

## Public Meeting: Administrative Design Review (ADR) for Townhouses

Monday, May 4, 2009

5:30 – 7:30 pm

Bertha Landes Room

Seattle City Hall

The purpose of this meeting is to present a Recommended Administrative Design Review Process to expand Design Review to cover townhouse developments.

6:00 – 6:05	Introduction and Project Overview	Ray Gastil
6:05 – 6:20	Project Background – Public Process	Marcia Wagoner
6:20 – 6:40	Presentation of Draft Recommendation	Brandon Nicholson
6:40 – 7:30	Questions & Discussion	Marcia Wagoner



For further information please see the project report, located online at the Department of Planning and Development's website:  
<http://www.seattle.gov/dpd/Planning/TownhouseReview/Overview/>

# Administrative Design Review (ADR) for Townhouses

## Summary of Draft Recommendation

### Benefits of ADR Recommendation

- Would improve design quality and variety of townhouse projects by bringing all townhouse projects through ADR.
- Would avoid micro-permitting by lowering threshold for design review to 3 units.
- Would yield substantially shorter permit processing times than existing ADR.
- Would yield substantially lower permitting fees than existing ADR.
- Preserves the public's ability to comment and affect townhouse projects when departures are sought.
- Encourages flexibility in design by making departures more accessible.
- Builds on existing Design Review framework.

### Key Features of ADR Recommendation

- Would focus design review on providing one major Design Guidance (DG) step.
- Hybrid Decision: If departures are not requested, the project would be a Type I Decision that cannot be appealed. If departures are requested, the project would be a Type II Decision that would be subject to appeal.
- Would increase focus on a substantial Pre-Submittal Conference including a full range of relevant reviewers.
- Master Use Permit (MUP) and Building Permit (BP) submittal could be more readily combined, at the applicant's discretion.
- Design Guidance packet requirements (previously EDG) would be simplified.
- For Type II Decisions, a consolidated public notice would be issued at the time of DG, eliminating a separate MUP notice.
- All DG packages would be posted on the design review web site.
- More formalized time lines would be established to increase predictability.
- A subgroup of three or five ADR-trained planners would review all townhouse projects not subject to full Design Review.
- The assigned ADR-trained planner would prepare an abbreviated DG report after DG review.
- The assigned ADR planner would conduct both DG review and the zoning review (currently separate).
- The assigned project planner would perform a site visit prior to the Pre-Submittal Conference.
- An on-site ADR notice placard would be installed, rather than a large white MUP notice sign.