

CITY OF TALLAHASSEE
BYLAWS OF THE
URBAN DESIGN COMMISSION
(UDC)

ARTICLE I -- NAME AND AUTHORIZATION

A. NAME

The name of the committee shall be the Urban Design Commission, hereinafter referred to as UDC.

B. AUTHORIZATION

The UDC exists by the authority of the City Commission and the provisions of Ordinance No. 04-O-43, adopted on June 23, 2004 (All Saints Design Review District Ordinance), codified in the Tallahassee Land Development Code (LDC) at Section 2-236, as amended from time to time.

ARTICLE II -- PURPOSE AND FUNCTION

A. PURPOSE

The UDC is a committee made up of seven representatives from the private sector whose purpose is to further the vision and intent of the Gaines Street Redevelopment Plan and its implementing zoning districts through the review of applications for development within the Gaines Street Urban Infill and Redevelopment Area and the All Saints neighborhood in particular, and to perform other duties as assigned by the City Commission.

B. FUNCTIONS

The UDC's duties shall be those set forth in Section 2-237, LDC, related to the review of applications for development within the Gaines Street Urban Infill and Redevelopment Area and certain other areas, which include the following:

1. Rendering a final decision on conformance with the design standards, architectural standards, streetscape standards, signage, lighting design and placement of fixtures for site plans, including site plans for special exception uses, applicable to properties in the design review districts;
2. Rendering an advisory decision to the developer on conformance of proposed site plans with development and design standards, architectural standards, streetscape standards, signage, lighting design, and placement of fixtures for site plans, including site plans for special exception uses within the Capitol Center Planning District; and for properties owned by the City.

3. Forwarding such decisions to the director of growth management, including an explanation of the applicable provisions of the Gaines Street Redevelopment Plan and its implementing zoning districts;
4. Rendering a recommendation to the Development Review Committee (DRC) on deviations to development and design standards for all site plan features noted above applicable to properties in the design review districts, Capitol Center Planning District, and other City-owned properties within the City.
5. Participating in the development of design regulations and reviewing proposed development regulations and amendments and making recommendations to the City Commission as requested; and.
6. Other tasks that may be assigned from time to time by the City Commission.
7. Notwithstanding anything in this section to the contrary, development or redevelopment on the block known as Kleman Plaza, which has its own design review board, shall be exempt from review by the Urban Design Commission.

ARTICLE III -- MEMBERSHIP

A. MEMBERS

The UDC shall be comprised of the following:

1. One (1) member of the Planning Commission, appointed by the Planning Commission Chair;
2. One (1) member of the Gaines Street Vitalization Committee, appointed by the committee chair; and
3. Five (5) members, appointed by the Mayor.

Of the five Mayoral appointees, one (1) shall represent the public-at-large; one (1) shall be experienced in design, engineering, financing, construction or management of buildings, or land development; and three (3) shall be architects.

B. ELIGIBILITY

Members shall be residents of the City of Tallahassee, own property within the City of Tallahassee, or be a utility customer of the City of Tallahassee.

C. APPOINTMENTS

1. The UDC member appointed by the Planning Commission Chair shall serve for a term of one year, unless removed sooner as permitted by these Bylaws.
2. The UDC member appointed by the Gaines Street Vitalization Committee Chair shall serve for a term of one year, unless removed sooner as permitted by these Bylaws.

3. The UDC member appointed by the Mayor representing the public at large shall serve for a term of three years.
4. Of the three UDC members who are architects appointed by the Mayor, one shall serve an initial appointment of three years and the other two shall serve an initial appointment of two years.
5. The remaining UDC member appointed by the Mayor experienced in engineering, financing, construction or management of buildings, or land development, shall serve an initial appointment of two years.
6. After the initial appointments, all Mayoral appointees shall be appointed for three-year terms.
7. Members shall not serve more than two full consecutive terms.

D. VACANCIES

1. A member's position shall become vacant when any of the following occur:
 - a. A member is absent from three (3) consecutive, scheduled meetings in a given calendar year, regardless if such absence is excused or unexcused. All absences will be duly recorded in the meeting minutes; or
 - b. When a member resigns; or
 - c. When a member is replaced for cause by the City Commission.
2. The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the office of the City Treasurer-Clerk.
3. Upon receipt of a resignation by staff, staff will immediately notify the Chair and the office of the City Treasurer-Clerk.

ARTICLE IV -- ORGANIZATION

A. OFFICERS

1. Each year on or after July 1 the UDC shall elect from its members a Chair and Vice-Chair.
2. The Chair and Vice-Chair shall serve a term of one (1) year beginning at the first meeting after his/her election.
3. The Chair may serve one consecutive term.

