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**CITY OF TEMPE  
DEVELOPMENT REVIEW COMMISSION**

**Meeting Date: 08/25/2014  
Agenda Item: 7**

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**ACTION:** Request for a Code Text Amendment within the Zoning and Development Code for the ADAPTIVE REUSE PROGRAM, consisting of relief from certain standards for the purpose of facilitating the reuse of older buildings. The applicant is the City of Tempe, Community Development Department.

**FISCAL IMPACT:** There is no fiscal impact on City funds.

**RECOMMENDATION:** Staff – Approval

**BACKGROUND INFORMATION:** ADAPTIVE REUSE PROGRAM (PL140262) consists of relief in certain Code standards for the purpose of rehabilitation of older commercial buildings. The request includes the following:

ZOA14001 Code Text Amendment within Sections 4-405, 4-602(E), 4-704(F), 4-805(A), 6-314, 7-102 of the Zoning and Development Code.

**ATTACHMENTS:** Ordinance, Adaptive Reuse Program

**STAFF CONTACT(S):** Ryan Levesque, Deputy Community Development Director (480) 858-2393  
DeeDee (D<sup>2</sup>) Kimbrell, Business Project Coordinator (480) 350-8081

Department Director: Dave Nakagawara, Community Development Director  
Legal review by: Teresa Voss  
Prepared by: DeeDee (D<sup>2</sup>) Kimbrell, Business Project Coordinator

**COMMENTS:**

This is a request for a Code Text Amendment for the Adaptive Reuse Program, which will provide relief in certain Code standards for the purpose of rehabilitating older buildings for new uses.

Adaptive reuse refers to the process of reusing an older building for a purpose other than which it was built or designed for. As Tempe continues to reinvent itself, the adaptive reuse of existing buildings becomes increasingly important. Older buildings may become unsuitable for their original purpose due to more rapid changes in technology, architectural requirements and the economy than in the built environment. This results in vacant or underutilized buildings and inhibits economic growth. Adaptive reuse becomes a sustainability tool that preserves revenue generating commercial space, which is a priority for Tempe, and provides the opportunity for an eclectic mix of neighborhood retail/services.

The purpose of Tempe's Adaptive Reuse Program is to facilitate the reuse of underutilized buildings while providing needed services and amenities. These projects often incur increased costs relative to projects using newer structures. Many are also constrained by the existing lot size and layout, making parking to modern standards more difficult. This size constraint also limits the area available for landscaping and retention. Not to mention, building code requirements that sometimes make obtaining building permits difficult. Therefore, the Adaptive Reuse Program proposes a series of simplified processes, code amendments/clarifications, policies and interpretations that will save time and money on adaptive reuse projects while maintaining building safety.

Staff introduced the Business Project Coordinator position at the November 13, 2012 Economic, Lake, Downtown and Advance Transportation Council Committee. The position was created to mirror the success and functions of the existing Development Project Coordinator position. This position has assisted over 100 businesses since 2012 and, based on the type of assistance provided, many of these businesses are in the adaptive reuse category. Many of the request for assistance involved issues related to a change in occupancy, building safety, fire safety and engineering. These issues highlight the regulatory hurdles that may inhibit some adaptive reuse projects.

Through guidance and direction provided at the City Council Committee of the Whole on May 19, 2014, staff is bringing forward a proposed ordinance that would consider the following:

- Allow eligible properties exemptions to mechanical equipment screening requirements
- Allow eligible properties to reduce the amount of required off-street parking
- Allow eligible properties alternative landscape standards
- Allow eligible properties alternative type of lighting or standard
- Other items not included in this Ordinance, address Building Code and Engineering Standards

**Conclusion**

This text amendment supports several goals and objectives of the General Plan. The goal of Economic Development is to stimulate a sustainable, diversified and vibrant economy and job force. Objective 3 (HP<sub>3</sub>) of the Historic Preservation Element is related to the adaptive rehabilitation of historic properties that contribute to the character of the community. Objective 1 and 3 (PAM<sub>1,3</sub>) of the Parking and Access Management Goal is related to promoting consolidated and shared use parking areas and ensuring neighborhoods are not adversely impacted by parking issues. Objective 1 (RED<sub>1</sub>) of the Redevelopment Element is related to encouraging reinvestment, rehabilitation, redevelopment or reuse. The Community Design Goal is to promote design and development standards that improve the community's visual quality, urban form, and functionality to enhance the quality of life for future generations.

Adaptive reuse is development in reverse; the parcel and building are pre-determined, leaving use and rehabilitation as remaining variables. Part of the mission of the Adaptive Reuse Program is to make it easier to obtain permits for adaptive reuse projects, in an otherwise aging building that may not be used.

**HISTORY AND FACTS:**

May 19, 2014	Presented Adaptive Reuse Program to the City Council Committee of the Whole (COW)
August 9, 2014	Adaptive Reuse Program overview presented at the Neighborhood Advisory Committee Retreat Session
August 12, 2014	Presented to Development Review Commission at their Study Session
August 25, 2014	Development Review Commission public hearing for this request
September 4, 2014	Issue Review Session overview presentation for this request
September 11, 2014	City Council introduction and first public hearing for this request.
October 2, 2014	City Council second and final public hearing for this request.
November 1, 2014	Anticipated effective date of ordinance.

