

CITY OF SEATTLE  
DEPARTMENT OF PLANNING AND DEVELOPMENT

**Design Review Process Improvements**  
**RECOMMENDATIONS**  
DRAFT: February 25, 2013

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# INTRODUCTION

## DESIGN REVIEW PROGRAM

The City of Seattle's Design Review Program was established in 1994 to:

- encourage better design and site planning that enhances the character of the city and ensures that new development fits sensitively into neighborhoods
- provide flexibility in the application of development standards
- improve communication and participation among developers, neighbors, and the City early in the design and siting of new development

Today, almost two decades later, Design Review has demonstrably enhanced the quality of Seattle's built environment. Building on past success, this report presents recommendations and strategies to increase the program's efficiency, accessibility and timeliness.

## PROCESS IMPROVEMENT OBJECTIVES

The Department of Planning and Development identified a range of potential minor modifications and more significant longer-term changes to the program based on prior studies and broad community feedback. This study assessed potential changes in the following areas:

- Improving opportunities for early community input
- Simplifying the review process
- Employing recent and emerging technologies for community engagement
- Design Review scope—size and location of projects to be reviewed
- Design Review meetings – public input, meeting location, meeting frequency
- The role of board versus administrative review

In 2012, DPD established a community focus group to help prioritize these objectives and shape recommendations.

## PREVIOUS IMPROVEMENT EFFORTS

### TO BE PROVIDED BY CITY

Include information about Triangle study, Reed Wagoner study.

## SUMMARY OF FOCUS GROUP INTERVIEWS

Seven Focus Group Members were interviewed to get their thoughts about improving the design review process. Their responses are included in the Appendix and summarized below:

### 1. How can we provide more opportunities for early public input?

Some felt that public participation was not a problem. Others suggested that more opportunities for online participation would be helpful. One suggested that design packets be posted online, prior to the public meeting.

### 2. What strategies could be used to keep attendees focused on design issues?

Some suggested that DRB Chair needed to make clear the limits of discussion at the beginning of the meeting and that the DRB members needed to be educated about their responsibilities and function.

### 3. What type of project most warrants Board review if more projects are reviewed administratively?

All supported an expanded administrative review process since going to the DRB is expensive and time consuming. Clarity about how/who makes decisions within an administrative design review process should be explicit.

Thresholds for consideration of administrative review, such as scale or cost of development, would require additional study. One respondent suggested that all projects adjacent to Low Rise or SF zones and all projects in NC zones should be subject to full design review. Another respondent suggested administrative review should be expanded to NC 1 and some smaller scale NC 2 zones.

**4. If more meetings shifted to City Hall, how can community input be maintained?**

All respondents felt that moving design review meetings from neighborhoods to a downtown location was not necessary or desirable. However some indicated that better neighborhood meeting/presentation spaces are needed. A consistent location in each neighborhood would be desirable.

**5. What tools would improve the understanding of and response to design guidelines?**

Most felt that additional tools are need. Tools should: 1) help define the purview of the DRB, 2) chart the parameters and bounds of design review, and 3) ensure the consistent application of design guidelines.

**6. What would make the review process more predictable while striving for high quality design?**

Comments were mixed. Some comments echoed previously stated suggestions about educating the DRB and planners about their function. The lack of consistency in how planners applied the design review process was identified as an issue.

**7. What other ideas could increase community engagement or improve the design review process?**

Suggestions included limiting the number of meetings; summarizing recommendations at the end of DRB meetings; and a more disciplined public involvement process.

# RECOMMENDATIONS

The design review process is recognized as an important connection between the community and the City's built-form. However, the Department of Planning and Development (DPD), the community, and applicants recognize that the current process includes some cumbersome elements. Long wait times for meetings, coupled with inconsistent understanding and application of the design guidelines, can result in an unpredictable and frustrating process.

The following recommendations represent the key actions necessary to improve both the efficiency and the effectiveness of design review. All tools developed in response to these recommendation should be publicly available on the Design Review website and at the counter.

## **SIMPLIFY THE DESIGN REVIEW PROCESS**

The Design Review process will be significantly simplified by:

- Removing the Early Design Guidance Design Review Board meeting (refer to existing process).
- Streamlining the Design Review Process (refer to proposed modified process).
- Establishing internal staff planning group to review projects at the Early Design Guidance phase.

The existing process could be retained for large complex projects but the Modified Process should be organized to accommodate the most complex design review.

**The essential difference between the existing process and modified process is the elimination of one Design Review Board meeting for each project. The reduction has the potential to significantly reduce staffing and Review Board time without compromising the quality of design review. Subsequent meetings may be required at Board's discretion.**

## **ESTABLISH AND COMMUNICATE CLEAR EXPECTATIONS**

Communication between the applicant, Board, planner, and the public will be improved by:

- Using a one-page design guidelines checklist throughout the process first to establish

which guidelines apply to the project and then at the Design Review phase to document whether the project complies with the applicable guidelines. Design guidelines marked 'High Priority' need to be in compliance to receive project approval; The commission will need to make a judgement call on guidelines which apply but are not marked 'High Priority'.

- Developing and using single-page "Expectations and Instructions" hand-outs for applicants, planners, the Design Review Board, and public comment.
- Establishing templates for submittal and presentation materials to ensure that communication is concise and consistent across projects and that each project's response to the applicable guidelines is clearly articulated.
- Establishing and adhering to timelines for project review by staff and Boards.

## **DEVELOP ONLINE PUBLIC INVOLVEMENT MATERIALS**

The public's access to involvement in the Design Review process should be augmented with an online public comment tool that:

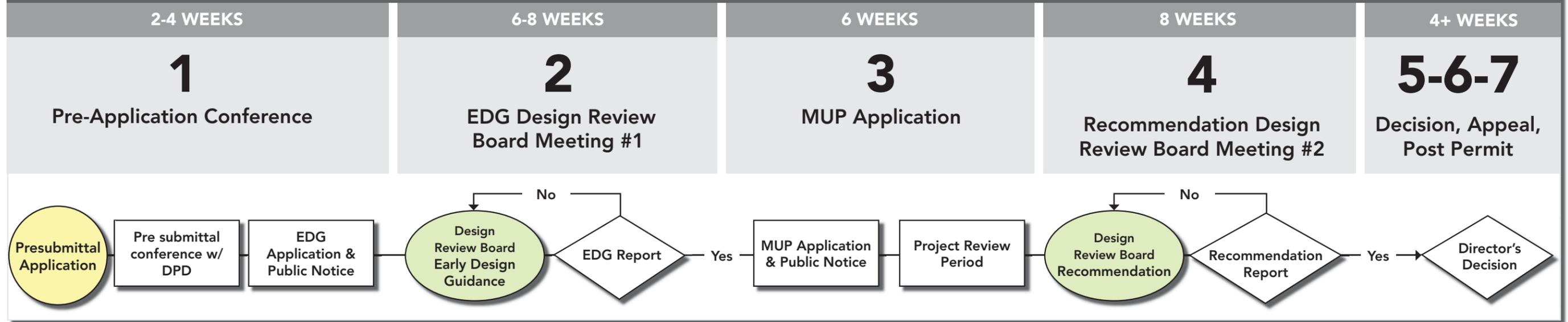
- Provides project materials that are sufficient to ensure meaningful, informed public comment through the development of thought provoking questions germane to the Design Guidelines.
- Ensures that public comment responds to the staff assessment and recommendation report.

