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Chapter 25.01: General Provisions

25.01.01 Title

This ordinance shall be known, cited, and referred to as the Unified Development Code of the City of Palm Desert, California. It is referred to in this ordinance as the "Unified Development Code," or "this UDC."

25.01.02 Effective Date

This UDC shall become effective upon adoption by the City Commission on [---].

25.01.03 Purpose¹

The zoning regulations of the City are adopted to protect, promote, and enhance the public health, safety, and general welfare, ensuring that development within the City is related to the City's ability to provide essential urban services and is consistent with the Palm Desert General Plan. More specifically, these regulations are adopted to achieve the guiding principles identified in the General Plan and include the following objectives:

- A.** Relate proposals for development to the provisions and recommendations of the City's General Plan and ensure development is consistent with the guiding principles of the General Plan. To meet the guiding principles development proposals will be reviewed for their focus on: human- scale design, liveliness of centers, complete streets, accessibility and connectivity, and quality of open spaces.
- B.** Foster a harmonious, convenient, workable and connected relationship among land uses.
- C.** Ensure that public and private lands ultimately are used for the purposes which are most appropriate and most beneficial to the City as a whole.
- D.** Provide population densities that support and encourage pedestrian activities such as walking and bicycling; that are connected to, and in proximity of, civic and education uses, open spaces, and commercial and employment opportunities.
- E.** Foster an environment that ensures pedestrian amenities connect the community, are designed to accommodate pedestrians and bicyclists, and that are conveniently located for the highest impact.
- F.** Forecast and plan for the City's ability to provide community facilities, utilities, and services.
- G.** Ensure adequate consideration for urban design in the development process so that new development enhances the City as it matures.
- H.** Provide provisions for adequate bicycle parking, off-street parking, shared parking facilities, and off-street truck loading facilities.
- I.** Promote preservation of natural environmental features in the development and use of land within the City.

¹ This is the current Purpose statement. Some consolidation and fine-tuning may be appropriate following discussion.

- J.** Develop land use regulations that will encourage infill development and redevelopment of existing sections of the City and provide for innovative development in undeveloped areas.

.01.03.02. Relation to the General Plan

The City Commission has instituted a comprehensive planning program in order to ensure that the anticipated growth within the City is organized, planned, and coordinated in a manner that will not place undue burdens on the City in its ability to provide urban services and facilities. This planning program has culminated in the preparation and adoption of a comprehensive General Plan.

.01.03.03. Role of Zoning Ordinance

Chapter 12 "Work Plan" of the General Plan recommends implementation strategies to accomplish the goals and objectives found within that document. In order to accomplish said goals and objectives, the orderly development of the City, and the elimination of haphazard land development, is required. Among the methods noted is a regulatory Zoning Ordinance to govern the uses of land and the density and intensity of development.

25.01.04 Authority, Applicability, and Jurisdiction

.01.04.01. Authority

This UDC is adopted pursuant to the authority in the Charter of the City of Palm Desert, as amended, and enacted pursuant to the powers granted and limitations imposed by provisions of the State of California, including the statutory authority granted in ---.

.01.04.02. Applicability

- A.** Unless otherwise stated or permitted by law, the provisions of this UDC shall apply to all land, buildings, structures, or appurtenances on such land located within the city, that are occupied, used, erected, altered, removed, demolished, or converted after the effective date of this UDC.
- B.** No permit, certificate, or approval of any use that is subject to this UDC shall be issued or granted by any department, agency, City official, or City employee without a finding of compliance with this UDC having been issued by the appropriate review authority.
- C.** Unless otherwise stated in this UDC, no building or structure shall be erected, moved, converted, enlarged, reconstructed, or altered, nor shall any land, building, or structure be used, developed, or intended to be used for any purpose whatsoever, without a determination of compliance by the Zoning Administrator.
- D.** No lot of record that did not exist prior to the effective date of this UDC shall be created unless it complies with this UDC.

.01.04.03. Minimum Standards Required

The provisions of this UDC, as amended, shall be the minimum requirements for the promotion of the public safety, health, convenience, comfort, prosperity, or general welfare, and shall be the minimum criteria required for a review procedure to commence. Additional technical information and analysis may be required of applicants to demonstrate compliance with this UDC.

.01.04.04. Conflicts with Other Ordinances, Criteria Manuals, and Master Plans

- A. Whenever any provision of this UDC refers to or cites a section of any California state statutes and that section is later amended or superseded, this UDC shall be deemed amended to refer to the amended section or the section that most nearly corresponds to the superseded section, as determined by the Zoning Administrator.
- B. Whenever a provision of this UDC requires or authorizes an officer or employee of the City to do some act or perform some duty, it shall be construed to authorize the officer or employee to designate, delegate, and authorize subordinates to perform the act or duty, unless the terms of the provision designate otherwise.
- C. Whenever any provision of this UDC conflicts with other provisions of the Code of Ordinances, the stricter provision, as determined by the Zoning Administrator following the interpretation procedure in **§Error! Reference source not found.: Error! Reference source not found.**, shall govern.
- D. Whenever any provision of this UDC conflicts with a Criteria Manual adopted by the City, the more strict provision shall govern, as determined by the Zoning Administrator.
- E. Whenever any provision of this UDC conflicts with a General or Specific Plan adopted by the City, the Plan shall govern, as determined by the Zoning Administrator.
- F. All Criteria Manuals and General and Specific Plans are available online on the City's website. Criteria Manuals and Plans are maintained and updated by the City as necessary.

.01.04.05. Private Covenants

This UDC is not intended to amend, revoke, or repeal any easement, covenant, or other agreement between private parties. Notwithstanding, no covenant or deed restriction shall excuse any failure to comply with this UDC. In no case shall the City be obligated to monitor or enforce any easement, covenant, or agreement between private parties unless the City is a party to such agreement and elects to pursue enforcement.

.01.04.06. Transfer of Ownership

Permits, licenses, or approvals authorizing a particular use of land or structure shall transfer with the ownership of the land or structure so long as the land or structures, or any portion of the land or structures, continue to be used for the purpose and in the manner authorized by a permit, license, or approval, unless otherwise provided in this UDC. No person, including a successor or assignee of the person who obtained the permit or approval, may use the land or structure except in accordance with all the terms, conditions, and requirements of the permit or approval.

.01.04.07. Emergency Powers

The Mayor and/or the City Commission may authorize any deviation from this UDC during a local state of disaster in accordance with California Code ---. Such deviations may be authorized by resolution of the City Commission during a local emergency without a requirement for prior notice or public hearing.

