

2018

**Tucson-Pima County Historical Commission**  
Plans Review Subcommittee

**LEGAL ACTION REPORT AND SUMMARY OF MINUTES**

**Thursday, July 12, 2018**

**4<sup>th</sup> Floor Conference Room, Joel D. Valdez Main Library, 101 N. Stone, Tucson, AZ  
85701**

**1. Call to Order / Roll Call**

Meeting called to order at 1:01 P.M.

Commissioners Present: Terry Majewski (Chair), Helen Erickson, Jill Jenkins, Jim Sauer

Commissioner Absent/Excused: Arthur Stables Michael Becherer, Sharon Chadwick,

Staff: Michael Taku, Carolyn Laurie (PDSD); Marty McCune, Allison Diehl (Historic Preservation Office); Alison Miller (Ward 6) and Anson Lihosit (Student Intern, UA).

**2. Approval of the Legal Action Report (LAR) and Summary of Minutes for the Meeting(s) of 6-28-18**

Motion by Commissioner Jenkins to approve the Legal Action Report and Summary of the Minutes for the meeting of 6-28-18. Motion seconded by Commissioner Erickson.

Motion passed unanimously. Voice Vote 4-0.

**3. Historic Preservation Zone Review Cases**

*UDC Section 5.8/TSM 9-02.0.0/Historic District Design Guidelines/Revised Secretary of the Interior's Standards and Guidelines*

- a. **HPZ-18-15-** 742 E Lee Street LLC - Second Unit: Exterior Modifications/Demolition Without Permit Permit [Zoning Violation] -645 East 1<sup>st</sup> Street- - ( West University Historic Preservation Zone)

Staff Taku summarized the concerns associated with the review of the application and read into the record the recommendation from the West University Historic Zone Advisory Board from the meeting of 3-20-18.

Project designer, Vance Goodman presented the scope of work on the second unit, Work included replacement of roof, existing chain-link fence, gate, wall, doors, windows and new stucco on the entire structure.

Discussion focused on the accessory structure only. Therefore, no comments on this application related to the main house. There was substantial discussion regarding accurate plans, discrepancies in plans submitted, window materials, and notes on plans regarding value engineering.. Action was taken.

It was moved by Commissioner Sauer, duly seconded by Commissioner Jenkins, to recommend approval of the plans as submitted noting that (1) concurs with all recommendations of West University Historic Zone Advisory Board (WUHZAB); (2) all windows to be solid wood; (3) drawings to be reviewed by staff for accuracy; (4) all references to Value Engineering notes on the drawings to be removed; (5) appropriate window schedule to be submitted to show materials; and (6) return to the Plans Review Subcommittee if there are any changes.

Motion passed unanimously. Voice Vote 4-0.

#### **4. Rio Nuevo Area & Warehouse Historic District Review Cases**

##### ***UCC Section 5.12.7&.13***

**IID-17-14/HPZ-18-40 Union on 6<sup>th</sup>** –Mixed Use Development: Multi-Family Apartments/Ground-Level Commercial/Retail - 340 East 6<sup>th</sup> Avenue- (Warehouse Historic District/Downtown Infill Incentive District)

Staff Carolyn Laurie provided background on the Infill Incentive District (IID) optional Design Review process and clarified that the developer has opted into using the IID. The IID allows for modification of the UDC in exchange for a higher level of design and also consider the structures adjacency to other historic structures along with other street and residential housing.

Staff Laurie also outlined that the project was in alignment with Plan Tucson Goals and the Modern Streetcar Land Use Plan and the guiding principles associated with infill housing in the Fourth Avenue Sub district and the Warehouse Historic Sub district associated with adjacent and sustainability. .The project is mixed-use with retail, commercial and office

space on the first floor, the remaining residential units are rented by the year and by the unit. This is a true mixed use residential project. The designated design professional is Corky Poster who has been involved with the project since the beginning. The city has held five meetings with the applicant and the consulting team to ensure they are following proper code compliance. **The only other process which is underway is the Individual Parking Plan (IPP), which is running concurrently with the IID and Development Plan process.** To date they are meeting The modifications that have been requested are similar in nature to many of the IIDs that have presented to the committee with the exception of the best practices request adjacent to the Herbert Alleyway on the eastern side. Additionally, staff Laurie outlined the committees purview was to review the elevations, massing, and step back per UDC Section 5.12.7&.13the associated UDC section guidance for the PRS review.

