

**Attachment B**

**Proposed Amendments to the  
Tucson Unified Development Code**

# ARTICLE 1: GENERAL PROVISIONS

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## 1.5. DETERMINATIONS OF THE UNIFIED DEVELOPMENT CODE (UDC)

### 1.5.1. ZONING DETERMINATIONS AND ZONING CERTIFICATIONS BY THE ZONING ADMINISTRATOR

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#### B. Requesting a Zoning Determination or Certification

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2. Any person, including those affected by the proposed development may request a written determination or certification. For the purposes of this section, a person affected by the proposed development is the applicant, owners, or residents of property within ~~300-400~~ feet of the site, any neighborhood association within one mile.

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## ARTICLE 2: REVIEW AUTHORITIES AND POWERS

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### 2.2. REVIEW AND DECISION-MAKING BODIES

#### 2.2.1. MAYOR AND COUNCIL

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##### **L. Appeals of Director's ~~300'~~400' Notice Procedure Decisions**

The Mayor and Council shall consider appeals of the PDSD Director's decisions on applications under the zoning compliance ~~300'~~400' Notice Procedure in accordance with procedures in Section 3.9.2, *Mayor and Council Appeal Procedure*.

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#### 2.2.9. PLANNING AND DEVELOPMENT SERVICES DEPARTMENT (PDSD)

##### **A. Functions and Duties**

The PDSD shall generally administer and enforce the UDC, serve as the planning agency when applicable, and in addition shall have the following specific responsibilities.

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##### **13. 100'50' and ~~300'~~400' Notice Procedures**

The PDSD shall evaluate and make decisions whether an application will be reviewed in accordance with Section 3.3.4, 100'50' Notice Procedure, or Section 3.3.5, ~~300'~~400' Notice Procedure.

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# ARTICLE 3: GENERAL PROCEDURES

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## 3.2. GENERAL REQUIREMENTS

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### 3.2.2. NEIGHBORHOOD MEETING

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#### B. Meeting Requirements

##### 1. Standards

The applicant shall mail notices offering to meet at a specified time and place to discuss the proposed project with the persons and entities entitled to notice of the application in accordance with following requirements.

- a. The offer must be made at least ten days prior to the date of the meeting and sent by first class mail to property owners within ~~300~~ 400 feet of the property, registered neighborhood associations within one mile of proposal, and affected Council Ward offices.

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TABLE 3.2-1 PUBLIC NOTICE AND PROCEDURAL REQUIREMENTS											
Procedure	Section	Pre-Application Conference	Neighborhood Meeting	NOTICE**						Decision Maker	Appeal
				Mailing/Distance*	Posted	Published	Neighborhood Association / Distance	Application Acceptance	Notice of Decision		
<b>ZONING ADMINISTRATOR INTERPRETATION</b>											
ZA Interpretation of UDC	1.5.1							R	See Sec. 1.5.1	ZA	B/A
<b>ZONING COMPLIANCE REVIEW</b>											
50' Notice	3.3.4.E			R/ <del>100'</del> <del>50'</del>			R/NA of the site	R	R	PDSD Director	B/A
300' Notice	3.3.5	R	R	R/ <del>400'</del> <del>300'</del>			R/1 mile	R	R	PDSD Director	M/C
NPZ Design Review	5.10.3	R		R/ <del>100'</del> <del>50'</del>			R/NA of the site		R	PDSD Director	DRB
<b>PDSD ADMINISTRATIVE APPROVAL</b>											
Minor Subdivision & Block Plat	8.4.3.E	R								M/C	
FLD Subdivision Plat	8.7.3.P		R	R/ <del>400'</del> <del>300'</del>			R/1 mile	R		Varies (see Sec.	

