

Downtown Area Infill Incentive District (IID)

Supplemental Information

ORDINANCE No. 10710
ADOPTED September 9, 2009
ORDINANCE REVISIONS No. 10841
ADOPTED October 5, 2010
ORDINANCE REVISIONS No. 11246
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FREQUENTLY ASKED QUESTIONS

Q: What is the Downtown Area Infill Incentive District?

A: The Downtown Area Infill Incentive District (IID) is an overlay zone with a zoning option that allows certain development regulations to be modified and considered administratively in exchange for compliance with certain pedestrian- and transit-oriented design standards provided in Sec. 5.12.8.A (Streetscape Design Standards) and 5.12.8.B (Development Transition). The IID provisions are in Sec. 5.12 of the *Unified Development Code (UDC)*. A map of the district is provided on Compliance with the IID Plan is only required when an application is using the IID zoning option or when complying with the mandatory Rio Nuevo Area and applying the underlying zoning.

Q: What is the purpose of the IID?

A: The purpose of the IID is to facilitate and encourage sustainable infill development. The IID includes three subdistricts: the Greater Infill Incentive Subdistrict (GIIS), the Downtown Core Subdistrict (DCS), and the Downtown Links Subdistrict (DLS).

Q: What is the difference between the three subdistricts?

A: The DCS is located in and around the traditional downtown area. The DLS is located in and around the Downtown Links Roadway alignment. The GIIS surrounds the DCS & DLS and extends along major roadways that provide access to downtown. In general, the DCS is the least restrictive can be modified and the GIIS is the most restrictive. The DLS follows form-based code approach. The review and approval procedures for the three subdistricts are the same (refer to a Q&A below).

Q: What development regulations can be modified?

A: Examples of development regulations that may be modified include building height, perimeter yard, bicycle and vehicle parking, off-street loading, solid waste collection, and landscaping and screening. Specifically, the development regulations in *UDC* Article 6: Dimensional Standards and Measurements, and Article 7: Development Standards may be modified.

Q: To what extent can the regulations be modified?

A: In the GIIS, the regulations may be modified up to 25% with exceptions. Building height, street perimeter yard, parking, loading, solid waste collection and landscaping and screening, and pedestrian access regulations may be modified more than 25%. Refer to *UDC* Section 5.12.9 for specifics. Projects in the DCS are exempt from several regulations, unless public safety and health would be jeopardized. Refer to *UDC* Section 5.12.10 for specifics. Projects in the DLS are exempt from several regulations as specified in each area. Refer to *UDC* Section 5.12.11-.16 for specifics.

Q: Do the modifications come with any conditions?

A: Yes. In exchange for the modifications property owners must provide a pedestrian-oriented streetscape that addresses such objectives as pedestrian proximity to the building(s), pedestrian amenities, and shade for pedestrians.

Q: What is the review and approval procedure?

A: Requests for projects in the IID are processed using *UDC* Sections 5.12.8. Applicants are required to meet with surrounding property owners and neighborhood association representatives prior to submitting an application. After staff determines the application is complete, staff will process it, and will advise you of the decision within the required time frame. As applicable, additional reviews may be required, i.e., by the Design Review Committee, Plans Review Subcommittee of Tucson-Pima County Historical Commission, etc. Concurrently, there is a 20-day public comment period. Staff and other reviewers forward a

recommendation to the Director of Planning and Development Services, who decides whether to approve or deny a modification based on findings prescribed in the ordinance. Appeals to the Director's decision are considered by the Mayor and Council.

Q: What type of public notification is required for the IID Plan?

A: Public notification is required for the neighborhood meeting to be held prior to submittal of the IID application. For a major review, all property owners within 300 feet of the development site; all registered neighborhood associations within one (1) mile of the development site; and, affected Council Ward Offices are noticed. For a minor review, property owners within 50 feet of the development site and the registered neighborhood association for the area in which the development is located. Refer to Written Summary of Neighborhood Meeting listed below for specifics.

Q: How much are the fees?

A: The application fee is \$726 for projects in the IID. The fee includes mailing labels (\$220), administrative costs associated with processing the application and notice (\$16.50), and staff review (\$489).

