



# Agenda

## MEMORANDUM

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**Planning Department**

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**To:** Mayor and City Council  
**Via:** Jay Boodheshwar, City Manager  
**Via:** Erica Martin, Planning Director  
**From:** Leslee Dulmer, Deputy Planning Director  
**Date:** February 5, 2024

**Council Meeting Date: February 22, 2024**

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### **SUBJECT**

A discussion of the draft changes to the Design Review Handbook.

### **RECOMMENDED ACTION**

City Council shall discuss the draft changes to the text of Design Review Handbook.

### **GENERAL INFORMATION**

By approval of Resolution 2004-10521 City Council adopted the City of Naples Design Review Handbook on June 16, 2004. Pursuant to Section 2-474(e) the intention of the Handbook was to *“set forth the graphics and guidelines defining and supporting the procedures and criteria for project submission and review.”* Initially the Design Review Handbook was to be updated annually; however, in 2013 Ordinance 2013-13397 was adopted allowing for a periodic review rather than an annual review of the Handbook.

The current Design Review Handbook has not been amended since adoption and addresses aspects of site planning, building design, architectural elements, landscaping and signage.

In 2021 the Design Review Board (DRB) expressed their desire to update the Design Review Handbook. Initial discussions among the Board members centered around the desire to obtain information, suggestions, and feedback from residents and design professionals through a series of public workshops to revise the content and layout of the Handbook. For clarity, Staff and the DRB started referring to the revised version as Design Review Handbook 2.0.

After agreeing upon a general outline of topics, Design Review Handbook 2.0 was separated into four categories and a series of public workshops were held in the first and second quarters of 2022 to discuss each category. The DRB was set to continue discussions on the Handbook in the Fall of 2022, but those discussions were delayed in the aftermath of Hurricane Ian.

At the January 25, 2023 regular meeting, the DRB provided direction to Staff to develop revisions to the final category: the ‘Design Review Process’ and Submittal Requirements and set the schedule for the remaining workshops.

In late March, the DRB held a public hearing of the consolidated draft and received public comment from a number of design professionals and engaged in discussion of the text, format and processes related to the Handbook.

Together with the Chair, Staff worked at refining the Design Review Handbook 2.0 and a series of workshops in the late fall of 2023 were held to discuss integration of graphics into the document.

With the exception of the 'Design Review Process' section – which is part of a larger and ongoing conversation with City Council regarding all review processes - the text of the Design Review Handbook 2.0 has been re-written by the Board to better reflect the aesthetic priorities of the community, highlight important features of the natural and built environment, and facilitate site context and compatibility through adherence to simple design principles.

Materials provided for review include:

- A copy of the current Design Review Handbook
- A draft of Design Review Handbook 2.0

Following City Council review of the draft text, the next step is to work with the Design Review Board and a graphic designer to integrate graphics and other visual details into the document. Once completed the final document will be brought forward to City Council for approval by Resolution consistent with Section 2-474(e).

### **PLANNING ADVISORY BOARD ACTION**

The Planning Advisory Board (PAB) considered the draft changes to the Design Review Handbook 2.0 at the January 10, 2024 regular meeting. The PAB encouraged Staff to continue to ensure that the updated Handbook reflect the pending changes to Chapter 2 Article V Division 4 and Chapter 50 Article IX of the Code of Ordinances.

### **PURCHASING REVIEW**

Not Applicable

### **FINANCE DEPARTMENT REVIEW**

Not Applicable

### **CITY ATTORNEY REVIEW**

The City Attorney has reviewed the attached draft Design Review Handbook 2.0.