or Site Plan											8.7.3.P)	
<b>SPECIAL EXCEPTION LAND USES</b>												
PDSB Director SE	3.4.2			R/100' 50'			R/NA of the site	R	R		PDSB Director	B/A
ZE SE	3.4.3	R	R	R/400' 300'	R	R	R/1 mile	R			ZE	M/C
M/C SE	3.4.4	R	R	R/400' 300'	R	R	R/1 mile	R			M/C	
<b>REZONING/ZONING EXAMINER LEGISLATIVE PROCEDURE</b>												
RZ/ To Establish PAD	3.5	R	R	R/400' 300'	R	R	R/1 mile	R	R		M/C	
Rezoning to Establish a PCD	3.5.6.E	R	R	R/1/2 mile	R	R	R/2 mile	R	R		M/C	
Major Change to RZ condition; Site Specific Establishment of an Overlay Zone; Major amendments to PAD, PCD	3.5	R	R	R/400' 300'	R	R	R/1 mile	R	R		M/C	
<b>LAND USE PLAN ADOPTION AND AMENDMENT</b>												
Readoption of General Plan	3.6	Notice is in conformance with the requirements of A.R.S. § 9-461.06									M/C	
Adoption of MS&R, Redev. or Specific Plan	3.6	Notice is in conformance with the requirements of A.R.S. § 9-461.06. For Redevelopment Plans, notice must be published for 2 consecutive weeks in compliance with A.R.S. § 36-1479									M/C	
Site-Specific Amendment to Gen. Plan, MS&R, Redevelopment or Specific Plan	3.6	R	R	R/400' 300'		R	R/1 mile				M/C	
<b>UNIFIED DEVELOPMENT CODE TEXT AMENDMENT</b>												
Text Amendment, General	3.7						R/1/8th page display ad				M/C	
Text Amend. Creating or Amending an Overlay zone	3.7		R	R/400' 300' & all owners within Overlay Zone			R/1/8th page display ad	R/All NA registered with the City			M/C	
<b>APPEALS PROCEDURES</b>												
DRB Appeal	3.9.1			R/100' 50'			R/NA of the site		R		M/C	
M/C Appeal	3.9.2			R/300' 400'	R	R	R/1 mile		R		M/C	
Takings Appeal	3.9.3.C								R/Applicant only		ZA	
<b>BOARD OF ADJUSTMENT APPEAL AND VARIANCE</b>												
B/A Appeal	3.10.2			R/400'	R	R	R/1 mile		R		B/A	

				300'							
B/A Variance	3.10.3	R	R	R/400' 300'	R	R	R/1 mile	R	R	B/A	
<b>ADMINISTRATIVE MODIFICATIONS</b>											
DDO	3.11.1			R/100' 50'			R/NA of the site	R	R	PDS Director	B/A
<b>MISCELLANEOUS APPROVALS</b>											
Protected Development Right	3.12.2								R to applicant only	M/C	
B/A=Board of Adjustment DDO=Development Design Option DRB=Design Review Board M/C=Mayor and Council MDR= Modification of Development Regulations			MS&R=Major Streets and Routes Plan NA=Neighborhood Association PDS=Planning & Development Services Department PH=Public Hearing				RND=Rio Nuevo District RZ=Rezoning ZA=Zoning Administrator ZE=Zoning Examiner **See also Special Notice Requirements in Section 3.2.4.B.6 & 7				
* At the discretion of PDS Staff, property owners or NAs that may be excluded from receiving notice as provided under Section 3.2.4, by reason of being outside of the Mailing Distance, may receive notice of such applicable action if PDS Staff determines such notice is necessary for the furtherance of the prescribed purpose of Section 3.2.4.											

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### 3.2.4. PUBLIC NOTICE

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#### D. Calculation of Notice Area

##### 1. General

The required distance for notification is in accordance with the requirements of Table 3.2-1 for the applicable procedure.

##### 2. Measurement

- a. The distance of the required notice area is measured from the property lines of the applicant's property, ~~except where a public right-of-way adjoins the property, the distance is measured from the right-of-way boundary line opposite the property line.~~
- b. Adjoining property under the same ownership as the subject site ~~and adjoining public right-of-way~~ must be combined with ~~in the property to~~ determine the boundaries from which the notice is measured.

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#### H. Public Comments to Public Notice

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##### 2. Exception

For the 100'50' Notice Procedure and neighborhood preservation zone design review, the comment period is ten days.

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### 3.3. ZONING COMPLIANCE REVIEW PROCEDURES

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#### 3.3.2. REVIEW PROCEDURES

Compliance with all applicable zoning regulations is verified in accordance with one of the following review procedures:

- A. PDSB Director approval procedure;
  - B. ~~100'50'~~ Notice Procedure;
  - C. ~~400'300'~~ Notice Procedure;
  - D. Zoning Administrator approval procedure in accordance with Section 1.5.1;
  - E. Historic Preservation Zone design review procedure in accordance with Section 5.8.8;
  - F. Neighborhood Preservation Zone design review procedure in accordance with Section 5.10.3;
- or,
- G. Rio Nuevo District design review and minor Modification of Development Regulations procedures in accordance with Sections 5.11.8 and 5.11.9, respectively.

