

10-4-1 Purpose

The purpose of this chapter is to specify the process whereby the City incorporates design guidelines into new construction and remodeling of structures, landscaping, lighting and public amenities within the City and the area of City impact. (Ord. 313-08, 6-9-2008)

10-4-2 Application Of Provisions

1. Design review approval is required for any development that is a commercial, industrial, public or semipublic development, any sign in the City limits or area of impact and multi-family developments of three (3) or more units. Design review will not be required for the following building or site modifications:
 1. Interior remodeling of a structure which does not impact the exterior appearance of the structure or significantly impact the parking, landscaping or other exterior uses of the property.
 2. Repairs to an existing building if the outward appearance is not significantly changed.
 3. Improvements to or maintenance to an existing building or site where these do not significantly impact the outward appearance of the building or site.
2. Applications for nonemergency temporary structures are not subject to design review, but are subject to the conditional use process.
3. Any application within a residential zone which is subject to a subdivision design approval, and for which the design guidelines of the subdivision have been reviewed and approved by the Planning and Zoning Commission, shall show evidence of subdivision design review and approval by the authority of the subdivision prior to the granting of a building permit. Absent such evidence, the applicant shall proceed under the procedures below. (Ord. 313-08, 6-9-2008)

10-4-3 Review Bodies And Procedures

All projects to which this chapter applies shall be reviewed by the Administrator, commission and Council as follows:

1. Administrator: The applicant shall file conceptual drawings with the Administrator for design review and placement on the commission agenda.
2. Commission: The commission will review the application using the design review criteria in section 10-4-6 of this chapter, design guidelines in section 10-4-7 of this chapter and other applicable City codes. If the commission determines a public hearing is needed, a public hearing date will be set, legal notices sent to property owners within three hundred feet (300') of the property and published in compliance with Idaho Code. The commission will forward their recommendation to the City Council.
3. City Council: The City Council will review the application, the design standards and the commission's recommendations in their deliberations for final approval, approval with conditions or denial. (Ord. 313-08, 6-9-2008)

10-4-4 Review Process

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1. **Preapplication:** A preapplication conference with the Administrator is recommended. At this meeting, the Administrator will familiarize the potential applicant with the review process that will apply to the project and with related City regulations and review criteria that may affect the project. The applicant shall provide site specific information including conceptual drawings in order to familiarize the City with the specifics of the proposal.
2. **Submission Of Application:** A design review application, as provided by the City, shall be submitted for design review. All application materials must be submitted sixty (60) days prior to any hearing before the commission.
3. **Administrator Review:** The Administrator may ask City department heads to review the project application for conformance with City development requirements.
4. **Notice Requirements:** Public notices must be provided to all property owners within three hundred feet (300') of the project site in those cases where a hearing before the commission is to be held. The applicant shall provide the list of adjacent property owners by securing the list from a title company doing business in Adams County.
5. **Commission Recommendation:** The commission will review the application and recommend approval, conditional approval or denial based on the Comprehensive Plan and the criteria and standards outlined in sections 10-4-6 and 10-4-7 of this chapter.
6. **Council Action:** The City Council will review the application and grant approval, conditional approval or deny the application based on the commission's recommendations, the Comprehensive Plan and the criteria and standards as outlined in sections 10-4-6 and 10-4-7 of this chapter. (Ord. 313-08, 6-9-2008)

10-4-5 Building Permit

In order for a building permit to be issued, design review approval must be obtained and final construction drawings must be reviewed and approved by the building official. Application for a building permit must occur within one year of the City Council's final approval. The expiration date may be extended once for an additional six (6) months upon written request to the Administrator establishing cause. Such request must be received prior to the expiration date. The commission shall review and approve or deny the request for extension. (Ord. 313-08, 6-9-2008)

10-4-6 Design Criteria

The commission shall determine the following before approval is given:

1. The project is in general compliance with the community's Comprehensive Plan.
2. The project does not jeopardize the health, safety or welfare of the public.
3. The project conforms to the applicable specifications outlined in this title and the subdivision ordinance as adopted by the City.
4. If applicable, a subdivision design review document that has been reviewed and approved by the commission may be used in lieu of the design guidelines in section 10-4-7 of this chapter. (Ord. 313-08, 6-9-2008)

