipment isn't what the ARB approved or new equipment is more visible than existing equipment), these permits are generally not forwarded to the ARB for review and are handled by staff.



ARB REVIEW OF SPs and ZMAs

- ARB review of SPs and ZMAs is **advisory**.
- Until about a year ago, SPs and ZMAs were automatically forwarded to the ARB.
- Staff now provides comments on SPs and ZMAs to the lead planner, unless an unusual situation warrants forwarding the application to the ARB.



“ADMINISTRATIVE” REVIEW

- Everyone like “administrative” review
 - Shorthand for “it needs review but it doesn’t have to go the ARB”
 - Staff deals with it but we don’t have to write a staff report
 - The applicant has a chance of getting through the process quicker
- Which applications are available for “administrative” review?
 - Most signs
 - Additions or modifications to a building where no substantial change in design or material is proposed as determined by the zoning administrator. (30.6.6.3 Exemptions)
 - **Not enough!**



WAYS TO SIMPLIFY REVIEW/APPROVAL in the ECs

- Increase applications available for staff administrative review/approval
- Process changes



SIMPLIFY EC APPROVALS: PROCESS CHANGES

- Combine Zoning and ARB applications for signs
 - (started but not completed)
- Revise EC review of mechanical permit applications for existing buildings to include information required for ARB review
 - (previously discussed but not implemented)
- Eliminate EC review of sub-permits for new buildings/additions
 - (must find a way to ensure that equipment won't be visible and other aspects of approved design haven't changed)
- Revise ordinance to:
 - Allow rejection of incomplete ARB applications
 - Put an expiration date on ARB approvals
 - Establish deadlines for ARB resubmittals
 - Not allow re-submittal of denied proposals, at least for a period of time



SIMPLIFY EC APPROVALS: INCREASE ADMIN REVIEW

- New buildings/additions located **2000'** or more from the EC
 - Example: Old Trail
- All **telecommunications** applications
 - Do these like SPs and ZMAs
- **“2nd tier”** buildings
 - A building stands between the EC and the proposed site
 - Example: University Tire at Pantops



SIMPLIFY EC APPROVALS: INCREASE ADMIN REVIEW

- **Minor amendments** – both site plan and architectural
 - For minor changes, but the “doesn’t constitute a substantial change in design” exemption doesn’t apply
 - Example: Holiday Inn drop-off canopy
- Any **building permit** that doesn’t require a site plan/site plan amendment
 - Example: R E Lee on Hydraulic
- **All signs**