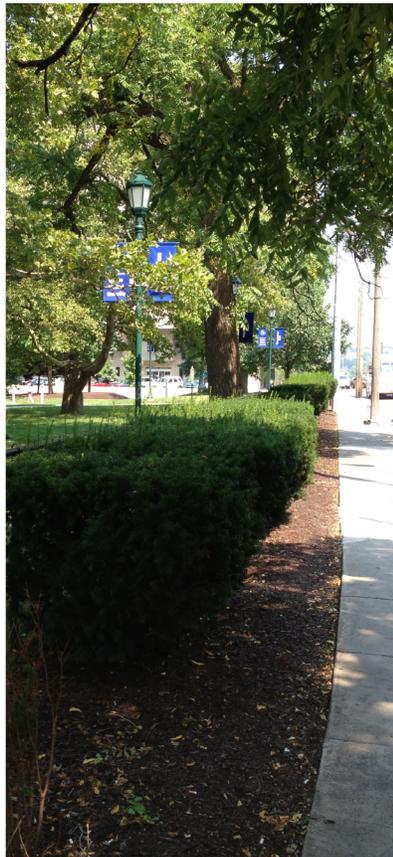
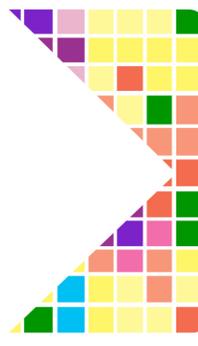


# REZONE SYRACUSE

A Citywide Zoning Update



## Annotated Outline

PUBLIC DRAFT | JULY 2016



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# Annotated Outline of a New Zoning Ordinance

The following outline describes the proposed structure and content for Syracuse's new zoning ordinance after recommendations from the Assessment Report are implemented. The purpose of this outline is to provide an overview of the document's structure and key elements and to act as a starting point for further discussions that will influence the final content drafting. The proposed outline represents our recommendations for a more user-friendly ordinance that will be easier to administer, shorter, and provide clarity and transparency.

At the end of each proposed new article, this document identifies portions of the existing Syracuse Zoning Rules and Regulations that will be considered for integration into the respective new article. The intent of looking at existing provisions is merely to inform the creation of new content. Most of the rewritten ordinance will be entirely new; however, a handful of existing provisions may be carried forward in some form. In such cases, we will review and rewrite the material for clarity and to match the intent and format of the new ordinance.

## Article 1: General Provisions

This article will include provisions that are applicable to the zoning ordinance as a whole. Many sections will provide general legal support for the document and not of interest to most code users; however, we list a few of the more important sections below.

### Title and Effective Date

This section will establish the title of the zoning ordinance and its effective date. Often, the effective date of a code lags the adoption date by a set period – say, six months – to give staff and the community time to learn the new code and prepare supporting materials (e.g., new handouts, an updated city website).

### Purpose

This section will generally describe why the zoning ordinance is important in Syracuse, and the purposes behind regulating land use beyond just protecting the public health, safety, and welfare.

### Implementation of Comprehensive Plan

This section will describe relevant adopted city plans, particularly the Comprehensive Plan and its components, and the role such plans have in administration and interpretation of the zoning ordinance.

### Official Zoning Map

This section will recognize the official zoning map, describe how and where it is maintained and updated, and provide rules for interpreting district boundaries.

### Authority, Applicability, and Jurisdiction

This section will describe the zoning ordinance's applicability to development or redevelopment (unless otherwise exempted) within the city, the zoning ordinance's application to activities of governmental agencies, how internal ordinance conflicts are resolved, and a statement on the zoning ordinance's relationship to private covenants.

### Transitions from Prior Regulations

This section will describe how prior approved permits, violations, nonconformities, and development approvals will be processed under the new zoning ordinance. Generally, existing approvals remain valid. We recommend that any complete applications submitted under the existing zoning ordinance be processed under those rules, though communities often given such applicants the option to be processed under the new code. Some of this material potentially could be in an adopting ordinance rather than the zoning ordinance itself; we can discuss further during the drafting process.

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## Nonconformities

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This section will describe how legal nonconformities (i.e., uses, structures, lots, signs, or site features that were legal when established but no longer meet the requirements of the new ordinance) are administered and enforced. It will propose new regulations applicable to all nonconformities (e.g., the burden of establishing the existence of a nonconformity is on the applicant or property owner, not the city). The section will distinguish standards for nonconforming uses, nonconforming structures, nonconforming lots, nonconforming signs, and nonconforming site features. Determining how and when to require such projects to come into compliance with new standards is a challenging policy issue in most communities, especially regarding nonconforming site features such as parking. We will propose alternatives for the city's consideration during the drafting process.

