

MEMO

To: Chairman Whitehead & Zoning Code Rewrite Task Force
From: Dana Burkhardt, Interim Zoning Administrator
Date: August 14, 2013
RE: Proposed Module 2: Administration & Permits - Discussion

The purpose of this agenda item is to discuss and provide direction on the high-level/policy related comments received to date from the Task Force and Stakeholders on Module 2: Administration & Permits draft. Staff has populated the comments received in the attached spreadsheet; the topics of discussion are highlighted in yellow. In summary, the significant policy issues needing Task Force direction at this time are as follows:

- **How does this module streamline the process?** With delegation of Authority to staff and clear standards for decision-making as well as timelines, review and approval of project applications can be done efficiently in a streamlined manner.
- **Whether to have a “Zoning Permit”?** This counter-level clearance makes good sense as applicants then will know whether permitted uses, as designed for a specific site, meet the standards of the Code before having to invest in detailed construction documents needed for a building permit.
- **Whether to set term limits?** This would be a policy call and it not essential.
- **Whether to include the Heritage District Advisory Committee as a “standing committee” in this Code?** It may make sense to let the Council take this up separately.
- **How to provide for housing diversity?** Flexibility in applying the 10%/20% rule for lot size and related provisions can be available for larger projects; the Code should not mandate a lifestyle, but can enable opportunities for a diversity of lots and housing types.
- **Whether to have a Notice of Pending Action?** With easy electronic notification options, this proposal is consistent with the concept of open government; it is not another layer of regulation or more red tape.
- **Whether to maintain the development review permit process?** This is currently done, and City staff would prefer to have it continue.



- **Whether to give the Board of Adjustment final authority on appeals?** This proposal is consistent with a streamlining concept, with only one appeal step before an applicant would go to court. It is done in Tempe, by way of example.

In addition to these topics, the agenda provides an opportunity for Task Force Members to identify additional items that may warrant the Task Force's discussion. At the request of Task Force Members, staff will also be prepared to discuss the proposed waiver process, the function of the Technical Advisory Committee (TAC), how variance / computations are managed, code enforcement procedures, and any other topics the Task Force would like to discuss. Please contact me if you have any questions or would like to further discuss prior to the meeting.