



DESIGN REVIEW BOARD

MINUTES (FINAL)

WEDNESDAY, AUGUST 3, 2022

6:00 P.M.

CITY COUNCIL ROOM

CALL TO ORDER: Tamie Ehinger, Chair, called the meeting to order at 6:05 P.M.

PRESENT: Tamie Ehinger, Chair; Leslie DiCarlo; Ellen Sheehan; Tad Roemer
Jeff Gritsavage

ABSENT: Rob DuBoff, Vice Chair; Chris Bennett

STAFF: Amanda Tucker, Senior Planner, City of Saratoga Springs

A. APPROVAL OF MEETING MINUTES:

Approval of Meeting Minutes was deferred to the next DRB meeting scheduled for August 24, 2022.

B. POSSIBLE CONSENT AGENDA ITEMS:

NOTE: The intent of a consent agenda is to identify any application that appears to be “approvable” without need for further evaluation or discussion. If anyone wishes to further discuss any proposed consent agenda item, then that item would be pulled from the “consent agenda” and dealt with individually.

NONE AT THIS TIME.

C. DRC APPLICATIONS UNDER CONSIDERATION:

1. UNIFIED DEVELOPMENT ORDINANCE - BOARD TRAINING, Board Training regarding the Unified Development Ordinance (UDO).

Amanda Tucker, Senior Planner, stated this is a broad overview of the UDO and the many changes which have gone into effect since the UDO is now in effect as of July 15, 2022, and how they will affect the Board in their decision-making process.

The Saratoga Springs Unified Development Ordinance is organized into 21 Articles, each containing information on a specific regulatory category purpose. The Ordinance is consistent with the adopted Comprehensive Plan. Any amendments to this Ordinance and all development approvals must be consistent and in accordance with the adopted Comprehensive Plan.

ARTICLE 2 - ZONING DISTRICT CHANGES - Previously 30 Zoning Districts were listed - they now are reduced to 23

- T6 - Urban Core (UC)
- T-5 - Neighborhood Center District (NC)
- T-4 - Urban Neighborhood District (UN)
- UR-4 & 4A - UR-4
- OMBI & OMBI2 - OMB

- SR1 & SR2 - SR
- UR5 & U
- TRB & HGB - GC-R
- Neighborhood Complementary Use (NCU 1-3) - NCU
- New AC District

MAPS

Zoning Map - A new zoning map is provided outlining the new districts.

Historic Overlay Districts - A new map outlining the Historic Review Overlay Districts was provided. This new Historic Overlay map now reflects all these districts broken up into districts that reflect the National Register Districts.

Architectural Review Overlay Districts - A new map outlines the district areas.

NEW DIMENSIONAL STANDARDS

CORNER LOTS - previously reviewed as having two fronts and two sides and a rear. This has changed.

A corner lot is a lot that is situated at the junction of and abutting on two or more intersection streets. A corner side yard is one that is located between a principal building line and the corner side lot line. A corner side setback is the required minimum distance, dependent on zoning district that a building must be located.

FIRST FLOOR ELEVATION

First Floor Elevation-measurement is the existing grade of adjacent lots or the existing grade of the sidewalk.

First Floor Elevation-residential and residential mixed-use districts, maximum first floor elevation within a certain

Distance of side lot lines.

To prevent raising of the entire lot and severe sloping that alters character of the streetscape and affects drainage.

ARTICLE 4 - RESIDENTIAL MIXED-USE DISTRICTS

The Build-out Percentage and the Build to Zone will remain.

HEIGHT BONUS - NEW

Within NC and UC Commercial Mixed-Use Districts - T5 & T6.

Up to 15 feet of additional building height may be granted through a voluntary bonus system.

Must be approved by the DRB and Planning Board for appropriateness.

There is a step back or setback required for that height bonus - 10 ft. from the maximum building height.

NEW DIMENSIONAL STANDARD

OPTIONAL CORNER LOT ELEMENT

NC and UD Districts allow for an Optional Corner Lot Element, which allows for higher architectural elements

on corner lots.

Limited in width and depth to a maximum of 25% of the building width.
May not exceed the overall building height.

OPTIONAL HEIGHT EXCEPTIONS

May exceed maximum height by up to 6 feet for no more than 25% of the linear facade width to allow for architectural interest.

ARTICLE 4 - MIXED USE AND COMMUNITY DESIGN STANDARDS

Amanda Tucker, Senior Planner stated they have taken our previous design standards and have changed to verbiage:

- From “should/may” to “shall/must.”
- May be exempted by the DRB or PB.
- Does not apply to single-family SF-A, two-family, and townhouse dwellings. Does include multi-family.
- Building Orientation, Façade Design, Fenestration, Roof Design, Site Design.
- New list of prohibited materials (limited to up to 25% of façade as decorative elements).

Amanda Tucker, Senior Planner, stated the listing of prohibited materials was originally a recommendation from the DRB and has been incorporated as part of the UDO.

