

### ARTICLE III. ARCHITECTURAL APPROVAL PROCEDURES

#### **Sec. 41. Purpose/General Provision.**

The Old Town Center Design District and the Old Town Design District are established to build on the area's turn-of-the-century small town character. The design districts are also created to preserve and enhance the special historic, architectural and aesthetic features of this area. The provisions of this article are established to ensure that new construction and alterations to existing structures are compatible with the unique character of Old Town. (Appendix 1)

No land shall be used and no structure shall be erected for, converted to, or used for any principal or accessory use other than such uses as allowed in accordance with Section 17 of the City of Lewisville Code of Ordinances known as the Zoning Ordinance.

#### **Sec. 42. Old Town Design Review Committee.**

To insure appropriate architectural design in the Old Town Center Design District and the Old Town Design District, the City Council has created the Old Town Design Review Committee. The Committee has been given the duty of reviewing and approving or denying proposed projects under applications for letters of design approval.

#### **Sec. 43. Old Town Architectural Design Standards Adopted.**

The Old Town Architectural Design Standards will serve as the guide by which the Old Town Design Review Committee reviews projects for appropriateness.

#### **Sec. 44. Letter of Design Approval Required. (Modified 9/2004)**

Within the Old Town Center Design District and the Old Town Design District, the issuance of a letter of design approval reflects appropriate design under the Old Town Design Standards and is required as a condition of the following:

- (a) Issuance by the Community Development Department of a building permit for construction of a new structure;
- (b) Issuance by the Community Development Department of a building permit for expansion of an existing structure; and
- (c) Issuance by the Community Development Department of a building permit for renovation, remodeling or other alteration of the exterior of an existing structure.
- (d) Issuance by the Community Development Department of a sign permit for new signs and the alteration, renovation or rehabilitation of an existing sign or signs.
- (e) The installation of outdoor murals, decorative clocks or street/sidewalk lighting features which will be visible from the adjacent public rights of way.

#### **Sec. 45. Pre-Design Conference.**

A pre-design conference with City of Lewisville Community Development staff is required prior to the submission of an application for a letter of design approval. A development plan containing the following information shall be submitted to Community Development staff for discussion at the pre-design conference:

- (a) Footprints of all existing structures.
- (b) Proposed footprints of all new structures.
- (c) Building setbacks.
- (d) Location of parking areas.
- (e) Location of landscape areas.
- (f) Building elevations for all sides of the building or buildings.
- (g) Photographs of adjacent properties.

**Sec. 46            Applying for a Letter of Design Approval** (Modified 9/2004)

(a) Projects which are required to obtain a Letter of Design Approval prior to approval of various permits will be required to be heard by Old Town Design Review Committee (OTDRC). Applicants will be required to demonstrate to the Committee appropriate use of architectural features and design which are visually harmonious with Old Town.

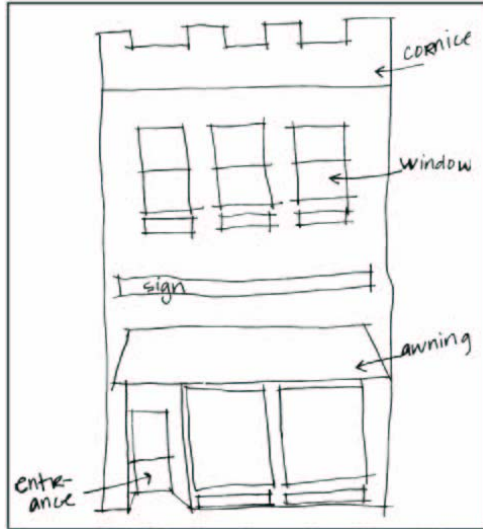
Applicants should utilize the following steps when developing plans to submit to the Committee.

(1) Property owners are strongly encouraged to engage licensed architects and other design and planning professionals to assist them in developing their concepts. The Architectural Guidelines in this Ordinance provide the framework for projects to be considered. Knowledge of architectural principles and styles are necessary to developing well thought out plans for presentation.

