

Uptown Review Board Decision-Making Framework

Applicant	Planning Staff	Uptown Review Board	City Council (Only Upon Appeal)
Seeks approval for exterior changes to building or property in the Uptown District	 Provides subject matter expertise Advises applicant regarding expectations, process and design guidelines Advises URB regarding potential implications, legal threshold, best practices and design Consults with and coordinates input from other city departments, as appropriate Seeks input from professional and trade consultants, if needed Processes administrative approvals for project not requiring URB review Helps coordinate Facade Improvement Program Posts info online 	 Chair Runs meeting in orderly fashion Reconciles/summarizes input to provide clear direction to applicant Calls the vote Members Uphold Uptown guidelines Consider community heritage, vision and context Monitor best practices Set clear expectations for applicant Thoroughly review applications 	Chair Runs meeting in orderly fashion Summarizes findings Calls the vote Members Preserve Westerville vision Provide clear expectations Are accountable to taxpayers Have holistic view