

**CITY COUNCIL  
COMMUNICATION:**

**ITEM \_\_\_\_\_**

**OFFICE OF THE CITY MANAGER  
CITY OF DES MOINES, IOWA**

**02-457**

**SYNOPSIS -**

**AGENDA:**

AUGUST 19, 2002

**SUBJECT:**

REORGANIZATION  
OF URBAN  
DEVELOPMENT  
BOARD,  
ARCHITECTURAL  
ADVISORY  
COMMITTEE, AND  
HISTORIC DISTRICT  
COMMISSION  
BOARDS

First reading on each of two ordinances to implement the proposal to combine the Architectural Advisory Committee and the Urban Development Board into a new 11 member board to be known as the Urban Design Review Board, and to provide for the review of landmarks located outside the designated local Historic Districts by the combined membership of the Urban Design Review Board and the Historic District Commission sitting as a 21 member Landmark Review Board.

**FISCAL IMPACT -**

No additional funds will need to be budgeted to accommodate the proposed changes.

**RECOMMENDATION -**

**Approval of first reading of the ordinance, and schedule the final reading for October 7, 2002.**

**TYPE:**

**RESOLUTION  
ORDINANCE  
RECEIVE/FILE**

**BACKGROUND -**

**SUBMITTED BY:**

ERIC A. ANDERSON  
CITY MANAGER

On June 17, 2002, by Roll Call No. 02-1617, the City Council approved a recommendation from the City Manager to combine the Architectural Advisory Committee and the Urban Development Board into a new board to be known as the Urban Design Review Board; to provide for the joint review by the Urban Design Review Board and the Historic District Commission of landmarks located outside the boundaries of the City's Historic Districts; and, to provide for a separate Skywalk Committee to oversee the operating and maintenance issues of the skywalk system. The City Council further directed the City Manager and Legal Department to prepare appropriate legislation to implement the proposal. The two ordinances now before the City Council implement the proposed

recommendations.

The preparation of this ordinance has involved significant discussion with the current Board members. The goal of the proposed changes is to streamline the process while preserving the essential review function contained in the current ordinance. In addition, the proposed ordinance expands the review of proposed landmarks located outside local Historic Districts by requiring the members of both the Historic District commission and the newly formed Urban Design Review Board to convene as a single Board when reviewing such landmarks.

The first ordinance replaces the Architectural Advisory Committee and the Urban Development Board with an 11 member Urban Design Review Board. The Urban Design Review Board is an advisory body, whose duties consist of:

- Those duties formerly performed by the Urban Development Board.
- Those duties formerly performed by the Architectural Advisory Committee.
- Serving with the members of the Historic District Commission as a Landmark Review Board to review proposals to designate or alter landmarks located outside the boundaries of the City designated Historic Districts. The Landmark Review Board is more specifically addressed in the second ordinance described below.

The Urban Design Review Board is an 11 member body whose members are required to have the following qualifications:

- Four registered architects (one with significant restoration experience);
- Two registered landscape architects;
- One developer, realtor, or real estate broker;
- One citizen at-large with a demonstrated interest in historical renovation and restoration; and
- Three citizens at large.

The first ordinance also creates a separate Skywalk Committee to perform the duties now performed by the skywalk committee of the Urban Development Board regarding the operation and maintenance of the skywalk system. The duties of the Skywalk Committee include:

- Establish minimum standards for operation, maintenance, and repair of the skywalk system.
- Establish a policy and approve the design of the skywalk logo, skywalk maps, and other signs in the skywalk system.
- Approve any changes in the hours of operation of any portion of the skywalk system, subject to the minimum hours of operation required by the skywalk ordinance.
- Determine whether any skywalk corridor constructed by a private property owner complies with the minimum standards of the skywalk ordinance.

The members of the Skywalk Committee are officers of the City. The members of the Skywalk Committee, their employers, partners, and any business they own are subject to the limitations on contracting with the City contained in Iowa Code §362.5. The five members of the Skywalk Committee shall have the following qualifications:

- One owner of an interest in property containing a skywalk corridor;
- One owner of an interest in a business which leases property with a skywalk corridor;
- One member of the Skywalk Association; and
- Two members of the Urban Design Review Board.

The second ordinance amends the regulations in the City Code regarding the designation and alteration of landmarks to provide that the designation and alteration of landmarks located outside the City designated Historic Districts shall be reviewed by a 21 member Landmark Review Board. The membership of the Landmark Review Board shall consist of:

- The 11 members of the Urban Design Review Board; and
- The 10 members of the Historic District Commission.

The Landmark Review Board is an advisory body charged with making a recommendation to the City Council on the designation of new landmarks located outside the boundaries of the City designated Historic Districts, and on requests for Certificates of Appropriateness to alter or demolish any such landmarks. The final decision to

designate such a landmark, or to grant a Certificate of Appropriateness for the alteration or demolition of such a landmark will be made by the City Council. The chair and vice-chair of the Urban Design Review Board shall serve as the chair and vice-chair respectively of the Landmark Review Board.

The two ordinances are to take effect on October 8, 2002. This will allow the City Council an opportunity to appoint the members of the new Urban Design Review Board and Skywalk Committee.

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