

## **Outline of Proposed Town Center Land Use and Design Review Process**

**Definition:** Major Town Center Design Review Project means a construction, alternation, repair, or enlargement project in the Town Center, requiring a permit from the City, that has a fair market value of more than \$ \_\_\_\_\_ [ or over \_\_\_\_\_ square feet in gross floor area].

**Definition:** Minor Town Center Design Review Project means a construction, alternation, repair, or enlargements project in Town Center, requiring a permit from the City, that has a fair market value of less than \$ \_\_\_\_\_ [ or under \_\_\_\_\_ square feet in gross floor area].

### **Process - Town Center Design Review Major Project**

1. The Major Town Center Design Review Project process is classified as a Type I permit application and shall be subject to the applicable processing requirements of Chapter 16.26 LFPMC.

2. A complete application shall be filed concurrently with \_\_\_\_\_

OR

Shall be applied for as part of the Town Center site plan review process in Chapter 18.42 LFPMC.

3. The applicant must make application on forms provided by the Planning and Building Department (“Department”).

4. Upon receipt of a complete application, the Planning and Building Department Director (“Director”) shall review the application and make a recommendation to the Design Review Commission for consideration and recommendation to the Hearing Examiner.

5. The Design Review Commission shall be comprised of three members with experience in architecture, landscaping, landscape architecture, urban planning, or urban design who are appointed by the Mayor and confirmed by the City Council. The Design Review Commission shall meet with the Director and/or designees to evaluate the application for compliance with the applicable criteria.

6. The Design Review Commission shall provide a written recommendation to the Hearing Examiner that may include approval, conditional approval, and denial.

7. The Department and Design Review Commission shall use the Town Center Design Guidelines Framework as adopted on \_\_\_\_\_ as their criteria for making recommendations.

8. The Department shall submit the Design Review Committee’s recommendation to the Hearing Examiner for consideration during the open record predecision hearing.

### **Process – Minor Town Center Design Review Project**

1. The Minor Town Center Design Review Project process is classified as a Type III permit application and shall be subject to the applicable processing requirements of Chapter 16.26 LFPMC.

2. A complete application shall be filed concurrently with \_\_\_\_\_

OR

Shall be filed as part of the Town Center site plan review process in Chapter 18.42 LFPMC.

3. The applicant must make application on forms provided by the Planning and Building Department (“Department”).

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