25.01.05 Transition from Prior Regulations

.01.05.01. Continuity of Provisions

The provisions of this UDC, insofar as they are substantially the same as previously existing regulations relating to the same subject matter, shall be construed as restatements and continuations thereof and not new enactments. Any actions, proceedings, permits, or approvals commenced or issued pursuant to any previously existing ordinance and subject to State law Chapter 245 shall not be affected by the enactment of this UDC.

.01.05.02. Approved Plans

- A.** Any permits or licenses subject to the standards of this UDC that are valid on the effective date of this UDC shall remain valid until their expiration date. Projects with valid permits or licenses may be carried out in accordance with the zoning and subdivision regulations in effect at the time of approval, provided that the permit or license remains valid and has not lapsed.
- B.** No provision of this UDC shall require any change in the plans, construction, or designated use of any structure for which a Building Permit has been issued prior to the effective date of this UDC, unless the Building Permit has expired.
- C.** The Zoning Administrator may renew or extend the time of a previous approval of a plan that was administratively approved if the required findings or criteria for approval remain valid. The Zoning Administrator shall notify an applicant of any upcoming expirations of approval at least three months prior to the expiration. Any extension granted shall not exceed one year in length, and no more than one extension may be granted.
- D.** Non-administratively approved plans may be granted one extension not exceeding one year in length, from the reviewing body by which they were originally approved as identified in §25.07.03: *Summary Table of Review Procedures*, where such extension would be permissible under the zoning and subdivision regulations in effect at the time of approval.
- E.** Any re-application for an expired project approval shall meet the standards in effect at the time of reapplication.

.01.05.03. Nonconformities Under Prior Regulations

Any nonconformity under the previous zoning and subdivision regulations that has been issued a Certificate of Occupancy will remain a nonconformity under this UDC, as long as the situation that resulted in the prior nonconforming status continues to exist and complies with the provisions of this UDC. If a nonconformity under the previous zoning and subdivision

regulations becomes conforming because of the adoption of this UDC, then the situation will no longer be a nonconformity.

.01.05.04. Uses, Lots, Structures, and Sites Rendered Nonconforming

- A.** When a lot is used for a purpose that was a lawful use before the effective date of this UDC, and when a Certificate of Occupancy was issued and this UDC no longer classifies such use as either a permitted use or special use in the zoning district in which it is located, such use shall be considered nonconforming and shall be controlled by the provisions of §25.01.06: *Nonconformities*.
- B.** Where any building, structure, lot, or development site that legally existed on the effective date of this UDC and does not meet all standards set forth in this UDC, such building, structure, lot, or development shall be considered nonconforming and shall be controlled by the provisions of §25.01.06: *Nonconformities*.

.01.05.05. Prior Violations

Any violation of the previous zoning and subdivision regulations will continue to be a violation under this UDC and be subject to penalties and enforcement under §25.01.07: *Enforcement*, unless the use, development, construction, or other activity complies with the provisions of this UDC. The enactment of this UDC shall not abate any pending prosecution and/or lawsuit or prevent any prosecution and/or lawsuit from being commenced for any violation of a previously existing ordinance occurring before the effective date of this UDC.

25.01.06 Nonconformities

[reserved]

25.01.07 Enforcement

[reserved]

25.01.08 Severability

A determination by a court of competent jurisdiction that any section, paragraph, subdivision, clause, phrase, or provision of this UDC is unconstitutional or invalid does not make the remainder of the UDC unconstitutional or invalid. A determination by a court that the application of this UDC to a particular structure or parcel of land is unconstitutional or invalid does not apply to any other structure or parcel of land.

25.01.09 Review and Decision-Making Bodies

.01.09.01. Purpose

This section describes the organization, powers, and duties of the offices responsible for the administration of this UDC.

.01.09.02. City Commission

The City Commission shall have all powers granted to it by the Charter of the City of Palm Desert. In the administration and enforcement of this UDC, the City Commission has the review and decision authority as shown in §25.07.03: *Summary Table of Review Procedures*.

.01.09.03. Planning Commission

A. Duties and Authority

The Planning Commission is hereby charged with the duty and invested with the authority to:

1. Exercise the powers set forth in State law [---reference].
2. Review and make recommendations or decisions as show in §25.07.03: *Summary Table of Review Procedures* pursuant to the application-specific procedures outlined in this UDC.
3. Conduct related business and make other recommendations on matters that are specifically requested, assigned, or required by the City Commission or Zoning Administrator.
4. Review and submit each year a progress report prepared by the Zoning Administrator of Development and Neighborhood Services to the City Commission summarizing its activities, major accomplishments for the past year, and a proposed work program for the coming year.
5. Adopt rules to govern its proceedings provided that such rules comply with state law or the provisions of the Code of Ordinances.

B. Officers

The commission shall elect a chairperson and vice-chairperson from among its members. The commission shall also elect any other officers as it deems necessary either from its membership or from staff representatives assigned by the City Manager to work with the commission.

C. Compensation

Planning Commissioners shall be compensated as determined by the City.

D. Meetings

1. All meetings of the commission shall be open to the public, otherwise specified for closed and executive sessions in the California Open Meetings Act.
2. The dates, time, and place of commission meetings shall be set by the commission in consultation with City officials.
3. All proceedings of the commission shall be recorded in minutes of meetings, and such minutes be approved by the commission and made a matter of public record.

E. Appointment, Removal, Vacancy and Reappointment

See §2-310 of the Code of Ordinances.

F. Initial Appointments and Terms

See §2-311 of the Code of Ordinances.

.01.09.04. Architectural Review Commission

[reserved]

.01.09.05. Zoning Administrator

- A. The Zoning Administrator shall have the authority to review and make decisions as shown in §25.07.03: *Summary Table of Review Procedures* pursuant to the application-specific procedures outlined in this UDC.
- B. The Zoning Administrator shall have the right to enter upon any premises at any reasonable time for the purpose of making inspections of buildings or premises necessary to carry out their duties in the enforcement of this UDC. The Zoning Administrator may apply to the municipal court or other court of competent jurisdiction for such rights-of-entry or search warrants as may be required by law to carry out the foregoing duties.

Chapter 25.07: Administration and Procedures

Commentary

The Administration and Procedures chapter describes the review and approval procedures for development applications in Palm Desert. All existing and new procedures clarified to include objective review criteria, to be more use-friendly, and to result in a more predictable process.

25.07.01 Purpose

This article describes the review and approval procedures for land use and development applications in the City.

