

Subcommittee Review for Design Commission projects August 2017



Purpose

Under certain circumstances, projects that are subject to Seattle Design Commission review are eligible for subcommittee review. Subcommittee review provides an applicant with focused review and direction on a project issue or element that is subject to Design Commission review.

Notice of any subcommittee review meetings will be posted on the Design Commission website at least 24 hours before the start of the meeting. In addition, notice of the meeting will be provided to people who attended the previous commission meeting.

Applicability

The following projects are eligible for subcommittee review:

- Projects subject to Commission review under Seattle Municipal Code Section 3.58 but of a size, cost, or scale that do not warrant formal review by the Design Commission
- Projects that have received a final approval by the Commission along with a condition to have additional review on a project issue or element
- Projects under ongoing review by the Design Commission where the Commission has voted to require a focused review on a project issue or element as a condition of its proceeding to subsequent Commission reviews
- Special exceptions for signs in Seattle Municipal Code Section 23.55.040

Process

When the Commission determines that a project is appropriate for subcommittee review, the following steps will occur:

1. A minimum of one staff member and two commissioners shall be assigned to review project issues or elements subject to subcommittee review. If any commission members voted to oppose or deny the project during any regular commission meeting, at least one such commissioner will be included in the subcommittee review along with any other commissioners appointed to this review.

2. The subcommittee review should be scheduled within 4 weeks following the approval by the Commission for this review. The goal for scheduling will be to give the applicant sufficient time to develop presentation materials that respond to the need for a subcommittee review.
3. At least one week prior to the subcommittee meeting, presentation materials addressing the issue or element will be forwarded to the Commission.
4. At the review meeting, the Commission shall be briefed by staff and the applicant on the presentation materials received from the project team.
5. Following the presentation, the Commission will provide specific direction to the applicant on the project issue or element that is the focus of the review. The direction will also indicate whether the items or issues under review have been sufficiently addressed and whether the project should proceed to the next stage of design development or permitting.
6. If additional the Commission requires subcommittee meetings subsequent meetings shall follow the same process outlined above. Specific information will be provided to the applicant at or following the subcommittee meeting that details any additional information that needs to be provided prior to the next subcommittee meeting.
7. Following approval of the project issue or element, staff shall prepare a written summary of the direction provided to the applicant. The written summary will be reviewed and approved by the Chair prior to being sent to the applicant. The applicant will update any permit documents to reflect the Commission's approval.