## **STRENGTHEN THE DESIGN GUIDELINES**

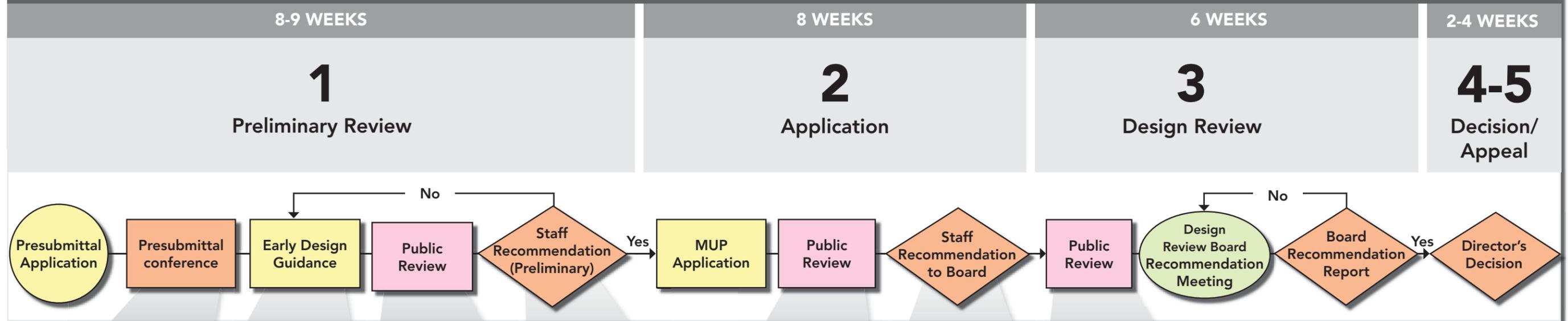
The City of Seattle is currently updating its city-wide and neighborhood specific guidelines to maximize their effectiveness, while remaining clear and easy to use by applicant, board members and the public. As these guidelines continue to evolve, efforts should be made to make them:

- clear, objective and measurable
- complement the code and support the community's specific vision for their unique neighborhood

