



CITY OF BUCKEYE
PLANNING AND ZONING COMMISSION
REGULAR MEETING AGENDA
FEBRUARY 24, 2015

NOTICE OF POSSIBLE QUORUM OF THE BUCKEYE CITY COUNCIL

In accordance with Title 38, Chapter 3, Article 3.1, Arizona Revised Statutes, a majority of the City Council may attend the regular meeting of the Buckeye Planning and Zoning Commission but there will be no voting taking place by the City Council. Council members may participate in the discussion of any item on the agenda.

Accessibility for all persons with disabilities will be provided upon request. Please telephone your accommodation request to (623)349-6911, 72 hours in advance if you need a sign language interpreter or alternate materials for a visual or hearing impairment. [TDD (623)234-9507]

City of Buckeye
 Council Chambers
 530 East Monroe Avenue
 Buckeye, AZ 85326

Workshop: None
Regular Meeting: 6:00 pm

At Large	District 1	District 2	District 3	District 4	District 5	District 6
Jim Zwerg	Jeffrey Nagy	Preston Hundley	Carol Kempiak <i>Chairperson</i>	Clayton Bedoya	Reverend Gregory Clemmons	Nick Hudec <i>Vice Chairperson</i>
Thomas Marcinko <i>(Alternate)</i>	Jesse Knight <i>(Alternate)</i>	Richard Burrell <i>(Alternate)</i>	Deanna Kupcik <i>(Alternate)</i>	Vacant <i>(Alternate)</i>	Bill Elliott <i>(Alternate)</i>	Duane Mitry <i>(Alternate)</i>

Council Liaison: Councilmember Craig Heustis

1.	CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL	
2.	APPROVAL OF MINUTES FROM JANUARY 27, 2014 PLANNING AND ZONING COMMISSION WORKSHOP	Action required: <i>Motion</i>
3.	NEW BUSINESS	

3A.	<p>Subject: West Park Subdivision Signs (CSP14-01) Applicant: John Jacobson on behalf of Westpark HOA Location: East boundary of Westpark and Lower Buckeye Road Request: An amendment of the comprehensive sign plan to allow two additional neighborhood monument signs at the east edge of Westpark on Lower Buckeye Road. Recommendation: Approval Presented by: Ed Boik, AICP, Senior Planner</p>	<p>Action required: Discussion and motion</p>
3B.	<p>Subject: Sun City Festival Q1, S1, T1, ZZ1 (PP14-03) Applicant: City of Buckeye Location: South of Beardsley Pkwy, West of Desert Oasis Blvd Request: Preliminary Plat for 386 lots on 168 acres (2.31 du/ac). Recommendation: Approval Presented by: Ed Boik, ACIP, Senior Planner</p>	<p>Action required: Public Hearing discussion and motion</p>
3C.	<p>Subject: Site Plan Process Amendment (DCA14-05) Applicant: City of Buckeye Location: Citywide Request: A compressive amendment to the site plan review process with improvements to notification, appeals, effective periods, and process. Recommendation: Staff recommends the Commission discuss the amendment options and continue the item to March 10, 2015 Presented by: Ed Boik, AICP, Senior Planner</p>	<p>Action required: Public Hearing discussion and motion</p>
4.	<p>COMMENTS FROM THE PUBLIC Members of the audience may comment on non-agenda items. However, State Open Meetings Law does not permit the Commission to discuss items not specifically on the agenda.</p>	<p>Action required: None</p>
5.	<p>REPORT FROM STAFF</p>	<p>Action required: None</p>
6.	<p>COMMENTS FROM THE PLANNING AND ZONING COMMISSION</p>	
7.	<p>ADJOURNMENT</p>	<p>Action required: Motion</p>



CITY OF BUCKEYE
PLANNING AND ZONING COMMISSION
WORKSHOP MINUTES
JANUARY 27, 2015

City of Buckeye
530 East Monroe Avenue
Buckeye, AZ 85326

1. CALL TO ORDER

Planning Manager Terri Hogan called the workshop to order at 5:04 p.m.

Members present: Commissioner Jeffrey Nagy, Commissioner Preston Hundley, Chairperson Carol Kempiaik, Commissioner Gregory Clemmons, Alternate Thomas Marcinko arrived at 5:40pm, Alternate Richard Burrell, Alternate Deanna Kupcik, Alternate Bill Elliott, Alternate Duane Mitry arrived at 5:45pm

Members absent: Commissioner Jim Zwerg, Commissioner Clayton Bedoya, Vice Chairperson Nick Hudec, Alternate Jesse Knight

Staff present: Development Services Director George Flores, Planning Manager Terri Hogan, Senior Planner Adam Copeland, Planner Andrea Marquez, Planner Sean Banda, Senior Planner Ed Boik, Chief Building Official Phil Marcotte, Deputy City Engineer Jason Mahkovtz, Administrative Assistant Keri Hernandez

2. SUBJECT: LEADERSHIP CLASS PRESENTATION AND TOUR

Development Services Director George Flores presented an introduction, and was available to answer questions from the Commission.

Senior Planner Adam Copeland presented the planning process and was available to answer questions from the Commission.

Deputy City Engineer Jason Mahkovtz presented the Engineering plan review process and was available to answer questions from the Commission.

Chief Building Official Phil Marcotte presented the Building Plan Review and Inspection process, and was available to answer questions from the Commission.

3. ADJOURNMENT

With there being no additional questions, the workshop was adjourned at 7:17 PM.

Carol Kempiaik, Chairperson

ATTEST:

Keri Hernandez, Administrative Assistant

I hereby certify that the foregoing is a true and correct copy of the Planning and Zoning Commission Regular Meeting held on the 27th day of January, 2015. I further certify that a quorum was present.

Keri Hernandez, Administrative Assistant



COMPREHENSIVE SIGN PLAN

REPORT TO THE PLANNING AND ZONING COMMISSION

CASE NUMBER: CSP 14-01 (PLZ-14-00111)
TITLE: Westpark Comprehensive Sign Plan Amendment
DATE: February 24, 2015
AGENDA ITEM: 3A

Applicant: John Jacobson, on behalf of Westpark HOA
Request: Request to allow additional community entry signs at the east edge of the community and Lower Buckeye Road approximately ½ mile west of Miller Road.
Proposed Development: Two entry community entry monument signs
Location: ½ mile west of the intersection of Miller Rd and Lower Buckeye Rd
Site Acreage: N/A
Public Input: No known objection or support for the request.
Recommendation: **Approve**, with stipulations

PROJECT DESCRIPTION

The applicant is requesting approval of an amendment to the existing Westpark Comprehensive Sign Plan which was approved in 2004. This amendment will allow two (2) additional Westpark Community Signs along Lower Buckeye Road at the east edge of the community. These signs will feature a design identical to the existing Westpark signs on Warner St, although with different dimensions. One side will be located on the north side of Lower Buckeye Road; one will be located on the south side.

The signs are mounted to a wrought iron fence between two columns flanked with vases. The signs are 16-ft wide and 12-ft tall although the actual sign area is considerably smaller. Each sign will be landscaped to match the existing landscaping in the development.

ANALYSIS

Comprehensive Sign Plan

The Westpark Community Master Plan (CMP) specifies that all community subdivision signs and wall designs shall be defined through the approval of a Comprehensive Sign Plan (CSP) at the time the first preliminary plat is submitted. This was done in 2004 and the signs were constructed shortly thereafter. Any changes to the CSP require an amendment to the CSP.

The CMP and the Development Code do not have subdivision/community sign standards, therefore all subdivision signs need to be reviewed and approved by the Planning Commission through a CSP.

Staff has reviewed the proposal and has no concerns with the proposed sign design and location.

Public Notice

Public notice is not required for items that do not require a public hearing. The Agenda was made available prior to the meeting on the City website and posted in public locations in accordance with Open Meeting Law.

FINDINGS AND RECOMMENDATION

Based on the following findings:

- The request is consistent with the General Plan, Development Code, and Westpark CMP;
- The proposed signs are high quality and consistent with the existing community signs;

Staff recommends that the Planning and Zoning Commission motion as follows:

Motion to approve CSP 14-01, an amendment to the Westpark Comprehensive Sign Plan, with stipulations a and b.

Stipulations:

- a. Development shall be in general conformance with the Comprehensive Sign Plan (CSP 14-01), Exhibits A, B and C.
- b. A sign permit shall be obtained prior to construction.

Attachments:

Exhibit A: Narrative
Exhibit B: Proposed Signs
Exhibit C: Locational Map

Prepared By: Ed Boik, AICP
Senior Planner

Reviewed By: Terri Hogan, AICP
Planning Manager



We Beautify the World

January 29, 2015

Westpark Entry Monuments
Buckeye | Arizona

Comprehensive Sign Plan Amendment
Professional Landscape Architectural Services

Prepared For
City of Buckeye
Planning and Zoning
Prepared By
AAA Landscape
Steven McLeod, Design Associate

Westpark Monument Narrative:

WestPark Community Homeowners Association is requesting a comprehensive sign plan amendment for the Westpark community located in Buckeye, Arizona. The proposed sign amendment will be to include two (2) new entrance monuments at the West Lower Buckeye Road access to the community. One (1) monument to the north side of West Lower Buckeye Road and One (1) monument to the south of West Lower buckeye Road.

The proposed sign locations are out of any known existing easements, right-of-ways, and drainage facilities. The monuments are of the style, color, and material of the existing monuments located at Miller Road and West Warner Street.

Sincerely,

John P. Jacobson, RLA, ASLA
Director of Landscape
Design+Build Division

Steven C. McLeod
Landscape Associate
Design+Build Division

Phoenix Office
3747 E. Southern Ave.
Phoenix, AZ 85040
P 602.437.2690

Tucson Office
4742 N. Romero Rd.
Tucson, AZ 85705
P 520.696.3223

Exhibit B

West Park Entry Monuments Buckeye, Arizona COMPREHENSIVE SIGN PLAN AMENDMENT November 3, 2014



We Beautify the World

Contact:

Steven C. McCluskey
Landscape Design Associate

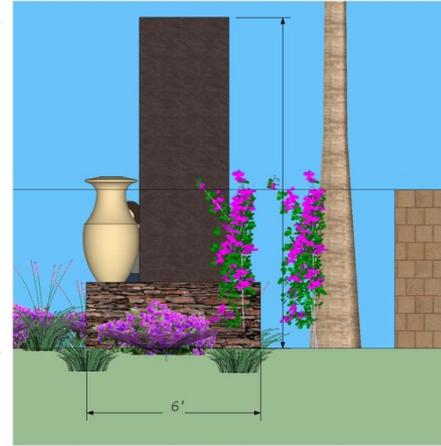
John P. Jacobson, RLA, ASLA
Landscape Architect

Design-Build Division
aaalandscape.com
3747 E. Southern Avenue | Phoenix, Arizona 85040
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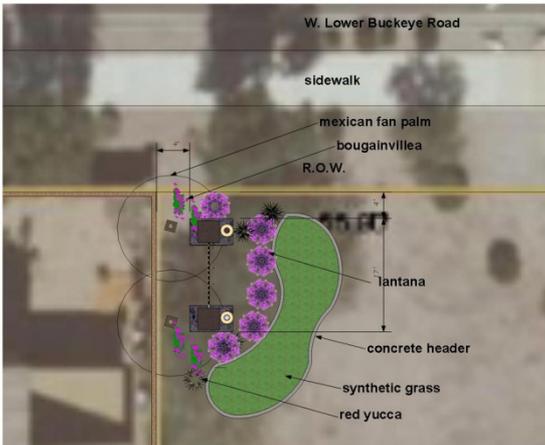
Entrance Monument Locations - Front Elevation
Scale 1/2" = 1'-0"



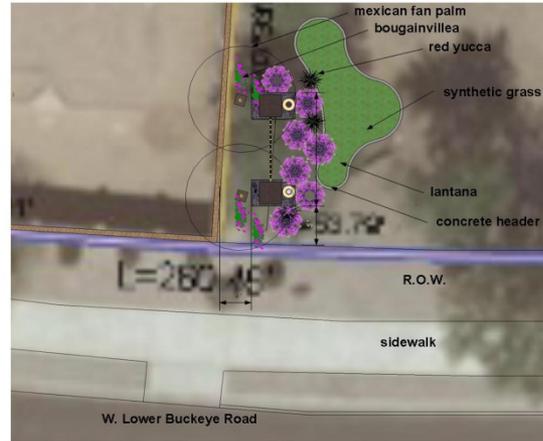
Entrance Monument Locations - Side Elevation
Scale 1/2" = 1'-0"



Existing W. Westpark Loops Monument



W. Lower Buckeye Road Entry - South Monument
Scale 1/8" = 1'-0"



W. Lower Buckeye Road Entry - North Monument
Scale 1/8" = 1'-0"



Mexican Fan Palm



Lantana



Boudainvil



Red Yucca



Plant Palette

Exhibit C

W. Lower Buckeye Road - North Monument Location



West Park Entry Monuments

Buckeye, Arizona
COMPREHENSIVE SIGN PLAN AMENDMENT
 November 3, 2014



We Beautify the World

Contact:

Steven C. McClend
 Landscape Design Associate

John P. Jacobson, RLA, ASLA
 Landscape Architect

Design-Build Division

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504-60-429
WESTPARK COMMUNITY ASSOCIATION
 MCR # 70212
 Address: 70212
 Latitude/Longitude:
 Description: WESTPARK PARCEL 35 MCR 702-12 TH PT TRACT 02 LY
 V6 IN NMA SEC 19
 Lot Size (Sq Ft): 27,049
 Zoning: PC
 Section, Township, Range: 19 1N 3W
 Market Area/Neighborhood: 35004
 Subdivision: WESTPARK PARCEL 35
 Lot # Not Available
 High School District: BUCKEYE UNION #01
 Elementary School District: BUCKEYE SCHOOL DISTRICT
 Local Jurisdiction: BUCKEYE
 Owner: WESTPARK COMMUNITY ASSOCIATION
 Mailing Address: 1800 W BROADWAY RD STE 200, TEMPE, AZ 85282
 Deed #: 09002728
 Deed Date: June 30, 2005

W. Lower Buckeye Road - North Monument Location



Entrance Monument Locations - Plan View

Scale 1" = 20'

W. Lower Buckeye Road - South Monument Location

W. Lower Buckeye Road - South Monument Location



PARCEL# 504-26-455 WESTPARK COMMUNITY ASSOCIATION

MCR #: 68321

Description: WESTPARK PARCEL 2N MCR 683-21
 Lot Size: (Sq Ft) 26,930
 Zoning: PC
 Section, Township, Range: 19 1N 3W
 Market Area/Neighborhood: 25004
 Subdivision: WESTPARK PARCEL 2N
 Lot #: Not Available
 High School District: BUCKEYE UNION #01
 Elementary School District: BUCKEYE SCHOOL DISTRICT
 Local Jurisdiction: BUCKEYE
 Owner: WESTPARK COMMUNITY ASSOCIATION
 Mailing Address: 1800 W BROADWAY RD STE 200, TEMPE, AZ 85282
 Deed #: 09060038
 Deed Date: June 30, 2005

Sign Narrative:

West Park Community Home Association is requesting a comprehensive sign plan amendment for the West Park Community located in Buckeye, Arizona. The proposed sign amendment will be to include 2 new entrance monuments location on W. Lower Buckeye Road.

The proposed sign locations are out of any known easements and existing drainages basins. The monuments size, style and material and plantings will match the existing monument signs located on W. Westpark Loop.



PRELIMINARY PLAT

REPORT TO THE PLANNING AND ZONING COMMISSION

CASE NUMBER: PP 14-03 (PLZ-14-00025)
TITLE: Sun City Festival Q1, S1, T1, Z1 – Preliminary Plat
DATE: February 24, 2015
AGENDA ITEM: 3B

Applicant: Richard Lopez, PE, of Pulte Group

Request: Preliminary Plat for SCF Q1, S1, T1, Z1

Proposed Development: This proposal is for a preliminary plat for 389 single-family detached lots (2.31 du/ac).

Location: The property is generally located at the southwest corner of Beardsley Parkway and Desert Oasis Boulevard

Site Acreage: 168.51 acres

Public Input: As of the date of this printing, staff has received a number of phone calls inquiring of the project, but no explicit support or opposition for the request.

Recommendation: **Approve**, with stipulations.

AREA CONTEXT

Table 1: Vicinity/Existing Land Use, Future Land Use, Current Zoning. (Exhibits A-C)

	LAND USE	GENERAL PLAN	ZONING
Subject Property	Vacant	Master Planned Community	PC, Planned Community; Festival Ranch CMP
North	Vacant	Master Planned Community	PC, Planned Community; Festival Ranch CMP
South	Vacant	Medium-Density Residential; Master Planned Community	PC, Planned Community; Festival Ranch CMP
East	Single-family residential	Master Planned Community	PC, Planned Community; Festival Ranch CMP
West	Vacant	Master Planned Community	PC, Planned Community; Festival Ranch CMP

Annexation and Relevant Case History

- Annexation: *Ordinance 7-91, June 1991.*
- Rezoning: *Ordinance 7-91, June 1991.*
- Festival Ranch Community Master Plan (CMP), Amendments 1-6: *Most Recent: 2008*
- Festival Ranch Planning Unit Plan (PUP) - Units 1, 2, 3: *Most Recent Amendment: 2010*

PROJECT DESCRIPTION

Site and Project Details

The request is a preliminary plat for Festival Ranch parcels Q1, S1, T1, Z1 in conformance with the Community Master Plan.

The subject property is a 168.51 acres generally located at the southwest corner of Beardsley Parkway and Desert Oasis Boulevard. The site is bounded by Wagner Wash and State Land on the west.

Other than the residential development in Sun City Festival / Festival Foothills the land surrounding the project is minimally disturbed and natural desert. Arizona State Land Department controls a parcel of land located adjacent and southwest of the project site.

A WAPA/SRP powerline corridor and natural gas corridor runs from the southwest to the northeast through the middle of the project area.

At the immediate corner of Beardsley Parkway and Desert Oasis Boulevard the City and Pulte Group will construct the Festival Public Safety Building which will house Police, Fire, and provide community meeting space.

ANALYSIS

Land Use Allocations

1. 389 detached single family lots are proposed by the preliminary plat. The plat project density (2.31 du/ac) is consistent with the densities throughout Sun City Festival.

Table 2: Residential Lot Mix

Lot Size (min)	No. of Lots	Percentage of Lot Mix
53' x 115'	221	56.81%
65' x 115'	168	43.19%
Total	389	100%

Table 3: Lot Setbacks

Lot Type	Front <i>3-ft stagger required</i>	Interior Side / Corner	Rear
53' x 115'	18-ft garage 12-ft living space or side-load garage	5-ft and 5-ft / 10-ft	20-ft
65' x 115'	18-ft garage 12-ft living space or side-load garage	5-ft and 5-ft / 10-ft	20-ft

Schools

The project is age-restricted and no school site allocation is necessary for this proposal.

Circulation

Desert Oasis Boulevard and Beardsley Parkway are arterials bounding the development. On the south side of the development, Mountain Ridge Boulevard will be extended to the west property line as a collector for the plat and to service future development on the parcel to the south. A network of local streets connect all phases/parcels of the preliminary plat and provide diverse access points.

Open Space / Trails

HOA maintained landscaped tracts are proposed throughout the development. The tracts will accommodate a trail system for pedestrians and bicyclists throughout the plat area. Trails will connect to sidewalks to facilitate off-street walking/biking throughout Sun City Festival. Future, undesignated amenities will be brought forward separately in an area adjacent to Wagner Wash and the existing softball field.

The project is bisected by a powerline corridor which will double as a regional detention facility. This preserves a large portion of the plat area as open space. Nearly 42% (70.41 acres) of the plat is open space which well exceeds the 15% requirement of 2005 Development Code. All open spaces will be landscaped consistent with existing phases of Sun City Festival. Wagner Wash will remain undisturbed to preserve the natural vegetation. The regional detention basins will be treated with hydro-seed which will produce natural desert vegetation. The natural vegetation will aid in dust prevention and erosion within the basin.

Site Design Details, Theming

The CMP and the Planning Unit Plan outline the wall, site, and other theme details that will be used throughout Festival Units 1, 2 and 3 which includes the preliminary plat area. The conceptual landscape and wall plan shows the design of and where theme walls, view walls, entry features and other amenities will be located. Specifics will be finalized with the final landscaping plans.

Infrastructure

Water, Sewer, and effluent will be provided by the City and constructed by the developer as per the terms of the CMP, master reports, and development agreement.

Public Notice

Public notice was provided in the manner prescribed under Section 8 of the Development Code.

- | | |
|---|------------------|
| a. Published in the Buckeye Valley News: | February 5, 2015 |
| b. Site posted with public hearing information: | February 9, 2015 |
| c. Mailing to property owners within 300' : | February 9, 2015 |

FINDINGS AND RECOMMENDATION

Based on the following findings:

- The request is consistent with the General Plan, the Festival Ranch Community Master Plan, and the Festival Ranch Planning Unit Plan for Units 1, 2, 3;
- The request is consistent and compatible with previously approved plans, the surrounding development and future surrounding development;
- The proposed development is in conformance with the 2010 Development Code;

It is recommended that the Planning and Zoning Commission take the following action:

Recommend to the City Council approval of PP 14-03 subject to the following stipulations:

- a. All property owners of the subject property shall execute a waiver of any claim for diminution of value under Proposition 207, in a form approved by the City Attorney;
- b. Development shall be in general conformance with the preliminary plat (Sun City Festival Q1, S1, T1, Z1, PP 14-03 [PLZ-14-00025]), stamped received January 21, 2015 and attached as Exhibit D, the Festival Ranch CMP, the Festival Ranch Planning Unit Plan for Units 1, 2, 3, and the Development Code and all amendments thereto.
- c. Final landscaping details, wall details, subdivision sign details and park/open space amenities shall be defined at Final Plat.
- d. If this property is within the vicinity of agricultural, equestrian or farm land uses, each homebuyer in this development shall receive notice of their proximity to such uses with a disclosure notice to be included in the CC&Rs of the development. The language for this notice is available at the Development Services Department.
- e. This development is subject to the formation of a Street Light Improvement District (SLID) and Maintenance Improvement District (MID). A SLID and MID shall be established prior to the recordation of a Final Plat as determined in the SLID and MID guidelines.
- f. All outstanding plan review comments as determined by Engineering Department shall be resolved according to City Code and Engineering Design Standards and fully addressed and incorporated at final construction plan submittal.
- g. A 3-ft right-of-way use easement shall be provided along each side of all rights-of-way as determined by the Engineering Department at final plat.

