TOWN PROCESSES

- Special Use Permits
- Conditional Use Permits
- Platting (Subdivisions, Lot Splits, Etc.)
- Building Permits (Single Family Homes)
- Hillside
- Variances

TOWN PROCESSES

- **General Planning/Zoning Process in Paradise Valley**

Pre-Application
- Administrative
- No Cost

Completed Application
- Special Use Permit
- Conditional Use Permit
- Plat

Study Session(s)
- Planning Commission

Public Notification
- 15 Days prior to Hearing
- Mailer (1,500')
- Site Signage
- Newspaper Ad

Citizen Review Meeting
- More than 10 days prior to Public Hearing

Public Hearing
- Planning Commission
- Applicant Presentation
- Public Comment

Study Session(s)
- Town Council

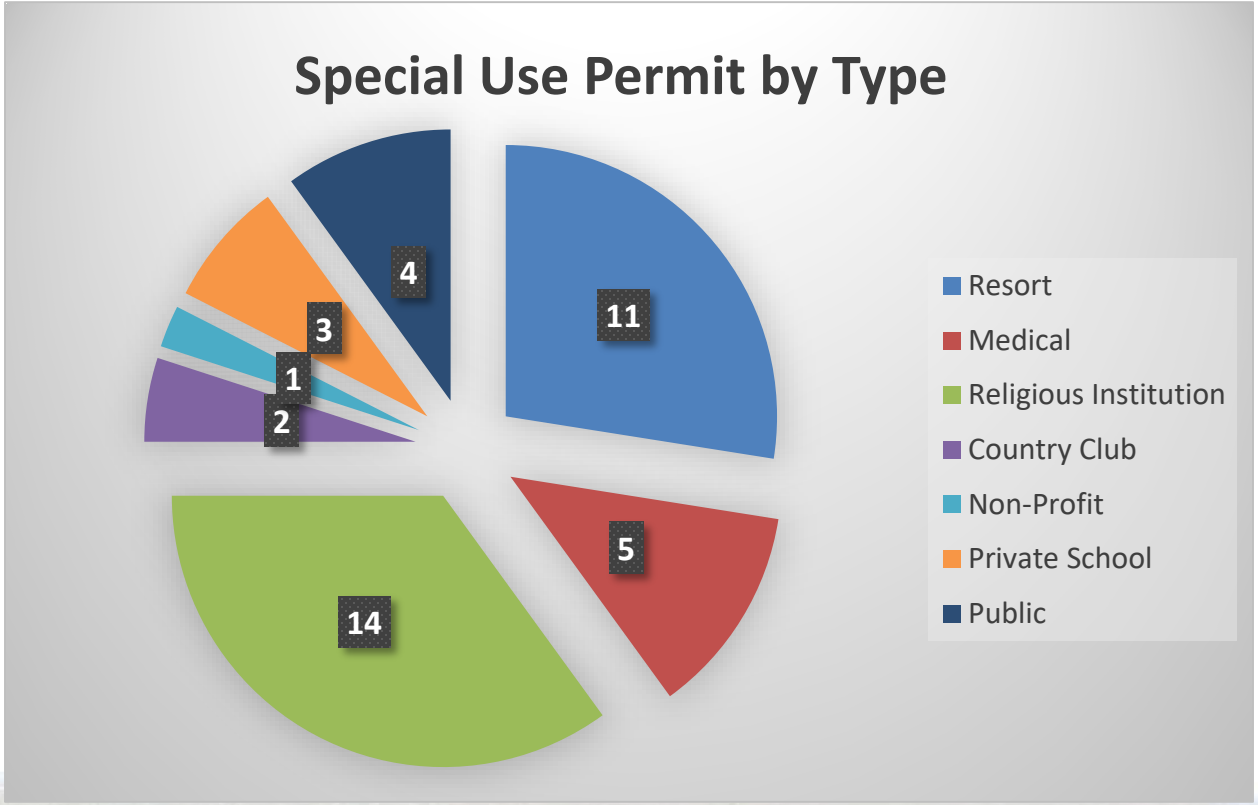
Public Notification
- 15 Days prior to Hearing
- Mailer (1,500')
- Site Signage
- Newspaper Ad

Public Hearing
- Town Council
- Applicant Presentation
- Public Comment

WHAT IS A SPECIAL USE PERMIT

- Special Use Permits are defined in Article XI of the Zoning Ordinance
  - Resorts, medical offices, religious facilities, private schools, non-profit organizations, country clubs and golf courses, utility poles and wires, guardhouses and gatehouses, access control gates, and amateur radio antennas
- Because of their unique nature and concern for compatibility with adjacent development or the community as a whole, or because of anticipated impacts on traffic and other public facilities SUPs require review and approval on a case by case basis

WHAT IS A SPECIAL USE PERMIT



SPECIAL USE PERMIT SUBMITTAL REQ

- Legal Description of Parcel and Alta Survey
- Project Narrative
- Site Plan
- Building Plans, OSC, Architectural Renderings
- Landscaping Plan
- Lighting Plan
- Signage Plan
- Grading Plans and Drainage Study
- Traffic Study
- Noise Study
- Timing and Phasing of Development

AMENDING A SUP PROCESS

- **Four Types of SUP Amendments:**

  A. **Managerial Amendment – Town Manager or designee approval**

  B. **Minor Amendment – Planning Commission process with Town Council appeal**

  C. **Intermediate Amendment – Full process with scope limited to geographic area of proposed amendments**

  D. **Major Amendment – Full process with scope encompassing entire SUP property**

AMENDING A SUP PROCESS

A. Managerial Amendment

A Managerial Amendment to a Special Use Permit shall include any proposal which does not:

1. Change or add any uses; or
2. Increase the floor area of the project by more than 1000 square feet or constitute an increase of more than 2% upon the existing or, if still under construction, approved floor area square footage of the affected SUP property, whichever is less, with any such increase to be measured cumulatively over a sixty month period; or
3. Increase the number of units or structures, with the exception of playground equipment shade structures; or
4. Have any material effect on the adjoining property owners that is visible, audible, or otherwise perceptible from adjacent properties with the exception of playground equipment shade structures; or
5. Change in any respect any stipulation(s) governing the original Special Use Permit; or
6. Change the vehicular or emergency circulation or the required parking or loading space or traffic; or
7. Change the architectural style of the approved SUP (renderings/plans).

AMENDING A SUP PROCESS

B. Minor Amendment

A Minor Amendment to a Special Use Permit shall include any proposal which is not a Managerial Amendment and does not:

1. Change or add any uses; or

2. Increase the floor area of the project by more than 5000 square feet or constitute an increase of more than 15% upon the existing or, if still under construction, approved floor area square footage of the affected SUP property, whichever is less, with any such increase to be measured cumulatively over a sixty month period; or

3. Have any material effect on the adjoining property owners that is visible, audible, or otherwise perceptible from adjacent properties that cannot be sufficiently mitigated; or

4. Change the architectural style of the existing Special Use Permit.

AMENDING A SUP PROCESS

C. Intermediate Amendment

An Intermediate Amendment to a Special Use Permit shall include any proposal which does not:

1. Change or add any uses; or

2. Increase the floor area of the project by more than 40% upon the existing or, if still under construction, approved floor area square footage of the affected SUP property, with any such increase to be measured cumulatively over a sixty month period; or

3. Have any significant material effect on the adjoining property owners that is visible, audible, or otherwise perceptible from adjacent properties that cannot be sufficiently mitigated.

AMENDING A SUP PROCESS

D. Major Amendment

A Major Amendment to a Special Use Permit is any proposed amendment that does not qualify as a Managerial, Minor, or Intermediate Amendment.

