

REVIEW AND APPROVAL PROCEDURE AMENDMENT - CONCEPT PLAN

Architectural Review Board - 012925

Redline Version (**Red** = Deleted Text, **Blue** = New Text)

153.002 Definitions

(B) *General definitions.* For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning, as determined by the Director.

(3) *General definitions - C*

(p) *CONCEPT PLAN.* A plan that generally indicates the overall design of a proposed ~~PUD or BSD~~ **development** project with sufficient information to enable the applicant and the city to discuss the concept for the proposed development and **analyze** ~~determine~~ if the proposal is generally consistent with the Community Plan and other applicable plans of the city.

Historic District

153.176 Review and Approval Procedures and Criteria

TABLE 153.176A: SUMMARY PROCEDURE TABLE						
R=Recommendation D=Decision A=Administrative Appeal RF=Review & Feedback						
Type of Application	PD	ARB	BZA	PZC	Council	Zoning Code Reference
TABLE 153.176A: SUMMARY PROCEDURE TABLE						
R=Recommendation D=Decision A=Administrative Appeal RF=Review & Feedback						

Type of Application	PD	ARB	BZA	PZC	Council	Zoning Code Reference
Zoning Code Approvals						
Zoning Map or Text Amendment	R	R		R	D	§ 153.234
Conditional Use	R	R		D		§ 153.236
Special Permit	R		D			§ 153.231 (G)
Use Variance	R		R		D	§ 153.231 (H)(3)
Non-Use (Area) Variance	R		D			§ 153.231 (H)(2)
Other Approvals						
Building Code Appeal			D			§ 153.231 (I)
Historic District Applications						
Pre-Application	RF					§ 153.176 (D)
Informal Review	RF	RF				§ 153.176 (E)
Concept Plan	R	D -RF				§ 153.176 (F)
Concept Plan with a Development Agreement	R	R	-	-	D	§ 153.176(D)
Preliminary Development Plan	R	D				§ 153.176 (G)
Final Development Plan	R	D	A			§ 153.176 (H)
Minor Project	R	D	A			§ 153.176 (I)

Demolition	R	D	A			§ 153.176(J)
Waivers	R	D				§ 153.176(K)
Master Sign Plan	R	D				§ 153.173(L) / § 153.176(L)
Administrative Approval	D	A				§ 153.176(M)
Certificate of Zoning Plan Approval	D					§ 153.233 / § 153.176(O)(3)

(E) Informal review. ~~Prior to submittal of an application for a Minor Project (MP) or Concept Plan (CP), a~~ An applicant may submit an Informal application for review of a development concept with the ARB. Such submittal shall include a completed application form and supporting material sufficient to describe the development concept. The review of the informal submittal shall be non-binding upon the ARB and the applicant, however, it is intended to provide feedback by the ARB that should inform the preparation and ~~subsequent~~ review of ~~a subsequent application the~~ CP. The Planning Director shall prepare a brief analysis ~~and comments~~ that will be submitted to the ARB with the application.

(F) Concept plan.

(1) Purpose and applicability.

(a) The purpose of the Concept Plan (CP) is to provide a general outline of the scope, character, and nature of the proposed development that is consistent with the policy direction of the Community Plan, the Historic Design Guidelines, the requirements of the Historic Zoning Districts and those applicable to designated outlying resources, other related policy and regulatory documents, and the review criteria, and to consider the proposal within the context of existing and planned development within the vicinity of the project.

(b) The CP allows the required reviewing body the means to ensure that the proposed concept is consistent with the following:

1. That the proposed land uses are consistent with Community Plan, Historic Design Guidelines, and applicable Zoning Code requirements;

2. That the proposed development and layout are generally compatible with the existing development pattern and scale of development within Historic Dublin; or surrounding development for the designated outlying resources;

3. That the proposed development concept generally preserves and maintains the historic nature of a given site; and

4. That the proposed development concept has the potential to create a walkable, pedestrian scale place.

(c) The CP review provides an opportunity for public input at an early stage of the development process.

(d) The CP review is intended to provide clear direction to the applicant by the required reviewing body resulting from its review and approval feedback of the application.

(e) If the The Concept Plan review is approved by the reviewing body, it shall serve as a basis for preparation by the applicant of the Preliminary Development Plan (PDP) for the proposed development.

~~(f) For projects that will propose a development agreement due to the need for development timeframe, public infrastructure, public and private contributions, development restrictions, or other related items, City Council shall serve as the required reviewing body for the CP. In those cases, the Director and the Architectural Review Board shall each review the CP and provide a recommendation to Council to approve, approve with conditions, or disapprove the CP.~~

(2) Review procedure.

