



The award-winning Adaptive Reuse Program began as a pilot program of the Development Services Department in April 2008, and today is one of the most comprehensive programs of its kind in the country. The Adaptive Reuse Program offers development guidance, streamlined processes, reduced timeframes, and cost savings to customers looking to adapt older buildings for new business uses.

Key Provisions of the Adaptive Reuse Program are:

- All geographic areas of the city are eligible.
- Buildings must have been permitted prior to 2000 in order to meet age requirements.
- Building size determines the tier structure of the program.

- **TIER I:** 5,000 sq. ft. or less

For Tier I only: The building may include an addition to the existing building. The addition may not exceed 50% of the square footage of the existing building, for a combined total of 5,000 sq. ft.

- **TIER II:** Greater than 5,000 sq. ft. to 25,000 sq. ft.

- **TIER III:** Greater than 25,000 sq. ft. to 100,000 sq. ft. and large scale retail (or "big box" as defined by the zoning ordinance).

- Excluded uses include: sexually oriented businesses; retail sales of alcoholic beverages; manufacturing, fabrication or assembly of products; tattoo, pawn or gun shops; bail bonds business; check cashing/payday loans; or hazardous occupancies.

- Note: The City Manager's Office has the authority to grant exceptions to meet the goals of the City Redevelopment Areas.

The following documents are available on-line.

Category	Policy	Applicable Tier	Description
Program / Policies	POINT OF CONTACT	Tier I, II & III	DSD has established a point contact for each project who has knowledge of & responsibility for DSD policies and procedures.
Program / Policies	TIERED ELIGIBILITY CRITERIA	Tier I, II & III	Criteria for the expanded tiers of eligibility, as well as excluded uses, are outlined.
Program / Policies	COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAMS	Tier I, II & III	Community and Economic Development Department supports the Adaptive Reuse Program. Several programs could provide professional consultation or financing assistance.
Program / Policies	HISTORIC PRESERVATION ZONING APPLICATIONS	Tier I, II & III	Give priority to adaptive reuse projects when processing HP zoning applications. Adjusted procedure for processing applications.
Program / Policies	HISTORIC PRESERVATION CERTIFICATE OF "NO EFFECT"	Tier I, II & III	Provide expedited reviews for adaptive reuse projects by using Certificate of No Effect rather than a Certificate of Appropriateness.

Category	Policy	Applicable Tier	Description
Program / Policies	HISTORIC PRESERVATION GRANT APPLICATIONS	Tier I, II & III	Adjusted guidelines for projects eligible for HP bond funds to provide greater consideration to Adaptive Reuse.
Program / Policies	ENFORCEMENT EFFORTS	Tier I, II & III	NSD provides seamless referrals to the DSD Office of Customer Advocacy and extends timeframes for enforcement compliance to business owners when meeting specific criteria.
Program / Policies	SUSTAINABILITY POLICY	Tier I, II & III	Encouragement of resources and processes that support sustainable development for adaptive reuse projects.
Program / Policies	SUSTAINABILITY HANDOUT	Tier I, II & III	References to organizations promoting sustainability efforts.
Program / Policies	ZONING ADJUSTMENT AGENDAS	Tier I, II & III	Reserved one additional space on the Public Hearing Agenda for variances and use permits specifically for Adaptive Reuse Projects.
Program / Policies	ZONING ADJUSTMENT DETERMINATIONS	Tier I, II & III	Hearing Officers are required to render a decision within 10 days of the hearing if item taken under advisement.
Program / Policies	ASSUMED RISK POLICY	Tier I, II & III	Policy regarding proceeding with concurrent reviews of site, civil and building plans.
Program / Policies	ASSUMED RISK AFFIDAVIT	Tier I, II & III	Affidavit required acknowledging assumed risk of proceeding with concurrent reviews of site, civil and building plans.
Building / Life Safety	INTERNATIONAL EXISTING BUILDING CODE	Tiers I, II, & III	Allow automatic use of IEBC.
Building / Life Safety	EVALUATION REPORT FOR BUILDING PERMITS	Limited Tier I up to 5000 sq. ft. existing building - no new footage	In lieu of building plans, utilize a report sealed by an Arizona licensed architect or engineer certifying that the building meets minimum life safety requirements for use in specific occupancy classifications.
Building / Life Safety	LIFE SAFETY ISSUES	Tiers I, II, & III	Primary areas of focus and use of International Existing Building Code provide relief from code provisions for new buildings.

