



**Date:** September 18, 2024  
**TO:** Planning and Zoning Commission  
**FROM:** Tiffany Antol, AICP, Zoning Code Manager  
**Through:** Michelle McNulty, AICP, Planning Director  
Alexandra Pucciarelli, Current Planning Manager  
**RE:** Planning and Zoning Commission Work Session on City Code Title 11 Text Amendment

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**I. Request:**

**PZ-24-00009: Subdivision Process** – modify City Code Title 11: General Plans and Subdivisions, Chapter 11-20: Subdivision and Land Split Regulations, to remove the requirement for Concept Plat; allow Minor Subdivisions of up to 10 lots instead of 4 lots; make all preliminary and final plats administrative unless modifications to development standards are requested such as an Engineering modifications or a Planned Residential Development; establish a separate process for land dedications affiliated with subdivisions; develop formal plat amendment process: replace Development Master Plan with a Master Block Plat Process; and minor changes to lot split standards. This amendment will be a full replacement of the Chapter.

**II. Purpose of the Work Session:**

The work session with the Planning and Zoning Commission is required as a “Citizen Review Session” in compliance with Section 10-20.50.040 (Procedures) of the Zoning Code and applicable state law. The purpose of the work session is for staff to present an overview of the proposed amendments, to allow interested residents to provide their ideas, suggestions, and concerns, and for the Commission to ask questions, seek clarification, and discuss the amendments, as well as offer alternate suggestions and ideas. The Commission will take no action at this work session. After the work session, staff will revise the proposed amendments as necessary. The amendments will then be presented to the Commission at a public hearing for consideration and action. Once a recommendation is received, a public hearing will be scheduled with the City Council. The anticipated timeline for the amendments is as follows:

October 9, 2024 – Planning and Zoning Commission Work Session

October 23, 2024 – Potential Planning and Zoning Commission Public Hearing

November 19, 2024 – Potential City Council Public Hearing (1<sup>st</sup> Reading of Ordinance)

December 3, 2024 – Potential City Council Public Hearing (2<sup>nd</sup> Reading of Ordinance/Adoption)

**III. Overview of Proposed Amendments:**

**A. PZ-24-00009: Subdivision Process**

The proposed amendment (Attachment 1) includes several minor modifications to City Code Title 11: General Plans and Subdivisions, Chapter 11-20: Subdivision and Land Split Regulations, to streamline the subdivision review process by removing the requirement for concept plats and allowing administrative approvals of both Preliminary and Final Plats, to clarify and update plat submittal

requirements, and to modify standards for Master Block Plats and Modified Subdivisions. The proposed amendment provides clear regulations, aligns the Zoning Code with the Building Code, and reduces the requirements for the development of individual single-family residential units.

The proposed amendment includes:

**Divisions (Chapter 11-20):**

- Combine former Divisions 11-20.40, 11-20.50, 11-20.60, 11-20.70, 11-20.80, and 11-20.90, so that all required plat types fall under the general category of subdivision procedures and requirements.

**Applicability (Section 11-20.30-010):**

- Changes the Modified Subdivision Process to no more than 10 lots (previously 4) as permitted by Arizona Revised Statutes and includes land splits over 2.5 acres as there was previously no process for these type of land splits.

**Preliminary Plat (11-20.40.030):**

- Adds the following to preliminary plat submission requirements:
  - An ALTA survey that delineates all easements and encumbrances in graphic form completed within six months of the preliminary plat submittal.
  - A Notice of Right to Appeal Exactions Owner Certification.
  - Project Narrative requirements.
- Adds Mountain Line or public transit operator to listing of agencies that need to be consulted.
- Revises the Preliminary Plat Review and Approval process to allow for administrative approvals.

**Final Plat (11-20.40.040)**

- Add the following to final plat submission requirements:
  - A closure report signed and sealed by a registered surveyor that indicates the boundary of the platted property to have a mathematical closure of not less than 0.01 feet.
  - A registered surveyor shall provide a signed and sealed certification that there are no conflicting encumbrances.
- Adds language about dedications.
- Revises the Final Plat Review and Approval process to allow for administrative approvals.
- Provides additional requirements for final plat recordation, including that all dedications have been accepted by Council and the City Clerk is responsible for recording.

**Master Block Plats (11-20.40.050)**

- Revises the previous Master Development Plan into a Master Block Plat process to assist with the development of a large or complicated land area.

**Modified Subdivision Process (11-20.40.060)**

- Allows up to 10 lots through the modified subdivision process.
- Deletes the requirement for a Concept Plat.

**Plat Amendment (11-20.40.070)**

- This section creates different processes for amending subdivision plats including Replats and Certificate of Corrections.

**Land Split or Combination Procedures and Requirements (11-20.050.020):**

- Adds a requirement that water and sewer services be provided to the frontage of each lot in areas served by the City of Flagstaff. Water or sewer services and/or yard lines shall not cross any other parcel.

**IV. Findings:**

At the October 23, 2024, Planning and Zoning Commission public hearing, the Commission will be requested to make a recommendation to the City Council on the proposed amendments based on the required findings specified in the Zoning Code. For your reference and discussion purposes, the required findings are specified below.

1. The proposed amendment is consistent with and conforms to the objectives and policies of the General Plan and any applicable specific plan;
2. The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City; and
3. The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.

**V. Community Involvement:**

A public open house was held on Thursday, September 26, 2024, at City Hall.

In accordance with Arizona Revised Statutes and the Zoning Code, the work session before the Planning and Zoning Commission was advertised in the Arizona Daily Sun on September 21, 2024, which is 18 days before the scheduled meeting date.

As of the date of this memorandum, staff has received one set of public comments on the proposed amendment.

**VI. Conclusion:**

As indicated above, the purpose of the work session is for staff to present an overview of the Zoning Code's proposed amendments and allow interested individuals, residents, and business owners to provide comments. The work session also allows the Commission to ask questions, seek clarification, have discussions, and offer comments on the proposed amendments. No formal recommendation or action by the Commission to the City Council is to occur at the work session. Additional opportunities for discussion, public comment, and action by the Commission will occur at a future public hearing.

**Attachments:**

1. PZ-24-00009: Subdivision Process City Code Amendment - Clean Copy
2. PZ-24-00009: Subdivision Process City Code Amendment - Track Changes Copy
3. PZ-24-00009: Subdivision Process City Code Amendment - Noted Changes Copy
4. SB 1103 – Subdivision administrative review