**ZONING AND DEVELOPMENT CODE REFERENCE:**

Section 6-304, Zoning Map Amendments and Code Text Amendments

ORDINANCE NO. O2014.XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA, AMENDING THE ZONING AND DEVELOPMENT CODE, PART 4, CHAPTER 4 – BUILDING DESIGN, SECTION 4-405; CHAPTER 6 – PARKING, SECTIONS 4-602, 4-603; CHAPTER 7 – LANDSCAPE & WALLS, SECTION 4-704; CHAPTER 8 – LIGHTING, SECTION 4-805; PART 6, CHAPTER 3 – APPLICATIONS, SECTION 6-314 – ADAPTIVE REUSE; AND PART 7 – DEFINITIONS, SECTION 7-102.

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BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA, as follows:

**Section 1.** That Section 4-405 of the Zoning and Development Code, pertaining to Mechanical Equipment, is hereby amended to read as follows:

- A. All *roof mounted mechanical equipment* shall be concealed on all sides by elements that are an integral part of the building design and are equal to or greater in height than the *mechanical equipment*. Ground-mounted equipment may be screened using a masonry wall or other durable material as approved through development plan review.
- B. *Mechanical equipment* (e.g., satellite dish, cooling tower, or similar features) that cannot be concealed due to their unique functional requirements, as determined by the ~~Zoning Administrator~~ COMMUNITY DEVELOPMENT DIRECTOR OR DESIGNEE, shall be made visually subordinate with architectural features that blend with the design of the main building and meet building code standards, as approved through development plan review.
- C. PURSUANT TO SECTION 6-314, THE *ADAPTIVE REUSE* PROGRAM, *ROOF MOUNTED MECHANICAL EQUIPMENT* LOCATED GREATER THAN TEN (10) FEET FROM THE PARAPET BUILDING EDGE SHALL BE EXEMPT FROM THE PROVISIONS OF SUBSECTION A AND B ABOVE. OTHER METHODS OF SCREENING MAY BE CONSIDERED IN CASES WHERE THE EXPOSED MECHANICAL EQUIPMENT COMPROMISES THE OVERALL AESTHETIC QUALITY OF THE BUILDING AND SURROUNDING AREA, AS DETERMINED BY THE COMMUNITY DEVELOPMENT DIRECTOR OR DESIGNEE.

**Section 2.** That Section 4-602 of the Zoning and Development Code, pertaining to Parking Standards for Adaptive Reuse, is hereby adding subsection (E) to read as follows:

- E. **PARKING STANDARDS APPLICABLE IN THE *ADAPTIVE REUSE* PROGRAM.** THE PURPOSE OF THESE STANDARDS IS TO ALLOW ELIGIBLE PROPERTIES TO REDUCE THE AMOUNT OF REQUIRED OFF-STREET PARKING AND MODIFY THE STANDARDS FOUND IN SECTION 4-603 AND TABLE 4-603E. PARKING RATIOS AND STANDARDS SHALL BE MODIFIED FOR THE FOLLOWING:

- a. THE LOT SHALL MAINTAIN THE EXISTING NUMBER OF PROVIDED PARKING SPACES, EXCEPT FOR MODIFICATIONS RESULTING IN CONFORMANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA);
- b. RESTAURANT USES SHALL BE CALCULATED AT ONE VEHICLE SPACE PER ONE HUNDRED FIFTY (1/150) SQUARE FEET OF AREA;
- c. THE *NET FLOOR* AREA FOR DETERMINING PARKING CALCULATIONS SHALL EXCLUDE: HALLWAYS, RESTROOMS, STORAGE AREAS, OR SIMILAR;
- d. OFF-SITE PARKING MAY BE INCLUDED FOR DETERMINING THE REQUIRED PARKING IF LOCATED WITHIN 1,320 FEET, MEASURED IN A DIRECT LINE FROM THE BUILDING. THE USE OF THE OFF-SITE PARKING SHALL BE EXCLUSIVELY FOR THE SUBJECT USE AND DOES NOT REDUCE PARKING FOR ANY OTHER USE BELOW THE MINIMUM REQUIRED BY THIS CODE;
- e. IF THE SUBJECT PARCEL IS WITHIN 1,320 FEET OF A PUBLIC PARKING LOT OR GARAGE, SUCH SPACES MAY BE COUNTED FOR REQUIRED PARKING; AND
- f. OUTDOOR DINING AREA, UP TO 500 SQUARE FEET, SHALL NOT BE COUNTED TOWARDS THE REQUIRED PARKING FOR THE USE.

