

MINUTES

MEETING LANCASTER ARCHITECTURAL AND DESIGN COMMISSION

October 9, 2009

CALL TO ORDER

Chairperson Cook called the meeting to order at 4:05 p.m.

PLEDGE OF ALLEGIANCE

Commissioner Stallworth led the Pledge of Allegiance to the flag of the United States of America.

ROLL CALL

PRESENT: Commissioners Bartlett, Buchanan, Donlon, Hall, Stallworth and Chairperson Cook.

ABSENT: Commissioner Wiley (at roll call)

Also present were the following: Jason Caudle (Deputy City Manager), Silvia Donovan (Principal Planner), Chuen Ng (Associate Planner), Chris Aune (Assistant Planner), Marion Coleman (Recording Secretary), Shirley Corder (Recording Secretary), and Elizabeth VanHouten (Intern).

CONSENT CALENDAR

1. APPROVAL OF MINUTES

Minutes from the Regular Meeting of September 11, 2009.

It was moved by Commissioner Hall and seconded by Commissioner Stallworth to approve the minutes from the Regular Meeting of September 11, 2009.

AYES: Commissioners Bartlett, Buchanan, Donlon, Hall, Stallworth and Chairperson Cook.

NOES: None.

ABSTAIN: None.

ABSENT: Commissioner Wiley (at approval of minutes)

Minutes Passed 6-0-1

Note: Commissioner Wiley arrived at 4:11pm

NEW BUSINESS**2. DISCUSSION OF ENHANCED LANDSCAPING AND MAINTENANCE DISTRICTS BY DEPUTY CITY MANAGER JASON CAUDLE**

Deputy City Manager Jason Caudle discussed financing mechanisms to provide amenities such as landscaped parkways and parks that are suggested in the Architectural Design Guidelines.

Mr. Caudle introduced the concept of a Communities Facility District (CFD) to finance amenities and maintain special services (sheriff, parks, parkways, recreation services, landscaping, street sweeping, tree trimming, sewer service, etc.) for new neighborhoods. A CFD would be established in each neighborhood to pay for the desired services. Residents would be assessed their "fair share" for these services. An agreement between the property owner or developer and the City would be established prior to approval of the discretionary permit. Upon approval, the developer would incorporate the amenities as a package to be included with the purchase price of the home. The owner or developer would be responsible for disclosing to the purchaser that the property is in a CFD, along with the rules, regulations, and the associated assessments. The alternative to establishing a CFD prior to occupancy would necessitate an election of the property owners' within the established neighborhood, requiring a majority 2/3 vote.

Mr. Caudle asked the Architectural and Design Commission to make the recommendation to the City Council to investigate the possibility of the formation of CFD's to increase the aesthetics of the community while ensuring financial viability.

Commissioner Stallworth questioned where the CFD information would be inserted into the Design Guidelines. Mrs. Donovan stated that the request to investigate CFD would be placed in the staff report under the resolution.

CONTINUED ITEM**3. CONTINUE REVIEW OF DRAFT DESIGN GUIDELINES**

Mrs. Donovan asked the Commissioners to elect a representative to assist in the presentation before the City Council on meeting on December 8, 2009. Matt Buchanan was elected to assist with the City Council presentation.

Once the Guidelines are approved the Architectural and Design Commission would act as the Appeal board to the Design Guidelines. The Commission must decide whether to continue with the meeting on the second Friday of the month or change the date. The meetings would be held only if a project was appealed. Mrs. Donovan asked the Commission to consider setting the time and date at the October 23, 2009 meeting.

Mr. Ng provided an explanation of the organization of the Draft Design Guidelines.

Discussion ensued regarding the time frame in which the Commissioners comments were needed and the necessity to provide written comments by noon Monday, October 12, 2009. Commissioner Hall made an appeal to Chairman Cook to have a separate Architectural and Design meeting to meet the deadlines necessitated to meet the November 13, 2009 meeting.

Commissioners Hall and Buchanan indicated that the City of Lancaster Design Guidelines should match the City's branding and color scheme. Redevelopment would be contacted regarding the Design Guidelines conformance to the branding policy.

PUBLIC BUSINESS FROM THE FLOOR – NON-AGENDIZED ITEMS

None.

ADJOURNMENT

This meeting was adjourned at 5:59 p.m. to Friday, October 23, 2009, at 4:00 p.m., in the Parks, Recreation & Arts Large Conference Room, Lancaster City Hall.

DIANA COOK, Chairperson
Lancaster Architectural and Design Commission

ATTEST:

BRIAN S. LUDICKE, Planning Director
City of Lancaster