

Architectural Control Subcommittee Members and LCA Plan Review Staff Meet Weekly to Review Residential and Commercial Submissions



Director of Architectural Control Phil Ochsner (at podium) reviews a street scene with Residential Review Subcommittee members and LCA Plan Review staff.

How Complicated is the Architectural Control Approval Process?

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

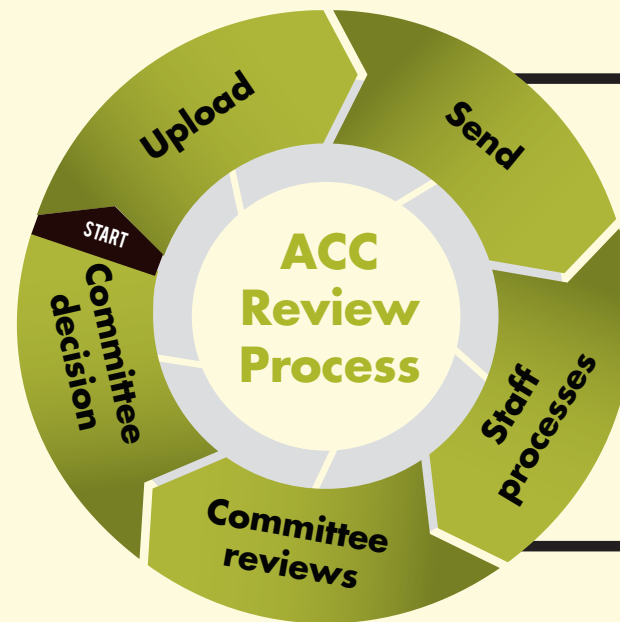
Step I Your Part

Submission forms are available on our website at www.lascalinas.org/Docs/ACC/ACC_Submission_Form.pdf, in our office, or by email request at plans@lascalinas.org. The property owner (applicant) completes the submission form and returns it with plans and electronic version to the LCA with the appropriate fee, listing proposed improvements to the 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 submission is logged in, 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. (objective review)

- Plan Review's objective is to process all submissions in a very timely manner.
- If during the review process, staff determines that a submission 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.



- **Upload** submission form from website and complete
- **Send** submission with materials and fee to LCA
- **Staff processes** submission for committee review
- **Committee reviews** submission
- **Committee decision** is provided to applicant

Step III The ACC Review Process

At the meeting, LCA staff presents to the subcommittee the weekly agenda, utilizing plans, material and color samples, photographs and maps. Much of the meeting utilizes a PowerPoint presentation, so applicants are urged to include an electronic, digital format of their request materials.

Each submission is reviewed subjectively on adequacy of site dimensions, structural design, conformity, and harmony of external design. The subcommittee also looks 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. The subcommittee will then approve, disapprove, or defer each item on the agenda.

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.

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 and binding.

Still have questions? Call or email us at 972.541.2345 or plans@lascalinas.org.

This is Your Committee

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, multifamily, 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 Park, Emerald Valley, Hunter Valley, Bridges of Las Colinas, and Hunters Ridge.
2. La Villita, Escena, Riverside Village, and Lakes of Las Colinas.
3. University Park, University Hills, Fox Glen, and Villas at Alto Vista.
4. Cottonwood Valley, Cottonwood Hills, Millswood, Fairway Vista, The Enclave at Windsor Ridge, and Mandalay Place.

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

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. Still have questions? Feel free to call or email us at 972.541.2345 or plans@lascalinas.org.

MEET THE PLAN REVIEW 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. Feel free to contact any of our staff with your questions. They are here to help YOU!



Architectural Control Plan Review Department members Ed Richie, Una Harrison, Kelly Willis, and Phil Ochsner before a weekly review meeting.