

SRD (SPECIAL REDEVELOPMENT DISTRICT PROCEDURES)

1. Discuss the proposed use with City Planning staff member(s).
2. The staff member will supply you with an application form that must be completed in duplicate and signed by the owner(s) or owner's attorney of the subject property. The staff member will assign a specific date the application must be returned to the City Office which allows for ample time to comply with the requirements by City Code for proper publication and notification of property owner's notices. This is usually approximately sixteen (16) days prior to a regular or called meeting of the Planning Commission.
3. A fee of **\$300.00** for a new application (non-refundable) is required to process the application. Four (4) originals and one (1) reproducible copy not more than eleven (11) inches x seventeen (17) inches of the proposed project which includes a survey of the lot(s) showing the location of the structure(s) thereon, together with the precise nature, location and dimensions of the property shall accompany the application. Such drawings shall include a scale drawing of the entire tract being considered. An electronic version of the map(s) is also required. **Applicants must meet requirements set forth in Subsection 1004.6 and the application must include the series of items listed in Subsection 1004.07(2) (see below).**
4. All persons which are the recorded title owners of land within three hundred (300) feet of any point along the perimeter of the land shall be notified in writing of the request for an SRD. The letter of notification shall be mailed to recipients no later than ten (10) days prior to the Planning Commission's public hearing. Adjacent land owners shall have ten days from the date of notification to notify the City Administrator of any protests which they may have concerning the application. A certified list must be prepared, by the applicant, of the names and addresses of those persons who own property within a 300' radius of the subject property. This list may be obtained by contacting the County Surveyor's Office for the names of the property owners and then the County Assessor's Office for the addresses. This list **must** accompany the application or no action will be taken on your request.
5. A "Zoning Action Pending" sign will be posted on the front yard of the property under consideration of a zoning change at least ten (10) days prior to the public hearings of the Planning Commission and City Council.
6. You will be provided with a copy of the agenda for the Planning Commission meeting at which your request will be considered. It is recommended that the applicant or a representative attend the Planning Commission meeting and City Council meeting to answer any questions. Without someone being there to speak on your behalf, your request may be deferred to the next meeting. The Planning Commission action is in the form of a recommendation to the City Council. The City Council will make the official decision.

Filing Date _____

Receipt Number _____

APPLICATION FOR SRD (SPECIAL REDEVELOPMENT DISTRICT)

1. _____
Applicant's Name Mailing Address Telephone

2. _____
Agent's Name Mailing Address Telephone

3. _____
Owner's Name Mailing Address Telephone

4. _____
Address and Legal description of Location - Subject Property

5. Present Zoning District _____

6. Please submit the following criteria as part of your application:
Statement of Purpose, describing the current use and condition of the district, the planned redevelopment, rationale for why the existing base district(s) are not fully adaptable to the specific needs of the redevelopment, a schedule for construction or redevelopment, and evidence that the applicant(s) have the ability to carry out the proposed redevelopment plan.

- District Site Drawing showing:**
- a) The boundaries of the proposed SRD district, specifying the base zoning district(s) and the full legal description of all properties included within the proposed district.
 - b) The zoning and full legal description of all properties within 300 feet of the proposed district, as well as the location and use of buildings and structures located within said 300 feet.
 - c) Existing and proposed buildings and sign structures, including setbacks from property lines.
 - d) Existing and proposed access to streets, interior drives and service areas.
 - e) Proposed parking layout and number of parking spaces.
 - f) If site grading is to be done, a topographic map showing current contours at intervals of two feet and the proposed grading plan.

Project Narrative: describing distinctive neighborhood characteristics; land uses; unique building and design features; site development, parking and circulation constraints; and other features to the proposed SRD district.

Requested Modifications: to be made in existing base district regulations, including use, site development, off-street parking, landscaping and/or other zoning regulations.

The applicant may further be asked to furnish other information, such as typical building floor plans, building elevations to show the general architectural character of the buildings, some indications as to size and type of landscape plant materials, pavements, and other major site improvements.

Signature of Owner(s) Date

Signature of Owner(s) Date

DO NOT WRITE BELOW THIS LINE

PLANNING COMMISSION RECOMMENDATION:

DATE OF NOTICE: _____

DATE OF PUBLIC HEARING: _____

VOTE: ____ TO ____ TO _____

CITY COUNCIL ACTION:

DATE OF PUBLIC HEARING: _____

VOTE: ____ TO ____ TO _____

ADOPTION STIPULATIONS:

Statement of Purpose for the District: _____

Reference to the approved Redevelopment Area Plan: _____

Any modifications to the base district(s) regulations and/or other conditions placed upon the district by the Planning Commission and City Council:

I hereby certify that the persons listed below are the record title owners of the property within 300 feet of my property.