Category	Policy	Applicable Tier	Description
Building / Life Safety	TOILET FIXTURES AND TYPE OF RESTROOM FACILITIES	Tiers I, II & III	Toilet fixture requirements were reduced in certain occupancies. Additionally, a policy classifies utilization of various methods to meet restroom requirements such as a district restroom.
Building / Life Safety	FIRE LIFE SAFETY	Tier I	A specific Fire Protection Engineer is assigned to Adaptive Reuse projects to consider special circumstances & provide consistency on all Fire related code requirements (i.e. sprinklers, spacing for hydrants, site accessibility).
Building / Life Safety	SPRINKLER SYSTEM	Limited Tier I (1500 sq. ft. or less)	A fire code amendment was approved which does not require sprinklers for specific occupancies in buildings of 1500 square feet or less & which have specified openings for fire access.
Building / Occupancy	CHANGE OF OCCUPANCY & HAZARD LEVELS	Tier I, II & III	The 2006 International Building Code, Chapter 9, the change of occupancy chapter, provides relief in building elements and materials, fire protection and means of egress based on the relative hazard level associated with each occupancy classification
Building / Occupancy	OCCUPANCY CATEGORY FOR ARTIST GALLERIES AND STUDIOS	Tier I, II & III	Staff assessment of art spaces will determine occupancy classification.
Building / Occupancy	M and B OCCUPANCY EQUIVALENCY	Tiers I & part of Tier II up to 12000 sq. ft.	Projects that meet certain criteria do not go through the formal plan submittal process for a change of occupancy
Building / Occupancy	VACANT BUILDINGS	Tiers I, II & III	Allow a building to be vacant for up to three years without obtaining a new Certificate of Occupancy if use remains the same.
Site / Landscape	SITE/CIVIL IMPROVEMENTS	Tier I, II & III	A Planning Commission policy outlines site requirements proportionate to the scope of the project.
Site / Landscape	SITE PLOT PLAN OPTION	Tier I, II & III	Utilize Site Plot Plan methodology for simplified site documentation in lieu of a formal site plan submittal.
Site / Landscape	COMBINING PARCELS	Tier I, II & III	A code modification is not needed to combine parcels in certain circumstances.
Site / Landscape	COMBINED LANDSCAPE AND SITE PLANS	Tier I, II & III	When limited landscaping is required, it may be shown on the site plan in lieu of a separate plan submittal.

Category	Policy	Applicable Tier	Description
Site / Landscape	LANDSCAPE STANDARDS	Tier I, II & III	A Planning Commission policy outlines landscape requirements proportionate to the scope of the project.
Civil / Traffic	SITE/CIVIL IMPROVEMENTS	Tier I, II & III	A Planning Commission policy outlines site requirements proportionate to the scope of the project.
Civil / Traffic	PARKING	Tier I	Amendment the Zoning Ordinance to reduce the number of required parking stalls when certain conditions are met.
Civil / Traffic	DRIVEWAYS	Tier I & II	Allow existing driveways to remain without modification unless on an arterial or collector street. Arterial & Collector streets will be reviewed on a case by case basis by technical review staff.
Civil / Traffic	ALLEY ACCESS	Tier I, II & III	Allow use of paved alley for secondary access.
Civil / Traffic	BROKEN CURB, GUTTER & SIDEWALK	Tier I & II	Eliminate requirements for repairs to broken curb, gutter and sidewalk if vertical displacement does not exceed 1/2 inch.
Civil / Traffic	STREET LIGHTS	Tier I, II & III On a case by case evaluation	An evaluation on the need for streetlights will occur on a case by case basis with personalized assistance from staff in the Street Transportation Department.
Civil / Traffic	STORM WATER RETENTION	Tier I & II	Eliminate retention requirements when project does not make existing situation worse. Reduce retention by using alternate methods of such "first flush."
Civil / Traffic	WATER METER IN DRIVEWAY	Tier I & II automatically Tier III on a case by case evaluation	Eliminate need to relocate existing water meters outside of a driveway where driveways do not need to be modified or where water service lines are not being modified.
Civil / Traffic	WATER LINE FOR SPRINKLER SYSTEMS	Tier I, II & III	A separate water meter is not required for sprinkler system. The fire line can tap into domestic water line prior to meter.