#### 3.3.3. PDSB DIRECTOR APPROVAL PROCEDURE

##### A. Applicability

Applications that are processed in accordance with the Planning and Development Services (PDSB) Director approval procedure include, but are not limited to:

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3. Downtown Area Infill Incentive District - projects within the Downtown Core Sub-District requesting a Modification of Development Regulations (Note: projects within the Greater Infill Incentive Subdistrict are processed in accordance with the ~~400'300'~~ Notice Procedure, Section 3.3.5);

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#### 3.3.4. ~~100'50'~~ NOTICE PROCEDURE

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##### B. Applicability

The ~~100'50'~~ Notice Procedure applies to the following applications:

1. Approval of resident artisan uses in the Historic Preservation Zone;
2. Certain wireless facilities;
3. Design Development Options (DDO) in accordance with Section 3.11.1;
4. Parking Design Modification Requests to the required number of bicycle and motor vehicle parking spaces;
5. PDSB Director Special Exception applications;
6. Requests for demolition of contributing, non-historic structures in Historic Preservation Zones;
7. Requests to increase the permitted number of food producing animals or decrease the setback for a food producing animal shelter at a community garden, an urban farm, or a residential property; and,
8. Other types of applications if the PDSB Director makes one of the following findings:
  - a. There is a minor change in the development criteria that is requested;
  - b. There are few, if any, changes in the physical attributes of the property;
  - c. There is a potential for impact upon the neighborhood or the adjacent properties;

- d. Where there are commercial and office developments, (1) through (3) above apply and there is a benefit to area properties from the proposed redevelopment of the property; or,
- e. There is an administrative Special Exception Land Use designated in the UDC related to the proposed development.

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#### **H. Decision and Notice of Decision**

The PDSO Director shall approve or deny an application and send written notice of the decision in accordance with Section 3.2.4.B. The PDSO Director may impose conditions for approval of the application or may require further processing of the application in accordance with Section 3.3.5, ~~400'300'~~ Notice Procedure.

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### **3.3.5. ~~400'300'~~ NOTICE PROCEDURE**

#### **A. Purpose**

The purpose of this procedure is to require notice to parties who may be affected by the development.

#### **B. Applicability**

The ~~400'300'~~ Notice Procedure applies to the following applications:

1. Mitigation plans for restaurants that are located within 300 feet of R-3 or more restrictive zoning district and that serve alcohol;
2. Projects within the Greater Infill Incentive Subdistrict of the Downtown Area Infill Incentive District requesting a Modification of Development Regulations; and,
3. Individual Parking Plans for projects within 300 feet of R-3 or more restrictive zoning districts or Historic Preservation Zones.

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### **3.4. SPECIAL EXCEPTION LAND USES**

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#### **3.4.2. PDSO DIRECTOR SPECIAL EXCEPTION PROCEDURE**

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#### **C. Review and Decision**

PDSO Director Special Exceptions are processed in accordance with the ~~100'50'~~ Notice Procedure, Section 3.3.4. Approval shall be granted if the PDSO Director finds the proposal is in compliance with the findings provided in Section 3.4.5. The approval may be subject to conditions as provided in Section 3.4.6.

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### **3.5. REZONING (CHANGE OF ZONING)**

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#### **3.5.3. ZONING EXAMINER LEGISLATIVE PROCEDURE**

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#### **H. Planning and Development Services Department (PDS) Recommendation**

After City departments and public service agencies have reviewed and provided comment on the application, a staff report is prepared by the PDS. The report is distributed to the Zoning Examiner and the principals named in the application. Owners of property located within ~~400300~~ feet of the rezoning site are notified of the public hearing and provided a web link to the staff report and other materials associated with the case. The staff report and the notice of public hearing are made available to the public at least 15 days prior to the public hearing.