SECTION 1004 SRD SPECIAL REDEVELOPMENT DISTRICT

1004.01 INTENT: The Special Redevelopment District (SRD) is an overlay district intended to accommodate unique land use, urban design, and other distinctive characteristics of older established neighborhoods. The SRD district, used in combination with a base district, allows variations in permitted uses and site development regulations that are adapted to the needs of a specific site, area or neighborhood. Variations allowed in an SRD overlay district are established by a Redevelopment Area Plan, enacted by the City Council as part of the City's comprehensive plan.

1004.02 PERMITTED PRINCIPAL USES AND STRUCTURES: Uses and structures permitted under the provisions of the regulations of the Parent District of which this district is made a part shall be permitted.

1004.03 PERMITTED ACCESSORY USES AND STRUCTURES: Accessory uses and structures permitted under the provisions of the regulations of the Parent District and those normally appurtenant to the uses and structures permitted as exceptions shall be permitted.

1004.04 EXCEPTIONS: After the provisions of this Ordinance relating to modifications to the Parent District(s) regulations have been fulfilled, the City Council may permit all conditional uses permitted as Exceptions in the Parent District of which this district is made a part.

1004.05 CONDITIONS FOR GRANTING EXCEPTIONS: Notwithstanding the requirements of Article 14 of this Ordinance, the following regulations shall supplement the Conditions for Granting Exceptions which are provided in the Parent District of which this district is made a part. These regulations shall supersede those of the Parent District where there is a conflict among regulations.

1004.06 REQUIREMENTS FOR SRD DISTRICT DESIGNATION:

- (1) Minimum Area:
Each SRD district must include a lot or a combination of contiguous lots, a block or a number of contiguous blocks, and include intervening streets, alleys and private ways.
- (2) Redevelopment designation:
The property included in each SRD district must have been identified in an adopted Redevelopment Area Plan and be included in a redevelopment district.

1004.07 APPLICATION FOR CREATION OF AN SRD DISTRICT:

- (1) Initiation:
An application for an SRD district may be initiated by the following:
 - (A) Property owner(s) representing a majority of the area within the proposed

SRD district, measured by square footage of the proposed SRD district.

(B) The Planning Commission.

(C) The City Council.

(2) Content of the Application:

An application for creation of an SRD district shall include the following information:

(A) *Statement of Purpose*, describing the current use and condition of the district, the planned redevelopment, rationale for why the existing base district(s) are not fully adaptable to the specific needs of the redevelopment, a schedule for construction or redevelopment, and evidence that the applicant(s) have the ability to carry out the proposed redevelopment plan.

(B) *District Site Drawing* showing:

1. The boundaries of the proposed SRD district, specifying the base zoning district(s) and the full legal description of all properties included within the proposed district.
2. The zoning and full legal description of all properties within 300 feet of the proposed district, as well as the location and use of buildings and structures located within said 300 feet.
3. Existing and proposed buildings and sign structures, including setbacks from property lines.
4. Existing and proposed access to streets, interior drives and service areas.
5. Proposed parking layout and number of parking spaces.
6. If site grading is to be done, a topographic map showing current contours at intervals of two feet and the proposed grading plan.

(C) *Project Narrative* describing distinctive neighborhood characteristics; land uses; unique building and design features; site development, parking and circulation constraints; and other features to the proposed SRD district.

(D) *Requested Modifications* to be made in existing base district regulations, including use, site development, off-street parking, landscaping and/or other zoning regulations.

The applicant may further be asked to furnish other information, such as typical building floor plans, building elevations to show the general architectural character of the buildings, some indications as to size and type of landscape plant materials, pavements, and other major site improvements.

1004.08 CRITERIA FOR APPROVAL OF AN SRD DISTRICT:

- (1) The City Council may adopt an SRD district if the area meets one (1) or more of the following criteria:
 - (A) The area has distinctive building features, such as scale, size, type of construction, or distinctive building materials that should be preserved.
 - (B) The area has distinctive site planning features, such as lot platting, setbacks, street layout, alleys or sidewalks that the base district regulations cannot accommodate.
 - (C) The area has distinctive land use patterns, including mixed land uses or unique uses or activities that the base district cannot accommodate.
 - (D) The area has sufficient on-street and off-street parking to support the use, but does not meet on-site parking requirements.
 - (E) The area has special natural or streetscape characteristics, such as creek beds, parks, gardens or street landscaping that should be preserved or respected.

1004.09 ADOPTION OF AN SRD DISTRICT:

- (1) The ordinance adopting the SRD district shall include a statement of purpose for the district, a reference to the approved redevelopment area plan, a list of modifications to the base district(s) regulations, and other conditions placed upon the district by the planning commission and city council.
- (2) Each SRD district shall be shown on the zoning map, identified sequentially by year and order of enactment, i.e. SRD-200801, SRD-200802, etc.