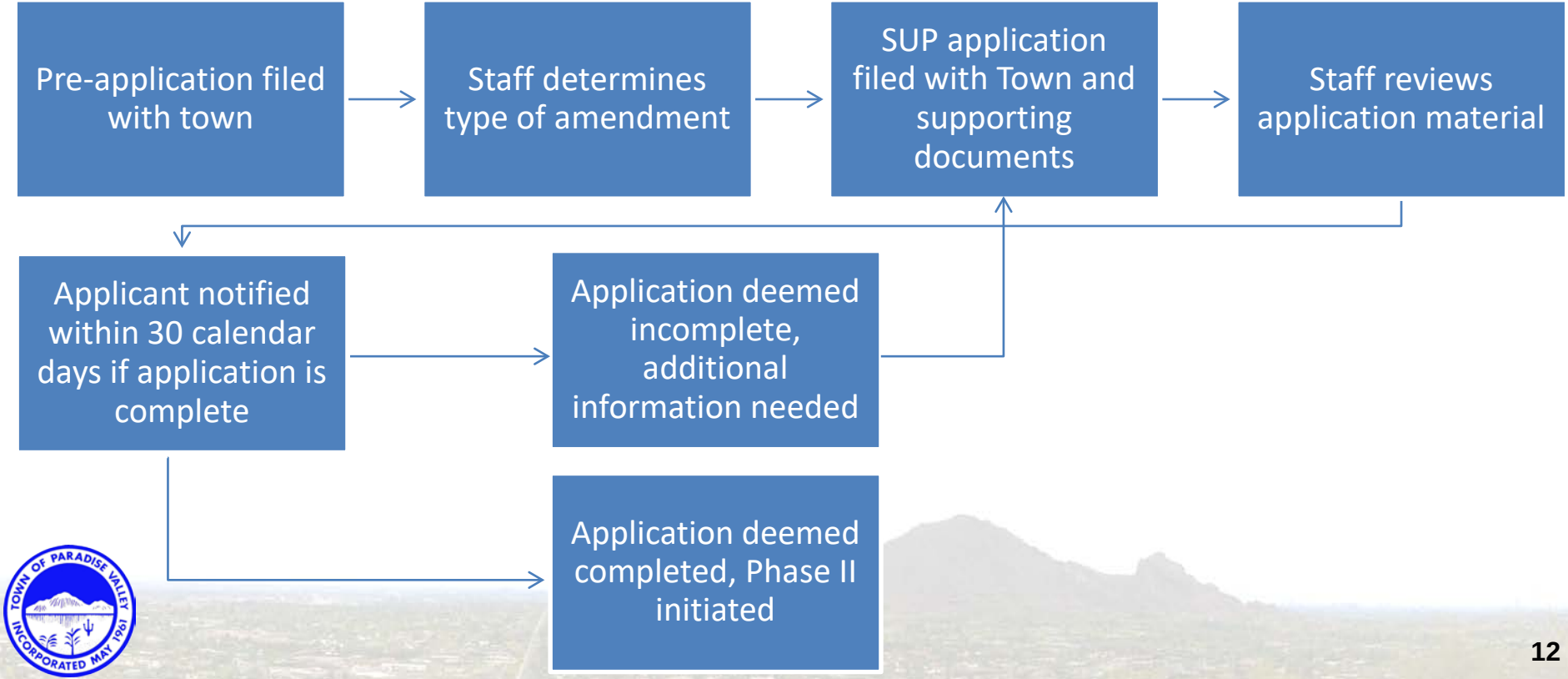
AMENDING A SUP PROCESS

- Two phases of the Major SUP Application process
  - Phase I is Pre-application
  - Phase II is Town Council and Planning Commission

- Zoning Ordinance Timelines
  - Pre-application completeness review is limited to 30 days
  - Town Council has 45 days to issue SOD from first staff presentation
  - Planning Commission Review limited to 90 days or by SOD
  - Citizen Review Meeting Notice 10 days in advance of public hearing

AMENDING A SUP PROCESS

- **Pre-application Process (30 Calendar Days)**



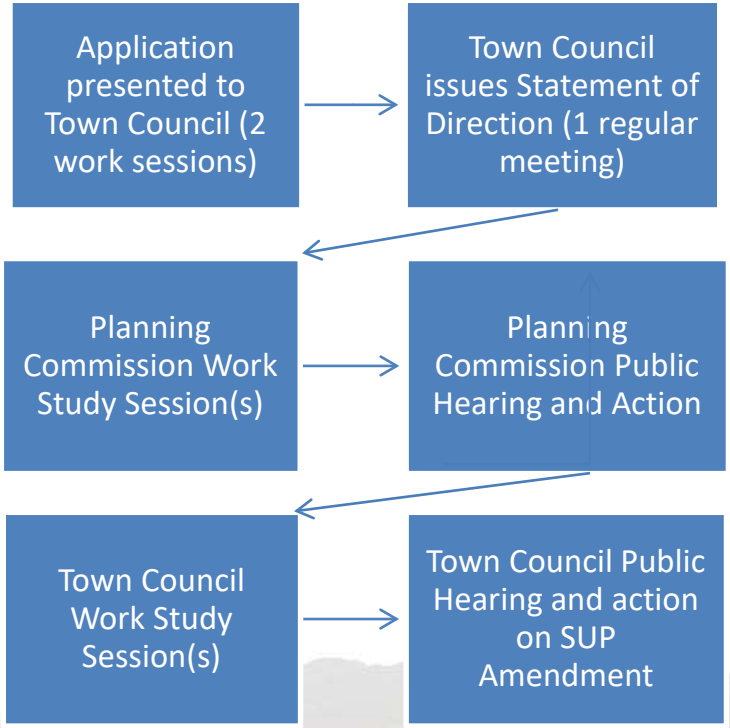
AMENDING A SUP PROCESS

- **Town Council / Planning Commission Process**

Town Council SOD
Three meetings (45 days)

Planning Commission Review
90 days or as specified in SOD

Town Council Review

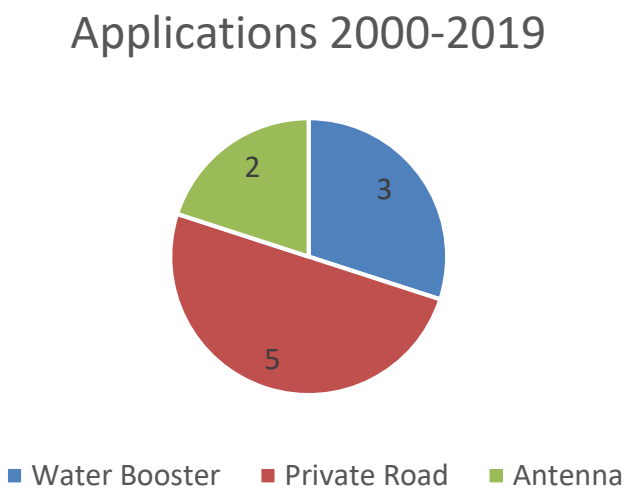


WHAT IS A CONDITIONAL USE PERMIT

- Conditional Use Permit (CUP) is an administrative process to allow a use that may be appropriate depending on its particular physical or operational characteristics
- Section 1103 of the Town's Zoning Ordinance lists allowable uses by Conditional Use Permit (CUP) specific to Paradise Valley
- Uncommon application – average 1 CUP annually

USES BY CONDITIONAL USE PERMIT

1. **Dish Antennas that are greater than three feet in diameter, Broadcast Towers, Microwave Antennas, Personal Wireless Service Facilities and similar structures that project skyward as specified in Section 1003 Tall Structures and Antennas**
2. **Private roadways**
3. **Municipally-Owned Water Booster Facilities**



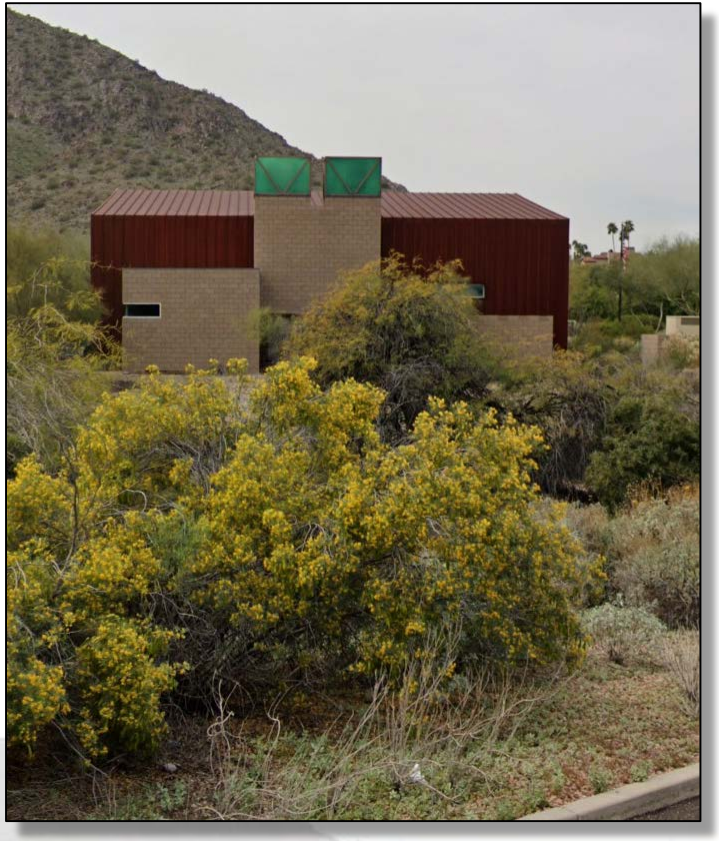
Note: Administrative small cell wireless in right-of-way follows process similar to a CUP, unless not meeting faux cactus or pole standards small cell follows SUP process

COMMERCIAL ANTENNA STANDARDS

- No PWSF mounted on a dwelling allowed
- Min 200’ setback to dwelling unit & antenna height is min setback to any property line
- Allowable height is height of structure – will vary depending on SUP property
- Demonstrate compliance with federal law
  - Security barrier requirements
  - RF radiation exposure
- Noise at base of PWSF of 50 decibels
- Encourage co-location
- Screened from public view and rights of way
- Camouflaged so architecturally compatible

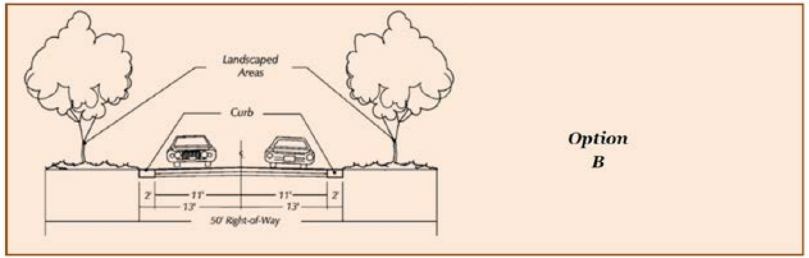
COMMERCIAL ANTENNA STANDARDS

- Design standards
  - Appearance based on how PWSF blends with or disturbs the setting
  - Form being the degree to which the shape relates to its surroundings
  - Color being in natural tones, non-reflective, or color scheme appropriate to the background setting
  - Size referring to reducing visual impact of the silhouette of the PWSF



PRIVATE ROADWAY STANDARDS

- Unless deviation granted by Council, meet same standards as public roadway
- Look to Town Code/General Plan
- Right-of-way
  - 50’ wide (local road)
  - 45’ radius turn-around
- Pavement
  - 22’ wide with 2’ curbs (local road)
  - Reduced width if serves 1 or 2 residences
  - 40’ radius turn-around
- Requires access & maintenance agreements
- Additional hillside provisions
  - Grade, length, retaining walls, etc.