Q: How do I proceed?

- A: You will need to know what regulations are proposed to be modified, and by how much.
1. Contact the appropriate staff member listed in the Zoning Administration Application table to schedule a pre-application meeting.
 2. Determine applicable procedures at the Pre-application meeting. As applicable, additional requirements may be requested, i.e., Modifications or Waiver of IID Plan Submittal Requirements, Alternative Compliance, Special Conditions determined by the PDSD Director, etc.
 3. Submit a development package and obtain UDC compliance review comments from the 1st floor PDSD staff. The comments for the project are generated by PDSD staff after completing their review of the detailed development plan submitted for the project to ensure that all needed modifications are identified.
 4. Hold a neighborhood meeting.
 5. Once UDC compliance review comments and written summary of neighborhood meeting have been received contact design review staff to finish the minor or major review procedures.

For additional information, please contact the Planning & Development Services Department at (520) 791-5550.

MATERIAL INSTRUCTIONS

Refer to the Zoning Administration Application and use the following as supplemental information:

WRITTEN SUMMARY OF NEIGHBORHOOD MEETING:

Prior to filing an application for use of the IID zoning option, an applicant must hold a neighborhood meeting in compliance with the public notice procedures for neighborhood meetings in UDC Section 3.2.2. The meeting should be held at or near the project site, and in the evening or on a weekend, to encourage maximum attendance.

The meeting notice needs to include the following information:

- The time, date and location of the meeting;
- The location of the project site (a map attachment is helpful);
- A description of the proposed project;
- The purpose of the meeting (to provide information about proposed modification(s));
- The contact person, company, or official applicant's name and phone number; and,
- A statement indicating that comments on the proposed modification(s) may be submitted to the PDS Director.

The following need to be informed of the neighborhood meeting via a mailed notice:

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

- All property owners within 300 feet of the development site;
- All registered neighborhood associations within one mile of the development site; and,
- Affected Council Ward offices.

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

- All property owners within 50 feet of the development site; and,
- Registered neighborhood association for the area in which the development is located.

Note: For the purposes of determining the notice area, any property abutting the plan amendment site and under the same ownership as the amendment site, and any abutting public right-of-way, is included as part of the site.

The meeting notice needs to be sent by first class mail so that the addressees receive the notice at least 10 days prior to when the meeting is held. The person responsible for mailing the notices must certify that the notice was mailed at an appropriate time to everyone on the mailing list (see attached Certification of Mailing). Documentation of the neighborhood meeting and the mailing certification must be submitted as part of the plan amendment application.

HOW TO GET THE MAILING LABELS: The City of Tucson Planning and Development Services Department will provide the mailing labels for a \$220 fee, made payable to the City of Tucson. This fee will be deducted from the IID application fee when the application is filed, if an acceptable application is submitted within 15 - 60 days after the neighborhood meeting. Please allow staff up to 5 working days to generate the mailing labels. The mailing must be done within 60 days after the date on which the labels were generated, to ensure that the mailing label information is current.

HOLDING THE NEIGHBORHOOD MEETING: The applicant is responsible for all aspects of the neighborhood meeting, including arranging a meeting location, generating a meeting notice, obtaining mailing labels and mailing the notice, certifying that the notice was mailed, preparing any exhibits needed for the meeting, conducting the meeting, taking notes and providing a meeting summary, providing documentation of the

meeting, and providing a brief discussion of any project changes made in response to comments received at the neighborhood meeting.

Sign-In Sheet: The applicant is responsible for providing a sign-in sheet, and obtaining the names of everyone who attends the meeting. It is helpful (but not necessary) for attendees to provide their respective addresses and affiliations/interests. A copy of the sign-in sheet must be submitted with the application.