**Section 3.** That Section 4-704 of the Zoning and Development Code, pertaining to Parking Facility Landscape Standards, is hereby adding subsection (F) to read as follows:

- F. ADAPTIVE REUSE PROGRAM.** PURSUANT TO SECTION 6-314, ADAPTIVE RESUSE, SUCH PROPERTIES ARE EXEMPT FROM THE STANDARDS FOUND IN SUBSECTIONS A THROUGH D ABOVE. THE COMMUNITY DEVELOPMENT DIRECTOR OR DESIGNEE HAS THE DISCRETION TO APPROVE AN ALTERNATE TYPE OF LANDSCAPE STANDARD NOT OTHERWISE PROVIDED IN THIS SECTION.

**Section 4.** That Section 4-805(A) of the Zoning and Development Code, pertaining to Exemptions, is by adding subsection (13) to read as follows:

- A. Exemptions.** The following types of lights are exempt from the standards in Sections 4-803 and 4-804:

13. WITHIN THE *ADAPTIVE REUSE* PROGRAM, THE COMMUNITY DEVELOPMENT DIRECTOR, OR DESIGNEE, MAY APPROVE AN ALTERNATE TYPE OF LIGHTING EQUIVALENCY NOT OTHERWISE PROVIDED IN SECTION 4-803 (D). PARKING LOTS, AISLES AND REFUSE AREAS SHALL MAINTAIN ILLUMINATION FROM DUSK TO DAWN.

**SECTION 5.** That a new Section 6-314 of the ZONING AND DEVELOPMENT CODE, pertaining to Adaptive Reuse, is hereby added to read as follows:

**SECTION 6-314      *ADAPTIVE REUSE PROGRAM***

- A.    *PURPOSE.*** THE PURPOSE OF THE *ADAPTIVE REUSE* PROGRAM IS TO FACILITATE THE REUSE OF UNDERUTILIZED BUILDINGS WHILE PROVIDING NEEDED SERVICES AND AMENITIES TO THE COMMUNITY. THESE PROJECTS OFTEN INCUR INCREASED COSTS RELATED TO USE OF NEW INNOVATIONS AND TECHNOLOGIES. MANY SITES ARE CONSTRAINED BY THE EXISTING SIZE AND LAYOUT, MAKING CODE IMPROVEMENTS MORE DIFFICULT.
- B.    *APPLICABILITY.*** PROJECTS ELIGIBLE FOR THE *ADAPTIVE REUSE* PROGRAM INCLUDE THE FOLLOWING:
  1.    THE PROJECT INVOLVES A BUILDING CONSTRUCTED PRIOR TO THE YEAR 2000;
  2.    THE SUBJECT LOT IS LOCATED WITHIN 100 FEET OF THE RIGHT-OF-WAY OF AN ARTERIAL STREET OR COLLECTOR STREET;
  3.    THE NEW USE RESULTS IN A CHANGE OF OCCUPANCY CLASSIFICATION FOR THE EXISTING BUILDING; AND
  4.    THE SIZE OF THE EXISTING BUILDING SHALL NOT EXCEED 5,000 SQUARE FEET, INCLUDING ANY PROPOSED ADDITIONS.
  5.    THE COMMUNITY DEVELOPMENT DIRECTOR SHALL HAVE THE AUTHORITY TO APPROVE PROJECTS THAT MEET THE INTENT OF THE *ADAPTIVE REUSE* PROGRAM THAT DO NOT OTHERWISE CONFORM TO THE ABOVE CRITERIA.
- C.    *EXEMPTED USES:*** THE FOLLOWING LIST OF USES ARE NOT ELIGIBLE FOR THIS PROGRAM:
  1.    *ADULT-ORIENTED BUSINESSES;*
  2.    PAWN SHOPS;
  3.    BAIL BOND BUSINESSES;
  4.    CHECK CASHING, *FINANCIAL INSTITUTIONS NON-CHARTERED, AUTO TITLE LOANS;*
  5.    *TOBACCO RETAILERS* (HOOKAH LOUNGES, SMOKE SHOPS, ELECTRONIC

CIGARETTE STORES, ETC.);

- 6. HAZARDOUS OCCUPANCIES; ANY USE THAT REQUIRES A TYPE "H" OCCUPANCY, BASED ON BUILDING CODE.

**Section 6.** That Section 7-102 of the Zoning and Development Code, pertaining to the definition of *Adaptive Reuse*, is hereby added as follows:

*ADAPTIVE REUSE* MEANS THE PRACTICE OF ADAPTING EXISTING BUILDINGS FOR NEW PURPOSES WHEN THE ORIGINAL USE OF A BUILDING CHANGES OR BECOMES OBSOLETE.