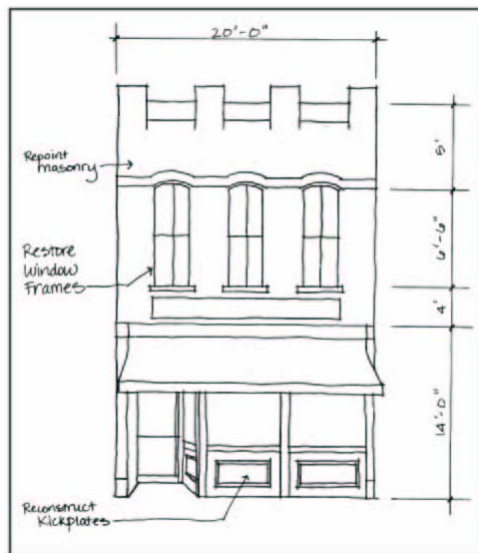
(2) An application packet, which includes thirteen (13) copies of all supporting documents should be prepared and submitted to the Department of Community Development for the OTDRC to review. Adequate documentation is essential to provide a complete understanding of the work proposed. Applicants are required to submit the following documentation:

- Completed application form
- Site plan/roof plan (drawn to scale)
- Proposed building elevations (to scale)
- Photographs of existing building conditions
- Product literature or specifications
- Materials samples and color samples

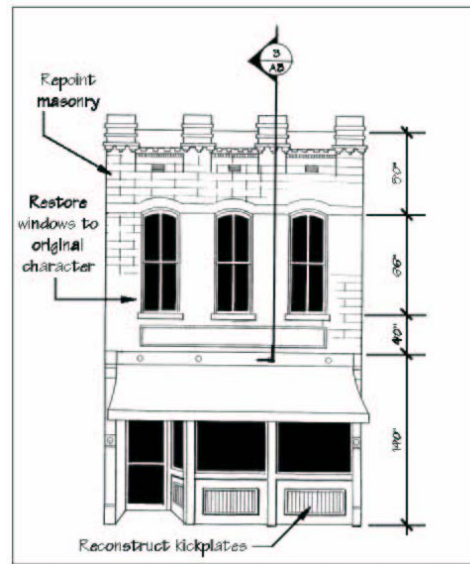
If drawings are to be included in the submittal package, it should be drafted to scale and executed in a manner that clearly depicts the character of the proposed work. While a professionally produced drawing is encouraged, it is not required, as the sketches that follow illustrate.



**Inappropriate drawing:** the scale and character are not clearly conveyed, nor are there any dimensions.



**Appropriate drawing:** while in free hand, this drawing does adequately convey the scale and character of the proposed work.



**Appropriate drawing:** mechanically drafted to scale, this drawing best conveys the character of the proposed work.

(3) Presentation of Project before OTDRC. Each project will have a formal presentation by the applicant. The presentation should focus on how the proposed project complies with the design guidelines and is appropriate in Old Town. The OTDRC will determine based upon the information supplied by the applicant and City staff as to the appropriateness of design in compliance of this Ordinance.

(4) Decisions of the OTDRC. The OTDRC will either approve the project and issue a Letter of Design Appropriateness, table the project to obtain additional information from the applicant or City staff, or deny the project for failure to meet design appropriateness. Denial of the project will require the applicant to resubmit the project addressing the design elements which were deemed inappropriate to the OTDRC or seek an appeal from the City Council.

**Sec. 47. Appeal.**

The applicant may appeal all decisions of the Old Town Design Review Committee to the City Council. A written notice of appeal may be filed after receipt of notification of the decision of the Old Town Design Review Committee. The appeal shall be a de novo hearing. City Council may uphold, reverse or modify the Committee's decision.