## EXISTING PROCESS SUMMARY



## MODIFIED PROCESS SUMMARY



**CHECKLIST 'A'**  
IDENTIFIES APPLICABLE GUIDELINES

**CHECKLIST 'B'**  
EVALUATES PROJECT FOR GUIDELINE COMPLIANCE

**ONLINE FORM '1'**

**CHECKLIST 'B' (REVISED)**

**ONLINE FORM '2'**

**CHECKLIST 'B' (REVISED)**

**ONLINE FORM '3'**

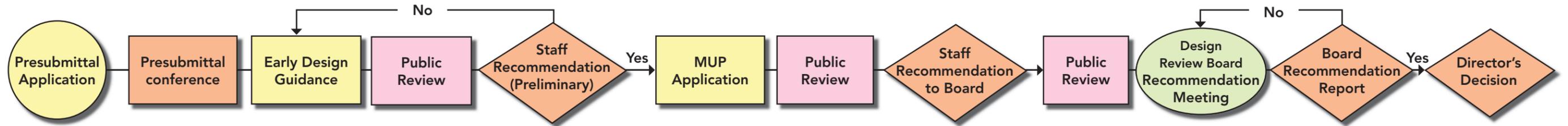
# MODIFIED PROCESS

## 1 Preliminary Review

## 2 Application

## 3 Design Review

## 4-5 Decision/ Appeal



<p><b>APPLICANT</b> Request project number</p> <p>Provide materials</p> <ul style="list-style-type: none"> <li>▪ Building program</li> <li>▪ Request for departures</li> <li>▪ Evidence of community meeting</li> <li>▪ Presubmittal Form</li> <li>▪ Site Plan</li> </ul> <p><b>PLANNING DEPARTMENT</b> Assign Planner</p> <p>Review materials</p> <p>Notify departments for issues identification</p> <p>Site Visit</p> <p><b>DPD Task duration</b></p>	<p><b>PLANNING DEPARTMENT</b> Provide evaluation criteria</p> <ul style="list-style-type: none"> <li>▪ <b>Checklist-A</b> Preliminary Guidelines checklist identifying applicable guidelines</li> <li>▪ Department issues</li> <li>▪ Identify additional submittal materials</li> </ul>	<p><b>APPLICANT</b> Submit for early design guidance</p> <ul style="list-style-type: none"> <li>▪ Building program</li> <li>▪ Plans (site, street level, typical floors)</li> <li>▪ Elevations</li> <li>▪ Perspectives (massing, appearance, character)</li> <li>▪ Materials description</li> <li>▪ Written response to guidelines</li> <li>▪ Request for departures</li> <li>▪ Code-compliant example</li> </ul> <p><b>PLANNING DEPARTMENT</b> Review of EDG submittal materials by staff planning group</p> <p>Prepare <b>Checklist-B</b></p>	<p><b>PUBLIC</b> Submit <b>Online Form-1</b></p> <p><b>PLANNING DEPARTMENT</b> Review public comments from Online Form-1</p> <p>Provide Preliminary Staff Assessment and Recommendation Report. Include <b>Checklist-B revised</b></p>	<p><b>APPLICANT</b> Review Preliminary Staff Assessment and Recommendation Report</p> <p>Update MUP application as necessary</p> <p><b>PLANNING DEPARTMENT</b> Post to website:</p> <ul style="list-style-type: none"> <li>▪ Updated MUP application</li> <li>▪ Updated Staff Assessment and Recommendation Report</li> <li>▪ <b>Checklist-B revised</b></li> </ul> <p>Notify the public of MUP application &amp; review period</p> <ul style="list-style-type: none"> <li>▪ Mail to all within 300 ft. of the site</li> <li>▪ Post at site</li> <li>▪ Post on website</li> </ul>	<p><b>PUBLIC</b> Submit <b>Online Form-2</b></p> <p><b>PLANNING DEPARTMENT</b> Review public comments from <b>Online Form-2</b></p> <p>Provide Final Staff Assessment and Recommendation Report (include <b>Checklist-B revised</b>) to:</p> <ul style="list-style-type: none"> <li>▪ Design review board</li> <li>▪ Post <b>Online Form-3</b> to website</li> </ul> <p>Meet with DRB chair to review project</p> <p>Notify the public of design review board meeting</p> <ul style="list-style-type: none"> <li>▪ Mail to all within 300 ft. of the site</li> <li>▪ Post at site</li> <li>▪ Post on website</li> </ul>	<p><b>PUBLIC</b> Submit <b>Online Form-3</b></p> <p><b>PLANNING DEPARTMENT</b> Review public comments from <b>Online Form-3</b></p> <p>Present Final Staff Assessment and Recommendation Report</p> <p><b>APPLICANT</b> Present MUP application</p> <p><b>PUBLIC</b> Provide oral comments</p> <p><b>DRB BOARD</b> Review project (2.5 hours)</p> <p>Discuss project response to guidelines</p> <p>Provide recommendation</p> <p>Additional meetings can be added at the Board's discretion</p>	<p><b>PLANNING DEPARTMENT</b> Provide Board recommendation report to:</p> <ul style="list-style-type: none"> <li>▪ Director</li> <li>▪ Applicant</li> <li>▪ Website</li> <li>▪ Interested parties</li> </ul> <p>Work with applicant to ensure MUP plan updates comply with conditions</p> <p><b>APPLICANT</b> Review director's decision letter</p> <p>Update MUP plan to comply with conditions</p> <p>Appeal (if needed)</p>	<p><b>PLANNING DEPARTMENT</b> Prepare Director's decision letter</p> <p>Provide Director's decision letter</p> <ul style="list-style-type: none"> <li>▪ Design Review Board</li> <li>▪ Applicant</li> <li>▪ Website</li> <li>▪ Interested parties</li> </ul>	<p><b>DPD Task duration</b></p>	<p><b>DPD Task duration</b></p>	<p><b>DPD Task duration</b></p>
2-3 WEEKS	2 WEEKS	4 WEEKS	6 WEEKS	2 WEEKS	4 WEEKS	2 WEEKS	4 WEEKS	2 WEEKS	2-4 WEEKS		

# CHECKLIST — A To be issued during Presubmittal Conference

Project No.: \_\_\_\_\_ Project Address: \_\_\_\_\_ Date: \_\_\_\_\_

	NOT APPLICABLE	HIGH PRIORITY
<b>CONTEXT AND SITE</b>		
<b>CS1 Natural Systems and Site Features</b>		
A. Energy Use _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Sunlight and Natural Ventilation _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Topography _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Plants and Habitat _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Water _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS2 Urban Pattern and Form</b>		
A. Location in the City and Neighborhood _____	<input type="checkbox"/>	<input type="checkbox"/>
B. Adjacent Sites, Streets, and Open Spaces _____	<input type="checkbox"/>	<input type="checkbox"/>
C. Relationship to the Block _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Height, Bulk, and Scale _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CS3 Architectural Context and Character</b>		
A. Emphasizing Positive Neighborhood Attributes _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Local History and Culture _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>PUBLIC LIFE</b>		
<b>PL1 Open Space Connectivity</b>		
A. Network of Open Spaces _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Walkways and Connections _____	<input type="checkbox"/>	<input type="checkbox"/>
C. Outdoor Uses and Activities _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>PL2 Walkability</b>		
A. Accessibility _____	<input type="checkbox"/>	<input type="checkbox"/>
B. Safety and Security _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Weather Protection _____	<input type="checkbox"/>	<input type="checkbox"/>
D. Wayfinding _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>PL3 Street-Level Interaction</b>		
A. Entries _____	<input type="checkbox"/>	<input type="checkbox"/>
B. Retail Edges _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Residential Edges _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>PL4 Active Transportation</b>		
A. Entry Locations and Relationships _____	<input type="checkbox"/>	<input type="checkbox"/>
B. Planning Ahead for Cyclists _____	<input type="checkbox"/>	<input type="checkbox"/>
C. Planning Ahead for Transit _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>DESIGN CONCEPT</b>		
<b>DC1 Project Uses and Activities</b>		
A. Arrangement of Interior Uses _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Vehicular Access and Circulation _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Parking and Service Uses _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>DC2 Architectural Concept</b>		
A. Massing _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Architectural and Facade Composition _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Secondary Architectural Features _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Scale and Texture _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Form and Function _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>DC3 Open Space Concept</b>		
A. Building-Open Space Relationship _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Open Space Uses and Activities _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Design _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>DC4 Materials</b>		
A. Exterior Elements and Finishes _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Signage _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Lighting _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Trees, Landscape and Hardscape Materials _____	<input type="checkbox"/>	<input type="checkbox"/>

# CHECKLIST — B To be issued during Early Design Guidance

Project No.: \_\_\_\_\_ Project Address: \_\_\_\_\_ Date: \_\_\_\_\_

	NOT APPLICABLE	HIGH PRIORITY	COMPLIES	
			No	Yes
<b>CONTEXT AND SITE</b>				
<b>CS1 Natural Systems and Site Features</b>				
A. Energy Use _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Sunlight and Natural Ventilation _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Topography _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Plants and Habitat _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Water _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>CS2 Urban Pattern and Form</b>				
A. Location in the City and Neighborhood _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Adjacent Sites, Streets, and Open Spaces _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Relationship to the Block _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Height, Bulk, and Scale _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CS3 Architectural Context and Character</b>				
A. Emphasizing Positive Neighborhood Attributes _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Local History and Culture _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>PUBLIC LIFE</b>				
<b>PL1 Open Space Connectivity</b>				
A. Network of Open Spaces _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Walkways and Connections _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Outdoor Uses and Activities _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>PL2 Walkability</b>				
A. Accessibility _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Safety and Security _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Weather Protection _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Wayfinding _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PL3 Street-Level Interaction</b>				
A. Entries _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Retail Edges _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Residential Edges _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>PL4 Active Transportation</b>				
A. Entry Locations and Relationships _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Planning Ahead for Cyclists _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Planning Ahead for Transit _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DESIGN CONCEPT</b>				
<b>DC1 Project Uses and Activities</b>				
A. Arrangement of Interior Uses _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Vehicular Access and Circulation _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Parking and Service Uses _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DC2 Architectural Concept</b>				
A. Massing _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Architectural and Facade Composition _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Secondary Architectural Features _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Scale and Texture _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Form and Function _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DC3 Open Space Concept</b>				
A. Building-Open Space Relationship _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Open Space Uses and Activities _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Design _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DC4 Materials</b>				
A. Exterior Elements and Finishes _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Signage _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Lighting _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Trees, Landscape and Hardscape Materials _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# IMPLEMENTATION ACTIONS

