

IDS Process Training

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IDS Review Process

What is IDS?

- Inter-Departmental Staff
 - City staff from multiple departments review development applications
 - Staff includes:
 - Building Safety
 - Fire
 - Stormwater
 - Traffic
 - Comprehensive Planning
 - Parks
 - Current Planning
 - Engineering
 - Public Works
 - Water Services
 - Heritage Preservation
 - Housing
 - Sustainability



IDS Review Process

What applications are reviewed at IDS?

- Concept Plan Review
 - Site Plan Review
 - Conditional Use Permits
 - Subdivision Plats
 - Zoning Map Amendments
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- The Heritage Preservation Officer reviews all applications



IDS Review Process

What is Concept Plan Review?

- Purpose: an informal review to ensure that the applicant is aware of the procedures and substantive requirements of the City and to identify any potential problems or concerns prior to submitting for Site Plan Review and Approval
- Next Steps: 1) Site Plan Review; or 2) Permit Review (civil or building)



IDS Review Process

What is required at Concept Plan Review?

- Application asks about Historic Districts, age of structure, if it is undeveloped land
- The narrative must include information on any known heritage resources
- The HPO may require a HPC application to be included with any future applications based on the information provided with the Concept Plan application



IDS Review Process

What is a Site Plan Review?

- Purpose: a formal application that allows City Staff to ensure all applicable City code requirements are satisfied prior to Planning Commission review or other regulatory processes such as Engineering/Civil Construction Plan review or Building Permit
- Next Steps: 1) Permit Review (by-right projects); or 2) Conditional Use Permit (by-right projects with additional mitigation required); or 3) Zoning Map Amendment (discretionary review projects)



IDS Review Process

What is required at Site Plan Review?

- Application asks about Historic Districts, age of structure, if it is undeveloped land
- Cultural Resource Study, if determined necessary at Concept Plan Review
- Site Plan Approval could be conditioned on approval of required Heritage Preservation Application



IDS Review Process

What is a Subdivision Review?

- Purpose: The process to subdivide property consists of the following progressive stages of plat approvals: Pre-Application Meeting, Preliminary Plat, and Final Plat. Plats are reviewed and approved based on conformance with City Code Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications.



IDS Review Process

What is required at Subdivision Review?

- Application asks about Historic Districts, age of structure, if it is undeveloped land
- The narrative must include information on any known heritage resources



IDS Review Process



What is a Zoning Map Amendment?

- Purpose: To amend the Zoning Map to change the zoning category of a certain parcel of land. These are discretionary cases, but any conditions must be relevant and proportional to the specific impacts of the development. This is what the impacts analyses determine.



IDS Review Process

What is required for Zoning Map Amendment?

- Application asks about Historic Districts, age of structure, if it is undeveloped land
- Cultural Resource Study, if using the Concept Zoning Map Amendment method
- Direct to Ordinance method requires Site Plan Approval