

# Design Review Common Staff Approval List

All items on the Staff Approval List are reviewed in accordance with the applicable code and guidelines. This process includes completing and filing a COA application; however, it does not require a hearing. Applications that fall under items within the Staff Approval List and are consistent with the applicable code and guidelines, can generally be staff approved.

## Item Listing:

<b>ADA Accessibility</b>
<ul style="list-style-type: none"> <li>The addition of ADA accessibility improvements per applicable code and guidelines.</li> </ul>
<b>Change of Use</b>
<ul style="list-style-type: none"> <li>Change of use that is permitted by Code and does not alter existing buildings, structures, or other site components (EFRB and DC only).</li> </ul>
<b>Graphics</b>
<ul style="list-style-type: none"> <li>All Graphics*           <ul style="list-style-type: none"> <li>*DC: Up to 24 feet above grade for wall and window signs and up to 15 feet above grade for projecting signs.</li> </ul> </li> </ul>
<b>Historic Resources Commission Cases</b>
<ul style="list-style-type: none"> <li>Upon receipt of a Certificate of Appropriateness from the HRC, staff may issue a concurring Certificate of Approval (for EFRB &amp; UIDRB only).</li> </ul>
<b>Landscaping &amp; Hardscaping</b>
<ul style="list-style-type: none"> <li>All landscaping &amp; hardscaping.</li> </ul>
<b>Lot Modifications</b>
<ul style="list-style-type: none"> <li>Lot splits and combinations.</li> </ul>
<b>Maintenance or Minor Building Change</b>
<ul style="list-style-type: none"> <li>Repairs/Maintenance &amp; Minor building changes including:           <ul style="list-style-type: none"> <li>Repairs to exterior building elements not resulting in replacement of materials.</li> <li>Minor Building or Site Changes (generally single elements).</li> <li>Awnings- including graphics consistent with applicable design guidelines.</li> <li>Mechanical equipment or antennas.</li> </ul> </li> </ul>
<b>Parking Facilities</b>
<ul style="list-style-type: none"> <li>Bicycle parking.</li> <li>Existing parking lot landscaping and screening (excludes chain-link fencing).</li> <li>Payment structures/ facilities.</li> <li>Price/ orientation signage.</li> </ul>
<b>Renewal</b>
<ul style="list-style-type: none"> <li>Renewal of expired UIDRB COA* (within 2 years of expiration of original approval) with no changes to approved specifications. *COAs do not expire for DC or EFRB (except for ad-murals in DC).</li> </ul>
<b>Roofing</b>
<ul style="list-style-type: none"> <li>Re-roofing with like-for-like material.</li> </ul>
<b>Right-of-Way Improvements</b>
<ul style="list-style-type: none"> <li>Sidewalk dining.</li> <li>Right-of-way disposition requests that are not a part of a development proposal.</li> <li>Sign encroachments.</li> <li>Bicycle parking facilities.</li> <li>Temporary encroachments (such as a parklet).</li> </ul>
<b>Temporary Installation</b>
<ul style="list-style-type: none"> <li>Temporary Tents (i.e. festival tents).</li> <li>Trailers, food trucks and similar non-permanent mobile operations.</li> </ul>
<b>Temporary Use</b>

- Temporary use and/ or event not to exceed 30 days (for DC & EFRB only).

### **Windows**

- In-kind replacement.\*
- Replacement of windows that do not significantly alter the character of a building.\*  
\*UIDRB- A Certificate of Approval (COA) may be issued for new windows on the Approved Windows List and vinyl windows on a potentially contributing structure if vinyl windows are already existing in the window opening and the dimensions of the original masonry opening are maintained or restored to their original dimensions.

### **Zoning Clearance**

- Zoning Clearance (for DC & EFRB only).