City of Flagstaff
Regional Plan Amendment Guide

Including Amendment Process and Calendar
for
Staff Initiated Requests
July 2008

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INTRODUCTION

The City of Flagstaff adopted the Regional Land Use and Transportation Plan (RLUTP) in 2001. The RLUTP is the guiding force for the future growth and development of the City of Flagstaff. The RLUTP includes state mandated elements concerning all aspects of City activity from transportation to water resources. The plan also includes future land use requirements and creates growth boundaries the City may consider over time for potential growth.

The RLUTP is a comprehensive view of the city; however it may be necessary to amend the plan as time passes to address current market needs or potential for development outside the original parameters of the plan.

GROWING SMARTER

In 2000, State Legislature passed Growing Smarter Plus to further enhance land use planning in Arizona. Out of this legislation came processes and requirements for any amendments to the Regional Plan. The revised statutes (9-461.06) recognize two types of amendments; major and minor. Classification is based upon impact to the land use mixture or balance as established in the regional plan. Impact may also be further defined by the city. The statutes include specific processes for each type of amendment proposal to follow and be approved.

MAJOR PLAN AMENDMENTS

Major Plan amendment proposal's, if approved, are changes that would create a **substantial** alteration of the municipality's land use mixture or balance as established in the municipality's existing regional plan land use element.

As defined per the RLUTP, the following types of proposals require major amendments due to the substantial nature of the change:

Residential Amendments:

- Any increase or decrease of intensity of residential land use classification of 80 acres or more
- Any change from a residential land use classification to a non-residential land use classification of 40 acres or more

Non-residential Amendments:

- Any change of non-residential land use classification of 20 acres or more, unless identified as potential redevelopment areas as shown on the Redevelopment Area Map

Changes by Either the City or County:

- Any change to Rural or Urban Growth Boundary

- Any change to *Regional Plan* policies

MAJOR PLAN AMENDMENT PROCESS:

Arizona Revised Statutes (ARS) require all major amendments to the Regional Plan to be presented at a single public hearing during the calendar year the proposal is made. The process for major amendment proposals is very specific and deadline driven. The process includes public notification, Development Review Board (DRB) review, and a minimum of three public hearings. The proposal is also required to be sent to the Planning and Zoning Commission, City Council and the following group for review and comment 60 days prior to public notice:

- Coconino County Community Development Department
- Coconino County
- Northern Arizona Council of Governments
- Arizona State Department of Commerce or any other state agency that is
- Subsequently designated as the general planning agency for Arizona
- Any person or entity that requests in writing to receive a review copy of the proposal

Major amendments to the general plan also require an affirmative vote of at least two-thirds of the members of the City Council.

The following calendar details the deadlines and process that is required for submitting a proposal for a Major Plan Amendment in the current year. The schedule does not take into consideration possible delays or continuation of public hearings. In addition, additional meetings may be required at the discretion of the Planning and Development Services Director.

2008 MAJOR AMENDMENT CALENDAR

Deadline	Requirement	Notes
PHASE 1: CONCEPTUAL REVIEW (Not required for staff initiated requests)		
Prior to Conceptual Submittal	Pre-application Conference	Meeting with Planning staff and others to determine the nature of the proposed amendment Additional follow up meetings may be required to discuss specific details
Prior to Conceptual Submittal	Applicant Hosts Public Meeting	Applicant will meet with planning staff to determine notice, type, and location requirements for public participation meeting
Prior to or by May 29, 2008	Conceptual Application to DRB - Submittal Deadline	Conceptual application will be used for plan amendment and zoning change
Three weeks after submittal	DRB Completes Review of Conceptual Application and Returns Comments to Applicant	Applicant should address all comments in subsequent formal application to DRB
PHASE 2: FORMAL APPLICATION		
Prior to or by July 22, 2008	Regional Plan Application to DRB	Staff will determine if applications are complete; if not applicant must resubmit
Prior to or by August 15, 2008	Formal Application for Regional Plan Amendment	All applications must be complete by this date by this date to process in 2008
Prior to or by August 18, 2008	60 Day Review Begins	Staff forwards application to P&Z, CC, State and outside agencies
After Formal Application	Staff Review and Analysis	DRB staff reviews application for compliance
After DRB Review and Prior to P&Z	City Hosted Public Meeting	City planning staff will host a public meeting appropriate for the type of proposal
Prior to or by October 17, 2008	60 Day Review Complete	Staff includes any comments in P&Z report
PHASE 3: PUBLIC HEARING PROCESS		
October 21, 2008	Planning and Zoning Commission Public Hearing 1	Public hearing required by statute
November 11, 2008	Planning and Zoning Commission Public Hearing 2	Public hearing required by statute (alternate location required)
December 2, 2008	City Council Public Hearing	Public hearing required by statute
December 16, 2008	City Council Adoption or Denial of Resolution	City Council votes on proposal – 2/3 affirmative vote is required for approval

