



Town of Paradise Valley

6401 E Lincoln Dr
Paradise Valley, AZ 85253

Meeting Notice and Agenda Planning Commission

*Chair Pamela Georgelos
Commissioner Robert Brown
Commissioner Charles Covington
Commissioner Craig Curtis
Commissioner Timothy Dickman
Commissioner William Nassikas
Commissioner James Rose*

Tuesday, November 4, 2025

6:00 PM

Council Chambers

1. CALL TO ORDER / ROLL CALL

Notice is hereby given that members of the Planning Commission will attend either in person or by electronic conference system, pursuant to A.R.S. §38-431(4).

2. EXECUTIVE SESSION

The Planning Commission may go into executive session at one or more times during the meeting as needed to confer with the Town Attorney for legal advice regarding any of the items listed on the agenda as authorized by A.R.S. §38-431.03.A.3.

3. APPROVAL OR AMENDMENT OF MINUTES

A. [25-248](#) Approval of October 21, 2025 Planning Commission Minutes.

Staff Contact: Cherise Fullbright, 480-348-3539

Attachments: [2025-10-21 PC Draft Minutes](#)

4. PRESENTATIONS

5. STUDY SESSION ITEMS

The Study Session is open to the public for viewing, and the following items are scheduled for discussion among the Planning Commission, Staff, and invited presenters. Votes will not be made on any of these items but may be made when the item is scheduled for final action later in the meeting or at a future meeting. Public comment will not be invited at this time.

A. [25-245](#) **Proposed amendments for Administrative Review on Certain Plat Applications**

Staff Contact: Chad Weaver, 480-348-3522

Attachments: [A. Staff Report](#)
[B. House Bill 2447](#)
[C. Land Modification Process Table](#)
[D. Draft Ordinance 2025-05](#)
[E. Presentation](#)

6. PUBLIC HEARINGS - LEGISLATIVE ACTIONS

Items for Public Hearings are Legislative Actions scheduled for action by the Planning Commission. Staff will present the item, the Planning Commission will have an opportunity to discuss and ask questions of staff and/or the applicant, the public hearing will open for public comment, after receiving public comment the public hearing is closed, the Planning Commission may have further discussion, and lastly, the Planning Commission will take action on the item by making a motion.

7. ACTION ITEMS

Items for Action are scheduled for action by the Planning Commission. Staff will present the item, the Planning Commission will have an opportunity to discuss and ask questions of staff and/or the applicant, and lastly, the Planning Commission will make a motion on the item. Public comment is not required.

8. STAFF REPORTS

9. PUBLIC BODY REPORTS

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

AGENDA IS SUBJECT TO CHANGE

**Notice is hereby given that pursuant to A.R.S. §1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Planning Commission are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the Town Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the Town will assume that the rights afforded parents pursuant to A.R.S. §1-602.A.9 have been waived. The Town of Paradise Valley endeavors to make all public meetings accessible to persons with disabilities. With 72 hours advance notice, special assistance can also be provided for disabled persons at public meetings. Please call 480-948-7411 (voice) or 480-483-1811 (TDD) to request accommodation to participate in the Planning Commission meeting.*



Town of Paradise Valley

6401 E Lincoln Dr
Paradise Valley, AZ 85253

Action Report

File #: 25-248

AGENDA TITLE:
Approval of October 21, 2025 Planning Commission Minutes.

STAFF CONTACT:



Town of Paradise Valley

6401 E Lincoln Dr
Paradise Valley, AZ 85253

Minutes – Draft

Planning Commission

*Chair Pamela Georgelos
Commissioner Robert Brown
Commissioner Charles Covington
Commissioner Craig Curtis
Commissioner Timothy Dickman
Commissioner William Nassikas
Commissioner James Rose*

Tuesday, October 21, 2025

6:00 PM

Council Chambers

1. CALL TO ORDER / ROLL CALL

Chair Georgelos called the meeting to order at 6:01 PM.

