

**Sec. 27-181.2. - Compliance; Administrative Authority and General Procedures; CBD Design Alternatives**

1. Compliance.

All requests for new development, new construction, major renovation, special use, and/or rezoning shall comply with the applicable development procedures and standards set forth in this subdivision.

- (a) Prior to issuance of a building permit for new development, new construction, major renovation, building additions, ~~signs~~, surface parking, fences, and/or any activities proposed within the public realm zone, an application and all required documents must be submitted to the city, in accordance with the Design District Review (DDR) process set forth in section ~~27-60.1~~ 27-181.2.(3). CBD Design Alternative(s) may be considered and granted through this process. Any person aggrieved by any order, requirement, decision, or determination made with regard to these design standards, may petition for review of that order, requirement, decision, or determination, in accordance with section 27-61.
- (b) Determination of uses not listed in Table 182 shall only be reviewed according to the provisions of section 27-59 and shall not default to those uses listed in Table 4-1 (section 27-156).
- (c) For those development issues not specifically addressed in this subdivision, the underlying requirements of this chapter and other applicable land development regulations of the Tampa City Code shall apply.

2. Administrative Authority and General Procedures

- a. **Purpose.** The purpose of the Design District Review (DDR) is to provide a comprehensive, streamlined review, to ensure compliance with the specific design standards in the Central Business District (CBD), and to allow consideration of CBD Design Alternatives as part of the overall review. Specifically, applications for design review that need any CBD Design Alternatives allowed for consideration under Sec. 27-181.2.(3)~~27-60~~, may include such request for review and decision as part of the design review application, subject to the review criteria Sec 27-181.2.(3)~~27-60~~.
- b. **Where required.** Any application for new construction or major renovation, including construction of surface parking lots, fences/walls, and changes to the public realm, shall obtain design approval for the building or structure by complying with the provisions of this section and the CBD development design regulations set forth in Article III, Division 2, Subdivision 3. Any such application that includes a building, structure, or site that has been designated as a landmark or included in a designated historic district under Article V of this chapter shall be governed by the provisions of sections 27-256 through 27-267, and the provisions of the CBD district and this section shall apply only to the extent that they do not conflict with those historic preservation-related sections.

- c. **Review Procedure.** The Urban Design Coordinator or designee(s) is hereby authorized to review and approve the DDR including any CBD Design Alternatives. The process is specifically intended to implement the CBD code and to provide flexibility in the administration of standards in recognition of site-specific conditions found within the Central Business District.
1. Before a DDR application can be submitted, the applicant shall be required to meet with the transportation division in order to define the appropriate methodology for the analysis. If a Transportation Analysis is required, the analysis is due upon submittal of the DDR.
  2. Review timeline. Upon acceptance of a complete application as determined by the Urban Design Coordinator, all designated reviewers will have 30 business days to complete the initial review and submit comments and request revisions. Upon acceptance of applicants' resubmittal, the second review period shall be 10 business days. All subsequent resubmittals shall be 10 business days upon receipt of complete application.
  3. Application. Applications for the DDR shall include all applicable fees and shall be submitted and processed with the following requirements and procedures:
    - a. Preapplication meeting. Prior to submitting a formal application for DDR, the applicant shall meet with the Urban Design Coordinator and other appropriate city staff as determined by the Urban Design Coordinator, in order to determine the scope of the request and the required documentation necessary to support the application.
    - b. Submission requirements. All applications for the DDR shall be made through the city's online permitting system and contain the following, at a minimum, unless otherwise approved by the Urban Design coordinator or designee:
      - (1). Required Plan Elements:
        - a. A Project Narrative of the proposed development to include the height, number of units, square footages of each use, and a description of any CBD Design Alternative(s) requested;
        - b. Sealed Property Survey including boundary, topographical, and a tree table (location, size, species) for trees both onsite and within twenty (20) feet of the property boundary;
  - c. Detailed Site Plan including the street level floor plan, and parking level plan(s), containing the following information:
    1. North arrow and scale (engineer's scale required);
    2. Property line boundaries and dimensions;
    3. Adjacent street rights-of-way with number of traffic lanes denoted and direction of traffic flow;
    4. Vehicle and pedestrian circulation, including ingress, egress, loading/unloading and parking layout and counts by proposed use and floor;
    5. Typical floor plan with major use categories as necessary to describe all levels of building;

