

GUIDE TO A D/DRC MEETING

WHO IS THE D/DRC?

The D/DRC (Design/Development Review Commission) is a quasi-judicial board comprised of nine volunteer citizens appointed by City Council who, by virtue of their profession or experience, are interested in historic preservation and design issues. The D/DRC is the continuation of a volunteer board created in the early 1960s to help foster preservation of Columbia's historic resources. The D/DRC meets once a month, usually on the second Thursday of the month. The meeting begins at 4:00 p.m. Please see the calendar for meeting dates and location.

WHAT TO BRING TO THE MEETING?

All material submitted with the application will be provided to the D/DRC well before the meeting, and all materials will be present at the meeting. If you have a presentation that has animation or requires special equipment, please notify the D/DRC staff person at least two days prior to the meeting.

AT THE MEETING

The agenda for each meeting will be available online prior to the meeting, and staff will provide paper copies of the agenda at the meeting. Depending on the complexity of a proposal, the discussion may take a few minutes or could be rather lengthy.

1. If you plan to speak before the D/DRC, please sign the sign-in sheet located near the entrance upon arrival.
2. The Chair calls the meeting to order at 4:00 pm.
3. The Chair will ask that anyone who plans to speak on behalf of a case to stand and take an oath pledging to tell the truth.
4. Staff will present the consent agenda.
5. Cases on the regular agenda will be heard next.
6. For each case, staff will present the case to the D/DRC.
7. The applicant will have 10 minutes to present their project.
8. For each case, the Chair will ask if anyone from the public wishes to speak. Each person will have 2 minutes to present comments.
9. After the D/DRC has asked any questions, they may discuss the proposal with each other. When this discussion is finished, the Chair will call for a motion. You typically will receive a determination on your request at the meeting. There are some instances where a case will be deferred for a month in order to gather additional information.
10. You may feel free to leave the meeting after a decision is made for your project.