Present – Chair Pamela Georgelos
Commissioner Robert Brown
Commissioner Charles Covington
Commissioner Craig Curtis
Commissioner Timothy Dickman
Commissioner William Nassikas
Commissioner Jim Rose

STAFF MEMBERS PRESENT

Town Attorney Deborah Robberson
Community Development Director Chad Weaver
Planning Manager Paul Michaud
Hillside Planner II Jose Mendez
Lead Management Specialist Cherise Fullbright

2. EXECUTIVE SESSION

3. APPROVAL OR AMENDMENT OF MINUTES

A. 25-178 Approval of September 23, 2025 Planning Commission Minutes.

A motion was made by Commissioner Nassikas, seconded by Commissioner Brown, to approve the September 23, 2025 meeting minutes as presented. The motion carried with the following vote:

Aye: Chair Georgelos, Commissioner Brown, Commissioner Covington,
Commissioner Curtis, Commissioner Dickman, Commissioner Nassikas,
Commissioner Rose

4. PRESENTATIONS

5. STUDY SESSION ITEMS

6. PUBLIC HEARINGS – LEGISLATIVE ACTIONS

7. ACTION ITEMS

A. 25-232 **Discussion and Possible Action on Lot 29, Stone Canyon Amended Lot Split (LS-25-03) 5338 E San Miguel Avenue (APN: 172-47-086)**

Mr. Mendez presented the request to create two lots. He started by displaying an aerial view to show the location of the home, then shared details from the review including new plant materials, which meet landscaping requirements, and drainage which was previously discussed in September. He noted the applicant would have to provide a Safety Improvement Plan (SIP) in the future to go along with development of each individual lot. Mr. Mendez also discussed the retaining walls that were kept in place after demolishing the home, noting that the applicant was in the process of obtaining the required encroachment permit for the walls. He addressed previous questions about the history of the R-43 Hillside lot and showed the history of the Stone Canyon subdivision dating back to 1955. Mr. Mendez addressed the requirements for processing the lot split as well as topography and slope. A traffic study was not required but the project would generate 8.78 average trips per day, and some improvements would be required for the access and roadways. The utilities and required utility easement were mentioned. Mr. Mendez added that each lot would need to meet drainage requirements as part of the Hillside and building permit review processes. He added that noticing had been sent, and no comments were received. Mr. Mendez advised that staff was recommending approval, and he summarized the stipulations. Site photos were shown, and questions were welcomed.

Chair Georgelos confirmed that the plants were compliant. She questioned the shape of the lots being orthodox, the easement agreement on lot one, the approval letter from Cox, and if all requirements have been satisfied.

Mr. Mendez stated that the line splitting the two lots was straight, making the lots orthodox in shape. He added that the easement across lot one would be finalized prior to recordation, there was a stipulation for approval from Cox, and the project met all requirements. He noted that an email had been provided but the applicant was still trying to get ahold of someone to issue the letter from Cox.

Commissioner Nassikas sought clarification on the drainage easement across lot one. He wondered if there was going to be drainage under the house.

Mr. Mendez stated that the easement would not prevent the applicant from developing the lot. A photo of the easement was shown at the request of Commissioner Brown.

Drew Bausom, with Construction Zone, spoke about different options for the drainage easement. He explained that the easement was currently the existing water path, but other options were available.

Chair Georgelos and Mr. Bausom discussed water flows. She asked that he remain mindful as reconfiguration of the easement may impact neighbors, and it was noted that this would be done as part of the Safety Improvement Process. Chair Georgelos confirmed with staff that easements have been on Hillside lots before, so there was nothing preventing the Commission from acting today. She also confirmed that there would be updates to grading when plans are submitted in the future.

Discussion ensues regarding drainage.

Commissioner Covington asked to see the slide showing slopes on the lot. He asked what the

minimum slope percentage was for a house to qualify for Hillside and if both lots would qualify as Hillside after the split.

Mr. Mendez explained that per code the plan had to create lines to show how the lot sloped, and the image showed an average slope around 8%. He stated that the minimum to be designated Hillside was 10% and both lots would qualify as Hillside with the split.

Commissioner Nassikas addressed the layout of the previous home and asked if the address could be reestablished in the future.

Mr. Mendez noted it was a possibility, but the front setback would remain at 40'.

Chair Georgelos called for public comment at 6:30 PM. No comment was received, and the public comment was closed.

