

**3rd Thursday of every  
month 11:00 am to 12:00 pm**



## **DESIGN REVIEW COMMITTEE PROCESS AND PROCEDURES**

### **Background / Purpose:**

Created by former Mayor Joseph P. Riley, Jr., in 1981, the Design Review Committee is made up of City staff members who serve in various departments within the city which administer the public realm. Committee members are appointed to the Committee by the Mayor. Committee members do not have a set term in which they must serve, nor do they come up for re-appointment.

The purpose of the Design Review Committee is to review any changes which may affect the visual quality of City property, including interior and exteriors of buildings, streets and sidewalks, parking lots, parks, playgrounds and open spaces. Of particular concern are the original materials which make up our historic City. All work involving the removal, installation or repair to our historic building materials, such as brick, mortar, plaster, etc. or our street materials such as bluestone, Belgian block and cobblestones, should be reviewed by DRC.

### **Members of the Committee:**

Jason Kronsberg, Chair, Robert Summerfield, Tom O'Brien, Robert Somerville, Clark DeCiantis, Matt Fountain, Morgan Gundlach, BD Wortham-Galvin

### **What Goes Before the Committee:**

- Any City-funded project which involves the alteration of the interior and exterior of buildings, parking lots, parks, playgrounds and open spaces.
- Proposed alterations to City streets, sidewalks.
- Projects or developments, including any housing projects, that the City either finances, sponsors, or provides funds.

### **Procedure:**

- 1) Applicant to describe request and submit information, including drawings, photographs, etc. using the attached Request form. **Digital presentations should be submitted with application.** Submittals can be emailed to Maggie Burghoff, Project Assistant: [BurghoffM@charleston-sc.gov](mailto:BurghoffM@charleston-sc.gov). If sample materials, mock-ups or hard copies are also to be provided, contact Ms. Burghoff.
- 2) Request will be reviewed by the Committee at the next available meeting. The meetings are held the third Thursday of every month from 11:00 to 12:00 **virtually**. Applicant will be sent a link prior to the meeting. If in-person meetings are requested, they will be held at the Department of Parks at 823 Meeting St., Conference Room A. A 2nd meeting during the month may occur, if warranted.
- 3) Following the meeting, the Committee will make recommendations to the Mayor. The Mayor will make the final decision to approve or deny each request.
- 4) Upon the Mayor's review and decision the applicant will be notified.

**Staff Use Only**

Date of Review \_\_\_\_\_

- ☐ Recommended for approval  
☐ Resubmit for additional reviews  
☐ Recommend for denial

**DESIGN REVIEW COMMITTEE APPLICATION**Has this item been previously presented to DRC? ☐ YES ☐ NO

If yes, please list dates of review: \_\_\_\_\_

Project: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Company: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of application: \_\_\_\_\_

Please provide a brief description of item being presented to committee:

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Is this item currently under review by the Technical Review Committee? ☐ YES ☐ NO

Review Requirements for DRC:

- ☐ Right-of-way material ☐ Right-of-way plantings ☐ Right-of-way design  
☐ City property ☐ City funded project ☐ Other

Please provide the follow for review:

- ☐ **Digital drawings, photographs, etc.**  
☐ **Any additional information such as material samples, color chips, etc. can be delivered to Dept of Parks at 823 Meeting St.**

Note that the Design Review Committee meets the third Thursday of every month. The meeting is currently held virtually. If in-person meetings are requested, they will be held at the Department of Parks at 823 Meeting St., Conference Room A. A 2nd meeting during the month may occur, if warranted.

Submittals will need to be received by the Dept. of Parks, by 4:00 the Monday prior to the meeting date. A maximum of 4 applications for each meeting will be accepted on a first come basis.