

# Town of Paradise Valley

**Planning Commission  
Hillside Building Committee  
Board of Adjustment**

**Orientation & Training**



The background of the slide is a photograph of a green cholla cactus with long, thin, yellowish spines. Two large, vibrant red flowers with yellow centers are in bloom. The image is slightly faded to allow the text to be read clearly.

**Thank you for  
your service  
to the  
community**

# Goals for Today

- **Give an overview of the Planning & Development processes**
- **Discuss Commission, Board, and Committee roles in those processes**
- **Discuss Staffs role in the processes**
- **Discuss legal requirements**





# Members

Hillside Building Committee Members	Term Expires (April)
Chair Scott Jarson	2027
Sue-Meng Lau	2028
Blair Portigal	2026
3 Planning Commissioners (rotate turns)	<i>See Planning Commission</i>

Board of Adjustment Members	Term Expires (April)
Chair Eric Leibsohn	2027
Ken Barnes	2026
Joseph Contadino	2027
James Kuykendall	2027
Hope Ozer	2026
Bill Petsas	2027
Quinn Williams	2026

Planning Commission Members	Term Expires (April)
Chair Pamela Georgelos	2027
Bob Brown	2026
Charles Covington	2028
Craig Curtis	2027
Timothy Dickman	2026
William Nassikas	2027
James Rose	2026

# Meeting Times

## Hillside Building Committee

- Regular meeting time 2<sup>nd</sup> Wednesday of each month at Town Hall
- 8:00 a.m. start time
- Packet sent electronically typically the Thursday prior to the meeting

## Planning Commission

- Regular meeting times 1<sup>st</sup> & 3<sup>rd</sup> Tuesday of each month at Town Hall
- 6:00 p.m. start time
- Packet sent electronically typically the Wednesday prior to the meeting

## Board of Adjustment

- Regular meeting time 1<sup>st</sup> Wednesday of each month at Town Hall
- 5:30 p.m. start time
- Packet sent electronically typically the Thursday prior to the meeting

# Roles

## Hillside Building Committee

- Serve as an extension of staff to review proposed hillside development in accordance with Hillside Development Regulations of the Zoning Ordinance
- 6 members (3 citizen and 3 Commissioners)
- Elect chair each January
- Serve 2-year term (citizen members)

## Board of Adjustment

- Decision maker on variances and appeals of the Zoning Ordinance
- 7 members
- Serve in a quasi-judicial capacity
- Elect chair each April
- Serve 3-year term

## Planning Commission

- Makes recommendations to Council on various entitlement and administrative applications (*e.g., Major/Intermediate SUP, Zoning Text Amendment, General Plan Amendment*)
- Decision maker on various administrative applications (*e.g., Minor SUP, CUP, Preliminary Plat, Lot Split*)
- 7 members
- Serve on Hillside Building Committee
- Elect chair each April
- Serve 3-year term

## Staff

- Meet with applicants and residents
- Review and process applications
- Provide professional analysis on compliance and recommendations
- Ensure noticing requirements are met
- Complete inspections







# Planning & Development Processes

- **General Plan**
- **Special Use Permits**
- **Conditional Use Permits**
- **Lot Splits & Preliminary Plat**
- **Final Plats**
- **Variances**
- **Hillside Development**





# General Plan

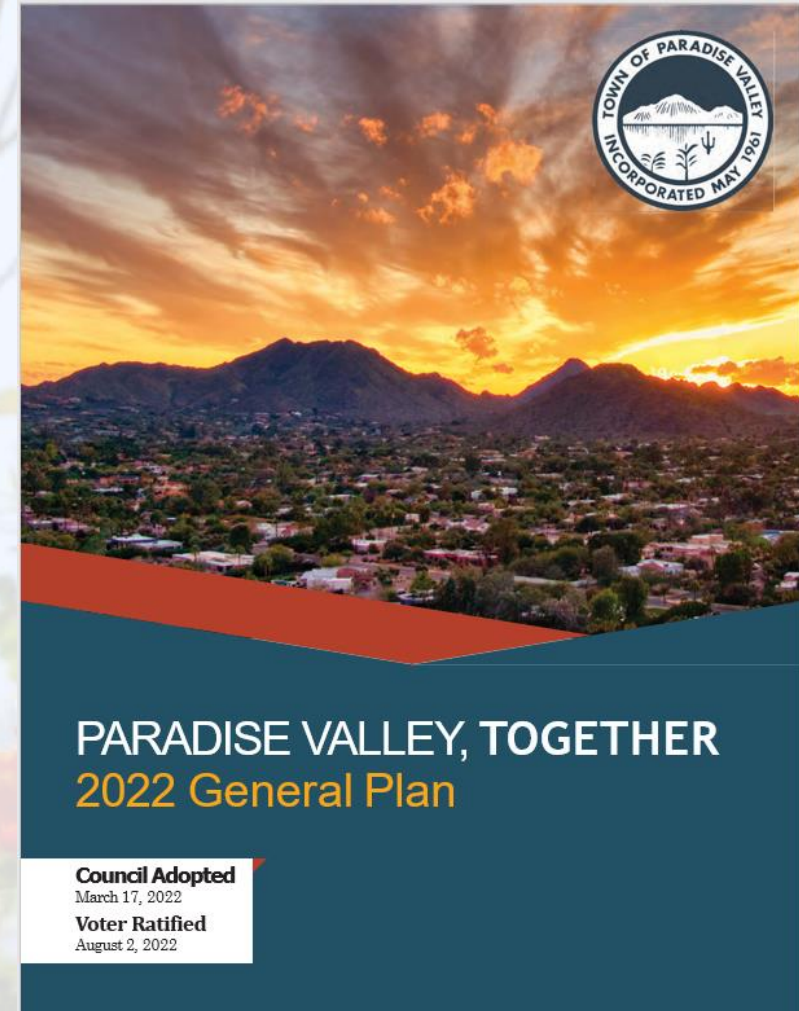
## WHAT IS A GENERAL PLAN?

