



# PLANNING COMMISSION

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

**DATE:** December 7, 2011

**TO:** Planning Commission

**FROM:** Ernie Duarte  
Executive Secretary

**SUBJECT:** Proposed Administrative and Technical Manuals

**Issue** – This item is for discussion by the Planning Commission in a Study Session.

Drafts of the Administrative and Technical Manuals are currently being prepared and will be ready for public review by January. For the December Study Session, staff will present an overview of the manuals and answer any initial questions the Planning Commission may have. The manuals will be scheduled for additional Study Session(s) once drafts of each are completed.

**Recommendation** – Staff recommends continued review of these manuals.

## **Background**

**Land Use Code Simplification and Reformat Project (Project)**. The Administrative and Technical Manuals are components of the Land Use Code Simplification and Reformat Project. The purpose of the Project is to, in general, simplify and reformat the City's LUC, Development Standards, and Chapter 23A Procedures so that they are more user-friendly. The Project's goals are to:

- Consolidate procedures;
- Clarify vagueness;
- Emphasize simplicity;
- Reduce need for cross-referencing (i.e. reduce page flipping) and redundancy;
- Use a simplified numbering system;
- Replace the development designator system with simpler dimensions by zone;
- Provide new language necessary for the transition from LUC to UDC; and,
- Acknowledge that other items may require revision during the project.

The Project requires the preparation of three separate, but interrelated documents:

**Unified Development Code (UDC)**. The UDC establishes, among other requirements, the zoning regulations and review and approval procedures applicable to development and uses of land within the City of Tucson. Clarion Associates, the consultant contracted by the City to prepare the UDC, has completed a draft UDC (see Attachment A for a summary of the UDC's

eleven articles). Staff is reviewing the draft and is in the process of preparing the next draft for review by the Planning Commission and the public.

### Administrative Manual

*Summary:* The Administrative Manual includes application submittal requirements, development review fees, and the City Development Review Committee procedure. The contents of the Administrative Manual are primarily from the City's Development Standards. See Attachment A for the draft table of contents.

#### *Significant Differences Between the LUC and the Proposed UDC:*

1. *Application submittal requirements.* There are no significant differences regarding the application submittal requirements between the LUC and the proposed UDC.
2. *Fees.* Currently under consideration. There will likely be a couple of new fees proposed, which will be clearly identified in the draft Administrative Manual.

*Issue Requiring Further Consideration.* There are no issues to report at this time.

### Technical Manual

*Summary:* The Technical Manual includes engineering-related site standards, such as solid waste collection, street design, and detention/retention standards. The standards in the Administrative Manual are primarily from the City's Development Standards. See Attachment B for the draft table of contents.

*Significant Differences Between the LUC and the Proposed UDC.* The current Development Standards (which are the basis for the standards in the Technical Manual) are presently being reviewed by staff for possible proposed amendments. Proposed revisions to the current standards will be identified in the Technical Manual.

*Issue Requiring Further Consideration.* There are no issues to report at this time.

#### Attachments:

- Attachment A – Administrative Manual Table of Contents
- Attachment B – Technical Manual Table of Contents

S:\Land Use Code Revision\UDC\Planning Commission

**ATTACHMENT A**

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