



STAFF REPORT

Meeting Date: October 18, 2016

To: Honorable Mayor & City Council

From: Susan Healy Keene, AICP, Director
Ryan Gohlich, AICP, Assistant Director/City Planner
Mark Odell, Urban Designer

Subject: Request of the Design Review Commission for Review of Single-Family Design Review Processes

Attachments: 1. September 20, 2016 City Council Staff Report

INTRODUCTION

On September 20, 2016 the City Council began a study session discussion to review the Design Review Commission's request to modify the R-1 Design Review process. Due to time constraints, the City Council was not able to conclude its discussion, and this report serves to facilitate continued discussion of the matter.

DISCUSSION

The staff report presented on September 20, 2016 (Attachment 1) highlighted concerns raised by the Design Review Commission regarding differences between the Track 1 and Track 2 Design Review processes, and sought feedback from the City Council as to whether any changes to the Design Review process should be studied or undertaken by the Planning Commission.

At the September 20, 2016 meeting, Chair Nathan of the Design Review Commission outlined the Commission's concerns and sought action by the City Council. In addition, several members of the Cultural Heritage Commission expressed concern about modifying the Design Review process to a more time-intensive review due to the possibility that staffing resources may need to be pulled from the City's Historic Preservation Program in order to accommodate changes in the Design Review process. The members of the Cultural Heritage Commission requested that Design Review changes either not be pursued, or that staffing resources be satisfied through other means.

Subsequent to the testimony, the City Council began to ask questions and discuss the matter; however, due to time constraints only Councilmember Reims was able to ask questions prior to the Council recessing to its closed session. Accordingly, this report seeks to continue the discussion and obtain City Council direction as to whether any changes to the Design Review process should be pursued.

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FISCAL IMPACT

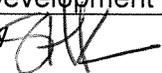
While too early to determine exact hours, additional staff time will be required for design review processing, as well as potentially increased processing times for projects as the caseload for commission-level cases increases. Depending on the final form of any changes to the processing framework of design review applications, additional staff resources will likely be required. Some of these added staff costs would be offset by the higher fees charged for commission-level review; however, a more in-depth analysis would accompany any proposed changes.

RECOMMENDATION

It is recommended that the City Council continue its discussion and provide direction to staff regarding further study of possible modifications to the design review process in the Municipal Code, as recommended by the Design Review Commission.

Susan Healy Keene, AICP
Director of Community Development

Approved By



ATTACHMENT 1

SEPTEMBER 20, 2016 CITY COUNCIL REPORT



STAFF REPORT

Meeting Date: September 20, 2016

To: Honorable Mayor & City Council

From: Susan Healy Keene, AICP, Director
Ryan Gohlich, AICP, Assistant Director/City Planner
Mark Odell, Urban Designer

Subject: Request of the Design Review Commission for Review of Single-Family Design Review Processes

Attachments:

1. Design Review Commission Recommendation
2. Article 44. R-1 Design Review
3. Staff Hours Required FY15/16 for Design Review

INTRODUCTION

The Design Review Commission (DRC) has recommended a modification to the design review process for single-family homes which would change the existing Track One/Track Two review system of approval. This item transmits the DRC's request and seeks Council direction on the response and workload associated with this request.

DISCUSSION

On August 24, 2016, a liaison meeting with City Council representatives and the Chair and Vice-Chair of the Design Review Commission was held which included community stakeholders with concerns regarding the Track One approval on February 25, 2016 of a residential project on Sierra Drive. The Councilmembers (Councilmember Bosse and Vice-Mayor Krasne) and Commission members (Chair Nathan and Vice-Chair Sharifi) heard and commented on residents' concerns regarding the overall review and approval process. The liaison committee expressed an interest in further review and possible modification of the current process.