B. QUORUM

Four (4) members of UDC shall constitute a quorum to hold a meeting or take any action.

C. VOTING RIGHTS

Each member present at a meeting shall be entitled to one (1) vote, and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. Members shall only abstain from a vote when there is a valid conflict of interest. Specific questions of conflict of interest shall be addressed by the City Attorney, or his/her designee.

ARTICLE V -- OFFICERS AND DUTIES

A. CHAIR

1. It is the Chair's responsibility to ensure compliance with the Bylaws. The Chair may request the Mayor or City Commission to remove a member from the UDC for noncompliance with the Bylaws.
2. The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the Mayor, Chairman of the Planning Commission, or Chairman of the Gaines Street Vitalization Committee as appropriate.

B. VICE CHAIR

The Vice Chair shall perform the duties of the Chair in the Chair's absence.

C. REMOVAL OF OFFICERS

When an officer has been absent or has not performed the duties of that office for three (3) consecutive meetings, that officer may be removed from office by UDC with a majority vote at a regularly scheduled meeting.

ARTICLE VI -- COMMITTEE OPERATIONS

A. AUTHORITY AND APPEALS

The UDC shall have no authority other than as provided in the LDC, these Bylaws, or specifically granted by the City Commission.

B. MEETINGS

1. The UDC will meet as required by the submittal of applications for development.
2. Special meetings may be called by the Chair or by the written request of at least two (2) UDC members.
3. All meetings shall generally be conducted in accordance with Robert's Rules of Order.

C. NOTICE OF MEETINGS

1. Notice of meetings shall be provided to the Public Information Office at least seven (7) days in advance of the meeting.
2. Notice of the meeting shall be given at least of five (5) calendar days in advance by publication in a newspaper of regular and general circulation in the City and County.
3. Additional written notice shall be provided to the address of current owners, as shown in the records of the Property Appraiser's Office, all properties within 200 feet of the parcel(s) that are the subject(s) of the meeting.
4. Notice shall also be distributed to the Assistant City Manager – D&T, the Director of Growth Management and the Planning Director.
5. In the event of emergency meetings, reasonable notice shall be provided.

D. MINUTES

1. Minutes are intended to be summary minutes.
2. The minutes shall reflect the votes of each member upon each question, or if absent or failing to vote.
3. Minutes and votes shall be promptly filed with the Planning Department and copied to the Department of Growth Management.

ARTICLE VII -- STAFF SERVICES

A. STAFF SERVICES

The Planning Department will provide staff support and services for the UDC, including the following:

1. Providing a schedule of meetings to the Public Information Office and UDC members; arranging meeting locations; taking and maintaining minutes of the meetings; preparing and distributing appropriate information related to the meeting agenda.
2. Informing the UDC of events, activities, policies, programs, etc., occurring within the scope of the UDC's functions, and informing the UDC of all requests for assistance or information from the City Commission, the City Manager, the Assistant City Managers, or departments.
3. Informing the City Treasurer Clerk of all vacancies, changes in officers, or any other changes to the UDC, and facilitating the appointment process.
4. Ensuring the continuous flow of information to the Growth Management Department and Assistant City Manager – D&T, including providing reports, actions, and recommendations of the UDC and notification of noncompliance by any member of the UDC with the Bylaws.
5. Ensuring that information provided by the UDC for City Commission review is appropriately agendaed for the City Commission meeting.

B. ORIENTATION OF NEW MEMBERS

The Planning Department staff will provide an orientation program to all new members. The program will address the Bylaws, conflicts of interest, Sunshine Law, financial disclosure responsibilities, legal obligations and responsibilities.

ARTICLE VIII -- SUNSET PROVISION

The City Manager will review the activities and accomplishments of the UDC every four (4) years to determine if the UDC has completed its original objectives and to report to the City Commission to determine if the UDC should continue its activities or have its responsibilities expanded.

ARTICLE IX -- BYLAWS AND EFFECTIVE DATE

- A. Any changes to the Bylaws will be reviewed and approved by the UDC and the City Commission, and filed with the City Treasurer-Clerk.
- B. These Bylaws shall become effective upon approval by the UDC and the City Commission.

Date Approved by the UDC: _____
Date Approved by City Commission: March 30, 2005.

DESIGN COMMISSION

CITY OF TALLAHASSEE

Chair

By: _____
John R. Marks, III
Mayor

APPROVED AS TO FORM:

By: _____
James R. English
City Attorney