Planning & Development Services Department (PDSD)

Infill Incentive District (IID)

2/5/2020

What is the IID?

- The IID is an optional overlay zone, which is a regulatory relief tool in exchange for higher quality design covering the greater downtown area.
- This special zoning district provides more flexibility than existing zoning with the goal of encouraging redevelopment and investment along the streetcar route.
- The IID contains both mandatory and optional overlay zone standards and requirements.
- The IID is made up of four sub-districts; Downtown Core Sub-District (DCS), Greater Infill Incentive Sub-District (GIIS), Downtown Links Sub-District (DLS), and the Rio Nuevo Area* (RNA).

**The RNA standards go through a different review process than the other IID subdistricts. Refer to the RNA handout for more information.*

What are the benefits of the IID?

- The IID encourages development that:
  - Promotes sustainable infill development.
  - Supports pedestrian-friendly and transit-oriented neighborhoods.
  - Protects historic structures and neighborhoods.
  - Offers development incentives through modification of development standards.
  - Provides design standards for sensitive transition between development and existing family residences.

How long does the process take and is there a fee?

- **Time:** It typically takes 4-6 months to process a Major IID application and 6-8 weeks for a Minor IID application, if there are no unusual issues or complications. Included within the timeline:
  - A 20-working-day review by PDSD staff and Design Professional, plus associate review by Historic Preservation staff, IID Design Review Committee, and Mayor & Council. Final review by PDSD Director.
- **Fee:** PDSD staff calculates fee. Included in fee amount: staff review fee, mailing label fee, and technology/archive fee.

What is Major vs. Minor Review?

- Major Review is required for proposals that meet any two or more criteria listed in Unified Development Code (UDC) Section 5.12.6.B.
- Minor Review is for proposals that are 2,500 square feet or less in area and/or not visible from a street.

How do I get started?

- Email PDSD Special Districts staff at specialdistricts@tucsonaz.gov or call the PDSD main line with any questions or to get feedback on an application. Courtesy pre-application reviews are available by request, please contact PDSD staff to schedule an appointment.
- The IID application, supplement, Neighborhood Liason Policy, and notification labels request can be found on the PDSD website:
  - www.tucsonaz.gov/pdsd/all-application-forms-submittal-requirements

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Infill Incentive District (IID) Process

2/5/2020

Pre-Application Meeting

- Applicant submits a pre-application meeting request to PDSD staff.
- Pre-application materials to be provided to staff at least 5 working days prior to meeting.
- Meeting is held with the applicant, staff from PDSD, Tucson Department of Transportation, Environmental Services, Parks & Recreation, and the City Design Professional to discuss proposal.
- PDSD staff determine whether a Major or Minor IID Review and if a Historic Preservation Zone* (HPZ) Review is required.
- PDSD staff provide comments on project and review process timeline.
- Applicant must request a City Development Review Committee (CDRC) meeting for zoning compliance.

Neighborhood Meeting

- Applicant must give notice, host, and document a public neighborhood meeting.
- Applicant mails meeting notification using labels purchased from PDSD.
- **Major Review** requires notice to property owners within 300 feet, all registered neighborhood associations within 1 mile of site, and affected Council Ward offices.
- **Minor Review** requires notice to property owners within 50 feet and registered neighborhood association for the site area.
- At the neighborhood meeting, the applicant provides information about the proposed project and listens to neighbor concerns and interests.
- Applicant compiles minutes, sign-in sheet, and any materials shared to submit with application.

Application Submittal and Review

- Applicant submits complete application according to checklist in application, including project plans, supporting material, neighborhood meeting documentation, zoning comments, and associated fee.
- PDSD staff reviews application for completeness within 10 working days.
- If complete, application is accepted for processing and posted online through Property Research Online (PRO) at www.tucsonaz.gov/PRO/pdsd/.
- PDSD staff forwards the application for review and comment to City departments and outside agencies if needed.

Design Review

- If a **Major Review**, the project is reviewed and receives recommendations from:
  - Design Professional
  - Tucson-Pima County Historical Commission Plans Review Subcommittee (TPCHC, PRS) *if applicable*
  - IID Design Review Committee (IID-DRC), which includes a member from the affected neighborhood
  - Mayor & Council *if a group dwellings proposal*
- If a **Minor Review**, the project is reviewed and receives recommendation from:
  - TPCHC, PRS *if applicable*
  - Design Professional
- Recommendations are sent to the PDSD Director.

PDSD Director's Decision

- PDSD Director reviews the application and recommendations.
- PDSD Director will approve, approve with conditions, or deny the application within 10 calendar days.
- If a **Major Review**, an appeal may be made to the City Clerk within 14 calendar days of the PDSD Director's Decision.
- If a **Minor Review**, an appeal may be made to the Board of Adjustment (B/A) within 5 calendar days of the PDSD Director's Decision by a party of record.
- Applicant may proceed to submit Development Package reflecting approved design.
- Building plans are reviewed for compliance with approved design.

**Refer to the HPZ handout for more information on HPZ Review.*

Opportunity for public comment.