

# LCA Architectural Control Committee Review Process and Staff

The largest numbers of requests we receive at the Association are for information about submissions to the Architectural Control Committee (ACC). We thought it would be helpful to explain the ACC process and introduce our staff members.

## Step I. The Application Process.

Applications are available on our website at [www.lascalinas.org/Docs/ACC/ACC\\_Submission\\_Form.pdf](http://www.lascalinas.org/Docs/ACC/ACC_Submission_Form.pdf), in our office, or by calling 972.541.2345 and requesting they be faxed.

The applicant completes the application form and submits it to the LCA with the appropriate fee, listing proposed improvements to his/her property. All improvements to the property are required to be approved before implementation. Please refer to the LCA website for Design Guidelines and ACC Standards. (Supplementary Declarations are also available for review.) If desired, the applicant can schedule a meeting with a Plan Reviewer to discuss the submission.

Once received, the application is logged into the ACC "pipeline," and a receipt is generated.

## Step II. Staff Review Process.

The Plan Review staff reviews submissions for compliance with the Master Declaration, Supplementary Declarations, Architectural Control Committee Standards, and Design Guidelines (objective review).

- Plan Review has a goal of three weeks for a submission to be received and presented to the ACC for action. However, the ACC has up to 60 days to act on a submission.
- If during the review process, staff determines that an application is insufficient to present to the ACC, either a phone call or a letter is sent explaining what additional information is required.
- Plan Review compiles an agenda for the weekly meetings to be presented to the ACC.

## Step III. The ACC Review Process.

Architectural Control review is comprised of a Master Architectural Control Committee and two subcommittees. The Master ACC includes three members including an LCA Board of Directors representative and the two subcommittee chairs. This group meets on a quarterly basis.

The two subcommittees (Commercial Review and Residential Review) are appointed by the Board of Directors. The Commercial Review group is comprised of four volunteers representing office buildings,

the hotel industry, retail operations, garden offices and warehouses.

The Residential Review Committee is composed of four volunteer residents of Las Colinas representing four geographical regions of the Development:

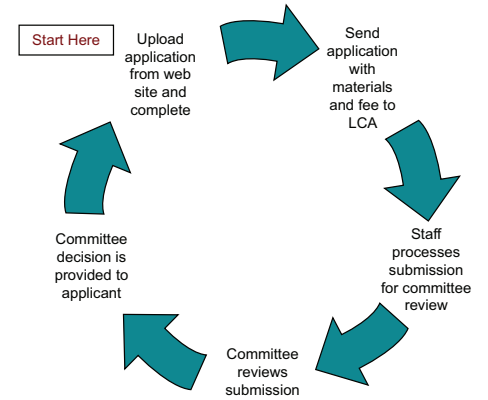
1. Hackberry Creek, Emerald Valley, Hunter Valley, and Hunters Ridge.
2. La Villita and the future Riverside Village and Lakes of Las Colinas.
3. University Park, University Hills, and Fox Glen.
4. Cottonwood Valley, Millswood, Fairway Vista, The Enclave at Windsor Ridge, and Mandalay Place.

Subcommittees meet every Thursday, alternating weeks between the commercial and the residential groups.

At each meeting, LCA staff presents to the subcommittee the weekly agenda, utilizing plans, material and color samples, photographs and maps. Each submission is reviewed subjectively on adequacy of site dimensions, structural design, conformity, and harmony of external design. They also look at the location with neighboring structures and sites; relation of finished grades and elevations to neighboring sites; and conformity to both the specific and general intent of the protective covenants.



## ACC Review Process



The subcommittee will then approve, disapprove, or defer each item on the agenda.

If an agenda item is disapproved, the applicant may request in writing an opportunity to appeal the subcommittee's decision. If the disapproval is reconfirmed, the applicant may appeal to the Master ACC at one of their scheduled quarterly meetings. ACC decision is final.

Staff members notify applicants of the results of their submissions following the meeting, and a written Notice of Committee Action by the Architectural Control Committee is mailed, as well.

The Architectural Control Committee has recently converted the presentation process into an electronic PowerPoint format. All applicants are urged to include an electronic, digital version of their submission.

*ACC Director Phil Ochsner reviews plans for street scenes in PowerPoint format with Residential Review Subcommittee members Harold Rankin, Michael York, and Rick Sack.*

## Meet the Architectural Control Staff

Philip Ochsner is director of Architectural Control and oversees all plan review activities and the ACC meetings. Kelly Willis, senior plan reviewer; Ed Richie, plan reviewer; and Una Harrison, plan review assistant, are responsible for initial review of all submissions, preparation of materials for the weekly meetings and participation in the meetings. Ali Flanery, ACC secretary, assists the department by preparing minutes and notices from the weekly meetings. Feel free to call any of our staff with your questions. They are here to help YOU!



*ACC Department members Ed Richie, Una Harrison, Kelly Willis, Ali Flanery, and Phil Ochsner.*