
1234.1 SUBJECT: DESIGN & HISTORIC PRESERVATION SERVICES SECTION

:1 OBJECTIVE:

To encourage sustainable development, protect existing neighborhoods and historic resources, and support the economic health of our community while preserving and enhancing the physical form of the city by assessing the context of the built environment to the natural environment, the organization and appearance of buildings, and the use of public places.

:2 AUTHORITY:

This procedure amended by City Council October 11, 2004, Item A4.

:3 DIRECTION:

The Chief Planner or City Architect receives direction from the City Planning Division Manager and the Historic Preservation Board.

:4 FUNCTIONS:

- A. Produces residential and commercial design studies relating to the physical and visual qualities of the built environment to enhance a neighborhood's livability and a business district's economical viability.
- B. Reviews development proposals for consistency with the City's Growth Management urban design goals. Conducts Appearance Reviews (AR) for certain projects to ensure consistency with Municipal Planning Board (MPB) and Board of Zoning Adjustment (BZA) conditions and Land Development Code (LDC) design standards.
- C. Develops, monitors, updates and amends the City's GMP Urban Design Element, a 20-year general policy guide to decisions about the development pattern and the physical appearance of the City as a whole, and monitors and recommends changes to the Land Development Code, as needed.
- D. Produces educational materials and programs to raise public awareness of the importance of design to specific projects and the value of good design to the entire city.
- E. Provides administrative, technical and professional support and services to the Historic Preservation Board, which includes review of projects, historic districts and sites, the recognition of the significance of the buildings and areas by means of plaques and signs, the publication of studies, research, surveys, brochures and other publication materials relevant to the history and architecture of Orlando.
- F. Processes applications, prepares agendas, schedules meetings/hearings and processes minutes of the Historic Preservation Board. Issues Certificates of Appropriateness.

:5 FORMS:

Certificate of Appropriateness - Major and Minor Reviews

:6 COMMITTEE RESPONSIBILITIES:

City Architect/Chief Planner serves as Secretary to the Historic Preservation Board.

:7 REFERENCE:

Amended by City Council October 11, 2004, Item A4.

:8 EFFECTIVE DATE:

This procedure effective October 11, 2004.