

# **Downtown SPI-1 Development Review Committee (DRC)**

## **SPI-1 Development Review Committee (DRC) Submittal Requirements**

The SPI-1 Development Review Committee (DRC) was established as an advisory group for the purpose of providing to the Director of the Office of Zoning & Development staff, formal comments on Special Administrative Permit (SAP) applications within the SPI-1 zoning District. Following SAP submittal to the Office of Zoning & Development, applicants are required to make a presentation of their project to the DRC committee. The SPI-1 DRC consists of nine members representing property owners, business owners and neighborhood organizations located within the SPI-1 district. A list of members is attached.

### **Material Submittal**

Please submit electronic copies following material for review as soon as possible; at a minimum 1 week in advance of the meeting.

1. Written summary of proposed scope of work (include applicable project information such as total square footage, # and breakout of residential units, and square footage break out of each commercial use, building height, parking and loading provided, etc.).
2. Site plan to scale
3. Elevations to scale
4. A statement of any proposed variations from SPI1 zoning requirements

As part of the meeting presentation, applicants must provide

- Digital copy (8.5 x 11 or 11 x 17 format) of the SAP application with associated attachments.
- 1 full size set of drawings for ADID files – can be mailed within one week of the DRC meeting
- Applicants should organize their presentation in a concise manner suited for a virtual meeting format. Presenter controls will be given to the applicant for their portion of the presentation.

Applicants have 15 minutes to present the key design components of the project. The presentation must focus on:

- any requested variations
- why the variation is necessary
- justification for why the request should be granted

Following the presentation, the committee members will ask questions about the project. Following the question and answer period, may be asked to leave the room while

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the committee enters into an 'executive session' to formulate comments regarding the project and develop initial responses to any requested variations. Following the executive session, the applicant will be invited back to hear from the committee. Following the meeting, the committee will compile their comments into a written summary that is sent to the Office of Zoning & Development.