The General Plan acts as a guiding document for future physical, economic, and social development decisions over the next 10 years and beyond. Bounded by a community vision, the plan contains a series of goals, policies, and actions that were all established through an intentional public engagement process and that work together to map out a clear path for the plan's implementation.

State law (A.R.S. §9-461.05) requires that every Arizona city and Town adopt a long-range general plan for future development that must also be updated and readopted by voters every ten years. The Town's first General Plan was adopted in 1980 with subsequent updates in 1997, 2001, 2003, and most recently in 2012. Building from the previous General Plans, the 2022 General Plan addresses key topics such as land use, community character, circulation, open space, environment, sustainability and public facilities and services.

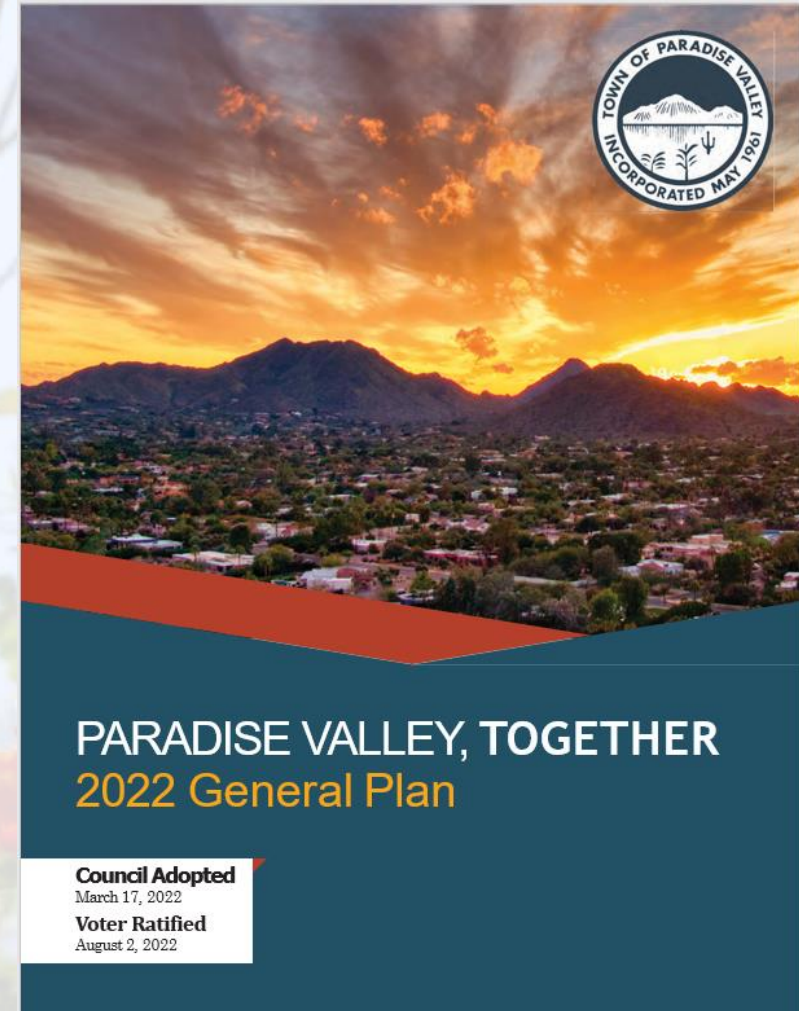
## PURPOSE OF THE GENERAL PLAN

A general plan is a community's "blue print" for land use and development; it serves as the basis for rational decisions regarding a community's long-term physical development. The general plan expresses the community's development goals and embodies public policy relative to the distribution of future land uses.



# General Plan

- **Required by state statute**
- **Public document approved by Council and voters**
- **Typically general, comprehensive, and long-range**
- **Includes goals and policies to guide future community decisions**
- **Broad policy document that serves as foundation for the Zoning Ordinance & other planning tools**





# General Plan Update Process

Planning Commission reviews and provides a recommendation to Town Council on all General Plan amendments and on the General Plan Update

