

CITY OF GRANITE FALLS  
ORDINANCE NO. 701-04

**DESIGN REVIEW BOARD**

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**Section 19.57.01 Purpose**

The purpose of this chapter is to establish design approval requirements and procedures in order to promote, preserve and enhance the city's architectural heritage and visual character, while recognizing the existing variety of architectural styles within the city, allowing maximum flexibility for building design, and encouraging individual initiative in the development process. Rather than required replication of a particular architectural style, the purpose of design standards should be to emphasize desirable functional characteristics to be incorporated in new development/redevelopment.

**Section 19.57.02 Created-Membership-Term**

- A. There is created a Design Review Board, consisting of five members. The membership of the Board shall be composed of one architect, or in the alternative, a building designer, one landscape architect, or in the alternative, a landscaper, one builder or developer, and two lay persons who are educated in, or have practical experience in planning or related design science or interest in planning design concepts. The lay members shall reside within the city limits. Alternate members shall be appointed to serve in the event of a conflict of interest by a member of the board on a specific project. The members of the Board shall be appointed by the mayor and confirmed by the City Council. Each member shall serve a three-year term. These terms shall be staggered so that no more than two positions need to be filled in any one year.
- B. Therefore, the initial term of the architect and one layperson shall be for a one-year period and all terms thereafter shall be for three years.

- C. There shall also be one alternate member, who must be a resident of the city, unless previously having served on the board. The alternate member shall be appointed in the same manner as the regular board members.
- D. The alternate member shall serve on occasion when a regular board member will have to miss at least three consecutive board meetings due to an excused absence approved by the board.

**Section 19.57.03 Scope**

- A. Design review shall apply to all private development in the central business and neighborhood business zones (except single-family residences) and all development in the residential zones including subdivisions (long plats), planned unit developments, duplexes, detached accessory dwelling units, and wireless communication antenna arrays, with the exception of one-family dwellings, provided that, accessory buildings larger than twelve hundred (1,200) square feet are subject to other provisions.
- B. "Development" means any improvement to real property open to exterior view including, but no limited to, building structures, fixtures, landscaping, site screening, parking lots, lighting, pedestrian facilities, street furniture and improvements (not to include street maintenance), use of open areas, whether all or any are publicly or privately sponsored, and signs. Included in this definition are modifications of a substantial nature to existing buildings, including changes to structural components and changes in the exterior size of buildings. "Development" does not include underground utilities. All development by the city and other public agencies shall be subject to design review.

**Section 19.57.04 Approval Required**

Design approval shall be required prior to the issuance of any permit or approval required for grading or clearing, construction or demolition or modification of structures, or prior to initiating the physical development, whichever shall come first. Such permits include, but are not limited to, building permits and conditional use permits. All construction or other activities undertaken pursuant to such permits and approvals shall be in conformance with the design approval granted pursuant to this chapter.

**Section 19.57.05 Application**

Applications for design approval shall be submitted to the City Clerk on such forms and with such content as required by the Design Review Board. The applicant may submit the plans required in this section in preliminary or sketch form, so that the comments and advice of the Design Review Board may be incorporated into the final plans submitted for application. There shall be a \$50.00 fee per a design review session on each application.

**Section 19.57.06 Review of Application**

The City Clerk shall immediately review the application and schedule the item for the next scheduled meeting of the Design Review Board. The Design Review Board shall review the proposed development at a public meeting and approve, conditionally approve, or deny the proposal. The decision of the Design Review board is final. The

Board may continue the meeting on the proposal to allow changes in the proposal or to obtain information needed to allow changes in the proposal, or to obtain information needed to properly review the proposal. After approval by the Design Review Board or by the City Council, after review on appeal, the City Council shall have the authority to approve design modifications that maintain the intent of the original approval.

**Section 19.57.07 Notice Required When**

Public notice by mail, posting or newspaper publication shall not be required, except for applications that require an environmental impact statement, in which case notice of the hearing shall be required by Section 20.20.020 of this code.

**Section 19.57.08 Bond**

The Design Review Board may require that a bond be posted to ensure the satisfactory installation of site improvements.

**Section 19.57.09 Design Standards**

The Design Review Board shall establish a set of design standards for both site and building developments. The standards shall serve as a guide to the applicant and the Board in the review of all proposals that are subject to this chapter. The standards established by the Board shall be forwarded to the City Council for adoption as a part of this chapter. The Design Review Board requirements established in this chapter shall not take effect until the design standards called for in this section have been adopted by the City Council.

**Section 19.57.10 Meetings**

The Design Review Board shall meet once a month or as often as practical and feasible in order to facilitate carrying out the design review function and to cause the least amount of delay in processing of the development applications. The applicant is encouraged to be aware of all development application requirements that apply to his/her proposal and to submit applications for concurrent review where possible.

**Section 19.57.11 Actions of Board**

Approval or conditional approval of the design of a development project does not constitute approval or imply potential approval of any other permit that may be required for the development.

**Section 19.57.12 Appeals**

Any interested party may appeal a decision of the Design Review Board to the City Council by filing notice with the city clerk/treasurer within seven days of the date of the Design Review Board's decision. The appeal shall be scheduled for consideration at the next regularly scheduled City Council meeting. The Council shall consider the record of such additional evidence as may be submitted. The Council may affirm or modify the action of the Board or refer the matter back to the Board for further consideration. A written copy of the action of the Council shall be transmitted to the applicant.

**Section 19.57.13 Enforcement**

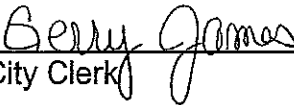
Enforcement of this chapter shall be in accordance with the enforcement provisions of this code and the city building code.

If any provisions of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the Ordinance, or the application of the provisions to other persons or circumstances, is not affected.

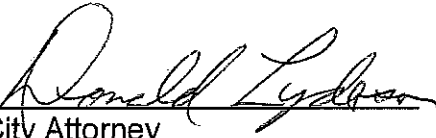
This Ordinance is hereby adopted by the City of Granite Falls this 25 day of August, 2004.

  
MAYOR

Attest:

  
City Clerk

Approved as to form:

  
City Attorney

DATE OF FIRST READING:  
DATE OF SECOND READING:  
DATE OF PUBLICATION:  
EFFECTIVE DATE:

August 25, 2004

September 2, 2004  
September 7, 2004