25.07.02 Organization

This article is divided into the following sections:²

- A. §---, *Summary Table of Review Procedures* — summarizes the development procedures in this UDC.
- B. §---, *Common Review Procedures*— describes the standard procedures that apply to most development application types.
- C. §---, *Site Development*— contains approval criteria and any modifications to the common review procedures for administratively approved site-specific development applications.
- D. §---, *Signs* — describes plans and studies that may be required to inform the review and approval of sign permit applications.
- E. §---, *Subdivision* — contains approval criteria and any modifications to the common review procedures for applications related to the division and conveyance of land.
- F. §---, *UDC and Plan Amendments* — contains criteria and any modifications to the common review procedures for major planning and zoning applications.
- G. §---, **Error! Reference source not found.** — contains approval criteria and any modifications to the common review procedures for applications to vary from strict conformance with this UDC or to obtain other forms of relief.

25.07.03 Summary Table of Review Procedures

Commentary

The following table will replace existing Table 26.50-1. The new table is intended to clarify review and approval permissions for all permit and entitlement requests. The applications in the table have been organized by **type of request** (e.g., subdivision, grading, or flexibility and relief) rather than by **type of approval** (e.g., administrative, discretionary, and legislative) as was previously discussed in the Development Regulations Assessment report. We believe this system of organization will help code users more easily find the type of application they are looking for.

² Update x-refs following Subcommittee and development of all procedures.

The table below lists the development applications authorized in this UDC, including recommended or required pre-application activities and the role of City review and decision-making authorities.

Table 25-07-1: Summary of Development Review Procedures					
R = Review & Recommend D = Decide A = Appeal * = Public Hearing					
Application Type	Sect. Ref.	Review and Decision-Making Bodies			
		Zoning Administrator	ARC	PC	City Commission
Site Development					
Certificates of Use and Occupancy		R/D			
Home-Based Business Permits		R/D			
Administrative Use Permits ³		R/D			
Conditional Use Permit ⁴		R		D*	A
Temporary Use Permit		R/D			
Use Determinations ¹⁵		R/D			
Minor Design Review ⁶		R/D	A		
Major Design Review		R	D*		A
Precise Plan ⁷		R		D*	A
Development Agreements		R		R*	D*
Signs					
Sign Design Review		R	D*		A
Comprehensive Sign Program		R	D*		A
Subdivision					
Lot Line Adjustment – Parcel Map		R/D			
Urban Lot Split – Tentative Map		R/D			
Urban Lot Split – Parcel Map		R/D			
Parcel Split – Tentative Map		R		D*	
Parcel Split – Parcel Map		R			D
Major Subdivision – Tentative Map		R		D*	
Major Subdivision – Final Map		R			D
UDC and Plan Amendments					
General Plan Updates		R		R	D*
Rezoning for Annexed Areas		R		R	D*

³ Zoning Administrator may refer an administrative use permit to the Planning Commission for review and approval.

⁴ As part of this update, Condominium Conversions will now be reviewed through the Conditional Use Permit process.

⁵ Zoning Administrator may refer requests for use determination to the Planning Commission for review and approval.

⁶ New, formalized process that allows the Zoning Administrator or their designee to review and approve minor design elements.

⁷ If required, design review by the ARC or objective design review by the Zoning Administrator must be approved before precise plan review by the Commission.

Table 25-07-1: Summary of Development Review Procedures
R = Review & Recommend D = Decide A = Appeal * = Public Hearing

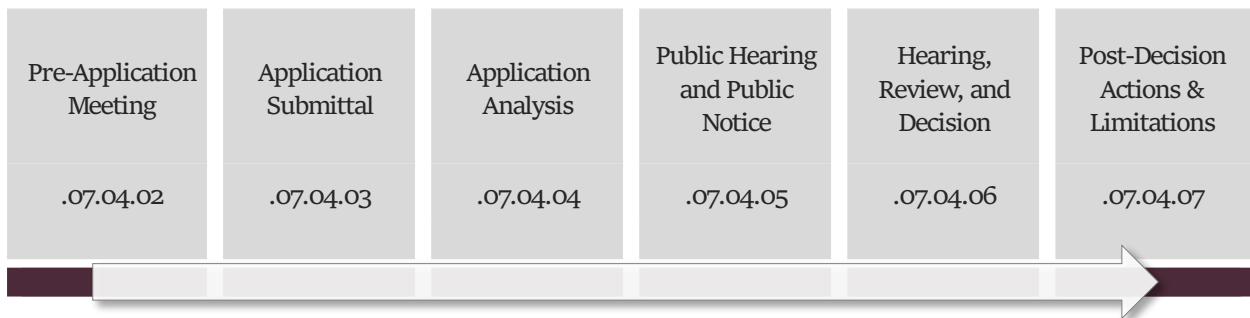
Application Type	Sect. Ref.	Review and Decision-Making Bodies			
		Zoning Administrator	ARC	PC	City Commission
Specific Plans		R		R*	D*
Zoning Map Amendment		R		R*	D*
Zoning Text Amendment		R		R*	D*
Flexibility and Relief					
Adjustments		R/D			
Reasonable Accommodation		R/D			A
Variances		R		D*	A

25.07.04 Common Review Procedures

.07.04.01. Purpose

This section describes the standard procedures and rules applicable to all development applications unless otherwise stated in this UDC. Common review procedures include six steps, as shown below, not all of which are applicable to every application. Application-specific procedures in §25.07.05: *Site Development*

, through §**Error! Reference source not found.: Error! Reference source not found.**, identify additional procedures and rules beyond those in this section.



.07.04.02. Pre-Application Meeting

A. Purpose

The pre-application conference is intended to provide an opportunity for the potential applicant to meet with City staff to review applicable submittal requirements and review procedures associated with the proposed application request.

B. When Required⁸

A pre-application conference is required for certain application types according to §25.07.03: *Summary Table of Review Procedures*, and is optional for all other applications.

C. Procedure

1. The potential applicant shall submit a request for a pre-application conference through the Development Services Department website. Staff shall schedule the pre-application conference and notify appropriate staff and the potential applicant of the time and location of the meeting.
2. To maximize the benefit of this meeting, the potential applicant shall submit a concept sketch and narrative description of their proposal with the pre-application conference request.
3. At the meeting, City staff will assist the potential applicant to identify key issues and concerns regarding the proposed development project so the potential applicant may address them as part of their formal application submittal. At the conclusion of the pre-application conference, City staff will summarize key outcomes from the meeting and will provide a projection of anticipated development review timelines based on the information presented at the meeting.

D. Effect

Any comments or commitments made by City staff during the pre-application conference are preliminary in nature and may change significantly as the project is more clearly defined in later stages of the development review process. Discussions of potential conditions to mitigate impacts do not reflect actions by the decision-making body until and unless a decision-making body takes formal action to attach that condition to a development approval.

