



PetBOT Meeting Guidelines

Planning, Engineering, Traffic Engineering, and Bureau of Traffic

A reviewing body integrated into City Planning's Conceptual / Schematic Design Review Process

What happens at PetBOT?

- PetBOT meetings provide an opportunity to educate design review applicants about the permitting processes involving elements in the streetscape or public right of way.
- Presentations at PetBOT are not the same as Design Review/Commission presentations; there is no approval process or voting that occurs.
- PetBOT does not review aesthetics of the interior or exterior of the building.
- Presentations should last around 5-10 minutes maximum, allowing for discussion with PetBOT.

What to present at PetBOT? The PetBOT Checklist:

All drawings shall be legible and to scale.

- Existing Conditions Site Plan
- Proposed Conditions Site Plan (all changes impacting the public right of way/streetscape)
Include: dimensions, call outs, landscaping and street trees, site amenities, bicycle parking, curb cuts showing width and distance to corners, utilities, and turning radius diagrams (if applicable)
- Site Context Plan (Aerial view showing adjacent properties and streets; i.e. Google Street Views)
- Roadway Images (Photos of the road surrounding the property; i.e. Google Street Views)
- Anticipated construction start date
- Please do not submit the entire Design Review submittal package

Projects commonly reviewed at PetBOT:

- New construction or renovation projects
- Townhome projects
- Large-scale development projects
- Streetscape Plans

Note:

PetBOT meetings are virtual and occur Tuesdays at 11:00am-12:00pm, as needed.

Please coordinate with the Neighborhood Planner to be added to a PetBOT agenda prior to applying for Schematic Design approval.

At times, other departments are requested to join a meeting given the scope of work for the development project.