

From Application Submittal to First Design Commission Meeting

Applicant

Submits application for Design Commission Review

Update project information and materials after initial meeting

Updated materials sent to DC for review 3 weeks before scheduled meeting

Presentation materials submitted to DC staff 2 days before meeting. Should reflect DC approved project material

Design Commission

Review application to determine if it is complete

Send the applicant a letter either indicating application is complete or that application packet needs additional information

Assign lead DC member

Route application materials to DPD land use planner and other departments. Comments will be collected within 2 weeks

Initial meeting held with applicant within 2 weeks of determining application to be complete

First DC meeting is confirmed. Goal is to have the first meeting within 6 weeks after confirming that application is complete

Initial meeting with applicant to discuss project scope and identify project issues or concerns

Summary notes and direction sent to applicant within 1 week of initial meeting

DC Staff comments on final packet provided to applicant within 1 week

Additional meeting with applicant, if needed

Final project material approved for distribution to commissioners and on website at least 1 week prior to DC meeting

Steps



DC Meeting