- h. Prior to delivery of any combustible materials to the site, the fire protection system shall be completely operational, with proper fire flow, and in accordance with the plans approved by the Buckeye Fire Chief and City Engineer.
- i. Any traffic signals that are required due to traffic generated by this project shall be installed by the Property Owner/Developer when warranted.
- j. To the extent allowed by law, all Type-I Non-irrigation and Irrigation Grandfathered Rights associated with the property shall be properly extinguished and the resulting extinguishment credits conveyed to the City of Buckeye or pledged to the City of Buckeye account at the Arizona Department of Water Resources prior to the issuance of any building permits.
- k. The Property Owner/Developer shall allocate any surface water rights to the City prior to the issuance of any building permits
- l. The Property Owner/Developer shall notify the City's Water Resources Department of the location of any registered and unregistered wells on the property and the Property Owner/Developer and the City's Water Resources Department shall meet and confer to determine if the wells are beneficial or whether they shall be abandoned. Wells shall be abandoned by the Property Owner/Developer if the City's Water Resources Department determines that they present a health and safety hazard or are contributing to groundwater contamination and are not able to be rehabilitated, modified, or re-drilled to prevent the health and safety hazard or groundwater contamination. Abandonment of wells shall be performed pursuant to and in compliance with State law and shall be completed prior to the issuance of any building permits.
- m. In the event the City has been designated by the Arizona Department of Water Resources (ADWR) as having an assured water supply, the Property Owner/Developer has, prior to Final Plat approval and if requested by the City, reduced the volume of its analysis of assured water supply for the subdivision to allow the City to include the relinquished water supply in the City's designation in order that the City may provide water service to the subdivision; provided, however, the Property Owner/Developer may relinquish a portion(s) of its analysis for assured water supply in connection with water service by the City to a Phase or Phases of development of the subdivision if ADWR approves such partial relinquishment and reduction in the analysis volume without negatively impacting the priority of the remaining reserved groundwater under the Property Owner/Developer's analysis of assured water supply. The Property Owner/Developer acknowledges that the City is preparing to submit to ADWR its application for designation as an assured water provider and the Property Owner/Developer agrees to cooperate with and support the City's efforts in processing its designation application. The Property Owner/Developer further agrees that it shall submit to ADWR its request to reduce its analysis, by the volume required to meet the demand of the development included in the designation, as applicable and as requested by the City, upon (1) ADWR's administrative determination that the City's designation application is complete; and (2) written notice from ADWR to the City that ADWR is prepared to issue its order designating

the City as an assured water provider upon submission of any applicable requests to reduce analyses of assured water supply as evidence of physical availability (the foregoing requirements collectively referred to as "Analysis Reduction Requirements"). If prior to the date on which ADWR issues its order designating the City as an assured water provider, the law or ADWR policy and procedure change that affect the above Analysis Reduction Requirements for the Property Owner/Developer, the Property Owner/Developer specifically acknowledges and agrees that the City shall have the right to require the Property Owner/Developer's compliance with the new law or ADWR policy or procedure and the Property Owner/Developer agrees that it shall perform its obligations in such regard at its sole cost and expense.

- n. Prior to Final Plat approval, the Development Services Director shall require the Property Owner/Developer to produce a Certificate of Assured Water Supply issued by the Arizona Department of Water Resources (ADWR), covering all lots and parcels created, defined, or depicted on said plat. The certificate must be consistent with all Arizona Department of Water Resources ADWR rules and regulations. In the event the City has been designated an assured water provider prior to Final Plat approval, and the ADWR has not yet issued a Certificate or Certificates of Assured Water Supply for the subdivision, a Certificate or Certificates of Assured Water Supply will not be required by the City. The City may instead require as a condition to Final Plat approval that the Property Owner/Developer provide the City with other evidence demonstrating that there is sufficient volume and quality of water necessary to serve the demands at the subdivision such as a physical availability determination issued by the ADWR along with supporting documentation or that the Property Owner/Developer provide the City with a copy of an analysis of assured water supply, with supporting documentation, issued by the ADWR for the subdivision.

EXHIBITS

Exhibit A	Vicinity/Aerial Map
Exhibit B	Land Use Map
Exhibit C	Zoning Map
Exhibit D	V Preliminary Plat
Exhibit E	Conceptual Landscaping Plan

Prepared By:

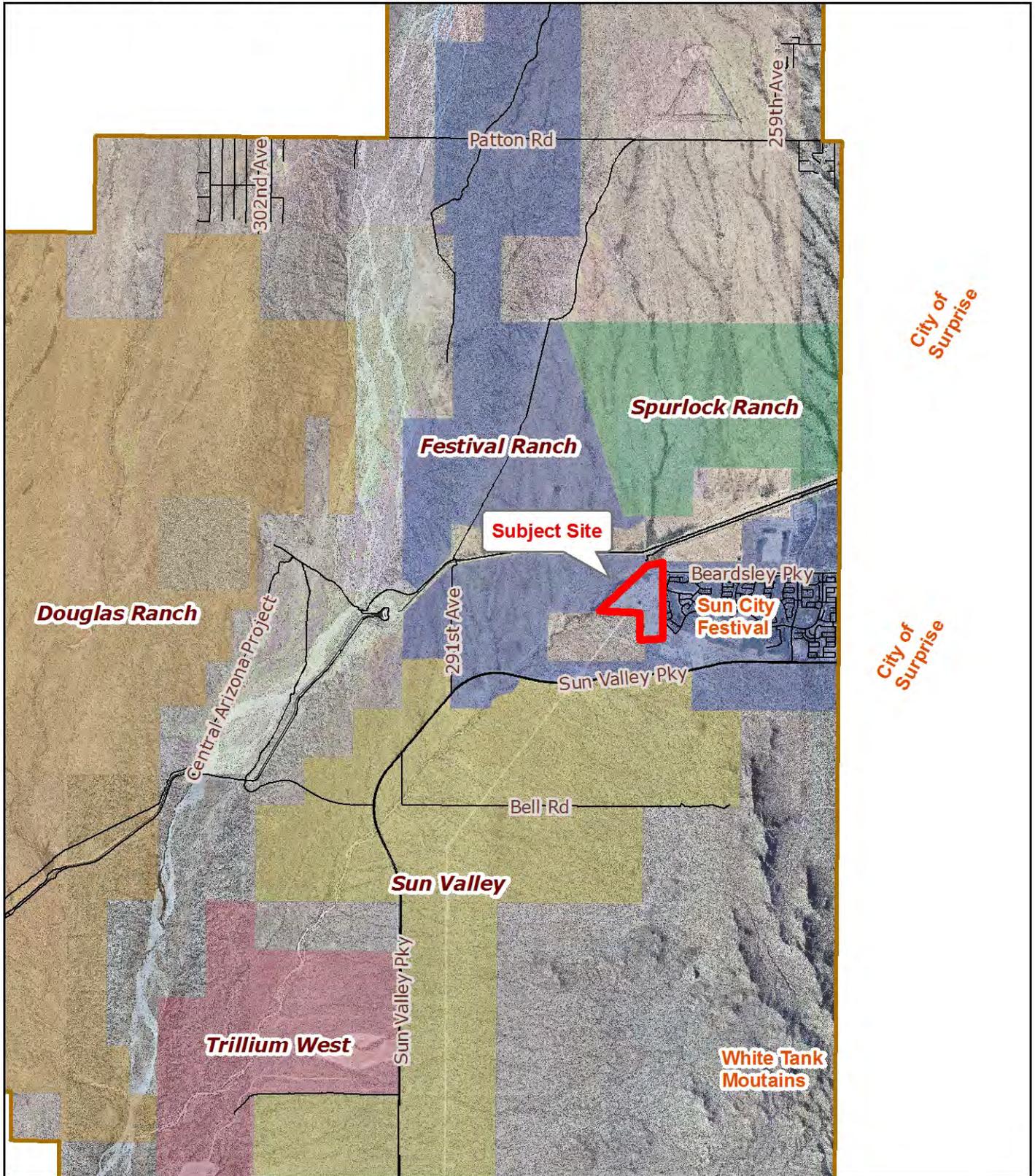
Edward Boik, AICP, Senior Planner

Reviewed By:

Terri Hogan, AICP, Planning Manager

Vicinity Map

Exhibit A



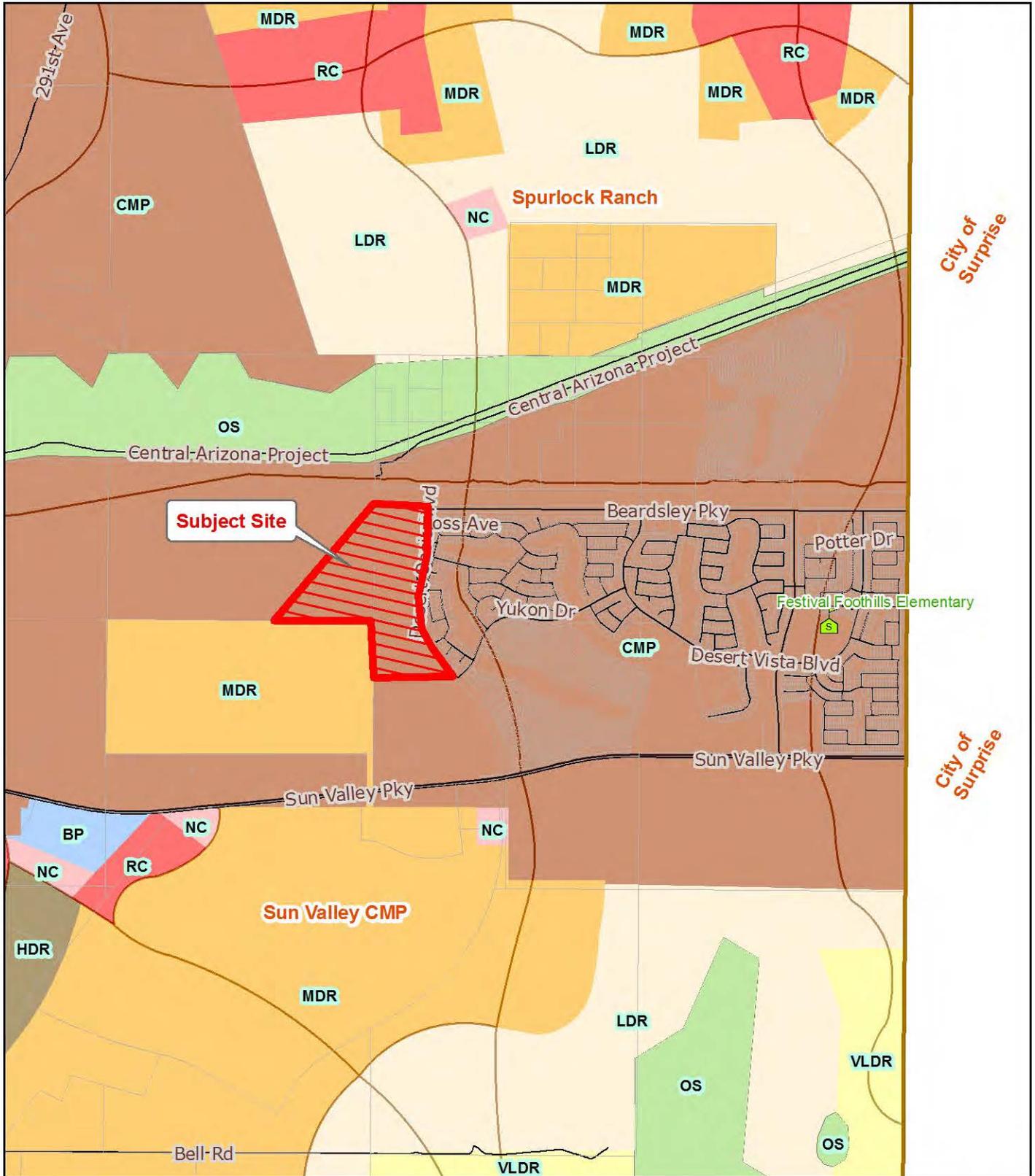
Case: PP 14-03 (PLZ-14-00025)

Title: Sun City Festival Q1, S1, T1, Z1 Preliminary Plat



Land Use Map

Exhibit B



City of Surprise

City of Surprise



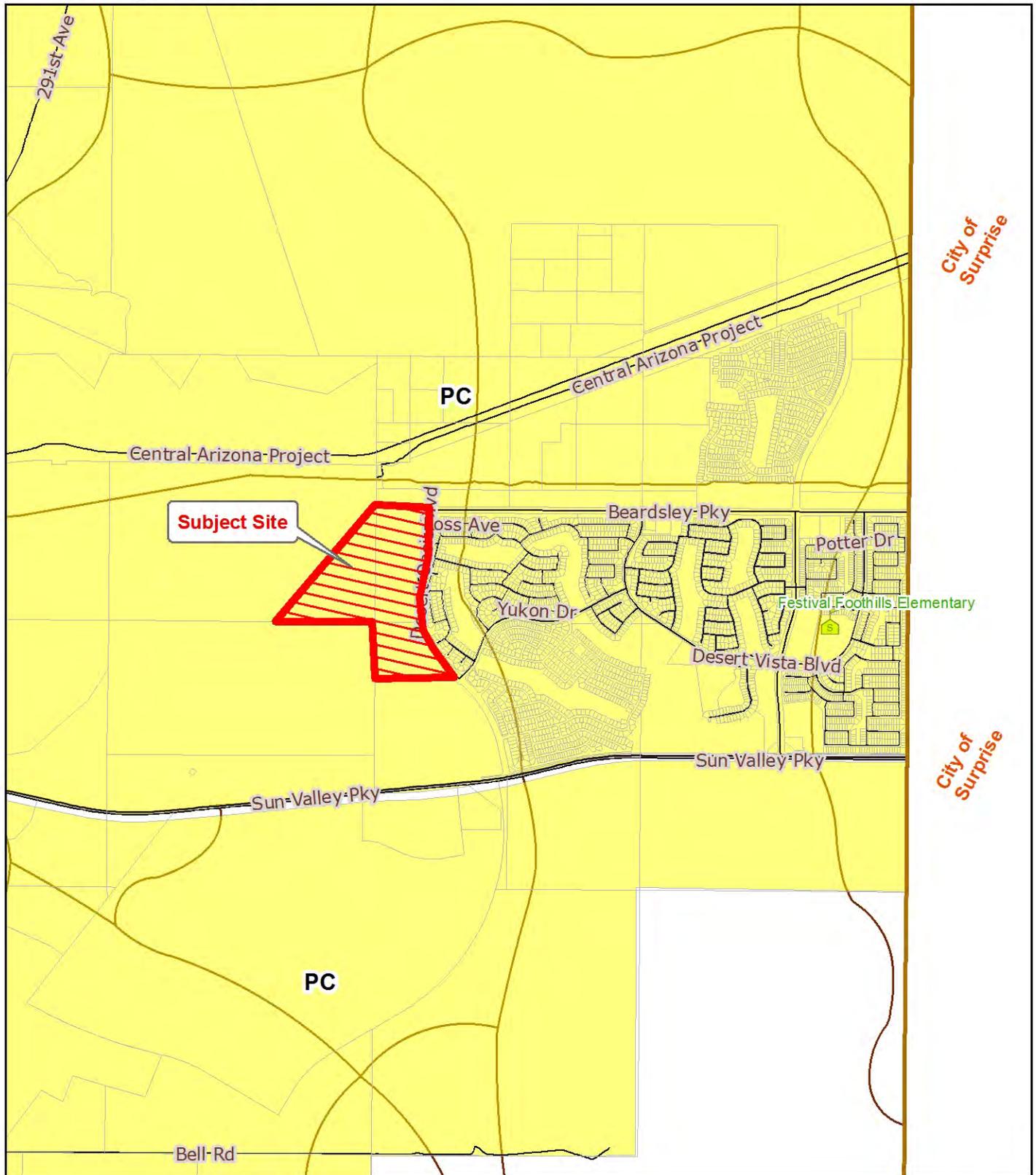
Case: PP 14-03 (PLZ-14-00025)

Title: Sun City Festival Q1, S1, T1, Z1 Preliminary Plat



Zoning Map

Exhibit C



Case: PP 14-03 (PLZ-14-00025)

Title: Sun City Festival Q1, S1, T1, Z1 Preliminary Plat



**SUN CITY FESTIVAL
PLANNING UNIT 1 PARCELS Q-1, S-1, T-1, & Z-1
PRELIMINARY PLAT NARRATIVE**

April 10, 2014
September 3, 2014 (revised)
October 1, 2014 (revised)
January 20, 2015 (revised)

Prepared for:



16767 North Perimeter Drive, Suite 100
Scottsdale, Arizona 85260
(480) 391-6000

Prepared by:

Michael Baker

INTERNATIONAL

2929 North Central Avenue, Suite 800
Phoenix, Arizona 85012
(602) 279-1234

RECEIVED

JAN 21 2015

CITY OF BUCKEYE by: ___
ENGINEERING

Baker Project No. 143598

PLZ - 14 - 00025

2nd Submittal

Application Request

This application requests the approval of a preliminary plat for Sun City Festival Parcels Q1, S1, T1, & Z1, a portion of the Festival Ranch Master Plan. The Preliminary Plat for Sun City Festival Parcel Q1 contains 46.43 acres (gross) and 156 lots, Parcel S1 contains 39.54 acres (gross) and 127 lots, Parcel T1 contains 68.94 acres (gross) and 106 lots, and Parcel Z1 contains 13.61 acres (gross) and is a mixed use commercial parcel which contains the Arts & Crafts Center and a softball field. The total lot count is 389 lots.

Parcel S1 has an alternate lotting option within Tract N. The lot count and density numbers reported above reflect Tract N being developed as residential lots. If Tract N is developed other than residential lots, the lot count for parcel S1 would be 118 lots. The total lot count would be 380 lots in this scenario.

Introduction

The Festival Ranch Community Master Plan (CMP) is comprised of approximately 10,105 acres. The property is located in the northern portion of the City of Buckeye. It is bounded on the west by the Hassayampa River and by State Lands on the north and east. The south edge of the property is partially bisected by the Sun Valley Parkway and is bounded by a small portion of the White Tank Mountains, State Lands, and private landowners.

The original Festival Ranch CMP consisted of six Planning Units, identified as Planning Units A through F. Portions of the original Planning Units E and F are presently identified as Planning Unit One of the Sun City Festival Development. This preliminary plat is a portion of Sun City Festival Planning Unit One. The majority of residential development, approximately 820 acres, for Sun City Festival Planning Unit One, is proposed as an active adult community.

Within Planning Unit One there are numerous parcels identified with residential, recreation, retail, mixed use, worship and school designations. This preliminary plat submittal includes Parcels Q1, S1, T1, & Z1 of Planning Unit One. These parcels will be developed as detached, single-family residential parcels with an overall gross density of 2.31 du/ac and a net density of 2.37 du/ac. The remaining parcels within Planning Unit One will be subsequently submitted, under separate submittal packages, as they are developed per the City of Buckeye requirements.

Location

This preliminary plat consists of portions of Sections 22, 23, & 26 of Township 4 North, Range 4 West of the Gila and Salt River Base and Meridian, Maricopa County, Arizona. The site is located within the City of Buckeye south of Beardsley Parkway, and west of Desert Oasis Boulevard.

Zoning

The property is zoned Planned Community per the Festival Ranch CMP as approved by City Council in September of 2000.

Proposed Development

The portion of Sun City Festival Planning Unit One covered in this preliminary plat will be developed in three phases identified as Parcels Q1, S1, & T1, two typical residential lot widths are proposed for the identified parcels as 53-feet and 65-feet. All lots will have a minimum depth of 115-feet. As mentioned previously Parcel S1 has an alternate lotting option within Tract N. The first being a single tract for other than residential use, and the second being developed as

the alternate lotting depicts single family residential lots. Parcel Z1 contains an existing Arts & Crafts Center and softball field and future amenities will be developed to include proposed tennis courts.

The gross area of the site is 168.52 acres. Landscaped open space totals 70.41 acres, which represents 41.78% of the gross area and includes the SRP transmission line easement. This preliminary plat meets the requirements set forth in the Community Master Plan for Festival Ranch.

Street Improvements

Parcels Q1 and S1 are bordered by one major arterial street, Desert Oasis Boulevard, to the east. All residential streets have a 44-foot right of way except for the entrances off of Desert Oasis Boulevard, which has a 60-foot right of way with a median. The local streets will be 32 ft wide from back-of-curb to back-of-curb.

Utilities

Dividing Parcels S-1 & T-1 there is an existing high voltage electrical transmission easement for three SRP 500 KV lines with towers and access road. The 330 foot wide easement traverses Planning Unit One from its east boundary through the center of Section 24 and continues west through Section 23. At the west section line of Section 23 the easement splits and turns southwest and northwest and continues diagonally through Sections 22 and 27. The transmission towers are spaced at an interval of approximately 1,300 to 1,400 feet.

The Central Arizona Project (CAP) Canal is located north of Parcel J1 and is adjacent to the Sun City Festival project area's northern boundary. The CAP is designed to bring about 1.5 million acre-feet of Colorado River water per year to Pima, Pinal and Maricopa counties. It is a 336-mile long system of aqueducts, tunnels, pumping plants and pipelines and is the largest single resource of renewable water supplies in the state of Arizona.

There are three existing trunk sewer mains within the proposed parcels. Two 15" trunk sewer mains enter parcels Q1 & S1 from Desert Oasis Parkway and traverse thru the respective parcels to a point where intercepted by a north-south aligned main in parcel T1. The trunk sewer leaves parcel T1 near the southwest corner of the parcel where it then traverses through Wagner Wash south to the existing treatment facility.

