



PLANNING COMMISSION

Planning & Development Services Department • 201 N. Stone Ave. • Tucson, AZ 85701

DATE: February 3, 2010
TO: Planning Commission
FROM: Ernie Duarte
Executive Secretary

SUBJECT: *Land Use Code (LUC) Amendment – Architectural Documentation*

Issue – This item is for a public hearing before the Planning Commission. On January 13, 2009, Mayor and Council directed staff to prepare a *Land Use Code* Amendment that would provide for architectural documentation of historic structures prior to demolition. The amendment would add a new section (5.3.11) to Article V Administration, Division 3. Special Development Applications of the *Land Use Code* entitled Architectural Documentation Prior to Demolition of Historic Buildings.

A first draft of the amendment was presented by City staff during the November 4, 2009 Study Session of the Planning Commission.

A second draft of the amendment was presented by City staff during the December 2, 2009 Study Session of the Planning Commission, and included the following revisions:

In response to the recommendations by the Planning Commission during the November 4 meeting, the amendment was revised in the following ways:

- To make it easier to read and understand, so that the submittal requirements can be successfully executed upon the first attempt by an applicant;
- To remove terms that were unclear, ambiguous, or are not used elsewhere in the LUC;
- To remove confusing acronyms;
- To describe the submittal requirements more specifically;
- To clarify the submittal and review process, including which City staff will conduct the reviews;
- To add timelines for each step in the review process.

In response to recommendations by the Citizens Land Use Code Committee, the amendment was revised in the following ways:

- To require a “context photograph” showing site use, landscaping, and relationships with nearest adjacent buildings;
- To add language indicating that some of the required information for submittals may be available at the Planning and Development Services Department.

In response to recommendations by the Tucson-Pima County Historical Commission, the amendment was revised in the following ways:

- To request copies of old photographs of the building, if in possession of the owner.

A third draft was presented by City staff during the December 2, 2009 Study Session of the Planning Commission, and included the following revisions:

- The Applicability section was reformatted to include the definitions of when Minor or Full Documentation are required;
- The sections describing the Documentation Required for Minor and Full Documentation were reformatted;
- It was clarified that, for buildings that otherwise meet the criteria for Full Documentation, only Minor Documentation is required if a partial demolition is limited to an addition that is less than fifty (50) years old;
- It was clarified that Planning and Development Services staff conducts the reviews for Minor Documentation, and the Historic Preservation Officer conducts the reviews for Full Documentation.

The Planning Commission requested a few additional minor revisions, and approved scheduling a public hearing on the amendment on February 3, 2010.

Final Revisions — As requested at the January 6 Study Session, a few typos have been corrected and the word “before” was substituted for the term “prior to” throughout. Also, the sentence “All new photos must be on photographic paper” was added to section 5.3.11.3 B.

Recommendation – Staff recommends that the Planning Commission consider adopting this amendment after receiving public input at the public hearing on February 3, 2010.

DRAFT

ARTICLE V. ADMINISTRATION DIVISION 3. SPECIAL DEVELOPMENT APPLICATIONS

5.3.11 ARCHITECTURAL DOCUMENTATION PRIOR TO DEMOLITION OF HISTORIC BUILDINGS. Applications for permits for the demolition of buildings that are partially or in their entirety fifty (50) or more years old must include architectural documentation to provide a permanent record of buildings of historical significance before their loss. Demolition applications are available from the Planning and Development Services Department (PDSD).

5.3.11.1 Applicability. These regulations apply when an application for a demolition permit involves the complete or partial demolition of a building that is partially or in its entirety fifty (50) or more years old.

Minor Documentation is required for demolition permit requests for all buildings that are partially or in their entirety fifty (50) or more years old, but are not contributing properties within designated or pending National Register Historic Districts; are not individually listed on the National Register of Historic Places; and do not meet the eligibility criteria for the National Register of Historic Places. For buildings that otherwise meet the criteria for Full Documentation, only Minor Documentation is required if the demolition will be limited to an addition that is less than fifty (50) years old.

Full Documentation is required for demolition permit requests for all buildings that are partially or in their entirety fifty (50) or more years old and are contributing properties within designated or pending National Register Historic Districts; or are individually listed on the National Register of Historic Places; or meet the criteria for eligibility for the National Register of Historic Places.

If the building to be completely or partially demolished is located in a Historic Preservation Zone (HPZ) or the Rio Nuevo and Downtown Zone (RND) overlay zone, compliance with the applicable demolition review and approval requirements contained in Section 2.8.8.7 through Section 2.8.8.9 is required in addition to the provisions contained in this section.

5.3.11.2 Review Required. The applicant must submit Minor or Full Architectural Documentation to PSDS for review before issuance of a demolition permit.

5.3.11.3 Application and Review Process.

- A. Prior to the submittal of a demolition permit application, the applicant may meet with PSDS. At that time, PSDS determines whether the application requires Minor or Full Documentation.
- B. At the time of submittal, the applicant must submit two (2) copies of the demolition permit application and all required architectural documentation to PSDS. All new photos must be printed on photographic paper.