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## Enforcement

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This section will describe how Syracuse enforces the zoning ordinance, including standards for violations, penalties and remedies, and authorized enforcement officers. Generally, we recommend relocating any specific information that may change frequently to an administrative manual. From the enforcement section, this might include information such as specific dollar amounts for fees and penalties.

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## Severability

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This section will clarify that the invalidation of any specific standard in the zoning ordinance shall not affect the application or validity of any other standard in the zoning ordinance not included in that judgment.

Materials from the current Syracuse Zoning Rules and Regulations to be considered for potential integration into this new Article 1 include:

**PART A – Legal Authority and Administration**

*Section I – General Purpose and Intent*

*Section II – Ordinance*

*Section III – Definitions*

**Part C – General and Special Requirements**

*Section II – Non-Conforming Uses and Structures*

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## Article 2: Zoning Districts

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### Zoning Districts Established

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This section will summarize the lineup of zoning districts. We propose the current lineup of zoning districts be modified as presented in the table below. The proposed new lineup includes new zoning districts (e.g., mixed-use and open space), and the consolidation or elimination of several current districts. This comparison table is intended to help facilitate the transition to the new zoning ordinance, as well as provide a starting point for further, in-depth discussion related to the proposed new lineup.

***Please note the table is a DRAFT only and likely will be modified following additional discussion during the drafting process.***

Current District	Proposed District	Comments
<b>RESIDENTIAL</b>		
Residential District, Class A-1	R1: Single-family Residential	<i>Character:</i> A traditional residential district primarily made up of single-family dwellings. <i>Proposed change:</i> Rename and carry forward.
Residential District, Class A-2		<i>Proposed change:</i> Do not carry forward.

Current District	Proposed District	Comments
Residential District, Class A	R2: Two-family Residential	<p><i>Character:</i> A residential district made up of primarily single- and two-family dwellings.</p> <p><i>Proposed change:</i> Rename and carry forward.</p>
Residential District, Class AA	R3: Two-family Residential, Small lot	<p><i>Character:</i> A residential district made up of primarily single- and two-family dwellings on smaller lots.</p> <p><i>Proposed change:</i> Rename and carry forward.</p>
Residential District, Class B-1	R4: Multi-family, Low-density	<p><i>Character:</i> A primarily residential district made up of single-family to smaller apartment buildings.</p> <p><i>Proposed change:</i> Rename and carry forward. Consider consolidation with current RB-1T district.</p>
Residential District, Class B-1 Transitional		<p><i>Character:</i> A primarily residential district made up of single-family to smaller apartment buildings, with limited office uses allowed by special permit.</p> <p><i>Proposed change:</i> Do not carry forward. Consolidate into new R3 and/or MX-N districts.</p>
Residential District, Class B	R5: Multi-family, Medium-density	<p><i>Character:</i> A medium-density residential district made up of a range of housing types from single-family to multi-family buildings. Additional uses may include compatible-scale commercial and office.</p> <p><i>Proposed change:</i> Rename district, possible consolidation with current RB-T district.</p>
Residential District, Class B Transitional		<p><i>Character:</i> A medium-density residential district made up of a range of housing types from single-family to multi-family buildings. Additional uses include compatible-scale commercial and office.</p> <p><i>Proposed change:</i> Do not carry forward. Consider consolidation with current RB district or new Mixed-Use Neighborhood district.</p>
<b>MIXED-USE</b>		
Residential District, Class C	MX-N: Mixed Use Neighborhood	<p><i>Character:</i> A mixed-use district with medium-density residential of 2,500 sq ft/du for multi-family residential development and compatible-scale commercial and office uses allowed by special permit.</p> <p><i>Proposed change:</i> Rename district, possible consolidation with current Residential Service into a new Mixed-Use Neighborhood district.</p>
Residential Service District	MX-N: Mixed-Use Neighborhood	<p><i>Character:</i> A planned district intended to provide service and convenience uses compatible to adjacent residential districts, while serving as a transition from residential districts to nonresidential districts.</p> <p><i>Proposed change:</i> Rename district, possible consolidation with Residential District, Class C into a new Mixed-Use Neighborhood district.</p>
Office, Class A	MX-O: Mixed-Use Office	<p><i>Character:</i> A mixed-use district allowing limited retail and service uses.</p> <p><i>Proposed change:</i> Rename district, possible consolidation with current Office, Class B district. Or, consider merging into MX-C (Corridor).</p>

