

**Infill Incentive District (IID)  
Review and Procedures  
Adopted by July 28<sup>th</sup>, 2015**

The IID was drafted to encourage sustainable infill development that supports the creation of urban neighborhoods that are pedestrian and transit-oriented and benefits the IID, the major activity centers in the area, and the City as a whole, while promoting compatibility with existing residential and non-residential properties and neighborhoods.

1. Address barriers to infill development in the Downtown Area Infill Incentive District (IID), such as incompatible development standards and associated development barrier issues;
2. Implement the IID purposes by offering development incentives permitting a modification of development requirements;
3. Provide for appropriate transitional design standards where the development or expansion of a use is adjacent to existing single-family residential development;
4. Protect historic structures and historic neighborhoods and existing residential neighborhoods from potential negative impacts of new development; and,
5. Consolidate the regulations and design standards that apply to downtown areas into a single ordinance by moving certain provisions of the Rio Nuevo District (RND) overlay zone, former Section 5.11, into the IID Rio Nuevo Area (RNA) and renumbering them to conform to the numbering of the IID.

**Review and Approval Procedures – General**

One of the following review and approval procedures is required depending on the location and height of the project:

**1. 5.12.6.C Minor Design Review: Design Professional – Review and Recommendation**

For projects that are considered to be Minor Design Review, with a 50' Notice  
The City's Design Professional shall review and forward a recommendation to the Planning and Development Services Director (PDS Director).

The Design Professional's recommendation is advisory and review by the DRC is not required. The Director shall make the final decision on a project's compliance with the IID design requirements.

**2. 5.16.6.B Major Design Review: IID Design Review Committee (DRC) – Review and Recommendation**

The Major Design Review process is required if a proposal meets any two or more criteria listed in UDC Section 5.16.6.B, including the 300' Notice area

The DRC's recommendation is advisory. The Director shall make the final decision on a project's compliance with the IID design requirements.

**Design Review Committee (DRC) Procedure**

The following procedure is required of projects requiring review by the DRC, i.e. #2 or #3 above:

1. Applicant submits in writing to the PDSO Director a request for a meeting with the DRC. The request must include a description of the project, including, but not limited to, the project's address, proposed use, and number of stories;
2. PDSO schedules at least two meetings with the DRC: 1 study session and 1 meeting for the DRC to consider making a recommendation or decision, whichever is applicable;
3. Notice of the meetings is posted with the City Clerk's Office and on the PDSO website;
4. Applicant provides materials at least one week prior to each DRC meeting (see below for more information);
5. DRC meetings (staff will record the proceedings)
6. DRC makes a recommendation or decision, whichever is applicable. The City's Design Professional will prepare a report with the DRC recommendation within 15 days and forward it to the applicant, DRC members, and PDSO Director.

### **Materials and Presentation**

Please provide as much material as practical at least a week ahead of the DRC meeting. You should expect at least one continuance. The DRC has requested in the past a field trip with the applicant's design team to discuss particular issues.

In preparing the Design Professional's final communication, he may request finalized documents from the applicant that 1) reflect the DRC and/or his recommendation to be sent to the PDSO Director or 2) reflect the DRC decision for Area 1. He will then forward to the applicant the Design Professional communication that can be included in the development package submittal.

We request that the following **elements should be part of all DRC presentations**, to allow a full and responsible design review to occur, to the benefit of the proposers, neighbors, and City:

1. 3-D visual analysis to demonstrate visual, aesthetic and functional impacts on the rest of the IID.
2. Site and area analysis maps with contextual site plan that illustrates how the proposed project complements the buildings and site areas within a one to two block area surrounding the project site. Note how the proposed project relates to historic contributing structures and neighborhood. Include diagrams for pedestrian and auto circulation, solar orientation and shading. Show design concepts related to views to and from the project, landscaping, vegetation and storm water drainage.
3. Other mitigation items as determined during the Pre-Application Conference