.07.04.03. Application Submittal**A. Authority to Submit Application**

Unless expressly stated otherwise in this UDC, a development application shall be submitted by:

1. The owner of the land on which development is proposed;
2. A person authorized to submit the application on behalf of the owner, as evidenced by a letter or document signed by the owner; or
3. If there are multiple owners, all such persons shall sign the application or a letter or document consenting to the application.

B. Application Content

1. The application shall be submitted to the Development Services Department on a form established by the Zoning Administrator in accordance with the City's established application submittal calendar.

⁸ DISCUSSION: WHEN SHOULD PRE-APPS BE REQUIRED?

2. The applicant shall ensure that an application contains sufficient information to demonstrate compliance with all application requirements specific in this UDC, the Administrative Manual and associated Criteria Manuals, and any additional application requirements specified by the Zoning Administrator during a pre-application conference.
3. Application processing will not begin until the Zoning Administrator determines that the application materials submitted are complete and sufficient.

C. Waivers of Submittal Requirements

The Zoning Administrator may waive certain submittal requirements in order to reduce the burden on the applicant and to tailor the requirements to the information necessary to review a particular application. The Zoning Administrator may waive such requirements upon finding that the projected size, complexity, anticipated impacts, or other factors associated with the proposed development clearly, in his or her opinion, support such waiver.

D. Application Fees

1. Application fees, as set forth in ---,⁹ shall be paid at the time of submittal according to the type of application.
2. All required fees shall be paid to and collected by the Development Services Department.

E. Submittal and Review Schedule

The Zoning Administrator shall establish a submittal and review schedule for development applications and shall post that schedule on the Development Services Department website. The Zoning Administrator may amend the schedule to ensure effective and efficient review under this UDC.

F. Determination of Application Completeness

1. Application Materials

- a. No application is complete unless all of the information required by this UDC, the Administrative Manual and associated Criteria Manuals, and any application materials required by the Development Services Department, are included, and all required filing fees are paid.
- b. An application is not considered filed until it is complete pursuant to §.07.04.03.F.2.
- c. The applicant shall file an application in advance of any required public hearing or public meeting where the application is to be considered.
- d. The Zoning Administrator may establish a schedule for filing and reviewing any application that requires action by a City review or decision-making body. The schedule shall provide adequate time for notice and/or publication consistent with the applicable state statutes and this article.

⁹ Where are these fees located currently?

- e. Completed applications shall be filed according to the published schedule. The Zoning Administrator may accept applications filed in conflict with the published submittal and review schedule at their discretion.

2. Review Procedure

- a. A determination of completeness shall not constitute a determination of compliance with the substantive requirements of this UDC, other ordinances of the City, or state or federal law.
- b. No later than 10 business days after an application is submitted, the Zoning Administrator shall determine whether the application is complete and shall transmit a written determination via personal delivery, electronic mail, or first-class mail to the applicant. If the written determination is not made within this time period, the application is deemed complete. Failure to complete this review within the specified time does not constitute approval and does not give rise to any cause of action against the City.
- c. If the application is determined to be incomplete, the Zoning Administrator shall provide notice to the applicant via personal delivery, electronic mail, or first-class mail. The notice shall specify the necessary documents or other information required to resolve the identified application deficiencies and the date the application will expire if those deficiencies are not addressed. The Zoning Administrator shall provide this notice no later than the 10th business day after the date the application is filed.
- d. The application shall expire on or after the 45th day after the date the application is filed if:
 - i. The Zoning Administrator provides the notice described in §.07.04.03.F.2.b, above; and
 - ii. The applicant fails to provide the specified documents or other information required to resolve identified deficiencies within 45 days following notice.
- e. If an application expires, the City shall not process the application. The applicant shall file a new application and pay the required fees to have their request processed.

3. Time Limits Triggered by Complete Application

Whenever this article establishes a time period for processing an application, the time period does not begin until the Zoning Administrator has reviewed the application for completeness and the applicant has corrected all deficiencies in the application. The fact that a City employee reviewed an application to determine whether it is complete shall not be binding on the City as the official acceptance of the application for filing.

4. Appeal of Application Completeness Determination

If the application is determined to be incomplete, the applicant may appeal that decision in writing within 10 calendar days of the determination to the Board of Zoning

Adjustment pursuant to §**Error! Reference source not found.: Error! Reference source not found.**

G. Concurrent Applications

Review and decision-making bodies considering applications submitted simultaneously shall render separate recommendations and decisions on each application based on the specific standards applicable to each approval.

H. Application Withdrawal

1. After an application has been accepted for review, the applicant may withdraw the application at any time by submitting a letter of withdrawal to the Zoning Administrator.
2. An applicant is not entitled to a refund of application fees for withdrawn applications; however, the Zoning Administrator may refund fees where staff review or public notice has not been substantially initiated for the application.
3. If an applicant fails to respond to staff comments within 45 days, or an application is otherwise determined by the Zoning Administrator to be inactive for a period of 45 days, then the application is no longer valid.

I. Resubmittal of an Application

A development application denied by the City, or approved and subsequently revoked pursuant to §25.01.07: *Enforcement*, may be resubmitted only if the applicant makes significant changes to address the reasons stated for the denial or revocation and if the application is submitted within one year of the denial or revocation, unless an alternative timeframe is specified in this section. The Zoning Administrator will determine if the changes are sufficient to allow a resubmittal.

.07.04.04. Application Analysis

A. Referral to Staff and Review Agencies

The Zoning Administrator shall distribute the complete application to appropriate staff and review agencies.

B. Staff Review and Application Revisions

Staff shall review the application and shall consult with applicable City departments and other participating reviewing agencies. Staff shall submit recommendations and comments to the applicant in a form established by the Zoning Administrator. The application shall not move forward for further review until the Zoning Administrator determines that the applicant has adequately responded to the City's recommendations and comments, or the applicant requests that the application move forward without responding to the City's recommendations and comments.

C. Applications Subject to Staff Recommendation

1. Staff Report

If an application is subject to staff review and recommendation to the Planning Commission, Board of Zoning Adjustment, and/or City Commission per §25.07.03: *Summary Table of Review Procedures*, staff shall prepare a written staff report that summarizes the proposal, findings, and recommendations.

2. Distribution and Availability of Application and Staff Report

The Zoning Administrator shall submit a copy of the staff report to the review and/or decision-making body and shall make the staff report and related application materials available for public review prior to the hearing at which the application is scheduled to be heard.

D. Applications Subject to Staff Decision

1. Decision

If an application is subject to staff review and a final decision by the Zoning Administrator per §25.07.03: *Summary Table of Review Procedures*, the Zoning Administrator shall make a decision based on the review standards applicable to the application type. The decision shall be in writing and shall clearly state reasons for a denial or for conditions of approval.

