



**PART I: Purpose, Powers and Duties**

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DESIGN REVIEW PROCEDURE – Table Of Content



**1. Purpose**

The purpose of this Regulating Design Manual is to guide development at Hudson Landing so as to insure realization of the vision for this community. It is anticipated that many different companies and individuals will be involved in the design and construction of the community. This calls for a coordinated approach to design so that all homes, buildings, streetscapes and public places are harmonious with each other and form a community of the highest quality.

In order to accomplish this mission, a Hudson Landing Design Committee (HLDC) shall be established to administer this review process and advise the Planning Boards of the City of Kingston and the Town of Ulster.

**2. Membership of the HLDC**

Members of the HLDC shall include the Project Sponsor, a representative of the Homeowners association or other legal entity established to manage the property, a member of the City of Kingston Planning Board and a member of the Town of Ulster Planning Board (each appointed by the chairman of the respective board), and two persons with professional training or experience in urban design or architecture (jointly appointed by the Mayor of the City of Kingston and the Supervisor of the Town of Ulster). The above members shall also appoint a “Member-At-Large” to sit on the HLDC from the local community. In addition, the Director of The Ulster County Planning Board (UCPB) shall be invited to sit on the committee as a non-voting member and as such all the UCPB shall waive all required submittal time periods for referrals. All members shall serve terms of three years except that the initial terms shall be: Planning Board members – three years; design professionals – two years; other members – one year. Project Sponsor and the Director of the Ulster County Planning Board (if a member), shall have no term limits.

The HLDC shall elect its own officers and adopt by-laws, subject to approval of the City and Town Planning Boards. In addition, an independent design professional shall be retained by the HLDC to administer the guidelines and procedures and provide professional recommendation to the Committee, as set forth in Part II below.





**3. Powers and Duties**

**A. General**

The Hudson Landing Design Committee (HLDC) will administer the architectural review for all new structures as well as any additions and modifications to existing structures within Hudson Landing for conformance with the standards set forth in the Hudson Landing Regulating Design Manual (HLRDM). The HLDC will be responsible for establishing and making available the regulating design manual, design review procedures and design review submission requirements, to all homeowners, builders and design professionals wishing to construct, renovate or make modifications within Hudson Landing.

The functions of the HLDC do not, and cannot, replace site plan approval or authority of the Planning Board. Instead, actions taken by the HLDC supplement site plan review by concentrating on architectural features of proposed buildings: style, façade fenestration, roof type, materials and colors as well as landscaping features integral to building design. It is also anticipated that the HLDC will make recommendations to the respective Planning Board concerning site plans when the design guidelines are relevant to typical site planning concerns

The HLDC shall periodically review the HLDRM and make recommendations for modifications/revisions to address current community conditions, new techniques, and other related matters that will improve the applicability and usefulness of the HLDRM to the decision makers and developers/applicants.

**B. Function of the Development Plan**

Approval of a Development Plan was the first required action after the rezoning of the Hudson Landing site. The Development Plan was prepared during the Generic SEQR process. It has not been the subject of detailed engineering, nor has it gone through site plan review. It was prepared to assess generic environmental impacts of the project and it was recognized that it will change during site plan review.

The Development Plan is conceptual and provides a basic framework for future detailed design. Specific urban design issues beyond the scope of the environmental review were not a part of this plan. Principles and guidelines have been identified in the Regulating Manual that will guide the development of the final plan by assisting the designer regarding intent.

Therefore, future, specific site plans submitted to the HLDC for review may conflict with the Development Plan, or the HLDC may recommend modifications to a site plan that appears to be based on the Development Plan. The decision shall be based on application of the principles and guidelines in the Regulating Design manual; consistency with the Development Plan is not required and may not be appropriate.