A motion was made by Commissioner Covington, seconded by Commissioner Rose, to approve item 25-232 subject to stipulations. The motion carried with the following vote:

Aye: Chair Georgelos, Commissioner Brown, Commissioner Covington, Commissioner Curtis, Commissioner Dickman, Commissioner Nassikas, Commissioner Rose

8. STAFF REPORTS

A. 25-235 Staff Update on Scottsdale Plaza

Mr. Michaud noted that this item was scheduled by request. He detailed the Scottsdale Plaza Resort's history including the May 2023 Intermediate Special Use Permit (SUP) amendment to add 64 additional keys in various buildings, 3 new restaurants, new spa, lobby, and improvements, as well as the March 2025 Managerial Amendment for the pavilion requested by the applicant. He noted that a Managerial Amendment was considered the lowest level amendment then described the process, which does not get reviewed by the Commission. Mr. Michaud agreed to provide notice of managerial amendments in the future, so the Commission is aware of them. At this time, permits have been filed for the pavilion and porte-cochere improvements. He briefly detailed the reduction in overall square footage.

Chair Georgelos asked what the square footage of the pavilion was.

Commissioner Dickman asked about rebranding of the resort.

Commissioner Rose asked if the Commission was notified of the pavilion approval.

Mr. Michaud stated that the pavilion was 7,020 square feet in size and permits had already been submitted for new signs so they should be up by the end of the year. He explained that providing notice to the Commission was not part of the review process for a Managerial Amendment, but he agreed to provide notice of approvals to the Commission in the future.

Chair Georgelos clarified that the item did not come before the Commission because there was an overall reduction in square footage with the removal of rooms and restaurants.

Commissioner Brown questioned if the Town Manager *had* to approve the item, or if it could have been sent to the Commission.

Mr. Michaud explained the process.

Chair Georgelos asked if Mr. Michaud could explain how the item might come back to the Commission for review. It was noted that, as part of the Managerial Amendment process, Council had the option to decide if the amendment was managerial or not within 7 days, so safeguards were present, and the Commission acted as recommending body.

Mr. Michaud explained that if the pavilion was added and nothing else was removed, then it would have come back to the Commission. He briefly addressed the different amendments and safeguards.

Commissioner Nassikas asked which amendment type the Smoke Tree Resort went through and was advised it was a Minor Amendment. He spoke about the rebranding of the Scottsdale Plaza Resort.

Presentation and Discussion. No Reportable Action.

9. PUBLIC BODY REPORTS

10. FUTURE AGENDA ITEMS

Mr. Michaud shared that the next meeting on November 4th would include a work session item for a Town Code amendment regarding administrative plat procedures for input to the Town Council. He then stated there would be a Zoning Code amendment to the Assisted Living Home requirements for a Citizen Review Work Session and Work Session at the November 18th meeting, then the Commission would act on that item at the December 2nd meeting.

11. ADJOURNMENT

A motion was made by Commissioner Nassikas, seconded by Commissioner Brown, to adjourn the meeting at 6:49 PM. The motion carried with the following vote:

Aye: Chair Georgelos, Commissioner Brown, Commissioner Covington,
Commissioner Curtis Commissioner Dickman, Commissioner Nassikas,
Commissioner Rose

Paradise Valley Planning Commission

By: _____
Cherise Fullbright, Secretary



Town of Paradise Valley

6401 E Lincoln Dr
Paradise Valley, AZ 85253

Action Report

File #: 25-245

AGENDA TITLE:

Proposed amendments for Administrative Review on Certain Plat Applications

STAFF CONTACT:

TOWN *Of* PARADISE VALLEY



STAFF REPORT

TO: Chair & Planning Commission Members

FROM: Chad Weaver, Community Development Director
Paul Michaud, Planning Manager

DATE: November 4, 2025

DEPARTMENT: Community Development Department
Chad Weaver, 480-348-3522

AGENDA TITLE: Proposed amendments for Administrative Review on Certain Plat Applications (MI-25-02)

REQUEST

Proposed amendments to Article 2-5 (Committees and Commissions), Section 2-5-2 (Planning Commission), of the Town Code and Chapter 6, Subdivisions, of the Town Code that will allow for the administrative review of certain plat applications in accordance with current State of Arizona legislation along with correcting any technical and other conforming changes.

BACKGROUND

In 2025, the Legislature of the State of Arizona passed House Bill 2447 (Attachment B). This legislation requires (compared to the previous 'may' language) municipal legislative bodies to authorize administrative personnel to review and approve site plans, development plans, land divisions, lot line adjustments, and plat amendments, and to review and approve design review plans based on objective standards, without a public hearing. Also, it allows municipalities to adopt a self-certification program for registered architects and professional engineers, allowing them to be responsible for compliance with ordinances and construction standards. This legislation becomes effective on January 1, 2026. As such, municipalities across Arizona have been evaluating and amending their codes and/or policies in advance of the December 31st deadline.