## **SIMPLIFY THE DESIGN REVIEW PROCESS**

The recommended steps for simplifying the Design Review process are to:

- Refine Modified Process
- Establish Group Staff Review to initiate Review Process for all projects
- Identify major project to 'dry-run' Modified Process
- Review major project using Modified Process
- Evaluate effectiveness of Modified Process
- Finalize Modified Process
- Adopt Modified Process

## **ESTABLISH AND COMMUNICATE CLEAR EXPECTATIONS**

Communication of clear expectations will be improved by the following actions:

- Refine checklists
- Develop separate one-page expectations and instructional hand-outs for Design Review Board, public, applicant, and planners
- Train board chairpersons on proper meeting procedures
- Establish project submittal template (essential plans, sections, elevations and perspectives) needed for design review

Encourage design conversation by requiring applicant in Early Design Guidance to summarize the rationale for the proposed design concept. Sketch drawings should be included in the written response. Subjects to be addressed would include:

- Massing alternatives considered
- Form alternatives considered
- Materials and color
- Character and fenestration
- Site ingress and egress
- Street presence
- Other relevant considerations

## **DEVELOP ONLINE PUBLIC INVOLVEMENT MATERIALS**

The online tools (Online Forms 1, 2, & 3) used to improve public involvement should be refined after discussions with staff.

Discussions should address:

- who prepares the online forms
- who integrates the forms into the City website
- who maintains the City website
- who revises and finalizes the forms after testing on some typical projects

Online materials should be tested and refined during the initial use of the Modified Process. With a robust online public engagement strategy, the City may consider simplifying and consolidating meeting locations.

## **STRENGTHEN THE DESIGN GUIDELINES**

The process for strengthening the existing design guidelines should include the following:

- Identify essential and effective guidelines
- Identify ineffective guidelines
- Eliminate duplication in City-wide and neighborhood guidelines
- Update guidelines to compliment neighborhood plans

# APPENDIX

# FOCUS GROUP INTERVIEWS

## MARIA BARRIENTOS

Interviewed via phone on November 1, 2012.

### Questions and Answers

1. Early public input and engagement is important. How can we provide more opportunities for participation? What are some other ways to provide input?

- **Online engagement would be good**
- **The existing process works pretty well**
- **People are pretty engaged**

2. A consistent challenge with our current meeting structure is addressing those citizen concerns that are outside the purview of the Design Review board. Often meeting attendees focus on issues like traffic and on-street parking impacts. This is frustrating for all involved. While these issues are important, they are not design related. What strategies would you employ to ensure that comments are focused on design? How should these other issues be handled?

- **Don't burden everyone with the issues of a few neighborhoods. Urban neighborhoods like Capital Hill and Queen Anne get density.**
- **It takes too long to get on the agenda, so don't add another meeting.**

3. Neighboring jurisdictions (Portland, Bellevue, Vancouver) use administrative design review for many, or even all, of their development projects. If Seattle made broader use of administrative review, what type or scale of project most warrants review by the board?

In what ways can we improve administrative review?

- **Broader use of administrative review is a great idea.**
- **But, if it is all administrative review there is too much potential for bias**
- **It would be okay for smaller, non-controversial projects to go through administrative review**

4. Seattle is the one of the only jurisdictions in the country where design review meetings are held

somewhere other than City Hall. Neighborhood based meetings have benefits (closer to area of actual project, feels more neighborhood based, etc), but also have some drawbacks (such as lack of consistent access to technology i.e. ability to record the proceedings for posting on the web, logistical complications, etc).

If we were to shift meetings to a central location, such as City Hall, how can we maintain good community input and engagement?

- **It's important to have meetings where people can get to them**
- **Access is important**

5. What would be some helpful tools for better understanding and responding to design guidelines?

- **Design guidelines are good.**
- **DRB sometimes doesn't stay within purview; needs to be educated on how to apply the guidelines.**

6. What would you suggest to make the Design Review process more predictable while striving for high quality design?

- **Don't use design review for smaller projects**
- **Require applicant to get letters of support from the community beforehand.**
- **A new, neutral board to hear cases where neighborhood boards are maxed out is a good idea.**

7. Do you have other ideas on how we can increase community engagement or improve the design review process?

- **When people are upset, it's usually for good reason and is a catalyst for change. The process works 80-90% of the time.**

## MELODY MCCUTCHEON

Voice mail left on November 1, 2012. Follow-up voicemail left on November 7, 2012. Questions were sent via email on November 7, 2012. Interviewed via phone on November 8, 2012.

### Questions and Answers

1. Early public input and engagement is important. How can we provide more opportunities for participation? What are some other ways to provide input?

- **People in the community depend on the design packet being posted to the City's website BEFORE the meeting, but this almost never happens.**
- **Handouts of the design proposal are not available at the meeting, so the public is not well-enough informed to give useful comments.**

2. A consistent challenge with our current meeting structure is addressing those citizen concerns that are outside the purview of the Design Review board. Often meeting attendees focus on issues like traffic and on-street parking impacts. This is frustrating for all involved. While these issues are important, they are not design related. What strategies would you employ to ensure that comments are focused on design? How should these other issues be handled?

- **Haven't seen this to be a huge issue.**

3. Neighboring jurisdictions (Portland, Bellevue, Vancouver) use administrative design review for many, or even all, of their development projects. If Seattle made broader use of administrative review, what type or scale of project most warrants review by the board?

In what ways can we improve administrative review?

- **Strongly supports more administrative review; going to DRB is very time consuming and expensive.**

4. Seattle is the one of the only jurisdictions in the country where design review meetings are held somewhere other than City Hall. Neighborhood based meetings have benefits (closer to area of actual project, feels more neighborhood based, etc), but also have some drawbacks (such as lack of consistent access to

technology i.e. ability to record the proceedings for posting on the web, logistical complications, etc).

If we were to shift meetings to a central location, such as City Hall, how can we maintain good community input and engagement?