WATER BOOSTER STANDARDS

- Applies only to municipal boosters
- Considered on any private property
- Must be adequately secured
  - Min 8’ tall to max 11’ tall wall/fence
  - Wall/fence made of finished materials
- Mechanical equipment, buildings
  - Max 11’ tall
  - Exception for telemetry and venting
  - Typically review perimeter landscaping & access

CUP SUBMITTAL REQUIREMENTS

- ALTA survey and/or legal description
- Drawings and descriptions
  - Narrative
  - Significant topographical features
  - All lots served
  - Locations & elevations of adjacent habitable structures
- Additional for PWSF
  - Site Plan/landscape plan
  - Photo simulations/sight line representations
  - Elevations
  - Documentation (e.g. equipment brochures, materials)
  - Market/service maps
  - Co-location and/or lease documents
  - Noise and RF documents/visuals

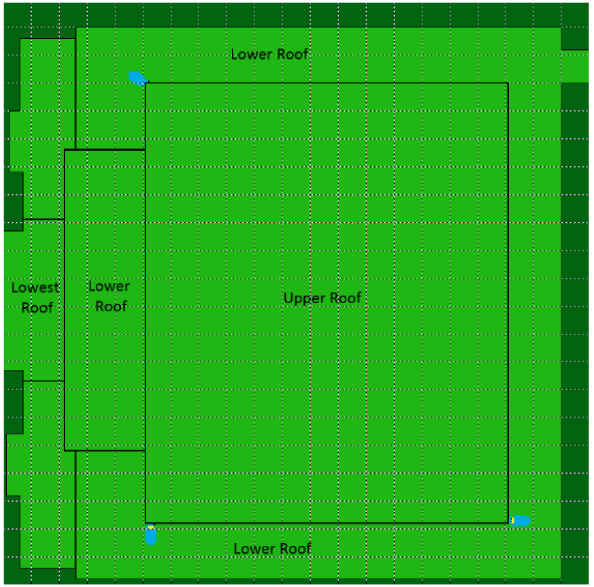


Figure 2: Mapped Theoretical Calculations for FCC Occupational Limits

% of limit
X <= 5
5 < X <= 20
20 < X <=100
100 < X

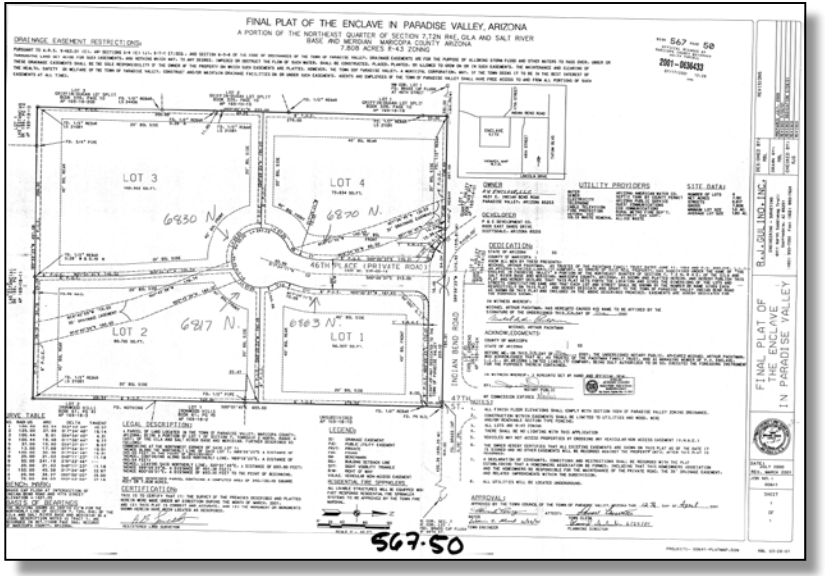
PROCESS FOR CONDITIONAL USE PERMIT

- **Typically 3 to 4 months**

Pre-Application	Completed Application	Study Session(s)	Public Notification	Public Meeting
• Administrative • No Cost	• Application Fee Due	• Planning Commission	• 15 Days prior to Hearing • Mailer (1,500’) • Site Signage • Newspaper Ad	• Administrative Act for Planning Commission

WHAT IS A PLAT/LAND MODIFICATION

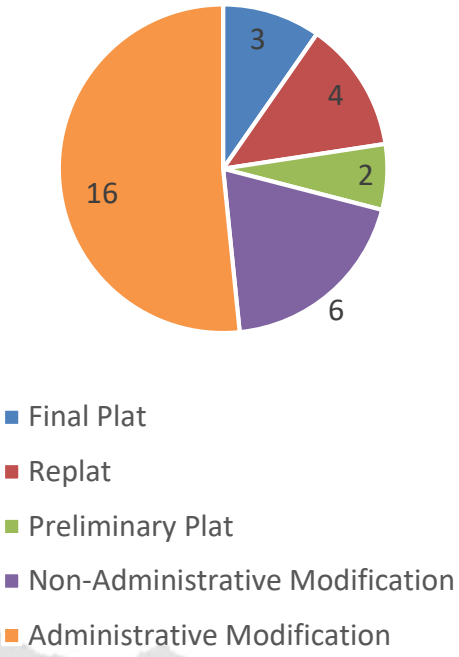
- Plat/land modification is any change to the existing boundaries of a property
- Chapter 6, Subdivisions, of the Town Code describes the various types of plat/land modifications for Town
- Process and certain requirements may vary on the various types, but the end product is a recorded plat or map
- Process and requirements in other communities may differ
- Administrative modifications are the most common



TYPES OF PLAT/LAND MODIFICATIONS

1. **Preliminary Plat & Final Plat**
2. **Replat**
3. **Non-Administrative Land Modifications**
   - **Lot Line Adjustment/Combo (SUP)**
   - **Lot Split (Any acreage & SUP)**
   - **Lot Split (≤ 2.5 net acres & Non-SUP)**
   - **Release of Easement (Any zoning)**
   - **Easement Modification (Any zoning & Deviation)**
4. **Administrative Land Modifications**
   - **Lot Line Adjustment/Combo (Non-SUP & No Deviation)**
   - **Lot Split (> 2.5 net acres & Non-SUP & No Deviation)**
   - **Easement Modification (Non-SUP & No Deviation)**

Applications 2018-2019

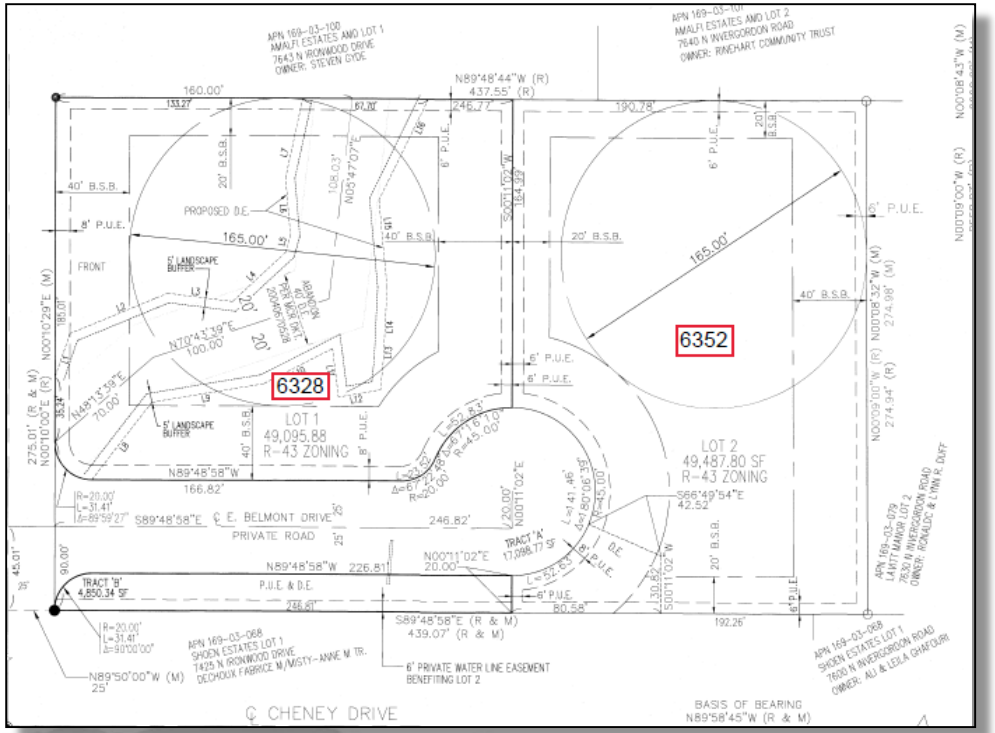


DEVIATIONS & VARIANCES

- **Deviations from Chapter 6 of the Town Code are reviewed by the Planning Commission and approved by Council**
  - **e.g., right-of-way turning radius less than 45’**
- **Variances from the Zoning Ordinance require variance approval by the Board of Adjustment**
  - **e.g. right-of-way width less than 50’**
- **Deviation/variance requests are not common**

