



The Steps:

A complete development plan is not required in order to schedule a DRT meeting. However, the more information you give us the better feedback we can provide to you. If you would like to schedule a conceptual meeting, and perhaps you have a concept site plan, we would like to meet with you.

If you have a preliminary or complete site plan and/or a code footprint and would like to meet prior to continuing any other document preparation we would like to meet with you.

The DRT is not a substitute for your team of design professionals, which will normally consist of a licensed architect and engineer. We encourage you to invite them to attend your meeting.

To schedule a meeting, please contact **Krystal Norris, Development Coordinator at 785-309-5715**. Krystal can also provide further information and answer any questions you have about the benefits of the DRT.

What if the property I want to develop is not within the city limits of Salina?

You can also request a DRT meeting for commercial or industrial development located in the unincorporated limits of Saline County. We will invite the Director of Planning for Saline County and the Saline County Engineer. Their feedback will be valuable to you in planning your development project. You also have the option of contacting the Saline County Director of Planning, David Neal, at 785-309-5813 prior to a DRT meeting. Mr. Neal can then suggest a DRT meeting as your second step.



Commitment To Service Quality

The City of Salina values safe and quality-built industrial, commercial and residential construction within our community. In order to promote the growth and development of Salina, and to ensure the highest level of service to all of our citizens, we commit to:

- Demonstrating appreciation, courtesy & integrity
- Ensuring open communication & professionalism
- Providing a value-added development review & inspection process that is the simplest, most user-friendly possible
- Recognizing the public good, value of public input and openness to new ideas
- Demonstrating efficiency, reliability and timeliness
- An accurate and solution-based interpretation of all regulations
- An approach that is helpful, practical and quality-driven

It shall be an expectation of the citizens of this community that these commitments will be followed at all times and in all circumstances, and that our success as public service professionals will be evaluated on our ability to fulfill them.



Development
Review
Team



What is DRT?



WELCOME!

**We're glad
you asked!**



The Philosophy of Managing Development

To manage and achieve growth in a more service oriented manner, the City of Salina has created the Development Review Team (DRT). This team incorporates the variety of disciplines necessary for quality development, including departments and divisions such as Planning, Engineering, Utilities, Fire and Building Services. Effective real estate development requires a great degree of planning and effective communication among all parties. Exceptional development is achieved from a committed partnership between the development community and City staff. Teamwork is most effective when communication is consistent and professional, and requests from all sides are reasonable and based on factual information.

The Role of City Staff: We are here to serve the public interest. As directed by the citizens and public officials of Salina, the goal and responsibility of the staff is to administrate and coordinate the development standards of the City. This begins by providing direction based on applicable policies, guidelines, codes and professional standards.

The Role of the Development Community: It is the developer's responsibility to understand the development process, including the timelines of design professionals and City staff. The developer needs to understand the time involved to prepare and review a set of quality plans, and with that in mind, set realistic schedules. Like any other profession, design professionals have more than one client, as does City staff.

Why Should I Schedule a DRT Meeting?

The goal of the DRT is to ensure coordination of development through effective use of your time and staff time. A DRT meeting provides you an opportunity to obtain feedback, guidance, and clarification on regulations prior to submitting your building permit application. The DRT is comprised of staff who can answer questions related to your project which may include:

Zoning & Platting: Can you build what you want where you want? Is the land zoned for your proposed use? Will you need special approval from the Planning Commission?

Utilities: Is city water and sewer available? What will you need to do to get it? Is there enough water for fire protection?

Traffic & Emergency Access: Can the emergency vehicles get to your building? Can customers and employees safely enter and exit the property?

Drainage: Are you in the floodplain? Why does that matter? Are you in a critical drainage area and what does that mean? How will water drain from the building and the property? Will a drainage study be required?

Building Plans: What is the proposed occupancy classification and construction type? How does that affect building separations and setbacks on the property? How will the ADA accessibility requirements affect your proposed building?

Other Considerations: Does your project provide for adequate parking? Will landscaping be required for your project? Will you be required to submit a code footprint? What special requirements do you need to know about restaurants? What financing alternatives might be available for your development?

You can schedule a DRT meeting and get this information in one visit to our building!

So, are you ready to schedule a meeting?

How do you know?...