- **Not an issue for developers and it's a hassle for people to come downtown from the neighborhoods.**

- **However, some meeting spaces in the neighborhoods are pretty funky.**

5. What would be some helpful tools for better understanding and responding to design guidelines?

- **Distressed by DRB conduct; meetings are used as design sessions and projects are approved according to subjective opinion.**
- **No standards in application of guidelines, and guidelines are sometimes not referenced at all.**
- **Ensure objective, consistent application of guidelines.**

6. What would you suggest to make the Design Review process more predictable while striving for high quality design?

- **The process is not at all predictable now.**
- **Some developers intentionally under-build in order to avoid design review.**
- **Provide specific guidance related to design guidelines.**

7. Do you have other ideas on how we can increase community engagement or improve the design review process?

- **Limit number of meetings.**

## DAN FOLTZ

Initial phone conversation on November 1, 2012. He asked for the questions to be emailed to him and said he would reply via email. Questions were emailed on November 1, 2012. A reminder email was sent on November 7th. Interviewed via phone on November 8, 2012.

### Questions and Answers

1. Early public input and engagement is important. How can we provide more opportunities for participation? What are some other ways to provide input?

- **Online public engagement might be good.**
- **Separate public comment from the DRB meetings.**

2. A consistent challenge with our current meeting structure is addressing those citizen concerns that are outside the purview of the Design Review board. Often meeting attendees focus on issues like traffic and on-street parking impacts. This is frustrating for all involved. While these issues are important, they are not design related. What strategies would you employ to ensure that comments are focused on design? How should these other issues be handled?

- **Maybe an up front intake/EDG meeting in which the applicant attends, but doesn't present; DPD and the public discuss aspirations for the project and public can give comment on what matters to them for that site.**
- **Don't let public anger over unrelated issues hijack the process.**

3. Neighboring jurisdictions (Portland, Bellevue, Vancouver) use administrative design review for many, or even all, of their development projects. If Seattle made broader use of administrative review, what type or scale of project most warrants review by the board?

In what ways can we improve administrative review?

- **Love it—would be great.**

4. Seattle is the one of the only jurisdictions in the country where design review meetings are held somewhere other than City Hall. Neighborhood based meetings have benefits (closer to area of actual project,

feels more neighborhood based, etc), but also have some drawbacks (such as lack of consistent access to technology i.e. ability to record the proceedings for posting on the web, logistical complications, etc).

If we were to shift meetings to a central location, such as City Hall, how can we maintain good community input and engagement?

- **Consistency in location is important—need to have one place so that people know where to go and don't have hassle of finding new places. Must be a place that is intuitive and easy to find.**
- **Support not having everyone travel downtown. Meetings should be in neighborhoods, but in central, consistent locations.**

5. What would be some helpful tools for better understanding and responding to design guidelines?

- **No comment**

6. What would you suggest to make the Design Review process more predictable while striving for high quality design?

- **City needs to be clear about the objectives of DR. The process can't be good unless there is clarity on the goal. Better buildings or more community involvement or...? As it is, buildings are designed by committee.**
- **Maybe the public shouldn't be involved.**
- **There is a lack of continuity and consistency: planners don't apply the process in the same way as each other.**

7. Do you have other ideas on how we can increase community engagement or improve the design review process?

- **Applicant presentation time should vary according to the size of the project.**
- **More discipline with regards to public involvement.**
- **Video record meetings and post online.**

## IRENE WALL

Initial phone conversation on November 1, 2012. She asked for the questions to be emailed to her and they were emailed on Nov 1. I called on November 7th, she was unable to speak and said that she would return her responses via email within a day. Email came in on Nov.15. In order to fit her responses, some questions have been abbreviated.

### Questions and Answers

1. Early public input and engagement is important. How can we provide more opportunities for participation? What are some other ways to provide input?

- **Provide a seat on DR team for a delegate from community council in whose area the project is located.**
- **Provide ways to comment on line from local websites/blogs or DPD's site on proposals. Make it easier to download presentation materials after DRB meetings.**

2. ... What strategies would you employ to ensure that comments are focused on design? How should these other issues be handled?

- **Why not change the other way and LET people comment on all topics of concern. Environmental issues also include elements related to design such as tree preservation, HBS, curb cuts, impact on parking. These are real issues and should be addressed in design review because design should also be about mitigating these kind of impacts as much as about the shape of the window or color of the bricks.**

3. .... what type or scale of project most warrants review by the board? In what ways can we improve administrative review?

- **This depends on the location of the project. All projects adjacent to Lowrise or SF zones and all projects in NC zones should be subject to full design review.**
- **Improve administrative review by encouraging the staff doing the review to affirmatively seek out advice from known community groups in neighborhood where project is located.**

4. Seattle is the one of the only jurisdictions in the country where design review meetings are held somewhere other than City Hall. Neighborhood based meetings have benefits (closer to area of actual project, feels more neighborhood based, etc), but also have some drawbacks (such as lack of consistent access to technology i.e. ability to record the proceedings for posting on the web, logistical complications, etc).

If we were to shift meetings to a central location, such as City Hall, how can we maintain good community input and engagement?

- **Community-based location meetings are best but if centralized, webcast all DRB meetings and record them. Allow 2 weeks for all public comment and require that the DRB explain in decision how they responded to community comments.**

5. What would be some helpful tools for better understanding and responding to design guidelines?

- **Prepare a SIMPLE chart showing the parameters that Design Review can address and parameters outside the bounds of Design Review. Provide recent actual examples of different types of developments where DR made a significant difference and where ONLY DEVELOPMENT REGULATIONS mattered.**

6. What would you suggest to make the Design Review process more predictable while striving for high quality design?

- **Remove all departures for "Green Buildings" to be granted by DR because the DR teams have refused or are unable to understand the criteria or apply it. Energy savings should be achieved by code.**

7. Do you have other ideas on how we can increase community engagement or improve the design review process?

- **As long as our code allows for excessive lot coverages, ridiculously tiny setbacks, removal of large trees at property boundaries and fails to address boundary conditions between zones, no amount of design review will help.**

## MARY JOHNSTON

Initial phone conversation on November 1, 2012. She asked for the questions to be emailed to her and said she would reply via email. Questions were emailed on November 1, 2012. A reminder email was sent on November 7th and 14th. Answers were received via email on Nov 20, 2012. In order to fit her responses, some questions have been abbreviated.

### Questions and Answers

1. Early public input and engagement is important. How can we provide more opportunities for participation? What are some other ways to provide input?

- **I'm not sure more opportunities are needed, just more directed and thoughtful participation.**

2. ... What strategies would you employ to ensure that comments are focused on design? How should these other issues be handled?

