



MEMORANDUM

TO: Zoning Staff
Interested Parties

FROM: Jon MacGillis, ASLA
Zoning Director

DATE: January 16, 2008

RE: **Clarification of how to process Extensions to Development Orders and Conditions for Type I and Type II Variances.**

The following chart will help explain the process the applicant must pursue in order to obtain a time extension for a variance Development Order or time certain condition of approval. In December 2006, the Board of Adjustment Board was abandoned and the ULDC provisions for Type I and/or Type II Variances were created. To ensure the request for an extension is processed correctly, please refer to the chart below. Extensions for Type IA, 1B are processed by Public Information Section while Type II extensions are processed by PZ&B Monitoring Section. There is an application fee code, either 363 or 364, that needs to be paid prior to granting the approval. If staff has any questions, please contact Alan Seaman, Principal Site Planner, or Monitoring Section.

Original Process	Current Process	Comments
BofA Variances approved, prior to December 2006	See notes in Comments	Determine if variance would now be considered a Type IB or Type II. Type 1A & B extensions go to Admin Variance Public Hearing. If a Type II, then to Zoning Commission under CD Section review (not monitoring)
Type IB Variances	Administrative Review by Zoning Director, but put on the Admin. Variance Public Meeting.	See time certain condition on Development Order as to when variance DO or condition will expire. Applicant must complete Form 42 "Time Extension" at least one month prior to expiration of DO or condition.
Type II Non-Concurrent	Administratively processed by Zoning Director per ULDC Article 2, Table 2.D.3.B-1. PZ&B Monitoring will process these requests based on condition(s)	Monitoring Section will process requests. Zoning staff must ensure condition(s) for DO and conditions contain a "date" so it triggers monitoring.
Type II Concurrent	See Table 2.E.3.B.1, Time Limitations of Development Order	All Type II Concurrent variances are tied to the concurrent Development Order. A condition of approval on the Type II Resolution will state this requirement. Extension will be processed by PZ&B Monitoring Section for Development Order and Conditions prior to expiration. Monitoring staff will coordinate the extension and the updating of ePZB to reflect the extension with Zoning staff.

C: Monitoring Section