

# **CORRIDOR PROTECTION OVERLAY DISTRICT DESIGN REVIEW COMMITTEE**

## **Rules & Regulations**

### **ORGANIZATION:**

1. The Design Review Committee shall consist of seven members. A majority of members must be property owners within the Town of Danville, preferably with ownership of either commercial or residential property located in the CPOD.
2. A Chair and a Vice-chair shall be nominated and elected by the members of the Design Review Committee at the first regularly scheduled meeting of each new calendar year.
3. There shall be a quorum of four members of the Design Review Committee present to hold any meeting and to take any action. Subject to and in conjunction with any requirements or limitations of the Town of Danville or the Plan Commission, member participation via telephone or online meeting format is permissible.
4. The Danville Town Planner provides staff support for the Design Review Committee. As part of the staff support, the Town Planner will maintain individual files for each petition submitted for review by the Design Review Committee. Files shall consist of all related documents including application forms, designs, drawings, checklists, and any samples submitted by the applicant or any other reference materials related to the activities of the Design Review Committee.
5. A member of the Design Review Committee appointed by the Plan Commission shall serve as the liaison to the Plan Commission and shall serve as the representative of the Design Review Committee at Plan Commission meetings.
6. Design Review Committee members shall not participate in reviewing any submittal where they may have a conflict of interest. A conflict of interest exists when the committee member, a member of their family, or a business partner has involvement in the project that is the subject of the submittal.
7. It is permissible for Design Review Committee members to discuss submittals with each other prior to the meeting where the submittal will be considered, as long as a majority of Committee members do not participate in a discussion held at one time.
8. It is permissible for Design Review Committee members to discuss projects with the Town Planner prior to the meeting where the submittal will be considered, as long as a majority of Committee members do not participate in a discussion held at one time.
9. Design Review Committee members shall refrain from discussions or correspondence with applicants regarding their submittals outside of Design Review Committee meetings without the knowledge and consent of the Design Review Committee.
10. Design Review Committee members shall refrain from specific discussions or correspondence regarding submittals with outside individuals.

## **PROCEDURES:**

1. The Design Review Committee shall hold regular meetings on the first Wednesday of each month at 4:30 PM local time at the Danville Town Hall Conference Room. This meeting may be canceled by the Town Planner or the Committee Chair if there are no submittals to review. Additional meetings may be scheduled by the Town Planner or Committee Chair on an as-needed basis.
2. A work session consisting of the Design Review Committee and Town Planner begins at 4:30 PM. This is to discuss submitted project(s), identify significant concerns, and to prepare for the discussion with the applicant(s).
3. Individual applicant reviews begin at 4:30 PM. To the extent feasible, review and discussion time will be limited to 30 minutes per project. A five-minute interval between applicants should be scheduled. The Town Planner will contact each applicant regarding their scheduled appointment time.
4. Preliminary design review consultations may be granted to future applicants to provide input into their proposed designs in advance of their formal submittal. These design consultations may be held on a date other than the first Wednesday of the month if a majority of the members of the Design Review Committee agree to an alternate meeting date.
5. A complete design review petition must be submitted no later than 15 days prior to the date of the Design Review Committee meeting where the petition shall be reviewed. To be considered complete, a petition must include one (1) original set of required documents and/or materials and one (1) electronically submitted set of required documents and/or materials. Required documents are: a signed application, a copy of the site plan for the subject property, elevations of the proposed project, and photographs of the existing conditions on the subject property including the immediate adjacent properties. Where applicable, samples of proposed paint colors, siding, shingles, and other exterior construction materials will also be required before a petition is considered complete. Incomplete submittals will not be reviewed by the Design Review Committee until all document requirements have been satisfied.
6. Design Review Committee members should be sent design submittals from the Town Planner one week prior to the meeting where the submittal will be considered.
7. Design Review Committee members should review the design submittals and come to the meetings prepared to discuss specific issues, comments and suggestions.
8. Projects should be reviewed in the order that the design submittals were received by the Town Planner.
9. A completed CPOD Design Review Checklist shall be prepared as a worksheet for each project submittal. However, a written recommendation prepared by the Chair of the Design Review Committee will be the document that is forwarded to the Danville Plan Commission for action.
10. The completed CPOD Design Review Recommendation shall be ready by Tuesday 12 noon one week prior to the Plan Commission meeting day where the submittal will be considered.
11. Construction of projects submitted to the Committee shall commence within one (1) year of Plan Commission approval. If construction has not begun within the one (1) year period, the approval shall expire and must be re-submitted to the Committee for a decision by the Plan Commission.