



MEMORANDUM

DATE: October 14, 2005

TO: Interested Parties

FROM: Garry Papers, Manager Architecture and Planning

SUBJECT: Updated Requirements for Design Review Presentations

Effective immediately, Development Permit applications for projects including over fifty (50) residential units and/or 100,000 square feet of development will be required to meet the following updated requirements for project presentations. All presentation materials are due to CCDC no less than one full business day before the Design Review meeting unless otherwise noted.

CCAC Pre-Design

(Staff presentation 5 minutes; Architect 5 minutes; rest of the time Q & A)

The project architect brings drawings and plans on 24 x 36 (minimum) boards for visibility to a group of 25+ in CCDC Large Conference Room, with one drawing per board (if not mounted, neatly clipped to boards is acceptable for this meeting).

Primary Presentation Materials

- Vicinity Map - include project site plan along with all streets and projects/land uses (existing, and approved or planned, with number of stories and height indicated) within 300 feet (nine-block vicinity, with the project site in the center) at a minimum 1:50 scale.
- Site Plan / Ground floor - use translucent color-coding to represent /distinguish areas of commercial, residential, service/parking, and circulation uses. Show 15-20 feet of any adjacent properties.
- Exterior Elevations - provide colored elevations of all building faces (at least 1/8" scale), including property line walls with adjoining developments outlined. Identify primary materials of all walls, roofs, ground floor treatments, etc. Show at least 20 ft. of adjacent existing (or approved future) buildings.

Presentation Materials Memo

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- Perspectives - provide two (minimum) street-level views of the primary facades of the project, typically an oblique of corners taken from opposite corners. Perspectives must illustrate accurate shadowing and colors, and include basic massing outlines of context buildings. Street trees must be transparent. Hand sketches are acceptable for this meeting.
- Optional - representative samples of primary materials, if available; securely mounted on board desirable.

Back-up Materials

- Floor Plans -including first basement level and roof plan (do not duplicate identical floor plans). Multiple levels of high-rise buildings can be included on a single page.
- Cross Sections (minimum of two) - include adjoining street grades/developments including parapet heights and mechanical screening.

CCDC Real Estate Committee & Centre City Advisory Committee

(Staff presentation 5 minutes; Architect 5 minutes; Emphasize response to context; ground floor uses, access, services and facade design; all elevations and material palette; rest of the time Q & A)

All the drawings listed above mounted on boards, plus the following:

Color and Material Board

- Representative samples of primary materials, securely mounted within board(s). Materials may not be affixed (glued) to surface of board. Glass samples must be 6" x 6" minimum, true dual-glazed sample, with no solid background.

Perspectives

- Two to four ground level views of all primary project facades (staff to confirm number and locations), showing all corners in context. Views shall be "photo-realistic" CAD or renderings with accurate depiction of shadows, materials, textures, and proposed colors. Adjacent context (including approved projects) shall be shown with accurate height, massing, articulation, and colors. Additional close up perspectives of ground floor design are encouraged. Aerial perspectives are welcome but not a substitute for above.
- Staff may require, particularly on designated view corridors, perspective views of the project, looking down street corridors from distant points. Staff will determine number and view points. Accurate photo montage is acceptable.

Shadow Studies

- Accurate plan drawings of shadow impacts to adjacent properties may be required, at staff discretion, especially south of parks, public facilities, and open space.

Lighting

- Any dramatic or signature lighting contemplated must be presented for review by staff prior to and at all review meetings. Accurate night renderings may be required.

Elevations

- All elevations must be accurately rendered to depict proposed materials, colors, textures, and be representative of shadows and relief.

Physical 3-D Models

- A white foam or chipboard study model at 1:50 scale, showing basic massing, to be installed in the Downtown Information Center (DIC). Model to be delivered to staff and approved by 9 a.m., five (5) days prior to the Board Real Estate Committee meeting.
- Other physical models are encouraged to assist presentations. At the Real Estate Committee, an accurate and complete study model is acceptable but a 70-90% presentation model is preferred.

CCDC Board of Directors

(Staff presentation 5 minutes; Architect 5 minutes; rest of the time Q & A)

All drawings listed above shall be presented in Power Point, including an accurate photo of material board, and delivered to the staff planner by 9 a.m., the Monday prior to the Board meeting. The final material board is also required for the presentation.

If you have any questions about the above requirements, please contact the staff planner assigned to your project. Generally, CCDC does not need to retain the presentation boards; however, CCDC will keep the Color and Material Board for use in subsequent plan check reviews, so it is advisable to prepare a duplicate for the design team's further use.