Current District	Proposed District	Comments
Office, Class B	MX-O: Mixed-Use Office	<i>Character:</i> A mixed-use district allowing limited retail and service uses as accessory uses.  <i>Proposed change:</i> Rename district; consider possible consolidation with current Office, Class A; or, consider merging into MX-C (Corridor).
Local Business District, Class A	MX-C; Mixed-Use Corridor	<i>Character:</i> A mixed-use district with an intensity of uses that require direct and frequent access, best being suited along primary corridors within the city.  <i>Proposed change:</i> Rename and carry forward district.
Lakefront Districts		<i>Proposed change:</i> Do not carry forward. Include land area in appropriate proposed base districts while incorporating relevant and desired standards into updated sections.

### CENTRAL BUSINESS DISTRICTS

CBD, Retail District	CBD: Central Business District	<i>Character:</i> To provide for service, commercial, small-scale manufacturing, and residential uses in the high density, compact, well-established area of downtown Syracuse.  <i>Proposed change:</i> Combine all existing districts into one Central Business District that covers the downtown area, with possible overlay district for Armory Square.
CBD, Office & Service District		
CBD, Office & Service (Restricted)		
CBD, General Service		
CBD, Local Business District		
CBD, High Density Residential		
CBD, Medium Density Residential		
CBD, Planned Development and F.A.R. Premiums		
CBD, General Service A		

### COMMERCIAL DISTRICTS

Commercial District, Class A	CM: Commercial	<i>Character:</i> Currently allows for a mix of uses – residential, commercial, services – that require direct and frequent access, best being suited along primary corridors within the city. “Suburban commercial.”  <i>Proposed change:</i> Rename district, consolidate with current Commercial District, Class B.
Commercial District, Class B		
Highway Service District, Class A		<i>Proposed change:</i> Do not carry forward. Staff believes the district has not been used, but will confirm.

Current District	Proposed District	Comments
<b>INDUSTRIAL DISTRICTS</b>		
Industrial District, Class A	LI: Light Industrial	<p><i>Character:</i> Light industrial district made up of those uses that are primarily enclosed and of relatively lower-scale production or distribution.</p> <p><i>Proposed change:</i> Rename district and carry forward.</p>
Industrial District, Class B	HI: Heavy Industrial	<p><i>Character:</i> Heavy industrial district made up of those uses that have significant noise, smell, vibration, or other objectionable impacts, as well as those that require significant large truck.</p> <p><i>Proposed change:</i> Rename district and carry forward.</p>
<b>PLANNED DEVELOPMENT DISTRICTS</b>		
Planned Shopping District	PSD: Planned Shopping District	<p><i>Character:</i> The intent is to provide for well-planned and designed commercial and service uses in areas adjacent to highways to serve both the surrounding community and passing motorists.</p> <p><i>Proposed change:</i> Do not carry forward. Include land area in appropriate proposed mixed-use base districts.</p>
Planned Institutional District	PID: Planned Institutional District	<p><i>Character:</i> Unique institutional areas governed by site-specific plans approved by the City Planning Commission.</p> <p><i>Proposed change:</i> Carry forward current district, since there are sites with this designation and site-specific development plans. Further discussion is needed to determine appropriate update of regulations (e.g., screening, landscaping, signage).</p>
Planned Development District	PDD: Planned Development District	<p><i>Character:</i> Unique areas governed by site-specific plans approved by the City Planning Commission.</p> <p><i>Proposed change:</i> Carry district forward. Further discussion necessary prior to drafting to determine appropriate standards and requirements for district.</p>
<b>SPECIAL PURPOSE DISTRICTS</b>		
	OS: Open Space District	<p><i>Character:</i> Areas of publically owned property that is dedicated to uses such as active or passive recreation, or natural resource conservation.</p> <p><i>Proposed change:</i> New district to be applied to both public and privately held properties. Further discussion prior to drafting is needed to determine appropriate standards and requirements for district, as well as appropriate review and approval procedures.</p>
<b>OVERLAY DISTRICTS</b>		
James Street Overlay District		<p><i>Character:</i> Intended to protect and enhance the traditional neighborhood main street character of the area.</p> <p><i>Proposed change:</i> Do not carry district forward. Include land area in appropriate proposed base districts while incorporating relevant and design standards into updated code sections. (Generally in ordinance rewrite, avoid design overlays in favor of new generally applicable design standards.)</p>

