

Memorandum

To The Planning and Zoning Commission
Fr Sally Vecchio, Ass't Town Manager, Community Development
Date January 13, 2011

RE Avon Development Code - Work Session 1

The agenda for the first of three PZC work sessions on the new Avon Development Code (the Code) is attached. The topics to be discussed include an overview of the Code, the General Provisions, Definitions, and Review Authority. The agenda has been annotated with notes and highlighted topic areas that will be discussed in more detail at the meeting. Please bring your Development Code notebooks to the meeting.

Work Session 1 Objectives

1. Provide an overview of the new procedures and regulations;
2. Clarify the relationship between the Land Code and the Comprehensive Plan;
3. Identify the roles, responsibilities' and relationships between the Town Council, Planning Commission and the Staff in the implementation of the Code.

Proposed Future Work Session Topics

Work Session 2 (February 1, 2011)

Chapter 1.16 Development Review Procedures

- Overview of the Review Procedures and Application Types
 - The Design & Development Review Processes (formerly Sketch/Final)
 - Overview of the New Procedures and Timeline
 - Application and Submittal Requirements
 - ✓ Zone Text Amendments
 - Overview of the New Procedure and Timeline
 - Application and Submittal Requirements.
 - ✓ PUD Applications
 - The New Regulations and the Public Benefit Requirement
 - ✓ Vested Rights
 - Submittal Requirements and Review Criteria

Chapter 7.20 Zone Districts

- New Zone Districts and District Regulations
- Retired Districts

Chapter 7.24 Use Regulations

- Changes and Additions to Permitted Uses
- Special Review Uses

Work Session 3 (February 15, 2011)

Chapter 7.28 Development Standards

- Differences and Similarities Between the Design Guidelines and the Standards
- Review Changes Made by Council After PZC Review
- Review Purpose Statements

- ✓ Alternative Equivalent Compliance
 - Which Development Standards Are Eligible For AEC?
 - Review Criteria
 - Application Requirements

Chapter 7.32 Engineering Standards

- Formerly the Subdivision Regulations, Chapter 16 AMC (repealed)
- What Changed in the New Code?
- How the Standards Apply to Development Review Applications

PZC WORKSHOP 1– AVON DEVELOPMENT CODE

Topics: Overview of the Code, General Provisions, Definitions and Review Authority.

Meeting Date: January 18, 2011

1. OVERVIEW OF THE CODE (15 mins)

- Unified and Consolidated Provisions (Subdivision, Zoning, Design)
- Organization
 - General Provisions
 - Development Procedures
 - Zone Districts
 - Development Standards
 - Engineering Standards

2. Chapter 7.04 GENERAL PROVISIONS (45 mins)

- A. Purpose
- B. Interpretations
 - Director has authority to make the interpretation or usage of a term in the development code as it applies to a specific application. Appealable to TC
- C. Computation of Time
 - Typically used for calculating notice and application requirements
- D. Applicability
- E. Relationship to Comprehensive Plan**
- F. Fees
 - How They Are Calculated
 - Cost Recovery and Pass Thru Accounts
 - Delinquent Fees
- G. Transition to Avon Development Code
 - Approved But Not Built
 - Applications Under Review
 - Active Building Permits
- H. Non Conforming Uses**
 - Uses
 - Structures
 - Repair or Reconstruction
 - Use of Structure or of Structure and Premises in Combination
- I. Violations and Penalties

Red highlights
topics which
will have
expanded
discussion at
the meeting.

2. DEFINITIONS (30 mins)

- Out-dated definitions were purged.
- Elements or standards which regulated the intensity or bulk of the defined use were removed.
- Otherwise common words or phrases that take on a specific meaning in a zoning document were defined.
- Definitions not used in the ordinance were removed.
- Federal, state or county definitions if available; were used.
- Nationally accepted definitions were used.

- New Definitions: Accommodation Unit •Building Height• Dwelling Unit• Kitchen Facility •Employee Unit •PUD

3. DEVELOPMENT APPLICATION REVIEW AUTHORITY (30 mins)

A. Table 7.16-1 Development Review Procedures and Review Authority

- **Applications Requiring PZC Approval**
 - Development and Design Reviews (formally Sketch/Final).
 - Alternative Equivalent Compliance
 - Special Review Uses
 - Variance
 - **Location and Extent**
- **Applications Requiring PZC Recommendation and TC Approval**
 - Rezoning
 - PUDs
 - Code Text Amendments,
 - Comprehensive Plan Amendments
 - **Major Development Plans in Town Core**
 - Major and Minor Subdivisions
 - Annexation
 - Right of Way Vacation
 - Vested Property Rights
- **Administrative Reviews**
 - **Administrative Subdivisions**
 - Minor Development Plans
 - **Minor Amendments**

Green highlights a change in the review process or new application

B. Duties of TC, PZC and Director

- Previously, Sec 2.16 of the AMC (repealed).
- PZC Purpose Statement Implementation of Comprehensive Plan added.
- PZC Duties Refined. Requires PZC to review design pursuant to new Code, Comp Plan and other documents adopted by the Town.
- Director – Increased duties to include ordinary admin functions (zoning interpretations, enforcement, application requirements, and minor amendments).

C. Roles, Responsibilities and Relationships

- The Town Council adopts the ordinances, resolutions, policies and guidelines that govern the development of the town. It also serves in a quasi-judicial role when hearing appeals of Planning Commission actions and Director Interpretations and renders a final decision. These appeals are limited to those matters specifically appealed and are not “de novo” hearings. The Council also provides broad policy direction and approves the financial resources to carry out the planning/building/redevelopment functions of the Town.
- The Planning & Zoning Commission makes recommendations to Town Council relative to the adoption of ordinances, resolutions, policies and guidelines that govern the development of the town. It applies the adopted ordinances, resolutions, polices and guidelines to matters that come before it. It has been delegated the authority to make certain decisions relative to planning issues, subject to appeal to the Council.

- The Community Development Staff makes recommendations to the Planning Commission and Town Council relative to the adoption of ordinances, resolutions, policies and guidelines that govern the development of the community. Staff makes administrative decisions on certain planning, building and engineering issues that have been delegated to them, subject to appeal to the Council.