



**City of Donnelly Planning and Zoning Commission
Administrator Staff Report**

May 1, 2017

Proposed topics for Commission discussion:

1. Should projects that only include remodel of the interior of a building with no changes to the building exterior and no addition of square footage be required to obtain Design Review approval?
2. Should a public hearing be required for projects requiring Design Review? Is there a threshold at which public hearing should be required (i.e. projects that include 500 sq. ft. or more of new construction)?

Possible code changes to address the above:

1. If the Commission determines that interior remodel projects should be exempt from Design Review, the following modification to DCC 18.135.020 could accomplish this:

18.135.020 Applicability.

All new construction, exterior remodels, and additions in the central business district and general commercial district, and where specified in this title, are subject to the design review process. All duplex, triplex, and other multifamily buildings within the city, regardless of the zone in which they are proposed, and all buildings proposed for the light industrial zone are subject to design review.

2. If the Commission determines that a public hearing should be required for Design Review for projects that include 500 sq. ft. or more of new construction, the following modifications to DCC 18.135.030 could accomplish this:

18.135.030 Procedures.

- A. The city clerk shall transmit applications and supporting documentation to the commission for design review.
- B. The commission shall review the application ~~without a public hearing~~ and will approve, approve with conditions or modifications, or deny the application within 15 days of the review. Review of applications for projects that include less than 500 square feet of new constructions shall not require a public hearing.
Applications for projects that include 500 square feet or more of new construction shall require a public hearing in accordance with DCC 18.125.
- C. The city clerk shall provide written notice to the applicant of the commission's decision within 10 days following the action.

Additionally, to allow adequate time for noticing of public hearings, the following modifications to DCC 18.135.040. B may be necessary:

B. Applications for projects that include less than 500 square feet of new construction shall be submitted a minimum of 15 working days prior to the commission meeting for which the design review will occur. Applications for projects that include 500 square feet or more of new construction shall be submitted a minimum of 25 working days prior to the commission meet for which the design review and associated public hearing will occur.

Respectfully submitted by:

Delta James
Planning and Zoning Administrator
City of Donnelly