APPROVED

DESIGN AND PROJECT REVIEW COMMITTEE (DAPR) MINUTES
November 29, 2017


Staff Present: J. Velan

Others Present:

Presiding Member: J. Leonard

A quorum being present, Ms. Leonard called the meeting to order at 2:41 pm.

Approval of minutes

November 8, 2017 DAPR Committee meeting.

Mr. Mangum moved to approve the minutes from November 8, 2017, seconded by Mr. Nelson.

The Committee voted 7-0 to approve the minutes of November 8, 2017 with one abstention.

New Business

1. 710 Main Street    Recommendation to ZBA
Gail Doeff, potential lessee, applies for a special use permit for a Type 2 Restaurant, SEG Café LLC, in the B2 Business District and oDM Dempster-Main Overlay District.

The committee voted 8-0 to continue this item to the December 13, 2017 DAPR meeting.

Discussion

1. Commenting Procedures
Discussion on the format for providing staff comments on projects/large developments.

DISCUSSION:
- Ms. Leonard explained that the discussion was to create a more formalized process for collecting information for larger projects.
- Planned Development guidelines exist for projects within each zoning district as do evaluation criteria within the DAPR Committee ordinance.
- Ms. Eckersberg pointed out that a design guideline packet also existed for such review that was sent to applicants prior to DAPR (SPAARC) review. Will provide example.
Mr. Tristan spoke about the current process of gathering comments pointing out that the fire department does a courtesy review earlier on in the review process. Detailed review cannot be provided until building permit plans are available due to the amount of detail needed.

Mr. Nelson explained that there are more technical aspects that should be reviewed earlier on. He is able to provide comments on utilities earlier in the review process with DAPR meetings.

Ms. Leonard suggested creating a phased timeline of what is needed at different points of the review process. Each field can create a checklist for developers to review and design.

Ms. Velan inquired about how long the Committee has been in place and how the discussed changes would address concerns brought up from the public.

Discussion continued regarding providing a pre-checklist early in the review process prior to DAPR review so that requirements are clear and standardized and make a more efficient process for the various staff reviews.

Mr. Gerdes pointed at that some projects have a scope that is not necessarily in need of DAPR review and could be done administratively still utilizing a checklist. In some cases there is significant review by the Preservation Commission.

Ms. Leonard suggested that the last Planned Development staff review letter be sent to the Committee to look at and create a checklist with items each Department/Division should have to include at different phases of review (Concept, Preliminary and Final).

Mr. Gerdes suggested that a response letter from the developer be required addressing earlier comments provided to the developer for proposed projects.

Ms. Leonard added that a date should be included on the final checklist stating when the Alderman was provided information, similar to what is done with the Liquor Control Board. Discussion followed on at what point in the process Aldermen should be alerted about a project.

The Committee will provide information as discussed and review of a checklist will continue at a date to be determined.

Adjournment:
Ms. Leonard moved to adjourn, seconded by Mr. Gerdes. The committee voted unanimously 8-0, to adjourn.

The meeting adjourned at 3:42 pm.

The next DAPR meeting is scheduled for Wednesday, December 6, 2017 at 2:30 pm in Room 2404 of the Lorraine H. Morton Civic Center.

Respectfully submitted,
Meagan Jones