There are no other existing utilities in this portion of Planning Unit One, which are incorporated within this preliminary plat.

Communications

Cox Communications and Qwest will provide video, high-speed data and telephone services to Sun City Festival. Both companies are currently constructing or have facilities within Sun City Festival to serve this project. Both Cox and Qwest are aware of the development timeline for Sun City Festival and they have both expressed their ability to provide communications services in accordance with the project's needs.

Natural Gas

Pulte Homes has negotiated an agreement with Southwest Gas to provide natural gas service to Sun City Festival.

Electricity

Pulte Homes has worked with Arizona Public Service (APS) to provide electrical service to Sun City Festival. APS has installed a 69-kV, overhead transmission line that runs from approximately Bell Road and Cotton Lane west along the Salt River Project corridor to service the project. Pulte Homes and APS have also constructed a substation on the Sun City Festival property to service the project. The delivery of electrical service will be timed to meet the project's needs.

Open Space and Recreation

Sun City Festival residents have access to the amenities located throughout the community. These amenities include a 31,000 sq. ft. recreation center, the ASU Lifelong Learning Academy, an 18 hole golf course, fitness center, dog park, pickle ball, bocce ball, basketball, tennis, softball, wood shop, and crafts studio.

Within Parcels Q1, S1, and T1, there is planned to be 70.41 acres (41.7%) of open space. The open space will provide opportunities for pedestrian access and landscaping. There are several amenities located with Parcel Z1 which include an Arts and Crafts center, a softball field, and proposed tennis courts.

Offsite & Onsite Stormwater Control

A master study of the storm water system was developed by Coe & Van Loo Consultants, Inc. The study has been recently updated as part of a regional master storm water system by Erie & Associates and included as part of this submittal. Parcels Q1, S1, T1, & Z1 have been designed in accordance with the updated study. (Dated September 30, 2014)

Water Supply and Distribution

A study of the water distribution system to serve the area was prepared by Coe & Van Loo Consultants, Inc. (revised September 29, 2003).

The Sun City Festival potable water infrastructure consists of a system of water distribution mains, booster pump stations, pressure control valves, wells and storage tanks.

The number of wells has been determined based on the maximum day demand and coincident irrigation and construction water use demands. Well production rates have been assumed to be 1,200 gpm, based on information from Errol Montgomery and Associates, Inc. Initially two groundwater wells will be in operation, with a third to be added when Parcel N1 is developed. The two wells currently serving Sun City Festival are located south of Beardsley Parkway and are of sufficient size and capacity to serve Parcels Q1, S1, T1, & Z1. Well #1 is in Parcel E1, Well #2 is within the confines of the water campus and Well #3, when constructed, will be in Parcel N1.

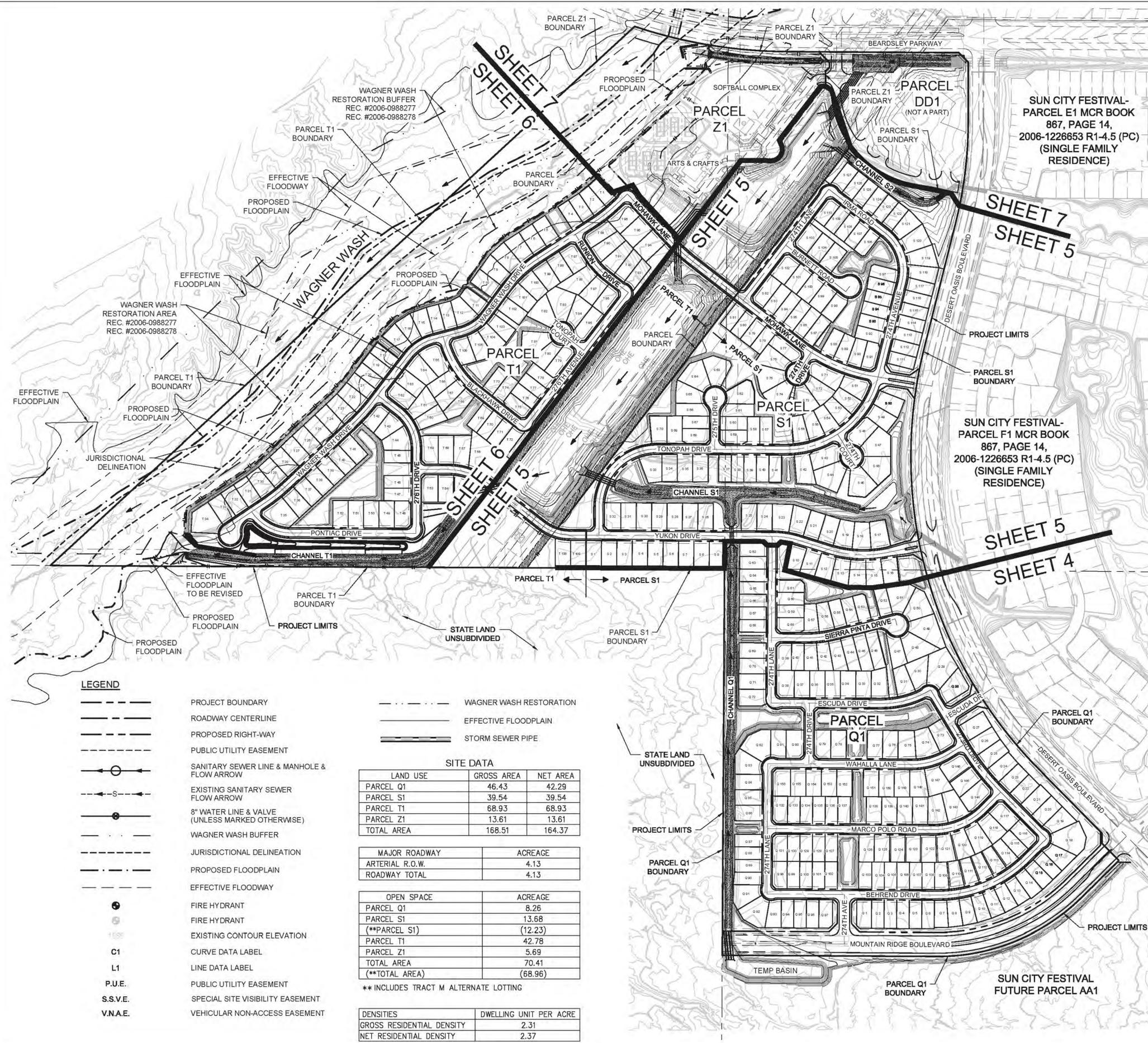
The booster pump stations have been designed to meet the greater of the maximum day demand plus fire flow or the peak hour demand. The storage tanks will supplement the source supply when demands exceed maximum day demand (i.e. peak hour and fire flow). Initial storage requirements are based on a four-hour commercial fire flow of maximum intensity and 50% maximum day demand equalization and emergency reserve.

The parcels currently being developed are located within the City of Buckeye pressure zone 7 and have been found to have adequate pressure and supply to serve the associated parcels.

Wastewater Collection and Treatment

A study of the wastewater collection and treatment system to serve this area was prepared by Coe & Van Loo, Consultants, Inc. (revised September 25, 2003).

Based on the natural topography, the wastewater collection infrastructure consists of an existing gravity trunk sewer line that parallels the CAP Canal, then goes south in Desert Oasis Boulevard, continues west in Beardsley Parkway, then down the east side of Wagner Wash. The line sizes shown on the Preliminary Plat will be verified during final design. The trunk sewer follows street alignments and/or sewer easements, and may be internalized in the residential streets where possible. The trunk sewer discharges to the Festival Ranch Water Reclamation Facility (WRF), located at the southwest corner of the development, south of Sun Valley Parkway.



LEGEND

- PROJECT BOUNDARY
- ROADWAY CENTERLINE
- PROPOSED RIGHT-WAY
- PUBLIC UTILITY EASEMENT
- SANITARY SEWER LINE & MANHOLE & FLOW ARROW
- EXISTING SANITARY SEWER FLOW ARROW
- 8" WATER LINE & VALVE (UNLESS MARKED OTHERWISE)
- WAGNER WASH BUFFER
- JURISDICTIONAL DELINEATION
- PROPOSED FLOODPLAIN
- EFFECTIVE FLOODWAY
- FIRE HYDRANT
- EXISTING CONTOUR ELEVATION
- C1 CURVE DATA LABEL
- L1 LINE DATA LABEL
- P.U.E. PUBLIC UTILITY EASEMENT
- S.S.V.E. SPECIAL SITE VISIBILITY EASEMENT
- V.N.A.E. VEHICULAR NON-ACCESS EASEMENT
- WAGNER WASH RESTORATION
- EFFECTIVE FLOODPLAIN
- STORM SEWER PIPE

SITE DATA

LAND USE	GROSS AREA	NET AREA
PARCEL Q1	46.43	42.29
PARCEL S1	39.54	39.54
PARCEL T1	68.93	68.93
PARCEL Z1	13.61	13.61
TOTAL AREA	168.51	164.37

MAJOR ROADWAY	ACREAGE
ARTERIAL R.O.W.	4.13
ROADWAY TOTAL	4.13

OPEN SPACE	ACREAGE
PARCEL Q1	8.26
PARCEL S1	13.68
(**PARCEL S1)	(12.23)
PARCEL T1	42.78
PARCEL Z1	5.69
TOTAL AREA	70.41
(**TOTAL AREA)	(68.96)

** INCLUDES TRACT M ALTERNATE LOTTING

DENSITIES	DWELLING UNIT PER ACRE
GROSS RESIDENTIAL DENSITY	2.31
NET RESIDENTIAL DENSITY	2.37

Q1 TRACT TABLE

TRACTS	AREA ACRES	AREA SQ FT	DESCRIPTION
A	3.3379	145,399	OPEN SPACE/LANDSCAPE TRACT
B	1.5021	65,432	OPEN SPACE/LANDSCAPE TRACT
C	0.4732	20,614	OPEN SPACE/LANDSCAPE TRACT
D	0.3028	13,189	OPEN SPACE/LANDSCAPE TRACT
E	1.3861	60,378	OPEN SPACE/LANDSCAPE TRACT
F	0.1982	8,632	OPEN SPACE/LANDSCAPE TRACT
G	0.3627	15,799	OPEN SPACE/LANDSCAPE TRACT
H	0.6930	30,187	OPEN SPACE/LANDSCAPE TRACT
TOTAL	8.26	359,630	

S1 TRACT TABLE

TRACTS	AREA ACRES	AREA SQ FT	DESCRIPTION
D	0.2736	11,919	OPEN SPACE/LANDSCAPE TRACT
E	4.9303	214,763	OPEN SPACE/LANDSCAPE TRACT
F	2.4800	108,027	OPEN SPACE/LANDSCAPE TRACT
G	1.1164	48,631	OPEN SPACE/LANDSCAPE TRACT
H	0.2954	12,869	OPEN SPACE/LANDSCAPE TRACT
I	0.2017	8,787	OPEN SPACE/LANDSCAPE TRACT
(**M)	(1.4856)	(64,714)	(OPEN SPACE/LANDSCAPE TRACT)
M	2.9354	127,868	OPEN SPACE/LANDSCAPE TRACT
N	1.4498	63,154	FUTURE LIBRARY
TOTAL	13.68	596,018	
(**TOT)	(12.23)	(532,864)	

** TRACT M ALTERNATE LOTTING

T1 TRACT TABLE

TRACTS	AREA ACRES	AREA SQ FT	DESCRIPTION
A	17.9279	780,937	OPEN SPACE/LANDSCAPE TRACT/WAGNER WASH
B	3.9740	173,109	OPEN SPACE/LANDSCAPE TRACT
C	1.4730	64,165	OPEN SPACE/LANDSCAPE TRACT
D	0.3878	16,893	OPEN SPACE/LANDSCAPE TRACT
E	0.8595	37,442	OPEN SPACE/LANDSCAPE TRACT
F	0.5532	24,099	OPEN SPACE/LANDSCAPE TRACT
G	0.0073	319	OPEN SPACE/LANDSCAPE TRACT
H	0.1137	4,952	OPEN SPACE/LANDSCAPE TRACT
I	0.1716	7,475	OPEN SPACE/LANDSCAPE TRACT
J	0.0656	2,856	OPEN SPACE/LANDSCAPE TRACT
K	0.0871	3,795	OPEN SPACE/LANDSCAPE TRACT
L	2.1535	93,807	OPEN SPACE/LANDSCAPE TRACT
M	9.2546	403,129	OPEN SPACE/LANDSCAPE TRACT
N	5.5995	243,916	OPEN SPACE/LANDSCAPE TRACT
O	0.2049	8,927	OPEN SPACE/LANDSCAPE TRACT
TOTAL	42.83	1,865,821	

Z1 TRACT TABLE

TRACTS	AREA ACRES	AREA SQ FT	DESCRIPTION
A	0.6381	27,796	OPEN SPACE/LANDSCAPE TRACT
B	5.0463	219,818	OPEN SPACE/LANDSCAPE TRACT/WAGNER WASH
TOTAL	5.68	247,614	

LOT MIX DATA

PARCEL	53' X 115'	65' X 115'	YIELD TOTAL
PARCEL Q1	94	62	156
PARCEL S1	68	59	** 127
PARCEL T1	59	47	106
TOTAL	221	168	389

** INCLUDES TRACT N ALTERNATE LOTTING

**SUN CITY FESTIVAL
PARCELS Q1, S1, T1, & Z1
PRELIMINARY PLAT**

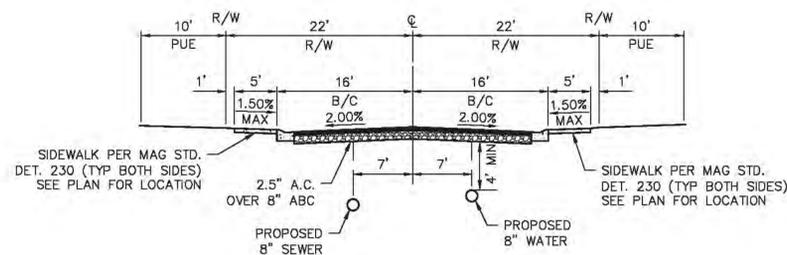
ENGINEER INFORMATION
Baker 2929 NORTH CENTRAL AVENUE, SUITE 800
 PHOENIX, ARIZONA 85012-2794
 MICHAEL BAKER JR., INC. 602.278.1834 • FAX 602.278.1811 • WWW.MBAKERCORP.COM

DESIGNER INFORMATION
 36384 DANIEL J. POTTINGER
 ARIZONA U.S.
 Exp./Res. 6/30/16

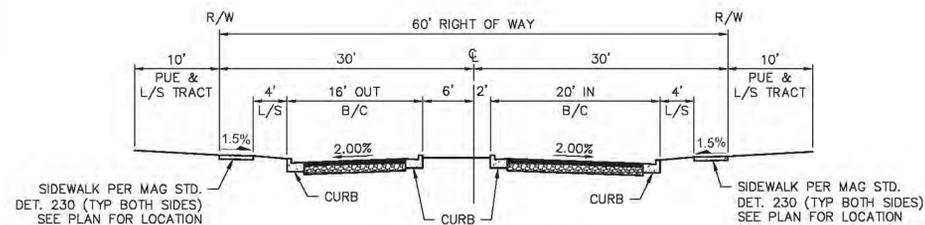
PROJ. NO. JAN/2015
 SHEET NO. 2 of 7



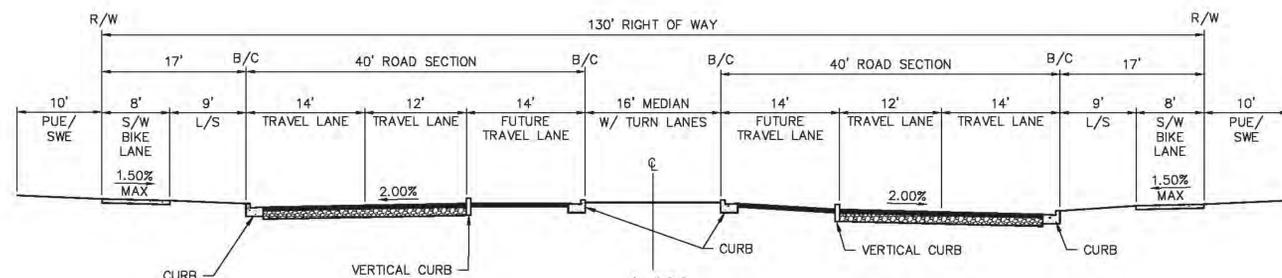
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 2 of 7



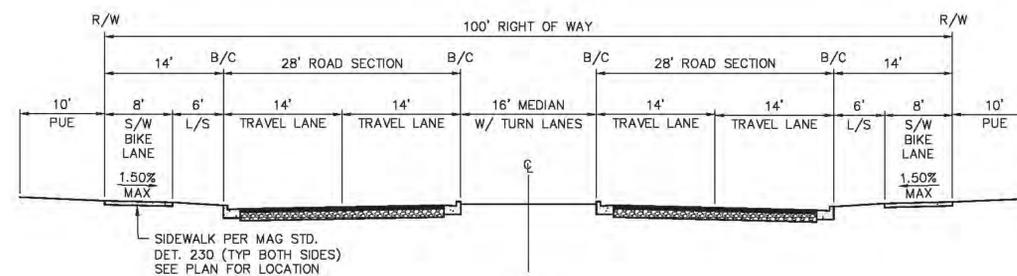
TYPICAL LOCAL STREET
 (PER APPROVED FESTIVAL RANCH CMP DATED SEPTEMBER 2000)
 FACING NORTH AND EAST
 N.T.S.



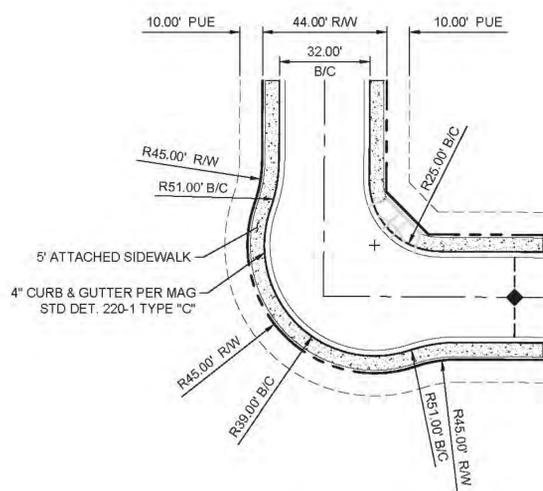
SUBDIVISION ENTRANCE
 (PER APPROVED FESTIVAL RANCH CMP DATED SEPTEMBER 2000)
 20' IN & 16' OUT B/C TO B/C WITH 60' R/W
 N.T.S.



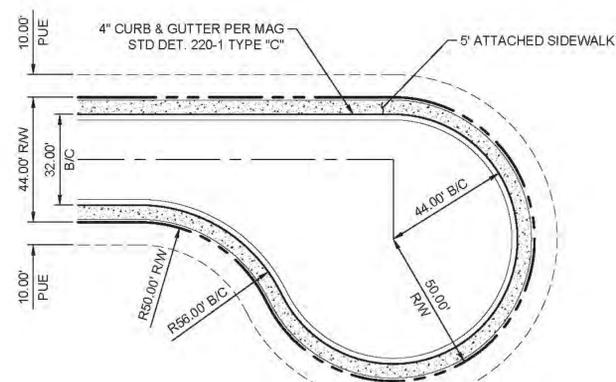
MAJOR ARTERIAL (BIKE OFF ROAD)
BEARDSLEY PARKWAY, (DESERT OASIS BLVD)
 (PER APPROVED FESTIVAL RANCH CMP DATED SEPTEMBER 2000)
 N.T.S.



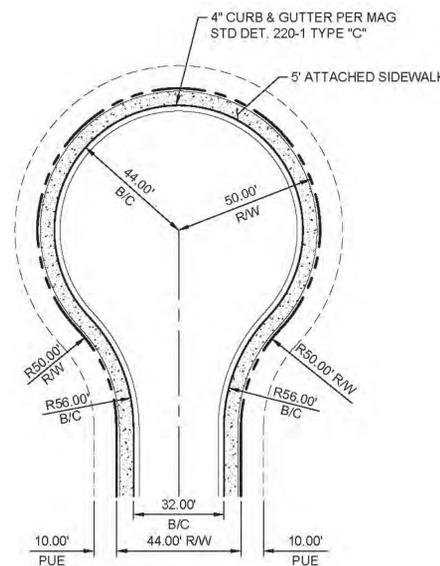
MAJOR COLLECTOR (BIKE OFF ROAD) MOUNTAIN RIDGE BOULEVARD
 (PER APPROVED FESTIVAL RANCH CMP DATED SEPTEMBER 2000)
 N.T.S.



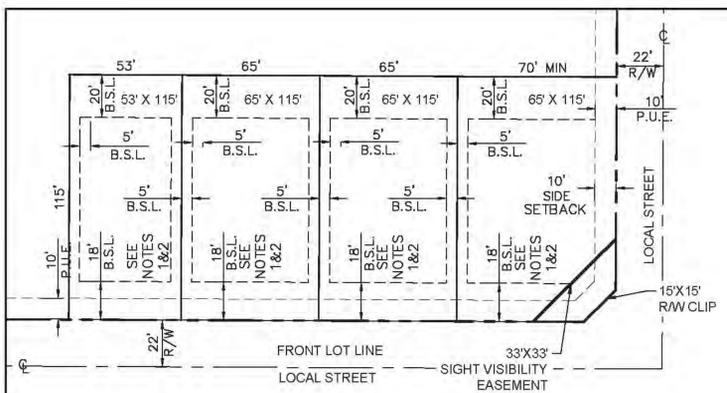
TYPICAL KNUCKLE
 N.T.S.



TYPICAL OFFSET CUL-DE-SAC
 N.T.S.

