

# **CITY OF CONCORD DEVELOPMENT REVIEW COMMITTEE**

## **RULES OF PROCEDURE**

### **Rule 1. Purpose**

The purpose of the City of Concord Development Review Committee (DRC) is twofold:

- I. Provide preliminary comments on conceptual plans for development within the City’s planning jurisdiction prior to developers formally applying.
- II. Provide a forum for staff discussion of plans currently in review or permitting systems issues.

The DRC is an advisory committee and not a decision-making body. DRC is a free and optional service but is strongly recommended by staff prior to submittal of plans. Notwithstanding the above, a conditional rezoning must be brought before the DRC for a pre-application meeting.

These Rules of Procedure are effective May 1, 2024.

### **Rule 2. Membership**

The City of Concord Development Review Committee shall consist of staff members from the following departments:

- I. Transportation
- II. Planning
- III. Engineering (includes Stormwater & Utilities)
- IV. Arbor
- V. Parks and Recreation
- VI. Solid Waste
- VII. Fire
- VIII. Electric

Notice of meetings and site plans are also distributed to a DRC notification list, please contact Planning for list.

Permitted attendees of a DRC meeting include the DRC members, relevant City or County staff, and the developer and their design team.

### **Rule 3. Meeting Schedule**

- I. The DRC shall maintain a standard weekly meeting time of 9 AM on Thursdays. DRC members will convene at 9 AM with the first agenda item beginning at 9:30 AM and the second at 10:15 AM. If necessary, a third agenda item may be set beginning at 11 AM.
- II. 45 minutes shall be allocated for each agenda item.
- III. No more than three cases shall be considered on any weekly agenda.

### **Rule 4. Meeting Agenda**

- I. The agenda shall be set by the Planning Department. Developers seeking to get on the DRC agenda shall contact the Planning Department to establish an appointment time with the DRC.



- II. The City of Concord Planning Department shall facilitate the meeting. Meetings shall be conducted virtually via third party meeting vendor (e.g. Teams).
- III. Required materials & information from the developer is due by 4 pm on the Friday prior to the scheduled DRC meeting. Staff reserves the right to pull an item from the DRC agenda if the required materials are not provided by that time.
- IV. Agendas will be distributed by e-mail to DRC members, relevant City & County staff, and developers on the Monday prior to the DRC meeting by 11 AM.
- V. Comments from each staff reviewer on the submitted sketch plans are due by 5 pm on the Wednesday prior to the DRC meeting.

### **Rule 5. Meeting Materials & Information**

Refer to Appendix A for required meeting materials and optional meeting materials.

### **Rule 6. Order of Meetings**

The standard order of the DRC meeting shall be as follows:

- I. Staff Convene 9:00 AM
  - a. Review of staff comments on the ensuing DRC agenda items
- II. Developer 1 9:30 AM
  - a. Introduction & Project Background
  - b. Staff reviews DRC Comments with developer
  - c. Discussion of applicable project processes
- III. Developer 2 10:15 AM
  - a. Introduction & Project Background
  - b. Staff reviews DRC Comments with developer
  - c. Discussion of applicable project processes
- IV. Developer 3 (if applicable) 11:00 AM
  - a. Introduction & Project Background
  - b. Staff reviews DRC Comments with developer
  - c. Discussion of applicable project processes
- V. Post-DRC Staff Only Discussion 11:00 AM (if no 3<sup>rd</sup> agenda item) or 11:45 AM
  - a. Review list of new project submittals
  - b. Discussion of project or Accela issues

### **Rule 7. Comments**

The comments from each DRC member will be compiled by Planning into a summary for each agenda item. DRC comments will generally be distributed to developers within one week after the DRC meeting.

### **Rule 8. Amendment of the Rules of Procedure**

Any portion of these rules may be amended or suspended at any time by the DRC members.

