

10.5 Design Review Committee

A. Establishment and Purpose.

The *Plan Commission* is hereby authorized to establish, by resolution, a *Design Review Committee* as an Advisory Committee of Citizens.

The purpose of the *Design Review Committee* shall be to study problems and issues identified by the *Plan Commission* in its resolution establishing the *Design Review Committee* and to advise the *Plan Commission* concerning such problems and issues. Such advise to the *Plan Commission* may be provided by of way technical assistance to *Staff* and the *Plan Commission* in the exercise of their duties in connection with the administration of this Ordinance.

B. Duties and Powers.

The *Design Review Committee* shall study problems and issues identified by the *Plan Commission* and advise the *Plan Commission* concerning such problems and issues in sufficient detail to assist the *Plan Commission* in the *Plan Commission's*:

1. Review and determination of all *Development Plans*, including, but not limited to those *Development Plans* related to:
 - a. *Development Incentives* in RR, R-1, R-2 and R-3 *Districts*;
 - b. *Development Incentives* for the R-6 *District*;
 - c. *Development Incentives* for All Commercial and Industrial *Districts* (except the TC - Town Center *District*);
 - d. *Development Plans* Required for All Development Located in the R-6, All Commercial *Districts* and All Industrial *Districts* When Located Within Six-hundred (600) Feet of a Gateway Corridor;
 - e. *Development Plans* Required for Architectural Review in the TC - Town Center *District* and all other Commercial and Industrial *Districts* Within Six-hundred (600) Feet of a Residential *District*.
2. Review and recommendation of Planned Unit Developments as to:
 - a. Preliminary Plan Conceptual Design Review;
 - b. Zone Map Change; and,
 - c. Final Detailed Plan Secondary Review.
3. Site Plan Review for an *Improvement Location Permit* applied for in connection with an Economic Revitalization Area Resolution adopted pursuant to Ordinance No. 5-97.
4. Site Plan Review in connection with a *Special Exception Use* application for Wireless Telecommunications Facilities.
5. Other applications or petitions identified by the *Director* as needing additional technical review, including but not limited to the review of applications or petitions for *Improvement Location Permits*, Zone Map Change, Primary Plat, Secondary Plat, Variance of Use, Variance of Development Standards, and Special Exceptions.

C. Membership, Terms, Vacancies and Removal.

1. Membership

Membership of the *Design Review Committee* shall consist of a total of six (6) members. Such membership shall be determined as follows:

- a. One (1) ex-officio, non-voting member appointed by the *Plan Commission* from its membership; and,
- b. Five (5) voting citizen members whom shall be appointed by the *Plan Commission*.

2. Terms

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Administration: Design Review Committee

Citizen members of the *Design Review Committee* shall serve three (3) year terms.

The term of ex-officio, non-voting *Plan Commission* members shall be for a period of one (1) year.

Initial terms of citizen members appointed pursuant to this Ordinance shall be: two (2) members for a period of one (1) year; two (2) members for a period of two (2) years and one (1) member for a period of three (3) years.

The *Plan Commission* may appoint an alternate member to participate with the *Design Review Committee* who may serve at any meeting, hearing or procedure in which the regular member of that has a conflict of interest or at any meeting, hearing or procedure for which a regular member may be absent.

3. Vacancy

In the case of a vacancy on the *Design Review Committee*, the *Plan Commission* shall, as soon as practicable, appoint a new member to the *Design Review Committee* to complete the term which was vacated.

4. Removal

The *Plan Commission* shall have the power to remove any member of the *Design Review Committee* at any time.

D. Meetings, Hearings and Procedures.

The *Plan Commission* shall adopt Rules of Procedure to govern:

1. the scope of the *Design Review Committee's* review authority; and,
2. the conduct of all meetings, hearings and procedures of the *Design Review Committee*.

E. Records.

The *Design Review Committee* shall keep minutes of its hearings of all petitions as well as any investigations and other official actions taken; and shall record the vote on all actions taken. A shorthand, steno type or electronic record shall be made of all hearings of the *Design Review Committee* and shall remain on file with *Staff* for a period of six months following hearing and determination. All minutes and records filed with *Staff* shall be public records.

A transcription of such verbatim record or any hearing may be ordered by any party, and the cost thereof shall be paid by the party ordering such copy or copies.