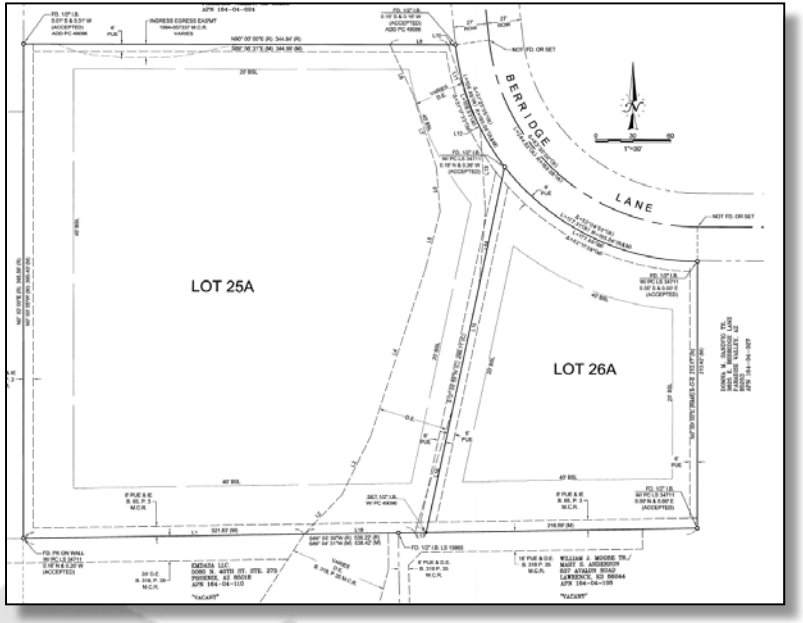
PLATS

- **Subdivision is when create 4 or more lots or 2 lots with a new road**
  - **Preliminary plat is a preliminary layout of a subdivision**
  - **Final plat is the final layout of a subdivision (fully dimensioned)**
- **Replat is an amendment of an existing plat of record**



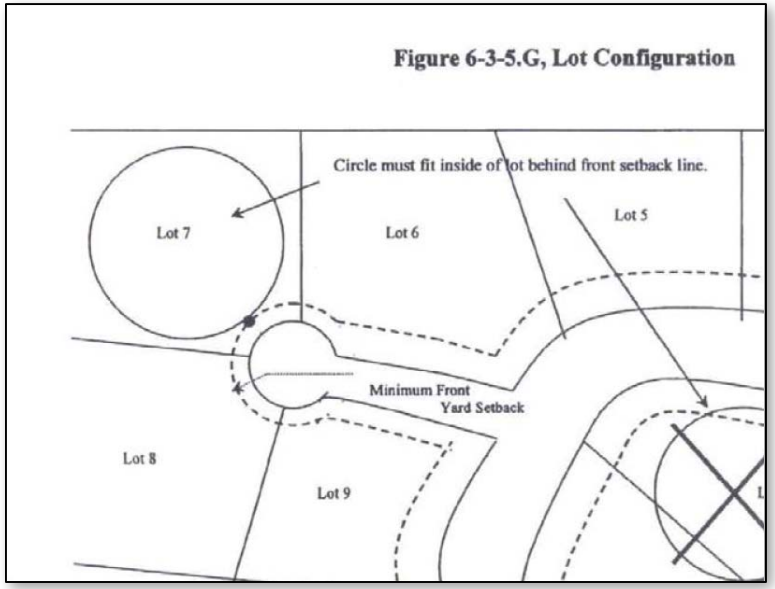
LAND MODIFICATIONS

- Lot Line Adjustment/Combo are minor changes to the property line(s) while keeping number lots/parcels same or less
- Lot split is the division of land into 2 or 3 lots/parcels per the size, setback, and other requirements of its zoning district (2 lots typical in PV)
- Easement modification is the act of modifying or relocating an easement
- Easement abandonment is removing an easement entirely



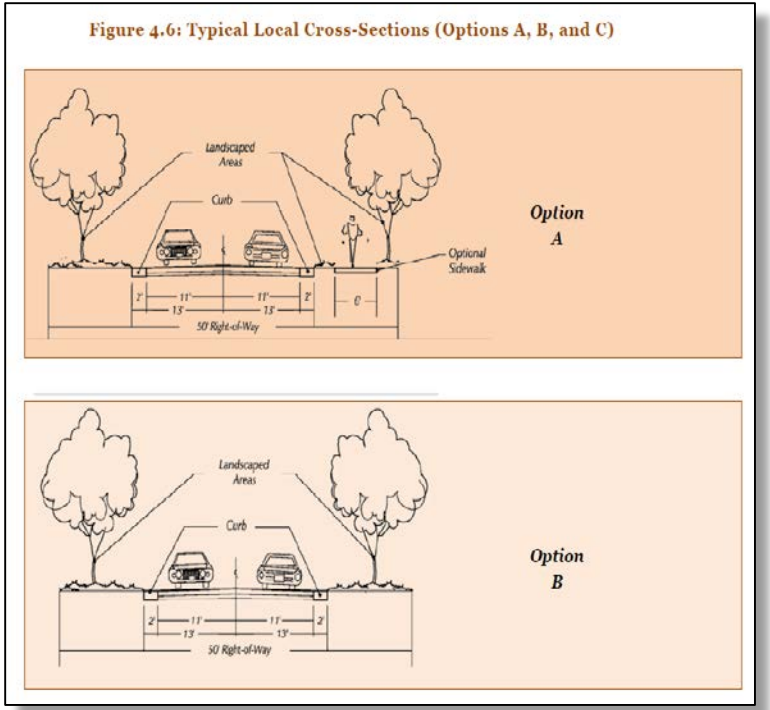
GENERAL DESIGN STANDARDS

- **The following standards apply to all types plat/land modifications for each lot**
  - **Meets minimum net area for its zoning**
  - **Meets lot configuration circle test, circle touches front setback without encroaching outside lot**
  - **Provides desirable building site related to topo/character and lot not unorthodox or unusually shaped**
  - **Meets access requirements of either adequate frontage upon a public street or adequate and recorded access to a public street by a private road CUP/SUP**



DEDICATION/EASEMENT REQUIREMENTS

- Apply/dedicate per the applicable street cross-section per the General Plan
  - Right-of-way width
  - Pavement/curbing width
  - Town Engineer options to waive street improvements for Non-Administrative and Administrative requests
- Include cul-de-sac if need a turn-around, modified design possible on hillside
- Provide public utility easements
- Provide any wash easements
- Show any conservation easements



WATER & UTILITY REQUIREMENTS

- **Water Service Impact Study**
  - **Looks at water availability and fire flow**
  - **Generally not with lot line adjustment/combo or easement**
  - **Certificate of Assured Water Supply only when 6 or more lots or when water provider does not have a written commitment of service from Arizona Department of Water Resources**
- **Will serve letters**
  - **Generally not with lot line adjustment/combo or easement**

Land DEVELOPMENT GROUP

WATER SERVICE IMPACT STUDY

6400 E Cactus Wren Road, Paradise Valley, Arizona

Raw Flow Test Data

Static Pressure:	80.0 PSI
Residual Pressure:	76.0 PSI
Flowing GPM:	1,711
GPM @ 20 PSI:	7,387

Data with a 10 % Safety Factor

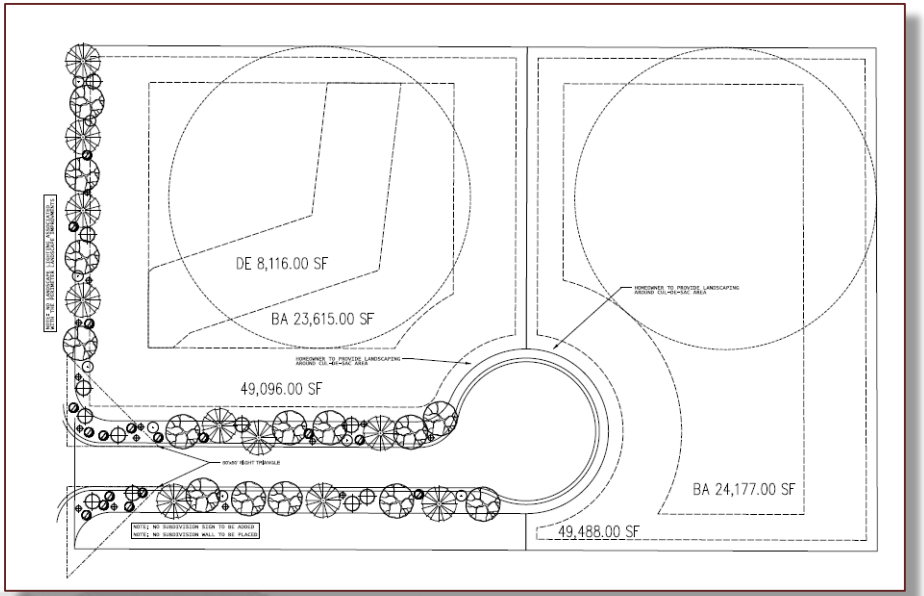
Static Pressure:	72.0 PSI
Residual Pressure:	68.0 PSI
Flowing GPM:	1,711
GPM @ 20 PSI:	6,837

