

Planning and Development Code
SITE PLAN AND DESIGN REVIEW - SUMMARY

Discretionary Review Level	Project Type	Noticing, Decisions, and Appeals
Staff	<ul style="list-style-type: none"> Staff level site plan and design review is required for any development project that is not subject to director or commission level site plan and design review. Staff level site plan and design review is <u>conducted under the general direction of the design director</u> unless the project is located in a historic district or involves a landmark parcel, in which case the staff level site plan and design review is under the general direction of the preservation director. 	<p>Noticing No notice or hearing required.</p> <p>Decision Decision is final and effective when decision is made and findings are adopted.</p> <p>Reconsideration Subject to a 7 day reconsideration period after notification of decision. The decision of the reviewing director after reconsideration is final and not subject to appeal.</p> <p>Elevating Project Review A project can be elevated to the Director or Commission level by the reviewing Director.</p>
<p style="text-align: center;">Director</p> <ul style="list-style-type: none"> Design Director Preservation Director Zoning Administrator Planning Director 	<ul style="list-style-type: none"> Development not subject to commission level review and that the director determines the project: <ol style="list-style-type: none"> is not in substantial compliance with applicable design guidelines; or includes deviations from development standards that reduce any minimum or exceed any maximum height, distance, area, or quantity specified in this title by <u>up to 50%</u>. When director level review is otherwise required under this title (when a ZA review is required or when elevated to director level). 	<p>Noticing Posting and mailing – 10 days prior to hearing</p> <p>Decision A decision is effective 10 days after the decision is final, if no request for review by appeal.</p> <p>Appeal Appeals are heard at commission level.</p> <p>Elevating Project Review A project can be elevated to the Commission by the reviewing Director.</p>

Preservation Director Review: Director level site plan and design review is conducted by the preservation director if the development project is located in a historic district or involves a landmark parcel. Otherwise, director level review is conducted by the design director.

If the development project requires another discretionary permit or preservation project review under this title to be heard at the director level, the directors shall hold a joint hearing. Each director’s final decision has equal authority.

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<p style="text-align: center;">Commission</p> <p style="text-align: center;">Planning and Design Commission</p> <p style="text-align: center;">Preservation Commission</p>	<ul style="list-style-type: none"> • Development that exceeds sixty (60) feet in height to the plate line. • Residential development of more than 150 dwelling units. • Non-residential development and mixed-use development exceeding 125,000 square feet. • Development that includes deviations from development standards that reduce any minimum or exceed any maximum height, distance, area, or quantity specified in this title by <u>more than</u> 50%. • When commission level review is otherwise required under this title. 	<p>Noticing</p> <p>Posting and mailing – 10 days prior to hearing</p> <p>Decision</p> <p>A decision is effective 10 days after the decision is final, if no request for review by appeal within statutory timeframe (10 days).</p> <p>Appeal</p> <p>Subject to appeal.</p>
<p><u>Preservation Commission.</u> Commission level site plan and design review is conducted by the Preservation Commission if the development project is located in a historic district or involves a landmark. Otherwise, commission level site plan and design review is conducted by the Planning and Design Commission.</p> <p>If the development project is subject to Preservation Commission site plan and design review, but also requires another discretionary permit or legislative request under this title, the Preservation Commission shall, at the conclusion of its hearing, forward a recommendation on site plan and design review to the Planning and Design Commission, rather than take final action.</p>		

Exempt from Site Plan and Design Review

For development projects that are not located in a historic district and do not involve a landmark:

- An alteration to an existing structure that does not substantially alter the exterior appearance of the building or structure;
- An alteration to an existing site that does not significantly alter the functioning of the site with respect to traffic circulation, parking, infrastructure, and environmentally sensitive features;
- Secondary dwelling units (an administrative permit is required; Secondary dwelling units that do not meet development standards are subject to director-level site plan and design review);
- Sidewalk cafes;
- Convenience recycling facilities (an administrative permit is required); and
- Registered house plans (subject to site plan review, but not design review).

For development projects located in a historic district or that involve a landmark:

- Repainting of surfaces that were originally painted and the color scheme is not a significant character-defining feature of the historic resource;
- Routine nonabrasive cleaning and maintenance; and
- Site plantings when plantings and landscape elements are not significant character-defining features of the historic resource.