

RULES OF PROCEDURES
FOR
DEVELOPMENT REVIEW BOARD

Approved February 20, 2003

City of Scottsdale, Arizona

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DEVELOPMENT REVIEW RULES OF PROCEDURES

City of Scottsdale, Arizona

I. ORGANIZATION

The Development Review Board, organized under Section 1.900 of the Zoning Ordinance of the City of Scottsdale, Arizona, shall consist of seven (7) members. The members shall consist of a City Council Member; a City Planning Commission Member; five (5) Public Members, three of whom shall be architects, landscape architects, environmental scientists or persons otherwise qualified by design background, training or experience; two of whom shall be land developments, builders or contractors. The City Council and the Planning Commission Members shall serve three-month revolving terms. If a Council or Commission Member cannot attend a meeting, a substitute may serve in their absence.

A. Chairman

The City Council member of the Development Review Board shall serve as Chairman. The Chairman shall preside at all meetings and hearings of the Development Review Board, decide all points of order of procedure and perform any duties prescribed by the ordinance of the rules. All members of the Board are voting members.

B. Vice-Chairman

The five (5) Public Members shall elect the Vice-Chairman who shall be chosen from the five (5) Public Members of the Development Review Board. The election shall take place at the first Development Review Board meeting every calendar year. This person shall serve as Chairman in the absence of the City Councilman/Chairman. The Vice-Chairman shall also represent the Board to the City Council, other boards and commissions, the media and staff.

C. Secretary

The Zoning Administrator or designee shall be the Secretary of the Board. It shall be the duty of the Secretary to the Development Review Board to conduct all official correspondence of the Board; send out all notices; make up all agendas; be responsible for taking and distributing minutes; perform all customary duties of the office; and perform any other such secretarial duties as shall be reasonably requested by the Board.

D. Special Committees

The Board may appoint such committees, as it feels necessary on any subject pertinent to the matters being heard by the Board. These Committees shall be empowered to meet with the City Staff, City Council, Planning Commission,

Board of Adjustment, or any other such official body and shall make such reports to the Board as may be requested by a majority of the members of the Board.

E. Legal Counsel

The City Attorney, or his designated representative, shall be the legal counsel for the Board. Advice of counsel shall be received and entered into the minutes before disposition of any request of any question of law or matter requiring legal interpretations of advice.

II. MEETINGS

A. Regular Meetings

The regular meetings of the Development Review Board shall be on the Thursday following the first and third Tuesday of each month. All meetings of the Development Review Board shall be open to the public. Any action calling for a formal vote shall take place only at a public meeting.

B. Special Meetings

Special meetings for good cause may be held by the Development Review Board on call of its chairman or of a majority of its members, which call shall be filed with the Secretary, or as may be scheduled by a majority of the members at any previous meeting. The manner of the call shall be noted in the minutes of the special meeting, and at least forty-eight hours notice of the meeting shall be given to each member.

C. Quorum

A quorum necessary for the transaction of business shall consist of at least four (4) members and shall be made up of at least one (1) member from the City Council or City Planning Commission; Two (2) Public Members. The business of the Development Review Board shall be transacted by the majority vote of members present.

D. Location of Meeting

The location of meetings of the Development Review Board shall be in the Kiva, City Hall, Scottsdale, Arizona, or other locations as designated by the Chairman, and posted appropriately to notify citizens of the location change.

E. Order of Business

The order of business shall be as follows:

1. Call of the roll by the stenographer.
2. Approval of the minutes of previous meeting.
3. Unfinished business from previous meetings.
4. Hearings of new cases – consent agenda.
5. Regular agenda items.

6. Recommendations on zoning cases as specified in the zoning ordinance.
7. Request for extension on cases not permitted for construction within the ordinance specified term of approval.
8. Communications, general and miscellaneous.

F. Robert's Rules of Order

When any question of parliamentary procedure arises, it shall be decided on the basis of Robert's Rules of Order, unless otherwise specified in these rules of the Board.

III. OFFICIAL RECORD

A. Retention of Files

All applications and other matters coming before the Development Review Board shall be filed in the Planning and Development Services Department. The secretary shall prepare a file of all plats, maps, charts, minutes, application, reports, resolution, notices, correspondence, or other matters filed with or issued by the Board, and store with other official files in the records area of Development Services, as long as it is required by standard City and State of Arizona procedures.

B. Minutes of Meeting

The minutes shall show the vote of each member on every question on which the Board is required to act, or if absent, failing to vote, and any statement any member may wish to make regarding his vote. The minutes shall reflect the general course of any discussion.

C. Public Record

All of the records of the Development Review Board shall be public records and shall be open to public inspection during customary working hours.

D. Agenda

The agenda for all regularly scheduled meetings will be made up at least twenty-four (24) hours prior to any meeting and made available to the public. The agenda advertising must meet all public open meeting laws. The site of each case shall be posted with at least one meeting announcement poster, at least seven (7) days prior but no more than fourteen (14) days prior to the hearing, with the exception of cases delegated to staff for review and approval.

IV. EXTENDING POWERS OF THE BOARD

- I. The Development Review Board may give the power of review and approval to members of the staff of the City of Scottsdale on items it feels the City's and the applicant's interest will be better served by working at that level.
- II. The Board may define more detailed guidelines on the specific approval authority given to the staff.

III. The Board may delegate to the staff the authority to review and approve:

- 1) Signs: design, location, color, illumination.
- 2) Landscaping: type, location, means of irrigation, size.
- 3) Covered parking: design, location.
- 4) Swimming pools: design, location.
- 5) Flagpoles, monuments, mechanical, and utility appurtenances: design, location, height.
- 6) Lighting and light standard: design, location, height, screening devices, glare.
- 7) Buildings: minor accessory buildings, window and door revisions, minor additions, minor color changes.

IV. Any applicant may appeal the decision of the staff to the Development Review Board and be heard at a regularly scheduled meeting of the Board.

V. APPLICATIONS

- A. The application deadline date shall be available in the Planning and Development Services Department.
- B. The applications form for Development Review approval shall be available in the Planning and Development Services Department, and shall specify the quantities, information needed and presentation format of applications.
- C. The application shall be complete as specified on the application form before the Planning and Development Services Department shall accept the request as a formal submittal.
- D. Development Review approval is the final step before submitting for a building permit. All required variances, rezoning, abandonments, etc., shall have been finalized and the development shall meet all City codes and design standards.

VI. STAFF REVIEW

- A. Between the date of submittal and the regularly scheduled meeting several staff members shall review the proposed development to determine whether or not it meets Scottsdale's ordinances, codes, master plans, general plans and design standards.
- B. The staff shall make recommendations to the Development Review Board including revisions or modifications to the proposed plans, and inform the applicant of the ordinance or other requirements that would make the proposed development more desirable or compatible.
- C. The staff comments and recommendations will be transmitted to the applicant at least seventy-two (72) hours in advance of the regular meetings of the Development Review Board, and any questions should be discussed with the staff prior to the meeting.