- C. If Minor Documentation is required, PDS&D reviews and approves the applications for completeness. PDS&D determines and informs the applicant that the Minor Documentation is complete, or of any additional documentation which is required within five (5) working days of the submittal date.
- D. If Full Documentation is required, the Historic Preservation Officer (HPO) reviews and approves the applications for completeness, and informs the applicant that Full Documentation is complete or informs the applicant of any additional documentation which is required within five (5) working days of the submittal date.
- E. If PDS&D or the HPO determine that the required architectural documentation is complete, then a demolition permit application may be processed. The applicant must demonstrate compliance with all provisions of the Tucson Code before a demolition permit will be issued.

5.3.11.4 Minor Documentation Required:

- A. Current photographs of the front, rear and sides of the building to be completely or partially demolished (printed on photographic paper); and
- B. Documentation from the County Assessor's records, the State Historic Preservation Office, or other official government records confirming the year of construction and dates of additions to the building to be demolished. Some of this documentation of construction dates may be available at PDS&D.

5.3.11.5 Full Documentation Required.

- A. Floor plans with measured dimensions; and
- B. Photographs of the front, rear and sides of the building to be completely or partially demolished, and all interior rooms; and
- C. A 'context photograph' illustrating the relationship between the building to be completely or partially demolished and the nearest adjacent buildings in the Development Zone. The Development Zone is defined in Sec. 6.2.4 of the *Land Use Code* (LUC); and
- D. Copies of old photographs of the building to be completely or partially demolished (taken at least 20 years prior to the demolition application), if in the possession of the applicant; and
- E. Documentation from the County Assessor's records, the State Historic Preservation Office, or other official government records confirming the year of construction and dates of additions to the building to be demolished. Some of this documentation of construction dates may be available at PDS&D; and

- F. A general description of construction materials, such as exterior walls, roofing, windows, porches, and carports of the building to be demolished; and
- G. A list of any important historical events or historically significant persons related to the building to be demolished, if known to the applicant.

5.3.11.6 Documentation Retention. Upon approval of the demolition permit, the HPO shall retain one (1) copy as a record of a lost historic resource and forward one (1) copy to the Tucson-Pima County Historical Commission for their records.

CITY OF TUCSON ARCHITECTURAL DOCUMENTATION REVIEW
Submittal Checklist for Full Documentation

Full Documentation is required for all buildings that are partially or in their entirety fifty (50) or more years old and are contributing properties within a designated or pending National Register Historic District; or are individually listed on the National Register of Historic Places; or meet the criteria for eligibility for the National Register of Historic Places. For buildings that meet this definition, only Minor Documentation is required if the demolition will be limited to an addition that is less than fifty (50) years old. The Historic Preservation Officer (HPO) reviews and approves the Full Documentation application for completeness. The applicant must submit two (2) copies of the demolition permit application, and (2) copies of the architectural documentation items listed below, to the Planning and Development Services Department (PDS). Some of this documentation may be available at PDS.

- ___ Completed demolition permit application signed by the property owner.
- ___ Three (3) copies, or one (1) set of digital files of floor plans with measured dimensions;
- ___ Photographs of the front, rear and sides of the building to be demolished and all interior rooms (printed on photographic paper, a minimum of 4" by 6" in size).
- ___ A "context photograph" (printed on photographic paper, a minimum of 4" by 6" in size) illustrating the relationship of the building to be demolished to the nearest adjacent buildings in the Development Zone (as defined in the Development Standards for Historic Preservation Zones).
- ___ Copies of old photographs of the building to be demolished (taken at least 20 years prior to the demolition application), if in the possession of the applicant.
- ___ Documentation from the County Assessor's records, the State Historic Preservation Office, or other official government records confirming the year of construction and dates of additions to the building to be demolished.
- ___ A general description of construction materials, such as exterior walls, roofing, windows, porches, and carports, of the building to be demolished.
- ___ A list of any important historical events or historically significant persons related to the building to be demolished, if known to the applicant.

A copy of Section 5.3.11 of the Tucson *Land Use Code* – Architectural Documentation Prior to Demolition of Historic Buildings is attached for reference purposes.

If you require further information or have questions, contact Frank Podgorski at 520-837-4962.

Property Owner Name: _____ Date: _____
(please print)

Property Address: _____

Property Owner Signature: _____

CITY OF TUCSON ARCHITECTURAL DOCUMENTATION REVIEW
Submittal Checklist for Minor Documentation

Minor Documentation is required for all buildings that are fifty (50) or more years old, but are not contributing properties within a designated or pending National Register Historic District; are not individually listed on the National Register of Historic Places; and do not meet the eligibility criteria for the National Register of Historic Places. The Planning and Development Services Department (PDSD) will review Minor Documentation.

The applicant must submit two (2) copies of the demolition permit application, and (2) copies of the architectural documentation items listed below, to the Planning and Development Services Department (PDSD). Some of this documentation may be available at PSDS.

- ___ Completed demolition permit application signed by the property owner;
- ___ Current photographs of the front, rear and sides of the building to be demolished (printed on photographic paper, a minimum of 4" by 6" in size);
- ___ Documentation from the County Assessor's records, the State Historic Preservation Office, or other official government records confirming the year of construction and dates of additions to the building to be demolished.

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