(a) The CP is a mandatory step in the development review and approval process.

(b) An application for a CP shall be made in accordance with the provisions of divisions (P)(1) of this chapter.

(c) The ARB shall be the required reviewing body for the CP in Historic Dublin and any designated outlying property, ~~unless a development agreement is proposed in conjunction with a proposed project, then City Council shall be the required reviewing body for the CP.~~

(d) The Director shall ~~make a recommendation to the ARB for approval, approval with conditions, or denial~~ provide an analysis of the CP application under the criteria considerations of division (F)(4) of this section.

(e) The ARB shall review the CP application, the minutes of the ARB meeting if an informal review was requested by the applicant, the Director's recommendation analysis, and ~~render its decision~~ provide feedback based on the criteria considerations of division (F)(4). ~~It~~

~~the instance the ARB is the required reviewing body, the Board will render a decision for approval, approval with conditions, or denial and written record of the Board's decision shall be provided.~~

~~(f) In the instance of a CP associated with a proposed development agreement, the Board will make a recommendation of approval, approval with conditions, or denial to City Council.~~

~~—(g) City Council shall review the CP application and the recommendations of ARB and the Director, and render its decision based on the criteria of division (F)(4) of approval, approval with conditions, or denial.~~

(3) *Submittal requirements.* It is the intent of these regulations that the CP shall indicate overall design of the proposed project. Information submitted should be comprehensive enough to enable the required reviewing body to understand the existing site and concept for the proposed development, and to evaluate consistency with the review **criteria considerations** in division (F)(4). The applicant shall submit an application and supplemental materials as outlined in division (P)(1) and determined by the Director.

(4) Review **considerations criteria**. The required reviewing body shall ~~make its decision~~ **review and provide feedback** on an application for a CP based on each of the following **criteria considerations** ~~and may consider the recommendation of the Director and, if City Council is the required reviewing body, the recommendation of the ARB. For applications associated with a development agreement, the ARB shall apply these criteria in the formulation of its recommendation to City Council.~~

(a) The CP is consistent with the applicable policy guidance of the Community Plan, applicable Zoning Code requirements, and other applicable city plans, and citywide administrative and financial policies;

(b) The CP is consistent with the Historic Design Guidelines;

(c) The CP conforms to the applicable requirements of the Code;

(d) The CP is consistent with surrounding historic context, character, and scale of the immediately surrounding area and the district as a whole;

(e) The applicant or applicant's representative has demonstrated that it has technical expertise and experience with appropriate construction methods consistent with sound historic preservation practices;

(f) The illustrative lots, supporting street and pedestrian network, and internal circulation provide a coherent development pattern and the conceptual locations of access points to surrounding streets will avoid adverse impacts on surrounding neighborhoods and traffic infrastructure;

(g) *The proposed land uses allow for appropriate integration into the community, consistent with adopted plans, and align with the requirements of § 153.172 Uses;*

(h) *The conceptual improvements are appropriately sited and scaled to create a cohesive development character that complements the surrounding environment, and conforms to the architectural requirements of § 153.174 Design Standards and the Historic Design Guidelines;*

(i) *The conceptual design of open spaces, including location and relationship to surrounding resources, provides for meaningful public gathering spaces that benefit the community both within and outside the proposed development; and*

(j) *The CP allows for the connection and or expansion of public or private infrastructure and the continued provision of services required by the city or other public agency.*

(G) *Preliminary development plan.*

(4) *Review criteria. The ARB shall make its decision on an application for a PDP based on each of the following criteria:*

(a) *The PDP shall be consistent with the approved CP, the record established by the required reviewing body, the associated staff report, and the Director's recommendation;*

(P) *General provisions.*

(5) *Duration of approvals.*

(a) Because the review of an informal application is non-binding on the city and does not result in a decision by the ARB, the comments made during the informal application review do not expire. However, if the applicant makes any material change in the informal application following the review, the applicant should not assume that the previous informal review comments remain applicable to the revised application.

(b) Because the review of a Concept Plan application is non-binding on the city and does not result in a decision by the ARB, the comments made during the Concept Plan review do not expire. However, if the applicant makes any material change in the Concept Plan application following the review, the applicant should not assume that the previous Concept Plan review comments remain applicable to the revised application. An approved CP shall be valid for a period of no more than one year. If an

~~application has not been filed for a PDP for at least a portion of the site within that one-year period, then the CP shall no longer be valid. A new CP application shall be required in accordance with the requirements of this chapter.~~