**Section 7.** Pursuant to City Charter, Section 2.12, ordinances are effective thirty (30) days after adoption.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA, this 2<sup>nd</sup> day of October 2014.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

# ADAPTIVE REUSE PROGRAM

## Policies, Guidelines, & Interpretations

### ATTACHMENTS:

1. Single Point of Contact
2. Evaluation Report
- 3-4. Issuing a Permit Using an Evaluation Report
5. Assumed Risk Acknowledgement
- 6-7. Affidavit of Acknowledgement of Assumed Risk
8. Sustainability
- 9-10. Sustainability Information
11. Life Safety Issues
12. Occupancies
13. Change of Occupancy
- 14-15. Restrooms
16. Water Supply Lines for Sprinkler Systems
17. On-Site Retention
18. Parking Standards
19. Landscape/Site Plan (Combo Plan)
20. Adaptive Reuse locations: Arterial & Collector Streets





**Adaptive Reuse,  
Single Point of Contact  
Policy**

<b>ISSUE DATE:</b>	<b>06/20/2014</b>
<b>APPROVED:</b>	<b>David Nakagawara, Community Development Director</b>

**POLICY**

The Community Development Director will assign a Team Leader or representative of the Tempe Adaptive Reuse Team to be the point of contact for projects meeting the criteria for the Adaptive Reuse Program. The point of contact may transition to another staff member between the due diligence stage of the project and the plans submittal phase, but the customer will clearly be informed of any transitions.

The point of contact will assist the customer in resolving both technical and process-related issues. While the point of contact cannot be proficient in all aspects of the development process, he or she has general knowledge which will be applied to determine appropriate resources. The point of contact can coordinate appropriate meetings or processes to ensure resolution of any issues.

**This policy applies to single tenant structures 5,000 sq. ft. or less permitted prior to 2000.**

<b>ISSUE DATE:</b> 06/20/2014
<b>APPROVED:</b> Building Safety Technical Review Team

A permit may be issued for adaptive reuse projects utilizing an Evaluation Report sealed by a registrant. This method focuses on using an evaluation report in lieu of a full plan submittal. This is targeted toward projects with very little new construction work. While a full set of as-built plans will not be required, plans may be needed for any new construction.

**This policy applies to single tenant structures 5,000 sq. ft. or less permitted prior to 2000.**

**Background**

Part of the mission of the Adaptive Reuse Program is to make it easier to obtain permits for adaptive reuse projects. One of the common challenges in the permitting process is obtaining a full set of plans for an existing building when very little construction is proposed. This process will provide a method for issuing a building permit based on an evaluation report in lieu of a full plan submittal. It is targeted towards small projects with very little construction proposed, and the evaluation report would be used to issue the permit and conduct inspections.

**Guidelines**

- Single tenant, existing building 5,000 sq. ft. or less without any added square footage
- Limited to Assembly, Business, Mercantile and Storage occupancies
- Can include minor interior remodel and minor code upgrade work
- Report must be sealed by an Arizona registered architect or structural/electrical engineer
- All planning, civil and traffic requirements must be met under separate review

**Report Requirements**

The registrant will evaluate the building for the intended occupancy to determine if it meets the minimum requirements of the Tempe Adopted Building Code. Items that shall be addressed in the report include (but are not limited to):

- Egress
- Fire protection requirements
- Exterior wall fire-ratings and opening protection requirements
- Interior finish flamespread and smoke
- General structural evaluation to determine adequacy of the structural system for the proposed use. Include increased floor loads (if applicable) and seismic considerations where change of occupancy is to a higher hazard level.
- Accessibility per Tempe Adopted Codes
- Adequacy of electrical system, wiring methods, loads and overcurrent protection
- Ventilation requirements including kitchen exhaust if applicable
- Plumbing demands
- Grease interceptor requirements

For buildings that are not in compliance with the prescriptive requirements of the Tempe Adopted Codes, the registrant must specify the modifications required to obtain compliance. As an alternative, the building can be evaluated using the Performance Compliance Methods of the International Existing Building Code.

**Process**

- Customer obtains site approval from planning and zoning, civil and traffic issues
- Customer submits sealed report with permit application
- Submittal is reviewed for minimum information and compliance, and verifies that the scope of the project fits within the limitations of this guideline
- Permit is issued.
- An appropriately licensed contractor is required for any proposed remodel or code upgrade work
- Using the report, inspections are conducted. Any deficiencies must be addressed by the contractor under the direction of the registrant. Extensive work not identified in the original report may require additional plans and/or permits.

**City of Tempe**

**Adaptive Reuse, Issuing Permit Using Evaluation Report – Page 2 of 2**

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<b>ISSUE DATE:</b>	<b>06/20/2014</b>
<b>APPROVED</b>	<b>Building Safety Technical Review Team</b>

With some projects, technical issues need to be resolved early in the development process to confirm viability of a project as well as to quickly obtain a building permit. Given these circumstances, it may be desirable for property owners and tenants to request concurrent reviews of site, civil and building plans with pending zoning actions, such as a use permit or variance requests. Proceeding concurrently could adversely impact the project and result in non-refundable fee payments, time delays, plan re-design, and other issues. However, many customers choose to assume these risks.

The affidavit of Acknowledgement of Assumed Risk formally records this assumption of risk. The Community Development Department (CDD) staff should obtain an executed copy of this document prior to authorizing concurrent plan review beyond the department's current operating procedures. Please note that this process is not available for projects seeking a rezoning of the property.

**Senate Bill 1598**

Customer is been made aware of their rights outlined in SB 1598.



