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## CITY OF BRANSON ADMINISTRATIVE REVIEW TEAM (ART)

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The Administrative Review Team (ART) is made up of representatives from various City Departments involved with the development and land use activities within the City and the long range planning areas. The ART is a free service offered by The City of Branson. It is an informal way to discuss and resolve technical issues affecting your proposal for development. The Planning and Development Department coordinates the meetings held. If you are interested in taking advantage of this service, you may contact Summer Peterson, Permit Technician, at (417) 337-8547 to set up your meeting.

The ART meets every Wednesday morning at 9:00 a.m. All information submitted needs to be provided to the Planning and Development Department **no later than Monday at 12:00 noon** for a subsequent ART meeting. This gives the staff ample time to evaluate the paperwork and prepare a report for the ART agenda. The first Wednesday meeting allows the team to review your submitted material and the agenda. The team then continues to gather any information needed to meet with you on the following Wednesday. At this time, you are given the opportunity to discuss your request and receive technical assistance from the City Staff present. On occasion, other referral agencies may be invited to attend. Your attendance at this meeting is important. The following is a time line of the actual process:

### TYPICAL TWO-WEEK PROCESS

Monday	Tuesday	Wednesday	Thursday	Friday
* ART deadline for submission. Staff review of paperwork.	Preparation of staff reports.	Hand out ART agenda and reports for next week. ART meeting 9:00 - 11:00 a.m.	Departmental reviews.	Departmental Reviews.

Monday	Tuesday	Wednesday	Thursday	Friday
	Consolidation of additional comments for applicant or representative.	Departmental comments to Planning Staff. ART meeting 9:00 - 11:00 a.m.	Planning staff prepare summary of ART meeting.	

\* Staff will review submitted documents with applicant(s) to determine whether or not the request is complete and ready to be scheduled for the next available ART meeting. If deficient, staff will advise applicant what is needed to complete it.

We encourage you to meet with ART before proceeding to preliminary site design and engineering studies. On informal inquiries, we need some basic items to review so ART meetings can be productive for everyone:

1. A cover letter fully explaining the request or proposal;
2. An accurate location map for the subject property and a complete legal description;
3. Ten (10) copies of a professionally drawn conceptual or draft site plan proposal (8 1/2 x 11 or 8 1/2 x 14 or 11 x 17);
4. Site information you feel is important, such as identification of adjacent zoning, topography, utility easements, land uses etc.

Formal requests require compliance with checklist items provided separately to the applicant during their meeting (code requirements).

**PLEASE NOTE: ART IS AN ADVISORY GROUP ONLY. IT DOES NOT HAVE THE AUTHORITY TO APPROVE OR DENY ANY PROPOSALS, NOR DOES IT SET ANY POLICY BEYOND ITS OWN OPERATING PROCEDURES. COMMENTS RECEIVED AT AN ART MEETING ARE ALSO PROVIDED IN A WRITTEN REPORT GENERATED AFTER THE MEETING BY THE PLANNING AND DEVELOPMENT DEPARTMENT.**

Please feel free to contact the following ART participants in order to clarify information or to help you solve technical problems:

<b>DEPARTMENT</b>	<b>NAME</b>	<b>TITLE</b>	<b>PHONE</b>
Planning	Ruth Denham	Assistant Director	337-8547
	Tara Norback	Forester	337-8544
Building	Mike Furniss	Bldg. Plans Reviewer	337-8545
Fire	Ted Martin	Division Chief	337-8580
	Randy Fogle	Fire Division	
Public Works	Kendall Powell	Public Works Plans Reviewer	337-8525
Engineering	Matt Filice	Assistant City Engineer	337-8559
Health	Linda Randolph, RN	Sanitarian	334-4544

You may also wish to contact other individuals from other agencies or utilities who are invited to contribute to the ART sessions. They include:

<b>COMPANY</b>	<b>NAME</b>	<b>TITLE</b>	<b>PHONE</b>
Empire District Electric	Jim Barker	Construction Designer	334-7139
GTE	Dave Knolls		334-9212
MoDOT	Jack Wilson		335-3089
White River Electric	Ron Wills		335-9219

We at the City of Branson Planning & Development Department are available to answer any questions you might have concerning ART. Our goal is to assist you to reach your goal...a successful project!