

## Lower Downtown Design Review Board Consent Agenda Policy - adopted by the Board 7/5/12

### What is a consent agenda?

A consent agenda includes routine design review items requiring Lower Downtown Design Review Board (LDDRB) approval, but for which staff recommends approval without individual project discussion. The LDDRB agenda lists consent items separately. Staff recommendations/briefs, and supporting material from applicants for these items are included in the LDDRB packet. Staff verbally lists the consent items or shows them on a PowerPoint slide at the beginning of the meeting.

### Staff will place items on consent agenda when the following criteria are met:

1. Projects with complete applications as determined by staff
2. Projects which clearly meet design guidelines with staff recommendation for approval and with no recommended conditions (can include items that previously were deferred/continued or denied by the LDDRB)
3. No known opposition to project and no public comments are anticipated – routine and non-controversial items (Examples might be approval of meeting record, approvals of signs which clearly meet design guidelines, certain design review cases, etc.)
4. Excludes design review for infill projects and demolitions

### LDDRB:

1. Chair will introduce consent agenda and ask if any member of the public is present to speak on an item on the consent agenda.
2. Chair will ask if any Board member wishes to remove an item from the consent agenda for separate consideration, and if so, the chair will indicate that the item will be individually considered and indicate where item will be slated on the agenda. Any item on the consent agenda will be moved to the regular agenda upon request from any LDDRB member.
3. Motion for approval of consent agenda will be in one motion.
4. If LDDRB members have conflicts of interest, the LDDRB will vote on that item separately. City ethics policies apply.