**Affidavit of Acknowledgement of Assumed Risk**  
for Concurrent Processing of Zoning Action and Construction Plans

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_  
Including building age and square footage

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**Owner's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

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**Tenant Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

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I attest that I was informed by city staff that preceding concurrently with zoning action(s), site, civil and/or building plan review could adversely impact this project. Proceeding in this manner could lead to non-refundable and ultimately unnecessary fee payments. The zoning action(s), stipulations and/or appeal(s) could cause time delays and/or redesign of the project. These processes could also negatively impact plan review timeframes and result in additional fees. Please note that this process is not available for projects seeking a rezoning of the property.

I have discussed the risks of seeking zoning action(s) while simultaneously proceeding with site, civil and/or building plan review with city staff and relevant parties involved with this project, i.e. owners/tenant, lenders, design professionals and contractors. I am aware that permits will not be issued until all outstanding zoning actions(s) are completed even if all construction plans have been approved. Understanding the risks involved, I choose to proceed with these concurrent processes.

\_\_\_\_\_  
Property Owner or Tenant Signature

\_\_\_\_\_  
Date

Notarize on next page



Signatory's Printed Name: \_\_\_\_\_

Project Affiliation: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

\_\_\_\_\_

State of: \_\_\_\_\_

Country of: \_\_\_\_\_

The foregoing instrument was acknowledged before me by \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Witness my hand and official seal

\_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_

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<b>ISSUE DATE:</b>	<b>06/20/2014</b>
<b>APPROVED:</b>	<b>Building Safety Technical Review Team</b>

**Policy to Promote and Encourage Sustainable Development**

**Purpose:**

Sustainability and green development are powerful components of a better environment, energy efficiency, and more livable attractive communities. The Adaptive Reuse Program is the first significant effort to incorporate sustainable elements and green construction which can enhance the quality of life for current and future generations. Resources and processes that support sustainable development should be encouraged for adaptive reuse projects being reviewed by staff in the Community Development Department. The purpose of this policy is to provide direction to CD staff and the development community to support sustainable and green development.

**Policy:**

In an effort to promote and encourage sustainable development within the city of Tempe beyond that of saving an existing building, staff should communicate to customers the resources available and the possible utilization of the City of Tempe adopted International Energy Conservation Code and the International Existing Building Code (IEBC) for some projects.

**Procedure:**

Staff will include the Sustainability Information handout with applications for Adaptive Reuse site plan and building plan reviews.

**This policy applies to single tenant structures 5,000 sq. ft. or less permitted prior to 2000.**



Sustainability and green development are powerful components of a better environment, energy efficiency, and more livable attractive communities. The City of Tempe encourages incorporation of sustainable elements into Adaptive Reuse Program projects. Designing projects to include sustainable elements provides lower operating costs for the building, higher value for the property, enhanced comfort for the occupants and an asset to the community. Examples of elements to consider include:

- **Civil/Site:** permeable concrete, interlocking pavers, rubberized asphalt with light colored aggregate, landscaping, and misting systems. Protect ecologically sensitive land and indigenous plants. A pilot program is currently being established for reduction in storm water retention requirements when using certain sustainable pavement materials.
- **Building:** shaded roof, light colored wall materials, insulation, double pane windows, shading materials including trellises and canopies, and reuse of building materials. Select resource efficient materials to have a minimum impact on the health of the environment and the occupants.
- **Energy:** low energy using appliances, solar panels, photovoltaic systems, and weatherization. Design a well-insulated building envelop with internal thermal mass.
- **Other:** gray water use, use of HVAC condensate, low VOC materials and use of best water conservation technology as appropriate.

The Adaptive Reuse Program allows the use of International Existing Building Code (IEBC) for any existing building permitted prior to 2000. The IEBC is more flexible regarding construction design requirements.

Several resources are available to provide assistance in gathering information regarding sustainability. The following sites provide tools related to: design, materials, cost benefits and other helpful data:

**Overview**

U.S. Green Building Council: [www.usgbc.org](http://www.usgbc.org)

**Energy**

Alliance to Save Energy: [www.ase.org](http://www.ase.org)  
Arizona Energy Office: [www.azcommerce.com/energy](http://www.azcommerce.com/energy)  
Arizona Solar Center: [www.azsolarcenter.com](http://www.azsolarcenter.com)  
Center for Renewable Energy and Sustainable Technology (CREST): [www.crest.org](http://www.crest.org)  
Energy & Environmental Building Association: [www.eeba.org](http://www.eeba.org)  
ENERGY Guide: [www.energyguide.com](http://www.energyguide.com)  
Energy Star Program: [www.energystar.gov](http://www.energystar.gov)  
Salt River Project: [www.srpnet.com/energy/powerwise/business/default.aspx](http://www.srpnet.com/energy/powerwise/business/default.aspx)  
Southwest Energy Efficiency Project (SWEET): [www.swenergy.org](http://www.swenergy.org)  
US Department of Energy, Renewable Energy: [www.eere.energy.gov](http://www.eere.energy.gov)

**Landscaping**

Sonoran Desert: [www.desertusa.com/flora.html](http://www.desertusa.com/flora.html)  
Arizona Department of Agriculture: [www.azda.gov/ESD/nativeplants/htm](http://www.azda.gov/ESD/nativeplants/htm)