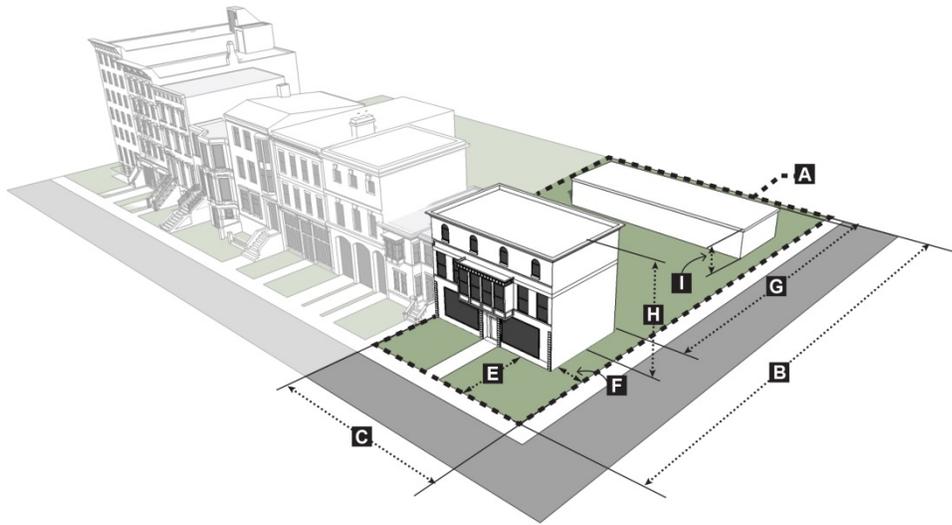
Current District	Proposed District	Comments
Motor Vehicle Sales Business Overlay District		<p><i>Character:</i> Intended to provide an opportunity for controlled development of specified components of the motor vehicle sales businesses within areas where such components would otherwise be prohibited.</p> <p><i>Proposed change:</i> Do not carry forward. Include land area into appropriate base zoning district, and incorporate appropriate standards and requirements into use-specific standards for auto sales use type.</p>

The lineup of districts in the new ordinance the must meet the current and future needs of Syracuse as expressed in the adopted *Land Use and Development Plan 2040*. Specifically, the standards of each district should reflect City goals and policies through the implementation of the plan’s Character Areas. The following table illustrates how the plan Character Areas match up to the proposed new zoning districts.

Character Areas	Proposed Zoning Districts
Open Space	OS: Open Space District
Suburban Residential	R1: Single-family Residential
Streetcar Residential	R1: Single-family Residential
Traditional Residential	R2: Two-family Residential
	R3: Two-family Residential, Small-lot
	R4: Multi-family, Low-density
Urban Neighborhood	R5: Multi-family, Medium-density
	MX-N: Mixed-Use Neighborhood
Adapted Mansion Corridor	R4: Multi-family, Low-density
	MX-O: Mixed-Use Office
	MX-C; Mixed-Use Corridor
High-Density Residential/Office	MX-O: Mixed-Use Office
Neighborhood Center	MX-N: Mixed-Use Neighborhood
	MX-O: Mixed-Use Office
Urban Core	MX-C; Mixed-Use Corridor
	CM: Commercial
	CM: Commercial
Suburban Commercial	CM: Commercial
Industrial Legacy	LI: Light Industrial
Heavy Industrial/Utilities	HI: Heavy Industrial
Downtown Overlay	CBD: Central Business District
Institutional	PID: Planned Institutional District

## Residential Districts

This section will include zoning district information for all residential districts. Each district will include a purpose statement, a summary table for applicable dimensional standards (height, setbacks, lot area requirements), and any standards that are applicable to that specific district. We recommend including graphics that illustrate the dimensional standards for each district. An example graphic from another jurisdiction is shown on the following page for illustration only. We will work with staff to develop a specific template for the Syracuse graphics.



*An example from another jurisdiction of dimensional standards depicted on an illustration for a mixed-use district.*

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## Mixed-Use and Nonresidential Districts

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This section will include zoning district information for all mixed-use districts and other nonresidential (such as commercial and industrial) districts. The presentation will follow the same outline described above for the residential districts (purpose, summary of dimensions, district-specific standards, and graphics).

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## Special Purpose Districts

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This section will include information for all special purpose districts, including open space and planned districts.