LETTER OF DESIGN APPROVAL PROCESS

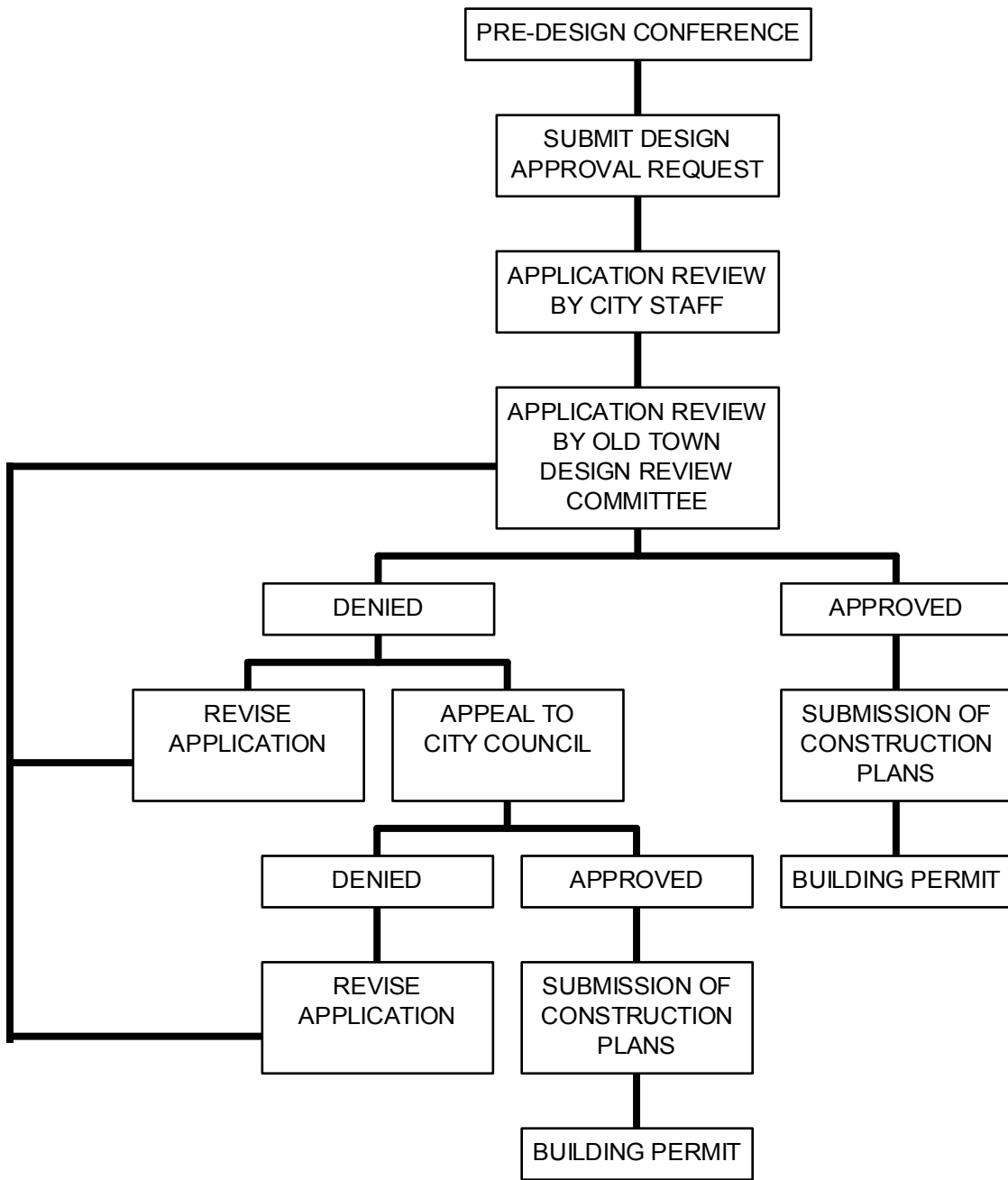


FIGURE 3