

## What criteria does the Board use to make its decisions?

The Design Review Board (DRB) is authorized to grant any applicant a Certificate of Compatibility if, upon the vote of a majority of its members, the following findings can be made concerning a project:

1. The general design, material and color of the proposed construction or change presents an aesthetically pleasing overall image.
2. Environmentally harmful effects caused by the clash of contemporary materials with those of older origin, are avoided.
3. The distinguishing original qualities or character of a building, structure, or site and its environment are not destroyed and the removal or alteration of any historical material or distinctive architectural features is avoided.
4. The proposed use of banners, awnings or canopies incorporates the use of appropriate materials, colors and graphics, and is compatible with the overall building design.
5. Any proposed demolition includes appropriate grading and landscaping of the building site in a manner compatible with the adjoining buildings and streetscape.

In addition to the above criteria, the Lee District has adopted a manual of ***Design Guidelines for Downtown Salina***. The guidelines are utilized by staff and the DRB to advise and make recommendations to applicants regarding treatments that will conform to the Design Guidelines. Copies of the design guidelines are available to applicants upon request.

Applicants are encouraged to meet with Development Services staff well in advance of submitting a building permit or Certificate of Compatibility application in order to determine the requirements for submitting a project to the DRB.

## What is the Design Review Board?

The Design Review Board (DRB) of the Lee District was established by the Salina City Commission under the authority of home rule powers granted by the Kansas Business Improvement District Act.

### Duties of the Board

1. To advise and make recommendation to the Salina City Commission or the Lee District Board of Advisors on matters that may be referred to the DRB.
2. To protect and enhance the exterior appearance of property located within the Lee District. This is done by review of the design, use of materials, finished grade lines and orientation of new building construction and the alteration, improvement, repair or demolition of existing building through the issuance of ***Certificates of Compatibility***.
3. To issue decisions on signage and other matters that may be referred to the Board by other city boards, commissions and committees.

### Membership

The DRB consists of seven (7) members who are appointed by the Mayor with the approval of the Salina City Commission. Membership includes, but is not limited to one representative of a business within the Lee District, one property owner within the Lee District and one design professional. Interested citizens may also be appointed to serve on the DRB.

To request an appointment to the DRB, an interested citizen may complete an Expression of Interest Form that is available from the Office of the City Clerk, Room 206 in the City-County Building, 300 W. Ash Street.

(Rev. 3-4-14)

# A Guide To Completing a Certificate of Compatibility Application

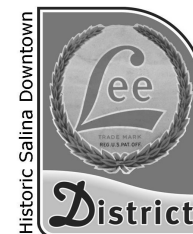


United Building, 119 W. Iron, 1929

## Lee District Design Review Board

City of Salina/Development Services  
Room 201, City-County Building  
300 W. Ash Street  
[www.salina-ks.gov](http://www.salina-ks.gov)

Salina Downtown Inc.  
120 W. Ash Street  
[www.salinadowntown.com](http://www.salinadowntown.com)



## What types of projects must be reviewed by the Design Review Board (DRB)?

- Any new construction involving exterior changes that require a building permit
- Any exterior alteration, including painting
- Any exterior sign installation
- Sidewalk signs or outdoor furniture
- Any awning or canopy installation
- Demolition of a building within the Lee District
- Fences and walls

## How do I submit an application?

An application, submittal requirements and a schedule of hearing dates can be obtained at either the Salina Downtown Office, in the Chamber of Commerce Building, 120 W. Ash Street or at the Development Services Department, Room 201 of the City-County Building, 300 W. Ash Street. An application must be signed, accompanied by the required submittal materials and returned to the Development Services Department by the scheduled deadline in order to be scheduled for the next available hearing. Technical assistance for completing a certificate of compatibility application is available at the Development Services Department.

## When and where are the Design Review Board meetings held?

Regular board meetings are held at 4 p.m., on the second, fourth and fifth Thursday of every month in Room 107 of the City-County Building. Special meetings may be called at the Board's discretion and in accordance with the Board's By-laws.

An applicant or his authorized representative must attend the review hearing in order for the application to be heard by the Design Review Board.

## What materials are required to be submitted with an application?

A completed application form must also be accompanied by photographs that show existing conditions and the area for the proposed work as well as the following information:

### **FOR NEW CONSTRUCTION**

1. Site plan showing proposed building and its relationship to adjoining properties.
2. Scale drawings for front, side and rear elevations.
3. Landscaping plans including specifications for plantings.
4. Sign proposed for site, including business sign.
5. Information on exterior materials to be used, including type, texture, color and style.

### **FOR RENOVATION OR REPAIR**

1. Line drawing of façade or photo taken directly facing the building.
2. Line drawings indicating any changes proposed, including door or window openings, roof lines, etc.
3. Information on materials to be used, including type, texture, color and style.

### **FOR A SIGN OR CANOPY**

1. Line drawing or photo of building frontage on which the sign or canopy is to be mounted with a scale drawing of sign or canopy superimposed thereon, and indicating the method of attachment.
2. Scale drawing or photograph of the proposed sign with the dimensions indicated.
3. Information on materials to be used, including type, texture, color and style.

### **FOR DEMOLITION**

1. Site plan showing relationship of building to adjoining properties.
2. A **Site Restoration Plan** is required that details how the site will be left once demolition is completed. This must include treatments for the sidewalks, existing and new landscaping material, paving, site grading and seeding to grass when required.

## What are the procedures for a Certificate of Compatibility review?

The City Building Services Department is prohibited from issuing a building, sign or demolition permit within the Lee District until a Certificate of Compatibility has been reviewed and approved by the DRB. The DRB shall hold a public hearing on an application within twenty-three (23) days of receipt of a completed application by the Development Services Department.

At least seven (7) days prior to the public hearing, notice of the date, the time and place for the meeting and a statement describing the nature of the proposed application must be forwarded to the local news media and all the record owners of property immediately adjacent to the subject property where the work will take place.

A hearing on the application will be conducted and a record of the proceedings will be maintained at the Development Services Department. Any interested person or party may appear and be heard at the hearing or may submit information in favor of, or in opposition to, the request to the City Planning Department at or before the meeting.

The DRB may approve an application, approve the application subject to conditions, deny the application or table the application in order to acquire additional information. In the case of a denial, an applicant may appeal the decision of the DRB to the Salina City Commission. An appeal or protest may be filed by the applicant or any member of the public to the Office of City Clerk, Room 206 within fourteen (14) days following the Design Review Board's decision.

### **If you have additional questions, please contact:**

City of Salina /Development Services Dept.  
City-County Building, Room 201  
300 W. Ash Street  
785-309-5720 FAX 785-309-5713  
john.burger@salina.org