



DOWNTOWN DESIGN REVIEW COMMITTEE

Schedule, Application, & Meeting Information

If you have any questions, please call Community Development at 513-745-8520.

SCHEDULE

Meetings are scheduled as needed upon submittal of a complete application. Meetings are typically held at 5:00 p.m. in the City Manager's Conference Room, 4343 Cooper Road, Blue Ash, Ohio 45242.

The Downtown Design Review Committee (DDRC) is made up of seven (7) members appointed by the City Manager; a quorum of four (4) must be present to transact business. Applicants will be notified of the date and time of once a meeting is scheduled.

Applications may be submitted at any time. All required application materials must be submitted to the Community Development office.

APPLICATION

Every application to the DDRC must include the following **completed** items:

1. Development Application Form
2. Plan Review Checklist and all of the information required for the type of approval sought
3. A site plan that is reduced to 8½ x 11 (or an electronic file that can be printed at 8½ x 11)
4. A written statement explaining the development or changes proposed in the application
5. Diagrams, photographs, or any other information that can help illustrate or document the application

Please submit 10 copies of all plans.

MEETING

The applicant or another representative MUST attend the hearing, be able to explain the application, and answer questions from the DDRC about the application. Failure to have a representative at the meeting will result in the item being tabled.

The typical hearing process is as follows:

1. The Chair will open a hearing on the application
2. The applicant will explain the proposed development
3. The DDRC will ask questions about the application
4. The DDRC will close the hearing
5. The DDRC will discuss the application relative to the D-1 district requirements
6. The DDRC will approve, approve with conditions, deny, or table the application, either Preliminary or Final, depending upon the level of approval being sought