10-4-7 Design Guidelines

1. Scale each building so that it does not dominate the site.

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2. New construction should be compatible with existing adjacent buildings and uses, such as shapes, heights, parking arrangements, roof pitches, window shapes, building materials, and porch and entrance orientations. It should not create noise, use nuisances or unpleasant traffic for adjacent properties.
3. Buildings should be sited in a manner to preserve watercourses and natural site features.
4. Site design should not change natural drainage patterns. Site grading should retain storm drainage on site and not push drainage onto neighboring property or into public rights-of-way. Drainage design should avoid the concentration and acceleration of runoff. Cuts and fills should have good surface drainage and must be revegetated, terraced or controlled by retaining walls to protect against erosion and sedimentation.
5. Areas for snow storage shall be provided. Snow storage areas should be incorporated into site design with those areas for snow removed from driveways and parking lots. These sites may be landscaped areas with salt tolerant and resilient plant materials. Improved parking areas shall have at least twenty five percent (25%) of the improved parking and circulation areas for snow storage. Plowing snow from private property onto public streets or rights-of-way is prohibited. Snow storage should not block visibility for motorists. It may be necessary to remove snow from the site and find a disposal location, with the disposal location property owner's written permission.
6. Roof design should anticipate snow shedding and drip line areas. Do not place walkways, entries, decks or landscaping where they may be damaged by falling snow. Roof pitches should be designed so falling or melting snow, ice or rain will not threaten human safety or property.
7. Site design should consider the placement and screening of service areas and structures. Utility meters and service functions, including propane tanks, should not be visible on the primary facades of buildings or in the front yard areas. Minimize the visual impact of trash storage and pickup areas.
8. Minimize the visual impact of off street parking and loading areas. Parking should be located in the rear of buildings or screened so that it does not dominate the streetscape. Fences, hedges, berms and landscaping may be used to screen parking areas. In large parking areas, design bays of stalls shall be separated by landscaping. These areas may provide snow storage areas in winter. Sufficient truck storage should be maintained on site to allow efficient delivery service without conflicts with auto and pedestrian traffic while that service is being performed. Pedestrian circulation should be clearly identifiable through the use of continuous sidewalks and/or separated walkways within parking areas.
9. On site parking for commercial or industrial projects must be designed to allow vehicles forward entry and exit from the site.
10. Building design should blend with the community and continue the small town feeling of New Meadows. Some of the ways this can be achieved is by utilizing voids and masses as well as details, textures and colors on building facades. Another way is to define the human area by structural elements like covered walkways, overhangs, entries, landscaping and berms. Any addition to existing buildings should be designed to appear as though it were part of the original building or appropriately designed to enhance the original building.
11. Mechanical equipment and solar panels must be hidden or de-emphasized so that they are not readily visible from nearby properties. Roof access, stairways, elevator shafts, skylights, solar panels, vent shafts, mechanical equipment areas, antennae, etc., shall not

protrude from the roof to form awkward looking appurtenances. No reflective materials may be used unless thoroughly shielded to prevent reflection onto adjoining or nearby properties. The use of alternate energy sources is encouraged, but the associated equipment should be incorporated as an integral part of the building's design and not as an add on which will detract from the building's appearance.