The Town Council has been updated on this legislation during the process by the Town Manager and Town Attorney. Town Council discussed this legislation and general direction at an executive session on September 11, 2025. Based on this discussion, Town staff drafted the attached proposed amendments related to certain plat applications via draft Ordinance 2025-05 (Attachment D). The full code text is shown for reference, but the final ordinance will use the adoption-by-reference process whereby the ordinance will only show the changed sections.

Unlike text amendments to the Zoning Ordinance, a text amendment to the Town Code provisions only requires Town Council review and action. However, due to the nature

of the changes within the subdivision regulations of the Town Code, the Planning Commission input is requested. Please note that the provisions for a text amendment to the Zoning Ordinance outlined in Section 2-5-2 of the Town Code for a Citizen Review Session by the Planning Commission and A.R.S. § 9-462.04 to receive public comment and make a recommendation to the Town Council at a public hearing do not apply. Unless otherwise directed, due to the sensitivity of the timing of this text amendment and the required process being under the purview of the Town Council, the Planning Commission input will be forwarded to the Town Council via the Planning Commission work session.

TEXT AMENDMENT CHANGES

The general approach for the proposed text amendment is that the Town processes related to site plans, development plans, land divisions, lot line adjustments, and plat amendments are already administrative. However, draft Ordinance 2025-05 is an opportunity to clarify and further define the administrative process. The current processing remains the same (including preliminary plat, replat, easement or right-of-way abandonment, and administrative land modification). The changes are on final plat with some changes to the non-administrative land modification process. This is outlined in the Land Modification Process Table (Attachment C) with the changes summarized below.

- Correct Section 6-2-3 by removing the word “final plat” under Section 6-2-3 as the Planning Commission is not the approver of a final plat (which is the current code). This section covers time limits on Planning Commission action.
- Add a definition for “Staff”.
- Modify the final plat/map process from Town Council review and action at a public meeting to a staff approval process with a 7-day Town Council review (like the Managerial Special Use Permit (SUP) and Personal Wireless Service Facility process in the Town) with the Mayor still required to sign the plat/map. This applies to any zoning district (including SUP). Town Council will still review/act on a final plat/map if the Planning Commission rejects the preliminary plat or the plat has a modification of the subdivision standards pursuant to Article 6-8. Indirectly, Planning Commission and Town Council will see the final plat/map if the applicant requests a private road Conditional Use Permit (CUP) and/or the application includes a Special Use Permit for a private roadway gate (as these processes remain the same). Also, the final plat requires a preliminary plat (which the Planning Commission reviews/approves which allows for oversight by more than staff).
- Correct the General Plan reference of the width of all rights-of-way and streets to the Town’s Typical Street Cross Sections as this was removed from the 2022 General Plan.
- Allow under Lots that all side lines of lots shall be at nearly right angles to straight street lines as the current wording technically requires a variance/modification process if the property line is not exactly 90 degrees 0 minutes and 0 seconds between the property line and the front setback line.
- Correct the reference regarding lighting under subdivision walls or fences that a lighting plan for safety/security shall be submitted with the Special Use Permit application to with the application as may be required under Article XI, Special Uses And Additional Use Regulations, of the Zoning Ordinance. Article XI covers SUPs, private gate SUPs, and private road CUPs that this type of

lighting would be included.

