

18.15.030 Zoning text amendment and zoning map changes.

(A) *Purpose.* In accordance with the provisions of Arizona law, the City Council may from time to time adopt text amendments to this title and/or amend the official zoning map(s). Any person, City staff, Commission or City Council may bring about amendments to the text of this title. Only the landowner, City staff, Commission or City Council may bring about amendments to the zoning map.

(B) *Pre-Application.* Before the City accepts any applications, the petitioner may schedule and attend a pre-application meeting. The purpose of the pre-application meeting is to discuss, in general, the procedures and requirements for either a zoning text amendment or a zoning change (rezoning) pursuant to these regulations.

(C) *Application.* All applications shall be filed on a form provided by the Zoning Administrator and shall be accompanied by the required fee and all required materials as outlined in this title and/or on the application. Depending upon the specifics of the amendment or rezoning, additional materials or studies may be required by the City in order to adequately review the application.

(D) *Initiation of Text Amendment.* Any person may request an amendment of the text of this title, after a pre-application meeting is held, by filing a completed application and submitting the required fee with the City. The application must state the exact section of this title proposed for amendment, the proposed substitute wording, and the reasons for requesting the amendment. Graphic material should also be submitted if it would assist in understanding the benefits of the amendment.

(E) *Initiation of a Zoning Map Change (Rezoning).* An owner of real property within the City, or that owner's authorized representative, may, upon proof of ownership, apply for a change in zoning district boundaries (rezoning) for that landowner's property. The Commission or the City Council, on its own motion at a public meeting, may initiate such amendments. In the case where the rezoning application filed by a private property owner includes other property, in addition to that owned by the petitioner, the application shall include the signatures of the real property owners representing at least 75% of the land in the area proposed to be changed.

(F) *Submittal Requirements.* All zoning map changes (rezoning) applications shall comply with the submittal requirements outlined herein and those on the application:

(1) A map showing the particular property or properties for which the rezoning application is being requested and the adjacent properties, buildings and structures, land uses, and public streets and ways within a radius of 300 feet of the exterior boundaries thereof.

(2) A detailed land use/development plan at a scale of one inch equals 100 feet (1"=100') which at a minimum shall include the following:

(a) A site plan drawn to scale and in such a manner as to indicate clearly and precisely what is planned for the subject property including the location and arrangement of all proposed uses;

(b) The location, arrangement and dimensions of all proposed lots;

(c) Topography showing existing and proposed grades and drainage systems, and natural and manmade features with indication as to which are being retained and which are to be altered or removed;

(d) All buildings and structures existing and proposed;

(e) Proposed block layout, street system, street dedications, improvements and utility plans;

(f) The traffic and the pedestrian circulation system, including the location and width of all streets, driveways, entrances to parking areas and parking structures, walkways and bicycle paths;

(g) Off-street parking facilities including number of spaces and dimensions of parking area, loading bays and service access drives and landscaping for the parking areas;

(h) The amount of open space provided, the location and type of open space, the proposed reservation for parks, parkways, playgrounds, recreation areas, pedestrian access and other open space; and

(i) Proposed landscaping including; size, type and location; the native vegetation that will be salvaged; walls and fences; outdoor lighting; signs; and outdoor storage and activities.

(3) The City reserves the right to waive some of the above submittal material if found to be unnecessary for a particular application. Conversely, the City reserves the right to require

additional information and material, and to require the submission of studies in order to adequately review the request. Additional submittal requirements may be required for an overlay zoning district or a planned unit development zoning district and, if applicable, may be found in the specific chapter addressing these types of developments herein.

(G) *Procedures.* All zoning map changes (rezoning) and text amendment applications shall be processed in the manner outlined herein.

(1) A pre-application conference may be scheduled and attended by the applicant with the Zoning Administrator to discuss the proposal.

(2) The petitioner shall submit a completed application, the required fees, and all materials and studies related to the development plan or the proposed text amendment.

(3) The Zoning Administrator shall designate a staff member to review the applications. The designated staff member shall determine whether a zoning application is administratively complete within thirty (30) days after receiving an application.