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## Overlay Districts

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This section will include general enabling authority for establishing overlay districts in the future. However, the City does not intend to carry forward current overlay districts (such as James Street). Rather, the City intends to move away from using location-specific design overlay districts in favor of new, generally applicable design standards. Various design and development standards found in the current overlay districts will be considered for integration into the new Code. For example, the pedestrian streetscape standards from James Street (and Lakefront) will be considered to apply to all the new mixed-use districts. Also, the standards from the Motor Vehicle Sales Business Overlay can be carried forward as use-specific standards.

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## Dimensional Standards and Exceptions

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This section will summarize the dimensional standards for all zoning districts. This will include summary tables with dimensional standards for the following:

- Lot standards (e.g., minimum lot area, minimum open space, maximum lot coverage)
- Setbacks (minimum yard requirements)
- Building standards (maximum height, minimum distance between structures)

Following the dimensional standards tables, a list of exceptions and encroachments will be included. This will describe what types of structures, building elements, or site features are either exempted from dimensional standards (such as uncovered patios or front entryway stairs), or may encroach into required areas (such as spires, bay windows, or rooftop solar).

Materials from the current Syracuse Zoning Rules and Regulations to be considered for potential integration into this new Article 2 include:

**Part B – District Regulations**

*All Sections – Dimensional standards  
(Except for use-related or procedural information)*

**Part C – General and Special Requirements**

*Section V – Multi-Building and Planned Developments  
Section X – Overlay Districts*

## Article 3: Use Regulations

This article will contain all of the standards applicable to specific land uses. The current zoning rules and regulations includes a narrative list of land uses and applicable standards within each individual zoning district, and includes unique standards for various uses in several different places throughout the document. This structure makes it difficult for zoning ordinance users to quickly determine all the districts in which a particular use is allowed and what standards might apply to a specific use.

### Table of Allowed Uses

This section will include a consolidated land use table, similar to the example presented in the Assessment Report. The table will summarize allowed uses by zoning district, indicating the level of approval required (by-right, special use permit, or not permitted), and will include cross-references to applicable use-specific standards. This table will be a key tool for reducing the overall length of the zoning ordinance and will provide an opportunity to compare uses across districts (whereas now an ordinance user must flip between different sections to compare uses allowed in different districts). It will be based on the new lineup of districts discussed above in the summary of Article 2. Importantly, the table also will introduce the new organizing framework of general use categories and specific use types discussed in the Assessment Report. All use categories and types will be defined in the new ordinance.

### Use-Specific Standards

This section will incorporate standards that apply to specific land uses, such as neighborhood retail, restaurants, bars, drive-thrus, outdoor storage, urban agriculture, and other uses that have unique impacts or standards associated with them. Such uses apply regardless of the underlying zoning district. As previously mentioned, use-specific standards are currently scattered throughout the zoning rules and regulations and we recommend consolidating them here to for clarity and to reduce repetition. Use-specific standards will be cross-referenced in the table of allowed uses to provide quick access to additional standards for any given land use. When the new zoning ordinance is drafted, new use-specific standards may be necessary to address previously identified concerns, as well as any new concerns that may come to light. Examples of uses for which new use-specific standards may be proposed were discussed in the Assessment Report, and include restaurants and community agriculture.

### Accessory and Temporary Uses and Structures

This section will describe the standards for accessory uses (such as home occupations), accessory structures (such as detached garages, chicken coops, sheds, and gazebos), temporary uses (such as construction offices), and temporary structures (such as produce stands and food carts). Accessory uses will be shown in the table of allowed uses, likely marked with an "A," or at the end of the table in a dedicated use category. Temporary uses will likely be included at the end of the table of allowed uses in a dedicated use category and marked with a "T." As with primary uses, use-specific standards will apply to accessory and temporary uses where necessary.

Materials from the current Syracuse Zoning Rules and Regulations to be considered for potential integration into this new Article 3 include:

**Part B – District Regulations**

*All Sections – Use-specific standards*

**Part C – General and Special Requirements**

*Section I, Article 4 – Swimming Pool Regulations  
Section I, Article 7 – Antennas, Communication Towers, and Satellite Dish Antennas  
Section I, Article 9 – Home Occupations  
Section IV, Article 2 – Special Permit Uses and Requirements (Use-specific standards)*

## Article 4: Development Standards

This article will include development standards related to site layout, design, and operational standards. While the districts and uses articles focus on how and where a landowner may develop their property, this article will regulate the quality of such development. We typically recommend organizing this article from the “ground up,” starting with protection of environmental features, progressing into site layout issues, then progressing into building design, and finally moving into operational issues. As noted in the Assessment Report, these will be almost entirely new sections, since the current Syracuse regulations have very few standards that affect development quality. We will also propose language for the city’s consideration identifying a point at which significant investment or modification of a property could require the applicant to bring existing site features into compliance with these new requirements.