- **This is how the Design Commission does it-At the beginning of the session the chair makes it clear what and what not is up for discussion and the nature of the decisions that will be made. For instance, if the DC was discussion a parking garage design and neighbors came to protest the building of the parking garage in the first place, it is simply not allowed and the speakers are warned up front about that. If someone insists on speaking about an issue not under the board's purview, they are allowed 2 minutes, no exceptions, no rebuttal, no discussion. 2 minutes for everyone is a good rule anyway.**

3. ....If Seattle made broader use of administrative review, what type or scale of project most warrants review by the board?

- **Administrative Design Review should be expanded to NC 1 and some smaller scale NC 2 zoned projects.**

In what ways can we improve administrative review?

- **Timely and predictable review. For owners, time is money and efficient, responsive review is essential. All too often reviewers**

**are unavailable, do not respond to calls, and often unable to make recommendations without extensive consultation with "higher-ups". City planners need to be informed, decisive, responsive and consistent.**

4. ...If we were to shift meetings to a central location, such as City Hall, how can we maintain good community input and engagement?

- **I have mixed feelings about this one. The technology would be more reliable and predictable and only committed members of the community would come, but that could come at a price. Casual neighborhood supporters of a project would probably not attend, and only a motivated opposition might show up giving a skewed view of neighborhood support. All in all, I think the neighborhood –centric reviews work OK and are more inclusive.**

5. What would be some helpful tools for better understanding and responding to design guidelines?

- **The revised City-wide Design Guidelines are a great tool for designers, owners and the public to get the "big picture" of what the goals and purpose of Design Review are. The continued revision of the neighborhood design guidelines to reflect a more flexible approach rather than a strict prescriptive approach is a good thing. As I mentioned before, just a clear statement by staff and board members of what is and is not under the purview of the board would help a lot. AND- timely meeting notes would be immensely helpful.**

6. What would you suggest to make the Design Review process more predictable while striving for high quality design?

- **I think some of the above answers address this question**

7. Do you have other ideas on how we can increase community engagement or improve the design review process?

- **No Comment**

## AP HURD

Voice mail left on November 12, 2012. Follow-up voicemail left on November 14, 2012. Phone interview conducted on November 14.

### Questions and Answers

1. Early public input and engagement is important. How can we provide more opportunities for participation? What are some other ways to provide input?

- **EDG is open to the public and posted online**

2. A consistent challenge with our current meeting structure is addressing those citizen concerns that are outside the purview of the Design Review board. Often meeting attendees focus on issues like traffic and on-street parking impacts. This is frustrating for all involved. While these issues are important, they are not design related. What strategies would you employ to ensure that comments are focused on design? How should these other issues be handled?

- **Get continued training for volunteer staff—as the zoning gets more complex, this affects not only developer but also the review**
- **It is important to raise the confidence of the volunteer by DRB reviewing the scope—assertiveness to stay on track on the design review and direct non-related zoning issues to be presented at zoning review meetings**

3. Neighboring jurisdictions (Portland, Bellevue, Vancouver) use administrative design review for many, or even all, of their development projects. If Seattle made broader use of administrative review, what type or scale of project most warrants review by the board?

In what ways can we improve administrative review?

- **If the project has risk**
- **To encourage development the threshold should go down— DRB would have more authority but with easier zoning**
- **Administrative review should be clear on where decision authority rests— who makes the decisions? Who's job is it to make decisions?**

4. Seattle is the one of the only jurisdictions in the country where design review meetings are held somewhere other than City Hall. Neighborhood based meetings have benefits (closer to area of actual project, feels more neighborhood based, etc), but also have some drawbacks (such as lack of consistent access to technology i.e. ability to record the proceedings for posting on the web, logistical complications, etc).

If we were to shift meetings to a central location, such as City Hall, how can we maintain good community input and engagement?

- **Don't see a value in moving meetings to City Hall— there would potentially be logistical problems since the meetings would likely happen in the Council Chambers which is rarely not in use.**
- **Having the meetings held in neighborhoods creates a purview of neighborhood instead of civic decision.**

5. What would be some helpful tools for better understanding and responding to design guidelines?

- **No comment**

6. What would you suggest to make the Design Review process more predictable while striving for high quality design?

- **REALLY educating the volunteers— volunteers educated on the zoning code and who know which tools are available to them are more confident to regulate the process and keep meeting on track.**

7. Do you have other ideas on how we can increase community engagement or improve the design review process?

- **During review meetings, audience and DRB give several ideas for the project— it would be a more effective process if the recommendations for the project were 1) summarized at the end of the meeting by the chair, 2) were explained clearly and 3) were outcome-oriented as opposed to solution-oriented.**

## BRADLEY KHOURI

Interviewed via phone on November 1, 2012.

### Questions and Answers

1. Early public input and engagement is important. How can we provide more opportunities for participation? What are some other ways to provide input?

- **There isn't a real problem with comments as long as the City knows what to do with them.**

2. A consistent challenge with our current meeting structure is addressing those citizen concerns that are outside the purview of the Design Review board. Often meeting attendees focus on issues like traffic and on-street parking impacts. This is frustrating for all involved. While these issues are important, they are not design related. What strategies would you employ to ensure that comments are focused on design? How should these other issues be handled?

- **This is a big problem. The public can't be educated if they don't want to hear.**
- **Most complaints are Nimby-ism.**

3. Neighboring jurisdictions (Portland, Bellevue, Vancouver) use administrative design review for many, or even all, of their development projects. If Seattle made broader use of administrative review, what type or scale of project most warrants review by the board?

In what ways can we improve administrative review?

- **Scale/economy should be factors—generally, smaller projects should be administrative review. SDR currently applies to 3-8 unit projects, more projects could go into this category, not sure of the right number, maybe under 10,000 s.f. lot.**
- **The problem with administrative review is that applicants don't get to present and must depend on the planner to present well.**
- **Longer processes create greater cost for the developer, which should be offset.**

4. Seattle is the one of the only jurisdictions in the country where design review meetings are held somewhere other than City Hall. Neighborhood based meetings have benefits (closer to area of actual project,

feels more neighborhood based, etc), but also have some drawbacks (such as lack of consistent access to technology i.e. ability to record the proceedings for posting on the web, logistical complications, etc).

If we were to shift meetings to a central location, such as City Hall, how can we maintain good community input and engagement?

