

## **Proposed Design Review Procedures Amendments at a Glance:**

- Amendments to Chapter 17.09 Article IV. Design Review Procedures to expedite the process and make more reviews administrative
- Clarify which projects within the DC, Infill Districts and C-17/C-17L, R-34 and R-17 zones who meet the threshold need to be reviewed by the DRC.
- Expansion/additions “facing” a street with or without street frontage:
  - Any side of a structure, with the exception of the alley side, that can be viewed from the right-of-way must be approved by the DRC unless waived by the Planning Director.
  - Require that at least 2 of the criteria be met and demonstrated for expansions.
  - Remove 1st meeting with the Design Review Commission (DRC) and replace with meeting with staff.
  - Identify projects that should be reviewed administratively.
- Application And Submittal:
  - Application Deadline Consistent with Planning Commission Deadlines. The proposed code amendment specifies the first working day of the month as the deadline to schedule the DRC meeting the following month and specifies the date for resubmittal for subsequent meeting(s) to allow adequate time for processing and review by DRC.
- Initial meeting with Planning Staff:
  - Verification and approval of Floor Area Ratio (FAR) bonuses and proposed parking for the project is required following a Project Review meeting and prior to the first DRC meeting.
  - Material Submittal Requirements: Additional items have been added (see proposed code language).
- First Meeting with the DRC and optional Second Meeting:
  - Clarifies the Material Submittal Requirements.
  - For the first meeting, the applicant will need to clearly include in the written narrative how their project meets all design guidelines (or if any departures are requested).
  - All required materials for subsequent meetings must be submitted no later than 15 days prior to the schedule meeting date.
  - The DRC shall determine whether the review of a project would benefit from a Second Meeting.
  - If an additional meeting is required, the applicant shall respond in writing how the resubmittal responds to commission feedback and the DRC motion, including images.
- Amendments to Chapter 2.98 Design Review Commission:
  - Membership, Terms; Vacancies
    - Removed “standing alternates.”
  - Modification to the Quorum And Meetings
    - Meetings to be held on the fourth Thursdays of each month at noon, unless otherwise directed by the Commission or Director.
  - Clarification of Public Notice and Comment On Proposed Projects
    - Maximum of 3 Minutes for Public Comments.

If you have any questions, please contact Tami Stroud, Planner at [tstroud@cdaid.org](mailto:tstroud@cdaid.org) or by calling (208) 666-5740.