Information to be Provided at the Meeting: In general, the information provided at the meeting is the same as that listed on the meeting notice, however, the meeting offers an opportunity for the applicant to meet the neighbors; provide additional information, such as the specific modifications to regulations that are being requested, and why; answer any questions the neighbors may have, and respond to concerns. Maps and plans should be provided at the meeting. The applicant should address any questions about the proposal to the best of his/her ability. He/she should also take notes in order to prepare a meeting summary, which needs to be submitted with the application. Copies of any maps, drawings or handouts provided at the meeting also need to be submitted with the application. The neighborhood meeting is important because it may set the tone for the rest of the review process.

DOCUMENTATION OF THE NEIGHBORHOOD MEETING

1. The applicant must prepare a written summary of the meeting. A copy of the written summary of the meeting must be provided to the liaison 7 to 10 working days after the neighborhood meeting was held and filed with PDSB at the time of filing the development application for a project. The applicant must provide the following documentation in the written summary of the neighborhood meeting:
 - a. A copy of the meeting notice that was mailed;
 - b. A copy of the mailing list used;
 - c. A Certification of Mailing statement (see the attached);
 - d. A sign-in sheet indicating who attended the meeting;
 - e. A meeting summary;
 - f. A copy of any maps, drawings, or written information provided at the neighborhood meeting; and,
 - g. Any changes made based on comments received at the neighborhood meeting.
2. The applicant will also send a copy of the written summary to a Neighborhood Liaison appointed by the registered neighborhood association for the area in which the project site is located.
3. The Neighborhood Liaison or any property owner within the notice area may file with the PDSB Director a statement of concurrence or dissent with the accuracy of the applicant's written summary of the meeting. If a dissent is filed, it must state the exact reasons for the dissent.
4. The applicant will send periodic project updates to the Neighborhood Liaison in accordance with PDSB Neighborhood Liaison Policy.

PROJECT DESCRIPTION OUTLINING SCOPE OF WORK :

1. State the applicant's intention to use the IID zoning option in lieu of existing underlying zoning.
2. Describe how is the project is consistent with the IID purpose to create sustainable infill development.
3. Describe the benefits the project will bring to the adjacent properties and the surrounding area.

4. Describe any significant adverse effects, such as those involving noise levels, glare, odors, vibration, illumination, fumes and vapors, the project will have on adjacent property.
5. Describe how the project will create a pedestrian-oriented streetscape in compliance with the Streetscape Design Standards (UDC Sec. 5.12.8.A).
6. Describe how the project will support a safe streetscape coordinated with adjoining properties.
7. Describe how the project will transition to adjacent existing residences and provide privacy mitigation in compliance with the Development Transition Standards (UDC Sec. 5.12.8.B).
8. Indicate whether the project will significantly impede solar energy options to adjacent properties.
9. Describe the types of drought tolerant and native landscaping that will be used in the project and how it will be used to enhance the project.

For any IID Plan that involves a reduction in parking, the applicant must:

1. Demonstrate how the proposed reduced off-street motor vehicle parking will not have an adverse impact on adjacent properties.
2. Demonstrate how traffic generated by the off-street motor vehicle parking proposed in the application does not burden neighboring residential streets.

SITE PLAN AND ELEVATION DRAWING INSTRUCTIONS, for IID Design Review Package:

1. *Site Plan* – Project site plan shall be drawn to scale, dimensioned, and provide a north arrow prepared in accordance to Section 2-06.0.0;
2. *Building Elevations* – North, south, west and east sides in their final state as approved. Building elevations shall be drawn to scale, dimensioned, and provide a north arrow;
3. *Building Height and Massing* – Show the building height and elevations showing all sides, the bulk reduction, and the projections and recessions of the building;
4. *Fenestration Pattern* – By elevations show the approved window locations, their color and any other general description information;
5. *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;
6. *Building Colors* – The location of the colors by elevation, their names and brands;
7. *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;
8. *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;

Please note additional application materials may be required at the time of your meeting with staff.



CERTIFICATION OF MAILING

I hereby certify that: (check the one that applies)

I mailed the meeting notices to everyone on the mailing list, or

I provided the meeting notices to _____

to be mailed to everyone on the mailing list on _____,
(date of mailing)

for the neighborhood meeting to be held on _____.
(date of neighborhood meeting)

(signature of applicant/applicant's agent)

(date signed)

Documentation if available (such as receipt)