2. Appeals

Appeals of administrative decisions may be made pursuant to **§Error! Reference source not found.: Error! Reference source not found.**

.07.04.05. Public Hearing and Public Notice

A. Neighborhood Meeting¹⁰

1. Purpose

The purpose of a neighborhood meeting is to provide an opportunity to inform the residents and landowners of the surrounding neighborhood(s) of the details of a proposed development, how the applicant intends to meet the standards contained in this UDC, and to receive public comment and encourage dialogue at an early time in the review process.

2. Applicability

A neighborhood meeting is recommended for applications for Rezoning, Rezoning to PUD, and Special Use Permit, or as required by the Zoning Administrator in their discretion. The Zoning Administrator may require a neighborhood meeting for proposed developments with demonstrated community interest, that require a Traffic Impact Analysis, or are of a size or complexity that warrant a neighborhood meeting. The neighborhood meeting is optional unless expressly stated otherwise in ---.

¹⁰ DISCUSS POTENTIAL USE OF THE NEIGHBORHOOD MEETING.

3. Notice of Neighborhood Meeting

- a. An applicant holding a neighborhood meeting is encouraged to provide mailed notice of the meeting as described in the Administrative Manual.
- b. Notice is required if the neighborhood meeting is required by the Zoning Administrator or this UDC. The applicant shall notify the Zoning Administrator in writing of the meeting date, time, and location no less than 14 days prior to the scheduled date of the meeting, if the meeting was required to be held by the Zoning Administrator or this UDC.
- c. The applicant shall be responsible for providing mailed notice to residential and nonresidential property owners within the public hearing notice area required by §.07.04.05.D.2: *Mailed Notice* if elected or required.
- d. Additional electronic notice is encouraged for:
 - i. The head of any homeowners association, or community/neighborhood appointed representative adjoining the project site; and
 - ii. Other interested parties as determined by the Zoning Administrator.

4. Attendance at Neighborhood Meeting

The applicant shall be responsible for scheduling, coordinating, and facilitating the meeting, and for retaining an independent facilitator if needed. The meeting shall be held prior to the first public meeting to consider the application. Attendance at the meeting by City staff is not required and will be determined by the Zoning Administrator on a case-by-case basis.

5. Summary of Neighborhood Meeting

The applicant shall prepare and deliver a written summary of the neighborhood meeting to be included in the main application submittal. The written summary shall be included in the staff report provided to the decision-making body at the time of the first public meeting to consider the application. At a minimum, the following information shall be included in the meeting summary:

- a. Date, time, and location of the meeting;
- b. A copy of the meeting sign-in sheet; and
- c. A summary description of how the applicant has or has not addressed or proposes to address the issues, concerns, and objections identified during the meeting.

B. Scheduling of Public Hearings and Public Meetings

1. If an application is subject to a public hearing or public meeting per §25.07.03: *Summary Table of Review Procedures*, the Zoning Administrator shall schedule the public hearing for either a regularly scheduled meeting or special meeting of the appropriate review and/or decision-making body.
2. The public hearing or meeting shall be scheduled to allow sufficient time to prepare a staff report.

3. The Development Services Department website shall include a submittal and review schedule that the City will follow if the applicant submits a complete application that addresses staff review feedback by the deadline established for each step in the submittal and review process. The submittal and review schedule is based on time frames established by state statute for reviewing agency response times and minimum requirements for notice of public hearings.
4. Public meetings shall include a time for citizen comment on items that do not require a public hearing.

C. Notice Format and Content for Public Meetings

Electronic notice of a public meeting shall be posted to the City's website a minimum of 72 hours prior to the public meeting.

D. Notice Format and Content for Public Hearings

1. Content of Mailed and Published Notices

At a minimum, required notice shall:

- a. Identify the application by type and case number;
- b. Describe the land involved by street address, or by legal description and the nearest cross street, and project area (size) that is the subject of the application;
- c. Provide a general description of the proposed project;
- d. Specify the date, time, and location of the hearing being noticed;
- e. Include a telephone number, email address, and/or website for additional information;
- f. Include a statement that the public may appear at the public hearing or be heard and submit evidence and written comments with respect to the application; and
- g. Provide any additional information as may be required by the Administrative Manual or state law.

2. Mailed Notice

Applications requiring mailed notice in accordance with this UDC shall comply with the following:

- a. Notice of a public hearing shall be sent to the owner of the property for which the approval is sought.
- b. Notice of a public hearing shall be sent to all owners of property, as indicated by the most recently adopted municipal tax roll, that is located within 200 feet in all directions of any property affected by the proposal.
- c. Notice of a public hearing shall be sent to any other parties entitled to receive written notice by mail under state law.
- d. The mailed notice will be postmarked at least 11 days prior to the date of the public hearing at which the item will be considered, except residential Replats

subject to State law §212.015 that shall be postmarked at least 15 days prior to the date of the public hearing.

- e. The notice may be served by using the last known address as reflected by the Dallas Central Appraisal District, and depositing the notice, properly addressed and postage paid, in the United States mail.

3. Posted Notice

Applications requiring posted notice in accordance with this UDC shall comply with the following:

- a. The City shall post a minimum of one sign on the subject property at least 10 days prior to the date of the public hearing before the Planning Commission. The Zoning Administrator may require additional signs based on access and configuration of the property.
- b. The signs shall be posted at a prominent location adjacent to a public street and be easily visible from the street.
- c. Photos of the posted notification signs and a required affidavit shall be provided to the Development Services Department in accordance with the Administrative Manual.
- d. The applicant is responsible for maintaining the required number of notification signs posted on the subject property until final action is taken on the application by the City Commission.
- e. Signs shall be constructed and posted in accordance with the Administrative Manual.
- f. Signs shall include the following information:
 - i. Type of application
 - ii. Public hearing requirement
 - iii. City logo
 - iv. Website and phone number to learn more about the application.
- g. The signs shall be removed within 10 days after final action on the application by the City Commission.
- h. It is unlawful to intentionally or knowingly remove a notification sign that has been posted pursuant to this UDC, or to in any way tamper with or conceal the sign message.

4. Published Notice

Applications requiring published notice in accordance with this UDC shall comply with the following:

- a. When published notice is required, the Zoning Administrator shall prepare the content of the notice and publish the notice in an official newspaper or a newspaper of general circulation in the City. The content and form of the

published notice shall be consistent with the requirements of the applicable provisions of state law.

- b. The first date of the publication shall be at least 16 days prior to the date of the public hearing at which the item will be considered.

E. Public Hearing Notice

All public hearings required by this UDC shall be preceded by the notices identified in the table below. Procedures not listed in the table do not require public hearing notice.