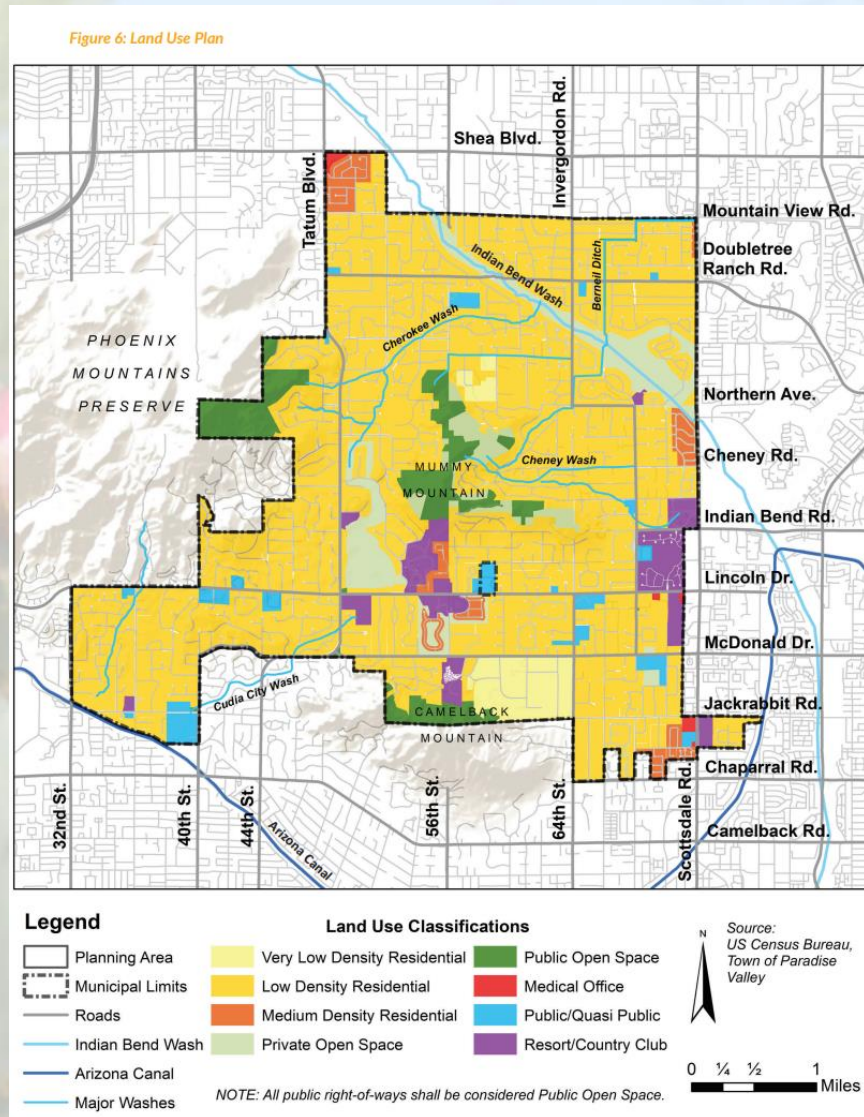


Table 7: Major Amendment Definition

Major Amendment Definition Land Use Map Changes								
Existing Map Designation	Proposed Map Designation Change							
	VLDR	LDR	MDR	R/CC	MO	PQP	OS Pub	OS Priv
Very Low Density Residential (VLDR)	Major Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment
Low Density Residential (LDR)	Minor Amendment	Major Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment
Medium Density Residential (MDR)	Minor Amendment	Minor Amendment	Major Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment
Resort/Country Club (R/CC)	Minor Amendment	Minor Amendment	Minor Amendment	Major Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment
Medical Office (MO)	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Major Amendment	Minor Amendment	Minor Amendment	Minor Amendment
Public/Quasi-Public (PQP)	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Major Amendment	Minor Amendment	Minor Amendment
Public Open Space (OS Pub)	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Major Amendment	Minor Amendment
Private Open Space (OS Priv)	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Minor Amendment	Major Amendment

Major Amendment: Solid Red Box  
Minor Amendment: White Box with Black Border  
No Change: White Box with Black X



# Special Use Permit Amendments

## **Special Use Permits (SUP) are defined in Article XI of the Zoning Ordinance**

- Primarily non-residential uses: Resorts, medical offices, religious facilities, private schools, non-profit organizations, country clubs and golf courses, utility poles and wires, guardhouses and gatehouses, access control gates, and amateur radio antennas
- Code provisions facilitate creative, high-quality development

# SUP Process

## Town Council Statement of Direction (SOD)

Staff reviews application and prepares draft SOD

Staff presents application, analysis & draft SOD to Town Council at Study Session

Town Council issues formal SOD at future Public Hearing

## Planning Commission Review Based on the SOD and action/recommendation to Council

Planning Commission Study Session

Planning Commission Public Hearing and Action

## Town Council Review and action/decision

Town Council Study Session

Town Council Public Hearing and Action

# Zoning / Special Use Permit amendments

- **Four Types of SUP Amendments:**
  - A. Managerial Amendment – Town Manager or designee approval**
  - B. Minor Amendment – Planning Commission process with Town Council appeal**
  - C. Intermediate Amendment – Full process with scope limited to geographic area of proposed amendments**
  - D. Major Amendment – Full process with scope encompassing entire SUP property**





# SUP Examples

- **Minor SUP-25-03**
  - Smoke Tree (modify number guest rooms)
  - Approved June 2025
- **Rezoning MI-24-01**
  - 7100 N Mockingbird (SUP to R-43)
  - Approved October 2024
- **Intermediate SUP-23-05**
  - PCDS (new performance arts bldg)
  - Approved April 2024



**Smoke Tree Resort**



# Conditional Use Permit (CUP)

## **Conditional Use Permits are defined in Article XI of the Zoning Ordinance**

- Required for certain uses that may be appropriate under specific conditions
  - Water Booster Stations
  - Private Road
  - Antennas
- Uses considered on a case-by-case basis depending on particular physical or operational characteristics
- Planning Commission Action/Decision





# CUP Process

## **Planning Commission Review Based on Code Requirements**

Staff presents application,  
analysis &  
recommendation to  
Planning Commission at  
Study Session

