



# CITY OF CONCORD

## REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Heather Shank, Assistant City Planner

DATE: May 23, 2016

SUBJECT: Ordinance Amending the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 28, Zoning Ordinance; Article 28-9, Administration and Enforcement; Section 28-9-4, Decisions by the Planning Board; paragraph (f), Architectural Design Review

### **Recommendation**

Accept this report and set the proposed amendment for a public hearing.

### **Background**

The purpose of the amendment is to change the requirement from a public hearing to a public meeting for approval of Architectural Design Review applications.

Section 28-9-4(f) of the Zoning Ordinance currently requires notification of a public hearing before the Planning Board for Architectural Design Review (ADR) applications that are not already a part of a major site plan, subdivision, or conditional use permit application. ADR applications so noticed pertain to sign permits or building permits required for exterior alterations in Performance Districts.

Up until September 2015, each ADR application was approved as part of an individual public hearing. Starting in October 2015, the change was made to approve sign permits collectively under a consent agenda to streamline the Planning Board process. Applicants, Board members, or members of the public still had the ability to have an item pulled from the consent agenda to discuss the application in more detail or voice a concern. The change has been very effective in simplifying the Planning Board process and using time more efficiently at meetings.

Staff is now proposing that the ADR approval be granted during the public meeting segment of the agenda instead of during the public hearing segment. The process would still function as it has for the past eight months, with applicants, Board members, and members of the public having the same opportunity to pull an item for discussion. The change essentially allows Staff to list the item differently on the agenda, which will simplify the new electronic agenda format, and be more similar to how the consent agenda functions at City Council meetings.

The Planning Board reviewed the proposed amendment at their May 18<sup>th</sup> meeting and voted unanimously in favor.

**Discussion**

This amendment is intended to streamline the new electronic agenda format for Planning Board, encourage consistency with the format of City Council meetings, and utilize time more efficiently at Planning Board meetings.