## APPENDIX A: Meeting Materials & Information

### Required Materials & Information

#### I. Sketch Plan

- a. A sketch plan shall be provided in .pdf format and must include the design characteristics necessary to evaluate compliance with the Concord Development Ordinance. Although not required, it is recommended to be designed by a surveyor, architect, engineer, or other industry professional.
- b. The sketch plan shall contain:
  - i. Proposed layout of site
  - ii. Provide zoning data
    1. Address (if assigned)
    2. Parcel number
    3. Current zoning
    4. Proposed zoning (if applicable)
    5. Proposed impervious area and maximum impervious area
    6. Proposed building height
    7. Proposed & required amount of open space (if applicable)
    8. Dwelling units per acre (if applicable)
  - iii. Location of parking, indicate if paved or graveled proposed
  - iv. Open space and note active open space areas (if applicable)
  - v. Dumpster location (if applicable)
  - vi. Mail kiosk location (if applicable)
  - vii. Outdoor storage areas (if applicable)
  - viii. Location of SCM if-
    1. The project will create more than 20,000 square feet of new impervious area, or
    2. The project will disturb more than 1 acre

#### II. Description

- a. The description shall contain:
  - i. DRC contact's name, company name, phone number, and email address
  - ii. Property address, parcel identification number, and current zoning
  - iii. Type of development, proposed use, and state if project will be phased
  - iv. Number of proposed dwelling units/lots/buildings (& proposed density if applicable)
  - v. Building square footage
  - vi. State if the development is for rent or if it will be condo platted or subdivided for individual ownership (if applicable)
  - vii. Indicate if proposing to annex, rezone, or recombine property (if applicable)
  - viii. If the project is proposing multiple uses, if some of the proposed uses are not feasible, state whether the project would move forward with the uses that are. (Ex. A developer is proposing a 50-lot single-family home subdivision with 2 commercial outparcels. The developer states that if the commercial outparcels cannot be achieved, the project will not move forward with only the 50 single-family homes.)

## **Optional Materials & Information**

\*The below information is not required for submission and review by the DRC. However, the more information you provide for DRC could result in quicker approval during the plan review process.

- I. Transportation
  - a. Provide trip generation for the use by the Friday prior to the DRC meeting for staff to determine what level of TIA is needed.
- II. Planning
  - a. Elevations of building, dumpster, fencing with materials and color labeled.
  - b. Show bicycle parking spaces (if applicable).
- III. Arborist
  - a. Identify and label all required landscape yards and tree preservation requirements per Article 11 of the Concord Development Ordinance and Article 7 of the Technical Standards Manual.
  - b. Show existing and proposed easements. Public utility easements may bisect but not run lengthwise within required landscape buffers. Private utility easements should not lie in landscape buffers.
  - c. Show sight triangles, landscape yard shall lie behind sight triangles.
  - d. Show retaining walls, retaining walls shall not limit the width or planting densities of required planting yards.
- IV. Stormwater
  - a. Breakdown of the existing and proposed impervious area in square feet and broken out by streets/parking/asphalt, sidewalk/concrete, structures, amenities, etc.
  - b. Location of any jurisdictional streams or wetlands.
    - i. The City requires stream buffers on USGS solid blue line Perennial streams (Class 1 buffers) and USGS/NRCS Intermittent stream (Class 2 buffers).
  - c. Show the FEMA floodplain and floodway lines along with any other applicable floodplain information.
- V. Engineering
  - a. Provide projected wastewater flow as calculated utilizing the rates in Title 15A NCAC 2T and based on the proposed building uses.
  - b. Show proposed locations for water and sewer utility connections.
  - c. Note if sewer extension will be required (public or private).
- VI. Fire
  - a. Note occupancy classes.
  - b. Note type of construction.
  - c. Note number of floors.
  - d. Note if there will be a fire sprinkler system.
    - a. Note if there will be a fire alarm system.
  - b. Provide fire flow calculations for the proposed building(s).
- VII. Electric
  - a. Complete load data sheet.
  - b. Locations of proposed electric easements.



VIII. Parks and Recreation

- a. As identified on the adopted Concord Open Space Connectivity Analysis Plan and/or pertinent small area plans, indicate any greenways and/or multi-use/side path alignments on the subject parcels. Greenways shall be shown as being inside a min. 30' permanent greenway easement and labeled as being for dedication. Multi-use/side paths may be within or outside public ROW; if outside ROW, multi-use/side paths shall be shown as being inside a min. 30' permanent greenway easement and labeled as being for dedication.