Hydrant F_1

Pitot Pressure (1):	25	PSI
Coefficient of Discharge (1):	0.9	
Hydrant Orifice Diameter (1):	2.5	inches
Pitot Pressure (2):	27	PSI
Coefficient of Discharge (2):	0.9	
Hydrant Orifice Diameter (2):	2.5	inches

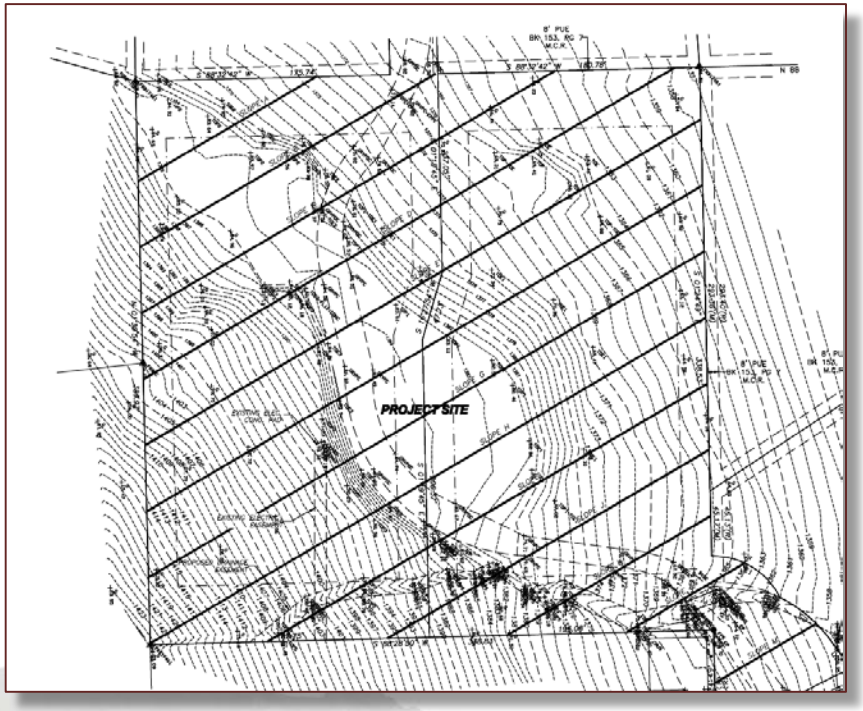
SUBMITTAL REQUIREMENTS

- Plat/map of the request
- ALTA survey, title report, and/or legal descriptions
- Traffic study
  - Generally only for large lot plats
- Hydrology/Grading & Drainage Plan
- Landscape Plan
  - Generally only with plats



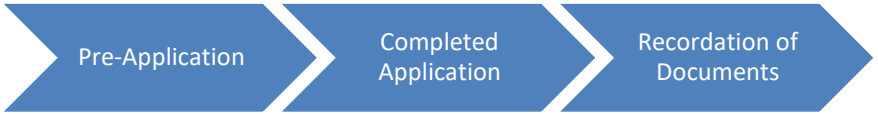
HILLSIDE SUBMITTAL REQUIREMENTS

- **Same as non-hillside submittals, plus the following:**
  - **Topographic map**
  - **Road/drainage cross sections and profiles**
  - **Soil investigation report**
  - **Slope analysis to determine minimum lot size**
  - **Locations of building sites/driveways**
  - **Description of cuts/fills/retaining walls**
  - **Percolation/boring tests if on septic**



PLATTING PROCESSES

- **Administrative Land Modification (2 months)**



- Administrative, No Cost
- Application Fee Due
- Administrative

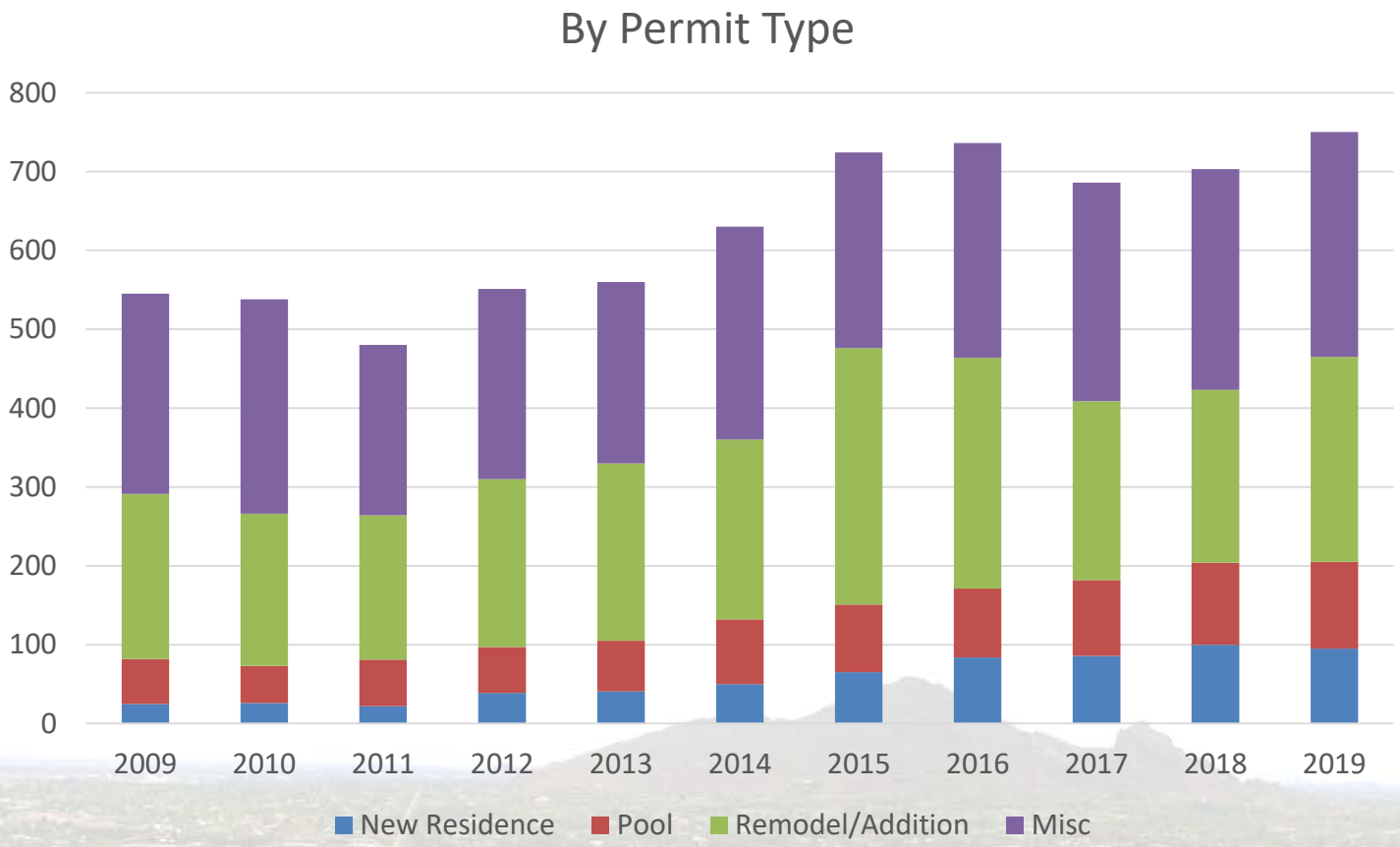
- **Non-Administrative Land Modification (3-4 months)**

- Administrative, No Cost
- Application Fee Due
- Planning Commission or Town Council
- Planning Commission or Town Council
- Administrative

- **Preliminary and Final Plat (5-6 months)**

- Administrative, No Cost
- Application Fee Due
- Planning Commission
- Planning Commission
- Town Council
- Town Council
- Administrative