**Materials and Components**

Green Building Resources Guide: [www.greenguide.com](http://www.greenguide.com)  
Green Spec: [www.buildinggreen.com/menus](http://www.buildinggreen.com/menus)  
Greenerbuilding: [www.greenerbuilding.org](http://www.greenerbuilding.org)

**Water Efficiency**

Arizona Municipal Water Users Association: [www.amwua.org](http://www.amwua.org)  
Water – Use it Wisely: [www.wateruseitwisely.com](http://www.wateruseitwisely.com)

**Tax Credit**

Tax Incentives Assistance Program (TIAP): [www.energytaxincentives.org](http://www.energytaxincentives.org)  
Federal Tax Credits: [www.energystar.gov/taxcredits](http://www.energystar.gov/taxcredits)  
Arizona Department of Revenue tax credits: [www.azdor.gov](http://www.azdor.gov) (tax credits / water conservation system)

**This policy applies to single tenant structures 5,000 sq. ft. or less permitted prior to 2000.**

**NOTE:**

**NEED TO VERIFY LINK CONNECTIONS &  
INFORMATION PROVIDED ON LINKS**

<b>ISSUE DATE:</b>	<b>06/20/2014</b>
<b>APPROVED:</b>	<b>Building Safety Technical Review Team</b>

**Life Safety Issues that Must Be Addressed  
To Ensure Safety of the Building's Occupants  
While Providing Relief from Other Code Provisions**

**GUIDELINE**

Life safety issues that must be addressed are always dependent upon the use of the building. Different life safety issues are associated with each occupancy classification. The primary areas of focus should include structural integrity, electrical safety, exiting and accessibility.

The City of Tempe adopted International Existing Building Code (IEBC) provides relief from code provisions required for new buildings. The IEBC, 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.

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**Interpretation to Achieve Occupancy Equivalency  
In Adaptive Reuse Projects for B, M, F-1, & S-1 Occupancies**

The purpose of this document is to interpret requirements for B, M, F-1, & S-1 occupancies used interchangeably under the City of Tempe Adaptive Reuse Program. This interpretation applies when interchanging B, M, F-1, & S-1 occupancies, no new Certificate of Occupancy is required.

- Allowable Areas** All B, M, F-1, & S-1 occupancies are equivalent in all construction types with regard to basic allowable building height and basic allowable floor areas.
- Exterior Walls** All B, M, F-1, & S-1 occupancies have the same exterior wall rating requirements.
- Exiting** An exiting analysis shall be provided for all alterations to a building.
- Plumbing Facilities** Existing plumbing facilities shall be accepted as is if owner provides a signed notarized letter stating that existing facilities will adequately service their business/occupancy.
- Accessibility** Requirements for accessibility compliance shall be based on the extent of alterations impacting the area of *primary function*. The cost of providing an accessible route is not required to exceed 20% of the cost of the alterations affecting the area of primary function.
- Ventilation** Ventilation shall be reviewed for alterations to a building.
- Smoke and Heat Venting** Same requirements in both occupancies. No additional requirements.
- Sprinklers** An automatic fire sprinkler system is not required to be added when a building undergoes a change of occupancy within the Group B, M, F-1, or S-1 occupancy classification when all the following requirements are met:
- The occupancy does not store, handle or use hazardous materials over the exempt amount, and
  - Only one control area is allowed for the building.
- High-Piled Combustible Storage** High-Piled Combustible Storage Shall complies with requirements of the current City of Tempe Fire Code.
- B to M Occupancy**

**This policy applies to single tenant structures 5,000 sq. ft. or less permitted prior to 2000.**

<b>ISSUE DATE:</b>	<b>06/20/2014</b>
<b>APPROVED BY:</b>	<b>Building Safety Technical Review Team</b>

**The Definition of “Change of Occupancy”  
To Minimize the Application of New Code Requirements**

The City of Tempe adopted International Existing Building Code, defines change of occupancy as follows: *“A change in the purpose or level of activity within a building that involves a change in application of the requirements of this code.”*

**Interpretation:**

The new code requirements for a change of occupancy pertain only to those items that are required by the new occupancy to be added or altered. Care must be taken to clarify the purpose or level of activity in the building when determining the occupancy classification. As an example, an applicant states that the area altered, which was a hat shop is to be a scooter shop. The purpose and level of activity in the example may be the same. The purpose of the hat shop is to sell hats and the purpose of the scooter store is to sell scooters. The level of activity or number of customers is reduced by the hat display stands, which could also be true for the scooter store displaying scooters throughout the space. Both the hat and scooter store are mercantile occupancies.

**This policy applies to single tenant structures 5,000 sq. ft. or less permitted prior to 2000.**

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<b>APPROVED:</b>	<b>Building Safety Technical Review Team</b>

**Options Available to Customers in the Building Code  
For the Number of Toilet Fixtures and Type if Restroom Facilities**

**Code Requirements:** The City of Tempe adopted International Building Code (IBC), states the following: “*Where plumbing fixtures are required, separate facilities shall be provided for each sex.*”

All occupied buildings require toilet rooms. The number of plumbing fixtures is based on the number of occupants associated with various occupancy groups as outlined in the IBC, Table 2902.1. Exceptions to the above requirements are that a single unisex toilet room may be used in lieu of separate toilet rooms where: 1) the occupant load for any occupancy group is 15 or less, or 2) in mercantile and business occupancies where the occupant load is 50 or less.