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### Off-Street Parking

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Parking requirements have been a critical element of zoning ordinances for decades. The current Syracuse approach is typical, with the focus of regulation on the establishment of on-site minimum standards, usually relative to particular uses that parking is intended to serve. Although this approach remains widely used around the country, especially in communities that are heavily automobile-oriented, it has faced increasing criticism in recent years over its tendency to create excess parking supply, impede the flexibility of other elements of zoning and land development ordinances, and generally lead to a physical form of development that reinforces vehicle-dominant patterns of travel.

This new section will consolidate and significantly update the Syracuse parking standards. The various current requirements will be reviewed for potential integration into the new ordinance, with the following modifications:

- Create a new summary of parking requirements to match the new principal use table, ensuring that all uses have associated parking standards;
- Review all minimum off-street parking ratios against industry best practices, and consider maximum requirements for some uses (e.g., commercial);
- Recognize and allow additional alternative parking arrangements and measures to meeting parking requirements; and
- Establish new standards for the layout, design, and landscaping of parking areas (both accessory and freestanding).

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### Landscaping, Buffering, and Screening

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This section will set forth general standards for installation of new landscaping for development projects. Very little of this information exists in the current Syracuse regulations, so we will propose new standards for the city’s consideration. Buffering between land uses of different intensities and screening (e.g., dumpsters, mechanical equipment) will be addressed in this. New language will include more incentives for native vegetation and preservation of existing native vegetation and trees.

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### Building Design Standards

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While the current Syracuse regulations contain no design standards, the Assessment Report proposes new standards for commercial and multi-family projects. These could be structured to address a wide variety of common design aspects like building orientation, building placement, primary facade treatment, massing, materials, roof form, fenestration, and surface parking location.

There is a wide range of potential approaches to regulating design. On one end of the spectrum, voluntary design guidelines can encourage, rather than require, good design. This approach provides maximum flexibility, but can be tougher to administer and have less predictable results. On the opposite end, mandatory design standards are more straightforward to administer and achieve the most predictable results, but offer less flexibility and are more frequently challenged (though menus and alternative compliance can help allow room for creative approaches). Many successful systems fall somewhere in the middle, offering some of both approaches. Stakeholders should advise which approach they believe would be most successful in Syracuse, at least in the earliest years of enforcing this type

of regulation. Recognizing this new section will be a major step forward for Syracuse, we will propose a range of menu-based options for the city to consider (more straightforward than the Lakefront standards).

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## Neighborhood Transition Standards

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This section will include standards to protect neighborhoods from new higher-intensity development. This could include additional standards for new development and redevelopment next to existing low-density residential districts to ensure adequate mitigation of potential impacts. Such standards might include building height “stepbacks,” reductions of light pole height, increased setbacks, additional buffering or screening requirements, additional setbacks for parking areas adjacent to residential properties, and further controls on service areas or drive-thrus. These types of standards can be integrated into the development standards or located in a stand-alone section.

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## Operational Standards

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This section will include standards for operational facilities associated with site development, such as lighting, signs, and screening and fencing. Some of the current standards are working well and require minor cleanup; however, the new zoning ordinance should simplify and consolidate signage and parking standards for clarity.

Materials from the current Syracuse Zoning Rules and Regulations to be considered for potential integration into this new Article 4 include:

**Part C – General and Special Requirements**

*Section I, Article 2 – Building and Lot Requirements*

*Section I, Article 3 – Changes in Streets*

*Section I, Article 5 – Planting and Screening Requirements for Gasoline Service Stations, Parking Lots and Drive-In Facilities (excluding CBD)*

*Section I, Article 6 – Screening Device Regulations*

*Section I, Article 11 – Mobility Access for Dwellings*

*Section III – Parking and Loading Requirements*

*Section VI – Signs*

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## Article 5: Administration and Procedures

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This article will describe the review and approval procedures for all the types of development applications included in the new zoning ordinance. The article will address expressed concerns related to current procedures, including streamlining procedures to reduce review and approval time, providing clarity related to who is responsible for application review and approval, and incorporating more objective approval criteria.