Commissioner Sauer requested clarification on if the Alleyway modifications was the only benefit being request through the process. Staff Laurie explained the formed based could and the step-back along the Herbert Alleyway. The allowance for the “Best Practices Program” in which the applicant and consultant provides documentation of best practices from other cities in the United States and other jurisdictions. Specifically in this type of environment adjacent to historic properties or have any adverse effects on the historic character. This modification is also being reviewed by the city’s design professional, the Interim Director and the Design Review Committee sometime in early August.

Staff Taku discussed the historic design review process and the relevance of the warehouse historic review for this application. The purview of the TPCHC, PRS was articulated by staff to ensure appropriate compliance review.

The applicants, Matt Stuart, from Cypress Civil Development, Burak Bekat and Ben Cole, from A23 Studios, and Robin Large, from Lazarus, Silvyn & Bangs presented the design package, scope of the project, discussed waivers to be considered by IID-DRC and the Warehouse and 4<sup>th</sup> Avenue Districts benefits. The presenters discussed architectural compatibility of the proposal with adjacent historic district (Warehouse Historic Triangle), preservation of contributing properties on the site, site renderings, inspiration for the design, scale, expectations, engagements, pedestrian relationship, commercial storefront system, massing, openings, overhangs, number of stories, proportions, exposed masonry, material palette and construction mitigation plan for vibration.

Subcommittee discussion was to ensure that the proposed design concept would have “no adverse effect” on the already eligible historic or potentially eligible historic properties. Consensus was on 6<sup>th</sup> Avenue

façade not being pedestrian friendly; continuous wall appears out of proportion; applicants claim physical limitations due to drop in grade; Possible options were to break the façade, relocate utility location to Herbert Avenue and addition of more detailing to soften the façade. Action was taken. Staff Laurie outlined that the consultant team had been working with the Fourth Avenue Merchants Association, West University Neighborhood Association, and a coalition group to address some of the design issues that they had with a focus on their parking concerns. She also noted that there are two neighborhood liaisons assigned to the project, one from WUAN and the other from Pie Allen.

It was moved by Commissioner Sauer, duly seconded by Commissioner Erickson to recommend the case to be continued to allow applicant to address the 6<sup>th</sup> Avenue façade between Hebert Avenue/4<sup>th</sup> Street to make it more compatible with setbacks, massing and linear scale for pedestrian accessibility and return to PRS in the future.

Motion passed unanimously. Voice Vote 4-0.

**RNA-17-14/HPZ-18-50 Wig-O-Rama** –Façade Modification & Adaptive Reuse [Update Porch-North Elevation]/ New Storefront [West Elevation] - Stucco/Lathe/Repointing/Bricks Repairs & Replacement-98, 100, 108 & 110 East Congress Street- (Rio Nuevo Area /Downtown Infill Incentive District)

Staff Taku introduced the project noting that the applicant was returning for a discussion on the porch on the north elevation, prompted by liquor license application. According to staff, drawings submitted lacked architectural detailed on the porch design for accurate review and only planters are clearly shown. The west elevation is a new review and requires Design Review Board (DRB) review and recommendation(s).

Presentation by project manager, Chris Leighton, from PEACH Properties, Inc. Leighton presented photos and proposed plans for the new storefronts on the north and west elevations.

Discussion was held and clarifications provided. Action was taken.

It was moved by Commissioner Sauer, duly seconded by Commissioner Erickson to recommend the case to be continued to allow applicant to submit detailed architectural drawings for the porch on the north elevation; storefront modifications to the west elevations and exposed beam. Applicant will work with staff to ensure appropriate drawings as requested by the subcommittee and return to PRS in the future.

Motion passed unanimously. Voice Vote 4-0.

**5. Current Issues for Information/Discussion**

- a. Minor Reviews – Staff provided a summary of on-site reviews undertaken since the last review meeting.
- b. Appeals- None pending.
- c. Zoning Violations –Code Enforcement has issued a citation on the property at 508 East 18<sup>th</sup> street for unauthorized demolition and work without permits. Staff and Code Enforcement are coordinating the process of citation.
- d. Review Process Issues- Historic Preservation Office will schedule the final Historic Preservation Zone Advisory Board (HHPZAB) training for the Barrio in July. State Historic Preservation Office staff will participate along with City Attorney staff.
- e. Pima County Historic Landmark Designation-Pending Application Review.