Subsequent to this meeting, the Design Review Commission held its regularly scheduled public hearing on September 1, 2016 and the Chair of the Commission provided recommendations for suggested revisions to the residential design review process. Concerns expressed included the lack of noticing and site posting for Track One projects, as well as a desire for greater consistency in the manner and criteria against which projects are reviewed. The Commission generally discussed the recommendations presented by the Chair and, recognizing that changes to the design review process require text amendments to the Zoning Ordinance, voted unanimously (4-0, with Commissioner Sherman absent) to forward these suggestions to the City Council and request their direction to staff to further study proposed modifications with the Planning Commission.

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The recommendation would require all Track One projects to be reviewed and approved by the DRC. The recommendation proposes that all applications which meet Track One review requirements be listed as consent items for approval unless pulled for further discussion by the Commission. In this scenario and with the addition of posting and noticing requirements, all applications would, in essence, be processed in a similar manner and the result would be the elimination of the current two-track process.

Pursuant to the requirements in Municipal Code Section 10-3-4408, design review is required for all single-family residences in the Central area of the City subject to review requirements. The review process outlined in the code currently provides for a two-track system of review which allows for the director to determine whether a project can be reviewed by staff because it follows a "pure architectural style", as outlined in the City's "Residential Design Style Catalogue", and is designed by a California licensed architect, or that the project does not meet this criteria and must be reviewed at a noticed public hearing by the Design Review Commission. The Design Review Commission is held to Code required findings that must be made in the approval of new residential structures. These findings are similar to the goals referenced in the style catalogue for Track One approval and are required to help affirm the compatibility of new residential structures in existing neighborhoods, while still allowing for individual architectural expression and accommodating the changing needs and desires of residential property owners within the City. The application fee for Track Two projects is \$4,968.20. This fee represents the staff time required to prepare and present reports for the Commission. In addition, the applicant must pay for posting the site and for noticing requirements.

In reviewing Track One approvals, staff is guided by the parameters set by the City in the form of the style guide for architectural styles that conform to generally traditionally held architectural standards of excellence, as well as specific goals which are highlighted in the style catalogue that help to ensure that new residential structures blend with the existing urban fabric. Staff works with applicants to refine the designs to ensure that the project conforms to a "pure architectural style" and that the plans include appropriate details to ensure the highest quality of design. The application fee is less than Track Two and no staff report is written. A report of Track One projects reviewed and approved by staff is presented to the DRC after such approvals are made. There are no public noticing requirements for Track One projects and the application fee is \$1915.60.

Currently, the Design Review Commission meets once a month. During FY 15/16, 55 design review projects were approved with 24 Track One projects and 31 projects approved as Track Two by the Design Review Commission. Of the Track Two Commission cases, 26 projects were approved in two meetings or less. Modifications to the review process for Track One projects, as proposed by the DRC, would require the Commission to review almost double the amount of projects and the case load could grow as projects moving through the process were continued for further study by the Commission.

If the DRC's proposal is advanced to the Planning Commission for study and consideration, alternate review scenarios that have been used in other cities could also be reviewed and refined, such as a circulated staff review letter of approval which can be called for further review by Commission or Council members during a designated appeal period. In this type of review process, neighborhood notification and posting on the site would occur only if the subject project were called for further review by the Design Review Commission. In addition to this type of review procedure, administrative

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guidelines can be formally put in place to ensure, for example, that all residential projects on corner lots are automatically sent to the Design Review Commission for review and approval. Staff is currently working to revise and update the existing guidelines and review standards for the Design Review Commission. These revised guidelines and standards will help to create a common understanding for the Commissioners and staff of the underlying architectural principals necessary to achieve the best designs for our residential neighborhoods.

The Design Review Commission also expressed interest in discussing a number of other Code modifications related to single family design. To further this discussion, a joint ad-hoc committee meeting with the Planning Commission and the Design Review Commission was also requested and is scheduled for September 22, 2016. The Design Review Commission has long been interested in expanding design review into the R-1 Hillside District. This item is included in the Community Development FY16/17 Work Plan, but likely would not commence until later in the fiscal year.

