

Due to the City's safe practices during  
COVID-19, process and procedures may vary



## DESIGN REVIEW COMMITTEE PROCESS AND PROCEDURES

### Background / Purpose:

Created by Mayor Joseph P. Riley, Jr., in 1981, the Design Review Committee is made up of City staff members who serve in various departments within the city which administer the public realm. Committee members are appointed to the Committee by the Mayor. Committee members do not have a set term in which they must serve, nor do they come up for re-appointment.

The purpose of the Design Review Committee is to review any changes which may affect the visual quality of City property, including interior and exteriors of buildings, streets and sidewalks, parking lots, parks, playgrounds and open spaces. Of particular concern are the original materials which make up our historic City. All work involving the removal, installation or repair to our historic building materials, such as brick, mortar, plaster, etc. or our street materials such as bluestone, Belgian block and cobblestones, should be reviewed by DRC.

### Members of the Committee:

Jason Kronsberg, Chair, Jacob Lindsay, Keith Benjamin, Tom O'Brien, Robert Somerville, Allen Davis, Clark DeCiantis, Matt Fountain

### What Goes Before the Committee:

- Any City-funded project which involves the alteration of the interior and exterior of buildings, parking lots, parks, playgrounds and open spaces.
- Proposed alterations to City streets, sidewalks.
- Projects or developments, including any housing projects, that the City either finances, sponsors, or provides funds.

### Procedure:

- 1) Applicant to describe request and submit information, including drawings, photographs, mock-ups, etc. to the Department of Parks, located at 823 Meeting Street, using the attached request form. Submittals can be emailed to Maggie Burghoff, Project Assistant: [BurghoffM@charleston-sc.gov](mailto:BurghoffM@charleston-sc.gov). **Applicant should bring presentation quality display boards to the meeting. Digital presentations should be submitted with application if requested.**
- 2) Request will be reviewed by the Committee at the next available meeting. The meetings are held the first and third Thursday of every month from 11:00 to 12:00 at 2 George Street, 1<sup>st</sup> Floor Public Meeting Room.
- 3) Following the meeting, the Committee will make recommendations to the Mayor. The Mayor will make the final decision to approve or deny each request.
- 4) Upon the Mayor's review and decision the applicant will be notified.



**Staff Use Only**

Date of Review \_\_\_\_\_

- Recommended for approval
- Resubmit for additional reviews
- Recommend for denial

**DESIGN REVIEW COMMITTEE APPLICATION**

Has this item been previously presented to DRC?  YES  NO

If yes, please list dates of review: \_\_\_\_\_

Project: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Company: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Please provide a brief description of item being presented to committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this item currently under review by the Technical Review Committee?  YES  NO

Review Requirements for DRC:

- Right-of-way material
- Right-of-way plantings
- Right-of-way design
- City property
- City funded project
- Other

Please provide the follow for review:

- Submit six half size plans for review by the deadline date. Half size is in reference to 1/2 scale of the original drawing scale, this typically brings the physical drawing size down to a more manageable size.**
- Submit any additional information such as photos, material samples, color chips, etc. for review**

Note that the Design Review Committee meets the first and third Thursday of every month. The meeting is held at 2 George St, in the Public Meeting Room.

Submittals will need to be received by the Dept. of Parks, located at 823 Meeting Street, by 4:00 the Monday prior to the meeting date. A maximum of 4 applications for each meeting will be accepted on a first come basis.