- **City Hall doesn't have space**
- **Don't mind current locations**
- **Not an issue**

5. What would be some helpful tools for better understanding and responding to design guidelines?

- **Too often, design guidelines are used to support a subjective opinion.**
- **Design guidelines are too repetitive and too general**
- **Neighborhood guidelines are messy and not necessarily supportive of overall growth goals.**

6. What would you suggest to make the Design Review process more predictable while striving for high quality design?

- **Train the planners to provide more consistent responses.**
- **Provide better opportunity for collaborative process.**
- **More diverse boards with a clear understanding of their purview.**
- **Stop cycling of comments/corrections.**
- **More objective guidelines**
- **Set scope for comments**
- **Planners are not designers.**

7. Do you have other ideas on how we can increase community engagement or improve the design review process?

- **Architects should get a chance to meet with planner during administrative review.**
- **Planners need to have a clear understanding of the City's growth vision.**

**BENJAMIN SMITH**

Voice mail left on November 1, 2012. Follow-up voicemail left on November 7, 2012. Questions were sent via email on November 7, 2012. Questions were re-sent on November 20, 2012. Tried calling again and left a voicemail with information on how to reach us on the following dates: November 26, 2012; January 2, 3, 4, 17, 21, 2013

# CHECKLIST FORMS

## CHECKLIST — A To be issued during Presubmittal Conference

Project No.: \_\_\_\_\_ Project Address: \_\_\_\_\_ Date: \_\_\_\_\_

	NOT APPLICABLE	HIGH PRIORITY
<b>CONTEXT AND SITE</b>		
<b>CS1 Natural Systems and Site Features</b>		
A. Energy Use _____	<input type="checkbox"/>	<input type="checkbox"/>
B. Sunlight and Natural Ventilation _____	<input type="checkbox"/>	<input type="checkbox"/>
C. Topography _____	<input type="checkbox"/>	<input type="checkbox"/>
D. Plants and Habitat _____	<input type="checkbox"/>	<input type="checkbox"/>
E. Water _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS2 Urban Pattern and Form</b>		
A. Location in the City and Neighborhood _____	<input type="checkbox"/>	<input type="checkbox"/>
B. Adjacent Sites, Streets, and Open Spaces _____	<input type="checkbox"/>	<input type="checkbox"/>
C. Relationship to the Block _____	<input type="checkbox"/>	<input type="checkbox"/>
D. Height, Bulk, and Scale _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS3 Architectural Context and Character</b>		
A. Emphasizing Positive Neighborhood Attributes _____	<input type="checkbox"/>	<input type="checkbox"/>
B. Local History and Culture _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>PUBLIC LIFE</b>		
<b>PL1 Open Space Connectivity</b>		
A. Network of Open Spaces _____	<input type="checkbox"/>	<input type="checkbox"/>
B. Walkways and Connections _____	<input type="checkbox"/>	<input type="checkbox"/>
C. Outdoor Uses and Activities _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>PL2 Walkability</b>		
A. Accessibility _____	<input type="checkbox"/>	<input type="checkbox"/>
B. Safety and Security _____	<input type="checkbox"/>	<input type="checkbox"/>
C. Weather Protection _____	<input type="checkbox"/>	<input type="checkbox"/>
D. Wayfinding _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>PL3 Street-Level Interaction</b>		
A. Entries _____	<input type="checkbox"/>	<input type="checkbox"/>
B. Retail Edges _____	<input type="checkbox"/>	<input type="checkbox"/>
C. Residential Edges _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>PL4 Active Transportation</b>		
A. Entry Locations and Relationships _____	<input type="checkbox"/>	<input type="checkbox"/>
B. Planning Ahead for Cyclists _____	<input type="checkbox"/>	<input type="checkbox"/>
C. Planning Ahead for Transit _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>DESIGN CONCEPT</b>		
<b>DC1 Project Uses and Activities</b>		
A. Arrangement of Interior Uses _____	<input type="checkbox"/>	<input type="checkbox"/>
B. Vehicular Access and Circulation _____	<input type="checkbox"/>	<input type="checkbox"/>
C. Parking and Service Uses _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>DC2 Architectural Concept</b>		
A. Massing _____	<input type="checkbox"/>	<input type="checkbox"/>
B. Architectural and Facade Composition _____	<input type="checkbox"/>	<input type="checkbox"/>
C. Secondary Architectural Features _____	<input type="checkbox"/>	<input type="checkbox"/>
D. Scale and Texture _____	<input type="checkbox"/>	<input type="checkbox"/>
E. Form and Function _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>DC3 Open Space Concept</b>		
A. Building-Open Space Relationship _____	<input type="checkbox"/>	<input type="checkbox"/>
B. Open Space Uses and Activities _____	<input type="checkbox"/>	<input type="checkbox"/>
C. Design _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>DC4 Materials</b>		
A. Exterior Elements and Finishes _____	<input type="checkbox"/>	<input type="checkbox"/>
B. Signage _____	<input type="checkbox"/>	<input type="checkbox"/>
C. Lighting _____	<input type="checkbox"/>	<input type="checkbox"/>
D. Trees, Landscape and Hardscape Materials _____	<input type="checkbox"/>	<input type="checkbox"/>

# CHECKLIST — B To be issued during Early Design Guidance

Project No.: \_\_\_\_\_ Project Address: \_\_\_\_\_ Date: \_\_\_\_\_

	NOT APPLICABLE	HIGH PRIORITY	COMPLIES	
			No	Yes
<b>CONTEXT AND SITE</b>				
<b>CS1 Natural Systems and Site Features</b>				
A. Energy Use _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Sunlight and Natural Ventilation _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Topography _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Plants and Habitat _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Water _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS2 Urban Pattern and Form</b>				
A. Location in the City and Neighborhood _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Adjacent Sites, Streets, and Open Spaces _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Relationship to the Block _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Height, Bulk, and Scale _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CS3 Architectural Context and Character</b>				
A. Emphasizing Positive Neighborhood Attributes _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Local History and Culture _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PUBLIC LIFE</b>				
<b>PL1 Open Space Connectivity</b>				
A. Network of Open Spaces _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Walkways and Connections _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Outdoor Uses and Activities _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PL2 Walkability</b>				
A. Accessibility _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Safety and Security _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Weather Protection _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Wayfinding _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PL3 Street-Level Interaction</b>				
A. Entries _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Retail Edges _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Residential Edges _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PL4 Active Transportation</b>				
A. Entry Locations and Relationships _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Planning Ahead for Cyclists _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Planning Ahead for Transit _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DESIGN CONCEPT</b>				
<b>DC1 Project Uses and Activities</b>				
A. Arrangement of Interior Uses _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Vehicular Access and Circulation _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Parking and Service Uses _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DC2 Architectural Concept</b>				
A. Massing _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Architectural and Facade Composition _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Secondary Architectural Features _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Scale and Texture _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Form and Function _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DC3 Open Space Concept</b>				
A. Building-Open Space Relationship _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Open Space Uses and Activities _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Design _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DC4 Materials</b>				
A. Exterior Elements and Finishes _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Signage _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Lighting _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Trees, Landscape and Hardscape Materials _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## ONLINE FORMS (DRAFTS)

# ONLINE FORM — 1

To be used during Preliminary Review

**Project No. XXXXX**

Deadline for Public Comment: **MONTH DAY, YEAR**

Project Address: Street Address, City, State

Click here to receive notices about project application and meeting notices



**Applicant:**  
Name of Applicant

**Site Size:**  
Size of Site in Acres

**Site Zone:**  
Zone Designation

**Project Description:**  
Project description with key features and information



Click thumbnail to see Proposed Project Illustrations

## Public Review Form

After reviewing the Proposed Project, click on the guideline(s) below to read a full description of the guideline and outline your comment on the guideline comment box.