Marty McCune reported that she had met with Courtney Rose from the Pima County Office of Sustainability and Historic Preservation. Their office is setting up a review process that is similar to the City's process. There have been two historic landmark applications submitted and the historic preservation staff is reviewing them. They would like to bring them to the Plans Review Subcommittee very soon for a courtesy review.

**6. Call to the Audience (Information Only)**

No one spoke.

**7. Future Items for Upcoming Meetings**

New Residence (BH); Demolitions (BH); Additions/New Construction (AP);

**8. Adjournment**

Meeting adjourned at 3:17 P.M.

2018

**Tucson-Pima County Historical Commission**  
Plans Review Subcommittee

**LEGAL ACTION REPORT AND SUMMARY OF MINUTES  
(\*REVISED)**

**Thursday, July 26, 2018**

**4<sup>th</sup> Floor Conference Room, Joel D. Valdez Main Library, 101 N. Stone, Tucson, AZ  
85701**

**1. Call to Order / Roll Call**

Meeting called to order at 1:01 P.M.

Commissioners Present: Arthur Stables (Acting Chair), Jim Sauer, Michael Becherer, Jill Jenkins, and Sharon Chadwick

Commissioners Absent/Excused: Terry Majewski and Helen Erickson

Staff: Michael Taku, Alexandra Hines (PDSD), Marty McCune, Allison Diehl (City Historic Preservation Office), Anson Lihosit (Student Intern, UA), Alison Miller (Ward 6), Harold Poole and Pete Lee (Housing & Community Development Department)

**2. Approval of the Legal Action Report (LAR) and Summary of Minutes for the Meeting(s) of 7-12-18**

Motion by Commissioner Jenkins to approve the Legal Action Report and Summary of the Minutes for the meeting of 7-12-18. Motion seconded by Commissioner Chadwick.

Motion passed unanimously. Voice Vote 5-0.

**3. Courtesy Review Cases**

- a. Community Development Block Grant for Residential Rehabilitation:**  
Exterior work: Roof, Cooler/HVAC unit, doors, security bars, windows, stucco and paint - Review for compliance with Federal Funding- 524 W Davis Street- Barrio Anita Historic District-(Pete Lee, Housing & Community Development Department).

Allison Diehl presented the history of this case. The City of Tucson Housing and Community Development has proposed to conduct exterior rehabilitations using Community Development Block Grant Residential Rehabilitation funds. Per a 2002 Programmatic Agreement among the City of Tucson, the Advisory Council, and the Arizona SHPO, all HUD-funded exterior work on historic or contributing properties must be approved by the Plans Review Subcommittee of the TPCHC.

Unfortunately, this project was started without necessary historic review. As soon as HCD staff realized the error, all work was stopped and the HPO was contacted. The windows and doors had already been replaced and stucco patched. Roof work was also complete, but that work would not normally be subject to historic design review since it is not visible.

Plans Review was asked to evaluate the project appropriateness. According to the Programmatic Agreement, the application of the Secretary of Interior Standards should include interpretation for affordability and allow for the use of substitute materials when appropriate.

It was moved by Commissioner Chadwick, duly seconded by Commissioner Jenkins, to recommend approval of the rehabilitation proposal as presented on subject property.

Motion passed. Voice Vote 4-1.

- b. Housing and Urban Development (HUD) Lead Based Paint Hazard Control Funding for Residential Treatment:** Exterior work: Front Porch, rafter tails, freeze board, fascia, beams, and paint - Review for compliance with environmental clearance process required for HUD – 217 N Melrose Avenue, Menlo Park Historic District-(Harold Poole, Housing & Community Development Department).

Harold Poole of Housing and Community Development presented this project and explained that an attempt will be made to repair weathered wood before a decision is made for replacement. If replacement is carried out, it will be with elements of identical dimensions.

It was moved by Commissioner Becherer, duly seconded by Commissioner Sauer, to recommend approval of the rehabilitation and treatment proposal as presented on subject property.

Motion passed unanimously. Voice Vote 5-0.

