

Memorandum

To: Matt Kremer, City Administrator
Fort Thomas, KY

From: Alisa Duffey Rogers, AICP
Principal Planner

Frank Twehues, P.E.
Market Share Manager

Subject: Additional Information regarding the Proposed Duties for the Design Review Board (DRB) under the Phase 4 draft of the Unified Development Ordinance (UDO)

Date: May 31, 2024

After the Council Retreat on May 14, 2024, additional information was requested regarding the duties being assigned to the Design Review Board (DRB) in the proposed Phase 4 draft of the UDO.

Current Duties of the Design Review Board

1. Historic Review - Currently, most of the duties performed by the Design Review Board are related to the review of properties located in the Central Business District local historic district or the review of the homes on Cochran Avenue and Alexander Circle in Tower Park. These duties result from the requirements in Chapter 36 of the City's Code of Ordinances and to some extent, can be classified as historic review since a Certificate of Appropriateness must be issued per Chapter 36.
2. Design Review – Under the existing Zoning Ordinance, the DRB has limited responsibilities, but the DRB is charged with the review of some design aspects for signs particularly the design of signs located within close proximity to residential zoning districts. Essentially, this requirement under the existing Zoning Ordinance is a design review responsibility.

Proposed Duties of the Design Review Board

For the most part, it is the design review aspect of the DRB's duties that are being expanded under the Phase 4 draft of the UDO. As the attached graphic illustrates, the Design Review Board will be both reviewing the design of buildings in the Alexandria Pike Mixed-Use, Traditional Business, and Neighborhood Commercial/Office Districts as well as reviewing applications that are seeking relief from the design requirements in the proposed UDO. When I spoke of the DRB wearing two hats at the Council Retreat on May 14, 2024, those two hats are Design Review and Historic Review. After adoption of the UDO, the DRB will need to be mindful of the type of the review they are performing because the standards, process, and actions to be taken will differ by review type.

It should be noted that, in the Central Business District, the DRB will be performing both design and historic review, which will necessitate two separate actions by the Design Review Board.

Current Duties

Evaluate exterior alterations to properties in the CBD local historic district as outlined in Chapter 36 of the City's Code of Ordinances including issuing Certificates of Appropriateness, when appropriate

Evaluate exterior alterations to homes on Alexander Circle & Cochran Ave. as outlined in Chapter 36 of the City's Code of Ordinances including issuing Certificates of Appropriateness, when appropriate

Review of some signs particularly those within 100 feet of a residential district

Key



Historic Review



Design Review

Proposed Duties

Retain all of the current duties shown in this graphic

Evaluate exterior alterations to homes on Greene and Pearson Streets as mandated by the proposed Tower Park Historic Overlay District

When Development Plan Review is **NOT** required, evaluate & decide upon exterior modifications to buildings in the Alexandria Pike Mixed-Use, Traditional Business, & Neighborhood Commercial/Office Districts

When Development Plan Review is required, provide a recommendation to the Planning Commission for new or renovated structures in the Alexandria Pike Mixed-Use, Traditional Business, & Neighborhood Commercial/Office Districts

Evaluate & decide upon deviations from design related regulations in the UDO for both residential and non-residential zoning districts

Evaluate compliance with the Required Design Standards in the Central Business District (only for those parcels located in the Core sub-zoning districts)