



Downtown Development District Parking Lot Screening Compliance

First steps:

- A. **Planning made an error.** If you believe you received a letter in error, due to not owning a parking lot, please let us know by sending an email to the email address at the top of the page;
- B. **I don't have to comply.** If you believe that you do not have a parking area that must comply, for any reason, please send an email to us using the email address at the top of the page to let us know the location and the reasons. Staff will review your information and either confirm or deny in writing (letter or email) your request. Should your request to not-screen be denied by Planning staff, you have the right to file an "Administrative Appeal" of staff's decision with the Board of Zoning Adjustment;
- C. **It will cause a hardship.** If you cannot comply due to a non-financial hardship associated with the site, you should submit a site variance request to the Board of Zoning Adjustment;
- D. **I need more information first.** If you need more information before determining what to do, please contact our office at the above telephone number to set up an appointment with a planner.
- E. **I want to speak to someone in charge.** The requirements for screening were first adopted by the City Council in May 2014, and amendments were adopted in January 2017. Planning staff cannot change Zoning Ordinance requirements, however, the City Council members can undertake the steps necessary to amend the Zoning Ordinance requirements;
- F. **I need someone to look at my property.** If you would like someone to meet with you on-site, please call or email our office and request a "Parking Lot Screening Compliance on-site meeting."
- G. **Yes, I would like to comply.** Great ! Start with a meeting with the Consolidated Review Committee (see step 1 on the next page), and check out some existing sites which are examples of compliant screening:
 - a. *Wall screening:* 51 S Conception Street at Conti Street – The Merry Widow
 - b. *Fence with hedge screening:* 121 N Royal Street – the rear entrance from St Joseph Street for The Candlewood Suites;
 - c. *Tree screening* (for gravel lots only): 606 Dauphin Street – across from the Wintzell's Restaurant

The steps to compliance:

- 1) Set up a meeting with the Consolidated Review Committee (CRC) by submitting a request for CRC review, to go over the requirements and any specific site concerns. Bring to the meeting any information you may have about the property, such as a survey, site plan, photographs of your existing parking area where it is near a street, and any pictures or drawings of the type of screening you would like to install;
- 2) If your parking lot is within an Historic District, you will need to obtain a Certificate of Appropriateness for any proposed wall or fence from Historic Development staff;
- 3) If, after the CRC meeting, you find that you are unable to comply with the screening requirements due to site related hardships, apply to the Board of Zoning Adjustment for a variance;
- 4) If you have received approval from the CRC (and a Certificate of Appropriateness if in an historic district), apply for a “DDD Parking Lot Compliance Permit” from the Permitting Department. You will need to submit a site plan to show where the fencing/wall and shrubs will be placed, and any proposed gates, as well as information about the screening material (metal fence, masonry wall) and the proposed height. Please note that you may be required to prepare a TIER 2 Land Disturbance Permit, if determined necessary by the Engineering Department.
- 5) Be sure to contact Alabama 811 (utility line locators) by calling 1-800-292-8525 at least 48 hours prior to any site work, so that utilities in the vicinity of your project can be located and marked;
- 6) Once work has been completed, call for final inspections for your DDD Parking Lot Compliance Permit.
- 7) Please note that the installation of walls or fences must be underway by the end of November 2017, and that any vegetative screening must be in place by the end of May 2019.