

PLANNING AND DEVELOPMENT SERVICES REPORT

Zoning Code Text Amendment

PUBLIC HEARING

PZ-24-00009

DATE: October 8, 2024

MEETING DATE: October 23, 2024

REPORT BY: Tiffany Antol, AICP

REQUEST:

City's request for a City Code Text Amendment to 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 modification or a Planned Residential Development; establish a separate process for land dedications affiliated with subdivisions; develop a 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.

STAFF RECOMMENDATION:

Staff recommends the Planning and Zoning Commission, in accordance with this report, find that the required findings of the Zoning Code have been met, and that the Planning and Zoning Commission make a recommendation to the City Council for approval of the City Code Text Amendment.

I. Proposed Amendment:

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):

- Combines 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)

- Adds 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.

II. Zoning Code Text Amendment

The Planning Director shall provide a recommendation to the Planning and Zoning Commission for its review. The Director's recommendation shall be transmitted to the Planning and Zoning Commission in the form of a staff report prior to a scheduled public hearing. The recommendation shall include the following: an evaluation of the consistency and conformance of the proposed amendment with the goals and policies of the General Plan and any applicable specific plans; the grounds for the recommendation based on the standards and purposes of the zones set forth in Section 10-40.20 (Establishment of Zones) of the Zoning Code; and a recommendation on whether the amendment should be granted or denied.

A Zoning Code Text Amendment shall be evaluated based on the following findings:

A. Finding #1:

The proposed amendment is consistent with and conforms to the objectives and policies of the General Plan and any applicable specific plan;

Flagstaff Regional Plan 2030

- Policy LU.1.6. Establish greater flexibility in development standards and processes to assist developers in overcoming challenges posed by redevelopment and infill sites.
- Policy LU.1.7. Consider creative policy and planning tools as a means to incentivize redevelopment and infill.

10-Year Housing Plan

- Create 4: Amend the Flagstaff Zoning Code to facilitate the development of all housing types.

Carbon Neutrality Plan

- Create housing options for households at all income levels and family sizes occupied by local residents.

B. Finding #2

The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City;

The amendment provisions are not anticipated to be detrimental to the public interest, health, safety, convenience, or welfare of the City. The proposed provisions are intended to comply with the requirements of SB 1103.

C. Finding #3

The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.

The amendment is internally consistent, utilizes the existing format, and does not conflict with other Zoning Code provisions. It maintains the Zoning Code’s purpose as a comprehensive contemporary set of land uses and requirements that are straightforward, usable, and easily understood.

III. CITIZEN PARTICIPATION

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.

IV. PLANNING AND ZONING COMMISSION WORK SESSION

At the Planning and Zoning Commission Work Session of October 9, 2024, staff reviewed the proposed Zoning Code Text Amendment application with the Commission.

Attachments:

1. Draft of Case No. PZ-24-00009 – Subdivision Process
2. SB 1103