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## Summary Table of Development Review Procedures

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A new table will summarize the basic requirements for review and approval procedures of all development applications. Below is a proposed revised table of review procedures. This table is an attempt to clearly convey roles and responsibilities, as well as specific steps of development applications.

***Please note the table is a DRAFT only and likely will be modified following additional discussion during the drafting process.***

## Summary Table of Development Review Procedures

KEY: R= Review and Recommendation D= Review and Decision < >: Public Hearing ✓ = required

Procedure	Section	Notice			Pre-Application Conference	Review and Decision-Making Bodies				
		Published	Written	Posted		Staff	Landmark Preservation Commission	Board of Zoning Appeals	Planning Commission	City Council
<b>Ordinance Amendments</b>										
Rezoning		✓	✓	✓	✓	R			<R>	<D>
Rezoning to Planned District		✓	✓	✓	✓	R			<R>	<D>
Ordinance Amendment (Text)		✓	✓	✓		R			<R>	<D>
<b>Development Permits</b>										
Certificate of Appropriateness						R	<D>			
Site Plan Review	Minor (new)	✓	✓	✓	✓	D				
	Major (new)	✓	✓	✓	✓	R			<D>	
Special Use Permit		✓	✓	✓	✓	R			<R>	<D>
Temporary Use Permit (new)					optional	D				
<b>Flexibility and Relief</b>										
Variance		✓	✓	✓	✓	R			<D>	
Administrative Adjustment (new)					optional	D				
Appeal of Administrative Decisions		✓	✓	✓	optional	R			<D>	

New procedures introduced in the table above include the following:

- Major and Minor Site Plan Review** – As discussed in the Assessment Report, the site plan review procedure is the proposed replacement for Project Site Review. The intent of having two distinct site plan review procedures is to allow smaller projects that have less impact to move through the review process in a simplified, faster procedure, while projects that are larger in scale and may have more significant community impacts receive more attention and scrutiny. We will propose thresholds for determining when a project qualifies for major or minor site review during the drafting process. Further discussion is necessary on the appropriate appeal authority for site plan decisions to ensure consistency with New York state law.
- Special Use Permit** – While the SUP is not a new procedure, we do note that it is common in many communities for the Council to delegate those decisions to the Planning Commission to streamline the development review process. Further discussion and research are necessary to consider if that would be appropriate and/or valued in Syracuse.
- Temporary Use Permit** – The intent of this permit is to allow for administrative approval of uses meeting specific criteria that will operate on a non-permanent basis on a specific site.
- Administrative Adjustment** – The intent of this procedure is to allow for staff to approval small (typically 5-10%) changes in site development standards.

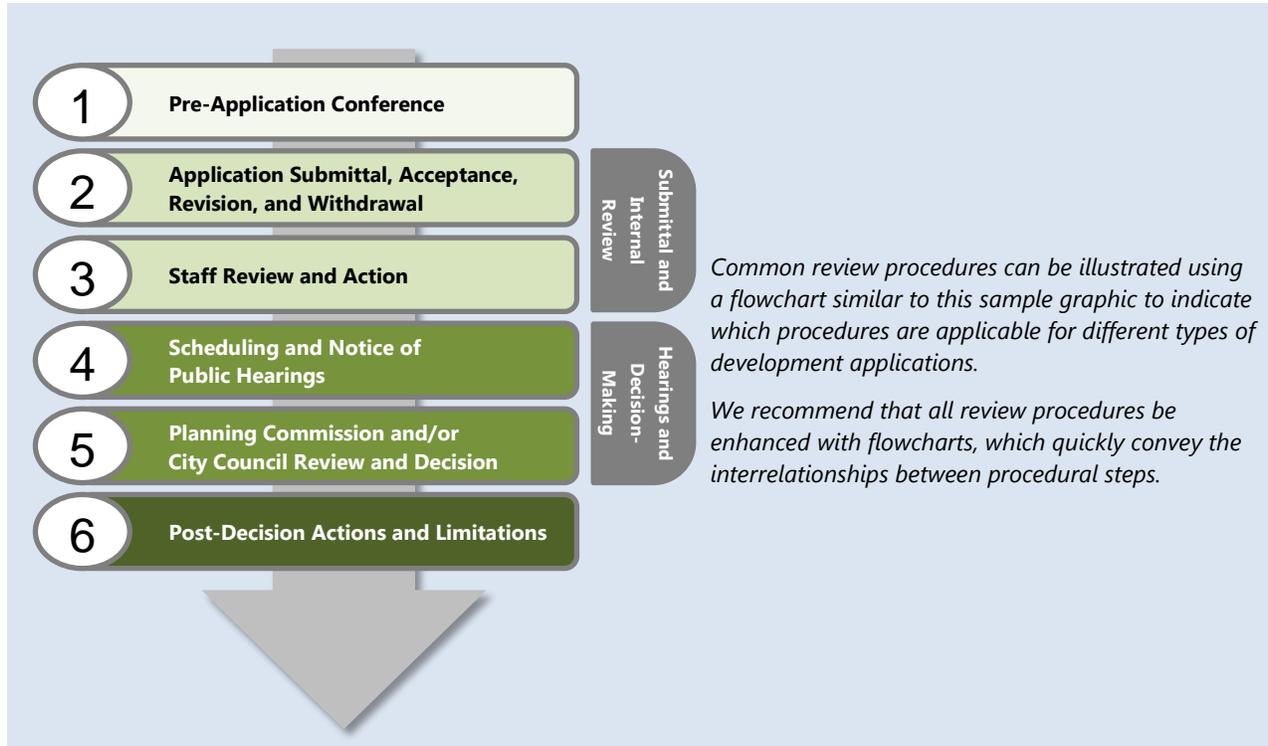
- **Appeals.** The exact path for appeals for various decisions requires additional research and discussion and will be proposed for discussion in the draft new code.