The occupant load is calculated based on the occupant load factors outlined in IBC, Table 1004.1.2. This calculation consists of determining the floor area for a function in a space of the building and dividing that area by the appropriate occupant load factor.

**Option 1:** An exception to the calculation method found in the IBC, the actual number of occupants for the space may be used as approved by the Building Official (modification request). In order to use this exception, statistical data must be submitted by the owner of the space. This option may eliminate the need for additional plumbing fixtures.

**Option 2:** Provide a bank of plumbing fixtures in a campus setting to meet the minimum number of plumbing fixtures. The number of plumbing fixtures required in the bank of plumbing fixtures would be based on the total number of occupants combined from the various occupancy groups and the distance to the plumbing fixture less than 500 feet (IBC). This option would satisfy restroom requirements for a group of businesses.

Note: When additional restroom facilities are required based on occupant load at least one accessible fixture of each type is required per IBC, for all new restroom facilities to be used by the public.

Note: When alterations are being done to the area of primary function, the route (from accessible parking to building entrance, to primary function areas in the building) and facilities along the route are required to be made accessible. Cost need not exceed 20% of costs affection the alteration to the primary function per IEBC, Exception 1. A primary function is a major activity for which the facility is intended as defined in the IEBC.

Note: IBC exception states, *“The total occupant load shall not be required to be divided in half where approved statistical data indicate a distribution of the sexes of other than 50 percent of each sex.”*

**This policy applies to single tenant structures 5,000 sq. ft. or less permitted prior to 2000.**

<b>ISSUE DATE:</b>	<b>08/12/2014</b>
<b>APPROVED:</b>	<b>Building Safety, Fire Department, Water Utility Technical Review Team</b>

**Water Services Department – Water Supply Lines for Sprinkler Systems**

**POLICY**

In an effort to encourage redevelopment of existing buildings that qualify for the Adaptive Reuse Program, the Water Services and Fire Department agreed to allow a sprinkler system supply line to be placed on the existing domestic service line into the building, provided the capacity of the existing service line is enough to operate the sprinklers.

The supply line to the sprinkler system shall be placed after the domestic water meter. It shall be constructed using pipe approved by the City of Tempe for this type of system along with installation of a backflow prevention device installed between the domestic service line and the fire protection line.

**This policy applies to single tenant structures 5,000 sq. ft. or less permitted prior to 2000.**

<b>Approvals Required</b>	<b>Date</b>
Building Safety Division	06/20/2014
Fire Dept.	08/12/2014
Water Utility Division	08/08/2014



<b>ISSUE DATE:</b>	<b>08/08/2014</b>
<b>APPROVED:</b>	<b>Engineering Technical Review Team</b>

**Background:**

City Code Chapter 12, Article IV, Stormwater Retention, requires on-site retention of stormwater for all development. However, stormwater retention requirements may be waived in specific cases for infill areas or redevelopment parcels. In these cases, post-development discharges must be less than pre-development discharges and post-development times of concentration must not exacerbate downstream conditions. AZPDES requirements must be met regardless of stormwater storage provisions.

**Interpretation:**

Providing adequate retention for the 100-year, 2-hour design event can be very difficult and expensive for infill and redevelopment lots. Because these lots are either located within an existing subdivision or were previously developed, the outfall from these parcels is already contributing to the city's Municipal Separate Storm Sewer System (MS4). Consequently, it is not necessary to require those lots to provide storage for the 100-year, 2-hour event, as long as post-development discharges do not exceed pre-development discharges. Any development on the lot shall not negatively impact the city's Storm Sewer System (MS4). AZPDES requirements must be met regardless of the provisions in this policy. To be considered an infill parcel, the lot must be within a developed subdivision, but not developed during the normal build-out of that subdivision. To be considered a redevelopment parcel, the site must have been previously developed.

**This policy applies to single tenant structures 5,000 sq. ft. or less permitted prior to 2000.**

<b>ISSUE DATE:</b>	<b>06/20/2014</b>
<b>APPROVED:</b>	<b>Technical Review Team</b>

**POLICY**

A proposed Zoning Ordinance Amendment formed exclusively for adaptive reuse would create unique off-street parking standards for adaptive reuse projects 5,000 square feet or less with a building that was built prior to 2000. The purpose of these standards is to allow eligible properties to reduce the amount of off-street parking they are required to provide.