BUILDING PERMITS

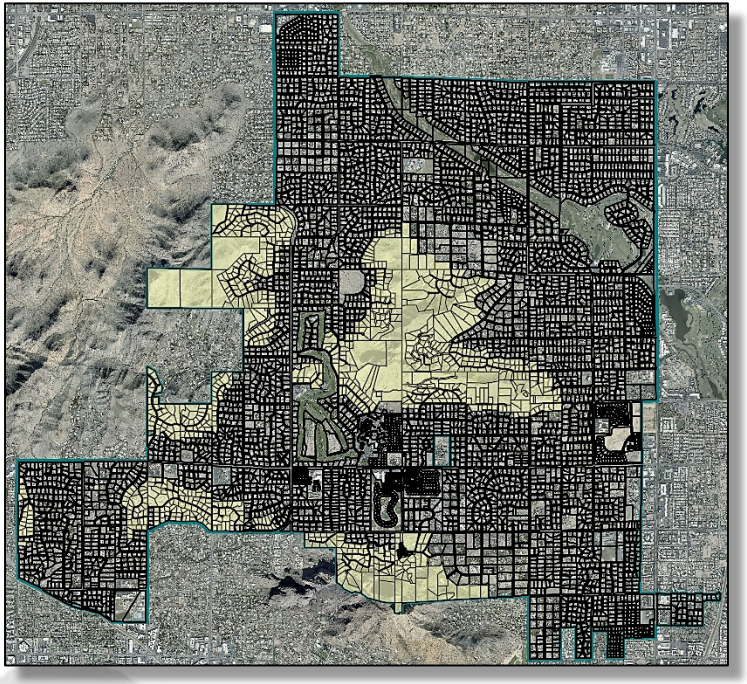


BUILDING PERMITS

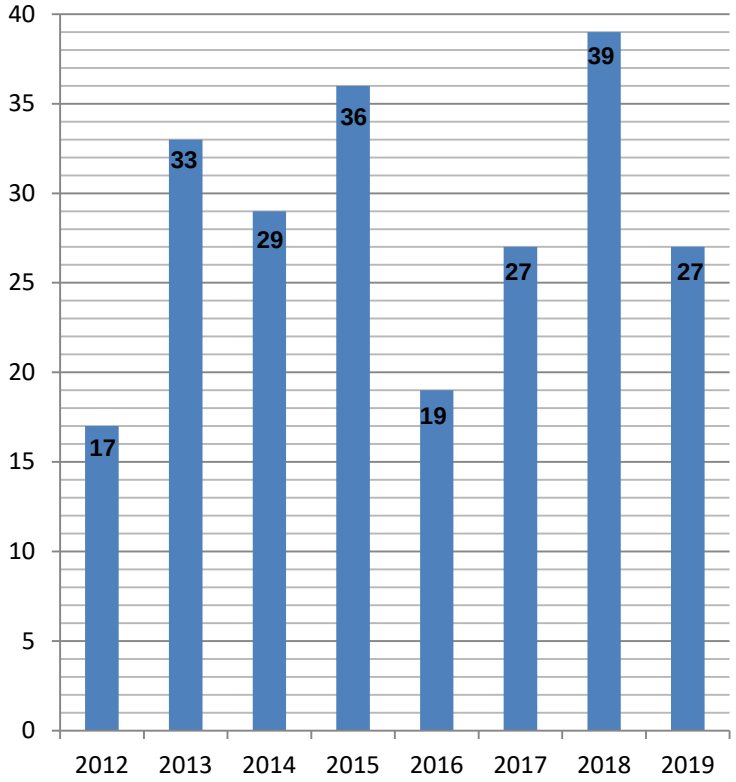
- Administrative process, after Zoning Process for SUP properties
- Plan Review by Engineering, Building and Planning
- Utilize Acella software to track workflow
- First plan review completed in 15 business days
- Second and subsequent plan reviews completed in 10 business days
- Limited over the counter permits (i.e. gas line, plumbing permit)
- After permits issued, complete building inspections

HILLSIDE DEVELOPMENT AREA

- There are currently 7,079 parcels in Town
- 957 parcels are designated Hillside
- 14% of the Town's lots are part of the Hillside Development Area
- The Hillside Development Area is approximately 2.9 square miles



HILLSIDE BUILDING COMMITTEE REVIEWS



Review Type	Quantity	Details
Concept Review	2	2 – New SFR
Formal Review	5	4 – New SFR 1 – Major Remodel
Combined Review	17	8 – Minor Remodel 2 – Addition 7 – Other
Solar Combined Review	3	3 – Solar
Total	27	

*Excludes Administrative Chair and Staff Reviews

TYPES OF REVIEWS

Six (6) Types of Hillside Reviews:

Staff Review

- Small modifications (paint, similar materials, etc.)

Administrative Chair Review

- Minor improvements (additions up to 100 SF, walls up to 15 LF, minor lighting and landscaping, etc.)

Combined Solar Review

- Solar applications only

Combined Review

- Small Remodel/Additions outside of Administrative Chair Review

Conceptual Review

- "Part One" of a major project
- New Single Family Residences (SFR) and Major Remodel/Additions

Formal Review

- "Part Two" of a major project
- New Single Family Residences (SFR) and Major Remodel/Additions

HILLSIDE SUBMITTAL REQUIREMENTS

Formal Review

1. Cover sheet with vicinity map
2. Legal survey
3. Aerial photo with improvements overlay and topography
4. Photographs of the property from all directions
5. Site plan
6. Grading and drainage plan
7. Architectural renderings
8. Cross sections
9. Building lighting plan
10. Landscape and landscape lighting plan
11. Material sample board
12. Safety Improvement Plan

TYPICAL PROCESS/STEPS

**The Hillside Safety Improvement Plan (SIP) must be submitted and held open for public comment for 45 days prior to Combined or Formal Review meeting, unless the SIP waived by the Town Engineer.*

SAFETY IMPROVEMENT PLAN

- Hillside Safety Improvement Plan (SIP)
  - Mitigate safety issues on Hillside properties during and after construction
  - Properties within 1,500 ft radius notified of proposed SIP
  - 45 day review period
  - SIPs reviewed by staff and available for public review/comments
  - Public comments must be by a registered professional engineer

- Hillside Assurance Requirements
  - 35x Grading Permit Fee to restore hillside

- Hillside Insurance Requirements
  - Prior to the issuance of a building permit, the applicant shall submit an insurance certificate to the Town Attorney's Office
  - Minimum limit of $2 million per occurrence and $5 million aggregate, naming the Town as additional insured

- Construction Staging Plan
  - Prior to the issuance of a permit, the applicant must provide a plan including but not limited to the location of parking, dumpsters, storage, and restroom facilities.

SAFETY IMPROVEMENT PLAN

Requirements

1. Cover Letter/Memo
2. Geotechnical Executive Summary
3. Geotechnical Investigation Report w/ Seismic Refraction Survey
4. Geotechnical Rock Cut Slope Analysis
5. Geotechnical Boulder Stability Evaluation
6. Drainage Executive Summary
7. Drainage Report
8. Grading and Drainage Plan
9. Notification Materials

TENNEN STUDIO

30 August 2018

Paul Mood
Town Engineer
Town of Paradise Valley
6401 East Lincoln Drive
Paradise Valley, Arizona
85253

Re: HIL Project
7550 North Hummingbird Lane
Paradise Valley, Az
85253

Paul,

Enclosed please find our submittal containing the required documents for the Town of Paradise Valley Hillside Safety Improvement Measures and Process.
The following documents are being submitted for review:

A. Geotechnical Report
B. Rock Slope Stability Analysis
C. Boulder Stability Evaluation Report
D. Grading & Drainage Plan
E. Drainage Report

We will be using these documents for all design, construction and site work on the property in order to avoid any negative impacts on this property or any others.

Please contact me if you have any questions or further needs.

Thank you,

Ethan Wessel

WHAT IS A VARIANCE

- Variance is request to deviate from development standards Zoning Ordinance
- Variance is based upon 6 criteria, incumbent upon applicant to demonstrate that request meets all 6 variance criteria
- Determination by Board of Adjustment
- Board is Quasi-Judicial
- Board reviews average of 6 variances a year

VARIANCE CRITERIA

Six Variance Criteria:

1. Variance to alleviate demonstrable hardship
2. Circumstances not out of mistake
3. Request meets intent of Zoning Ordinance
4. Hardship not self-imposed
5. Property hardships which prevent compliance
6. Variance meets character of neighborhood

COMMUNITY DEVELOPMENT DEPARTMENT
VARIANCE CRITERIA

Town of Paradise Valley ● 6401 East Lincoln Drive ● Paradise Valley, Arizona 85253 ● Phone: (480) 348-3692

THE FOLLOWING CODE REQUIREMENTS MUST BE MET FOR THE BOARD OF ADJUSTMENT TO GRANT A VARIANCE. PLEASE PROVIDE EVIDENCE TO SATISFY THE CONDITIONS BELOW.

1. *"Such variance…will serve not merely as a convenience to the applicant, but [is] necessary to alleviate some demonstrable hardship or difficulty so great as warrant a variance under the circumstances."* (Town Code Section 2-5-3(C)2).

2. The *"special circumstances, hardship, or difficulty [do not] arise out of misunderstanding or mistake…"* (Town Code Section 2-5-3(C)4(b)).

3. *"Such variance from … the strict application of the terms of [the Zoning Ordinance] … are in harmony with its general purposes and intents …"* (Town Code Section 2-5-3(C)2).

