**Summary of Urban Design Review Board Ordinances Responsibilities**

The Urban Design Review Board is to provide timely recommendations to the City Council on:

1. The architectural and urban design elements of the following projects:

* Interior renovation and remodeling projects with an estimated construction cost over $250,000 for public areas owned or leased by the city intended to be used primarily by the general public.
* Any interior project for a public area in city hall or main library with an estimated construction cost over $100,000.
* Exterior design or major projects (over $500,000 for projects in nonresidential areas and $250,000 for projects in residential areas) involving new construction or installation of buildings, parking facilities, and landscaping improvements to be owned or leased by the city and used for civic or municipal purposes.
* The exterior design of buildings, site plans, and open space pans for property which the city intends to convey or lease through the urban renewal process.

1. Whether a proposed urban renewal project qualifies for funding from tax increment revenues under the applicable urban renewal plan.
2. Whether the level of financial assistance funded from tax increment revenues proposed for a specific individual project are reasonable and appropriate.
3. The selection of urban renewal sites for clearance or rehabilitation and problems relating to acquisition, clearance or rehabilitation of property, relocation of displaced persons and disposition of acquired property.
4. The Skywalk System:
   1. Any proposed amendment that affect the skywalk system;
   2. Any proposed amendment to the skywalk system plan map or the official skywalk map;
   3. Any proposed location or change in location of the skywalk corridor or vertical access facility;
   4. The policy and design standards for skywalk bridges;
   5. Any request to extend the three-year period for reconstruction of a destroyed skywalk corridor; and
   6. Other matters as it determines should be brought to the city council’s attention.

In addition, the Urban Design Review Board shall meet jointly with Historic District Commission to make recommendations to the City Council on the nomination of landmarks, landmark sites and the alteration of landmarks and landmark sites located outside locally designated historic districts.

**Action Requested by Applicant:**

\_\_\_ Informational Presentation: Applicants are encouraged to make an informational presentation to the URDB to obtain an initial reaction and direction before undertaking detailed design. This consultation is optional; it is an informal session to discuss siting issues, the surroundings, design concepts and gain insight on creating a successful project.

\_\_\_ Initial Approval and/or Recommendation: Applicant may obtain initial approval and/or recommendation by presenting schematic design information and details.

\_\_\_ Final Approval and/or Recommendation: Applicant may obtain final approval and/or recommendation by presenting final project details. The project must have had an informational presentation or an initial approval recommendation with the Board prior to this final review/recommendation. This step may be waived at the discretion of the staff or Board.

**Materials to be Submitted by Applicant**

Submit materials for review by end of business on the 12th calendar day in advance of the meeting.

Please try to submit as much of the information as possible, as it is critical to the Board’s evaluation process. It is understood that certain project details may not be fully determined when a Board review is requested (final budget, schedule, materials, etc.). The goal is for the Board to review projects at a stage of development where there is opportunity for meaningful input into the design process.

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| --- | --- | --- | --- |
| ***Submission Requirements*** | ***Type of Approval*** | | |
| PDF digital version | ***Informational*** | ***Initial Approval*** | ***Final Approval*** |
| Location Map with Site Marked | **X** | **X** | **X** |
| Narrative Project Description  include schedule, estimated costs, developer/architect team, public participation process, energy efficiency and high performance components, other City design/use requirements1 | **X** | **X** | **X** |
| Building Plan and Elevations | **X (Sketch)** | **X** | **X** |
| Contextual Site Info: include photos | **X** | **X** | **X** |
| Plan showing adjacent building | **X** | **X** | **X** |
| Utility/HVAC locations and screening details |  |  | **X** |
| Samples of exterior  building materials and color scheme |  |  | **X** |
| Landscape Plan |  |  | **X** |
| Proposed Signage |  |  | **X** |
| Lighting Plan/Details |  |  | **X** |

1 Design guidelines are available for Central Place, Guthrie Ave, Eastern Gateway and Western Gateway areas

**Board Presentation**

The applicant is encouraged to consider the use of various graphic presentation material including a location map, photographs, renderings/model, scale drawings of the proposal in context with adjacent buildings/uses/signs, etc., as may be deemed appropriate to describe the project. These materials may be presented using electronic media or standard boards.

The Board is very interested in the appearance and design quality of projects. Emphasis should be given to the site plan, landscape plan, lighting plan, building elevations, exterior building materials, color scheme and graphics.

Agendas are sent out prior to the meeting. Meetings are held at 7:30 am in the Richard A. Clark Municipal Service Center Board Room, 1551 E. ML King Jr. Parkway unless otherwise noted.

**2023 Meeting Schedule:**

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| --- | --- | --- | --- | --- | --- |
| **2023** | | | | | |
| Jan | 10 | 24 | July |  | 18 |
| Feb | 7 | 21 | Aug | 1 | 15 |
| Mar | 7 | 21 | Sept | 5 | 19 |
| April | 4 | 18 | Oct | 3 | 17 |
| May | 2 | 19 | Nov | 7 | 21 |
| June | 6 | 20 | Dec | 5 | 19 |