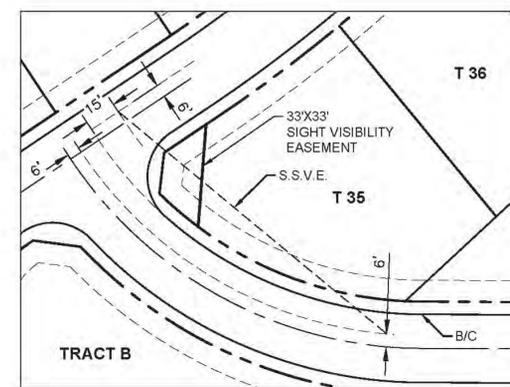


TYPICAL CUL-DE-SAC
 N.T.S.



R1-4.5
 53' X 115', 65' X 115', 70' X 115' LOT
 TYPICAL SETBACK DETAILS
 N.T.S.

- NOTES:
- FRONT SETBACK SHALL BE 18 FEET FROM FACE OF GARAGE TO PROPERTY LINE, 12 FEET FROM PROPERTY LINE TO LIVING AREA, OR 10 FEET TO NON LIVABLE AREA.
 - A 3-FOOT FRONT YARD SETBACK STAGGER SHALL BE INCORPORATED WITH NO MORE THEN TWO HOMES IN A ROW WITH THE SAME FRONT YARD SETBACK. MAX LOT COVERAGE SHALL BE 60%.
 - NO OBJECT WALL, STRUCTURE, MOUND, OR MATURE LANDSCAPING OVER 24" IN HEIGHT SHALL BE ALLOWED WITHIN THE SIGHT VISIBILITY EASEMENT. TREE CANOPIES THAT OVERHANG THE EASEMENT SHALL BE KEPT TRIMMED NO LOWER THEN SEVEN (7) FEET ABOVE THE BACK OF CURB.
 - MAX BUILDING HEIGHT SHALL BE 30 FEET.



PARCEL T1
 SPECIAL SITE VISIBILITY TRIANGLE REQUIRED FOR LOT 35
 N.T.S.

- NOTE:
- NO OBJECT WALL, STRUCTURE, MOUND, OR MATURE LANDSCAPING OVER 24" IN HEIGHT SHALL BE ALLOWED WITHIN THE SIGHT VISIBILITY EASEMENT. TREE CANOPIES THAT OVERHANG THE EASEMENT SHALL BE KEPT TRIMMED NO LOWER THEN SEVEN (7) FEET ABOVE THE BACK OF CURB.

NOTES

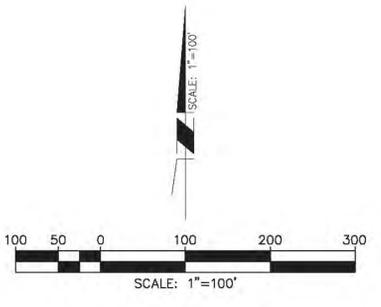
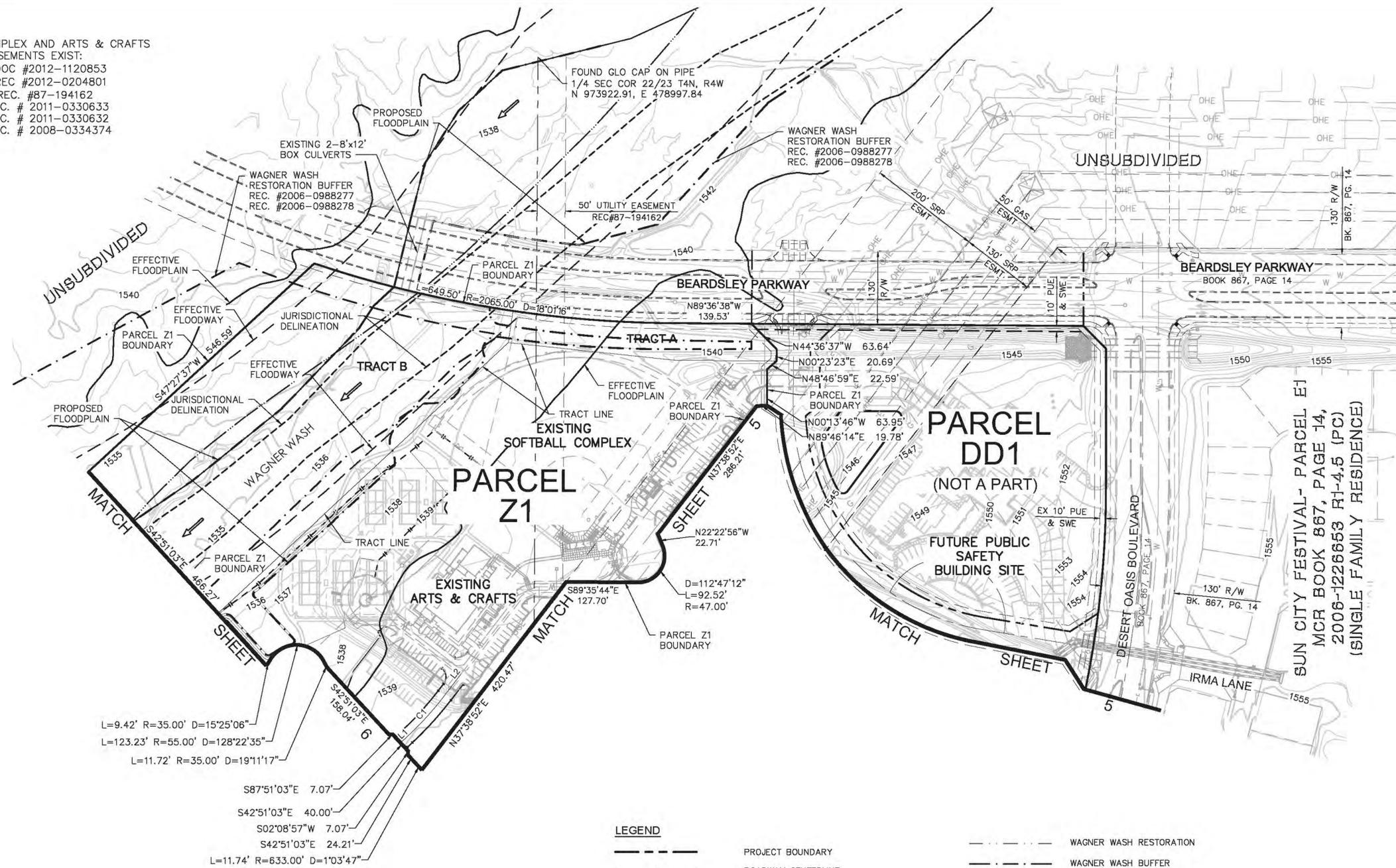
- PUE/LANDSCAPE 8:1 MAX SLOPE.
- CURB AND GUTTER PER MAG STANDARDS. DETERMINED WITH FINAL CONSTRUCTION DOCUMENTS.
- SANITARY SEWER MAINS SHALL BE PLACED SOUTH OR WEST OF CENTER LINE UNLESS EXISTING SEWER LINES REQUIRE ALTERNATE LOCATION.
- WATER MAINS SHALL BE PLACED NORTH OR EAST OF CENTERLINE UNLESS EXISTING SEWER LINES REQUIRE ALTERNATE LOCATION. PAVEMENT AND BASE REQUIREMENTS: TO BE PER C.O.B. REQUIREMENTS AND GEOTECHNICAL REPORT RECOMMENDATIONS.
- ALL ROADWAY SECTIONS, CUL-DE-SAC, KNUCKLE AND TYPICAL LOTTING DETAILS PER APPROVED FESTIVAL RANCH CMP DATED SEPTEMBER 2000.



SUN CITY FESTIVAL PARCELS Q1, S1, T1, & Z1 PRELIMINARY PLAT	
PROJENR INFORMATION Baker 2929 NORTH CENTRAL AVENUE, SUITE 800 PHOENIX, ARIZONA 85012-2794 MICHAEL BAKER JR., INC. 602.279.0234 • FAX 602.279.1411 • WWW.MBAKERGROUP.COM	
TOB PERMITTING APPROVED SEAL (Signature)	TOB ENGINEERING APPROVED SEAL (Signature)
POSSIBLE AS BUILT SEAL (Signature)	DESIGN SEAL (Signature)
ORIGINAL PLAN DATE JAN/2015	LATEST REVISION DATE -
PROJECT NUMBER -	SHEET NUMBER 3 of 7

ENG-XX-XXXX

NOTE:
 FOR SOFTBALL COMPLEX AND ARTS & CRAFTS
 THE FOLLOWING EASEMENTS EXIST:
 44' SEWER ESMT. DOC #2012-1120853
 20' WATER ESMT. REC #2012-0204801
 50' UTILITY ESMT. REC. #87-194162
 APS ELEC ESMT REC. # 2011-0330633
 APS ELEC ESMT REC. # 2011-0330632
 APS ELEC ESMT REC. # 2008-0334374



L=9.42' R=35.00' D=15°25'06"
 L=123.23' R=55.00' D=128°22'35"
 L=11.72' R=35.00' D=19°11'17"

S87°51'03"E 7.07'
 S42°51'03"E 40.00'
 S02°08'57"W 7.07'
 S42°51'03"E 24.21'
 L=11.74' R=633.00' D=1°03'47"

Z1 LINE DATA

LINE	BEARING	LENGTH
L1	N47°08'57"E	15.70'
L2	N37°38'52"E	47.60'

Z1 CURVE DATA

CURVE	DELTA	RADIUS	LENGTH	TANGENT (FT)
C1	9°30'05"	600.00'	99.50'	49.86'

LEGEND

- PROJECT BOUNDARY
- ROADWAY CENTERLINE
- PROPOSED RIGHT-WAY
- PUBLIC UTILITY EASEMENT
- SANITARY SEWER LINE & MANHOLE & FLOW ARROW
- EXISTING SANITARY SEWER FLOW ARROW
-
- OFFSITE STORMWATER FLOW (SEE MASS GRADING PLANS)
- FIRE HYDRANT
- EXISTING FIRE HYDRANT
- EXISTING CONTOUR ELEVATION
- CURVE DATA LABEL
- LINE DATA LABEL
- PUBLIC UTILITY EASEMENT
- SPECIAL SITE VISIBILITY EASEMENT
- VEHICULAR NON-ACCESS EASEMENT
- STORM SEWER PIPE
- WAGNER WASH RESTORATION
- WAGNER WASH BUFFER
- JURISDICTIONAL DELINEATION
- PROPOSED FLOODWAY & FLOODPLAIN
- EFFECTIVE FLOODWAY
- EFFECTIVE FLOODPLAIN
- DEVELOPED FLOODWAY

SUN CITY FESTIVAL
 PARCELS Q1, S1, T1, & Z1
 PRELIMINARY PLAT

ENGINEER INFORMATION
Baker 2929 NORTH CENTRAL AVENUE, SUITE 800
 PHOENIX, ARIZONA 85012-2794
 MICHAEL BAKER JR., INC. 602.279.1234 • FAX 602.279.1411 • WWW.MBAKERCORP.COM

TITLE PERMITTING APPROVED SEAL
 TOB ENGINEERING APPROVED SEAL
 POSSIBLE AS-BUILT SEAL
 DESIGN SEAL



ORIGINAL PLAN DATE: JAN/2015
 LATEST REVISION DATE: -
 PROJECT NUMBER: -
 SHEET NUMBER: 7 of 7



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 ENG-XX-XXXX
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PARCELS Q1, S1, & T1 CONCEPTUAL LANDSCAPE & WALL PLAN

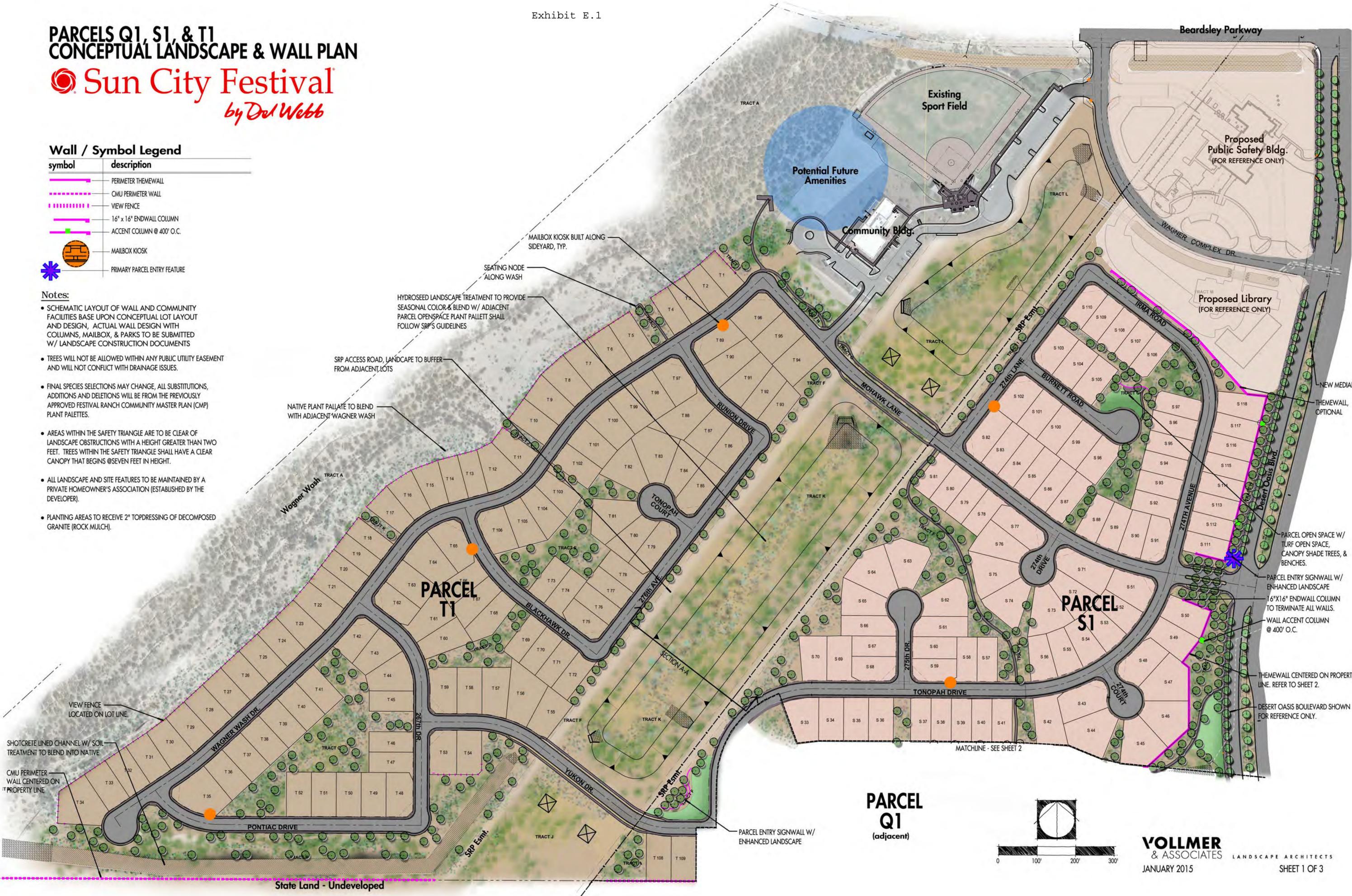


Wall / Symbol Legend

symbol	description
	PERIMETER THEMEWALL
	CMU PERIMETER WALL
	VIEW FENCE
	16" x 16" ENDWALL COLUMN
	ACCENT COLUMN @ 400' O.C.
	MAILBOX KIOSK
	PRIMARY PARCEL ENTRY FEATURE

Notes:

- SCHEMATIC LAYOUT OF WALL AND COMMUNITY FACILITIES BASE UPON CONCEPTUAL LOT LAYOUT AND DESIGN. ACTUAL WALL DESIGN WITH COLUMNS, MAILBOX, & PARKS TO BE SUBMITTED W/ LANDSCAPE CONSTRUCTION DOCUMENTS
- TREES WILL NOT BE ALLOWED WITHIN ANY PUBLIC UTILITY EASEMENT AND WILL NOT CONFLICT WITH DRAINAGE ISSUES.
- FINAL SPECIES SELECTIONS MAY CHANGE. ALL SUBSTITUTIONS, ADDITIONS AND DELETIONS WILL BE FROM THE PREVIOUSLY APPROVED FESTIVAL RANCH COMMUNITY MASTER PLAN (CMP) PLANT PALETTES.
- AREAS WITHIN THE SAFETY TRIANGLE ARE TO BE CLEAR OF LANDSCAPE OBSTRUCTIONS WITH A HEIGHT GREATER THAN TWO FEET. TREES WITHIN THE SAFETY TRIANGLE SHALL HAVE A CLEAR CANOPY THAT BEGINS @SEVEN FEET IN HEIGHT.
- ALL LANDSCAPE AND SITE FEATURES TO BE MAINTAINED BY A PRIVATE HOMEOWNER'S ASSOCIATION (ESTABLISHED BY THE DEVELOPER).
- PLANTING AREAS TO RECEIVE 2" TOPDRESSING OF DECOMPOSED GRANITE (ROCK MULCH).



HYDROSEED LANDSCAPE TREATMENT TO PROVIDE SEASONAL COLOR & BLEND W/ ADJACENT PARCEL OPENSACE PLANT PALETT SHALL FOLLOW SRP'S GUIDELINES

SRP ACCESS ROAD, LANDSCAPE TO BUFFER FROM ADJACENT LOTS

NATIVE PLANT PALLATE TO BLEND WITH ADJACENT WAGNER WASH

MAILBOX KIOSK BUILT ALONG SIDEYARD, TYP.

SEATING NODE ALONG WASH

Potential Future Amenities

Community Bldg.

Existing Sport Field

Proposed Public Safety Bldg. (FOR REFERENCE ONLY)

Proposed Library (FOR REFERENCE ONLY)

NEW MEDIAN
THEMEWALL, OPTIONAL

PARCEL OPEN SPACE W/ TURF OPEN SPACE, CANOPY SHADE TREES, & BENCHES.

PARCEL ENTRY SIGNWALL W/ ENHANCED LANDSCAPE
16"X16" ENDWALL COLUMN TO TERMINATE ALL WALLS.

WALL ACCENT COLUMN @ 400' O.C.

THEMEWALL CENTERED ON PROPERTY LINE. REFER TO SHEET 2.

DESERT OASIS BOULEVARD SHOWN FOR REFERENCE ONLY.

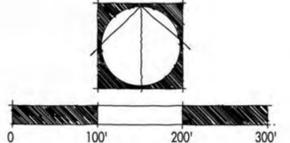
VIEW FENCE LOCATED ON LOT LINE.

SHOTCRETE LINED CHANNEL W/ SOIL TREATMENT TO BLEND INTO NATIVE

CMU PERIMETER WALL CENTERED ON PROPERTY LINE

PARCEL ENTRY SIGNWALL W/ ENHANCED LANDSCAPE

PARCEL Q1 (adjacent)



State Land - Undeveloped

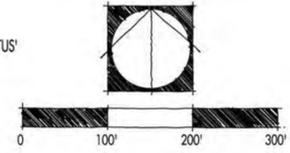
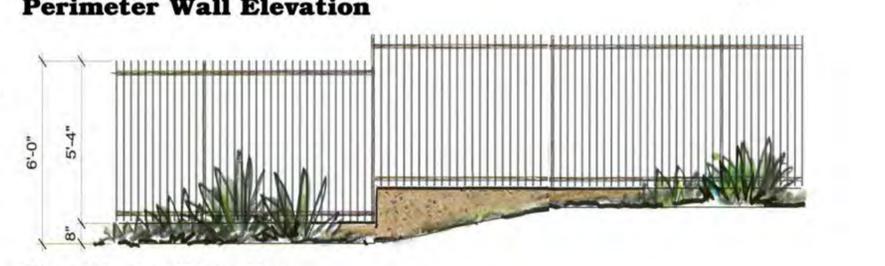
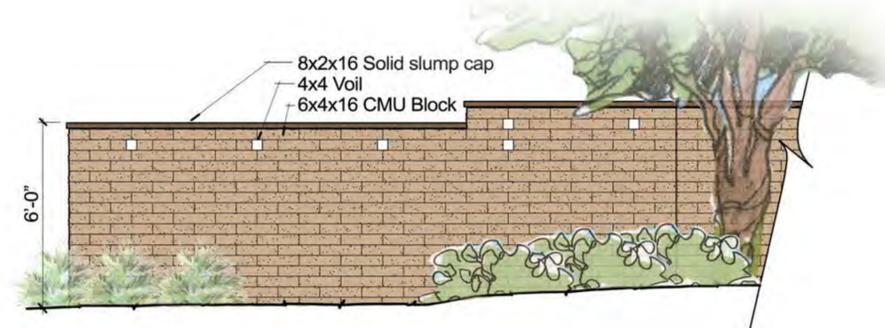
PARCEL T1
(adjacent)

PARCEL S1
(adjacent)