- Correct under hillside provision that private roadways are approved by the private road Conditional Use Permit (which is approved by the Planning Commission and appealable to the Town Council) and not approved by the Town Council. Years back this process was by Special Use Permit that was approved by the Town Council. Also, under public roads, the surface material is noted as decorative pavers or other surface material. However, asphalt is the typical public road standard with decorative surface material allowable by a private road CUP.
- Modify the Non-Administrative Land Modification process for a lot split on a non-SUP property to be approved by a simple majority vote instead of by unanimous vote as this is the only plat action requiring unanimous approval. There is no change with the Planning Commission review and action (appealable to the Town Council) for these lot splits or if not approved the review and approval moves onto the Town Council.
- Modify the Non-Administrative Land Modification process for any plat adjustment on an SUP property (other than preliminary plat, final plat, and replat as the process for these are described separately under Chapter 6 of the Town Code). The process will follow the modified final plat/map process from Town Council review and action at a public meeting to a staff approval process with a 7-day Town Council review. This modification to retain a level of Town Council review is because there is not always an amendment to the SUP with a Non-Administrative Land Modification that warrants Town Council review as an SUP is tailored zoning compared to the Town's residential zoning districts (which the process for these type of plat applications that are not a preliminary plat, final plat, or replat are deemed an Administrative Land Modification reviewed and approved by Town staff).
- No change to the process when any of the plat applications include a deviation from Chapter 6, Article 6-8, Variances and Modifications, which requires Planning Commission review and recommendation followed by Town Council review and action.
- No changes to other ancillary processes that may accompany a plat application. This includes the private road Conditional Use Permit process requiring Planning Commission review and action (appealable to the Town Council), the private gate Special Use Permit process requiring Town Council Statement of Direction, Planning Commission review and recommendation, and Town Council review and action, and the Special Use Permit amendment process which requires Planning Commission and/or Town Council review.

NEXT STEPS

The next steps after Planning Commission review are for a Town Council study session tentatively set for November 13th and a Town Council public hearing on December 11th.

ATTACHMENT(S)

- A. Staff Report
- B. House Bill 2447
- C. Land Modification Process Table
- D. Draft Ordinance 2025-05
- E. Presentation

House Engrossed

self-certification program; administrative review

State of Arizona
House of Representatives
Fifty-seventh Legislature
First Regular Session
2025

HOUSE BILL 2447

AN ACT

AMENDING SECTION 9-500.49, ARIZONA REVISED STATUTES; RELATING TO MUNICIPAL ADMINISTRATIVE REVIEWS.

(TEXT OF BILL BEGINS ON NEXT PAGE)

1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Section 9-500.49, Arizona Revised Statutes, is amended
3 to read:
4 9-500.49. Administrative review and approval;
5 self-certification program; expedited approval;
6 definitions
7 A. Notwithstanding any other law, the legislative body of a city or
8 town ~~may~~ SHALL by ordinance do the following:
9 1. Authorize administrative personnel to review and approve site
10 plans, development plans, land divisions, lot line adjustments, lot ties,
11 preliminary plats, final plats and plat amendments without a public
12 hearing.
13 2. Authorize administrative personnel to review and approve design
14 review plans based on objective standards without a public hearing.
15 ~~3. Adopt a self-certification program allowing registered~~
16 ~~architects and professional engineers to certify and be responsible for~~
17 ~~compliance with all applicable ordinances and construction standards for~~
18 ~~projects that the ordinance identifies as being qualified for~~
19 ~~self-certification.~~
20 ~~4.~~ 3. Allow at-risk submittals for certain on-site preliminary
21 grading and drainage work or infrastructure.
22 ~~5.~~ 4. Allow applicants with a history of compliance with building
23 codes and regulations to be eligible for expedited permit review.
24 B. NOTWITHSTANDING ANY OTHER LAW, THE LEGISLATIVE BODY OF A CITY OR
25 TOWN MAY BY ORDINANCE ADOPT A SELF-CERTIFICATION PROGRAM ALLOWING
26 REGISTERED ARCHITECTS AND PROFESSIONAL ENGINEERS TO CERTIFY AND BE
27 RESPONSIBLE FOR COMPLIANCE WITH ALL APPLICABLE ORDINANCES AND CONSTRUCTION
28 STANDARDS FOR PROJECTS THAT THE ORDINANCE IDENTIFIES AS BEING QUALIFIED
29 FOR SELF-CERTIFICATION.
30 ~~B.~~ C. Applications for a license pursuant to this section are
31 subject to chapter 7, article 4 of this title.
32 ~~C.~~ D. For the purposes of this section: ~~—~~
33 1. "LICENSE" HAS THE SAME MEANING PRESCRIBED IN SECTION 9-831.
34 2. "Objective" means not influenced by personal interpretation,
35 taste or feelings of a municipal employee and verifiable by reference to
36 an adopted benchmark, standard or criterion available and knowable by the
37 applicant or proponent.
38 Sec. 2. Effective date
39 This act is effective from and after December 31, 2025.