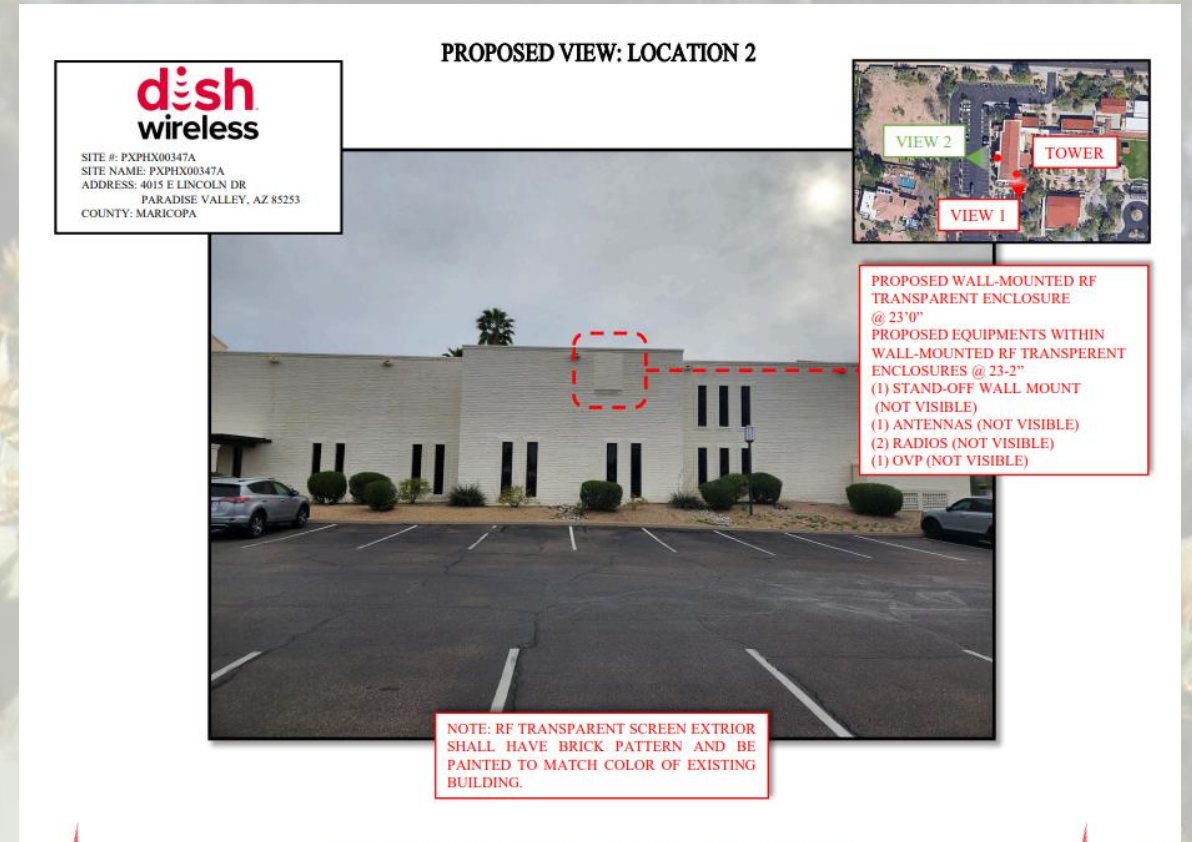
Planning Commission  
Study Session

Planning Commission  
Public Hearing and  
Action



# CUP Examples

- **Wireless Antenna CUP-24-02**
  - Christ Church (add antennas for Dish)
  - Approved October 2024



# Plats/Subdivisions

## **Subdivisions/Land Modifications are defined in Chapter 6 of the Town Code**

- Plat/land modification is any change to the existing boundaries of a property
- Subdivision is when create 4 or more lots or 2 lots with a new road
  - Preliminary plat is a preliminary layout of a subdivision
  - Final plat is the final layout of a subdivision (fully dimensioned)
- Planning Commission Action/Decision



# Plat & Lot Split Process

**Planning  
Commission  
Review  
Based on Code  
Requirements –  
Ministerial act**

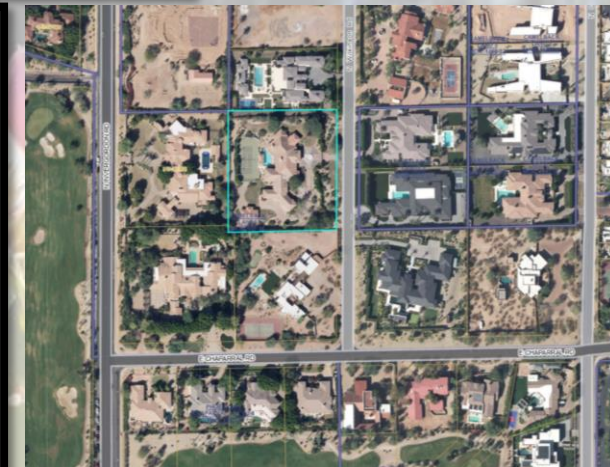
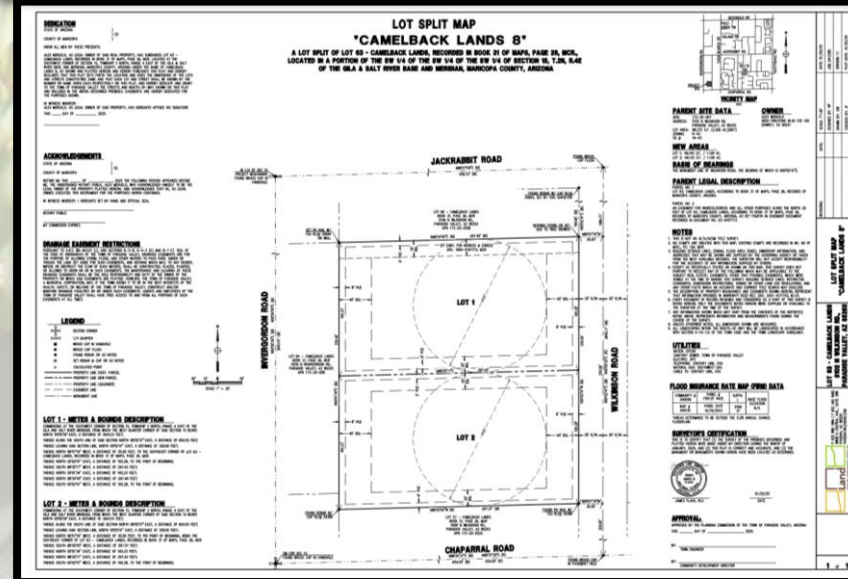
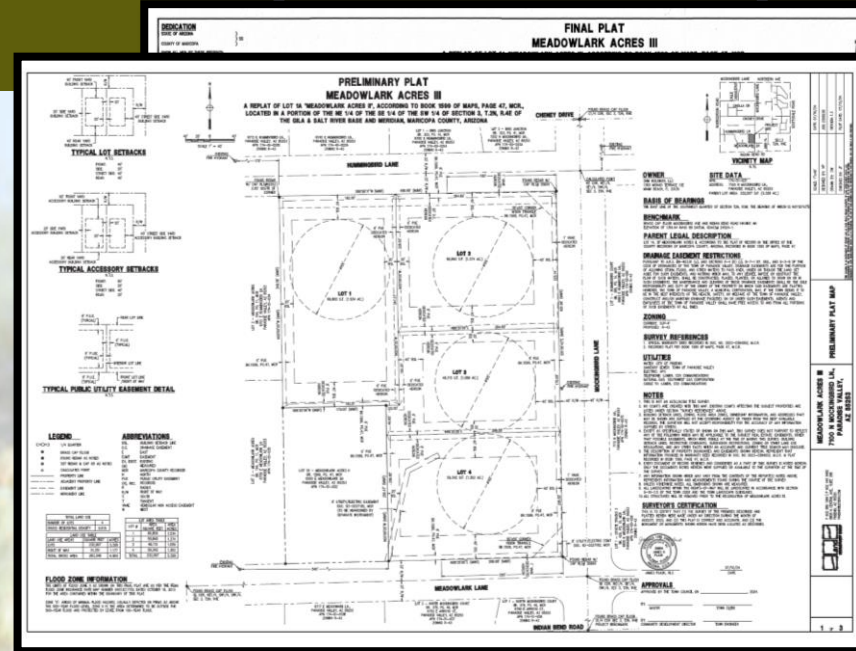
***Note: 2025 state  
law changes to  
impact process***