Sun City Festival
by Del Webb

Plant Legend

common name	botanical name
trees	
MILGA	ACACIA ANEURA
WILLOW LEAF ACACIA	ACACIA SAUCINA
SWEET ACACIA	ACACIA SMALLII
CASCALOTE	CAESALPINIA CACALACO
CHITALPA	CATALPA x TASHKENTENSIS HYBRID
HYBRID PALO VERDE	CERCIDIUM 'DESERT MUSEUM'
PALO BREA	CERCIDIUM FRAECOX
SISSOO	DALBERGIA SISSOO
ARIZONA ASH	FRAXINUS VELUTINA
IRONWOOD	OLNEYA TESOTA
CHILEAN MESQUITE	PROSOPIS CHILENSIS
SOUTHERN LIVE OAK	QUERCUS VIRGINIANA 'HERITAGE OAK'
TEXAS MOUNTAIN LAUREL	SOPHORA SECUNDIFLORA
EVERGREEN ELM	ELMUS PARVIFLORA V. 'SEMPERVIRENS'
accents	
PARRY'S AGAVE	AGAVE PARRYI
OCTOPUS-AGAVE	AGAVE VILMORIANIANA
DESERT SPOON	DASYLIRON LONGISSIMUM
DESERT SPOON	DASYLIRON WHEELERI
OCOTILLO	FOUQUIERIA SPENDENS
RED HESPERALOE	HESPERALOE PARVIFLORA
BEAVERTAIL PRICKLY PEAR	OPUNTIA BASILARIS
PURPLE PRICKLY PEAR	OPUNTIA SANTA-RITA
shrubs	
BOUGAINVILLEA	BOUGAINVILLEA SPP.
MEXICAN BIRD OF PARADISE	CAESALPINIA MEXICANA
RED BIRD OF PARADISE	CAESALPINIA PULCHERRIMA
BAJA FAIRY DUSTER	CALLIANDRA CALIFORNICA
BUSH MORNING GLORY	CONVOLVULUS CNEORUM
SIERRA NEGRA DALEA	DALEA FRUTESCENS 'SIERRA NEGRA'
DWARF JOJOBA	SIMMONDSIA CHINENSIS 'VISTA'
HOPBUSH	DODONAEA VISCOSA
EMU BUSH	EREMOPHILA SPP.
TURPENTINE BUSH	ERICAMERIA LARICIFOLIA
CHUPAROSA	JUSTICIA CALIFORNICA
MEXICAN HONEYSUCKLE	JUSTICIA SPICIGERA
TEXAS SAGE 'THUNDER CLOUD' TM.	LEUCOPHYLLUM CANDIDUM
PENSTEMON	PENSTEMON SPP.
CAPE PLUMBAGO	PLUMBAGO AURICULATA
DESERT RUELLIA	RUELLIA PENINSULARIS
DESERT GLOBE MALLOW	SPHAERALCEA AMBIGUA
YELLOW BELLS	TECOMA STANS
groundcovers	
PROSTRATE ACACIA	ACACIA REDOLENS
CENTENNIAL BACCHARIS	BACCHARIS 'CENTENNIAL'
SIERRA GOLD DALEA	DALEA CAPITATA 'SIERRA GOLD'
TRAILING DALEA	DALEA GREGGII
TRAILING PURPLE LANTANA	LANTANA MONTEVIDENSIS
SALTILLO PRIMROSE	OENOTHERA STUBBEI
LADY BANK'S ROSE	ROSA BANKSIAE
DWARF PRIMROSE	ROSEMARINUS OFFICINALIS 'PROSTRATUS'
PERUVIAN VERBENA	VERBENA PERUVIANA
DWARF RUELLIA	RUELLIA BRITONIANA
MYOPORUM	MYOPORUM PARVIFOLIUM
WEDELIA	WEDELIA TRILOBATA
TURF	HYBRID BERMUDA





pedestrian channel crossing



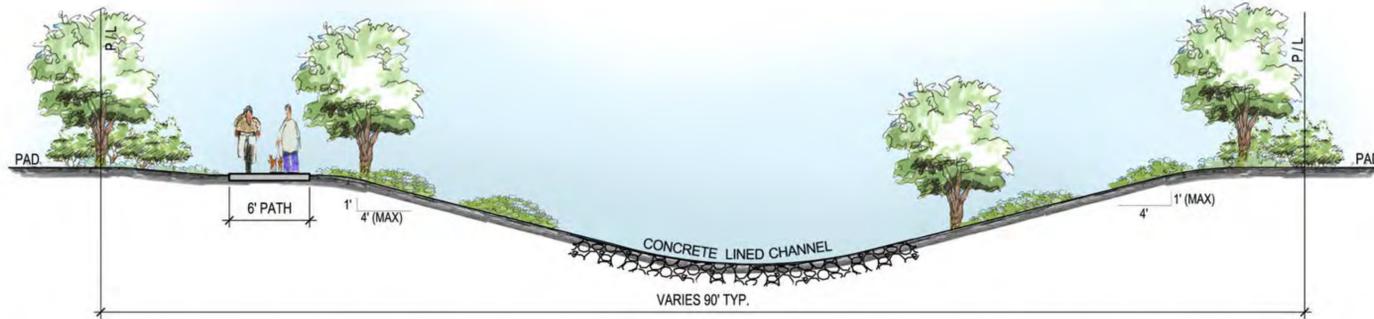
turf amenity/path character



wagner wash natural edge treatment



path landscape character (native)



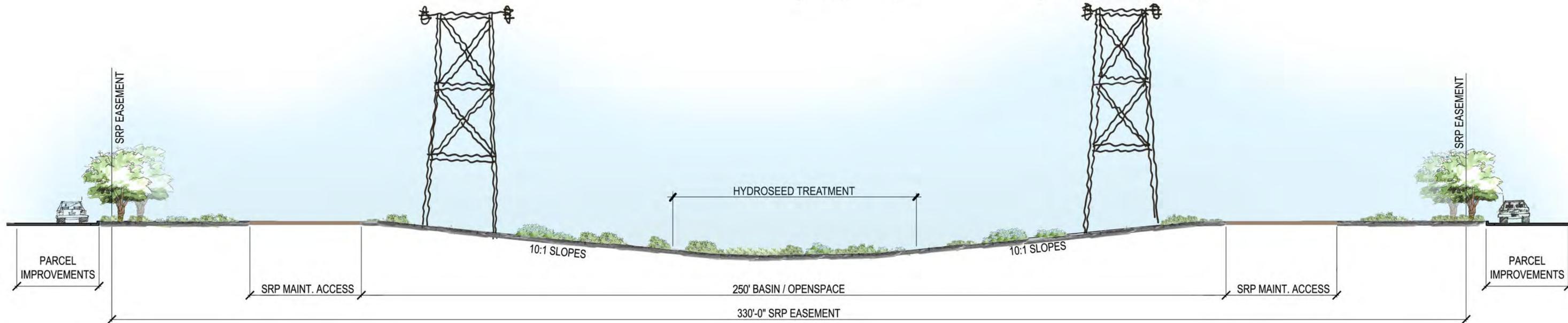
SECTION B-B TYPICAL CHANNEL OPENSOURCE



detention basin - SRP easement
(bottom hydroseed)



detention basin - SRP easement
(side slope landscape treatment)



SECTION A-A SRP EASEMENT



DEVELOPMENT CODE AMENDMENT

REPORT TO THE PLANNING AND ZONING COMMISSION

CASE NUMBER: DCA 14-05 (PLZ-14-00106)
TITLE: Site Plan Process Streamlining
DATE: February 24, 2015
AGENDA ITEM: 3C

Applicant: City of Buckeye
Request: An amendment to Article 8 to revise the site plan review process as it relates to review authority, notice, appeals, and expiration.
Proposed Development: N/A
Location: Citywide
Site Acreage: N/A
Public Outreach: No known objection or support for the request from the public
Recommendation: **Approve**

PROJECT DESCRIPTION

The purpose of the text amendment is to improve efficiencies in the site plan review process. Staff was directed to explore improvements to the code which could reduce the timeframe for review, provide for appropriate public notice and provide predictable and reasonable effective periods, extensions, and appeals rights. The resulting code encapsulates over 2 months of outreach with stakeholder groups, staff review, and Planning Commission guidance.

ANALYSIS

Public Outreach

Staff engaged in a number of meetings with the Developer Partnering Group, a Developer Development Code Stakeholder Group and the Planning Commission to develop the code.

Workshops/Presentations

- 1) December 16, 2014: Presentation to the Development Partnering Group
- 2) January 13, 2015: Workshop with Developer Stakeholder Group
- 3) January 13, 2015: Initiation and discussion with Planning and Zoning Commission
- 4) February 10, 2015: Workshop with Planning and Zoning Commission

Through the workshops and meetings and with the direction provided by City administration staff identified perceived deficiencies with the existing code:

- 1) It takes too long to get through the process;
- 2) There is little consistency with the reviews;
- 3) Neighborhood meetings/public outreach efforts aren't consistently helping to improve the project but a noticing component is needed;
- 4) Permitted Uses are "by-right" and should not be subject to a legislative/discretionary process;
- 5) Extensions need to allow for multiple extensions with conditions;
- 6) Appeals rights need to be clarified.

Staff considered all the above and researched nearby communities to determine best practices and industry standards for site plan review.

Other Community's Codes

	Peoria	Surprise	Phoenix	Goodyear	Avondale
Review Process	Administrative	Planning & Zoning Commission	Administrative	Administrative	Administrative *Except for special districts
Public Notice	Notice of Application, Notice of Decision	None	None	None	None
Effective Period / Expiration	18 months, One 6 month extension	1 year, 1 year extension	24 months, 12 month extension for phased projects, then by City Manager approval for additional extensions	1 year, One 1 year extension	2 year, no extensions

The site plan process in neighboring communities is almost always an administrative function because the process is considered non-discretionary and permitted by right. In Surprise, the Planning and Zoning Commission makes decisions on site plans at public meetings, not public hearings. The public meeting does not require site posting, mailings, and publication in the local newspaper, however public meetings are subject to open meeting law and agendas have to be publicly available on the website and at city hall and other public buildings.

Buckeye's Review Process

Current Code

Buckeye's current site plan review process has three potential review processes:

- 1) Administrative: Projects less than 10,000 square feet in building area;
- 2) Planning Commission (public hearing): Projects less than 120,000 square feet but more than 10,000 square feet;
- 3) City Council (public hearing): All projects greater than 120,000 square feet in building area.

Few projects fall under the 10,000 square feet threshold. Most projects are subject to a public hearing process and multi-step review procedures. A public hearing process averages 4-6 weeks longer than an administrative review process.

Proposed Code

Exhibit B proposes two review tracks:

- 1) Administrative: Projects less than 75,000 square feet in building area or 150,000 square feet of outdoor use area or combination thereof;
- 2) Planning Commission (public meeting): All other applications

The above thresholds were defined to allow for administrative implementation of projects which will not have moderate or major impacts on nearby development and provide the Planning Commission with authority to review significant, larger projects.

Any administratively reviewed case can be referred by the Director to the Planning Commission. Appeals of administrative decisions are heard by the Planning Commission for a final decision. Additionally, the Commission is provided the right to issue site plan approval extensions and modify, add or delete stipulations. For cases that are considered by the Planning Commission (not administrative), appeals are sent to the City Council.

Although not provided with this report, Staff strongly promotes a fully administrative review process. The Director would retain the ability to refer cases to the Planning Commission. Additionally, the Planning Commission will have authority to review any appeals and additional extension request authority. This process would make Buckeye's process equally competitive with the most streamlined reviews in metro Phoenix.

Buckeye's Noticing Requirements

Current Code

Current process requires no notice for administratively reviewed site plans (under 10,000 sq.ft.). For all other site plan reviews, a neighborhood meeting is required prior to a public hearing with the Planning Commission. Public Hearings require mailed, posted, and published notice at least 15 days prior to the hearing.

Full public hearing notice is also required for any appeal or site plan referred by the Director (administrative) to the Planning Commission or City Council.

Proposed Code

All applications will be required to provide "notice of application" within 15 days of submittal. The application process guide will be revised to include a template notice of application letter. The letter should include locational information, a project description, an elevation or site plan, appeals rights, and contact information. No additional notice would be required for a site plan review unless the case is appealed. If appealed, the case will be advertised in accordance with public hearing requirements (posting, published, mailings) 15 days prior to the date of the appeal hearing.

Buckeye's Expiration Process

Current Code

The effective period for approved site plan is 24 months, or as specified in the stipulations. The director has the authority to grant a one-time six-month extension.

Proposed Code

The effective period remains 24 months or as specified in the stipulations. The director would have authority to grant a one-time one-year extension. If a project requires additional extensions, the Planning Commission has authority to review and approve the extension and modify, add, or remove any condition of approval.

Other housekeeping items

- "Community Development" was changed to "Development Services."
- Table 8.1-1 was revised to reflect the new review processes.
- Table 8.2-1 was revised to reflect the new notification processes.
- 8.2.8.B was deleted due to conflicts with state law and otherwise bad review policy.
- 8.9.2 was restructured to list exemptions first.
- All process flow charts will be deleted.
- Various clarifications in intent and deletion of redundant statements.

Public Notice

Public notice was provided in the manner prescribed under Section 8 of the 2010 Development Code.

- a. Published in the Buckeye Valley News: February 5, 2015

FINDINGS AND RECOMMENDATION

Based on the following findings:

- The Planning and Zoning Commission has the authority to initiate amendments to the Development Code and make recommendations to City Council;
- The request is consistent with the General Plan;
- The revisions to the code ensure early public notice of site plan applications;
- The revisions provide for clarified appeals process and extension opportunities;
- The revisions will promote timely review;
- Staff recommends that the Planning and Zoning Commission motion as follows:

Motion to recommend approval of DCA 14-05, an amendment to Article 8 of the Development Code revising site plan review process to the City Council.

Attachments:

Exhibit A: Sections 8.1, 8.2, 8.9 of the Development Code (un-amended)

Exhibit B: Proposed Amendments to Sections 8.1, 8.2, 8.9 of the Development Code

Prepared By: Ed Boik, AICP
Senior Planner

Reviewed By: Terri Hogan, AICP
Planning Manager

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

8.1. PURPOSE AND ORGANIZATION OF THIS ARTICLE

8.1.1. Purpose

This Article describes the procedures for review and approval of all applications for development in the City of Buckeye. This article is intended to ensure consistency and efficiency in the administration of the City's land use regulations.

8.1.2. Organization of Article

Common procedures, which are applicable to most types of development applications, are in Section 8.2, *Common Development Review Procedures*. Subsequent sections include additional provisions that are unique to each type of application, including staff and review board assignments and approval criteria.

8.1.3. Summary Table

Table 8.1-1 summarizes the review and decision-making responsibilities for the procedures described in this Article. The table is a summary tool and does not describe all possible types of decisions made under this Development Code. Other duties and responsibilities are described in Article 7, *Review and Decision-Making Bodies*

TABLE 8.1-1: REVIEW AND DECISION-MAKING RESPONSIBILITIES						
R = Review (Responsible for Review and/or Recommendation) H = Hearing (Public Hearing Required) D = Decision (Responsible for Final Decision) A = Appeal (Authority to Hear/Decide Appeals)						
Procedure	Section	Pre-App Conf?	Director	P&Z	City Council	Board of Adjustment
Amendment to General Plan/Specific Area Plan	8.3.	Yes	R	H-R	H-D	
Amendment to Text of Development Code	8.4.		R	H-R	H-D	
Amendment to Zoning Map (Rezoning)	8.5.	Yes	R	H-R	H-D	
Community Master Plan (CMP) and Planned Area Development (PAD)	8.6.	Yes	R	H-R	H-D	
Conditional Use Permit	8.7.	Yes	R	H-D	H-A	
Subdivision: Preliminary Plat	8.8.6.	Yes	R	H-R	H-D	

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES

SUBSECTION 8.1.4 OTHER REVIEWS

TABLE 8.1-1: REVIEW AND DECISION-MAKING RESPONSIBILITIES						
<p align="center"> R = Review (Responsible for Review and/or Recommendation) H = Hearing (Public Hearing Required) D = Decision (Responsible for Final Decision) A = Appeal (Authority to Hear/Decide Appeals) </p>						
Procedure	Section	Pre-App Conf?	Director	P&Z	City Council	Board of Adjustment
Subdivision: Final Plat	8.8.7.		D		H-A	
Minor Subdivision	8.8.8.		D	H-A		
Lot Split	8.8.9.		D	H-A		
Subdivision: Re-Plat: Administrative	8.8.10		D			
Subdivision: Re-Plat: City Council Review	8.8.10		R		H-D	
Site Plan: Administrative Review	8.9.3.		D		H-A	
Site Plan: Planning Commission Review	8.9.4.	Yes	R	H-D	H-A	
Site Plan: City Council Review	8.9.5.	Yes	R		H-D	
Temporary Use Permit	8.10.		D		H-A	
Variance	8.11.		H-D (Hearing Officer)		H-A	
Building Permit	8.14.		D			
Annexation	8.16.		R	H-R	D	

8.1.4. Other Reviews

In addition to the reviews summarized in Table 8.1-1, the Director may also refer applications to other boards, commissions, government agencies, and non-governmental agencies not referenced in this Article and/or in Article 6, *Review and Decision-Making Bodies*.

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES

SUBSECTION 8.2.1 STEP 1: PRE-APPLICATION CONFERENCE

8.2. COMMON DEVELOPMENT REVIEW PROCEDURES

The common development review procedures in this Section 8.2 shall apply to all types of development applications under this Article 8, unless an exception to the common procedures is expressly identified in subsequent sections of this Article.

8.2.1. Step 1: Pre-Application Conference

A. Purpose

The purpose of a pre-application conference is to provide an opportunity for an informal evaluation of the applicant's proposal and to familiarize the applicant and the City staff with the applicable provisions of this Development Code, the City's General Plan, infrastructure requirements, and any other issues that may affect the applicant's proposal.

B. Applicability

1. Required for Certain Applications

A pre-application conference is required prior to the following types of applications:

- a. Amendment to the General Plan;
- b. Amendment to the Zoning Map (Rezoning);
- c. Community Master Plan;
- d. Conditional Use Permit;
- e. Subdivision: Preliminary Plat; and
- f. Site Plan approved by the Planning Commission;

Such applications shall not be accepted until after the pre-application conference is completed. The conference should take place prior to any substantial investment, such as detailed site and engineering design.

2. Optional for All Other Applications

A pre-application conference is optional prior to submission of any other application under this Development Code not listed above.

C. Initiation of Pre-Application Conference

The potential applicant shall request in writing a pre-application conference with the Director and pay the required fees. With the request for a pre-application conference, the applicant shall provide to the Director a description of the character, location, and magnitude of the proposed development and any other available supporting materials, such as maps, drawings, or models. It is the applicant's responsibility to provide sufficiently detailed plans and descriptions of the proposal for staff to make the informal

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES

SUBSECTION 8.2.2 STEP 2: NEIGHBORHOOD MEETING

recommendations discussed below. The materials should be submitted at least ten business days before the conference.

D. Pre-Application Conference Content

The Director shall schedule a pre-application conference after receipt of a proper request. At the conference, the applicant, the Director or designee, and any other persons the Director deems appropriate to attend shall discuss the proposed development. Based upon the information provided by the applicant and the provisions of this Development Code, the parties should discuss in general the proposed development, the applicable requirements and standards of this Development Code, and conditions that may be appropriate to meet the purposes and requirements of this Development Code.

E. Comments From Pre-Application Conference

City officials present at the pre-application conference shall submit their comments to the Community Development Department staff, who shall forward all comments received to the applicant within 10 business days of the conference.

F. Informal Evaluation Not Binding

The informal evaluation by the Director and staff provided at the conference is not binding upon the applicant or the City but is intended to serve only as a guide to the applicant in making the application and to advise the applicant in advance of the formal application of issues that may be presented to the appropriate decision-making body.

G. Waiver

The Director may waive the pre-application conference requirement for applications if he or she finds that the projected size, complexity, anticipated impacts, or other factors associated with the proposed development clearly, in his or her opinion, support such waiver.

H. Application Required Within Six Months

After a pre-application conference has been completed, the associated application must be completed within six months, or sooner if required by the Director due to changing conditions. If an application is not filed within such time frame, a new pre-application conference shall be required prior to filing an application.

8.2.2. Step 2: Neighborhood Meeting

A. Purpose

The purpose of a neighborhood meeting is to provide an opportunity to inform the residents and landowners of the surrounding neighborhood(s) of the details of a proposed development and application, how the applicant intends to meet the standards contained in this Development Code, and to receive public

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES

SUBSECTION 8.2.3 STEP 3: DEVELOPMENT APPLICATION SUBMITTAL

comment and encourage dialogue at an early time in the review process. No decision regarding the application will be made at the neighborhood meeting.

B. Applicability

A neighborhood meeting is recommended for any development proposal that will be subject to Planning Commission review. The neighborhood meeting is optional unless expressly stated otherwise in this Article 7 or required by the Director in his or her discretion.

C. Notice of Neighborhood Meeting

An applicant holding a neighborhood meeting is encouraged to provide mailed, published, and posted notice of the meeting in the same manner that would be required for public hearings on the application pursuant to Step 6 of the common development review procedures. Such notice is required if the neighborhood meeting is required by the Director or this Development Code. The applicant shall notify the Community Development Department in writing of the meeting date, time, and location no less than 14 days prior to the scheduled date of the meeting, if the meeting was required to be held by the Director or this Development Code. An affidavit certifying that the applicant completed the notice procedures under Step 6 shall be included with the development application submittal.

D. Attendance at Neighborhood Meeting

The applicant shall be responsible for scheduling the meeting, coordinating the meeting, and for retaining an independent facilitator if needed. The meeting shall be held prior to submittal of the subject development application. Attendance at the meeting by Community Development Department staff is not required and will be determined by the Director on a case-by-case basis.

E. Summary of Neighborhood Meeting

The applicant shall prepare and deliver a written summary of the neighborhood meeting to the Community Development Department within 30 days of the date of the meeting. The written summary shall be included in the staff report provided to the decision-making body at the time of the first public meeting to consider the application. The following information shall be included in the meeting summary, at a minimum: date, time, and location of the meeting; a copy of the meeting sign-in sheet, and a summary description of how the applicant has addressed or proposes to address the issues, concerns, and objections identified during the meeting.

8.2.3. Step 3: Development Application Submittal

A. Application Packet

The Director shall compile the requirements for application contents, forms, and fees and make such materials available to the public. The Director may amend and update the application materials from time to time.

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES **SUBSECTION 8.2.3 STEP 3: DEVELOPMENT APPLICATION SUBMITTAL**

B. Form of Application

Applications required under this Article shall be submitted in a form and in such number as required by the Director.

C. Consolidated Development Applications and Review

Multiple development applications for the same development proposal may be consolidated for submittal and review, if authorized by the Director and the application packets.

D. Authority to File Applications

1. Unless otherwise specified in this Development Code, applications for review and approval may be initiated by:
 - a. The owner of the property that is the subject of the application;
 - b. The owner's authorized agent; or
 - c. Any review or decision-making body.
2. When an authorized agent files an application under this Development Code on behalf of a property owner, the agent shall provide the Community Development Department with written documentation that the owner of the property has authorized the filing of the application.
3. When a review or decision-making body initiates action under this Development Code, it does so without prejudice toward the outcome.