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## Common Development Review Procedures

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This section will include those common review procedures that apply to most development applications (e.g. authority to file applications, determination of application completeness, public notice requirements). Additionally, this section will include new review and approval criteria for administrative adjustment procedures. Administrative adjustment procedures are intended to make minor development application procedures easier by authorizing staff to review and approve minor deviations from certain dimensional or development standards based on specific criteria.




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## Ordinance Amendment Procedures

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This section will include review and approval procedures as well as application requirements for general rezonings, rezonings to PUDs (which have different submittal requirements and different approval criteria than general rezonings), and amendments to the text of the zoning ordinance. This section will cross-reference the common review procedures where possible, and will include additional standards that apply to specific application types.

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## Development Permits and Procedures

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This section will include review and approval procedures for applications such as development reviews, special use permits, and conditional uses. As previously mentioned, we heard significant concerns related to the review and approval processes. Generally, the level of detail for each process is inconsistent and key details are left unaddressed. We intend for the information in this section to address many of those concerns.

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## Flexibility and Relief Procedures

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This section will include review and approval procedures for applications such as appeals, variances, and administrative adjustments.

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## Review and Decision-Making Bodies

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This section will include a list of all review and decision-making authorities involved in the review and approval of development applications, and description of those authorities' powers, duties, and membership. Cross-references will be included to external documents if necessary (e.g., Planning Commission Rules of Procedure).

Materials from the current Syracuse Zoning Rules and Regulations to be considered for potential integration into this new Article 5 include:

**Part B – District Regulations**

*All Sections – Procedural information*

**Part C – General and Special Requirements**

*Section I, Article 8 – Area and Yard Requirements-Zoning Administrator Waivers*

*Section I, Article 10 – Project Site Review*

*Section IV, Article 1 – Special Permits: Information and Procedures*

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## Article 6: Rules of Construction and Definitions

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This article will provide all information related to the interpretation of key terms found in the zoning ordinance. Currently, definitions are found scattered in almost every individual section of the Syracuse zoning rules and regulations. The consolidation of all definitions will provide a more helpful tool for easy reference by users.

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### Rules of Ordinance Language Construction

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This section will describe how specific terms shall be interpreted throughout the zoning ordinance. Examples of such terms include: computation of time (i.e., calendar days versus business days), mandatory versus discretionary terms, conjugations, tenses and plurals, and conflicts between text and illustrations.

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### Definitions of Use Categories and Specific Use Types

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This section will include definitions for use categories (e.g. household living, manufacturing, lodging, utilities), as well as definitions for specific use types found in the table of allowed uses.

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### Other Definitions

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This section will include definitions for all other terms in the zoning ordinance, including those related to dimensions, procedures, development standards, and design.

Materials from the current Syracuse Zoning Rules and Regulations to be considered for potential integration into this new Article 6 include:

**Part A – Legal Authority and Administration**

*Section III, Article 2 – Terms*

**Part B – District Regulations**

*All Sections – Definitions as found.*

**Part C – General and Special Requirements**

*All Sections – Definitions as found.*