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# Planning Commission Infill Subcommittee

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## Design Guidelines Manual Working Group City of Tucson Planning Commission's Infill Planning Subcommittee Minutes

Monday, October 31, 2005 at 5:30 – 7:30 P.M.  
345 E. Toole, 3<sup>rd</sup> Floor Conference Room  
Tucson, AZ

**Attending:** Andrew Singelakis, Deputy Director of Urban Planning and Design; Sarah More, Urban Design and Code Development; Glenn Moyer, Urban Design and Code Development; Rebecca Ruopp, Neighborhood Infill Planner; Deborah Soppes; Daniel Williams; Carolyn Classen, SHNA; Olivia Lafont, KB Homes; Tracy Williams, NIC; Ruth Beeker, NIC; Thomas Saylor-Brown, Planning Commission; Les Pierce, Arroyo Chico N.A.; Brandusa Bularca, University of Arizona; Monrod Mjohed, Ironhorse Neighborhood; Jason Meinenger, Sonoran Institute, Peggy Rau, AmericaBuilt; Ari Posner, Planning Center.

### Meeting Summary

The Design Guidelines Working Group meeting was the third in a series of meetings to foster more in-depth and focused discussion on several initiatives the Infill Planning Subcommittee has been exploring, including the Design Guidelines.

Sixteen people signed in; see attached sign-in sheet.

The meeting began with Sarah More, Head of the Urban Design and Code Division of the Urban Planning and Design Department, welcoming attendees. Other city staff in attendance included Michael McCrory, City Attorney, Glenn Moyer, Principal Planner, and Rebecca Ruopp, Infill Planner. Sarah asked meeting attendees to introduce themselves.

Sarah explained that the purpose of the meeting was to make sure that everyone understood each of the Draft Design Guidelines (hereafter referred to as “the guidelines”) and to provide an opportunity for participants to share comments, concerns and/or questions about the guidelines.

Sarah noted that the guidelines contained three parts – I. Single Family, II. Multi Family, and III. Commercial, and since the Commercial guidelines were the most detailed she would begin with those.

During the meeting, city staff provided explanations and clarification regarding guidelines, and participants raised questions, identified issues, and discussed possible additions and revisions.

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Following is a summary list of questions, answers, comments, and suggestions as documented by city staff over the course of the meeting.

- Who are the guidelines intended for? *Answer given:* Staff; design professional; members of public reviewing a project
- Will use of the guidelines result in expedited design review? *Answer given:* The guidelines are already being used to assist in ensuring compliance with Element 4, Community Character and Design, of the General Plan. Adoption by Mayor and Council will help encourage better attention to the guidelines.
- Would the guidelines be included in future updates and new neighborhood plans? *Answer given:* It is expected that the neighborhood would use the guidelines in tandem with its neighborhood plan rather than repeating the guidelines in the neighborhood plan.
- Keep local traffic on local roads as much as possible
- Should it include ‘cactus’, or maybe ‘native vegetation’? *Answer given:* Native vegetation is addressed in the Landscape Screening and Design section of the Design Guidelines
- Consider air quality/flow. Follow up comment was made that perhaps this idea belonged under “Open Space” in the guidelines.
- There is nothing that addresses hours of operation for drive-throughs, which would matter when a business was near a residential area.
- Is there wording regarding lighting in relation to Dark Sky Ordinance?
- There are lots of bullets in the guidelines, but the spirit/soul of the type of community the guidelines are seeking to foster is missing. *Response given:* The spirit is addressed in the Comprehensive Plan. *Suggestion made:* Perhaps some of that verbiage should be integrated in the guidelines – perhaps as introductory text. Or, perhaps the guideline text could include reference numbers linked to the Comprehensive Plan.
- Staff noted that the manual will include an introduction to explain how the guidelines evolved.
- There was discussion about Chapter 4 of the Stormwater Manual.
- Add compliance with water harvesting in guidelines
- Add “residential” to “mixed use.”
- Encourage that buildings be located closer to the street. It was noted that there are minimum setbacks in the code, but not maximum setbacks.

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- Don't limit mixed-use requirements to mixed use with residential.
- Clarify that it is encouraged that parking be located to the back or side of building.
- Code requires that building set backs from the street be based on future right of way as defined by the Major Streets and Routes Plan, not on existing right of way.
- Add text that clarifies that bicycle racks should be located in high visible and safe places.
- Add "multiple" before "access points" for emphasis.
- Reconsider whether pedestrian crossings should be textured or smooth -- maybe the emphasis should be on "safe" crossings.
- Emphasize that parking should be on site. Others noted that on-street parking has the effect of calming traffic.
- How are parking reductions going to be obtained? *Answer:* Through new special exception process.
- Under "Architecture" change "similar" to a word such as "complement," "enhance," or "improve."
- Noted that there is no subdivision standard that requires compliance with the Design Guidelines Manual.
- The city encourage alternative energy use, such as solar.
- Add "unfinished" to modify "tilt up panels."
- C-2: Add "visually" to "divide buildings."
- Provide a glossary with the Design Guidelines.
- Take out "60%" specification in reference to awning coverage. Rather, emphasize that the intent of the awnings is to provide shade.
- Where are references to murals, tiles, etc.? *Suggestion:* Maybe add text that emphasizes encouraging integration of art such as murals. Also consider adding that tiles might be used as option to display windows.
- Delete references to "facade," substitute word "elevation."

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### **Next Meeting of Design Guidelines Working Group**

The next meeting of the Design Guidelines Working Group will be held on Monday, December 12, 2005, 5:30 p.m.; MacArthur Building, 3<sup>rd</sup> Floor Conference Room; 345 Toole Avenue, City of Tucson Urban Planning and Design.

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