E. Development Review Fees

1. Recovery of Costs

Development review fees are established to recover the costs incurred by the City in processing, reviewing, and recording development applications. The applicable development review fees are and shall be paid at the time of submittal of any development application.

2. Development Review Fee Schedule

The amount of the City's development review fees shall be established by the City Council and shall be based on the actual expenses incurred by or on behalf of the City.

F. Waivers

The Director may waive certain submittal requirements in order to reduce the burden on the applicant and to tailor the requirements to the information necessary to review a particular application. The Director may waive such requirements where he or she finds that the projected size, complexity, anticipated impacts, or other factors associated with the proposed development clearly, in his or her opinion, support such waiver.

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES

SUBSECTION 8.2.3 STEP 3: DEVELOPMENT APPLICATION SUBMITTAL

G. Additional Information

Additional application-specific information, beyond that specified in the application packet, may be required by any decision-making body as necessary and appropriate to evaluate fully whether an application complies with the requirements of this Development Code.

H. Citizen Participation Plan

1. Every application that requires a neighborhood meeting shall include a citizen participation plan that must be implemented prior to the first public hearing. The purpose of the citizen participation plan is to:

- a. Ensure that applicants pursue early and effective citizen participation in conjunction with the application, giving them the opportunity to understand and try to mitigate any real or perceived impacts their applications may have on the community;
- b. Ensure that the citizens and property owners of the City of Buckeye have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early state of the process, and
- c. Facilitate ongoing communication between the applicant and interested citizens and property owners, City staff, and elected officials throughout the application review process.

2. The citizen participation plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making.

3. The citizen participation plan shall be submitted with the project application and shall include the following information at a minimum:

- a. Which residents of the City, adjacent property owners, interested parties who have submitted a request to the City to be notified of any rezoning pursuant to ARS §9-462.02, adjacent political jurisdictions, and public agencies with jurisdiction over the subject property may be affected by the application;
- b. How those interested in and potentially affected by an applicant will be notified that an application has been made;
- c. How those interested and potentially affected parties will be informed of the substance of the change, amendment, or development proposed by the application;
- d. How those affected or otherwise interested will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing;

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES

SUBSECTION 8.2.3 STEP 3: DEVELOPMENT APPLICATION SUBMITTAL

- e. The applicant's schedule for the completion of the citizen participation plan, and
 - f. How the applicant will keep the Planning Department informed on the status of their citizen participation efforts.
 4. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. The target area for early notification will be determined for the applicant after consultation with the Planning Department. At a minimum, the target area shall include the following:
 - a. Property owners within the public notice area required by Section 8.2.6 of the Development Code;
 - b. The head of any homeowners association or registered neighborhood within the public notice area;
 - c. Other interested parties who have requested that they be placed on the interested parties' notification list maintained by the Planning Department.
 5. These requirements apply in addition to any notice provision required elsewhere in this Development Code.
 6. Failure of any person or entity to receive notice shall not constitute grounds for any court to invalidate the actions of the municipality for which the notice was given.
 7. The applicant may submit a citizen participation plan and begin implementation prior to formal application at their discretion. Submittal of a citizen participation plan shall not occur until after the required pre-application meeting and consultation with the Planning Department staff. The foregoing notwithstanding, applicants are encouraged to engage in early communication with the public.
- I. Citizen Participation Report**
- This section applies only when a citizen participation plan is required by this Development Code.
1. The applicant shall provide a written report on the result of their citizen participation effort prior to the notice of public hearing. This report will be attached to the Planning Department's staff report.
 2. At a minimum, the citizen participation report shall include the following information:
 - a. Details of techniques the applicant used to involve the public, including:

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES

SUBSECTION 8.2.4 STEP 4: DETERMINATION OF APPLICATION COMPLETENESS

- (i) Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;
 - (ii) Content, dated mailed, and numbers of mailings including letters, meeting notices, newsletters and other publications;
 - (iii) Where residents property owners, and interested parties receiving notices, newsletters or other written material are located; and
 - (iv) The number of people that participated in the process.
- b.** A summary of concerns, issues and problems expressed during the process, including:
- (i) The substance of the concerns, issues, and problems
 - (ii) How the applicant has addressed or intends to address concerns, issues and problems expressed during the process; and
 - (iii) Concerns, issues and problems the applicant is unwilling or unable to address and why.

8.2.4. Step 4: Determination of Application Completeness

- A.** After receipt of the development application, the Director shall determine whether the application is complete and ready for review.
- B.** If the application is determined to be complete, the application shall then be processed according to the procedures set forth in this Development Code. An application will be considered complete if it is submitted in the required form, includes all mandatory information and supporting materials specified in the application packet, and is accompanied by the applicable fee. A pre-application conference shall have been held, if required by this Development Code. The determination of completeness shall not be based upon the perceived merits of the application.
- C.** If an application is determined to be incomplete, the Director shall provide notice to the applicant along with an explanation of the application's deficiencies. No further processing of an incomplete application shall occur until the deficiencies are corrected in a resubmittal.
- D.** If any false or misleading information is submitted or supplied by an applicant on an application, that application will be deemed void and a new application must be submitted together with payment of applicable development review fees.

8.2.5. Step 5: Application Review and Report

After determining that a development application is complete, the Director shall refer the development application to the appropriate review agencies and planning staff,

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES

SUBSECTION 8.2.6 STEP 6: NOTICE

review the development application, and prepare a staff report. The staff report shall be made available for inspection and copying by the applicant and the public prior to the scheduled public hearing on the development application. The staff report shall indicate whether, in the opinion of the staff, the development application complies with all applicable standards of this Development Code. Conditions for approval may be recommended to eliminate any areas of noncompliance or mitigate any adverse effects of the development proposal.

8.2.6. Step 6: Notice

A. Content of Notices

Notice of all public hearings required under this Article shall, unless otherwise specified in this Development Code: (1) identify the date, time, and place of the public hearing, (2) if applicable, describe the property involved in the application by street address, or legal description, or a general description and nearest cross streets; (3) describe the nature, scope, and purpose of the proposed action; (4) indicate that interested parties may appear at the hearing and speak on the matter; and (5) indicate where additional information on the matter may be obtained. If the matter to be considered applies to territory in a high noise or accident potential zone as defined under state law, the notice shall include a general statement that the matter applies to property located in such an area.

B. Summary of Notice Requirements

The following Table 8.2-1 summarizes the notice requirements of the procedures in this Article.

TABLE 8.2-1: NOTICE REQUIREMENTS					
✓ = Notice Required					
Type of Application or Procedure	Section	Mailed	Published	Posted	Neighborhood Meeting
Amendment to General Plan/Specific Area Plan	8.3.	✓	✓	✓	✓
Amendment to Text of Development Code	8.4.	Mailed notice only required if covered by 8.2.6.D.2	✓		
Amendment to Zoning Map (Rezoning)	8.5.	✓	✓	✓	✓
Community Master Plan (CMP) and Planned Area Development (PAD)	8.6.	✓	✓	✓	✓
Conditional Use Permit	8.7.	✓	✓	✓	✓
Subdivision: Preliminary Plat	8.8.6.	✓	✓	✓	
Subdivision: Final Plat	8.8.7.				
Minor Subdivision	8.8.8.			✓	

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES

SUBSECTION 8.2.6 STEP 6: NOTICE

TABLE 8.2-1: NOTICE REQUIREMENTS					
✓ = Notice Required					
Type of Application or Procedure	Section	Mailed	Published	Posted	Neighborhood Meeting
Lot Split	8.8.9.				
Re-Plat	8.8.10				
Site Plan: Administrative Review	8.9.3.				
Site Plan: Planning Commission Review	8.9.4.	✓	✓	✓	✓
Site Plan: City Council Review	8.9.5.	✓	✓	✓	✓
Temporary Use Permit	8.10.				
Variance	8.11.	✓ ⁱ	✓	✓	
Appeal of Administrative Decisions	8.13.		✓	✓	
Annexation	8.16		✓	✓	
NOTE: ⁱ Variances require a mailed notice to surrounding property owners within 150 feet of the subject property.					

C. Mailed Notice

When Table 7.2-1 requires that mailed notice be provided, the applicant shall provide the Director with a current list of applicable property owners and organizations as listed below, prepared and certified by a title insurance company or abstract company licensed by the State of Arizona. The applicant shall deposit notices into first-class mail at least 15 days prior to the scheduled date of the hearing. In computing such period, the day of posting shall not be counted, but the day of the hearing shall be counted. Written notice shall be provided by the applicant to all persons listed on the records of the County Assessor as owners of land subject to the application or as owners of the parcels within 300 feet of the outer boundary of the land subject to the application. For any rezoning of an area greater than 20 acres, General Plan amendments, and CMPs, the 300-foot requirement shall be 500 feet. The applicant shall provide a written "Affidavit of Mailing" to the Community Development Department certifying that all required notices were timely mailed.

D. Published Notice²⁴

1. If published notice is required by Table 8.2-1, the applicant shall publish notice in a newspaper of general circulation in the area. The

²⁴ ORD. 14-14; 12/02/2014

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES

SUBSECTION 8.2.6 STEP 6: NOTICE

notice shall be published at least 15, but no more than 30, days before the scheduled hearing date. In computing such period, the day of posting shall not be counted, but the day of the hearing shall be counted. Any affidavit of publication provided by the newspaper shall be obtained by the applicant and given to the Community Development Department for their records.

2. If any application, proposed amendment, or proposed Minor Modification involves one or more of the following proposed changes or related series of changes,
 - a. A ten percent or more increase or decrease in the number of square feet or units that may be developed;
 - b. A ten percent or more increase or reduction in the allowable height of buildings;
 - c. An increase or reduction in the allowable number of stories of buildings;
 - d. A ten percent or more increase or decrease in setback or open space requirements; and/or
 - e. An increase or reduction in permitted uses.

the City shall provide notice in accordance with A.R.S. §9-462.04 via one of the following methods, as per the Director's or their designee's discretion:

- f. Notice shall be sent by first class mail to each real property, as shown on the last assessment, whose real property is directly governed by the changes, or;
- g. Notices shall be included as inserts within utility bills or other mass mailings that periodically include notices or other informational or advertising materials, or;
- h. The City shall publish such changes prior to the first hearing on such changes in a newspaper of general circulation in the City. The changes shall be published in a "display ad" covering not less than one-eighth of a full page.

E. Posted Notice

Posted notice, if required by Table 8.2-1, shall be provided in the following manner: There shall be posting of at least three signs on the lot, parcel, or tract of land that is the subject of the application or proposed action by the City, and such signs shall remain on the property for a period of at least 15 days prior to the public hearing and for at least 10 days after the final disposition of the case. All signs shall be removed no later than 10 days after the expiration of the above period. The applicant shall maintain the sign in good condition throughout the required posting period. The sign shall be posted in a

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES

SUBSECTION 8.2.7 STEP 7: PUBLIC HEARING

prominent place, clearly visible from a major arterial street if the property abuts such an arterial street, or clearly visible from a collector street if the property abuts a collector street, or clearly visible to the most heavily traveled street or public way if the property does not abut an arterial or collector street. In particular, a tract of land abutting an arterial street and that also abuts a residential subdivision having stubbed streets that cannot be served by the same arterial street serving the lot, parcel, or tract, shall post at least one additional sign clearly visible from at least one street in the residential subdivision which is stubbed to the property for which the application is being requested.

F. Constructive Notice

1. Minor defects in any notice shall not impair the notice or invalidate proceedings pursuant to the notice if a bona fide attempt has been made to comply with applicable notice requirements. Minor defects in notice shall be limited to errors in a legal description or typographical or grammatical errors that do not impede communication of the notice to affected parties. In all cases, however, the requirements for the timing of the notice and for specifying the time, date, and place of a hearing and the decision-making body shall be strictly construed. If questions arise at the hearing regarding the adequacy of notice, the decision-making body shall make a formal finding as to whether there was substantial compliance with the notice requirements of this Development Code.
2. When the records of the City document the publication, mailing, and posting of notices as required by this section, it shall be presumed that notice was given as required by this section.

8.2.7. Step 7: Public Hearing

A public hearing, if required under this Development Code, shall be conducted in accordance with the procedures adopted by the City of Buckeye.

8.2.8. Step 8: Decision and Findings

A. Decision

After consideration of the application, the staff report, comments received from other reviewers (if applicable), and the evidence from the public hearing (if applicable), the decision-maker shall approve, approve with conditions, or deny the application based on its compliance with the applicable approval criteria, as described in Step 9 of the common development review procedures. Written notification of the decision shall be provided by the Director to the applicant. All decisions shall include:

1. A statement of approval, approval with conditions, or denial, whichever is appropriate; and

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES

SUBSECTION 8.2.9 STEP 9: APPROVAL CRITERIA

2. A statement of the basis upon which the decision was made.

B. Effect of Inaction on Applications

When a review or decision-making body fails to take action on an application within the time required (which varies by type of application), such inaction shall be deemed a denial of the application, unless the decision-making body agrees to an extension of the time frame. If an extension is granted and the time frame under such extension elapses with still no action on the application, such inaction shall be deemed a denial of the application.

8.2.9. Step 9: Approval Criteria

To approve a development application, the decision maker shall find that the development application has satisfied and followed the applicable requirements of this Article and meets all of the approval criteria required for the applicable development application, as set forth in subsequent sections of this Article.

8.2.10. Step 10: Conditions of Approval

The decision-maker may impose such conditions on the approval of the application as may be necessary to reduce or minimize any potential adverse impact upon other property in the area, or to carry out the purpose and intent of the General Plan and this Development Code. In such cases, any conditions attached to approvals shall be directly related to the impacts of the proposed use or development and shall be roughly proportional in both nature and extent to the anticipated impacts of the proposed use or development. No conditions of approval, except for those attached to Variances or Minor Modification approvals, shall be less restrictive than the requirements of this Development Code.

8.2.11. Step 11: Amendments to Permits or Other Forms of Approval

A. Minor Amendments

Unless otherwise specified in this Article, minor amendments to any permit or other form of approval issued by the Director or the Planning Commission under this Article may be approved, approved with conditions, or denied administratively by the Director and may be authorized without additional public hearings. Such minor amendments may be authorized by the Director as long as the development approval, as so amended, continues to comply with the standards of this Development Code, at least to the extent of its original compliance (so as to preclude any greater deviation from the standards of this Development Code by reason of such amendments). Minor amendments shall consist of any of the following:

1. Any change to any permit or other form of approval that was originally subject only to administrative review and was approved by the Director, provided such change would not have disqualified the original application from administrative review had it been requested at that time; and provided that the minor amendment does not result in

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES
SECTION 8.3 AMENDMENT TO GENERAL PLAN OR SPECIFIC AREA PLAN
SUBSECTION 8.2.12 STEP 12: LAPSE

an increase of more than ten percent in the amount of square footage of a land use or structure and does not result in a change in the types of uses in the project.

2. Any change to any permit or other form of approval that was originally subject to final review by the Planning Commission and was approved by the Planning Commission, provided that:
 - a. The minor amendment does not result in an increase in the approved number of dwelling units;
 - b. The minor amendment does not result in an increase in the amount of square footage of a non-residential land use or structure;
 - c. The minor amendment does not result in a change in the housing mix or use mix ratio; and
 - d. The minor amendment does not result in a change in the character of the development.
3. In either 1. or 2., the Director may refer the amendment to the Planning Commission and, if so referred, the decision of the Planning Commission shall constitute a final decision, subject only to appeal as provided under applicable law.

B. Major Amendments

Unless otherwise specified in this Article, amendments to any permit or other form of approval that are not determined by the Director to be minor amendments under the criteria in subsection A. shall be deemed major amendments. Major amendments shall be reviewed and processed in the same manner as required for the original application for which amendment is sought.

8.2.12. Step 12: Lapse

If applicable, the lapse of approval time frames established by the procedures of this Development Code may be extended only when all of the following conditions exist:

- A. The provisions of this Development Code must expressly allow the extension;
- B. An extension request must be filed prior to the applicable lapse-of-approval deadline;
- C. The extension request must be in writing and include justification; and
- D. Unless otherwise noted, authority to grant extensions of time shall rest with the decision-making body that granted the original approval (the one being extended).

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.9 SITE PLAN REVIEW

SUBSECTION 8.9.1 PURPOSE

8.9. SITE PLAN REVIEW

8.9.1. Purpose

The site plan review process is intended to ensure compliance with the development and design standards of this Development Code and to encourage quality development reflective of the goals, policies, and objectives of the General Plan. For land uses requiring a site plan review, such uses may be established in the City, and building or land use permits may be issued, only after a site plan showing the proposed development has been approved in accordance with the procedures and requirements of this Section 8.9.

8.9.2. Applicability

A. Administrative Site Plan Review

The following types of projects may be approved by the Director through the administrative site plan approval process:

1. A single use proposed in a structure that is less than 10,000 square feet in building size for that use, not including a single-family detached dwelling.
2. A combination of uses proposed in a single structure, such as a shopping center or a multi-building development, that is less than 20,000 square feet in building size, not including a single-family detached or duplex dwelling.
3. Antenna co-location on existing tower; non-concealed freestanding towers; and concealed antennae and towers

B. Planning Commission Site Plan Review

The following types of projects shall require site plan review by the Planning Commission:

1. Any development, with the exception of single-family detached or duplex dwellings, that exceeds the size threshold for administrative site plan approval and does not meet the threshold for City Council site plan review.
2. Any administrative site plan referred to the Planning Commission by the Director.

C. City Council Site Plan Review

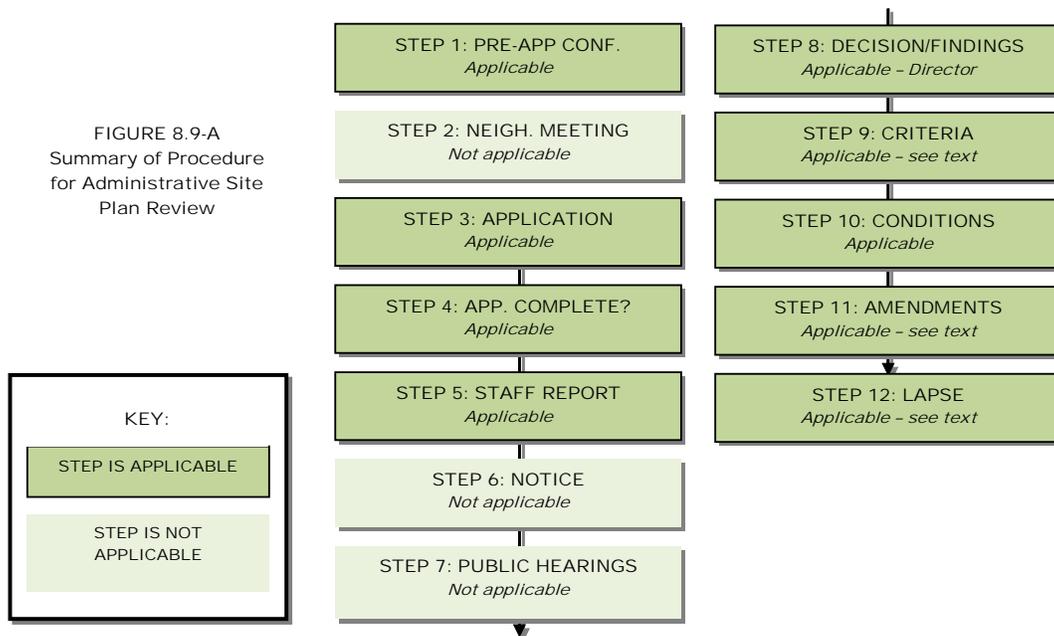
The following types of projects shall require site plan review by the Planning Commission:

1. A single use/building that is greater than 120,000 square feet.

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.9 SITE PLAN REVIEW

SUBSECTION 8.9.3 PROCEDURE FOR ADMINISTRATIVE SITE PLAN REVIEW



2. A combination of uses in a single structure or a multi-building development that is greater than 250,000 square feet.
3. Any Administrative or Minor site plan referred to the City Council by the Planning Commission.

D. Exemptions

The following types of projects are exempt from site plan review:

1. Single-family detached or duplex dwelling;
2. Tenant improvements in which the existing building is not expanded.

8.9.3. Procedure for Administrative Site Plan Review

The common development review procedures of Section 8.2 shall apply, with modifications as noted below. (See Figure 8.9-A.)

- A. **Step 1 (Pre-Application Conference)**
Applicable.
- B. **Step 2 (Neighborhood Meeting)**
Not applicable.
- C. **Step 3 (Development Application Submittal)**
Applicable.

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.9 SITE PLAN REVIEW

SUBSECTION 8.9.3 PROCEDURE FOR ADMINISTRATIVE SITE PLAN REVIEW

- D. Step 4 (Determination of Application Completeness)**
Applicable.
- E. Step 5 (Staff Report)**
Applicable.
- F. Step 6 (Notice)**
Not applicable.
- G. Step 7 (Public Hearings)**
Not applicable.
- H. Step 8 (Decision and Findings)**
Applicable. The following additional procedures shall apply:
- 1. Action by Director**
The Director shall review each administrative site plan application and distribute the application to other reviewers as he or she deems necessary. Based on the results of those reviews, the Director shall take final action on the application and approve, approve with conditions, deny, or defer decision on the application based on the applicable approval criteria below. The Director's review and decision, including referral to other agencies and bodies, shall be completed within 45 days of receipt of a complete application.
 - 2. Referral to Planning Commission**
The Director may refer any application to the Planning Commission that in the Director's discretion presents issues that require Planning Commission attention.
 - 3. Appeal to the Planning Commission**
Appeals of decisions made by the Director under this Section shall be made to the Planning Commission.
- I. Step 9 (Approval Criteria)**
Applicable, as follows: A site plan may be approved upon a finding that the application meets all of the following criteria:
- 1.** The site plan is consistent with the General Plan;
 - 2.** The site plan is consistent with any previously approved subdivision plat, planned development, or any other precedent plan or land use approval as applicable;
 - 3.** The site plan complies with all applicable development and design standards set forth in this Development Code, including but not limited to the provisions in Article 2, *Zoning Districts*; Article 3, *Use Regulations*;

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.9 SITE PLAN REVIEW

SUBSECTION 8.9.4 PROCEDURE FOR PLANNING COMMISSION SITE PLAN REVIEW

Article 4, *Dimensional Standards*; Article 5, *Development and Design Standards and Guidelines*; and Article 5, *Land Subdivision*; and

4. The development proposed in the plan and its general location is or will be compatible with the character of surrounding land uses.