4. **Historic Preservation Zone Review Cases**

*UDC Section 5.8/TSM 9-02.0.0/Historic District Design Guidelines/ Revised Secretary of the Interior's Standards and Guidelines*

- a. **HPZ-18-21** – Chiquette Property- New Additions - 821 South 4<sup>th</sup> Avenue – (Armory Park Historic Preservation Zone)

Staff Taku summarized the project and read into the record the recommendations from the Armory Park Historic Zone Advisory Board (APHZAB) meeting of 6-18-18. Staff stated that APHZAB expressed a concern about whether the number of additions to the property could affect the National Register eligibility of the property. They suggested that SHPO or the Historic Preservation Office could make a determination regarding future eligibility.

Project architect Bill Mackey, from Worker, Inc., presented the project.

The subcommittee had discussions and asked for clarifications from APHZAB Chair Martha McClements who was present at the meeting. Marty McCune stated that the Preservation Office staff will review the proposal to determine if the proposed additions will affect the property's eligibility for the National Register. Action was taken.

It was moved by Commissioner Sauer, duly seconded by Commissioner Jenkins to recommend approval of project as submitted, with the following conditions: (1) PRS concurs with recommendation from APHZAB condition that the southeast double door be replaced with a single door as on the north façade, (2) PRS concurs with recommendation from APHZAB that note on gutters be removed as the project does not have proposed or existing gutters, (3) PRS recommendation is contingent upon the review by city staff or SHPO to confirm that the proposed modifications will not affect the building's eligibility to remain a contributor in the National Register-listed historic district.

Motion passed unanimously. Voice Vote 5-0.

- b. **HPZ-18-51**- Frank/Rosenquist Residence–New Detached Accessory Structure/Studio-521 South 5<sup>th</sup> Avenue - (Armory Park Historic Preservation Zone)

Staff Taku summarized the project and read into the record the recommendations of the Armory Park Historic Zone Advisory Board (APHZAB) meeting of 7-17-18.



Property owners, Susan Frank and Kurt Rosenquist, accompanied with architects Rob Paulus and Doug Hawkins from Rob Paulus Architects presented an overview of the new studio.

Discussion was held. Action was taken.

It was moved by Commissioner Becherer, duly seconded by Commissioner Sauer, to recommend approval of the plans as presented, with the following conditions: (1) door with single sidelight be approved as presented, (2) eaves accepted without exposed tails; (3) horizontal corrugations on fencing be approved as presented, (4) windows and door to be solid wood, not wood-clad, (5) trellis to be removed, and (6) 4'-0" setback for this accessory structure be waived upon staff verification of existing prevailing setback of 3'-6" as presented by the applicant.

Motion passed unanimously. Voice Vote 5-0.

- c. **\*HPZ-18-58-** Arenas Residence—Existing Detached Accessory Structure/ Ramada [Compliance Review] -630 South 4<sup>th</sup> Avenue - (Armory Park Historic Preservation Zone).

Staff Taku summarized the feedback of the subcommittee to the applicant from the meeting of 3-29-18. Staff and read into the record the approval recommendation from the Armory Park Historic Zone Advisory Board (APHZAB) meeting of 7-17-18.

Property owner Alberto Arenas presented a drawing for an existing ramada.

Discussion was held. Action was taken.

It was moved by Commissioner Sauer, duly seconded by Commissioner Jenkins, to recommend approval of the existing ramada as presented.

Motion unanimously. Passed. Voice Vote 5-0.

5. **Historic Landmark Review Cases**  
*UDC Section 5.8.5 & 5.8.6*

**\*HL-18-01** –Proposed Historic Landmark (HL) Designation: “Williamson House” -39 South Palomar Drive-San Clemente Historic District- (Tucson Historic Preservation Foundation).

Staff Taku provided background on the steps to establish a Historic Landmark as a two-part process. First, application is reviewed by the HPO and PDSB with a recommendation to TPCHC PRS to formally consider the nomination. PRS votes to recommend approval or denial of the nomination. If approved, applicant gets a recommendation letter from PDSB Director. This letter acts as a formal notification that the nomination proposal has been recommended for approval, and the applicant may proceed with the submittal of the HL rezoning application and materials. The application and nomination materials are reviewed by the Zoning Examiner (ZE) in a public hearing for a change of zoning. The ZE forwards a recommendation to the MC. The MC makes a decision on the HL rezoning.

Allison Diehl reviewed the definition of an HL and the Standards for Establishing HLs as provided in the UDC, emphasizing that a property must be individually listed or eligible for listing in the National Register of Historic Places in order to meet standards.

Demion Clinco from the Tucson Historic Preservation Foundation presented the nomination to the subcommittee.

