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OFFICE OF THE DIRECTOR

Office of the Director is a Division of the Department of Planning & Development Services

DEVELOPMENT REVIEW COMMITTEE (DRC) & CONSULTATIONS

The prospect of developing or redeveloping property is daunting - and there are often many questions along the way. Two free services are available to help answer those very questions. Continue reading to see if one is right for you.

What is the Development Review Committee (DRC)?

The DRC is intended to provide feedback from all land development-related reviewers and is targeted towards projects for which a property has been identified, a use has been determined, and a draft plan has been completed. These meetings are recommended for non-residential or multi-family developments, as a pre-submittal step, to learn about processes that would apply, or to ascertain if there are unanticipated complications possible.

What is required for a DRC, and what benefits to the customer exist as a result of this service?

Requests for a DRC are accepted **solely** through the electronic request form at www.cosatx.us/DRC, at the top of the page. These meetings are scheduled in 45-minute increments on Friday mornings. Completed requests submitted before noon on Tuesdays are scheduled the same week. Minimum requirements include:

- Legal description of the property;
- Existing use of the property;
- Description of any existing buildings;
- Short summary - expected uses, occupancy, staff size;
- Site plan;
- Screen shot showing an aerial view;
- Floor plan, if available; and,
- Exterior elevations.

A reviewer from each area reviews the information in advance, in order to prepare adequately for the meeting. A representative from each of the following areas will be in attendance: Water Utilities, Engineering Services, Planning, Permits & Inspections, Fire Prevention, Stormwater, and - when needed - Health. Within three business days of the meeting, the applicant is provided a written summary of the comments for their use, along with a customer satisfaction survey. Often, possible problems are identified early on and this process can eliminate setbacks or provide alternative suggestions beforehand.

What is a consultation?

The consultation is intended to serve as an opportunity to have specific questions answered about a potential project still in the conceptual stage - before the decisions regarding location or use are finalized, or prior to any plans being prepared. Typical subjects include: determining possible uses for a property; understanding requirements for zoning, utilities, or streets; and, investigating required applications or permits for a project idea.

What is required for a consultation, and what benefits to the customer exist as a result of this service?

Requests for a consultation are accepted **solely** through the electronic request form at www.cosatx.us/DRC, at the bottom of the page. These meetings are scheduled in 45-minute increments and are scheduled based on the availability of all parties, often within two - three business days from the time the request is made.

Minimum requirements include:

- Information about the property or properties of interest;
- Proposed use or uses;
- Screen shot showing an aerial view; and,
- Questions/issues requested to be covered in the consultation.

A consultation can help a customer obtain information normally obtained through a walk-in or phone contact with staff, but with facilitation. For a customer, ascertaining who should be consulted with can be difficult - but with a facilitator on the City side, this is made much simpler. Based upon the questions/issues submitted for the consultation, a meeting is customized with the appropriate staff members. This provides a way for the customer to investigate the idea from a variety of perspectives without visiting multiple offices and waiting for assistance each time, ensuring that the time investment required is no more than necessary.