The initial work effort in review of Track One/Track Two modifications by the Planning Commission would be performed by DRC staff, which includes the Urban Designer and an Associate Planner. Depending on the proposed changes, at a minimum, a portion of one additional planner's time would be required. Given the current caseload and other policy work items, the shift would occur in time allocated to the Cultural Heritage Commission and projects associated with the historic preservation program overall. The result may defer work on renewal of the Mills Act, due to expire at the end of calendar year, and deferral of some pending landmark designations.

FISCAL IMPACT

While too early to determine exact hours, additional staff time will be required for design review processing, as well as potentially increased processing times for projects as the caseload for commission-level cases increases. Depending on the final form of any changes to the processing framework of design review applications, additional staff resources will likely be required. Some of these added staff costs would be offset by the higher fees charged for commission-level review; however, a more in-depth analysis would accompany any proposed changes.

RECOMMENDATION

It is recommended that the City Council provide direction to staff regarding further study of possible modifications to the design review process in the Municipal Code, as recommended by the Design Review Commission.

Susan Healy Keene, AICP
Director of Community Development

Approved By



ATTACHMENT 1

BEVERLY HILLS DESIGN REVIEW COMMISSION RESOLUTION

Since its inception in 2004 The Beverly Hills Design Review Commission has operated under its charter to review proposed single family residential developments and their impact on the City Streetscape by controlling the mansionization of the City's residential neighborhoods in an effort to avoid the denigration and depreciation of the character, image and beauty of the residential neighborhoods. The standards used by the Commission were established in 2004 and are incorporated in the "Residential Design Style Catalogue" which was last amended in 2008. While the "Commission" is charged with protecting the long term objectives of the "City" to preserve a positive neighborly atmosphere by inspiring sensitivity to surrounding properties, the Commission is currently precluded from design review of proposed projects that are deemed "architecturally pure". In some instances proposed projects that some may consider "architecturally pure" fail to meet other basic criteria the Commission and community members regard as important.

In an effort to bring greater consistency and fairness to the process, the Beverly Hills Design Commission resolves and recommends for the Beverly Hills City Council's consideration that the following protocol be included in the "Pre-Application Submittal" component in determining if a proposed project is to be evaluated on a Staff Level (Track 1) or Commission Level (Track 2):

- 1 There shall be no projects approved as Track 1 without the consent of the Design Review Commission.
- 2 All applications deemed possibly Track 1 projects shall be presented as consent calendar items for Design Review Commission approval.
- 3 If a project on the Consent Calendar does not meet the Design Review Commission criteria for approval, said project may be designated a Track 2 application and be subjected to the Track 2 application process.
- 4 Consent Calendar items must be approved by at least 3 members of the Design Review Commission.

Respectfully Submitted

Ilene Nathan, Chair

September , 2016

ATTACHMENT 2

Article 44. R-1 Design Review

10-3-4401: PURPOSE AND INTENT:

The council finds that the scale and massing of buildings in the Central R-1 zone is of concern to the community at large. Beverly Hills residential neighborhoods have traditionally been renowned for their beauty, quality, and value and provide the city's residents with an unparalleled quality of life. The characteristics are the product of generous setbacks, gracious architecture, and careful attention to detail. However, since the late 1980s emerging trends have led some owners and developers in residential areas to disregard prevailing styles and neighborhood character in an effort to maximize development and density. The council finds that this trend has led to homes that greatly overpower the general local "lot to house size" ratio ("mansionization"). The mansionization of the city's residential neighborhoods poses a serious danger that such overbuilding will degrade and depreciate the character, image, beauty, and reputation of the city's residential neighborhoods with adverse consequences for the quality of life of all residents. The bulk and mass of such homes, as well as their general appearances, affect the desirability of the immediate area and neighboring areas for residential purposes and, by so doing, impair the benefits of occupancy of existing property in such areas, impair the stability in value of both improved and unimproved real property in such areas, prevent the most appropriate development of such areas, produce undesirable conditions affecting the health, safety, comfort, and general welfare of the inhabitants of the city, and destroy the proper relationship between the taxable value of real property in such areas and the cost of municipal services provided therefor. It is the purpose of this article to prevent these and other harmful effects of such overbuilding in residential neighborhoods and, thus, to promote and protect the health, safety, comfort, and general welfare of the community, to promote the public convenience and prosperity, to conserve the value of and to encourage the most appropriate development within the city's residential neighborhoods. (Ord. 04-O-2444, eff. 5-21-2004; amd. Ord. 05-O-2487, eff. 11-7-2005; Ord. 06-O-2494, eff. 2-17-2006)

