



PLANNING and DEVELOPMENT SERVICES DEPARTMENT POLICY

POLICY NAME:	Processing of Main Gate District Applications		
DIVISION/SECTION:	Planning	CONTACT:	Jim Mazzocco
POLICY TYPE:	Internal	EMERGENCY?	No

PURPOSE: To provide the following:

1. Main Gate District Design Package submittal requirements;
2. Procedure to ensure compliance with the approved Design Package; and,
3. Procedure to request a change to an approved Design Package.

PROPOSED POLICIES:

Design Package Submittal Requirements – The set of approved design conditions, exhibits, and materials shall be known as the Design Package. In preparing a Design Package for submittal to PDSD and the Main Gate District Design Review Committee (DRC), the package will include, at a minimum graphic and written responses as described below. Note the items below apply both to the composition of a proposed and a finalized Design Packages:

1. *Building Elevations* – North, south, west and east sides in their final state as approved;
2. *Building Height and Massing* – Show the building height and elevations showing all sides, the bulk reduction, and the projections and recessions of the building;
3. *Fenestration Pattern* – By elevations show the approved window locations, their color and any other general description information;
4. *Building Materials* – Materials used on the building elevations, the colors, and the brand of the materials. May include brick, stucco, metals and other types of materials;
5. *Building Colors* – The location of the colors by elevation, their names and brands;
6. *Special Architectural Features* – Features may include balconies, extended roofs, unique projections or recessions, special landscaping on the building and other similar features not covered by one of the elements above;
7. *Streetscapes* – Landscaping plan, shading plan, pavement colors, furniture and lighting structures. These exhibits shall be in conformance with the most current City of Tucson Streetscape Design Manual or Policy;

8. *Other Exhibits* – The Design Professional may request additional exhibits to better identify a specific design element or a special condition that was approved by the DRC or PDSD Director.

A proposed Design Package shall be found complete by the Design Professional and PDSD.

After approval of a Design Package by the Design Professional or the DRC, the Design Professional shall prepare a confirmation letter that accompanies the conditionally approved Design Package, stating the actions, decisions, recommendations, exhibits, attachments, building elements, and any special conditions of the DRC or Planning and Development Services (PDSD) Director.

Procedure to Ensure Compliance with the Approved Design Package

The following process shall be followed to ensure that an approved Design Package is adhered to throughout the site planning, building permitting and construction stages:

1. The Design Professional shall prepare a confirmation letter that is attached to the conditionally approved Design Package confirming all exhibits and materials are those approved by the DRC or PDSD Director as applicable.
2. The Design Package shall be sent to the PDSD Director, the applicant, and all members of the DRC for final approval. If the DRC or PDSD Director requested changes to the letter to address an approval item, the Design Professional will confirm that the exhibits and materials contain the correct approvals.
3. If no changes are requested, the Director sends the Design Professional confirmation that the materials are considered the approved Design Package.
4. The applicant shall submit the approved Design Package as part of the Development Package and the Building Construction Drawings Materials.
5. The Design Professional shall confirm that the Design Package submitted by the applicant includes the approved exhibits and materials. If a previously approved Design Package is on record and no changes have occurred, PDSD may not require a new submittal.
6. The Design Package shall be posted on PDSD website under the Main Gate District.
7. Pre-submittal meetings involving the Development Package and Building Construction Drawing should include the Design Professional who can confirm that any design elements presented conform to the approved Design Package.
8. The Design Professional shall make at least two site visits to confirm that the approved design features of the construction comply with the Design Package. More visits may be requested by the DRC or the PDSD Director.

9. The City is not exempt in making sure everything is done in compliance with the DRC or Director's approval, and the responsibility is not solely with the City's Design Professional

Procedure to Request a Change to an Approved Design Package

It is not unusual for applicants to request changes to the approved Design Package in response to unexpected circumstances during final building design and/or construction. These changes may be substantial or insubstantial. The following criteria are used when making this determination:

Substantial Change: A substantial change is a change that would noticeably impact any visual or functional design features included in design features 1 through 7 provided above.

Examples of substantial changes are reducing the number or location of windows, adding or removing a significant architectural feature of the building such as a prominent projection or canopy or changing the type of exterior building materials.

Insubstantial Change: An insubstantial change is a change that is not a substantial change. An example of an insubstantial change is the relocation or change to a utility box or a similar minor feature, in the opinion of the Director or DRC does not noticeably impact a visual or functional design feature.

A change proposal should contain one or more of the following rationales from the applicant stating that it is: 1) equivalent as is practical to the approved features, 2) an improvement to the approved features, or 3) a reasonable response to an unforeseen circumstance.

Substantial and insubstantial changes are processed as follows:

1. Proposed changes by the applicant to the approved Design Package must be submitted to the PDSB for consideration. Proposed change requests must contain a proposal in comparison with the approved feature and a rationale for the change.
2. With a recommendation from the Design Professional, the Director or the DRC, whichever is applicable per the area of the Main Gate District, may approve, deny, or approve the proposed changes with conditions. If approved, the applicant must provide revised copies of all pages of the Design Package, Development Package, and Building Construction Drawings pages affected by the change.
 - a. The change request must contain exhibits showing approved features and proposed features and any information on the change's rationale per the guidelines noted below.
 - b. PDSB shall forward all proposed change requests to the DRC members.
 - c. In cases involving a Director's decision, he may make a decision on whether the proposed change is a substantial or insubstantial. However, the Director will not make a decision until giving the DRC members five working days to see if they

have a quorum and want to hold a meeting to give an advisory recommendation for proposals outside of Area 1.

- d. In cases involving a DRC decision, the proposed change shall be sent to the DRC members requesting that they reply in five days with a request for a DRC meeting on the proposal or a request to have the Design Professional make a decision. If less than two DRC members request a meeting, the Design Professional shall make the decision. If a DRC member does not respond, it is consider as a request to have the Design Professional make the decision.
- e. The City is not exempt in making sure everything is done in compliance with the DRC or Director's approval, and the responsibility is not solely with the City's Design Professional.

DIRECTOR APPROVAL:



Ernie Duarte

Date 6/4/14

CFT use only		EMT Review Date:	
EMT Approval Date:		Posting Date:	
PDSD Policy Number:	(I)(E)	Effective Date:	