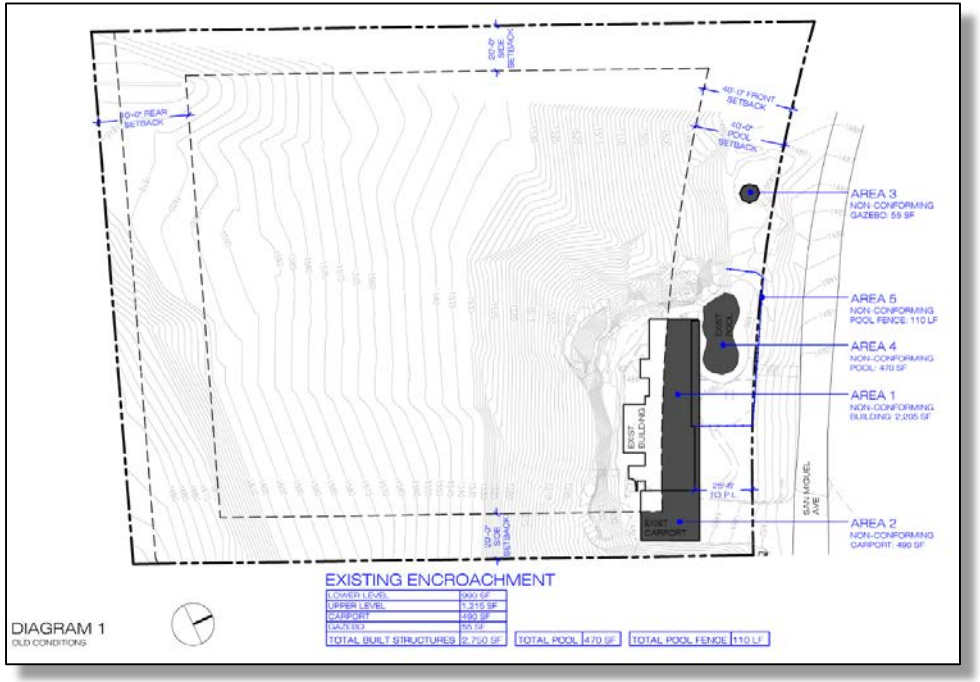
4. *"The special circumstances, hardship or difficulty applicable to the property are [not] self-imposed by the property owner, or predecessor…"* (Town Code Section 2-5-3(C)4) (Arizona Revised Statutes 9-462.06(H)(2)).

5. *"Because of special circumstances applicable to the property, including its size, shape, topography, location, or surroundings, the strict application of the zoning ordinance will deprive such property of privileges enjoyed by other property of the same classification in the same zoning district."* (Arizona Revised Statutes 9-462.06(G)(2)).

6. The variance would not *"constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located."* (Arizona Revised Statutes 9-462.06(G)(2)).

SUBMITTAL REQUIREMENTS

- Narrative identifying how request meets all 6 variance criteria
- Plans showing type, scope, and amount of variance:
  - Site Plan
  - Exterior Building Elevations
  - Grading & Drainage Plan, etc.



TYPICAL PROCESS/STEPS

- **Typically 2 to 3 months**

Pre-Application

- Administrative
- No Cost

Completed Application

- Application Fee Due

Public Notification

- 15 Days prior to Hearing
- Mailer (1,500’)
- Site Signage
- Newspaper Ad

Public Hearing

- Board takes Action

DEVELOPMENT REQUIREMENTS

- Zoning Code
- Chapter 6 of Town Code
- SUP Guidelines
- Storm Drainage Design Manual
- Parking/Traffic Analysis/Right-of-Way
- General Plan

ZONING CODE

- Two parts, Zoning Map and the Zoning Text
  - Uses permitted by right (single-family residential)
  - Uses permitted by condition (Conditional Use Permits)
  - Uses allowable by legislative action (Special Use Permits)
- Utilized by Community Development and Building Divisions for review and approval
- No staff flexibility, requires Variance from Board of Adjustment to deviate from requirements

ZONING CODE

- Includes regulations for:
  - Types of uses in each district
  - Height and Area Regulations (setbacks, FAR, etc.)
  - Special / Conditional Use Permit processes and requirements
  - Personal Wireless Service Facilities
  - Home Occupation
  - Assisted Living Homes
  - Hillside Development Regulations
  - Walls and Fences
  - Signs

CHAPTER 6 OF TOWN CODE

CHAPTER 6 SUBDIVISIONS

Article 6-1	Definitions
Article 6-2	Procedure for the Preparation and Filing of Plats
Article 6-3	Standards of Design
Article 6-4	Assurances, Warranty, Minimum Improvements Required
Article 6-5	Information Required on the Preliminary Plat
Article 6-6	Information Required on the Final Plat
Article 6-7	Hillside Building
Article 6-8	Variance and Modifications
Article 6-9	Lot Splits

CHAPTER 6 OF TOWN CODE

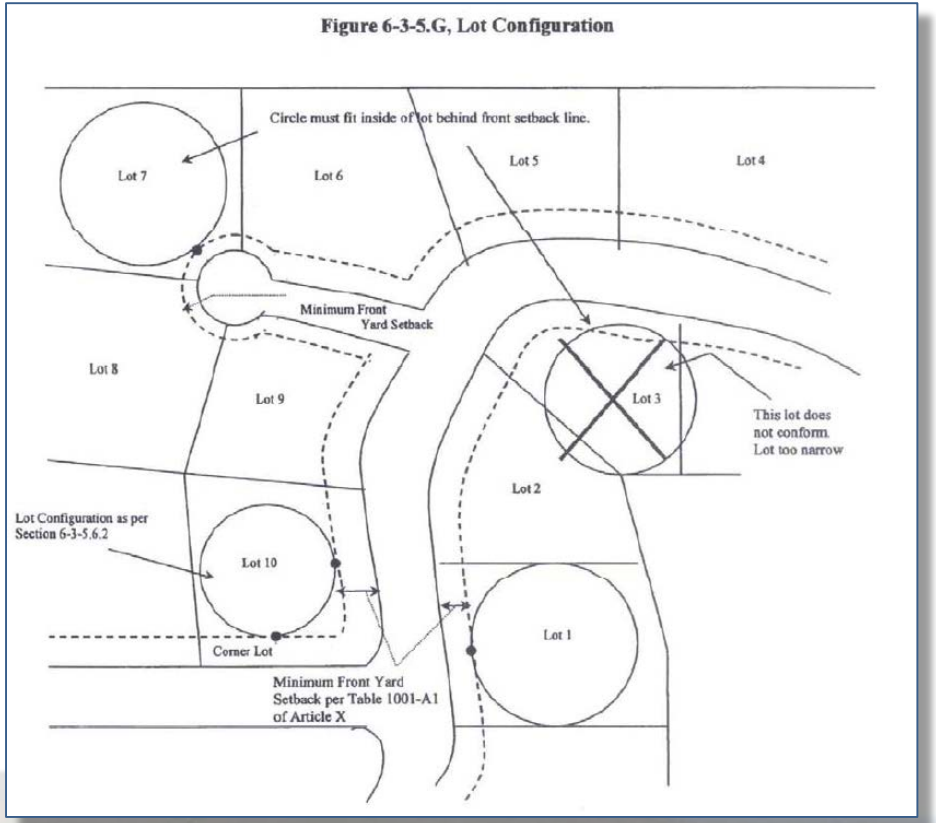
- Right of Way and Street Widths
- Easements
- Block lengths
- Lots
- Building lines
- Character of Development
- Subdivision Signs
- Subdivision Walls

CHAPTER 6 OF TOWN CODE

- Right of Way and Street Widths
  - Conform to General Plan
  - Dead end streets not to exceed 500’, requires 40’ diameter turn around
- Front and rear 8’ easements, 6’ side yard easements
- Minimum Building Lines shown (setbacks)
- Signs comply with Zoning Ordinance
- Perimeter walls comply with Zoning Ordinance and reviewed by Planning Commission, include landscape plan

CHAPTER 6 OF TOWN CODE

- Lot Arrangement
  - Orthodox in shape
  - Right angles
  - Corner lots have adequate width for two frontages
  - Vehicular access to public street
  - Circle test



CHAPTER 6 OF TOWN CODE

- Requires Assurances for public improvements
  - New streets
  - Water system
  - Sanitary sewers
  - Fire hydrants
  - Drainage
  - Any other (monuments, street signs, etc.)

SUP GUIDELINES

- **Utilized by staff to provide information to Town Council / Planning Commission on:**
  - **Comparison of SUP properties to guidelines and one another**
- **SUP guidelines purpose:**

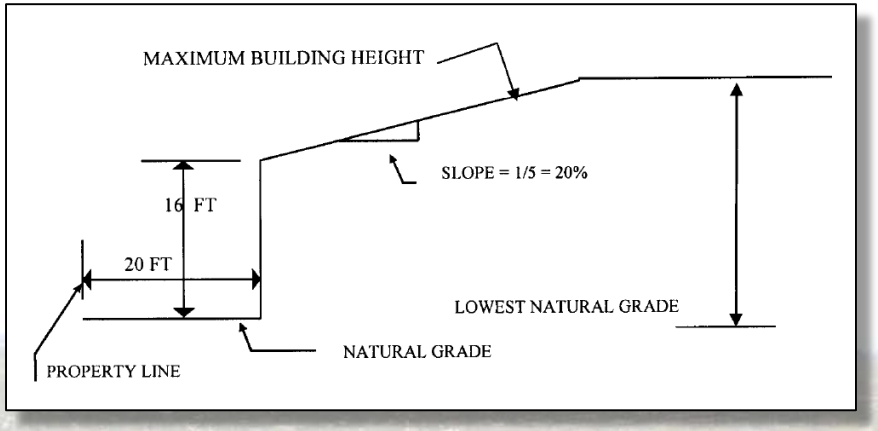
The following guidelines should not be construed as an ordinance. These guidelines are a result of joint discussions between the Town Planning Commission and Town Council to provide a generally-accepted vision of appropriate site, bulk, density, perimeter, parking, sign, lighting, and other related standards during the review of a new or amended Special Use Permit for a non-residential development in the Town of Paradise Valley. The nature of the request, the architecture of the development, the unique characteristics of the site, among other factors; may merit less or more restrictive standards as determined during a complete review of each individual request. It should be noted that meeting all the guidelines listed below does not obligate the Town to grant a Special Use Permit or amendment thereto. These guidelines supplement the regulations as set forth in Article XI, Additional Use Regulations and Special Uses, of the Town Zoning Ordinance.