# Plats and Lot Split Examples

- **Preliminary Plat PP-24-01**
  - Meadowlark Acres III (4-lot plat)
  - Approved September 2024
  - Final Plat Council approved October 2024
  
- **Lot Split LS-25-02**
  - 5102 N Wilkinson Rd (2 lots)
  - Approved June 2025



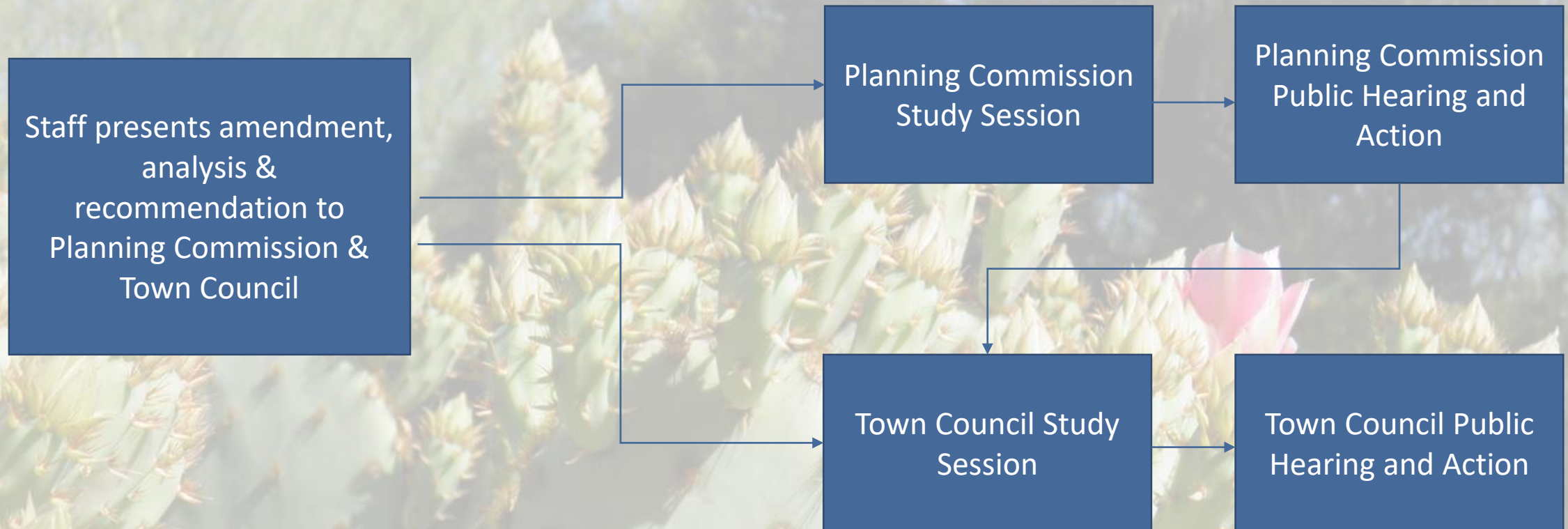
# Zoning Ordinance Amendments

**Amendments to the text or processes in the  
Zoning Ordinance**





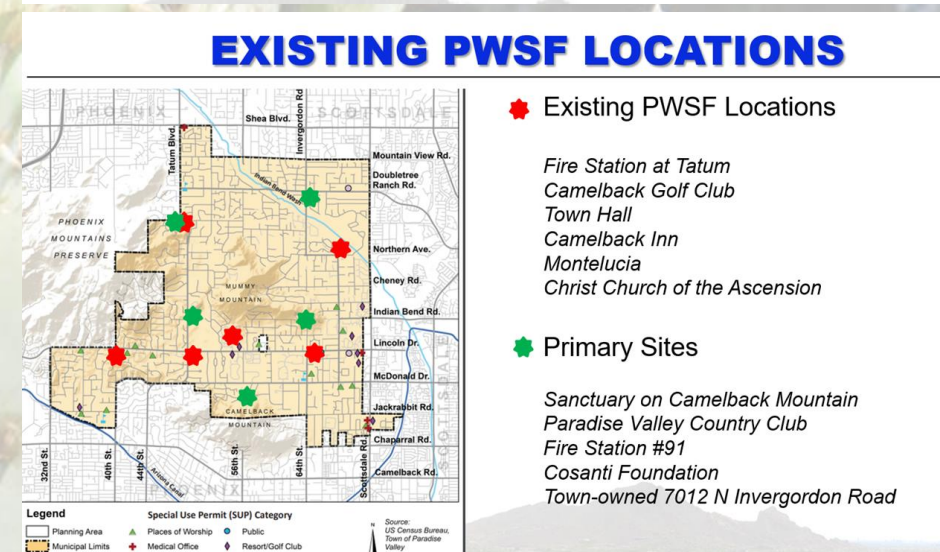
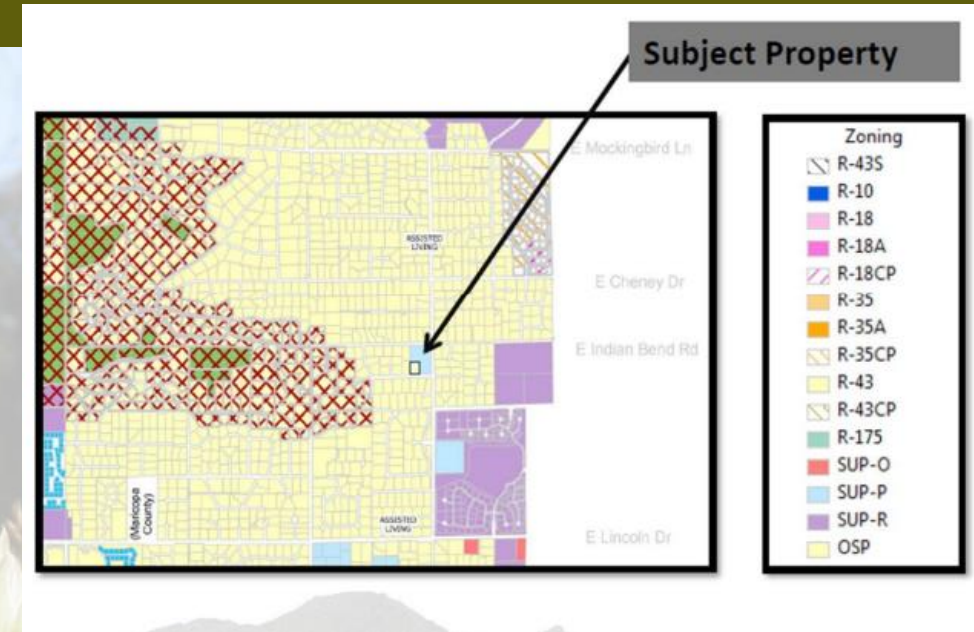
# Zoning Ordinance Amendments Process





