

12.3.09

**The City of Elyria is looking for volunteers to sit on the DESIGN REVIEW**

**COMMITTEE.** Currently, there is one “alternate” position open. The Committee meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 3:00 p.m. at City Hall.

**QUALIFICATIONS**

**All voting members shall have professional experience or training in one of the following disciplines: Architecture, Building, Landscape Architecture, Design, Historic Preservation, or Business. The ex-officio members of the Committee are the Community Development and Planning Director and Building Official.**

The purpose of Design Review is to promote safe, functional and attractive development of business and commercial areas; to unify commercial properties, both visually and physically, with surrounding land uses; to facilitate a more healthful urban atmosphere; to protect and preserve the unique and cultural features within the City; and to protect commercial property values by enhancing the City’s appearance.

The Design Review process Applies to the following activities:

- All new construction, except for 1, 2 and 3 family dwellings
- Additions, alterations or renovations to an existing building site or landscape (other than 1, 2 or 3 family building projects), that affect the exterior appearance of a building or site, including but not limited to new or existing signs, color changes, parking area modifications and site lighting alterations.

The Design Review Process does not apply to the following activities:

- Ordinary maintenance or repairs to an existing building or site provided such work involves no change in materials, design, dimensions, texture, color or outer appearance.
- Interior alterations.
- 1, 2 and 3 family building projects.

The Design Review Process is administered by the Planning Commission, however, the Planning Commission has designated the Design Review Committee to act on their behalf to review and approve Design Review Projects of a minor nature. All projects should be submitted for review by the Design Review Committee. Projects of a minor nature will be reviewed, and may be approved at the Committee level. Projects that are not approved by the Committee, need a variance to the Zoning Code, a waiver to the Design Review Guidelines, or are determined to be a project of a Major Nature may be forwarded to the Planning Commission.

The Design Review Committee consists of five (5) voting members appointed as follows:

- 1) Two (2) members by City Council;

- 2) One (1) member by Landmark's Commission;
- 3) Two (2) members by Planning Commission.

The Planning Commission or the Design Review Committee, as its designated representative, shall give consideration to elements of the application, including, but not limited to:

1. Building mass and exterior detail relative to adjacent buildings or site features;
2. Materials, texture and color;
3. Landscaping, screening, buffering, fencing, and lighting;
4. Vehicular and pedestrian access;
5. Signage.
6. Building mass and exterior detail relative to adjacent buildings or site features;
7. Materials, texture and color;
8. Landscaping, screening, buffering, fencing, and lighting;
9. Vehicular and pedestrian access;
10. Signage.

If you are interested in serving on this Committee, please submit a resume to:

City of Elyria  
C/o Planning Commission Secretary, DeAnna Frye  
131 Court Street, Suite 301  
Elyria, Ohio 44035