

## Informal Work Sessions

From time to time CDR Commissioners make themselves available to project teams that need additional design guidance before advancing to the next phase review. During the review process the CDR committee may suggest such a meeting to the team, or a team may request a meeting of the Committee. In no case will these meetings be guaranteed to the design team, but CDR commissioners will make an effort to accommodate teams who need them.

Such a meeting is intended to facilitate the successful design of project in an informal and interactive work environment. Two to three Civic Design Review Commissioners are generally available to review projects in progress. Time will be set aside when possible at a regularly scheduled time each month.,. The presence of Commissioners is based on availability; specific Commissioners may not be requested.

This 30- minute meeting is reserved for projects that have already been presented to the Civic Design Review Committee and It is not intended to be used as a forum for the presentation of a new project or for projects to be “pre-reviewed” prior to presentation at an upcoming Committee meeting in order to expedite a project through the regular design approval process. Presentations (no more than 10 minutes) should focus on specific design issues and offer proposed solutions, responding to Commissioner comments from the prior Committee meeting or to present design issues the design team is encountering for an informal discussion. The meeting will allow for informal discussion and possible work session. No formal presentation of the material is necessary in order to allow team and commissioners to make best use of their time. Project teams may only request one Informal Work Session; additional Informal Work Sessions for larger complex projects are subject to the approval of the CDR Chair or designated CDR Commissioner.

The Informal Work Sessions may take place at the SF Art Commission office or virtually, as designated by the Commissioners. Request for an informal work session by project teams may be made to CDR staff and will be approved by the CDR Chair or another designated CDR commissioner for this purpose. If an informal meeting is cancelled by the project team within a week of the scheduled date, it will not be rescheduled without approval of the Chair.