# Zoning Ordinance Amendment Examples

- **Rezoning MI-24-01**
  - 7100 N Mockingbird (SUP to R-43)
  - Approved October 2024
- **Wireless Code MI-23-01**
  - Create Managerial Process
  - Approved May 2024
- **Text Changes**
  - Reorganization, state law changes
  - Upcoming 2025/2026



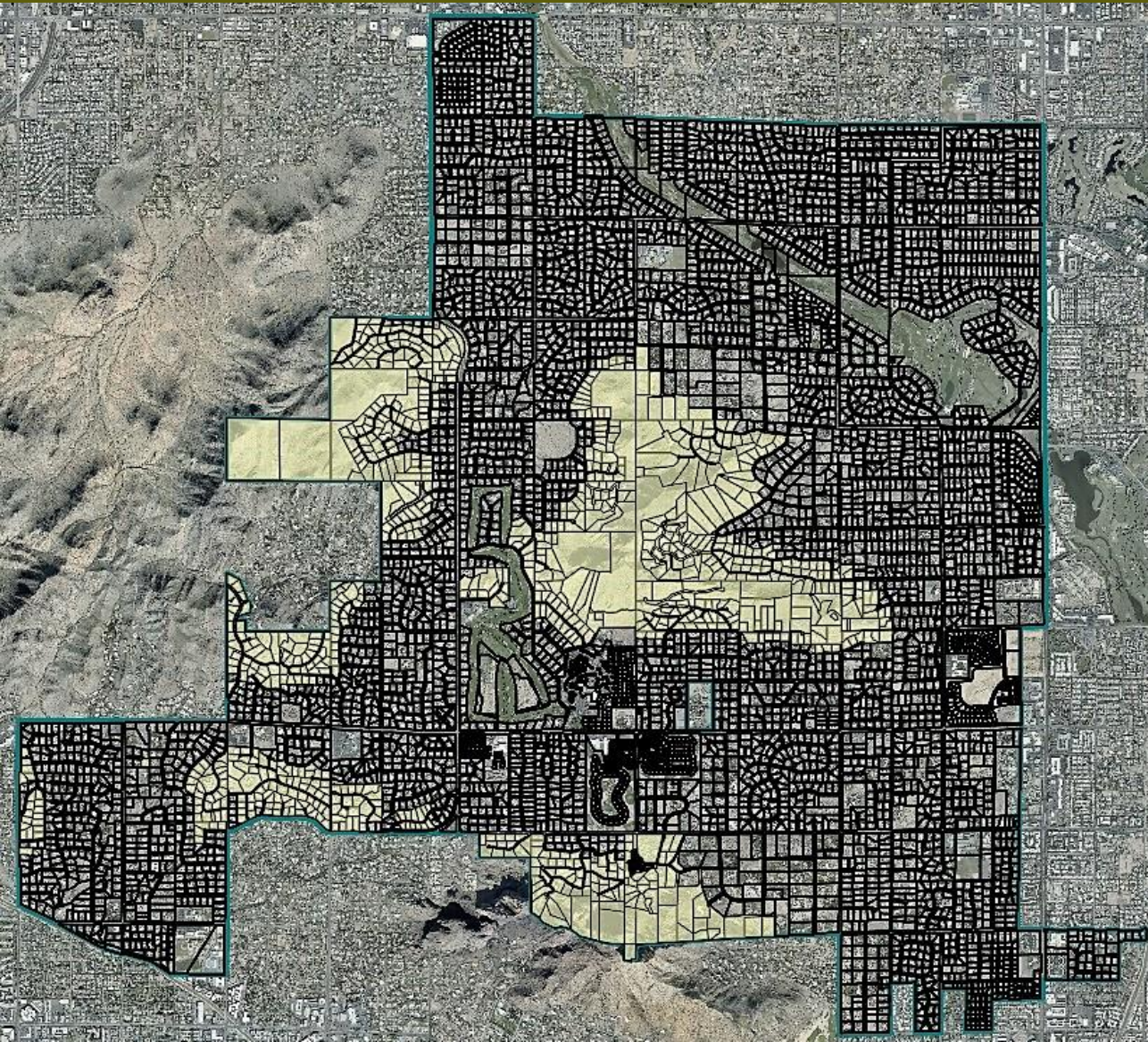
# Hillside Building Committee

- Oversees new construction and modifications on properties in the Hillside Development Area
- Serve as an extension of Staff to review proposed Hillside development in accordance with Article XXII (Hillside Development Regulations) of the Zoning Ordinance
- Building permits are issued in accordance with the plans and specifications approved by the Committee





# Hillside



## Hillside Regulations are defined in Article XXII of the Zoning Ordinance

- 14% of the Town's lots are part of the Hillside Development Area
- The Hillside Development Area is approximately 2.9 square miles