(a) If staff determines that the application is not administratively complete, staff shall include a comprehensive list of the specific deficiencies and provide notice to the applicant, either in writing or electronically.

(b) Upon issuance of the notice, the administrative completeness review timeframe and overall timeframe are suspended until staff receives the missing information from the applicant.

(c) Staff shall determine whether a resubmitted application is administratively complete within fifteen (15) days after receiving the submitted application. Additional notices of deficiencies may be provided based on the applicant's submission of missing information.

(34) ~~Once the Zoning Administrator has determined that the application package is complete and all necessary information has been submitted~~ After determining that the application is administratively complete, the application will be forwarded to the appropriate reviewing agencies and City departments for comments and a public hearing will be scheduled.

(45) As a prerequisite to the Commission public hearing, the application must first be presented to the public at the citizen review meeting, conducted by the Zoning Administrator, in accordance with the provisions outlined in SLCC [18.15.010\(C\)](#). The citizen review meeting is only required for applications involving a zoning ordinance that changes any property from one zone to another, that imposes any regulation not previously imposed or that removes or modifies any such regulation previously imposed, and/or an application for a specific plan.

(56) The Commission, in accordance with the requirements of A.R.S. § [9-462.04](#), shall conduct a public hearing. Notification of the public hearing shall be provided as set forth in A.R.S. § [9-462.04](#) and SLCC [18.15.020](#).

(67) The Commission shall render a decision in the form of a written recommendation for: (a) approval, (b) approval with conditions, or (c) denial of the petitioned rezoning or zoning text amendment. The recommendation shall then be forwarded to the Mayor and Council unless withdrawn in writing by the applicant.

(78) The City Council shall: (a) approve, (b) approve with conditions, or (c) deny the rezoning or zoning text amendment request [within 180 days of the determination that the application is administratively complete](#). Approval of a petition to rezone land may not be enacted as an emergency measure and the rezoning shall not become effective for at least 30 days after City Council approval. [The City may extend the time frame to approve or deny beyond one hundred and eighty \(180\) days as follows:](#)

(a) [Staff may grant a one-time extension of not more than thirty \(30\) days for extenuating circumstances; or](#)

(b) [Staff may grant extensions in thirty \(30\) days increments at the request of the applicant.](#)

(9) [Subsections 18.15.030\(G\) \(3\) and \(4\) above do not apply to land that is designated as a district of historical significance pursuant to A.R.S. §9-462.01\(a\) and an area that is designated as historic on the national register of historic places.](#)

(810) When an application for rezoning is accompanied by an application for a conditional use permit or subdivision plat approval, both applications may be processed and reviewed concurrently. If the proposed rezoning is not in compliance with the City of San Luis

General Plan – Land Use Plan, an application for an amendment to the Land Use Plan shall be submitted by the applicant in accordance with A.R.S. § 9-461.06, the City of San Luis General Plan, and SLCC 18.15.090.

(H) *Protest*. A supermajority of City Council votes, three-fourths, as prescribed by A.R.S. § 9-462.04, shall be required if a protest petition is filed in accordance with the statute. The protest petition shall be filed in writing with the City Clerk at or before noon on the date of the City Council hearing.

(I) *Subsequent Applications*. In the event that an application for amendment is denied by the City Council or that the application is withdrawn after the Commission hearing, the Commission shall not accept another application for the same amendment within 12 months of the original hearing unless agreed to by a supermajority three-fourths vote of the Commission.

(J) *Reversion of Zoning*. The City may approve a change of zoning conditioned upon a schedule for development of the specific use or uses for which rezoning is requested. If at the expiration of this period the property has not been improved for the use for which it was conditionally approved, the City, after notification by certified mail to the owner and applicant who requested the rezoning, may schedule a public hearing before the City Council to take administrative action to extend, remove or determine compliance with the schedule for development or take legislative action to cause the property to revert to its former zoning classification. (Ord. 312 § 2(3.2), passed 4-11-2012. Code 2012 § 152.042.)

The San Luis City Code is current through Ordinance 449, passed March 13, 2024.

Disclaimer: The City Clerk's Office has the official version of the San Luis City Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.sanluisaz.gov](http://www.sanluisaz.gov)

[Hosted by General Code.](#)