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### C. Urban Design Issues for Review

In addition to architectural review, the HLDC is also charged with ensuring that the intended urban design of the community as a whole is realized. The intention of Hudson Landing is to develop a compact, diverse, visually interesting, walkable, bikeable community, with design elements outside individual buildings that contribute to the character of such a community. These elements include, but are not limited to:

- Location, design and materials of sidewalks and crosswalks;
- Landscaping;
- Public space; including, but not limited to, lighting, streetscape enhancements, signage, etc.;
- Public open space; such as plazas, greens, promenades, etc.;
- Transition and connections between neighborhoods and development districts;
- Design and treatment of focal points, which enhance the visual character of the community;
- Development and maintenance of streetwalls, which enclose outside spaces;
- Transparency (e.g. windows instead of blank walls at street level);
- Use of Supplemental Hudson Riverfront Design Guidelines (HRDG) outside the HRDG zone;
- Location and design of on- and off- street parking.

Urban design considerations may require the HLDC to review information not only on specific proposals, but also nearby buildings, to ensure the integrity of the overall urban design of the community.



**1. Review of Design Submission**

The HLDC will establish procedures in conjunction with the City of Kingston and the Town of Ulster for review of plans and/or modifications within Hudson Landing. Homeowners, builders and design professionals are encouraged to participate fully and actively in the review process. During the design process, the applicant shall direct all inquiries for clarification of the HLRDM of design review comments to the HLDC.

Design submissions shall be reviewed in coordination with site plan review so that the findings of the HLDC are incorporated into final site plan approvals.

**2. Representation**

All plans for new structures and additions shall be prepared by a New York State licensed professional as required by code. Any improvements not requiring a building permit can be prepared by a homeowner or other designated responsible representative.

**3. Design Review Fees**

The Kingston and Ulster Planning Boards shall establish design review fees as well as escrow fees to cover the cost of printing, reproduction and services of design professionals to assist HLDC in its review. These fees may be modified from time to time and a list of fees and escrow amounts will be available on request. Escrow funds shall be administered in accord with an inter-municipal agreement between the Town of Ulster and City of Kingston.



**1. Design Orientation Meeting**

An introductory meeting should be held with the appointed Design Professional to the committee to provide an opportunity to review the initial concept plans (if any) and the relevant guidelines in the HLRDM. In addition, the applicant will be informed as to the review process, required submissions and any required fees and/or escrow deposits that are required.

**2. Conceptual Design Review**

Conceptual design review will consist of a preliminary review by the HLDC of the initial design concepts, including but not limited to plans, elevations, renderings, etc. prior to the preparation of detailed engineering and architectural plans. Such review shall take place at the same time as submission of preliminary site plans to the Planning Board. Upon reviewing the submitted materials, the HLDC shall provide the applicant with written comments, as well as any requests for additional information, within 30 days. The HLDC can at its own discretion arrange a site visit to review existing conditions at the site, and in the vicinity thereof, to ascertain conformance with the design intent of the HLRDM. No concept meeting shall be held until such time as all fees and escrows have been paid. The HLDC shall forward its comments to the respective municipal Planning Board.

**3. Final Design Review**

Following conceptual review and any required site visits, the applicant shall revise the plan based on comments received and shall resubmit final plans to the HLDC for final design review. Final design review shall take place with the applicant and the plan changes/modifications shall be discussed. Upon satisfactorily addressing the HLDC comments and concerns, an approval or an approval with conditions shall be issued, copies of which will be forwarded to the applicant as well as the City and/or Town. In the event that the applicant and the HLDC cannot agree on all the conditions established, the applicant may request that the Planning Board review the matter and render a determination to resolve any outstanding issues. The Planning Board’s decision shall be binding.

**4. Design Changes to Approved Plans**

Any changes to the plans submitted and approved by the HLDC prior to or during construction, must receive further review by the HLDC prior to implementation in accordance with the above procedures. The applicant is advised to contact the Design Professional regarding the requirements for submission and any additional fees which may be required.

If changes are made without the prior review and recommendation of the HLDC, the Planning Board of the City or Town reserves the right to have the applicant remove, or replace the improvements at the applicant’s sole cost and expense.

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PART III – Design Review Process