[RESERVED]

F. Constructive Notice

1. Minor defects in any notice shall not impair the notice or invalidate proceedings pursuant to the notice if a bona fide attempt has been made to comply with applicable notice requirements. Minor defects in a notice shall be limited to non-substantive errors in a property description or typographical or grammatical errors that do not impede communication of the notice to affected parties. In all cases, however, the requirements for the timing of the notice and for specifying the time, date, and place of a hearing shall be strictly construed.
2. Failure of a party to receive notice shall not invalidate subsequent action. If questions arise at the public hearing regarding the adequacy of notice, the decision-making body shall make a formal finding as to whether there was substantial compliance with the notice requirements of this UDC.
3. In addition to notice by the means set forth above, the City may give notice of the hearing in a specific case in such other manner as it deems necessary or appropriate.

G. Protest Procedures

A proposed zoning action may be protested pursuant to State law and the requirements below. A valid, written protest shall require an affirmative vote of at least three-fourths of all members of the governing body for approval of the protested zoning action.

1. Submittal Requirements

- a. A written protest may be submitted by a minimum of 20 percent of the property owners located within 200 feet of the area covered by the proposed change.
- b. A written protest shall be submitted on a form provided by the City and shall contain the following information:
 - i. Description of the zoning case at issue;
 - ii. Email and phone number of the protest petitioner(s);
 - iii. The names and original signatures of all persons protesting the proposed zoning action; and
 - iv. A description or address of the area of lots or land owned by the protesting parties.

- c. The written protest form must be signed by the owner of the property, or by their authorized representative. The signature of any one owner of a property with multiple owners shall bind the entire property to the protest.
- d. In the case of a property owned by a corporation, the protest must be signed by the president, a vice president, an attorney-in-fact authorized to sign the protest on behalf of the corporation, or other person authorized to sign on behalf of the property. In the case of a property owned by a general or limited partnership, the protest must be signed by a general partner or by an attorney-in-fact authorized to sign the protest on behalf of the partnership.
- e. For condominium lots or land to be included in calculating the lots or land area protesting a zoning action, the written protest form must state that the governing body of the condominium has authorized a protest in accordance with procedures required by its bylaws, and that the person signing the protest is authorized to act on behalf of the governing body of the condominium. A written protest signed by the owner of an individual condominium unit shall not be accepted unless the filing party produces legal documents governing the condominium which clearly establish the right of an individual owner to act with respect to the owner's respective undivided interest in the common elements of the condominium.
- f. Except for those properties owned by corporations or jointly owned by multiple people as described in §§.07.04.05.G.1.d and .07.04.05.G.1.e, all signatures on a written protest form shall be notarized or witnessed. The notary requirement is fulfilled if the person who obtains the signatures signs a certification stating that:
 - i. They witnessed those signatures; and
 - ii. The signatory represented their authority to sign the petition.
- g. In all cases where a written protest form has been properly signed pursuant to this section, the City shall presume that the signatures are authentic and that the persons or officers whose signatures appear on the protest form are either owners of the property or authorized to sign on behalf of one or more owners as represented. The City Attorney may advise the governing body that this presumption of validity should not be followed in a specific case based on evidence presented.

2. Filing Deadline

- a. A written protest must be filed with the City Secretary before 5:00 p.m. of the 4th business day prior to the public hearing when the proposed zoning action is scheduled to be acted upon. A written protest form sent through the mail must be received by the City Secretary before the deadline.
- b. Before the public hearing on the zoning action begins, the filing deadline for a protest is automatically extended whenever the public hearing is re-advertised in the official newspaper of the City pursuant to statutory notice requirements.
- c. After the public hearing has begun, the filing deadline may only be extended by calling a subsequent public hearing and advertising that public hearing in the

official newspaper of the City pursuant to statutory notice requirements or if the item is tabled or continued. In such a case, the new filing deadline is noon of the 2nd business day immediately preceding the newly advertised public hearing date or the date to which the item is tabled or continued.

3. **Withdrawal of Protest Signature(s) or Protest Form(s)**

- a. A protest, once filed, remains in effect unless withdrawn in accordance with this section, irrespective of any amendments made to the zoning proposal. Requests to withdraw a protest form or individual protest signature(s) that have been filed must be in writing and filed with the City Secretary before the filing deadline.
- b. The provisions of this section governing the form and filing of protests apply equally to withdrawals.

4. **Conflicting Submissions**

If multiple protests and withdrawals are filed on behalf of the same owner, the submission with the latest date and time of execution controls.

.07.04.06. **Hearing, Review, and Decision**

A. **Hearing, Review, and Decision**

1. The application shall be subject to hearings, review, recommendations, and decisions as indicated in §25.07.03: *Summary Table of Review Procedures*.
2. If the application is subject to a public hearing, the applicable review and/or decision-making body shall hold a public hearing in accordance with §.07.04.05: *Public Hearing*.
3. The City Commission may hold a joint public hearing with the Planning Commission as provided for by state law. In case of a joint hearing, the City Commission may not act on the request until it receives the report of the Planning Commission.
4. The applicable review and/or decision-making body shall consider the following:
 - a. The application and supportive material submitted by the applicant;
 - b. The testimony of the applicant;
 - c. The testimony of the public during the public hearing, when applicable;
 - d. The Development Services Department staff report; and
 - e. Such other additional information as may be required by the review and/or decision-making body to evaluate the application.
5. The applicable review and/or decision-making body may approve, approve with conditions, or deny the application based on the applicable approval criteria listed in the application-specific procedures in §§25.07.05 through **Error! Reference source not found.** The review and/or decision-making body may also continue the hearing in accordance with the review and/or decision-making body's adopted rules and procedures.
6. If the review involves a public hearing, the recommendation or decision (as applicable) shall:

- a. Be based only on the record of the public hearing;
 - b. Be in writing;
 - c. Include findings of fact based on competent, material, and substantial evidence presented at the hearing;
 - d. Reflect the determination of contested facts; and
 - e. State how the findings support compliance with applicable review standards.
7. The applicable review and/or decision-making body shall clearly state the factors considered in making its recommendation or decision, as well as the basis or rationale for the recommendation or decision.
 8. All approvals and decisions under this UDC require the weighing of facts and applicable laws and regulations and thus are discretionary, unless clearly indicated otherwise by the use of wording requiring ministerial, non-discretionary approval (e.g., "shall issue," or "shall approve" upon request).

