Planning & Development Services Department (PDSD)

# Neighborhood Preservation Zone (NPZ)

## Design Review

2/5/2020

## What is an NPZ?

- An NPZ is an overlay zone with the purpose of preserving and enhancing the unique character and historic resources of a neighborhood.
- An overlay zone is a tool that creates a special zoning district placed over the existing zoning.
- There are 2 adopted NPZs within the City of Tucson: Feldman's and Jefferson Park.
- Residential projects within these neighborhoods must comply with the requirements specified by the applicable neighborhood's Design Manual. The Design Manuals can be found on the PDSD website:
  - Feldman's: www.tucsonaz.gov/files/integrated-planning/Feldmans_Neighborhood_Preservation_Zone_Design_Manual.pdf
  - Jefferson Park: www.tucsonaz.gov/files/integrated-planning/JPDM_ADOPTED_062111.pdf

## Does my project require NPZ design review?

- Design Review is required of all proposed projects within an NPZ that:*
  - Is residentially zoned NRX-1, NRX-2, NR-1, NR-2, or NR-3; and,
  - Requires a building permit; and,
  - Is visible from a street or public right of way, unless the City's Design Professional determines that the improvement has minimal impact on the appearance of the streetscape.
- **NPZ Design Review Exception:** The PDSD Director may find that the proposed development's visibility from the street is so minimal that an NPZ compatibility review is not required.

**Must meet all three points to require NPZ design review.*

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

- **Time**: It typically takes 6-8 weeks to process the NPZ design review project if there are no unusual issues or complications. Included within the timeline:
  - Applicant must complete a zoning compliance review before a complete NPZ application is accepted and fee paid.
  - City staff and Design Professional have 20 working days to review.
  - The PDSD Director's Decision is rendered within 5 working days after City staff and Design Professional review project.
  - PDSD Director's Decision is mailed out to property owners within 50 feet and the neighborhood association in which the project is located.
- **Fee:** PDSD staff calculates applicable fee based on the square footage of the project.

## How do I get started?

- Email PDSD staff at specialdistricts@tucsonaz.gov or call the PDSD main line with any questions. PDSD staff will confirm if an NPZ review is necessary.
- Review the applicable Design Manual for the neighborhood where you seek to develop to ensure that your project meets the compatibility and privacy mitigation criteria.
- The NPZ application and Neighborhood Compatibility worksheet can be found on the PDSD website:
  - www.tucsonaz.gov/pdsd/all-application-forms-submittal-requirements
- Applicants are encouraged to meet with the applicable neighborhood association to review their project and get feedback. The two neighborhood associations can be reached at:
  - Feldman's: president@feldmanaz.org
  - Jefferson Park: presidentjpna@gmail.com

Planning & Development Services Department (PDSD)

# Neighborhood Preservation Zone (NPZ)

## Design Review Process

2/5/2020

### Pre-Application Meeting and Neighborhood Outreach

- Applicant submits a pre-application meeting request to PDSD staff.
- Pre-application materials to be provided to PDSD staff at least 5 working days prior to meeting.
- Meeting is held with PDSD staff and Design Professional to discuss proposal and process.
- Following the meeting, the applicant submits a development package and obtains a written zoning compliance review to determine if an NPZ is applicable.
- Applicants are encouraged to meet with the applicable neighborhood association to discuss the proposed project.
- To arrange a meeting please contact:
  - Feldman's: president@feldmanaz.org
  - Jefferson Park: presidentjpna@gmail.com

### Application Submittal and Review

- Applicant submits complete application according to checklist included with application and the associated fee.
- PDSD staff reviews application for completeness within 5 working days of submittal.
- 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 to the Design Professional.

### Design Review

- PDSD staff and the Design Professional review the accepted application within 20 working days.
- The applicable Neighborhood Association may comment on the application.
- If not in compliance with the NPZ requirements, PDSD staff and applicant meet with the Design Professional to discuss how the project can meet the NPZ requirements.
- City staff and 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 5 working days.
- A notice of decision is mailed out within 3 working days to property owners within 50 feet of project site and the registered neighborhood association the site falls within. The decision is also posted on PRO.
- An appeal may be made to the Design Review Board (DRB) within 14 calendar days of the PDSD Director's Decision by a party of record.
- The project may proceed to uilding permit review.