

Missoula Design Excellence Overlay

# Design Excellence Review Instructions



January 16<sup>th</sup> , 2019

# Design Excellence Review Overview and Instructions

This document is designed to explain the process for determining compliance with the requirement for Design Excellence Review for projects in the /DE-Design Excellence Overlay. It is intended to be used in conjunction with the associated Design Excellence Review Checklist and, if necessary, the Design Variation Request form.

For questions or assistance in complying with /DE-Design Excellence Overlay requirements, please reference the following resources:

Development Services Zoning On-Call:	406-552-6625 or <a href="mailto:cityzoner@ci.missoula.mt.us">cityzoner@ci.missoula.mt.us</a>
Title 20 Zoning Code:	<a href="https://library.municode.com/mt/missoula">https://library.municode.com/mt/missoula</a>
Design Excellence Website:	<a href="http://www.missouladesignexcellence.org">www.missouladesignexcellence.org</a>
City of Missoula Website:	<a href="http://www.ci.missoula.mt.us">www.ci.missoula.mt.us</a>

## Table of Contents

Introduction to the Design Review Process (DER).....	3
When is Design Excellence Review Required?.....	3
What are the steps to a Design Excellence Review? .....	4
Who Reviews Design Excellence Review Applications?.....	5
Design Excellence Review Checklist – Submittal Requirements .....	6

# Introduction to the Design Excellence Review Process

## When is Design Excellence Review Required?

Refer to the following chart (from MMC 20.25.80.B.2) for guidance on when a project requires DER.

### Design Excellence Review

- (1) Design Excellence Review is required for all Downtown subdistricts, Corridor Typology 1 and all Corridor Nodes.
- (2) Design Excellence Review thresholds in Corridor Typologies 2, 3 and 4 are based on the gross square footage of all structures added or modified.
- (3) Design Excellence Review is required for conditional uses, height above the base zoning (which is reviewed by the Design Review Board), and design variations.

### THRESHOLDS FOR DESIGN EXCELLENCE REVIEW

<b>DOWNTOWN</b>	<b>Inner Core</b>	<b>Outer Core</b>	<b>Hip Strip</b>	<b>Gateway</b>	<b>North</b>
	Required	Required	Required	Required	Required
<b>CORRIDOR</b>	<b>Typology 1</b>	<b>Typology 2</b>	<b>Typology 3</b>	<b>Typology 4</b>	
	Required	8,000 SF or more	15,000 SF or more	30,000 SF or more north of river	
				15,000 SF or more from river to South Ave	
				30,000 SF or more south of South Ave	
<b>OTHER</b>	<b>Corridor Nodes</b>	<b>Conditional Use*</b>	<b>Design Variation</b>	<b>Height Above Base Zoning</b>	
	Required	Required	Required	Required, review by Design Review Board	

\* Enterprise commercial is not a conditional use in the Design Excellence Overlay.

(Projects not triggering DER are not subject to the review for Design Guidelines explained in this document. They are instead reviewed for compliance with the Design Excellence Overlay standards of 20.25.080-082, 20.25.081, or 20.25.082 respectively through building permit or zoning compliance permit review processes as explained on the Development Services Permits webpage.)

# What are the steps to a Design Excellence Review?

## **Step 1: Applicant assembles application materials.**

- 1) The applicant should review the Design Excellence Manual early in the design process to ensure that relevant guidelines are addressed.
- 2) The applicant should review the information provided in this document and the associated Design Excellence Review Checklist that applies to the sub-district that the project is in.
- 3) After reviewing and consulting the guidelines during design of the project, the applicant will gather all necessary submittal requirements which are listed in section 1.E.

## **Step 2: Applicant submits Design Excellence Review Application.**

The applicant submits a complete Design Excellence Review checklist and attaches the materials listed on page 6 of this form.

If a proposal includes requests for Design Variations, please fill out and include the supplementary Design Variation Request form.

Completed Design Excellence Review applications may be submitted by email to the Development Services Zoning Desk at: [cityzoner@ci.missoula.mt.us](mailto:cityzoner@ci.missoula.mt.us), or to the Zoning Permits staff.