**This policy applies to single tenant structures 5,000 sq. ft. or less permitted prior to 2000.**



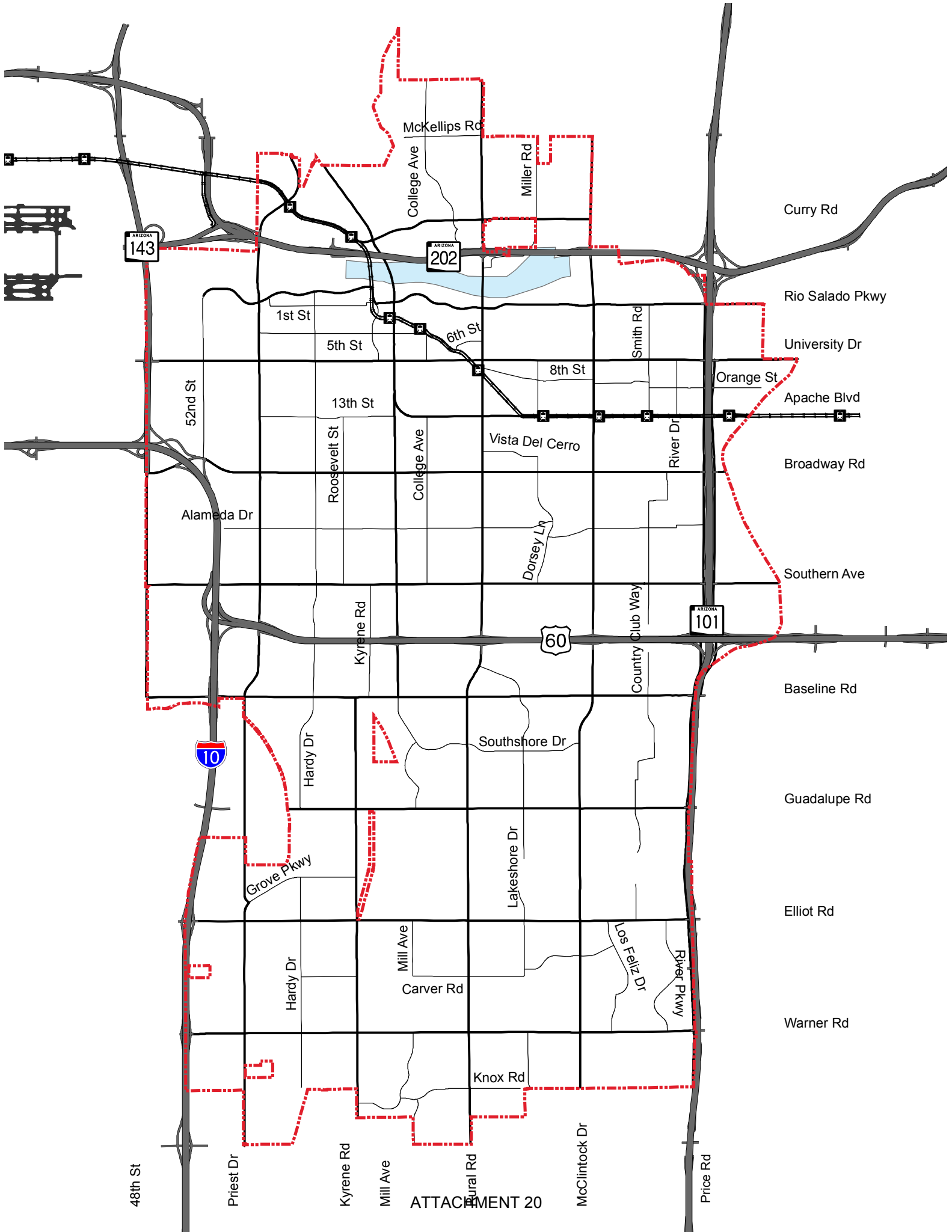
**Adaptive Reuse,  
Landscape/Site Plan (Combo Plan)  
Policy**

<b>ISSUE DATE:</b>	<b>06/20/2014</b>
<b>APPROVED:</b>	<b>Technical Review Team</b>

**POLICY**

Community Development Department Staff are guided to use the department's combination site/landscape plan review process, where appropriate, based on the project's scope of work. The site/landscape combination plan can be used for Adaptive Reuse Program Projects where the scope of work includes minor site improvements and building additions with the addition of 20 or less trees are proposed/required. This policy would also cover the additional ordinance requirements for associated shrubs and groundcover.

**This policy applies to single tenant structures 5,000 sq. ft. or less permitted prior to 2000.**



Mckellips Rd

College Ave

Miller Rd

Curry Rd

ARIZONA 143

ARIZONA 202

1st St

5th St

6th St

8th St

Smith Rd

Rio Salado Pkwy

University Dr

Orange St

Apache Blvd

52nd St

13th St

Vista Del Cerro

River Dr

Broadway Rd

Alameda Dr

Roosevelt St

College Ave

Dorsey Ln

Southern Ave

Kyrene Rd

60

Country Club Way

ARIZONA 101

Baseline Rd

10

Hardy Dr

Southshore Dr

Guadalupe Rd

Grove Pkwy

Lakeshore Dr

Elliot Rd

Hardy Dr

Mill Ave

Carver Rd

Los Feliz Dr

River Pkwy

Warner Rd

48th St

Priest Dr

Kyrene Rd

Mill Ave

ATTACHMENT 20

Rural Rd

McClintock Dr

Price Rd