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### **3.6. LAND USE PLAN ADOPTION AND AMENDMENT PROCEDURES**

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#### **3.6.8. PLANNING COMMISSION PUBLIC HEARING REQUIRED**

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##### **C. Mailed and Published Notice**

For site-site specific plan amendments, mailed notice must be mailed to all property owners within ~~400300~~ feet of the subject property. Mailed and published notice of the public hearing(s) is required in accordance with Sections 3.2.4.B and E, respectively.

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### **3.9. APPEALS**

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#### **3.9.2. MAYOR AND COUNCIL APPEAL PROCEDURE**

##### **A. Applicability**

Appeals to the following decisions are processed in accordance with the Mayor and Council Appeal procedure:

1. Decision by the Zoning Examiner on a Special Exception Land Use;
2. Decisions on the ~~400'300'~~ Notice Procedures; and,

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### **3.10. BOARD OF ADJUSTMENT APPEALS AND VARIANCES**

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#### **3.10.2. APPEALS**

##### **A. Decisions Subject to B/A Appeal**

Appeals to the following decisions are processed in accordance with the B/A appeal procedure:

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2. Decisions by the PDS Director on applications processed in accordance with the ~~100'50'~~ Notice Procedure, Section 3.3.4;

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### 3.11. ADMINISTRATIVE MODIFICATIONS

#### 3.11.1. DESIGN DEVELOPMENT OPTION (DDO)

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##### C. PDS Review and Decision

1. The PDS Director shall review and make a final decision on a DDO in accordance with Section 3.3.4, ~~100'50'~~ *Notice Procedure*. Approval of a DDO request may only occur based on the findings in Section 3.11.1.D below.

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## ARTICLE 4: ZONES

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### 4.9. USE-SPECIFIC STANDARDS

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#### 4.9.4. COMMERCIAL SERVICES USE GROUP

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##### I. Communications

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5. The following requires approval in accordance with Section 3.3.4, 100'50' Notice Procedure. The PDSD Director shall forward the request to the Design Review Board (DRB) for design review and recommendation.

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##### V. Sale of Spirituous Liquor in Conjunction with Food Service Use

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9. A Food Service establishment that is located within 300 feet of a residential zone, excluding public right-of-way, measured in a straight line from the licensed premises to the zone boundary line of R-3 or more restrictive zoning may serve alcoholic beverages upon conformance with the following conditions:

a. The applicant is required to submit a mitigation plan to the PDSD Director that will be reviewed in accordance with Section 3.3.5, 400'300' Notice Procedure. The mitigation plan shall specifically address noise from the use, including parking lot noise, screening of lighting from vehicle headlights and light standards on site, parking, and access to adjacent neighborhoods, but shall not address issues that are the purview of the Arizona Department of Liquor Licenses and Control, such as the number of liquor licenses in the area or the hours of liquor sales.

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#### 4.9.11. UTILITIES USE GROUP

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##### C. Renewable Energy Generation

1. Requires approval in accordance with Section 3.3.4, 100'50' Notice Procedure.

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## ARTICLE 5: OVERLAY ZONES

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### 5.8. "H" HISTORIC PRESERVATION ZONE (HPZ) AND "HL" HISTORIC LANDMARK (HL)

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#### 5.8.7. PERMITTED USES

The following land uses are permitted in the HPZ.

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##### **B. Retail Sales by Resident Artisans**

Retail sales by resident artisans may be permitted notwithstanding limitations of the underlying zoning standards. A proposed resident artisan use is reviewed and considered for approval in accordance with Section 3.3.4, 50'-100' Notice Procedure. A resident artisan use may be allowed as an accessory use to a principal residential in accordance with the following standards:

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#### 5.8.10. DEMOLITION REVIEW REQUIRED

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##### **D. Contributing Properties, Nonhistoric**

Review by staff, the applicable HPZ Advisory Board, and the Tucson-Pima County Historical Commission is required before a decision is made by the PDSO Director. The procedure for review shall be in accordance with Section 3.3.4, 50'-100' Notice Procedure. The appropriate HPZ Advisory Board and the Tucson-Pima County Historical Commission Plans Review Subcommittee are parties of record for the purpose of determining notice and the right to appeal the decision. The standards used to make this decision are as follows:

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##### **E. Historic Contributing Properties and Historic Landmarks**

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##### **6. Mayor and Council Public Hearing**

The Mayor and Council consider the application in a public hearing. Mailed notice and published notice shall be provided not less than 15 days prior to the public hearing. Notice shall be mailed to property owners within 300-400 feet of the site, neighborhood associations within one mile of the site, the applicable HPZ Advisory Board, and the Tucson-Pima County Historical Commission.