2009 MAJOR AMENDMENT CALENDAR

Deadline	Requirement	Notes
PHASE 1: CONCEPTUAL REVIEW (Not required for staff initiated requests)		
Prior to Conceptual Submittal	Pre-application Conference	Meeting with Planning staff and others to determine the nature of the proposed amendment Additional follow up meetings may be required to discuss specific details
Prior to Conceptual Submittal	Applicant Hosts Public Meeting	Applicant will meet with planning staff to determine notice, type, and location requirements for public participation meeting
Prior to or by May 28, 2009	Conceptual Application to DRB - Submittal Deadline	Conceptual application will be used for plan amendment and zoning change
Three weeks after submittal	DRB Completes Review of Conceptual Application and Returns Comments to Applicant	Applicant should address all comments in subsequent formal application to DRB
PHASE 2: FORMAL APPLICATION		
Prior to or by July 16, 2009	Regional Plan Application to DRB	Staff will determine if applications are complete; if not applicant must resubmit
Prior to or by August 14, 2009	Formal Application for Regional Plan Amendment	All applications must be complete by this date by this date to process in 2009
Prior to or by August 17, 2009	60 Day Review Begins	Staff forwards application to P&Z, CC, State and outside agencies
After Formal Application	Staff Review and Analysis	DRB staff reviews application for compliance
After DRB Review and Prior to P&Z	City Hosted Public Meeting	City planning staff will host a public meeting appropriate for the type of proposal
Prior to or by October 16, 2009	60 Day Review Complete	Staff includes any comments in P&Z report
PHASE 3: PUBLIC HEARING PROCESS		
October 27, 2009	Planning and Zoning Commission Public Hearing 1	Public hearing required by statute
November 10, 2009	Planning and Zoning Commission Public Hearing 2	Public hearing required by statute (alternate location required)
December 1, 2009	City Council Public Hearing	Public hearing required by statute
December 15, 2009	City Council Adoption or Denial of Resolution	City Council votes on proposal – 2/3 affirmative vote is required for approval

MINOR PLAN AMENDMENTS

Selected systems plans, including Water, Wastewater, Stormwater, Fire Protection, Historic Properties and Districts, Transportation (Transit, Bikeways, F.U.T.S., Roadway Categorization, and Truck Route) Plans, and non-land use and related supplementary plans, including Redevelopment Plan, Community Facilities, Ownership, and Physical Influences, that are included in the RLUTP are dynamic and subject to continuous internal update and not encumbered by the major amendment process. Minor amendments to the Regional Plan may be presented at any time of the year.

Residential Amendments:

- Any increase or decrease of intensity of residential land use classification of less than 80 acres
- Any change from a residential land use classification to a non-residential land use classification of less than 40 acres

Non-residential Amendments:

- Any change of non-residential land use classification of less than 20 acres

Related Land Use Plan Maps:

- Roadways Plan, Open Space Plan, and Parks and Recreation Plan

Redevelopment:

- Changes to the Land Use Plan identified in the Redevelopment Area Map are not subject to the Major Plan Amendment process

Mandated Changes:

- Any change mandated by initiatives or state law

Parks, Open Space, and Roadways Plans:

- Any change to or from parks, open space, and roadways plans

A minor amendment to the general plan requires only one public hearing by the Planning and Zoning Commission and one by the City Council. These minor amendment public hearings may be held at any time during the calendar year, and do not require two-thirds vote of the City Council. Nor do the proposals have to be submitted to those required of a major amendment; although, of course, they will be made available to those requesting them.