Amanda Tucker, Senior Planner, provided a visual table of the required Design Standards for:

- Residential Mixed-Use Design Standards.
- Commercial Design Standards.
- Gateway Design Standards - (Commercial and Rural)

ARTICLE 7 - SPECIAL PURPOSE DISTRICTS

Architectural Review District Boundaries:

- Follow lot lines or projection thereof
- Where district boundaries encompass more than 80% of a lot’s area, the entire lot shall be subject to review.

Amanda Tucker, Senior Planner, provided information to the Board on this new addition to the UDO.

For boundaries aligned parallel or approximately parallel to major corridors:

- Any lot to be partially within the overlay which contains a lot line abutting the travel corridor shall be subject to Architectural Review to the full extents of the zoning lot.

For boundaries aligned parallel or approximately parallel to major corridors:

- Any lot to be partially within the overlay which contains a lot line abutting the travel corridor shall be subject to

Architectural Review to the full extents of the zoning lot.

- For lots not containing any lot line abutting the travel corridor - shall be subject to Architectural Review if 50% or

More of the length of the front lot line is within the indicated boundaries of the overlay.

ARTICLE 8 - USE MATRIX

The use Matrix identifies the principal and temporary uses allowed within each zoning district.

P - indicates that the use is permitted in the district provided the use conforms to the definition and any applicable

Use standards of Section 8.4.

S- indicates that the use is a special use in the district and requires special use permit.

T - indicates the temporary use is allowed in the district and may require approval of a temporary use permit

Per the standards of Section 8.5.

If a cell is blank - the use is not allowed in the district.

Amanda Tucker, Senior Planner stated as part of the UDO - more use definitions and standards have been created.

Dwelling - Single-Family

1. **Definition** - A structure containing only one dwelling unit on a single lot.

2. Standards

a. **The dwelling must have a primary entrance from a façade facing the street.** The front entry must be a

dominant feature on the front elevation of a home and an integral part of the structure, using features such

as porches, raised steps and stoops, or decorative railings to articulate the front façade.

However, this

standard does not apply to the RR and SR Districts.

b. Windows, entrances, porches, or other architectural features are required on all street facing facades to

avoid the appearance of blank walls.

Historic Carriage House/Barn

- Only allowed on a lot with one single-family dwelling.

- Must be listed or eligible for listing as historic properties on the local, state, or national historic register or are

listed or eligible for listing as a contributing property.

-Any initial or future alterations to the structure require historic review approval by the DRB whether in a district or not.

-Cannot increase the size of the historic carriage house

-One of the dwelling units must be owner occupied.

-Require one additional off-street parking space.

Multi-Family Dwelling

-Specific design standards for multi-family, regardless of district.

-Certain materials prohibited.

Townhouse Dwelling

-Specific design standards for townhouse design, regardless of district.

-Certain materials prohibited.

New Housing Types

Single Family Attached - a structure containing only one single-family dwelling unit on a single lot, which is

attached at the interior side lot line by a party wall to another single-family dwelling. Each unit is on a separate

lot and each unit have a separate exterior entrance and yard areas. It does include a townhouse dwelling with 3 or more units.

ARTICLE 9 - ONSITE DEVELOPMENT STANDARDS

Lighting Standards

- Regulates exterior lighting on private property to reduce adverse effects. Regulations include standards that are meant to ensure that lighting is well designed, does not create a nuisance, and that impacts on adjacent properties are controlled.
- Certain lighting is prohibited.

Maintain sight clearance triangle at intersection

- Triangular area of any lot located at an intersection measure back 30' from the projected point of intersection of the two curb lines along each street.
- Or where the projected intersection of two curb lines is 80 degrees or less, the sight clearance triangle of any lot located at an intersection of two streets is the triangular area measured back 45' from the projected point of intersection of the two curb lines along each street.
- Clearance triangle shall not be obstructed by any structure, sign, fence or wall, landscape, or other object which exceeds 30" in height.

Fences and Walls

Amanda Tucker, Senior Planner, noted this is new - the standard 6-8 ft. depending on the residential or commercial district.

What is different is if it is in a certain area of the lot it is reduced to 4 ft. If it is within the front yard setback either

along the front property line or within that front yard setback even on the side you are limited for 4 ft. in height.

Detached Garage

Amanda Tucker, Senior Planner, stated another area which was reviewed was the location and setback of detached

garages. What the UDO does is restricts the setback to be a minimum of 20 ft. to allow for parking a car in front of their garage without obstructing and being in the right of way or sidewalk.

Energy Systems

Amanda Tucker, Senior Planner, stated we are seeing more of this with solar panel installations.

Interesting graphics and Standards for those.

ARTICLE 9 - ENCROACHMENTS

Amanda Tucker, Senior Planner stated the UDO does allow some exceptions to encroachments into the setbacks.

Previously any horizontal portion of a house was to meet the setback requirements of the zoning district.