It was moved by Commissioner Becherer, duly seconded by Commissioner Jenkins, to recommend approval of the nomination proposal as a HL as presented, noting that the proposed columns at the front of the house are also recommended for approval.

Motion passed unanimously. Voice Vote 5-0.

## **6. Rio Nuevo Area Review Case & Warehouse Historic District Review Cases** **UDC Section 5.12.7 & 13**

**IID-17-14/HPZ-18-40 Union on 6<sup>th</sup>** – Mixed Use Development: Multi-Family Apartments/Ground-Level Commercial/Retail - 340 East 6<sup>th</sup> Street- (Warehouse Historic District/Downtown Infill Incentive District)  
*[\*Review for 6<sup>th</sup> Street Façade Design Modification per 7-12-18 Request]*

Staff Taku introduced the review scope noting that it was essentially the proposed changes to the 6<sup>th</sup> Street face in response to the comments of PRS from the meeting of 7-12-18. The concerns were on the monolithic 6<sup>th</sup> Street façade not being pedestrian accessible; wall appears out of proportion; applicants claim physical constraints of a drop in grade as a design challenge; possible options were to break up the façade, relocate utility location to Herbert Avenue, and addition of more detailing to soften the façade and to make it more compatible with the pedestrian nature of the historic district, paying particular attention to setbacks, massing, and linear scale. Staff noted for the record that the subcommittee and

developers were provided copies of letters commenting on the project from concerned residents and business owners on 4<sup>th</sup> Avenue.

The applicants, Matt Stuart, from Cypress Civil Development, Burak Bekat and Ben Cole, from A23 Studios, and Rory Juneman, from Lazarus, Silvyn & Bangs presented the changes to the 6<sup>th</sup> Street façade. The presenters discussed two options.

Subcommittee did not feel the revisions necessarily addressed expressed concerns, although both options provided a better pedestrian experience. Staff stated that the limited purview of the subcommittee was to ensure that the proposed design concept would have “no adverse effect” on the already eligible historic or potentially eligible historic properties. Action was taken.

It was moved by Commissioner Becherer, duly seconded by Commissioner Chadwick, to recommend approval of the project as presented, as PRS does not find that the proposed development would adversely affect the historic status of the surrounding contributors, and PRS finds that the revised north façade of the east building as presented mitigates the concerns expressed in the previous review.

Motion passed unanimously. Voice Vote 5-0.

**\*RNA-17-14/HPZ-18-50 Wig-O-Rama –Façade Modification & Adaptive Reuse [Updated Patio/Porch-North Elevation] - 108 & 110 East Congress Street - (Rio Nuevo Area /Downtown Infill Incentive District)**

Staff Taku introduced the project, noting that the applicant was returning for a discussion on the porch on the north elevation, prompted by a liquor license application. According to staff, drawings submitted for approval of the north elevation lacked architectural details on the porch design for accurate review, and only planters were clearly shown. This review is for the patio/porch only. Any other review on this property will be subject to PRS and Design Review Board (DRB) review and recommendation(s).

The presentation was made by project manager, Chris Leighton, from PEACH Properties, Inc. Leighton presented a new rendering and a drawing to show the porch/patio on the north elevation.

Discussion was held, and the consensus was that the rendering and plan submitted were more informative and provided clarity to the storefront system, and improved the subcommittee’s ability to determine what was behind the planters. Action was taken.

It was moved by Commissioner Sauer, duly seconded by Commissioner Jenkins, to recommend approval of the proposed façades at 108 and 110 East Congress Street, including the recessed patio. Proposed changes to other façades were not reviewed and are not part of this recommendation.

Motion passed unanimously. Voice Vote \*4-0.

\*For the record, Commissioners Becherer recused from discussion due to the conflict of interest clause of A.R.S. 38-501-511), Open Meeting Law.

## **7. Current Issues for Information/Discussion**

### **a. Minor Reviews**

Commissioner Jenkins and staff provided updates on the on-site reviews conducted in Armory Park and West University on 7-13-18. New reviews are scheduled for the Barrio.

### **b. Appeals**

None at this time.

### **c. Zoning Violations**

Staff continues to work with Advisory Boards, Code Enforcement, and violators on compliance review.

### **d. Review Process Issues**

None at this time.