6. Street-level floor plan designating all grade changes and indicating the various uses of spaces;
7. Riverwalk floor plan illustrating pedestrian access and movement.

d. Building Design Plan containing drawings of the building or structure including the following:

1. Exterior elevations, in color, of all sides of the project at a scale no smaller than 1/16" = 1'0" (include any existing structures abutting the proposed project on the same street wall).
2. Sections of the structure as necessary to adequately describe shapes and the relationship of spaces (scale no smaller than 1/16" = 1'0", except if such scale is not practical due to the magnitude of the project, a scale agreed to by the city may be acceptable);
3. Exterior perspective in color at the pedestrian level from all sides that front the public realm;
4. Designation of building materials, finishes, and colors (outline specifications only);
5. Designation of all ADA ramps, including areas where the sidewalk intersects driveways and garages.

e. Streetscape Plan indicating the streetscape and landscape plan proposed containing the following information:

1. North arrow and scale of not less than 1" = 30' (if such scale is not practical due to the magnitude of the project, a scale agreed to by the city may be acceptable);
2. Sidewalk width, paving materials (surface and base), paving patterns and system, curbing materials/specifications;
3. Location and dimension of proposed driveways, ADA ramps, ingress and egress points, and curbs;
4. Existing vegetation to be saved (identified by species and size) and method of protection during construction;
5. Proposed planting areas, plants proposed, including type plant or tree (botanical or common name), number of plants or trees, height and spread, spacing and caliper or gallon size;
6. Materials/specifications for tree grates/planting beds/barriers;
7. Tree lighting and utility lines;
8. Irrigation system;
9. If required, riverwalk streetscape and landscape plan including the location, dimension, description and type of seating, planters, tables, fountains, public art and other street furniture to be included.

f. Open space/Public Open Space Plan shall be a detailed site plan, containing the following information:

1. The location, placement, and dimensions of the open space, indicating what space(s) is(are) to be designated 'public' in compliance with sec. 27-183, Table 183;
2. Computation of percentages for 'public' and 'general' open spaces;
3. A landscape plan (if applicable); and

4. The location, dimension, description and type of seating, planters, tables, fountains, public art and other furniture to be included in the open space(s).

(2). Transportation Analysis (if required). If required, must be included for application to be deemed complete.

(3). Archeological Analysis & Report (if required). If required, must be included for application to be deemed complete.

(4). Maintenance Agreement for all Improvements in Public ROW (if required). The Maintenance Agreement must be approved by the city attorney's office, approved by City Council, and recorded at the Clerk of the Circuit Court prior to receiving a Certificate of Occupancy.

4. Application Completeness. The Urban Design Coordinator shall determine when a submitted application is deemed complete and can be sent out for review.
5. Approval, denial, petitions for review. When design approval is required, review for design approval shall be conducted prior to application for a building permit. Approval or denial of design review shall be reported to the applicant in writing. If an application is denied, the applicant may file a petition for review for city council consideration, following the same procedure as for a zoning administrator decision, subject to sec. 27-61.
6. Review during building permit phase. Following DDR approval, the applicable reviewing official shall review the building permit application to ensure it is consistent with the DDR approval. No building permit shall be issued for property subject to the Central Business District (CBD) design requirements unless consistent with design approval. Construction on property subject to the requirements of Central Business District design requirements shall only take place consistent with design approval. The applicable reviewing official(s) shall be permitted on site to conduct periodic inspections to ensure construction is consistent with the approved design review.

### 3. CBD Design Alternatives.

The Urban Design coordinator shall review and approve any proposed CBD Design Alternatives to "Subdivision 3. - Central Business District (CBD) Districts." The Urban Design coordinator shall consider the following factors when approving a CBD Design Alternative;

1. Unique site constraints.
2. Other government jurisdiction requirements that are in conflict with City of Tampa code requirements.
3. Conflicting engineering and technical standards of City of Tampa departments.
4. If the proposed public realm design is a higher quality than required in Sec 27-182 regarding public realm configuration, material, or quality of required furnishings.

When reviewing and approving CBD Design Alternatives, discretion shall be given to the Urban Design coordinator to consider the interrelatedness of design, engineering, and technical standards. The Urban Design coordinator must also consider the existing surrounding public realm and urban fabric at the time of application, as well as proposed changes to the public realm and future developments that will change the site context. Any proposed CBD Design Alternatives must be requested and approved as part of the DDR application process listed above in Sec. 27-181.2.(2).“Administrative Authority and General Procedures.”

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