-An encroachment is the extension or placement of an architectural feature or accessory structure into a required setback.

The UDO regulates the types of allowable encroachments, where they are permitted, and how far into the setback they

may encroach. For example, a front stairwell is allowed to encroach a maximum of four feet into a required corner side,

interior site, or rear setbacks, but is not allowed to encroach into a required front setback.

-Permitted encroachments are listed in Table 9-B in Section 9.6.D. An excerpt from Table 9-B, explaining how the

Table is used, can be found on the following page.

Amanda Tucker, Senior Planner provided tables within the UDO outlining encroachments what is allowed in what districts.

ARTICLE 12 - SIGNS

Amanda Tucker, Senior Planner stated signage requirements have been enhanced with the new UDO.

Construction Activity Sign

-Wrap sign may be used to wrap a fence or structure under construction.

-Requires approval by DRB prior to installation.

-Made of mesh or similar material that is not complete opaque.

-No maximum square footage limitation.

Window Sign

-All permanent window signs require review by the DRB.

-Limited to no more than 30% of the surface of each window area of 100 sq. ft. whichever is less.

Total of all window signs may not exceed 100 sq. ft.

-Illuminated window sign limited to maximum area of 6 sq. ft. (included in max 30% calculation). Cannot flash.

-Illuminated window sign or screen between 2 sq. ft. and 6 sq. ft. requires review by the DRB. Each storefront

Is limited to a maximum of one per storefront.

Building Mounted Signs

-Permanent awning signs, blade signs, canopy sign, standard wall signs, painted wall signs, and projected wall signs.

-One building mounted sign per façade, no longer restricted by street front.

-Each tenant is permitted one building mounted sign plus one additional building mounted sign is permitted.

Blade Signs

-Maximum 6 sq. ft.

-One per establishment with frontage on street, public pathway, or alley.

-May project a maximum of 3'-6' **from the façade.**

-May not project higher than the first floor.

-Not permitted to extend into the city right-of-way.

Freestanding Signs

No changes - Limits to size based on district, use, etc., - Table 12-A.

Gateway Signs

Amanda Tucker, Senior Planner, stated the Gateway Signs are new. There are several in town which extend over a pedestrian walkway.

- All commercial and mixed-use districts.
- One sign per street frontage.
- Cannot encroach into right-of-way.
- Prohibited above driveways or drive aisles.
- Maximum of 12 sq. ft., and 12 ft. in height with 8 ft. clearance.
- Externally illuminated.

Classic Signs

- Designation of existing sign, exempt from area, setback, height, lighting, etc.,
- Must be 50 years or older.
- Possess unique physical characteristics.
- Be of significance to the city, regardless of the use identified by sign.
- Status is made by the DRB.

Noticing Requirements

Published

- Demolition of Significant Structure (Historic and Architectural).

Mailed

- Demolition of Significant Structure (Historic and Architectural).

Property Posting

- Demolition (Historic and Architectural).
- Demolition of Significant Structure (Historic and Architectural).
- Historic Review Approvals.

Amanda Tucker, Senior Planner, stated Council has begun looking at the DRB's recommendations in this regard.

This could be expanded upon.

AUTHORITY AND DUTIES

Amanda Tucker, Senior Planner, stated these are not new. This is just a review/reminder of the authority and duties of the DRB.

- Recommend to the City Council the adoption of ordinances - City Landmarks or Historic Districts.
- Proposed or sponsor the nomination of landmarks and historic districts to the National Register of Historic Places.
- Develop design guidelines.
- Conduct surveys to identify historically and architecturally significant properties, structures, landmarks, and areas.
- Inform and educate citizens.
- Advise and guide property owners.
- Develop a preservation component in the Comprehensive Plan and recommend to Council.

Review Applicability

- Replacement in-kind of any exterior feature that is deteriorated beyond repair (Historic and Architectural).

Amanda Tucker, Senior Planner, stated fences or walls was previously anything over 30 in. in the front yard setback

was part of your purview. That has been changed to read:

- Construction or alteration of a fence or wall visible from the public right of way, excluding alleys (Historic).
- Creation of additional paved area (Historic and Architectural).

Building Height

Amanda Tucker, Senior Planner, stated these are better defined building height standards. Better diagrams.

DISCUSSION:

Discussion ensued among the Board regarding the new UDO standards, notifying potential homeowners their home is in the historical district and how this can be accomplished. The Saratoga Springs Preservation Foundations has created and mailed out leaflets regarding a historical home and renovations and requirements. It may be time to re-issue this helpful brochure.

UPCOMING MEETINGS:

Design Review Commission Meeting, Wednesday, August 24, 2022, at 6:00 P.M.

MOTION TO ADJOURN:

There being no further business to discuss Tamie Ehinger, Chairman adjourned the meeting at 7:05 P.M.

Respectfully submitted,

Diane M. Buzanowski
Recording Secretary

Meeting minutes approved August 24, 2022