J. Step 10 (Conditions of Approval)

Applicable.

K. Step 11 (Amendments)

Applicable, with the following modification: The following amendments are offered as examples of amendments to approved site plans that the Director may reasonably determine to be "minor":

1. Changes in street alignment if such changes further the intent of the General Plan and this Development Code and are acceptable to the City Engineer.
2. Changes in building envelope, setback, and similar provisions of 10 percent or less.
3. Changes in landscaping, sign placement, lighting fixtures, etc. to further the intent of the General Plan and this Development Code.

L. Step 12 (Lapse)

Applicable, as follows:

1. The site plan shall be effective for a period of two years from the date of approval, unless stated otherwise in such approval. Building permits shall not be issued based on site plans that have lapsed.
2. The Director may grant a one-time extension, of not more than six months, upon a written request by the applicant, prior to the expiration of the site plan. Failure by the applicant to request a time extension prior to the expiration of the plan shall render the unbuilt portion of the plan null and void. The submittal of a revised site plan and fees shall be required to obtain a building permit for further site improvements.

8.9.4. Procedure for Planning Commission Site Plan Review

The common development review procedures of Section 8.2 shall apply, with modifications as noted below. (See Figure 8.9-B.)

A. Step 1 (Pre-Application Conference)

Applicable.

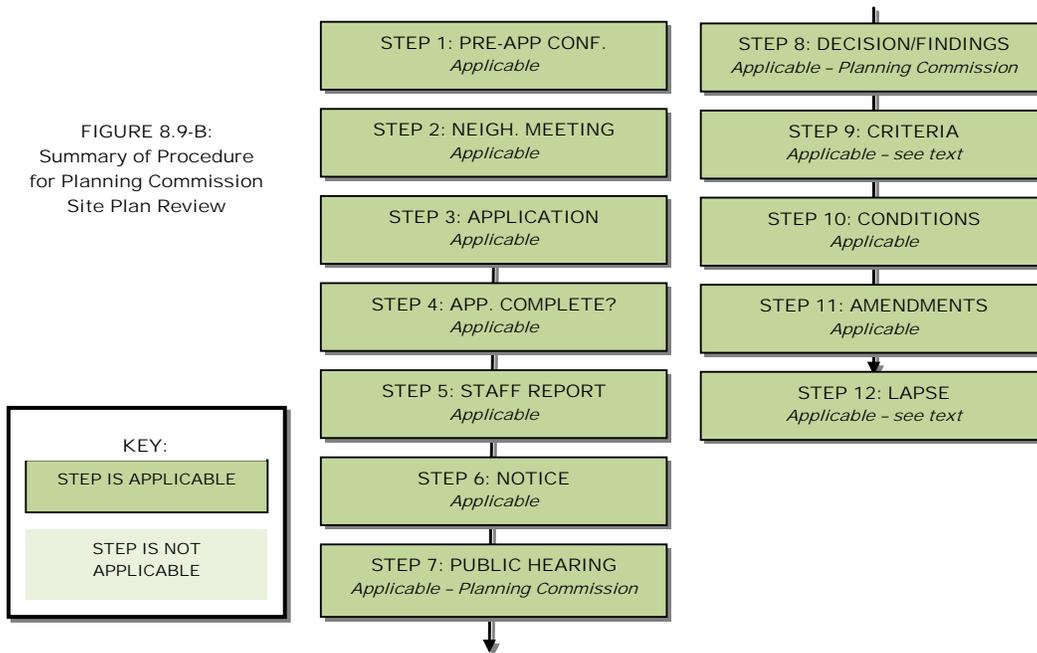
B. Step 2 (Neighborhood Meeting)

Applicable.

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.9 SITE PLAN REVIEW

SUBSECTION 8.9.4 PROCEDURE FOR PLANNING COMMISSION SITE PLAN REVIEW



- C. Step 3 (Development Application Submittal)**
Applicable.
- D. Step 4 (Determination of Application Completeness)**
Applicable.
- E. Step 5 (Staff Report)**
Applicable.
- F. Step 6 (Notice)**
Applicable. Mailed, published, and posted notices required.
- G. Step 7 (Public Hearing)**
Applicable.
- H. Step 8 (Decision and Findings)**
Applicable. The following additional procedures shall apply:
- 1. Planning Commission's Review, Hearing, and Decision**
The Planning Commission shall hold a hearing on the proposed application and approve, approve with conditions, or deny the proposed site plan, based on the applicable approval criteria in Step 9.

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.9 SITE PLAN REVIEW

SUBSECTION 8.9.5 PROCEDURE FOR CITY COUNCIL SITE PLAN REVIEW

- I. Step 9 (Approval Criteria)**
Applicable. A site plan may be approved upon a finding that the application meets all of the approval criteria set forth above under Section 8.9.3.I. *Approval Criteria* for administrative site plans.
- J. Step 10 (Conditions of Approval)**
Applicable.
- K. Step 11 (Amendments)**
Applicable.
- L. Step 12 (Lapse)**
Applicable. See Section 8.9.3.L. for the applicable lapse provisions for all site plans.

8.9.5. Procedure for City Council Site Plan Review

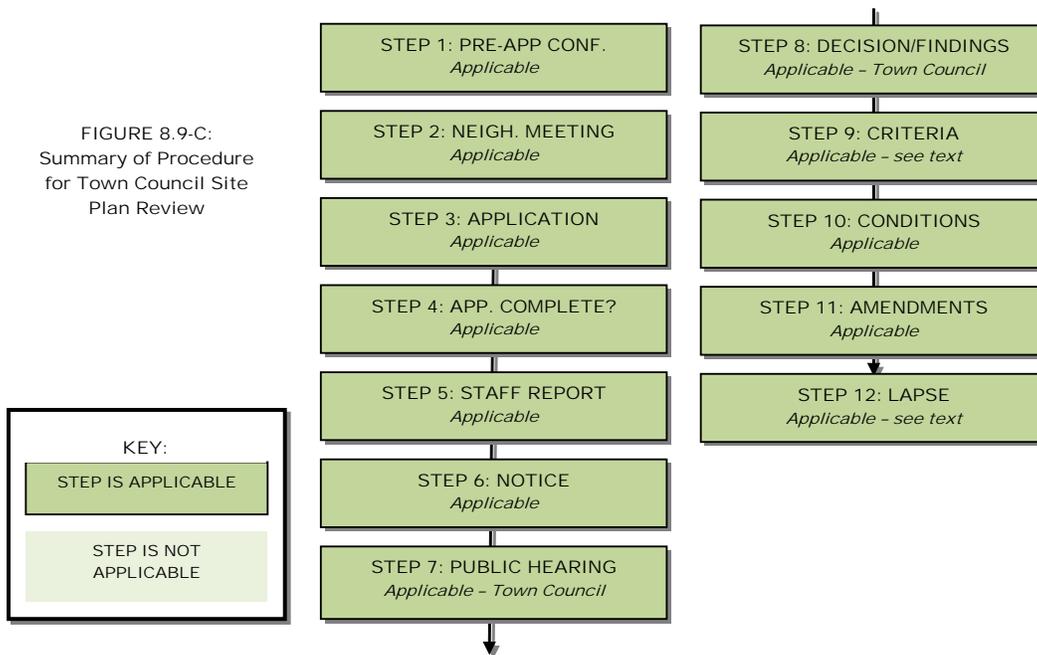
The common development review procedures of Section 8.2 shall apply, with modifications as noted below. (See Figure 8.9-C.)

- A. Step 1 (Pre-Application Conference)**
Applicable.
- B. Step 2 (Neighborhood Meeting)**
Applicable.
- C. Step 3 (Development Application Submittal)**
Applicable.
- D. Step 4 (Determination of Application Completeness)**
Applicable.

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.9 SITE PLAN REVIEW

SUBSECTION 8.9.5 PROCEDURE FOR CITY COUNCIL SITE PLAN REVIEW



E. Step 5 (Staff Report)
Applicable.

F. Step 6 (Notice)
Applicable. Mailed, published, and posted notices required.

G. Step 7 (Public Hearing)
Applicable.

H. Step 8 (Decision and Findings)
Applicable. The following additional procedures shall apply:

1. City Council's Review, Hearing, and Decision

The City Council shall hold a hearing on the proposed application and approve, approve with conditions, or deny the proposed site plan, based on the applicable approval criteria in Step 9.

I. Step 9 (Approval Criteria)
Applicable. A site plan may be approved upon a finding that the application meets all of the approval criteria set forth above under Section 8.9.3.1. for administrative site plans.

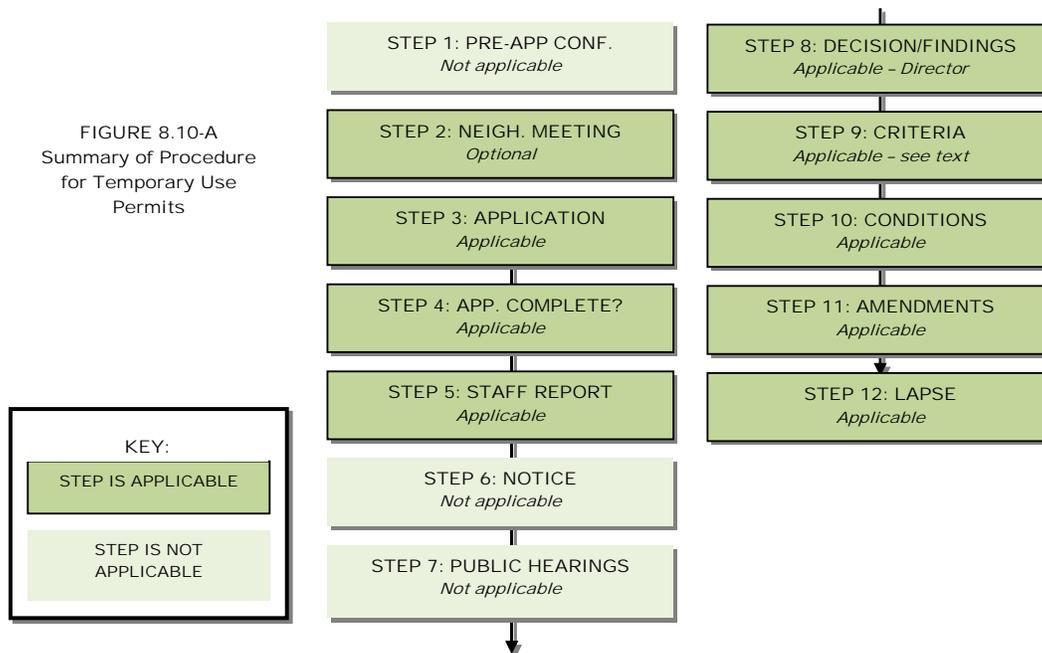
J. Step 10 (Conditions of Approval)
Applicable.

K. Step 11 (Amendments)
Applicable.

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

SECTION 8.10 TEMPORARY USE PERMITS

SUBSECTION 8.10.1 APPLICABILITY



L. Step 12 (Lapse)

Applicable. See Section 8.9.3.L. for the applicable lapse provisions for all site plans.

8.10. TEMPORARY USE PERMITS

8.10.1. Applicability

No use that is classified as a temporary use in the zoning district in which it is to be located shall be placed or established on the property without first receiving a temporary use permit, unless exempted from the permit requirements by Article 3, *Use Regulations*.

8.10.2. Procedure

The common development review procedures of Section 8.2 shall apply, with modifications as noted below. (See Figure 8.10-A.)

A. Step 1 (Pre-Application Conference)

Not applicable.

B. Step 2 (Neighborhood Meeting)

Optional at the applicant's discretion.

C. Step 3 (Development Application Submittal)

Applicable, with the following modification: All applications for temporary use permits shall be filed at least four weeks prior to the date the temporary use will commence, or at least six weeks prior to the date the temporary use will commence if public safety support is requested from the City. The Director

ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

8.1. PURPOSE AND ORGANIZATION OF THIS ARTICLE

8.1.3. Summary Table

Table 8.1-1 summarizes the review and decision-making responsibilities for the procedures described in this Article. The table is a summary tool and does not describe all possible types of decisions made under this Development Code. Other duties and responsibilities are described in Article 7, *Review and Decision-Making Bodies*

TABLE 8.1-1: REVIEW AND DECISION-MAKING RESPONSIBILITIES						
R = Review (Responsible for Review and/or Recommendation) H = Hearing (Public Hearing Required) D = Decision (Responsible for Final Decision) A = Appeal (Authority to Hear/Decide Appeals)						
Procedure	Section	Pre-App Conference	Director	P&Z	City Council	Board of Adjustment
Site Plan Administrative Review	8.9.3.	Yes	D	H-A	H-A	
Site Plan: Planning Commission Review	8.9.4.	Yes	R	H-D	H-A	
Site Plan: City Council Review	8.9.5.	Yes	R		H-D	

8.2. COMMON DEVELOPMENT REVIEW PROCEDURES

The common development review procedures in this Section 8.2 shall apply to all types of development applications under this Article 8, unless an exception to the common procedures is expressly identified in subsequent sections of this Article.

8.2.6. Step 6: Notice

A. Content of Notices

Notice of all public hearings required under this Article shall, unless otherwise specified in this Development Code: (1) identify the date, time, and place of the public hearing, (2) if applicable, describe the property involved in the application by street address, or legal description, or a general description and nearest cross streets; (3) describe the nature, scope, and purpose of the proposed action; (4) indicate that interested parties may appear at the hearing and speak on the matter; and (5) indicate where additional information on the matter may be obtained. If the matter to be considered applies to territory in a high noise or accident potential zone as defined under state law, the notice shall include a general statement that the matter applies to property located in such an area.

B. Summary of Notice Requirements

The following Table 8.2-1 summarizes the notice requirements of the procedures in this Article.

TABLE 8.2-1: NOTICE REQUIREMENTS					
✓ = Notice Required					
Type of Application or Procedure	Section	Mailed	Published	Posted	Neighborhood Meeting
Site Plan Administrative Review	8.9.3.				
Site Plan: Planning Commission Review	8.9.4.	✓	✓	✓	✓
Site Plan: City Council Review	8.9.5.	✓	✓	✓	✓

C. Mailed Notice

When Table 7.2-1 requires that mailed notice be provided, the applicant shall provide the Director with a current list of applicable property owners and organizations as listed below, prepared and certified by a title insurance company or abstract company licensed by the State of Arizona. The applicant shall deposit notices into first-class mail at least 15 days prior to the scheduled date of the hearing. In computing such period, the day of posting shall not be counted, but the day of the hearing shall be counted. Written notice shall be provided by the applicant to all persons listed on the records of the County Assessor as owners of land subject to the application or as owners of the parcels within 300 feet of the outer boundary of the land subject to the application. For any rezoning of an area greater than 20 acres, General Plan amendments, and CMPs, the 300-foot requirement shall be 500 feet. The applicant shall provide a written "Affidavit of Mailing" to the ~~Community Development~~ DEVELOPMENT SERVICES Department certifying that all required notices were timely mailed.

D. Published Notice¹

1. If published notice is required by Table 8.2-1, the applicant shall publish notice in a newspaper of general circulation in the area. The notice shall be published at least 15, but no more than 30, days before the scheduled hearing date. In computing such period, the day of posting shall not be counted, but the day of the hearing shall be counted. Any affidavit of publication provided by the newspaper shall be obtained by the applicant and given to the ~~Community Development~~ DEVELOPMENT SERVICES Department for their records.
2. If any application, proposed amendment, or proposed Minor Modification involves one or more of the following proposed changes or related series of changes,
 - a. A ten percent or more increase or decrease in the number of square feet or units that may be developed;
 - b. A ten percent or more increase or reduction in the allowable height of buildings;
 - c. An increase or reduction in the allowable number of stories of buildings;

¹ ORD. 14-14; 12/02/2014

- d. A ten percent or more increase or decrease in setback or open space requirements; and/or
- e. An increase or reduction in permitted uses.

the City shall provide notice in accordance with A.R.S. §9-462.04 via one of the following methods, as per the Director's or their designee's discretion:

- f. Notice shall be sent by first class mail to each real property, as shown on the last assessment, whose real property is directly governed by the changes, or;
- g. Notices shall be included as inserts within utility bills or other mass mailings that periodically include notices or other informational or advertising materials, or;
- h. The City shall publish such changes prior to the first hearing on such changes in a newspaper of general circulation in the City. The changes shall be published in a "display ad" covering not less than one-eighth of a full page.

E. Posted Notice

Posted notice, if required by Table 8.2-1, shall be provided in the following manner: There shall be posting of at least three signs on the lot, parcel, or tract of land that is the subject of the application or proposed action by the City, and such signs shall remain on the property for a period of at least 15 days prior to the public hearing and for at least 10 days after the final disposition of the case. All signs shall be removed no later than 10 days after the expiration of the above period. The applicant shall maintain the sign in good condition throughout the required posting period. The sign shall be posted in a prominent place, clearly visible from a major arterial street if the property abuts such an arterial street, or clearly visible from a collector street if the property abuts a collector street, or clearly visible to the most heavily traveled street or public way if the property does not abut an arterial or collector street. In particular, a tract of land abutting an arterial street and that also abuts a residential subdivision having stubbed streets that cannot be served by the same arterial street serving the lot, parcel, or tract, shall post at least one additional sign clearly visible from at least one street in the residential subdivision which is stubbed to the property for which the application is being requested.

F. Constructive Notice

- 1. Minor defects in any notice shall not impair the notice or invalidate proceedings pursuant to the notice if a bona fide attempt has been made to comply with applicable notice requirements. Minor defects in notice shall be limited to errors in a legal description or typographical or grammatical errors that do not impede communication of the notice to affected parties. In all cases, however, the requirements for the timing of the notice and for specifying the time, date, and place of a hearing and the decision-making body shall be strictly construed. If questions arise at the hearing regarding the adequacy of notice, the decision-making body shall make a formal finding as to whether there was substantial compliance with the notice requirements of this Development Code.

2. When the records of the City document the publication, mailing, and posting of notices as required by this section, it shall be presumed that notice was given as required by this section.

8.2.7. Step 7: Public Hearing

A public hearing, if required under this Development Code, shall be conducted in accordance with the procedures adopted by the City of Buckeye.

8.2.8. Step 8: Decision and Findings

A. Decision

After consideration of the application, the staff report, comments received from other reviewers (if applicable), and the evidence from the public hearing (if applicable), the decision-maker shall approve, approve with conditions, or deny the application based on its compliance with the applicable approval criteria, as described in Step 9 of the common development review procedures. Written notification of the decision shall be provided by the Director to the applicant. All decisions shall include:

1. A statement of approval, approval with conditions, or denial, whichever is appropriate; and
2. A statement of the basis upon which the decision was made.

B. ~~Effect of Inaction on Applications~~

~~When a review or decision-making body fails to take action on an application within the time required (which varies by type of application), such inaction shall be deemed a denial of the application, unless the decision-making body agrees to an extension of the time frame. If an extension is granted and the time frame under such extension elapses with still no action on the application, such inaction shall be deemed a denial of the application.~~

8.2.9. Step 9: Approval Criteria

To approve a development application, the decision maker shall find that the development application has satisfied and followed the applicable requirements of this Article and meets all of the approval criteria required for the applicable development application, as set forth in subsequent sections of this Article.

8.2.10. Step 10: Conditions of Approval

The decision-maker may impose such conditions on the approval of the application as may be necessary to reduce or minimize any potential adverse impact upon other property in the area, or to carry out the purpose and intent of the General Plan and this Development Code. In such cases, any conditions attached to approvals shall be directly related to the impacts of the proposed use or development and shall be roughly proportional in both nature and extent to the anticipated impacts of the proposed use or development. No conditions of approval, except for those attached to Variances or Minor Modification approvals, shall be less restrictive than the requirements of this Development Code.

8.2.11. Step 11: Amendments to Permits or Other Forms of Approval

A. Minor Amendments

Unless otherwise specified in this Article, minor amendments to any permit or other form of approval issued by the Director or the Planning Commission under this Article may be approved, approved with conditions, or denied administratively by the Director and may be authorized without additional public hearings. Such minor amendments may be authorized by the Director as long as the development approval, as so amended, continues to comply with the standards of this Development Code, at least to the extent of its original compliance (so as to preclude any greater deviation from the standards of this Development Code by reason of such amendments). Minor amendments shall consist of any of the following:

1. Any change to any permit or other form of approval that was originally subject only to administrative review and was approved by the Director, provided such change would not have disqualified the original application from administrative review had it been requested at that time; and provided that the minor amendment does not result in an increase of more than ten percent in the amount of square footage of a land use or structure and does not result in a change in the types of uses in the project.
2. Any change to any permit or other form of approval that was originally subject to final review by the Planning Commission and was approved by the Planning Commission, provided that:
 - a. The minor amendment does not result in an increase in the approved number of dwelling units;
 - b. The minor amendment does not result in an increase in the amount of square footage of a non-residential land use or structure;
 - c. The minor amendment does not result in a change in the housing mix or use mix ratio; and
 - d. The minor amendment does not result in a change in the character of the development.
3. In either 1. or 2., the Director may refer the amendment to the Planning Commission and, if so referred, the decision of the Planning Commission shall constitute a final decision, subject only to appeal as provided under applicable law.

B. Major Amendments

Unless otherwise specified in this Article, amendments to any permit or other form of approval that are not determined by the Director to be minor amendments under the criteria in subsection A. shall be deemed major amendments. Major amendments shall be reviewed and processed in the same manner as required for the original application for which amendment is sought.

8.2.12. Step 12: Lapse

If applicable, the lapse of approval time frames established by the procedures of this Development Code may be extended only when all of the following conditions exist: The provisions of this Development Code must expressly allow the extension;

- A. An extension request must be filed prior to the applicable lapse-of-approval deadline;
- B. The extension request must be in writing and include justification; and
- C. Unless otherwise noted, authority to grant extensions of time shall rest with the decision-making body that granted the original approval (the one being extended).

