

DESIGN GUIDELINES COMMITTEE RECOMMENDATIONS

1. In order to develop a means for the community to have control of the planning process and the establishment of Guidelines that apply to various overlay districts within the Town, we recommend replacing the current Plan Commission with an Advisory Plan Commission made up of residents of Roanoke and the Extra Territorial Jurisdiction.
2. For purposes of establishing a new Advisory Plan Commission and as an interim step, we recommend that the Town retain the current 2005 Town of Roanoke Comprehensive Plan.
3. As part of the development of the Advisory Plan Commission, the Town of Roanoke will need to enter into a contract with the Huntington County Department of Community Development (DCD). This contract needs to be negotiated with the DCD and the Huntington County Commissioners and will include the roles of each entity, as well as how fees will be split between the Town and the County (DCD) for permit and other types of applications for DCD and Plan Commission, BZA and Design Review Board services.
4. It is our recommendation that the Town retain the existing Board of Zoning Appeals (BZA).
5. It is our recommendation that the BZA and the Advisory Plan Commission be paid a fee of \$30 per member per meeting. This is consistent with current fees being paid by the DCD to the BZA and Plan Commission members.
6. It is recommended that a Design Review Committee be established that would be responsible for reviewing applications prior to an application for a building permit. The Design Review Committee should be made up of a diverse group of individuals from the Town of Roanoke. We recommend the following make up:
 - One person appointed by and coming from the Advisory Plan Commission
 - One person appointed by and coming from the Board of Zoning Appeals
 - Two business owners appointed by the Board of the Chamber of Commerce
 - Three resident citizens appointed by the Roanoke Town Council

It is recommended that members of the Committee serve a four-year term and these terms would be staggered terms. We recommend that individuals serving on the Committee will be paid a fee of \$30 per meeting.

Other stipulations for serving on the Design Review Committee would be as follows:

- Individuals cannot be a city employee or elected official.
 - Individuals must live within the corporate limits of Roanoke or the Extra Territorial Jurisdiction (ETJ) or have a business within the corporate limits of Roanoke or the ETJ.
 - Not more than three members of the Design Review Committee can be residents or business owners drawn from the ETJ.
7. The Committee recommends that the Town Council focus on three distinct areas of the community for Design Guidelines. These areas either currently include commercial development or are Gateway areas leading into and out of the Town of Roanoke. In order to provide a means for establishing areas for Guidelines, the Committee is recommending the development of three distinct overlay districts. Those districts are:
- **Downtown Historic Overlay District** – Generally described as the Main Street commercial district.
 - **Corridor Overlay District** - Generally described as the commercial district located on US 24 including areas that have already been developed, as well as those that are potential sites for commercial development.
 - **Gateway Overlay District** – Generally described as the major entrance and exit points to the Town of Roanoke.
8. In order to have a means to identify acceptable Design Guidelines and enforce those Guidelines, the Committee recommends that each of the Overlay Districts outlined above have its own distinct zoning ordinance as part of the Roanoke Zoning Ordinance document. The suggested wording for the zoning ordinance for those overlay districts is attached for your review and adoption.
9. The Committee recommends that the Zoning Rules of Order be modified to require that the Design Review Committee take on the responsibility of the Development Plan Committee as it relates to permit review for any commercial property located in any of the Overlay Districts noted above.
10. It is our recommendation that the current zoning classifications in the Overlay Districts be reviewed in order to ensure proper zoning based upon current usage. As an example, many of the businesses located in the downtown area are zoned “General Business” which require structures to have a 25 foot setback. We believe a more proper classification for these businesses would be “Central Business” which has no setback requirement.