# Hillside Development Key Points

**The purpose of the Hillside Development Regulations is to promote:**

- **Construction materials that are harmonious with the native desert**
- **The use of native vegetation**
- **Limiting light pollution on hillside**
- **Reducing land disturbance**
- **Protection of native site features**
- **Safety and welfare of Town residents**



# Hillside Applications

- **Administrative Chair Review - Minor improvements (additions up to 100 SF, walls up to 15 LF, minor lighting and landscaping, etc.)**
- **Combined Solar Review - Solar applications only**
- **Combined Review - Small Remodel/Additions outside of Administrative Chair Review**
- **Conceptual Review - “Part One” of a New Single-Family Residence (SFR) or Major Remodel/Addition**
- **Formal Review - “Part Two” of a New Single-Family Residence (SFR) or Major Remodel/Addition**

# Hillside Safety Code

- Hillside safety standards include a **Hillside Safety Improvement Plan (SIP)** during the application process
- The **SIP** may include:
  - Geotechnical Evaluations
    - Seismic Refraction Survey/Percolation Testing/Slope Stability Analysis/Boulder Survey
  - Grading and Drainage
    - Drainage Report/Grading and Drainage Plan
  - Blasting Plan and Permit



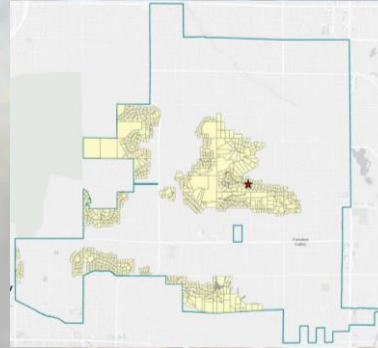
# Hillside Process



# Hillside Examples

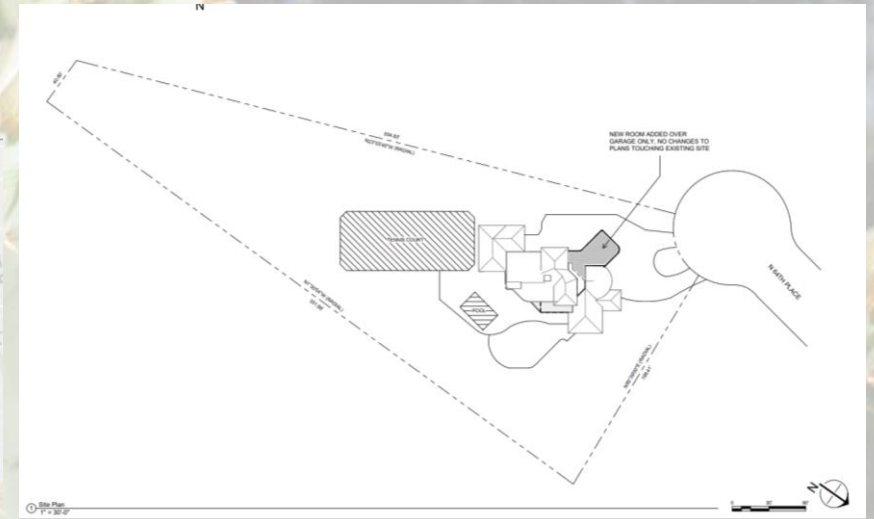
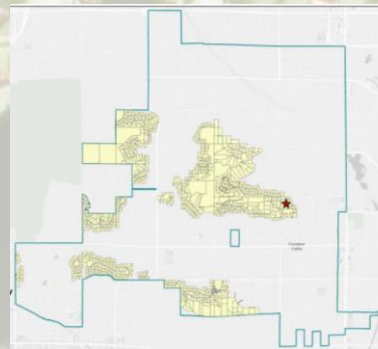
- **Concept/Formal Review HILL-24-17**

- 6412 E Hummingbird Lane
- New home
- Approved April 2025



- **Combined Review HILL-24-51**

- 7121 N 64<sup>th</sup> Place
- Addition
- Approved Jan 2025






# Variances ( Board of Adjustment )

## **Variances are defined in Article 2-5-3 of the Town Code**

- Variances from the provisions of the Zoning Ordinance may be granted.
- Variances may be granted only upon finding by sufficient evidence that 3 State mandated criteria are met
- Determination are made by Board of Adjustment
- Board is Quasi-Judicial
- Appeals of Board of Adjustment decisions are to Superior Court 32



# Variance Criteria

- 
1. That there are special circumstances applicable to the property, which may include circumstances related to the property's size, shape, topography, location, or surroundings.
  2. That the special circumstances applicable to the property were not self-imposed or created by the property owner.
  3. That the strict application of the Zoning Ordinance will deprive the property of privileges enjoyed by other property of the same classification in the same zoning district.