B. Public Hearing Procedures

Whenever a public hearing is required by this UDC, the following public hearing procedures shall apply:

1. Conduct of Public Hearings

a. Generally

Any person can appear at a public hearing and testify or submit evidence. Each person appearing at a public hearing must be identified by name and address.

b. Exclusion of Testimony

If necessary, the review or decision-making body conducting the public hearing can establish time limits for testimony and may exclude testimony or evidence that is irrelevant, immaterial, or repetitious.

c. Tabling of Public Hearing

The review or decision-making body conducting the public hearing can, on its own motion or at the request of staff, the applicant, or the property owner(s), table the public hearing to a specified date. Tabling may occur more than once. However, tabling for more than 40 days without the applicant's consent is not permitted. Every effort must be made to conduct each public hearing expeditiously and without undue delay.

2. Public Hearing Order of Proceedings

The order of proceedings at a public hearing will be as follows. The applicable review and/or decision-making body may adjust this order as necessary.

a. Narrative and Description

The Zoning Administrator presents a narrative and/or graphic description of the project.

b. Staff Report

The Zoning Administrator presents a staff report addressing compliance with relevant City plans and standards contained in this UDC and the recommendations of review boards and commissions.

c. Applicant Presentation

The applicant may present testimony or evidence in support of the project.

d. Public Testimony

The public may present evidence and testimony concerning the proposed project.

e. Applicant Response

The applicant may respond to any evidence or testimony presented by the public.

f. City Staff Response

The Zoning Administrator, City Attorney, or any other City staff may respond to the evidence and testimony offered by the applicant and the public, as well as questions from the review or decision-making body.

g. Decision of Review or Decision-Making Body

The review or decision-making body makes its decision or recommendation to approve, approve with conditions, or deny the application.

h. Notice of Decision

The Zoning Administrator notifies the applicant in writing of the review or decision-making body decision within a reasonable time after the decision.

i. Record

The audio and/or video of the hearing, minutes, all applications, exhibits, and papers submitted during the proceedings, Development Services Department files, staff report, and decision of the review or decision-making body constitute the complete record. The record will remain in the possession of the City.

C. General Approval Criteria**1. Generally**

- a. Unless otherwise specified in this UDC, City review and decision-making bodies shall review all development applications submitted pursuant to this article for compliance with the general review criteria stated below.
- b. The application may also be subject to additional review criteria specific to the type of application, as set forth in §25.07.05: *Site Development*
- c. through §**Error! Reference source not found.: Error! Reference source not found.**.
- d. If there is a conflict between the general review criteria in this section and the specific review criteria in §25.07.05: *Site Development*
- e. through §**Error! Reference source not found.: Error! Reference source not found.**, the specific review criteria in §25.07.05: *Site Development*
- f. through **Error! Reference source not found.: Error! Reference source not found.** control.

2. Compliance with UDC and Other Applicable Plans and Regulations

The proposed use and development shall comply with all other City regulations and with all applicable regulations of the federal or state governments and other relevant entities with jurisdiction over the property or the current or proposed use of the

property, including but not limited to this UDC, the Comprehensive Plan, and where applicable, other master plans and City-wide studies.

3. Compliance with Prior Approvals

The proposed use and development shall be consistent with the terms and conditions of any prior land use, plan, or plat approval for all or part of the property that is in effect and not proposed to be changed. This includes consistency with any approved phasing plan for development and installation of public improvements and amenities.

4. Compliance with Phasing Plans

If the proposal involves phases, each phase of the proposed development shall contain all of the required streets, utilities, landscaping, open space, and other improvements that are required to comply with the project's cumulative development to date and shall not depend upon subsequent phases for those improvements.

D. Conditions of Approval

1. Where this UDC authorizes a review and/or decision-making body to approve or deny an application subject to applicable criteria, the review and/or decision-making body may approve the application with conditions necessary to bring the proposed development into compliance with this UDC or other regulations, or to mitigate the impacts of that development on the surrounding properties and streets.
2. All conditions of approval shall be reasonably related to the anticipated impacts of the proposed use or development or shall be based upon standards duly adopted by the City. Such conditions may include those necessary to carry out the purpose and intent of the Comprehensive Plan, other adopted plans, and this UDC.
3. During its consideration, the review and/or decision-making body may consider alternative potential conditions, and no discussion of potential conditions shall be deemed an attempt or intent to impose any condition that would violate the federal or state constitutions, statutes, or regulations. Discussions of potential conditions to mitigate impacts do not reflect actions by the review and/or decision-making body unless and until the review and/or decision-making body takes formal action to attach that condition to a development approval.
4. Unless otherwise provided in this UDC, any representations of the applicant in submittal materials or during public hearings shall be binding as conditions of approval.
5. Any conditions shall be listed in or attached to the approval document, and violation of any approved condition shall be a violation of this UDC.

.07.04.07. Post-Decision Actions and Limitations

A. Notice of Decision

1. Within 10 days after a final decision on an application, the Zoning Administrator shall provide written notification of the decision via personal delivery, electronic mail, or

first-class mail to the applicant and make a copy of the decision available to the public in the Development Services Department.

2. If the review involves a public hearing, the Zoning Administrator shall, within 10 days after a final decision on the application, also provide a written notification of the decision via personal delivery, electronic mail, or first-class mail to the owner(s) of the subject site, and any other person that submitted a written request for a copy of the decision before its effective date.

B. Effect of Approval

1. Approval of any development application in accordance with this Code, whether granted or deemed granted by expiration of a "shot clock," (a time limit for a municipality to act on certain applications) authorizes only the particular use, plan, or other specific activity approved, and not any other development requiring separate application.
2. Approvals, whether granted or deemed granted, do not vary or change this Code or excuse non-compliance, except to the extent specified in a Variance, interpretation, special exception, or amendment that is duly approved in writing by the authorized decision-maker.
3. If one development permit or approval is a prerequisite to another permit or approval (e.g., Variance approval prior to a Site Plan approval), development may not take place until all required permits and approvals are obtained. Approval of one application does not necessarily guarantee approval of any subsequent application.

C. Appeal

1. A party aggrieved or adversely affected by any decision by the City Commission, Planning Commission, or Architectural Review Board may seek review of the decision in accordance with applicable state law.
2. A party aggrieved by other final decisions may appeal the decision in accordance with the procedures and standards in **§Error! Reference source not found.: Error! Reference source not found..**

D. Expiration and Revocation of Approval

1. Expiration of Approval

If a specific time period for expiration is not specified within the approval of an application, the approval shall expire after two years following the date upon which the final approval became effective, if none of the following have occurred:

- a. The subject property has been improved for the development for which it was approved, and a Building Permit has been issued and construction commenced and is being diligently pursued toward completion of the site for which the approval was originally granted; or
- b. A Certificate of Occupancy has been issued for structure(s) that were the subject of the application; or

- c. The site has been occupied for a permitted use if no Building Permit or Certificate of Occupancy is required.
- d. For purposes of this section, progress towards completion of the project is as defined in State law.

