

Design Review Program Outline

"When considering a project in the downtown, property owners, developers and architects shall refer to the downtown design guidelines and design review process. Projects will be reviewed by a Design Review Board, whose members shall comment on the appropriateness of the proposed design in relation to the Design Guidelines. Such review is mandatory as part of the city's normal site plan review process; compliance with the Review Board's recommendations is voluntary, but encouraged.

Pre –application: the applicant may meet with a planner to discuss design guidelines.

Application: an application is submitted and the fee is paid. Preliminary design will be submitted with the application and will include the site plan, floor plan, elevations and sections. The Design Review Board will be notified and the meeting scheduled.

Meeting Notice: the Design Review Board meeting notice will be posted on the a2gov.org website and mailed to property owners within 500 feet of the site ten days in advance of the meeting. Materials will be distributed to the Design Review Board members prior to the meeting.

Meeting: applicant will present the project to the Design Review Board. The Board and Applicant will have a discussion on the design of the project. At the conclusion of the discussion, the board and applicant will sign off on the record of the discussion. This record will be posted on the Design Guidelines Review Board webpage and at the appropriate time included in the packets for the City Planning Commission and City Council. There is no public participation at this meeting, though the public is welcome to attend.

Board Member Criteria:

A 7 member board with a term of 3 years and with no limit on reappointments to the board. This board will be appointed by the Mayor and approved by city council from a pool of applicants that will be recommended by the members of the Design Review Board.

2 landscape architects
2 architects
1 planner
1 developer
1 contractor

The first year terms will be staggered to provide consistency for the board.