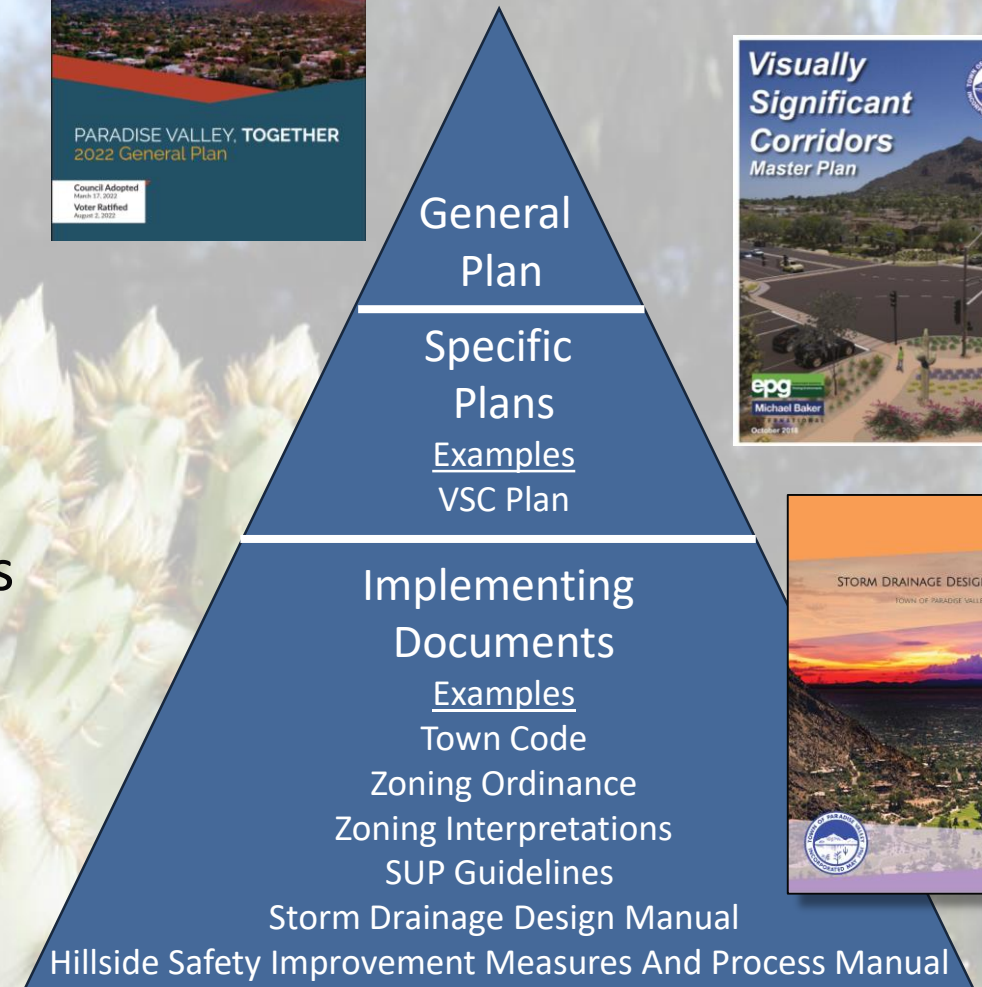
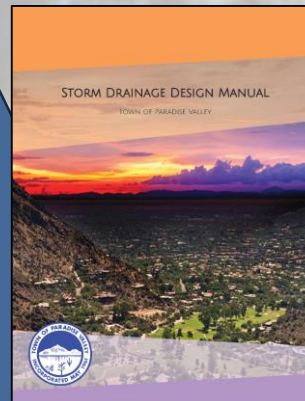
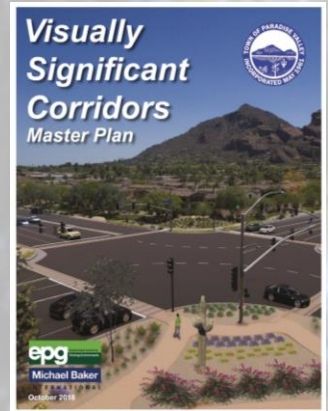
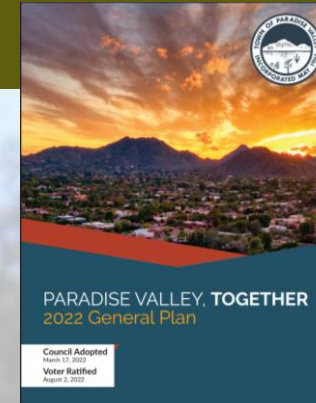
# Appeals

- Hear and decide appeals from the decisions of the Zoning Administrator in the enforcement the Zoning Ordinance
- An appeal stays all proceedings in the matter appealed from, unless causes imminent peril to life or property
- Board can reverse or affirm, in whole or in part, or modify the order, requirement or decision of the Zoning Administrator
- Appeal requests are infrequent (last appeal in 2017)



# Regulatory Documents Overview

- **General Plan**
  - Policy document for future land use/policies
- **Visually Significant Corridors Plan (VSC)**
  - Specific policy document for Lincoln Dr/Tatum Blvd related to consistent gateway elements and landscape themes
- **Town Code**
  - Implementing document covering various areas from administration, platting, safety, traffic, and other areas
- **Zoning Ordinance**
  - Implementing document covering use, height, setback, lighting, sign, wireless, and related requirements





# Legal Requirements

## **Boards and Commission Handbook**

### **Executive Session**

### **Open Meeting Law**

### **Conflict of Interest**

# Staff Contacts

Staff Members	Phone	Email
Town Manager Andrew Ching	480-348-3533	<a href="mailto:aching@paradisevalleyaz.gov">aching@paradisevalleyaz.gov</a>
Town Attorney Andrew McGuire	480-348-3691	<a href="mailto:amcguire@gustlaw.com">amcguire@gustlaw.com</a>
Community Development Director Chad Weaver	480-348-3522	<a href="mailto:cweaver@paradisevalleyaz.gov">cweaver@paradisevalleyaz.gov</a>
Town Engineer/Engineering Manager Shar Johnson	480-348-3573	<a href="mailto:sjohnson@paradisevalleyaz.gov">sjohnson@paradisevalleyaz.gov</a>
Building Official/ Building Manager Chuck Ransom	480-348-3631	<a href="mailto:cransom@paradisevalleyaz.gov">cransom@paradisevalleyaz.gov</a>
Planning Manager Paul Michaud	480-348-3574	<a href="mailto:pmichaud@paradisevalleyaz.gov">pmichaud@paradisevalleyaz.gov</a>
Senior Planner George Burton	480-348-3525	<a href="mailto:gburton@paradisevalleyaz.gov">gburton@paradisevalleyaz.gov</a>
Associate Engineer Juan Gonzalez	480-348-3528	<a href="mailto:jgonzalez@paradisevalleyaz.gov">jgonzalez@paradisevalleyaz.gov</a>
Hillside Planner Jose Mendez	480-348-3519	<a href="mailto:jmendez@paradisevalleyaz.gov">jmendez@paradisevalleyaz.gov</a>
Planner II Brandon McMahon	480-348-3531	<a href="mailto:bmcmahon@paradisevalleyaz.gov">bmcmahon@paradisevalleyaz.gov</a>