10-3-4402: DESIGN REVIEW COMMISSION:

A design review commission is hereby established which shall consist of five (5) members who shall be residents of the city. At least one of the members shall be a licensed residential architect. If one qualified residential architect cannot be found, the council may appoint a landscape architect to fill the professional position on the design review commission. In the event no person who is a resident of the city is eligible for appointment in the designated field, the council may waive the residency requirement. (Ord. 15-O-2673, eff. 3-6-2015)

10-3-4403: APPOINTMENT AND TERM OF OFFICE:

The members of the design review commission shall be appointed by the council as provided in section 2-2-105 of this code. (Ord. 15-O-2673, eff. 3-6-2015)

10-3-4404: DUTIES:

Unless otherwise specified herein, the duties of the design review commission shall be as follows:

- A. Exercise the authority set forth in this article and as otherwise provided in this code;
- B. In carrying out its duties pursuant to this code:
 - 1. Review and authorize the overall conceptual design of proposed single-family residences in the Central Area of the city, recognizing that some minor design details will change when construction drawings are prepared and during field construction;
 - 2. Balance the desire for efficient application processing with the desire to ensure high quality architectural and landscape designs;
 - 3. Assist applicants in achieving their design objectives, recognize individual homeowner interests and allow for a diversity of designs, while ensuring overall compatibility to the neighborhood; and
 - 4. Focus greater attention to overall design themes and less to ornamental design features, hardware, balcony railings, and other secondary features;
- C. Develop educational material that aid project applicants in achieving high quality design standards and provide guidance to applicants and homeowners;
- D. Recommend and amend policies as it may deem necessary to implement the purposes of this article;
- E. Participate in, promote, and conduct public informational and educational programs pertaining to single-family urban design;

F. Develop a program to celebrate exemplary single-family residences; and

G. Perform any other functions that may be designated by resolution or motion of the city council. (Ord. 15-O-2673, eff. 3-6-2015)

10-3-4405: RULES:

The design review commission shall adopt rules and regulations for the conduct of its business. (Ord. 04-O-2444, eff. 5-21-2004)

10-3-4406: SECRETARY:

The director of planning and community development shall serve as the official secretary to the design review commission. The records of all proceedings and the basis for all findings shall be available to the council and to the public. (Ord. 04-O-2444, eff. 5-21-2004)

10-3-4407: MEETINGS:

The design review commission shall meet at intervals at least twice each month on regularly scheduled dates. Additional meetings shall be arranged in order to process applications within the time required by this code. Special meetings shall be called in accordance with the provisions of section 54956 of the Government Code of the state. (Ord. 04-O-2444, eff. 5-21-2004)

10-3-4408: DESIGN REVIEW REQUIRED:

A. Design Review Tracks: No single-family residence located in a Central R-1 zone shall be erected, constructed, altered or remodeled unless the elevations and plans for the exterior portions and areas visible from the street have been first reviewed and approved by the director of planning and community development (the "director") or the design

review commission, as appropriate, in accordance with the provisions of this article. The R-1 design review required by this article shall fall into the following two (2) tracks:

1. Track 1; Character Based Review: Under track 1, proposed residential development will be reviewed to determine whether it substantially adheres to a pure architectural style as outlined in a style catalogue adopted by resolution of the council. The materials and elements listed as associated with a particular style may be substituted for equivalent or like materials, equal in quality and appearance as those outlined in the style catalogue, so long as they do not detract from the architectural style to be represented. The style catalogue may be amended from time to time by resolution of the council and will be maintained by the director. Track 1 reviews will be limited to a determination of consistency with the approved style catalogue. If the required review determines that the proposed development adheres to an architecturally pure style and meets all of the applicable development standards set forth in this chapter, the development may be granted a building permit without further design review.
2. Track 2; All Other R-1 Review: All other single-family residential development that is subject to the provisions of this article and that does not meet the criteria for a track 1 review must submit to a full R-1 design review in accordance with the provisions of this article.

B. Exemption: The provisions of this article shall not apply to any single-family residence located in a Central R-1 zone described in subsection 10-3-2426B of this chapter. (Ord. 04-O-2444, eff. 5-21-2004; amd. Ord. 05-O-2472, eff. 6-17-2005)

10-3-4409: REVIEWING AUTHORITY:

The reviewing authority for the R-1 design review required by this article shall be as follows:

- A. Track 1; Character Based Guide: Unless otherwise specified, the reviewing authority for a track 1 review shall be the director or his or her designee. If, in the opinion of the director, an application merits review by the design review commission, the director may refer such application to the design review commission and the design review commission shall serve as the reviewing authority and shall conduct a noticed hearing regarding the request for track 1 R-1 design review approval in accordance with the provisions of this article.
- B. Track 2; All Other Review: The reviewing authority for track 2 review shall be the design review commission. (Ord. 04-O-2444, eff. 5-21-2004; amd. Ord. 05-O-2472, eff. 6-17-2005)

10-3-4410: APPLICATION:

Applications for R-1 design review shall be in writing on a form prescribed by the director and shall contain the following information:

- A. The name, phone number and address of the applicant.

- B. For applications to the director (track 1 reviews), a complete set of plans prepared by a licensed architect containing such information specified in subsection D or E of this section, as appropriate, as the director deems necessary and such additional information as may be required by the director in his or her sole discretion.

- C. For hearings before the design review commission (track 2 or appeals of decisions of the director), eight (8) sets of plans containing the information specified in subsection D or E of this section, as appropriate.

- D. If the review is for a remodel:
 - 1. A site plan drawn in accordance with the provisions of section 10-3-3012 of this chapter;
 - 2. A roof plan;
 - 3. A floor plan;
 - 4. Window and door sizes;
 - 5. Elevations of all sides of the residence;
 - 6. Plans detailing all significant architectural features;
 - 7. A conceptual landscape plan;
 - 8. Color and material sample boards;
 - 9. Window examples;
 - 10. Street elevation(s) and color rendering;
 - 11. Photographs of surrounding development.

E. If the review is for a new residence:

1. A site plan drawn in accordance with the provisions of section 10-3-3012 of this chapter;
2. A roof plan;
3. A floor plan;
4. Window and door sizes;
5. Elevations of all sides of the residence;
6. Plans detailing all significant architectural features;
7. A conceptual landscape plan;
8. Color and material sample boards;
9. Window examples;
10. Street elevation(s) and color rendering;
11. Photographs of surrounding development. (Ord. 04-O-2444, eff. 5-21-2004; amd. Ord. 05-O-2472, eff. 6-17-2005)

10-3-4411: FILING FEES:

Applications for R-1 design review shall be accompanied by a filing fee established from time to time by resolution of the council. (Ord. 04-O-2444, eff. 5-21-2004)

10-3-4412: TRACK DETERMINATION; CONCEPT REVIEW:

Upon receipt of an application for R-1 design review, the director shall first determine which track the review shall proceed under. If the director determines that the proposed development qualifies for a track 1 review, the director shall conduct a review of the plans to determine whether they comply with the requirements of the style catalogue or the rewards incentive guide, respectively. If the director determines that the proposed development requires a track 2 review, the director shall fix a time and place for a hearing before the design review commission. Said hearing shall be not less than ten (10) days nor more than thirty (30) days after the receipt by the director of a complete application unless otherwise agreed to by the applicant. (Ord. 04-O-2444, eff. 5-21-2004; amd. Ord. 05-O-2472, eff. 6-17-2005)

10-3-4413: NOTICE OF HEARINGS:

Noticing shall be completed in accordance with article 2.5 of this chapter and the city's public notice guidelines. (Ord. 14-O-2661, eff. 6-20-2014)

10-3-4414: CONDUCT OF HEARINGS:

At the time and place fixed for the hearing, the design review commission shall hear such relevant evidence as may be presented, either for or against the application, in accordance with such rules of procedure as may be established by the design review commission; provided, however, at the time and place fixed for the hearing or continued hearing, the hearing may be continued or further continued for a period of not to exceed fifteen (15) business days at any one time unless otherwise agreed to by the applicant, and no further notice of such continued hearing need be given. (Ord. 04-O-2444, eff. 5-21-2004)

10-3-4415: REQUIRED FINDINGS:

The design review commission may approve, approve with conditions, or disapprove the issuance of a building permit in any matter subject to its jurisdiction after considering whether the proposed development complies with the following criteria:

- A. The proposed development's design exhibits an internally compatible design scheme;
- B. The proposed development's design appropriately minimizes the appearance of scale and mass and enhances the garden like quality of the city and appropriately maximizes the use of required open space within the proposed architectural style;
- C. The proposed development will enhance the appearance of the neighborhood;
- D. The proposed development is designed to balance the reasonable expectation of development for the owner with the reasonable expectation of privacy of neighbors; and

- E. The proposed development respects prevailing site design patterns, carefully analyzing the characteristics of the surrounding group of homes, and integrates appropriate features that will ensure harmony between old and new.

If the criteria set forth in this section are met, the application shall be approved. When the proposed development does not comply with the criteria set forth in this section, the reviewing authority may impose such conditions as it deems necessary to bring the proposed development into conformity with the provisions of this article. (Ord. 04-O-2444, eff. 5-21-2004)

10-3-4416: NOTICE OF DECISIONS:

- A. **Written Decision Required:** The action taken by the reviewing authority shall be reduced to writing with reasonable promptness after the hearing is concluded, setting forth its findings and conclusions. All decisions of the design review commission shall be set forth in a resolution signed by chair of the commission. If an application is disapproved, the written decision shall detail in its findings the criterion or criteria that were not met by the proposed development.

- B. **Notice Of Decision:** Within five (5) days after the issuance of a decision by the reviewing authority, the director shall cause a copy of the decision to be mailed, through the United States mail, postage prepaid, to each of the following persons:

1. The applicant, using the address set forth in the application; and
2. Each person affected by the decision who previously filed with the director a written request therefor, using the address set forth in such written request.

The failure of the person addressed to receive a copy of the decision shall not affect the validity or effectiveness of any decision.

- C. **Effective Date Of Decision:** A decision or order of the design review commission or the director shall not become effective until the expiration of fourteen (14) calendar days after the date upon which a ruling of the design review commission or the director has been made. (Ord. 04-O-2444, eff. 5-21-2004)

10-3-4417: APPEALS:

- A. Only the applicant may appeal a decision of the director pursuant to this article. The applicant may appeal the decision of the director to the design review commission. A written appeal petition on a form prescribed by the director shall be filed with the director within fourteen (14) calendar days after the date of the decision being appealed. In the event the last day of the filing period falls on a nonbusiness day, the appeal period shall be extended to include the next business day. The timely filing of the appeal petition is jurisdictional. The fee schedule for appeal petitions shall be approved by the council and maintained on file by the director of finance administration.
- B. The applicant or any aggrieved person may appeal any decision of the design review commission to the planning commission in accordance with the procedure outlined in subsection A of this section. The decision by the planning commission on an R-1 design review application shall be rendered by resolution. Such decision may be appealed to the council in the manner provided by title 1, chapter 4, article 1 of this code.
- C. Any appeal taken pursuant to this section shall be limited to specific findings the aggrieved party finds objectionable. The appeal petition shall contain a statement of the facts upon which the appeal is taken and shall clearly state which findings the appellant is contesting. The hearing before the appellate body shall be conducted in accordance with the procedures in this article for a track 2 review. The hearing conducted before the appellate body shall not be a de novo hearing of the entire application but shall be limited to those findings challenged in the appeal. (Ord. 04-O-2444, eff. 5-21-2004; amd. Ord. 05-O-2472, eff. 6-17-2005)

10-3-4418: TIME FOR EXERCISE OF RIGHTS:

Unless otherwise provided in the resolution granting an R-1 design review approval, the exercise of rights granted in such approval shall be commenced in accordance with the time limits imposed by section 10-3-207 of this chapter. (Ord. 04-O-2444, eff. 5-21-2004)

10-3-4419: EFFECTIVE DATE:

The provisions of this article shall become effective and be in full force and operation at one minute after twelve o'clock (12:01) A.M. on May 21, 2004. (Ord. 04-O-2444, eff. 5-21-2004)

ATTACHMENT 3

TRACK ONE AND TWO REVIEW

Overview of Track One and Track Two Case Approvals:

July 1, 2015 to July 1, 2016

- Track 2 (Commission cases) = 31 projects - 26 cases were approved in two meetings or less
- Track 1 (Staff level) = 24 projects (16 new houses).

DESIGN REVIEW - TRACK 1 - per planner/project		Urban Designer
1st point of contact	0.50	
Initial plan review	1.00	1.00
Initial UDT review/track	1.00	1.50
Respond to applicant	0.25	
Schedule pre-sub	0.25	
Pre-sub meeting	1.00	
Schedule sub meeting	0.25	
Sub meeting	1.00	
Official UDT review	0.50	0.50
Historic research	1.00	1.00
Project approval	1.00	
Project close-out	1.00	
Misc	0.50	0.50
TOTAL EACH PROJECT	9.25	4.50

OVERALL TOTAL TRACK ONE STAFF TIME: 13.75 hours

DESIGN REVIEW TRACK 2 – per planner/project	DRC T2	Urban Designer
1st point of contact	0.50	
Initial plan review	1.00	0.50
Initial UDT review/track	2.00	0.50
Respond to applicant	0.25	
Schedule pre-sub	0.25	
Pre-sub meeting	2.00	
Schedule sub-meeting	0.25	
Sub meeting	2.00	
Official UDT review	0.25	0.25
Historic research	1.00	0.25
Public notice	1.00	
Tab set	2.00	
Pre-meeting	0.25	0.25

TRACK ONE AND TWO REVIEW

Presentation Preparation	0.25	
Meeting preparation	0.25	
Commission meeting	0.75	0.75
Project close-out	2.00	
Misc	0.50	0.50
TOTAL	16.50	3.00

OVERALL TOTAL TRACK 2 STAFF TIME: 19.5 Hours

July 2015 to July 2016 – Scenario All TRACK TWO: 55 Total Projects

**55 X Track 2 Time Frame = 19.5 hours each X 55 projects = 1,072.50 hours

= 316.25 per year = 5 projects per meeting with 24 meetings

- Set a formal policy standard for Track 1 Review
- Add Public notice posting for site and/or mailing – Track 1
- Modify from Ministerial to discretionary with findings and environmental review
- Ability for the Commission or Council to call a project for review.

**Also, would encourage neighbors to create neighborhood homeowner's associations and nominating their eligible properties in neighbor-coordinated clusters.