8.9. SITE PLAN REVIEW

8.9.1. Purpose

The site plan review process is intended to ensure compliance with the development and design standards of this Development Code and to encourage quality development reflective of the goals, policies, and objectives of the General Plan. For land uses requiring a site plan review, such uses may be established in the City, and building or land use permits may be issued, only after a site plan showing the proposed development has been approved in accordance with the procedures and requirements of this Section 8.9.

8.9.2. Applicability

A. ~~Administrative Site Plan Review~~ EXEMPTIONS

~~The following types of projects may be approved by the Director through the administrative site plan approval process:~~

- ~~1. A single use proposed in a structure that is less than 10,000 square feet in building size for that use, not including a single-family detached dwelling.~~
- ~~2. A combination of uses proposed in a single structure, such as a shopping center or a multi-building development, that is less than 20,000 square feet in building size, not including a single-family detached or duplex dwelling.~~
- ~~3. Antenna co-location on existing tower; non-concealed freestanding towers; and concealed antennae and towers~~

~~THE FOLLOWING TYPES OF PROJECTS ARE EXEMPT FROM SITE PLAN REVIEW:~~

- ~~1. SINGLE-FAMILY DETACHED OR DUPLEX DWELLING;~~
- ~~2. TENANT IMPROVEMENTS IN WHICH THE EXISTING BUILDING IS NOT EXPANDED.~~

B. ~~Planning Commission Site Plan Review~~ ADMINISTRATIVE SITE PLAN REVIEW

~~The following types of projects shall require site plan review by the Planning Commission:~~

- ~~1. Any development, with the exception of single-family detached or duplex dwellings, that exceeds the size threshold for administrative site plan approval and does not meet the threshold for City Council site plan review.~~
- ~~2. Any administrative site plan referred to the Planning Commission by the Director.~~

~~THE FOLLOWING TYPES OF PROJECTS MAY BE APPROVED BY THE DIRECTOR THROUGH THE ADMINISTRATIVE SITE PLAN REVIEW PROCESS:~~

1. A SINGLE OR COMBINATION OF USES PROPOSED IN ONE OR MORE STRUCTURES THAT ARE LESS THAN 75,000 SQUARE FEET IN AGGREGATE BUILDING AREA.
2. A SINGLE OR COMBINATION OF USES PROPOSED NOT WITHIN STRUCTURES WHICH OCCUPY LESS THAN 150,000 SQUARE FEET OF AGGREGATE OUTDOOR USE AREA.
3. ANTENNA CO-LOCATION ON EXISTING TOWER; NON-CONCEALED FREESTANDING TOWERS; AND CONCEALED ANTENNAE AND TOWERS
4. ANY PROPOSED DEVELOPMENT WHICH CONTAINS ANY COMBINATION OF THE ABOVE CLASSIFIED TYPES OF PROJECTS.

C. ~~City Council Site Plan Review~~ Planning Commission Site Plan Review

The following types of projects shall require site plan review by the Planning Commission:

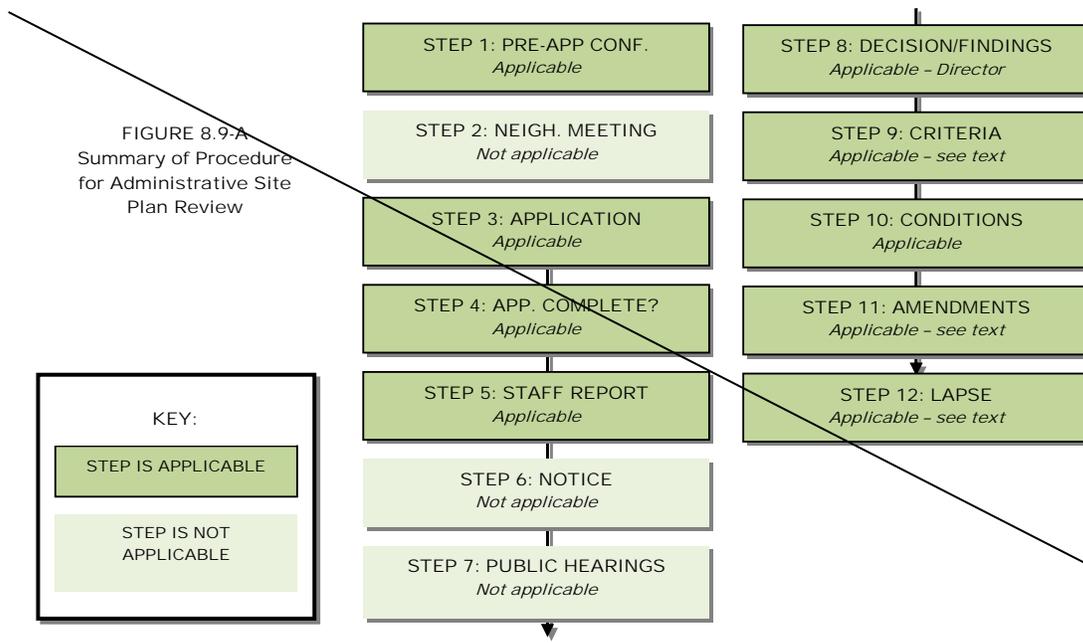
- ~~1. A single use/building that is greater than 120,000 square feet.~~
- ~~2. A combination of uses in a single structure or a multi-building development that is greater than 250,000 square feet.~~
- ~~3. Any Administrative or Minor site plan referred to the City Council by the Planning Commission.~~
1. ANY PROPOSED DEVELOPMENT WHICH IS NOT CLASSIFIED AS ADMINISTRATIVE SITE PLAN REVIEW.
2. Any Administrative Site Plan referred to the Planning Commission by the Director.

D. ~~Exemptions~~ PENDING APPLICATIONS

~~The following types of projects are exempt from site plan review:~~

- ~~1. Single family detached or duplex dwelling;~~
- ~~2. Tenant improvements in which the existing building is not expanded.~~

AN APPLICANT WITH A COMPLETE APPLICATION THAT HAS BEEN SUBMITTED FOR REVIEW, BUT UPON WHICH NO FINAL ACTION HAS BEEN TAKEN PRIOR TO THE EFFECTIVE DATE OF THIS ORDINANCE (XX-14), MAY REQUEST REVIEW UNDER THIS ORDINANCE BY WRITTEN LETTER TO THE DIRECTOR.



8.9.3. Procedure for Administrative Site Plan Review

The common development review procedures of Section 8.2 shall apply, with modifications as noted below. ~~(See Figure 8.9.A.)~~

- A. **Step 1 (Pre-Application Conference)**
Applicable.
- B. **Step 2 (Neighborhood Meeting)**
Not applicable.
- C. **Step 3 (Development Application Submittal)**
Applicable.
- D. **Step 4 (Determination of Application Completeness)**
Applicable.
- E. **Step 5 (Staff Report)**
Applicable.
- F. **Step 6 (Notice)**
~~Not applicable.~~ PUBLIC HEARING NOTICE IS NOT REQUIRED HOWEVER, MAILED NOTICE OF APPLICATION IS APPLICABLE AND THE FOLLOWING PROCEDURE SHALL APPLY:
 - 1. UPON APPLICATION, THE APPLICANT SHALL PROVIDE THE DIRECTOR WITH A MAP EXHIBIT AND CURRENT LIST OF APPLICABLE PROPERTY OWNERS AND ORGANIZATIONS AS LISTED BELOW.
 - 2. WRITTEN "NOTICE OF APPLICATION" SHALL BE PROVIDED BY THE APPLICANT TO ALL PERSONS, AGENCIES, ORGANIZATIONS OR ASSOCIATIONS LISTED ON THE RECORDS OF THE COUNTY ASSESSOR AS OWNERS OF LAND SUBJECT TO THE APPLICATION OR AS OWNERS OF THE PARCELS WITHIN 300 FEET OF THE OUTER BOUNDARY OF THE LANDS

SUBJECT TO THE APPLICATION VIA FIRST CLASS US MAIL. WRITTEN NOTICE SHALL ALSO BE PROVIDED IN THE SAME MANNER TO THE CITY OF BUCKEYE PLANNING DIVISION.

3. NOTICE SHALL BE MAILED WITHIN 15 DAYS OF THE DATE OF APPLICATION. THE APPLICANT SHALL PROVIDE A WRITTEN "AFFIDAVIT OF MAILING" TO THE DEVELOPMENT SERVICES DEPARTMENT CERTIFYING THAT THE NOTICE OF APPLICATION WAS MAILED IN ACCORDANCE WITH THIS REQUIREMENTS OF THIS SECTION.

G. Step 7 (Public Hearings)

Not applicable.

H. Step 8 (Decision and Findings)

Applicable. The following additional procedures shall apply:

1. Action by Director

The Director shall review each administrative site plan application and distribute the application to other reviewers as he or she deems necessary. Based on the results of those reviews, the Director shall take final action on the application and approve, approve with conditions, deny, or defer decision on the application based on the applicable approval criteria below. ~~The Director's review and decision, including referral to other agencies and bodies, shall be completed within 45 days of receipt of a complete application.~~

2. Referral to Planning Commission

The Director may refer any application to the Planning Commission that in the Director's discretion presents issues that require Planning Commission attention. FOR ANY REFERRAL, THE REVIEW PROCEDURES FOR PLANNING COMMISSION SITE PLAN REVIEW SHALL BE APPLICABLE.

3. Appeal to the Planning Commission

Appeals of decisions made by the Director under this Section shall be made to the Planning Commission AND SCHEDULED AS A PUBLIC HEARING. NO NEIGHBORHOOD MEETING SHALL BE REQUIRED PRIOR TO THE HEARING, HOWEVER ALL OTHER NOTIFICATION REQUIREMENTS IN ARTICLE 8.2.6 SHALL APPLY. PLANNING COMMISSION DECISION OF ADMINISTRATIVE SITE PLAN APPEALS SHALL BE FINAL.

I. Step 9 (Approval Criteria)

Applicable, as follows: A site plan APPROVAL CONSTITUTES AUTHORIZATION FOR THE APPLICANT TO PROCEED WITH THE PREPARATION OF FINAL CIVIL IMPROVEMENTS PLANS, REPORTS AND BUILDING PLANS. A SITE PLAN may be approved upon a finding that the application meets all of the following criteria:

1. The site plan is consistent with the General Plan;
2. The site plan is consistent with any previously approved subdivision plat, planned development, or any other precedent plan or land use approval as applicable;

3. The site plan complies with all applicable development and design standards set forth in this Development Code, ~~including but not limited to the provisions in Article 2, Zoning Districts; Article 3, Use Regulations; Article 4, Dimensional Standards; Article 5, Development and Design Standards and Guidelines; and Article 5, Land Subdivision;~~ and
4. The development proposed in the plan and its general location is or will be compatible with the character of surrounding land uses.

J. Step 10 (Conditions of Approval)

Applicable.

K. Step 11 (Amendments)

Applicable, with the following modification: THE DIRECTOR SHALL DETERMINE the following amendments ~~are offered as examples of amendments~~ to approved site plans ~~that the Director may reasonably determine to be AS "minor"~~:

1. Changes in street alignment if such changes further the intent of the General Plan and this Development Code and are acceptable to the City Engineer.
2. Changes in building FLOOR AREA, LOT COVERAGE, SITING, ~~envelope,~~ ~~setback,~~ and similar provisions of 10 percent or less.
3. Changes in landscaping, sign placement, lighting fixtures, etc. to further the intent of the General Plan and this Development Code.

L. Step 12 (Lapse)

Applicable, as follows:

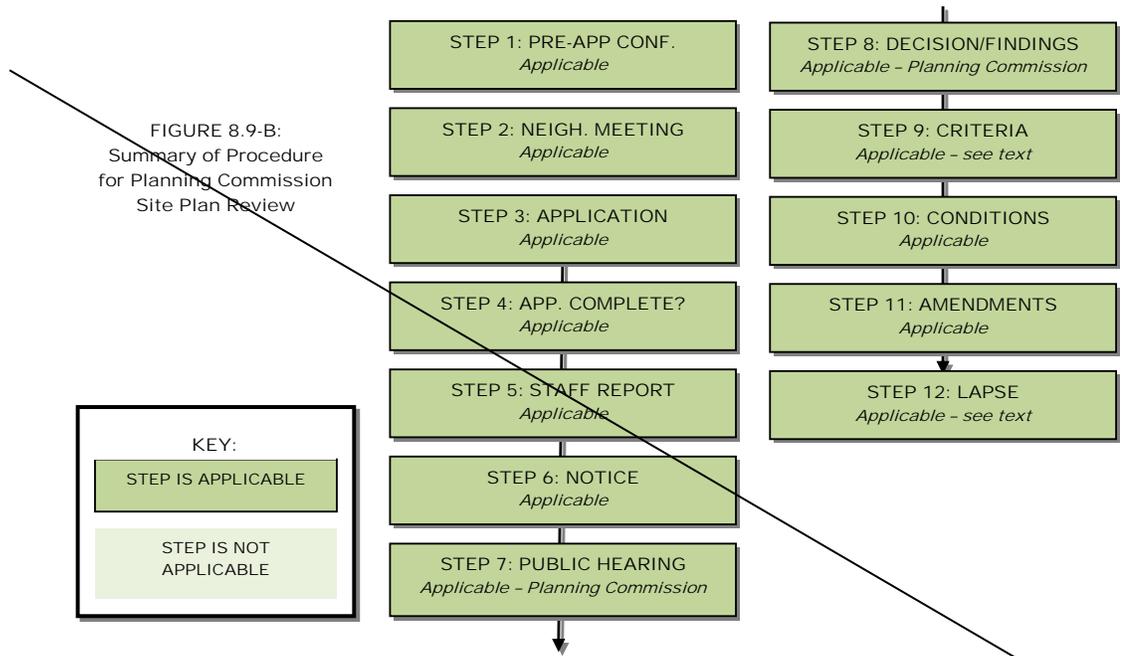
1. The site plan shall be effective for a period of two years from the date of approval, unless stated otherwise in such approval. ~~Building permits shall not be issued based on site plans that have lapsed.~~ THE DIRECTOR MAY GRANT A ONE-TIME EXTENSION OF 12 MONTHS UPON WRITTEN REQUEST OF THE APPLICANT PRIOR TO THE EXPIRATION OF THE SITE PLAN.
2. ~~The Director may grant a one-time extension, of not more than six months, upon a written request by the applicant, prior to the expiration of the site plan. Failure by the applicant to request a time extension prior to the expiration of the plan shall render the unbuilt portion of the plan null and void. The submittal of a revised site plan and fees shall be required to obtain a building permit for further site improvements.~~

WRITTEN REQUEST FOR EXTENSIONS NOT CONFORMING TO THE ABOVE MAY BE GRANTED BY THE PLANNING COMMISSION. THE COMMISSION SHALL HOLD A PUBLIC MEETING AND MAY MODIFY, ADD, OR REMOVE CONDITIONS AS PART OF AN EXTENSION REQUEST.

3. FAILURE BY THE APPLICANT TO REQUEST A TIME EXTENSION OR OBTAIN BUILDING PERMITS PRIOR TO THE EXPIRATION OF THE SITE PLAN SHALL RENDER THE UNBUILT PORTION OF THE SITE PLAN NULL AND VOID. THE SUBMITTAL, REVIEW AND APPROVAL OF A REVISED SITE PLAN AND FEES SHALL BE REQUIRED PRIOR TO OBTAINING A BUILDING PERMIT.

8.9.4. Procedure for Planning Commission Site Plan Review

The common development review procedures of Section 8.2 shall apply, with modifications



as noted below. ~~(See Figure 8.9-B.)~~

- A. Step 1 (Pre-Application Conference)**
Applicable.
- B. Step 2 (Neighborhood Meeting)**
NOT Applicable.
- C. Step 3 (Development Application Submittal)**
Applicable.
- D. Step 4 (Determination of Application Completeness)**
Applicable.
- E. Step 5 (Staff Report)**
Applicable.
- F. Step 6 (Notice)**
~~Applicable. Mailed, published, and posted notices required.~~ PUBLIC HEARING NOTICE IS NOT REQUIRED HOWEVER, THE PROCEDURES OF 8.9.3.F SHALL APPLY.
- G. Step 7 (Public Hearing)**
~~Applicable.~~ A PUBLIC HEARING IS NOT APPLICABLE; HOWEVER THE PLANNING COMMISSION SHALL HOLD A PUBLIC MEETING FOR CONSIDERATION OF THE REQUEST.
- H. Step 8 (Decision and Findings)**
Applicable. The following additional procedures shall apply:

1. Planning Commission's Review, Hearing, and Decision

The Planning Commission shall hold a ~~hearing~~ PUBLIC MEETING on the proposed application and approve, approve with conditions, or deny the proposed site plan, based on the applicable approval criteria in Step 9.

2. APPEAL TO THE CITY COUNCIL

APPEALS OF DECISIONS MADE BY THE PLANNING COMMISSION UNDER THIS SECTION SHALL BE MADE TO THE CITY COUNCIL AND SCHEDULED AS A PUBLIC HEARING. NO NEIGHBORHOOD MEETING SHALL BE REQUIRED PRIOR TO THE HEARING, HOWEVER ALL OTHER NOTIFICATION REQUIREMENTS IN ARTICLE 8.2.6 SHALL APPLY. CITY COUNCIL DECISION OF PLANNING COMMISSION SITE PLAN APPEALS SHALL BE FINAL.

I. Step 9 (Approval Criteria)

Applicable. A site plan may be approved upon a finding that the application meets all of the approval criteria set forth above under Section 8.9.3.I. *Approval Criteria* for administrative site plans.

J. Step 10 (Conditions of Approval)

Applicable.

K. Step 11 (Amendments)

Applicable.

L. Step 12 (Lapse)

Applicable. See Section 8.9.3.L. for the applicable lapse provisions for all site plans.

8.9.5. Procedure for City Council Site Plan Review

~~The common development review procedures of Section 8.2 shall apply, with modifications as noted below. (See Figure 8.9-C.)~~

~~**Step 1 (Pre-Application Conference)**~~

~~Applicable.~~

~~**Step 2 (Neighborhood Meeting)**~~

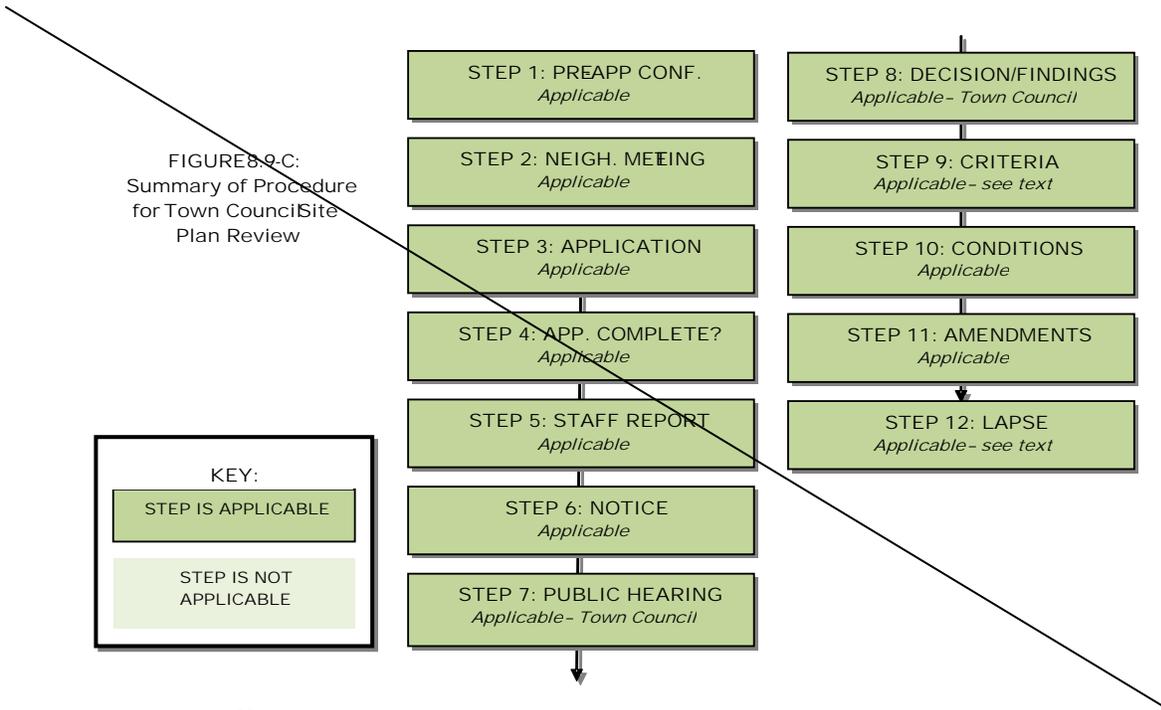
~~Applicable.~~

~~**Step 3 (Development Application Submittal)**~~

~~Applicable.~~

~~**Step 4 (Determination of Application Completeness)**~~

~~Applicable.~~



~~**Step 5 (Staff Report)**
Applicable.~~

~~**Step 6 (Notice)**
Applicable. Mailed, published, and posted notices required.~~

~~**Step 7 (Public Hearing)**
Applicable.~~

~~**Step 8 (Decision and Findings)**
Applicable. The following additional procedures shall apply:~~

~~**City Council's Review, Hearing, and Decision**~~

~~The City Council shall hold a hearing on the proposed application and approve, approve with conditions, or deny the proposed site plan, based on the applicable approval criteria in Step 9.~~

~~**Step 9 (Approval Criteria)**
Applicable. A site plan may be approved upon a finding that the application meets all of the approval criteria set forth above under Section 8.9.3.L for administrative site plans.~~

~~**Step 10 (Conditions of Approval)**
Applicable.~~

~~**Step 11 (Amendments)**
Applicable.~~

~~**Step 12 (Lapse)**
Applicable. See Section 8.9.3.L for the applicable lapse provisions for all site plans.~~