



## **Design Review Committee Process and Procedures**

### **Background / Purpose:**

Created by Mayor Joseph P. Riley, Jr., in 1981, the Design Review Committee is made up of nine City staff members who serve in various departments within the city which administer the public realm. Committee members are appointed to the Committee by the Mayor. Committee members do not have a set term in which they must serve, nor do they come up for re-appointment.

The purpose of the Design Review Committee is to review any changes which may affect the visual quality of City property, including interior and exteriors of buildings, streets and sidewalks, parking lots, parks, playgrounds and open spaces. Of particular concern are the original materials which make up our historic City. All work involving the removal, installation or repair to our historic building materials, such as brick, mortar, plaster, etc or our street materials such as bluestone, Belgian block and cobblestones, should be reviewed by DRC.

### **Members of the Committee:**

Eddie Bello

Beth Brownlee

Laura Cabiness

Yvonne Fortenberry

Robert Somerville

Janet Schumacher

### **What Goes Before the Committee:**

- Any City-funded project which involves the alteration of the interior and exterior of buildings, City streets, sidewalks, parking lots, parks, playgrounds, open spaces or any other city-owned or operated property.
- Projects or developments, including any housing projects, that the City either finances, sponsors, or provides funds.

### **Procedure:**

- 1) Applicant to describe request and submit information, including drawings, photographs, mock-ups, etc. to the Department of Parks.
- 2) Request will be reviewed by the Committee at the next meeting. The meetings are held the first and third Thursday of every month from 9:30 to 11:00am at 75 Calhoun Street, 3<sup>rd</sup> floor, conference room A/B. The applicant will be notified of the meeting date if they wish to personally present their request.
- 3) The Committee will make recommendations to the Mayor. The Mayor will make the final decision to approve or deny each request.
- 4) Upon the Mayor's review and decision- the request form is returned to the Chairman. Copies will then be distributed to those who made the request and originals will be filed.