GUIDELINES	NOT APPLICABLE	HIGH PRIORITY	COMPLIES No	COMPLIES Yes	GUIDELINE COMMENTS
<b>CONTEXT AND SITE</b>					
<b>CS1 Natural Systems and Site Features</b>					
A. Energy Use _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Energy Use..."/>
B. Sunlight and Natural Ventilation _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Comments on Sunlight and..."/>
C. Topography _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Comments on Topography..."/>
D. Plants and Habitat _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Comments on Plants and Habitat..."/>
E. Water _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Comments on Water..."/>
<b>CS2 Urban Pattern and Form</b>					
A. Location in the City and Neighborhood _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Location in the..."/>
B. Adjacent Sites, Streets, and Open Space _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Adjacent Sites,..."/>
C. Relationship to the Block _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Relationship to..."/>
D. Height, Bulk and Culture _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Height, Bulk and..."/>
<b>CS3 Architectural Context and Character</b>					
A. Emphasizing Positive Neighborhood Attributes _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Comments on Emphasizing..."/>
B. Local History and Culture _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Local History and..."/>
<b>PUBLIC LIFE</b>					
<b>PL1 Open Space Connectivity</b>					
A. Network of Open Spaces _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Comments on Network of Open..."/>
B. Walkways and Connections _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Walkways and..."/>
C. Outdoor Uses and Activities _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Outdoor Uses and..."/>
<b>PL2 Walkability</b>					
A. Accessibility _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Accessibility..."/>
B. Safety and Security _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Safety and..."/>
C. Weather Protection _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Weather Protection"/>

General Comments

\*Name

\*Address

\*Required Fields

**Submit Form**

# ONLINE FORM — 2

To be used during Application Evaluation following MUP Application

**Project No. XXXXX**

Deadline for Public Comment: **MONTH DAY, YEAR**

Project Address: Street Address, City, State

Click here to receive notices about project application and meeting notices



**Applicant:**  
Name of Applicant  
**Site Size:**  
Size of Site in Acres  
**Site Zone:**  
Zone Designation  
**Project Description:**  
Project description with key features and information



Click thumbnail to see Proposed Project Illustrations

## Preliminary Staff Report

### Public Review Form

Have you read the Preliminary Staff Report?  Yes  No

Have you reviewed the MUP Application?  Yes  No

If you would like to comment on the Preliminary Staff Report, please outline your comment on the guideline comment box. You can click on the guideline(s) below to read a full description of the guideline.

GUIDELINES	NOT APPLICABLE	HIGH PRIORITY	COMPLIES		GUIDELINE COMMENTS
			No	Yes	
<b>CONTEXT AND SITE</b>					
<b>CS1 Natural Systems and Site</b>					
<b>Features</b>					
A. Energy Use _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Energy Use..."/>
B. Sunlight and Natural Ventilation _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Comments on Sunlight and..."/>
C. Topography _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Comments on Topography..."/>
D. Plants and Habitat _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Comments on Plants and Habitat..."/>
E. Water _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Comments on Water..."/>
<b>CS2 Urban Pattern and Form</b>					
A. Location in the City and Neighborhood _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Location in the..."/>
B. Adjacent Sites, Streets, and Open Space _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Adjacent Sites,..."/>
C. Relationship to the Block _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Relationship to..."/>
D. Height, Bulk and Culture _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Height, Bulk and..."/>
<b>CS3 Architectural Context and Character</b>					
A. Emphasizing Positive Neighborhood Attributes _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Comments on Emphasizing..."/>
B. Local History and Culture _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Local History and..."/>
<b>PUBLIC LIFE</b>					
<b>PL1 Open Space Connectivity</b>					
A. Network of Open Spaces _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Comments on Network of Open..."/>
B. Walkways and Connections _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Comments on Walkways and..."/>

General Comments

\*Name

\*Address

\*Required Fields

**Submit Form**

# ONLINE FORM — 3

To be used prior to Design Review Board Meeting

**Project No. XXXXX**

Deadline for Public Comment: **MONTH DAY, YEAR**

Project Address: Street Address, City, State

Click here to receive notices about project application and meeting notices



**Applicant:**  
Name of Applicant  
**Site Size:**  
Size of Site in Acres  
**Site Zone:**  
Zone Designation  
**Project Description:**  
Project description with key features and information



Click thumbnail to see Proposed Project Illustrations

**Final Staff Report**

### Public Review Form

Have you read the Final Staff Report?  Yes  No

Have you reviewed the MUP Application?  Yes  No

If you would like to comment on the Final Staff Report, please outline your comment on the guideline comment box. You can click on the guideline(s) below to read a full description of the guideline.

GUIDELINES	NOT APPLICABLE	HIGH PRIORITY	COMPLIES		GUIDELINE COMMENTS
			No	Yes	
<b>CONTEXT AND SITE</b>					
<b>CS1 Natural Systems and Site Features</b>					
A. Energy Use _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comments on Energy Use...
B. Sunlight and Natural Ventilation _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments on Sunlight and...
C. Topography _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments on Topography...
D. Plants and Habitat _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments on Plants and Habitat...
E. Water _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Comments on Water...
<b>CS2 Urban Pattern and Form</b>					
A. Location in the City and Neighborhood _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comments on Location in the...
B. Adjacent Sites, Streets, and Open Space _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comments on Adjacent Sites,...
C. Relationship to the Block _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comments on Relationship to...
D. Height, Bulk and Culture _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comments on Height, Bulk and...
<b>CS3 Architectural Context and Character</b>					
A. Emphasizing Positive Neighborhood Attributes _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Comments on Emphasizing...
B. Local History and Culture _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comments on Local History and...
<b>PUBLIC LIFE</b>					
<b>PL1 Open Space Connectivity</b>					
A. Network of Open Spaces _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments on Network of Open...
B. Walkways and Connections _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comments on Walkways and...

General Comments

\*Name

\*Address

\*Required Fields

**Submit Form**



*Revitalizing America's Cities*