

Mayor and Council Members,

The Community Design Commission (CDC) has developed a series of recommendations to improve the Concept Plan process. The CDC plans to share our recommendations regarding the Concept Plan process at the June 26 Council meeting. We seek Council input and support for moving forward with these recommendations and changes.

Commission recommendations relate to one of the CDC goals for this year. The CDC goal for changes in the Concept Plan process is to ensure we have the right information before the Commission in order to provide effective and timely feedback to applicants and to the Council.

The changes we recommend include:

1. **Additional text describing the Concept Plan as it appears in the Land Use Management Ordinance.**  
This additional description will focus on including a larger *context* and understanding of how a proposed project fits in and supports our Town's development goals and strategy.
2. **New requirements for applicants.** We recommend application submittals include:
  - Early drawings, visuals, or example photos of **how** applicants plan to incorporate the Small Area Plan and Town goals in their projects.
  - Answers to the list of items addressed in our recommendations.
  - A presentation outline about what to cover during the presentation to CDC.
  - Training from Staff prior to submittal of the Concept Plan to ensure that development teams understand expectations for future Concept Plan submittals.

The attached documents will be reviewed and approved at the CDC meeting June 25.

- The Concept Plan Process Report (previously approved)
- Petition to the Council re Concept Plan Enhancements
- A draft of a revised Concept Plan purpose and criteria in the Land Use Management Ordinance

Volker Mueller

Chair, Community Design Commission

# Community Design Commission Report on Concept Plan Process

## June 25, 2019

The Community Design Commission set the following goal for this year:

- Work with staff to create clearer materials for project review. This includes providing more context for projects and working to make an easier decision-making process to facilitate more informed decisions and recommendations.

To that end, the CDC formed subcommittee to review the current process. Our goal has been to evaluate a proposed development application within context, both the present and that of existing long-range plans, so that feedback can be provided at the concept level, and applicants can adjust their applications accordingly. As background, we have included the purpose and criteria for concept plans, as stated in the code, at the end of this document.

Possible changes to Concept Plan requirements could include having staff and/or the applicant include the following in their presentation, moving from big picture to smaller.

### Recommendations

The CDC 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.

#### 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?
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.
  - c. Greenways
  - d. Parks
  - e. Sidewalk improvements
  - f. Impact on surrounding neighborhoods
5. What projects have been approved for this area already?
6. How does the proposed project related to other similar structures in the area?

#### 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?
  - f. Height 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?

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## 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.
2. Elevations at Concept Plan are not necessary, but discussing important concepts are.

## 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.

## Background: Concept Plan Review

The following is the purpose statement and criteria for review as stated in the Land Use Management Ordinance.

*Purpose statement: It is the intent of the site analysis data and conceptual development plan process to provide an opportunity for the town council, town manager, the community design commission and citizens to review and evaluate the impact of a major development proposal on the character of the area in which it is proposed to be located. This process is intended to take into consideration the general form of the land before and after development as well as the spatial relationships of the proposed structures, open spaces, landscaped areas, and general access and circulation patterns as they relate to the proposed development and the surrounding area.*

*After considering public comments and the recommendations of the community design commission, the town council shall adopt a resolution transmitting its preliminary recommendations to the applicant.*

### 4.3.3 Criteria

*The concept plan is a preliminary step toward the preparation of a formal development plan. All concept plans should demonstrate a high quality of overall site design. The design and construction of site elements should include appropriate descriptions and explanations of the relationship and balance among site elements, the relationship of the development to natural features, neighboring developments and undeveloped land, access and circulation systems, retention of natural vegetation, minimal alteration of natural topography, mitigation of erosion and sedimentation, mitigation of stormwater drainage and flooding, arrangement and orientation of buildings and amenities in relation to each other and to neighboring developments and streets, landscaping, preservation or enhancement of vistas, and mitigation of traffic impacts.*