



RESPONSE TO PROCESS SUBCOMMITTEE RECOMMENDATIONS

The following Report provides Planning staff's response to the recommendations on Concept Plan requirements provided in May 2019 by the Process Subcommittee of the Community Design Commission.

The recommendations of the Process Subcommittee were generally organized into a list of questions to be answered by a Concept Plan applicant and/or Town staff. After reviewing the list, staff is providing clarifications and input to assist the CDC in finalizing their recommendations for improvements to Concept Plan review.

- **General Staff Comment:** Smaller improvements to the Concept Plan review process (ie those that don't require additional application materials) can be executed by staff without the need to request changes through a Council petition. Staff carries out periodic process improvements which could easily fold in CDC recommendations on Concept Plans. To support this effort, staff proposes further engagement over the summer with CDC and with firms who frequently submit Concept Plans.

Below is the Recommendations sections of the Process Subcommittee report with additional staff comments incorporated.

Recommendations

The Subcommittee recommends that the following questions serve as a checklist to guide the applicant's preparation for submittal of the Concept Plan Review and presentation, as well as staff review of the plan and presentation. We recommend that staff brief all applicants on these questions.

- **Staff Comment:** Many items listed below are already required for a Concept Plan application. Staff is interested in learning more about what items the CDC finds to be deficient in recent applications. It is possible that better organization of the application package, including the applicant's presentation, would be sufficient to meet many of the CDC's interests.

Context & Infrastructure

1. What is context of site today?
`Including current zoning, existing infrastructure, surrounding uses & density, and environmental conditions.
2. What is current traffic and transit availability today?
 - **Staff Comment:** Traffic data is limited at the Concept Plan stage because the applicant is typically not far along enough in their planning to conduct a Traffic Impact Analysis. This would be a requirement at the SUP stage.
3. Is there a Small Area Plan for this area? Does it have site specific requirements?
4. What long-range plans exist for:
 - a. Transit
 - b. Road Infrastructure/other infrastructure, e.g., sewer lines, etc.
 - **Staff Comment:** Some utility providers may not make this information available. Staff recommends keeping the focus on transportation infrastructure.
 - c. Greenways
 - d. Parks
 - e. Sidewalk improvements
 - f. Impact on surrounding neighborhoods

5. What projects have been approved for this area already?
 - **Staff Comment:** Staff will begin incorporating this information our presentations, identifying nearby private development projects as well as public infrastructure (eg greenways).

Character & Design

1. What is the orientation of the buildings to the street and/or site?
2. Where do you plan to put:
 - a. Building placement
 - b. Parking
 - c. Transit connection
 - d. Green space, either public or private
 - e. Building mass proposed?
3. How will this site relate and/or connect to adjacent sites?
4. How does the project relate to Town Vision and Design Guidelines?
 - **Staff Comment:** Would 'Town Vision' mean the most recently adopted Comprehensive Plan?
 - **Staff Comment:** Note that there are not Design Guidelines currently in effect at a town-wide level. Staff recommends that applicants be asked to describe how a project relates to any applicable Design Guidelines, eg in a Small Area Plan.

Elevations

While elevations are not necessary at the Concept Plan stage here are several questions that we may want to emphasize to applicants.

1. For projects that require SUPs: Need elevations at this stage, rather than at last stage of process.
 - **Staff Comment:** Is the request here to have elevations submitted at the SUP stage, or Concept Plan stage?
2. Elevations at Concept Plan are not necessary, but discussing important concepts are.
 - **Staff Comment:** The applicant is typically not far along enough in their planning to commit to specific design elements. More detail about this interest would be helpful to ensure that we are getting meaningful information on design at this early stage of the process. A few ideas for materials to request: a written description on design character, or a set of precedent images that will inform the project design. Depending on what the CDC prefers, this could be a substantial change from current application requirements that would need to be considered by Council.

Staff Presentation

In addition, we recommend that the staff presentation at Concept Plan stage include a review of the context addressing the issues identified above as well as how the project fits with long-range plans and the Small Area Plan.

- **Staff Comment:** Staff recommends that applicants be asked to address compliance with long-range plans and small area plans. Staff can identify applicable plans; however, compliance will generally be a subjective determination that should be the subject of discussion between the applicant and the CDC.