## **Step 3: Staff assessment of the proposed project.**

Staff will review the application and respond in a timely fashion dependent on staff workload as well as the scope and size of the project. If the application is not approved as submitted, staff will provide comment on suggested revisions or any design features or guidelines that are not sufficiently addressed or met in the design. Staff will work with the applicant until there is agreement on the project design. A benefit of attending a pre-application meeting would be to identify what materials will be expected to be included in a Design Excellence Review application, as well as any potential design features that may need reworked.

The Design Excellence Review review record will be kept open until Design Excellence Review review is approved. Building permits for a project can not be issued until DER approval is reached.

Once Design Excellence Review is approved, projects may continue moving forward through other applicable reviews.

(For those projects that require conditional use approval, DER approval is required in advance of the CUP hearing.)

Once approval is reached, no new design variations may be requested through Design Excellence Review, and the zoning review of the eventual building permit will be based on it's consistency with what was approved through Design Excellence Review.

# Who Reviews Design Excellence Review Applications?

This chart illustrates the overall design review process from application to obtaining permit.

## STEP 1 (RECOMMENDED): PRE-APPLICATION CONFERENCE WITH DEVELOPMENT SERVICES STAFF

This is an opportunity for the applicant and staff to discuss the proposal and for staff to provide guidance related to the guidelines. Contact the Zoning Desk (406-552-6625 or cityzoner@ci.missoula.mt.us) to schedule.

## STEP 2 (REQUIRED): APPLICATION FOR REVIEW – SUBMIT APPLICATION

The type of application submitted will depend on the scope of the project proposed. Staff will provide guidance on application type to be submitted during the Pre-Application Conference. See page for application submittal requirements.

## STEP 3: REVIEW AND APPROVAL

### Who Reviews:

Development Services Staff

OR

Design Review Board (DRB)

All projects start with staff review. Staff may forward a project with unique circumstances to the DRB. The applicant may also request that a project be reviewed by the DRB rather than staff.

Only if referred by staff, or requested or appealed by applicant. Staff reviews for completeness and conformity to the adopted guidelines and provides a recommendation to DRB. The DRB is a quasi-judicial body and involves a Public Hearing and Meeting.



Approved

Not Approved

Building Permit Process moves forward.

Applicant may appeal staff's decision to the DRB

(If conditional use is required, CUP application moves forward for approval by City Council.)

Approved

Not Approved

Reviews: All guidelines, except landscaping and signage

Applicant may appeal DRB's decision to City Council or re-design and re-apply.



Building Permit Process moves forward.

(If conditional use is required, CUP application moves forward for approval by City Council.)

# Design Excellence Review Checklist – Submittal Requirements

These documents must be submitted along with this checklist for Design Excellence Review.

## DESIGN EXCELLENCE REVIEW: CHECKLIST

Contact Development Services Zoning Desk; 406-552-6625 or [Cityzoner@ci.missoula.mt.us](mailto:Cityzoner@ci.missoula.mt.us)  
Also available on Design Excellence Website: [www.missouladesignexcellence.org](http://www.missouladesignexcellence.org)

## DESIGN EXCELLENCE REVIEW: DESIGN VARIATION REQUEST FORM

(Only if applicable to project)  
Contact Development Services Zoning Desk; 406-552-6625 or [Cityzoner@ci.missoula.mt.us](mailto:Cityzoner@ci.missoula.mt.us)  
Also available on Design Excellence Website: [www.missouladesignexcellence.org](http://www.missouladesignexcellence.org)

## SITE PLAN

Scale: Not less than 1" = 20' for small tracts and 1" = 50' for large tracts

## LANDSCAPE PLAN

Scale: Not less than 1" = 20' for small tracts and 1" = 50' for large tracts

## ELEVATIONS

As detailed as needed to demonstrate how guidelines are being met (i.e. could include color, 3D simulation, etc)

## MATERIAL SAMPLES

If applicable (i.e. if alternative materials are being used)

## SIGN PLAN

If applicable.

## PHOTOGRAPHS AND RENDERINGS

- Existing Site Photographs
- Simulation Graphics or Photo Renderings

For further details on other applicable standards required for development projects, please follow the link to the Missoula Development Services page on the City's website:

<http://www.ci.missoula.mt.us/1258/Development-Services>