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### 5.10. NEIGHBORHOOD PRESERVATION ZONE (NPZ)

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#### 5.10.3. NEIGHBORHOOD PRESERVATION ZONE (NPZ) DESIGN REVIEW PROCEDURE

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**G. Notice of Decision**

Notice of the decision shall be mailed to the applicant, property owners within 10050 feet of the subject site, and to the neighborhood association that includes the subject site within three days of the date of the decision.

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**5.12. DOWNTOWN AREA INFILL INCENTIVE DISTRICT (IID)**

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**5.12.6. IID PLAN REVIEW AND APPROVAL PROCEDURES UNDER THE IID ZONING OPTION**

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**B. Major Design Review**

The Major Design Review process is required if a proposal meets any two or more criteria listed in B.1 and/or B.2:

- 1. The development proposal contains structures that are higher than:
  - a. four stories or 49 feet, or
  - b. two stories or 25 feet if adjacent to detached single-family residential or duplex dwellings.
  - c. In the DCS, the height criteria apply only if the development site is within ~~300~~ 400 feet or less of a detached single-family residential or duplex dwelling.

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**C. Minor Design Review**

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**3. Notices**

For Minor Design Review, notice of the neighborhood meeting must be sent to all of the following:

- a. All owners of property within ~~50-100~~ 50-100 feet of the development site; and,
- b. The Neighborhood Association for the area in which the development is located.

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# ARTICLE 6: DIMENSIONAL STANDARDS AND MEASUREMENTS

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## 6.6. ACCESSORY USES, BUILDINGS, AND STRUCTURES

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### 6.6.5. URBAN AGRICULTURE USES AND ACTIVITIES

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#### E. Keeping of Food Producing Animals

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##### 3. Maximum Number of Food Producing Animals Permitted

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f. Requests to increase the number of permitted food producing animals are considered in accordance with Section 3.3.4, 100'50' Notice Procedure.

##### 4. Location and Setback Requirements

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d. Requests to reduce the setback requirements for animal shelters are considered in accordance with Section 3.3.4, 100'50' Notice Procedure, Section 3.11.1, *Design Development Option*, or Section 6.6.5.E.7, Existing Shelter Exemption.

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# ARTICLE 7: DEVELOPMENT STANDARDS

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## 7.4. MOTOR VEHICLE AND BICYCLE PARKING

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### 7.4.5. REDUCTIONS AND EXCEPTIONS

#### A. Individual Parking Plan

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##### 6. Review and Approval Procedures

a. An IPP for projects within 300 feet of R-3 or more restrictive zones or Historic Preservation Zones is reviewed in accordance with Section 3.3.5, ~~400'300'~~ Notice Procedure.

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### 7.4.10. PARKING DESIGN MODIFICATION REQUEST (PDMR)

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#### C. Review and Approval Procedures

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2. Except as provided herein, review of PDMR requests is processed in accordance with Section 3.3.3, *PDSO Director Approval Procedure*.

##### a. Exception

Review of modification requests to the number of motor vehicle and bicycle parking spaces is in accordance with the Section 3.3.4, ~~100'50'~~ Notice Procedure. The Design Review Board (DRB) reviews the request and provides the PDSO Director with a recommendation.

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# ARTICLE 8: LAND DIVISION, LAND SPLIT, AND SUBDIVISION STANDARDS

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## 8.7. SUBDIVISION DESIGN STANDARDS

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### 8.7.3. FLEXIBLE LOT DEVELOPMENT (FLD)

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#### P. FLD Submittal, Review, and Decision

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##### 1. Tentative Plat

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b. A tentative plat for an FLD is processed and considered for approval in accordance with Section 8.4.4, *Tentative Plat*, with the following exceptions:

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(2) Notice of the submittal of an FLD application shall be sent to the applicant, property owners within ~~400~~300 feet of the project site, and neighborhood associations within one mile of the project site.

