

TOWN OF PARADISE VALLEY

SUP Managerial Amendment Process

Town Council Study Session

September 27, 2018



KEY QUESTION

Q: Does the Council want to change the process for the approval of applications for managerial amendments to special use permits?



CURRENT PROCESS FOR MANAGERIAL SUP AMENDMENTS

Zoning Ordinance §1102.8 .A :

1. The applicant must first complete the pre-application review process in accordance with Section 2-5-2(E) of the Town Code. A formal application can then be made to the Town in accordance with Section 1102.3 of this Article. The Town Manager or his designee will then review and either approve or deny the application, or reclassify the application to a different category of Special Use Permit amendment.
2. The Town Manager (or the Town Manager's designee) will be required to report all decisions on Managerial Amendments to the Town Council (for informational purposes only).



POTENTIAL CHANGE TO PROCESS FOR MANAGERIAL SUP AMENDMENTS

1. The applicant must first complete the pre-application review process in accordance with Section 2-5-2(E) of the Town Code. A formal application can then be made to the Town in accordance with Section 1102.3 of this Article. The Town Manager or his designee will then review the application, make a written determination to either approve or deny the application, or reclassify the application to a different category of Special Use Permit amendment.

2. ~~The Town Manager (or the Town Manager's designee) will be required to report all decisions on Managerial Amendments to the Town Council (for informational purposes only).~~ **The Town Manager (or designee) shall transmit the written determination of all Managerial Amendments to the Town Council within two (2) business days of making the determination.**



POTENTIAL CHANGE TO PROCESS FOR
MANAGERIAL SUP AMENDMENTS (CONT'D.)

3. The Town Manager's (or designee's) decision shall be final unless within ten (10) days after the Town Manager's (or designee's) written determination a member of the Town Council submits a written request to the Town Manager to appeal the determination.



POTENTIAL CHANGE TO PROCESS FOR MANAGERIAL SUP AMENDMENTS (CONT'D.)

4. The Town Council shall have the authority to decide appeals from the written determination of the Town Manager (or designee). The appeal shall be set for consideration at the next regularly-scheduled Town Council meeting after receipt of the written appeal by the Town Manager. The Town Council shall decide, by a majority vote of the members present and not otherwise disqualified, to: a) affirm the Town Manager's (or designee's) decision; b) deny the amendment request; or c) reclassify the application to a different category of Special Use Permit amendment. A majority vote of the voting members shall be necessary to deny or reclassify the decision of the Town Manager (or designee); otherwise, the written determination shall be deemed affirmed.



NEXT STEPS

- Council direction on whether to make changes to the process for managerial amendments to SUPs
- Any changes to this process will need to be referred to the Planning Commission for a citizen review meeting and public hearing before the Council can have a public hearing to implement any modifications



QUESTIONS

