

**Proposal for Addressing Changes in CDC-Approved Building Elevations:
Petition to the Community Design Commission**

5.18.20

Frequently, we have been asked to review changes to CDC-approved building elevations where the work has already been constructed. In effect, we are asked to approve something in hindsight that cannot readily be changed. Recent examples include Carraway Village and Grove Park.

I would like to make a proposal to address this situation. I propose that the CDC request that the staff investigate possible changes to the Town permitting process to institute a system whereby builders would need to submit changes in approved building elevations before those changes are under construction.

Some ideas could include:

- Put a note in CDC approval letters that any changes to approved elevations requires CDC review.
- Add a similar note to zoning compliance permits and building permits.
- Institute more frequent inspections of work in progress for conformance with the elevation plans.
- Include this information in staff conferences or phone conversations with developers.

If this is a matter for which staff cannot institute changes administratively, then we could consider petitioning the Town Council.

Addendum:

One component of this proposal could be defining a list of small changes that staff could approve administratively, with reporting to the Commission. The recent case of the replacement windows at the Warehouse comes to mind as an example.

Drafted by Chris Berndt 5.14.20