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**Proposed Amendments to the Tucson  
Unified Development Code – Administrative Manual**

# SECTION 3: REVIEW COMMITTEE AND COMPLIANCE REVIEW TIMEFRAMES POLICY

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## SECTION 3-02.0.0: COMPLIANCE REVIEW TIME FRAMES POLICY

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### 3-02.4.0 APPLICATIONS SUBJECT TO A.R.S. § 9-831 *et seq.*

The following City of Tucson development review applications fall under the definition of “license” under A.R.S. § 9-831:

- 4.1 Procedures requiring decision by the PDSO Director.
- 4.2 Procedures requiring decision by the PDSO Director pursuant to the ~~10050~~-foot notice procedure.
- 4.3 Procedures requiring decision by the PDSO Director pursuant to the ~~400300~~-foot notice procedure.

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**TABLE 3-02: REVIEW TIME FRAME REQUIREMENTS**

<b>PDSO DIRECTOR APPROVAL PROCESS</b>	
<b>APPLICATION TYPES</b>	
1. Changes of use; 2. Downtown Area Infill Incentive District – projects within the Downtown Core Sub-district requesting a modification of development regulations (Note: projects within the Greater Infill Incentive Sub-district are processed in accordance with the <del>400'300'</del> Notice Procedure below); 3. Electrical connections (certain types); 4. Expansion of existing premises; 5. Home occupations; 6. Individual Parking Plans for projects greater than 300' from R-3 or more restrictive zoning districts; 7. New construction; 8. Nonconforming same Land Use Class substitution; 9. Nonconforming parking areas; 10. Parking Design Modification Requests (except requests to modify the number of bicycle or motor vehicle parking spaces); 11. Projects within certain overlay zones; 12. Restricted adult activities; 13. Temporary uses or structures; 14. Tenant improvements; 15. Wireless Communication uses (certain types); 16. Rio Nuevo District Zone Minor Modifications of Development Regulations (MDR); 17. Zoning Compliance for Site Improvements in Existence on May 1, 2005; 18. Other applications, such as blood donor centers and circus, carnival and tent shows; or 19. Site plans (Site plans in Overlay Districts require different time frames for review).	
<b>TIME FRAME</b>	
<b>Administrative Compliance Review for Application Completeness</b>	20 working days
<b>Substantive Review</b>	65 working days
<b>Overall Time frame</b>	85 working days. Note: This time period includes a second review after return of comments

	on the first review, or when a development package or site plan is required. Total time is less if only one review is needed for a particular approval, or when a development package or site plan is not required.
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<b>PDS D DIRECTOR APPROVAL PROCEDURE: <u>100'50'</u> NOTICE PROCEDURE</b>	
<b>APPLICATION TYPES</b>	
<ol style="list-style-type: none"> <li>1. Design Development Options (DDO) in accordance;</li> <li>2. Parking Design Modification Requests to the required number of bicycle and motor vehicle parking spaces;</li> <li>3. PDS D Director Special Exception applications;</li> <li>4. Approval of resident artisan uses in the Historic Preservation Zone;</li> <li>5. Certain wireless facilities;</li> <li>6. Requests for demolition of contributing, non-historic structures in the HPZ.</li> </ol>	
<b>TIME FRAMES</b>	
<b>Administrative Compliance Review for Application Completeness</b>	20 working days
<b>Substantive Review</b>	35 working days
<b>Overall Time frame</b>	55 working days

<b>PDS D DIRECTOR APPROVAL PROCEDURE: <u>400'300'</u> NOTICE PROCEDURE</b>	
<b>APPLICATION TYPES</b>	
<ol style="list-style-type: none"> <li>1. Mitigation plans for certain restaurants serving alcohol within 300 feet of R-3 or more restrictive zoning;</li> <li>2. Projects within the Greater Infill Incentive Sub-district of the Downtown Area Infill Incentive District requesting a Modification of Development Regulations; and,</li> <li>3. Individual Parking Plans for projects within 300 feet of R-3 or more restrictive zoning districts.</li> </ol>	
<b>TIME FRAMES</b>	
<b>Administrative Compliance Review for Application Completeness</b>	20 working days
<b>Substantive Review</b>	45 working days
<b>Overall Time frame</b>	65 working days

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### SECTION 3-03.0.0: FLEXIBLE APPLICATION PROCESS

