~~COMMUNITY~~ DESIGN REVIEW COMMITTEES

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1-03.0.0 COMMUNITY DESIGN REVIEW COMMITTEE.

1-03.1.0 GENERAL.

1.1 Purpose. To establish the organization and function of the Community Design Review Committee (CDRC).

1.2 Definitions. None.

1.3 Policy. The City of Tucson is committed to encourage and facilitate the efficient and innovative development of land within its city limits, with a particular interest in infill areas.

1-03.2.0 ORGANIZATION.

2.1 General. The CDRC is composed of City departments, utility companies, and other agencies which regulate land use within the city limits.

2.2 Membership.

A. *Core Members.* Members in this category are the following City departments, which are asked to review and comment in writing on submittals to the CDRC and are invited to attend the regular meetings, as appropriate:

Development Services (Project Management, Building Code, Zoning Review Section, Landscape Section, and Engineering Development Review)
Planning (Community Planning and Preservation)
Transportation (Engineering, Floodplain, and Traffic)
Fire
Solid Waste Management (Sanitation)
City Attorney

B. *Utilities.* Members in this category are the following utilities which are asked to review submittals and respond in writing and may be asked to attend meetings as appropriate.

2.2 Membership. (Cont'd)

Pima County Wastewater Management
Southwest Gas
Qwest Communications
Tucson Electric Power Company
Tucson Water Department

C. *Other Public Agencies.* Public agencies under this category are only asked to review submittals and comment in writing.

United States Postal Service
State of Arizona Department of Transportation
Pima Association of Governments
Pima County Air Quality Control
Pima County Planning & Development Services
Pima County Addressing
Pima County Assessor
Pima County Transportation
Tucson Airport Authority

2.3 Coordination. The Director of the Development Services Department (DSD), or designated representative, chairs the CDRC and is responsible for coordinating, compiling, and maintaining a record of all the responses generated by the CDRC members. CDRC recommendations are transmitted to the Planning Director, DSD, the Zoning Examiner, the City Manager, and the applicant as applicable.

The DSD serves as a single point of contact and administrative review agency to ensure the processing of submittals in an orderly and timely manner and with the least amount of difficulty.

As part of its coordination function, the DSD maintains a list of professionals, agencies, etc., which, even though they are not members of the CDRC, have expressed interest in being informed when submittals for new projects are made to the CDRC for review. The DSD mails a copy of the CDRC application to these interested parties as a courtesy when a submittal is made to the CDRC. The recipients cannot place any requirements on the project.

2.4 Meetings. The chair of the CDRC schedules the appropriate regular weekly meetings to allow the applicant the opportunity to discuss the comments generated by the CDRC members and get clarifications/explanations regarding regulations and processes.

CDRC meetings are open to the public, but they are not public hearings. Members of the public are allowed only to listen and ask questions related to the project under discussion.

2.5 Project Review Comments. Each CDRC member reviews submittals, as appropriate, only for conformance with the codes, ordinances, Development Standards, and other applicable regulations for which his/her department or agency is responsible for enforcing. Each CDRC member provides the CDRC with a written response which includes any resubmittal requirements, if applicable. Comments generated by CDRC members shall quote the pertinent section(s) of the code(s) or Development Standard(s). The DSD compiles and makes available these comments to the applicant in a timely manner.

2.6 Conflicting Requirements. The DSD Director resolves any conflict that may arise among CDRC members regarding a development requirement or process and documents the measures taken to resolve the conflict.

1-03.3.0 FUNCTIONS.

3.1 General. The CDRC serves in a technical advisory capacity for the City Manager, the Zoning Examiner, the Planning Director, the DSD Director, and the Mayor and Council.

The CDRC primary functions are to facilitate and expedite the review and approval of subdivision plats, development plans, and land development regulations, such as Development Standards, and to ensure compliance with adopted codes and regulations applicable to a project.

CDRC members possess the necessary administrative authority and expertise to properly evaluate matters before the CDRC and are obligated to respond expeditiously and in a timely and courteous manner.

They are also expected to objectively enforce requirements established by an adopted code, ordinance, or Development Standard and to assist to the best of their ability in finding solutions to technical and procedural problems.

3.2 Development Regulations Information. CDRC members provide information to individuals regarding development of specific sites within the City of Tucson. Such information may include explanations of regulations and design standards applicable to the proposed development and any other land use related information including projected capital improvements.

3.3 Technical Review. The CDRC performs formal technical review of all tentative and final plats, development plans, and design standards, in accordance with applicable codes and ordinances.

Informal preliminary reviews can be done by the CDRC by scheduling a presubmittal conference with DSD. The quality of comments generated at a presubmittal conference is directly related to the quality and level of detail provided by the applicant.

The DSD Director has the discretion to ask the CDRC for advice regarding any other matter related to land development.

1-03.4.0 APPENDIX. None.

1-03.5.0 ~~1-03.5.0~~ RESPONSIBILITY FOR REVIEW. The DSD Director reviews this Standard at least annually or at the discretion of the City Manager.

1-03.6.0 STAFF DESIGN REVIEW COMMITTEE

1-03.7.0 GENERAL.

7.1 Purpose. To establish the organization and function of the Staff Design Review Committee (SDRC).
7.2 Definitions. None.
7.3 Policy. The City of Tucson is committed to encourage and facilitate the efficient and innovative development of land within its city limits, with a particular interest in infill areas.

1-03.8.0 ORGANIZATION.

8.1 General. The SDRC is composed of City staff which review land use development design for projects located within the City limits.

8.2 Membership. The SDRC consists of five (5) members appointed by the City Manager as provided below.

A. Of the five (5) members, there shall be one (1) architect, one (1) traffic engineer, one (1) urban planner, landscape architect or urban designer, one (1) permitting specialist, and any staff designee appointed to represent the City Manager. Members will have at a minimum three years of professional experience.

B. Terms. Members of the SDRC serve at the pleasure of the City Manager and can be removed at any time.

8.3 Coordination. The SDRC chairperson shall be selected by the City Manager from the composition of the SDRC.

A. The chairperson shall be responsible for coordinating and compiling a record of all responses generated by the SDRC. The Department of Urban Planning and Design shall maintain public records of the SDRC actions, findings and recommendations.
B. The SDRC may refer any application to the Design Review Board for its recommendation and consideration.

8.4 Meetings. The SDRC may be convened at any time by the chair to conduct design review and may hold public meetings as appropriate to specific applications.

8.5 Approvals. The concurrence of all members is necessary in order to make a decision.

1-03.9.0 FUNCTIONS.

9.1 General. The Staff Design Committee (SDC) shall review development applications as provided by the LUC, Development Compliance Code or other direction from the Mayor and Council. The SDC development review shall be to determine the compliance of an application to

the design standards applicable to the application based upon the professional judgment and expertise of the SDC members.

1-03.10.0 APPENDIX. None.

1-30.11.0 RESPONSIBILITY FOR REVIEW. The Director of Urban Planning and Design reviews this Standard at least annually or at the discretion of the City Manager.