MINOR AMENDMENT PROCESS

Requirement	Notes
Pre-application Conference	Meeting with Planning staff and others to determine the nature of the proposed amendment Additional follow up meetings may be required to discuss specific details
Applicant Hosts Public Meeting prior to Conceptual Submittal (if applicable)	Applicant will meet with planning staff to determine notice, type, and location requirements for public participation meeting
Applicant Submits Conceptual Application to DRB	Conceptual application will be used for plan amendment and zoning change
DRB Completes Review of Conceptual Application and Returns Comments to Applicant	Applicant should address all comments in subsequent formal application to DRB
Applicant Submits Regional Plan Application to DRB	Staff will determine if applications are complete, if not applicant must resubmit
City Hosted Public Meeting (if applicable)	City planning staff will host a public meeting appropriate for the type of proposal
Planning and Zoning Commission Public Hearing 1	Public hearing required by statute
City Council Public Hearing and Adoption or Denial of Resolution	Public hearing required by statute

AMENDMENT APPLICATION REQUIREMENTS

Applications for both major and minor amendments require the following information:

- Description of the applicable section of the Regional Plan for which the amendment is requested
- Proposed new language and/or maps which incorporate this change
- Plan amendment fees (fees are waived for staff initiated requests)
- Narrative analysis by applicant explaining why this amendment is necessary and how it is consistent with the overall goal(s) of the Plan including the following when applicable: (applicability is determined by the Director of Planning and Development Services)

- Alternate plan concepts for the subject area and environs, including concepts that would accommodate the proposed rezoning or development proposal and the cumulative impacts of recent and prospective rezoning

- Cumulative impacts on the stability of nearby and surrounding land uses of the proposed rezoning or development proposal and of other recent and prospective rezoning in the study area

- Projected cumulative changes in land use which may result from the proposed rezoning or development proposal and from other recent anticipated rezoning requests

- Cumulative impact of potential rezoning on the supply of land zoned in the category of the rezoning proposal

- Amounts of land in the proposed use categories needed to meet the needs of the subject area and environs and of the community

- Traffic impacts which may result from the proposal and potential mitigation measures

- Facilities and systems impacts which may result from the proposal and identification of potential adjustments in public facility plans, including the costs of projected public capital improvements associated with the change

- Housing supply impact which may result from the proposal

- Impact on the implementation of the Regional Plan goals and policies resulting from the proposal

AMENDMENT APPLICATION FEES

Plan Amendments are $2,000 plus and $150 per acre.
An administrative fee is also charged.

ZONING

Current City policy permits proposals for amendments to the Regional Plan to be accompanied by applications for rezoning. However, action on the Regional Plan is required prior to any action on a zoning application. State law requires that all zoning be consistent with and conform to the adopted General Plan. Staff will forward the application for rezoning on subsequent hearing dates from the adoption of a regional plan amendment. If the amendment is minor in nature, staff may schedule the zoning request on the same public hearing date, but will be subject to Regional Plan amendment approval.

ANNUAL REVIEW

Staff will prepare an annual report to present the Planning and Zoning Commission and City Council for review each year.

The report shall include the following:

- All minor and major amendments that were processed throughout the year
- Status and progress of goals and policies in the Regional Plan
- Status of development in the established growth boundaries
- Zoning cases that were approved and the effect, if any, on the Regional Land Use Map
- Year end report on existing zoning and developable potential
- Year end report on existing land use and developable potential
- Staff recommendations for additional major and minor map amendments to consider for the following year
- Staff recommendations for additional major and minor text amendments to consider for the following year
- Staff recommendations for element updates to the Regional plan

Following a positive recommendation by City Council to pursue additional major and minor amendments to the Regional plan, staff will prepare the appropriate application and begin the amendment process.

STAFF INITIATED REQUESTS

Staff initiated amendments shall move through a similar process to property owner initiated requests. All major amendment requests shall be processed at one public hearing during the year. Staff initiated requests shall be required to meet the deadline requirements as stated on the amendment Calendar for DRB submittal beginning with Phase 2 Formal Application. Staff initiated amendments shall not be required to apply through conceptual DRB review.