2. Revocation of Approval

Upon expiration, the approval shall be considered revoked, unless a request for a time extension is made by the applicant to the Zoning Administrator at least 15 days prior to the date of the expiration of the original approval in accordance with established application submittal scheduling requirements.

3. Request for Extension of Approval

Unless otherwise specified in a specific procedure, the original approval body may grant extensions of the expiration time period for up to one year, following a written request to the Zoning Administrator for such extension prior to the expiration date. The request shall include reasonable cause for an extension. No more than one extension may be granted.

E. Modification or Amendment of Approval

1. Minor Changes Allowed

Development authorized by any approval under this article may incorporate minor changes from the approved plan, permit, or conditions of approval, as appropriate, without the need for a new application, subject to the limitations below.

- a. Authorized minor changes are limited to those that appear necessary in light of technical or engineering considerations first discovered during the preparation of final engineering and building plans and were not reasonably anticipated during the initial approval process, as long as they comply with the standards of this UDC and any other applicable approval conditions or design criteria.
- b. Minor changes may include minor deviations in the building footprint or relocation of infrastructure (roads and water or sewage lines) so long as the relocation complies with the conditions of any approval and this UDC.
- c. Minor changes shall not include reductions in the amount of open space, buffering, or increases in gross floor area.
- d. The Zoning Administrator shall determine whether the proposed minor changes:
 - i. Comply with the standards of this UDC and applicable design criteria;
 - ii. Are necessary to meet conditions of approval; and
 - iii. Would not significantly alter the function, form, intensity, character, demand on public facilities, or impact on adjacent properties as approved.

2. Major Changes

Any modification of an approved plan, permit, or condition of approval that the Zoning Administrator determines does not meet the criteria in §.07.04.07.E.1 above shall

require a new application that is submitted and reviewed in accordance with the applicable procedure and fee requirements.

F. Limitation on Subsequent Similar Applications

Following denial of an application, the decision-making body shall deny any applications that are the same or substantially similar within one year of the previous denial. This waiting period may be waived by the decision-making body provided that:

1. There is a substantial change to circumstances, or new information available, relevant to the issues or facts considered during the previous application review; or
2. The new application is materially different from the previous application, as determined by the Zoning Administrator.

G. Site Development Permit

1. Prior to the commencement of any improvements associated with an approved project, the applicant must obtain all necessary Site Development Permits from the City.
2. No permit for excavation for any building shall be issued before application has been made for a Site Development Permit.

H. Building Permits

All applications for Building Permits shall be accompanied by an accurate plat and approved development plan in accordance with the City's administrative procedures.

I. Certificate of Occupancy

1. Compliance Required

No building hereafter erected or structurally altered shall be used, occupied, or changed in use until a certificate of occupancy has been issued by the Building Official or Zoning Administrator.

2. Procedures

- a. Following the approval of the necessary Building Permits for each project type, the applicant shall submit an application for a certificate(s) of occupancy. The necessary certificate(s) of occupancy shall be issued within 10 days after the erection or structural alteration of such building shall have been completed in conformity with the provisions of this UDC.
- b. Certificates of occupancy shall be applied for following a change in ownership or tenant of buildings requiring a Building Permit.

3. Record of Certificate of Occupancy

A record of all certificates shall be kept on file in the Development Services Department and copies shall be furnished in accordance with the City's administrative procedures upon request to any person having a propriety or tenancy interest in the building affected.

25.07.05 Site Development

25.07.06 Signs

25.07.07 Subdivision

25.07.08 UDC and Plan Amendments

25.07.09 Flexibility and Relief

[reserved]

Chapter 25.08: Definitions

25.08.01 Rules of Construction

.08.01.01. Meanings and Intent

All provisions, terms, phrases, and expressions contained in this UDC shall be construed according to the general purpose set forth in §25.01.03, and the specific purpose statements set forth throughout this UDC. When, in a specific section of this UDC, a different meaning is given for a term defined for general purposes in this UDC, the specific section's meaning and application of the term shall control.

.08.01.02. Headings, Illustrations, and Text

In the event of a conflict or inconsistency between the text of this UDC and any heading, caption, figure, illustration, table, or map, the text shall control.

.08.01.03. Lists and Examples

Unless otherwise specifically indicated, lists of items or examples that use terms such as "for example," "including," and "such as," or similar language are intended to provide examples and are not exhaustive lists of all possibilities.

.08.01.04. Computation of Time

The time in which an act is to be done shall be computed by excluding the first day and including the last day. If a deadline or required date of action falls on a Saturday, Sunday, holiday observed by the City, or other day that City offices are not open, the deadline or required date of action shall be the next day that is not a Saturday, Sunday, holiday observed by the City, or other day that City offices are not open. References to days are calendar days unless otherwise stated.

.08.01.05. Technical and Non-Technical Terms

Words and phrases shall be construed according to the common and approved usage of the language, but technical words and phrases that may have acquired a peculiar and appropriate meaning in law shall be construed and understood according to such meaning.

.08.01.06. Mandatory and Discretionary Terms

The words "shall," "must," and "will" are mandatory, establishing an obligation or duty to comply with the particular provision. The words "may" and "should" are discretionary.

.08.01.07. Conjunctions

Unless the context clearly suggests the contrary, conjunctions shall be interpreted as follows:

- A.** "And" indicates that all connected items, conditions, provisions, or events apply;
- B.** "Or" indicates that one or more of the connected items, conditions, provisions, or events apply; and

- C. "And/or" indicates that the connected words or provisions may apply singularly or in any combination.

.08.01.08. Tenses, Plurals, and Gender

Whenever appropriate with the context, words used in the present tense include the future tense. Words used in the singular number include the plural. Words used in the plural number include the singular, unless the context of the particular usage clearly indicates otherwise. Words used in the masculine gender include the feminine gender, and vice versa.

.08.01.09. Titles and Headings

All titles and headings of articles, sections, or subsections of this UDC are to be used for convenience in arrangement only and shall not be construed to alter the intended meaning.

25.08.02 Use-Related Definitions

25.08.03 Other Terms Defined

Chapter 25.09: Heading 1

25.09.01 Heading 2

.09.01.01. Heading 3

A. Heading 4

Body 4

1. **Heading 5**

Body 5

a. **Heading 6**

Body 6

i. **Heading 7**

Body 7

a. **Heading 8**

Body 8

.09.01.02. List 3

A. List 4

1. List 5

a. List 6

i. List 7

a. List 8

i. List 9