

Procedures for Preparing for a DRC Meeting
(Revised 4-12-16)

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. Check the Zoning Slider Map and PDF zone map to confirm the base zone district, and GIS Toolbox (<http://fresnogis.fresno.gov/gistoolbox>) for any secondary 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

- [Research the Fresno Citywide Development Code.](#) Search for the correct zone district and make sure the use is allowed. If time permits, provide setbacks, transition standards, density allowed, etc., verbally to the applicant.

2. Verify that the land use and zoning are consistent. All zoning should be consistent with the general plan land use with the exception of downtown (however, it is always good to check).

3. If project is a special use, look up Article 27 and give applicant those special conditions at DRC.

4. 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.