SUP GUIDELINES

- Includes sections on:
  - Lighting – All SUP properties
  - Open Space Criteria – All SUP Properties
  - Resorts
  - Medical Office
  - Religious Facility, Private School, Non-Profit Org, Public/Quasi Public
  - Country Club and Golf Course
  - Guardhouse, Gatehouse, and Access Control Gates

SUP GUIDELINES

- Lighting
  - Full cut off requirements that are hooded/shielded
  - Up lighting only up to 300 Lumens
  - Parking Lot poles
  - Foot candle maximums
- Open Space Criteria

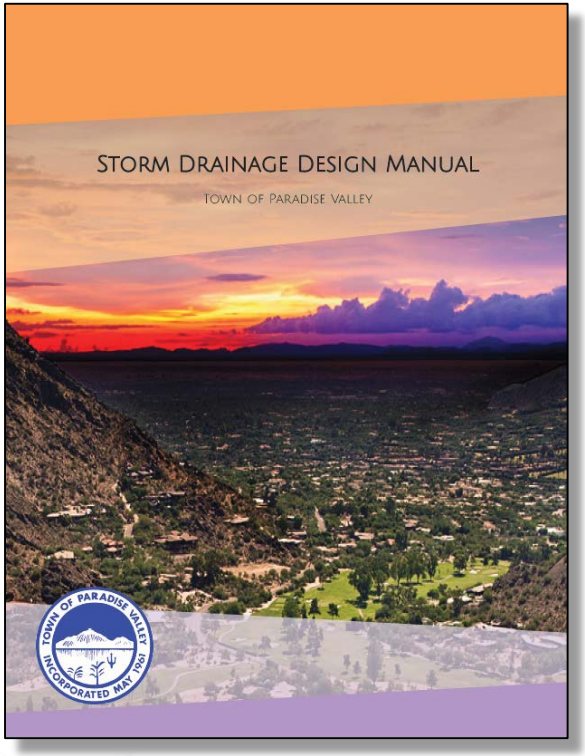


SUP GUIDELINES

- Use Specific (i.e. Resorts)
  - Height – 18-36’ depending on building use
  - Lot Coverage – 25% total, 60% impervious surfaces
  - Density – 1 unit per 4,000 square feet of site area
  - Setbacks – 40-200’ depending on adjacent use and building
  - Landscape Buffers – 30-50’
  - Parking Requirements
  - Signage – Size and quantity

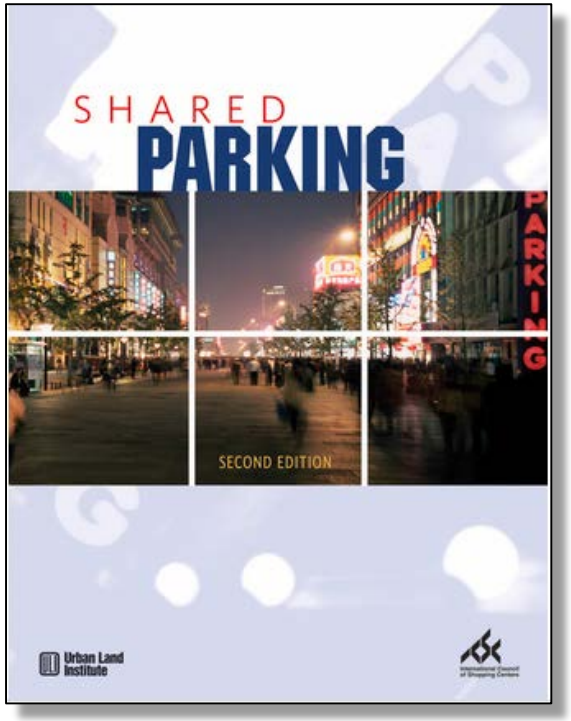
STORM DRAINAGE DESIGN MANUAL

- Town Code Section 5-10-3,
  - Approved June 14, 2018
  - 100% Retention for “Flat Land” Lots
  - “Pre vs. Post” Retention for Hillside Lots (sliding scale)
  - Storm Water Pollution Prevention Plan Requirements
  - Wash Alteration Guidelines
  - Underground Storage Guidelines
  - Parking Lot Storage Guidelines (SUP Properties)
  - Drainage Report Guidelines
  - Street Drainage Design Standards
  - Certified As built Plans
  - Storm Drainage Facilities Agreement



PARKING / TRAFFIC ANALYSIS / ROW

- Parking Study
  - Special Use Permit Guidelines
  - Parking Requirements
  - Parking Requirement Modifications
  - Institute of Transportation Engineers, Parking Generation Manual
  - Urban Land Institute, Shared Parking Manual
  - Valet Parking



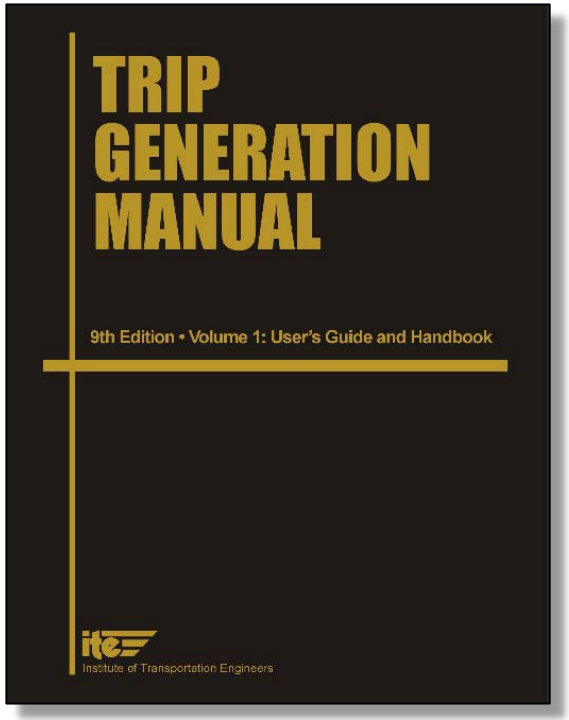
TRAFFIC ANALYSIS / ROW

SUP Properties

- **Traffic Study shall address impacts of the project on adjacent properties and roadway system as well as any roadway dedications and improvements required.**
- **Institute of Transportation Engineers, Trip Generation Manual**
- **Right-Of-Way dedications and roadway improvements based on General Plan Circulation Map Classifications and Standards.**

Residential Properties

- **Traffic Study not required**
- **Town Code Section 5-10-7, B requires new homes or residential properties with a building permit valuation in excess of $500,000 to dedicate the adjacent right of way required per the General Plan.**
- **Town Code Section 5-10-8, F requires new homes or residential properties with a building permit valuation in excess of $500,000 to construct the half street improvements.**



WHAT IS A GENERAL PLAN

- Required by state statute
- Public document approved by Council and voters
- Typically general, comprehensive, and long-range
- Includes goals and policies to guide future community decisions
- Broad policy document that serves as foundation for other planning tools

GENERAL PLAN

- Current General Plan adopted in 2012 includes seven elements
- Function as a guide to town officials, general public, development community
- Each element includes goals, policies, and implementation measures, including who is responsible for implementation
- Staff utilizes this document generally when reviewing zoning applications for items such as roadway cross sections, lighting, views, etc.
- Provides goals for town services, outside of zoning process

GENERAL PLAN ELEMENTS

1. Land Use and Development
2. Community Character and Housing
3. Mobility
4. Open Space and Recreation
5. Environmental Planning and Water Resources
6. Sustainability
7. Public Facilities/Services and Cost of Development

Mobility

- Plays a role in the zoning, subdivision, and public improvement decisions

Goal M 4.4.3

Visual Character. To create high-quality street rights-of-way that shall demonstrate the positive character and image of the Town, Visually Significant Corridors will be designated to provide visual continuity through attractive, experientially rewarding, and cohesive design elements consistent with Town Landscaping Guidelines. All other roadway rights-of-way will demonstrate high-quality landscaping elements consistent with Town Landscaping Guidelines while permitting a diverse range of treatments of individual properties.

Policies

M 4.4.3.1 **Visually Significant Corridor Program.** The Town shall create and implement a program to improve and maintain rights-of-way corridors along Lincoln Drive and Tatum Blvd. to represent the positive character and image of the Town. The Town shall occasionally evaluate the designation of additional Town rights-of-way as Visually Significant Corridors.

Table 4.5-1. Mobility Implementation Program		2012-2015	2016-2020	2021-2030	Annual	Ongoing
10. Develop and implement Visually Significant Corridor Plans that promote the character and image of the Town, by providing specific landscape, hardscape, and infrastructure design guidelines for Town right-of-ways along Visually Significant Corridors, provides policy for the installation and maintenance of right-of-way landscaping, and carries out all other applicable goals and policies of the General Plan.		x				x
Implements Which Policy(ies)	M 4.1.1.2, M 4.4.3.1, M 4.4.3.2, M 4.4.3.3, M 4.4.3.4					
Responsible Party(ies)	Town Council, Town Manager supported by Community Development, Engineering Division Community Development, Planning Division Public Works Department					