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**TABLE 3-03 TYPICAL TIMEFRAMES FOR COMPLIANCE REVIEW/FLEXIBLE OPTION**

PDS D DIRECTOR APPROVAL PROCEDURE
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**APPLICATION TYPES**

1. Business licenses;
2. Changes of use;
3. Downtown Area Infill Incentive District - projects within the Downtown Core Sub-district requesting a modification of development regulations (Note: projects within the Greater Infill Incentive Sub district are processed in accordance with the ~~400'~~300' Notice Procedure below);
4. Electrical connections (certain types);
5. Expansion of existing premises;
6. Home occupations;
7. Individual Parking Plans for projects greater than 300' from R-3 or more restrictive zoning districts;
8. New construction;
9. Nonconforming same Land Use Class substitution;
10. Nonconforming parking areas;
11. Parking Design Modification Requests (except requests to modify the number of bicycle or motor vehicle parking spaces);
12. Projects within certain overlay zones;
13. Restricted adult activities;
14. Temporary uses or structures;
15. Tenant improvements;
16. Wireless Communication uses (certain types);
17. Rio Nuevo District Zone Minor Modifications of Development Regulations (MDR);
18. Zoning Compliance for Site Improvements in Existence on May 1, 2005;
19. Other applications, such as blood donor centers and circus, carnival and tent shows;
20. Site plans (Site plans in Overlay Districts require different time frames for review);
21. Subdivision tentative plat; and,
22. Subdivision final plat.

**TIMEFRAME**

<b>Administrative Compliance Review for Application Completeness</b>	10 working days
<b>Substantive Review</b>	<p>For applications that do not require a site plan or a subdivision plat: 10 working days, or 5 working days after the date of submittal of a required recommendation by a special reviewer, board or committee.</p> <p>Thereafter, the same review period after each re-submittal</p> <p>For applications that require a site plan or subdivision plat: 20 calendar days</p> <p>Thereafter, 20 calendar days for each re-submittal</p>
<b>Substantive Review</b>	<p>For application that do not require a site plan or subdivision plat: 14 calendar days</p> <p>For applications that require a site plan or subdivision plat: 20 to 60 calendar days or more, depending upon the number of re-submittals</p>

<b>APPLICATION TYPES</b>	
<ol style="list-style-type: none"> <li>1. Design Development Options (DDO) in accordance;</li> <li>2. Parking Design Modification Requests to the required number of bicycle and motor vehicle parking spaces;</li> <li>3. PDSB Director Special Exception applications;</li> <li>4. Approval of resident artisan uses in the Historic Preservation Zone;</li> <li>5. Certain wireless facilities; and,</li> <li>6. Requests for demolition of contributing, non-historic structures in the HPZ.</li> </ol>	
<b>TIMEFRAME</b>	
<b>Administrative Compliance Review for Application Completeness</b>	10 working days
<b>Substantive Review</b>	30 calendar days
<b>Overall Timeframe</b>	40 calendar days

PDSB DIRECTOR APPROVAL PROCEDURE <del>400'300'</del> <b>NOTICE PROCEDURE</b>	
<b>APPLICATION TYPES</b>	
<ol style="list-style-type: none"> <li>1. Mitigation plans for certain restaurants serving alcohol within 300 feet of R-3 or more restrictive zoning;</li> <li>2. Projects within the Greater Infill Incentive Subdistrict of the Downtown Area Infill Incentive District requesting a Modification of Development Regulations; and,</li> <li>3. Individual Parking Plans for projects within 300 feet of R-3 or more restrictive zoning districts.</li> </ol>	
<b>TIMEFRAME</b>	
<b>Administrative Compliance Review for Application Completeness</b>	10 working days
<b>Substantive Review</b>	45 calendar days
<b>Overall Timeframe</b>	55 calendar days

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## SECTION 4: DEVELOPMENT REVIEW FEE SCHEDULE

### SECTION 4-01.0.0: DEVELOPMENT REVIEW FEE SCHEDULE

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#### 4-01.13.0 PLAN AMENDMENT FEES

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##### 13.2 Public Hearing

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**B.** Notification of Property Owners and Neighborhood Associations shall be to one of the following:

1. *Neighborhood or Area Plan Amendment.* Notification of affected neighborhood associations and property owners within ~~400'~~<sup>300'</sup> of amendment site Variable

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