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**MEMORANDUM**

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**TO:** MEMBERS OF THE METRO PLANNING COMMISSION  
**FROM:** LUCY KEMPF, EXECUTIVE DIRECTOR  
**SUBJECT:** PROCEDURAL CHANGES WITHIN THE 31<sup>ST</sup> AVENUE & LONG BOULEVARD UDO DRC  
**DATE:** JANUARY 12, 2023

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Metro Nashville currently has 38 UDOs, established at various points over the past 25 years, with many more in the process of being created.

The 31<sup>st</sup> Avenue and Long Boulevard Urban Design Overlay (UDO) was approved in 2005 by the Metropolitan Council by BL2005-699. The UDO was subsequently amended by BL2007-29, which required that the Planning Commission establish a UDO Design Review Committee with members nominated by the District Council Member and confirmed by the Planning Commission.

The Planning Commission established the membership and procedures of the Design Review Committee via memorandum. The Design Review Committee is advisory and provides recommendations to staff and the Planning Commission on projects within the UDO. The Planning Commission is the final approval body for UDO Final Site Plans and UDO Modifications.

Established in 2008, the UDO Design Review Committee has lost membership over the last several years, falling from nine (9) members to four (4) members. There have been five or fewer members for four years; staff has struggled to recruit additional members.

To standardize and streamline review, the following procedures are adopted:

**Membership**

The UDO Design Review Committee shall consist of four (4) members nominated by the District Council Member(s) and confirmed by the Planning Commission, per BL2007-29.

**Procedure**

Prior to approval of an application, the Design Review Committee (DRC) shall be given the opportunity to review all application materials for consistency with the overlay district standards and provide comments on proposed projects to the Metro Planning Department using the following:

1. Metro Planning staff will send a timely courtesy email to the DRC to inform the Committee that an application has been received and provide a digital copy of the plans.
2. The DRC shall discuss the application by whatever means it deems appropriate within a reasonable amount of time of being notified by Metro Planning staff.
3. Metro Planning staff are not required to be present at DRC meetings.
4. The DRC shall provide comments and/or recommendations regarding the plans to Metro Planning staff. If Metro Planning staff does not receive comments within a reasonable amount of time, the Metro Planning Department will assume that the Committee has no comments for consideration.

The Metro Planning Commission or its designee shall make the final determination of compliance with the UDO standards.