

Procedures for Preparing for a DRC Meeting

These following are the general guidelines for preparing for a DRC meeting. Since you typically only have 1-2 days notice of the DRC agenda, the following items are in the order of the most important to least important. Ideally, you should try and spend 1-2 hours gathering this information.

1. Research Chapter 2, Article 12 of the Fresno Municipal Code (FMC) (<http://www.municode.com/resources/gateway.aspx?productid=14478>). Search for the correct zone district and make sure the use is allowed. If you do not see the use listed in the code, check the “Uses” Table. We use this as a cheat sheet and it is not to be copied and given to the public. If there is a number next to a BR or CUP, that means that there is a Director’s Classification (DC) that was approved that allowed the use. You can find the DCs in binders at the front counter or in K:common (<K:\Use Tables.082008>)
2. Prepare the “Initial Planning Comments/Property Development Checklist” to the extent possible (<K:\COA Streamlining\Final Documents\2 Planning's comments Revised 9.05.13.docx>) Make sure the property complies with all property development standards contained in FMC. If the project does not, make sure that in the “proposed” section of this document, you **bold** what the applicant needs to do in order to come into compliance with the standard.
3. When you have the subject property up in IView (<http://dpuweb2.ci.fresno.ca.us/iVIEW/generalstaffautologin.cfm>), add the “boundary” layers to show Council District, Community Plan and Specific Plan. Look through the appropriate Community and Specific Plans for any relevant policies that need to be made conditions of approval for the project. Most specific plans will have very specific policies that will apply to projects. For Community Plans, pay special attention to the Central Area, West Area, Roosevelt, Woodward Park and Bullard Community Plans. These plans have policies that will apply to most projects.
4. Check the APN books at the counter or GIS Toolbox (<http://fresnogis.fresno.gov/gistoolbox>) for the complete zoning of the property (Iview only lists the base zoning). If there is a “CZ” attached to the zoning, review the rezone file associated with the project and locate the official ordinance bill associated with that rezone. The ordinance bill should contain the conditions of zoning associated with the subject property.
5. If time permits and the project is proposed on a partially developed site, check the APN books, GIS toolbox (<http://fresnogis.fresno.gov/imagesearch/default.htm>) and Naviline (<http://s-pacific.aspgov.com/fres/>) for previous applications approved on the site. Reviewing the previous applications for a site (especially for a built-out site) will help you understand the history of the site including any potential controversy, unique features, special conditions, environmental issues, etc.
6. Bring 3 copies of the Initial Planning Comments to the meeting for yourself, the applicant and Will. Take notes on the major points raised by all departments/agencies. Following the meeting, send the applicant an e-mail confirming the major points of the meeting and any major changes required. Save a copy of this e-mail in the DRC folder.