12. Multi-unit structures should emphasize the individuality of units by variations in roof lines or walls or other human scale elements. Breaking the facades and roofs of buildings softens the institutional appearance which may accompany large buildings. Balconies and porches may be designed as interesting features. They must prevent snow accumulation, interior leaks and icicle buildup.
13. Wall materials should convey a sense of human scale and warmth. The use of natural wood, logs and stone is encouraged. Exterior wall colors should be in harmony with the site and surrounding buildings. Exterior walls should tend toward the warm earthy tones. Accent colors on confined entries and gathering points can enliven buildings. In most cases only one or two (2) accent colors should be used in addition to the base color. Harshly contrasting color combinations should be avoided. Brilliant, luminescent or day glow colors should be avoided.
14. Light fixtures should be designed to contain lighting on site, shielded from overlapping on neighboring properties. The lighting should adequately light the site for the safety of the residents and for public use.
15. Landscaping should be an integral part of the project design and not used to fill in the unused area of the lot. It should enhance the site and enhance the livability and enjoyment of the residents and public use of the site. All disturbed areas must be revegetated. Large areas of loose cobbles or gravel are discouraged except for paths or driveways. Plans for continued maintenance of newly landscaped areas are a must. Drought tolerant plant species should be used wherever possible to reduce water demand. An irrigation system independent of the Municipal water system shall be established as part of the landscape plan. Automatic irrigation systems for commercial, industrial, condominium and large scale residential projects shall be designed and installed. Stormwater shall be retained on site and may be used to irrigate landscaping plant materials. Make sure there is funding or a funding mechanism for maintenance and operation of the system.
16. Utility installations, such as electricity, cable TV, and telephone, shall be underground.
17. The standard for public sidewalks in residential districts is five foot (5') wide, cast in place, concrete sidewalk with score lines and expansion joints on a square grid with a broomed finish. Commercial and industrial districts require eight foot (8') sidewalks. (Ord. 313-08, 6-9-2008)

10-4-8 Lapse Of Review Approval

A design review approval shall lapse and become void whenever the building permit either lapses or is revoked or whenever the applicant has not applied for a building permit within one year from the date of initial design review approval. (Ord. 313-08, 6-9-2008)

4-2-2 Definitions

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ABATEMENT OF NUISANCES: As defined in Idaho Code, title 50, section 334 or its successors. Cities are empowered to declare what shall be deemed nuisances, to prevent, remove and abate nuisances at the expense of the parties creating, causing, committing or maintaining the same, to levy a special assessment as provided in Idaho Code section 50-1008, on land or premises whereon the nuisance is situated to defray the cost or to reimburse the City for the cost of abating the same.

PUBLIC NUISANCE: As defined by Idaho Code, title 52, article 1, a public nuisance is a condition or use of property which is harmful or injurious to, or creates a danger of harm or injury to the health, safety, or welfare of the neighborhood, community, or members of the public, or which is offensive to the senses or an obstruction of the free use of property by the neighborhood, community, or members of the public, including but not limited to the following:

1. A condition or use of premises or property which creates a fire hazard or any traffic or safety hazard to members of the public and property.
2. A condition or use of premises or property which creates a health hazard by permitting, allowing, or fostering the harboring and nesting of rodents, vermin and/or insects, or which creates any other type of health hazard to members of the public and property.
3. A condition or use of premises or property which creates the open storage, deposit, or scattering of discarded lumber or unusable wood, waste petroleum products, scrap or waste paper, trash, garbage, recyclable materials or debris of any type.
4. A condition or use of premises or property which creates the open storage, deposit, or scattering of scrap, abandoned or discarded objects such as furniture, appliances, cans, containers, tires, tools, or mechanical parts.
5. A condition or use of premises or property which creates the open storage, deposit, or scattering of dismantled or partially dismantled, wrecked, junked, scrapped, discarded or inoperable motor vehicles or parts thereof or trailers that are not roadworthy. No public nuisance for motor vehicles shall exist under this chapter unless two (2) or more motor vehicles thereof not in operating condition remain standing on the property for more than ten (10) calendar days. This shall not be applicable to approved automotive repair, automotive wrecking yard, junk yard auto repair businesses as defined in the Zoning Code.
6. A condition or use of premises or property which creates the growth of weeds and grasses over eight inches (8") high or fallen branches, leaves or other tree debris, bushes, shrubs, trees, or other plant life and in such a condition as to cause, or reasonably threaten to cause a fire or safety hazard because of their dried and unkept condition, or causes a traffic or safety hazard that obstructs sight, applying the measurements and standards contained in Idaho Code section 49-221, at intersections or other points at which driveways, lanes, or highways come together.

WEEDS: Undesirable or objectionable and non-useful plant growth including noxious weeds as defined by Idaho Code, section 22-2402. (Ord. 355-2018, 11-13-2018)