### **e. Pima County Zoning Code: Draft Text Amendment-“Historic Landmark Zone”**

Marty McCune reported that Pima County has two new historic landmark applications to come to Plans Review in the near future. County staff is working with City staff to develop a review process similar to that in the City. The applications should be in front of the subcommittee at the next meeting for a courtesy review.

## **8. Call to the Audience (Information Only)**

John Burr mentioned that the Armory Park HZAB plans to update their guidelines and to make them useful like those in use by West University.

Chris Gans noted the inability of the IID process to adequately address pedestrian concerns on 4<sup>th</sup> Avenue.

Alexandra Hines introduced herself and was acknowledged by the subcommittee.

**9. Future Items for Upcoming Meetings**

Remodel (WU); Gentle Ben's Patio (WU/MGD); Enclosed Porch (WU); Robinson House (HL); Pima County Historic Landmark Designations.

**10. Adjournment**

Meeting adjourned at 3:04 P.M.

August 2, 2018



CITY OF  
TUCSON

Zoning  
Administration  
Division

Planning &  
Development  
Services  
Department  
(PDSD)

Rory Juneman  
Lazarus, Silvyn & Bangs  
5983 East Grant Road, Suite 290  
Tucson, AZ 85716

Dear Mr. Juneman:

**Subject: HPZ-18-40** The Union on 6th: Mixed Use Development: Multi-Family Apartments/Commercial - 340 East 6<sup>th</sup> Street-(Warehouse Historic District/Infill Incentive District).

The proposed new apartment and commercial building was reviewed by the Tucson-Pima County Historical Commission, Plans Review Subcommittee (T-PCHC, PRS) on 7-12-18 and 7-26-18 and made recommendations to the Planning and Development Services Department Director.

Pursuant to provisions of Section 5.8 and 5.12.13 of the City of Tucson Unified Development Code, the application has been:

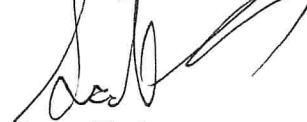
**CONDITIONALLY APPROVED** as shown on the submitted plan and drawings subject to the following:

- 1) It is my concurrence that –as presented in the conceptual design package dated 04.02.18 and revisions to 6<sup>th</sup> Street façade, options 1 & 2 dated 07.20.18-proposed project will not affect the historic statuses of the two existing contributing building that will be retained and other surrounding contributors;
- 2) The developer shall integrate these contributing historic buildings architecturally and functionally with the proposed new seven-story residential/commercial building;
- 3) The revised north façade of the east building (options 1&2) as presented mitigates the concerns expressed in the previous review and shall be included as part of the revised conceptual design;
- 4) The new building shall be designed to be compatible but differentiated from the existing historic buildings;
- 5) Developer shall monitor vibration at project site during construction to ensure minimal impact on surrounding properties, in particular, retained historic buildings in the warehouse historic district;
- 6) Applicant (s) shall proceed to the Design Review Committee (DRC); respond to concerns of the Design Professional (DP); neighborhood residents; business owners on 4<sup>th</sup> Avenue; neighborhood associations; and, comply with all IID process requirements;
- 7) Provide three (3) copies of working drawings to the Zoning Administration at the time of permit sign-off, and
- 8) Obtain the appropriate permits within one (1) year of the Director's decision.

August 2, 2018

The decision of the Planning & Development Services Department (PDS) Director may be appealed by a party of record to the Mayor and Council by filing the appeal with the City Clerk's Office within **Fourteen (14) days** of the effective date of the decision (the date of this decision letter) and paying the appeal fee at the PDS on the same day the appeal is filed. No building permit will be issued prior to the expiration of the appeal period on **August 16, 2018**. The issuance of a building permit by Planning & Development Services will be based on compliance with all applicable Zoning, Building Code, and Fire Code requirements. If there are any changes in the plans, please call the Zoning Administration staff for historic design reviews, Michael Taku at 837-4963, to determine the extent of review needed for changes.

Sincerely,



Scott Clark  
Interim PDS Director

SC: MT/HPZ-18-40

c: Teresita Majewski, Tucson-Pima County Historical Commission, Chair

\*\*\*\*\* **PLEASE NOTE** \*\*\*\*\*

*Plans **MUST** be approved by the Zoning Administration **PRIOR** to submitting for a permit at the Development Services Center. Plans are approved on the 3<sup>rd</sup> Floor of Public Works Building, 201 North Stone Avenue. Please call for an appointment with the staff member who has processed your case.*