

What is the Design Review Board?

The Design Review Board (DRB) of the Business Improvement 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 Business Improvement 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 Business Improvement District. This is done by review of the design, use of materials, finished grade lines and orientation of new building construction, alteration, improvement, repair or demolition of existing buildings through the issuance of Certificates of Compatibility.
3. To issue decisions on signage and other proposals that may be referred to the Board by property owners, developers, architects, other city boards and commissions.

Membership

The DRB consists of seven (7) citizen volunteers who are appointed by the Mayor with the approval of the Salina City Commission. Membership includes, but is not limited to at least one Business Improvement District property owner, one Business Improvement District business owner and one design professional. Interested citizens may 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 or can be filled out online at [www.salina-ks.gov/City Government/Boards & Commissions](http://www.salina-ks.gov/City_Government/Boards_and_Commissions).

Application Fee

An Application Fee is required at the time a complete Certificate of Compatibility application is submitted. For current fees, please see the [Comprehensive Fee Schedule](#).

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 project is found to comply with the *Design Guidelines for Downtown Salina* adopted by the City of Salina in 2008.

The *Design Guidelines for Downtown Salina* are utilized by Planning staff and the Design Review Board to advise and make recommendations to applicants regarding the types of treatments and improvements that will conform to the Design Guidelines. Copies of the design guidelines that are applicable to their case 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 to determine what project documentation is required to schedule the DRB public hearing and the deadline for submitting an application.

If you have additional questions, please contact:

City of Salina Community & Development Services Dept.
City-County Building, Room 205
300 W. Ash Street
785-309-5720 | plangroup@salina.org

Salina Downtown Inc.
120 W. Ash Street
785-825-0535 FAX 785-825-7216
pbettles@salinadowntown.com

A Guide To Completing a Certificate of Compatibility Application



United Building, 119 W. Iron, 1929

Business Improvement District Design Review Board

Community & Development Services
City-County Building, Room 205
300 W. Ash Street
Salina, KS 67401

Salina Downtown Inc.
120 W. Ash Street
www.salinadowntown.com



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

A Certificate of Compatibility must be applied for and approved before the following work activities can take place on a property located in the Business Improvement District:

- (a) Constructing; demolishing; or changing the existing exterior design, material, color, texture, finish, or appearance of any building or any other improvement to real property in the Business Improvement District;
- b) Introducing, changing, substituting, or removing any physical feature affecting the appearance of real property in the Business Improvement District;

A Certificate of Compatibility is not required to:

- (a) Perform only routine maintenance that results in no change to the existing design, material, color, texture, finish, or appearance of a building or other improvement to real property; or
- (b) Perform emergency repairs of a pre-approved nature and scope, if circumstances warrant authorization of emergency repairs in the discretion of the Building Official.

The City Building Services Department is prohibited from issuing a building, sign, demolition permit or any other type of permit within the Business Improvement District until a Certificate of Compatibility has been reviewed and approved by the DRB.

How do I submit an application?

A building owner or authorized representative can make an application for a Certificate of Compatibility by:

- (a) Completing and submitting an application form provided by the City;
- (b) Attaching the required submittals identified on the application form; and

- (c) paying an application fee, payable to the City of Salina.

Upon submission of an application for a Certificate of Compatibility, administrative staff shall respond within seven (7) calendar days by:

- (a) Consulting the Design Review Board Matrix to determine whether the application requires administrative staff or full board review; Advising the applicant of that determination;
- (b) Determining whether the application contains sufficient information to qualify as a complete application, and, if required, advising the applicant of the need and the deadline for providing additional information.

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 Thursdays of each 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 are the procedures for a Certificate of Compatibility review?

If the project is determined to require only administrative review, administrative staff shall issue a determination and provide a written notice of approval to the applicant and to the Building Services Division within seven (7) calendar days following the date of submission. In the case of a denial by administrative staff, the applicant may appeal the determination to the Design Review Board within fourteen (14) days following the date of the written notice.

When an application is determined to require review by the full Design Review Board, administrative staff shall schedule the application for a public hearing within seven (7) days following the date of submission for the first regular meeting that will allow adequate time for public notice and shall notify the applicant of the hearing date.

Not less than seven (7) calendar days prior to the public hearing, administrative staff shall mail a notice of the time, date, and place for the public hearing and a statement describing the nature of the proposed application addressed to the places of business and record owners of real estate located within 200 feet of the perimeter boundaries of the real estate that is the subject of the application. A notice of the public hearing shall be posted on the City's website and to subscribers of the Design Review Board email list.

A public hearing shall be conducted and a record of the proceedings shall be maintained by the Development Services Department. Any interested person may appear and be heard in person or may submit information in favor of, or in opposition to, the request to the City Planning Division at or prior to the meeting.

The DRB may approve an application, approve the application subject to conditions, deny the application and postpone consideration of the application and continue the hearing in order to acquire additional information. An approved Certificate of Compatibility shall be held in abeyance pending expiration of the fourteen (14) day appeal period. An appeal of the decision of the Design Review Board may also be filed by any business or property owner within the Business Improvement District within fourteen (14) days of the DRB decision.

An appeal of a decision by the DRB to the Salina City Commission must be filed within fourteen (14) days following the Design Review Board decision in the Development Services Department, Room 205 of the City-County Building on a form provided by the Development Services Department pursuant to Section 2-211 of the Design Review Board Ordinance.