LAND MODIFICATION PROCESS TABLE
AZHB 2447 Town of Paradise Valley Compliance/Amendment

Case Type	Code Reference	Current Process	Potential Future Process
<p style="text-align: center;">Preliminary Plat</p> <p style="text-align: center;">Case Type Abbreviation (PP)</p>	<p>Town Code:</p> <ul style="list-style-type: none"> • Section 2-5-2(D) • Chapter 6, Subdivisions <ul style="list-style-type: none"> ○ Article 6-1 Definitions ○ Section 6-2-1 Pre-Application ○ Section 6-2-2 Preliminary Plat/Map ○ Article 6-5 Information Required on preliminary plat ○ Article 6-7(A) Special Preliminary Plat Requirements (hillside) <p>Zoning Ordinance</p> <ul style="list-style-type: none"> ○ Section 908 Cluster Plans Commission to approve preliminary plat <p>Notes</p> <ul style="list-style-type: none"> • Design and related standards throughout Chapter 6 apply to all types of land modifications (including plats) • Typically, a private road Conditional Use Permit (CUP) approved by Commission and appealable to Council runs with the plat (The CUP is administrative via public meeting and typically occurs at the preliminary plat stage, but could occur at the final plat stage) • A private gate Special Use Permit (SUP) may accompany a plat (The SUP process is legislative via a public hearing requiring Council 	<ul style="list-style-type: none"> • Preliminary plat is administrative via public meeting, unless deviation from Chapter 6 requirement(s) is requested pursuant to Town Code, Article 6-8, Variances and Modifications (which requires Commission review/recommendation and Council review/action) • Average 1 application annually • Pre-application review up to 20 business days • Commission Work Session <ul style="list-style-type: none"> ○ Must occur at least 28 days prior to the public meeting • Commission Action <ul style="list-style-type: none"> ○ 1,500' mailing notice of action meeting by Town policy ○ Public comment taken (but not required) ○ Simple majority to approve ○ If denied, then moves forward to Council for review/approval ○ Action must be done within 40 days of a completed application <p>Applies</p> <ul style="list-style-type: none"> • All zoning districts • Hillside and non-Hillside • When property is divided into 4 or more lots 	<p>BROAD INTERPRETATION (RECOMMENDED)</p> <ul style="list-style-type: none"> • Keep the current Commission process the same (include noticing, allow for public comment, and placed as action item on the agenda) <p>Reasons</p> <ul style="list-style-type: none"> • Commission review/action process is administrative not legislative via public hearing • Current approach emphasizes plat compliance to Town subdivision regulations and other related code provisions for plat approval • Any notice/public commentary is to apprise residents of upcoming plat (not deny plat) • Greater impact on subdivisions of any size exists due to Town's small area and large-lot residential nature • Aligns with Commissions advisory role on land development • Occurrence is low since preliminary plats are uncommon • Allows for greater scrutiny with hillside and/or SUP subdivisions <p>NARROW INTERPRETATION</p> <ul style="list-style-type: none"> • Modify code for more administrative process that is Town staff review and approval only <p>Reasons</p> <ul style="list-style-type: none"> • If intent for administrative is to be more staff driven process (instead of Commission driven process) <p>EITHER INTERPRETATION</p> <ul style="list-style-type: none"> • Still require Commission and/or Council approval for code deviations • No changes to the private road CUP via Commission and private gate SUP process to Commission/Council

Date Prepared: October 16, 2025

	<p>Statement of Direction (SOD), Commission review and recommendation, and Council review and action. This could occur at the final plat stage.</p>	<ul style="list-style-type: none">• When property is divided into 2 or more lots if a new street is required (most common)	<ul style="list-style-type: none">• If preliminary plat on SUP site, the request typically has an SUP amendment to Commission or Council
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Case Type	Code Reference	Current Process	Potential Future Process
<p>Final Plat</p> <p>Case Type Abbreviation (FP)</p>	<p>Town Code:</p> <ul style="list-style-type: none"> • Section 5-8-1(A) • Chapter 6, Subdivisions <ul style="list-style-type: none"> ○ Article 6-1 Definitions ○ Section 6-2-1 Pre-Application ○ Section 6-2-3 Final Plat/Map ○ Article 6-4 Assurances, Warranty, Minimum Improvements ○ Article 6-6 Information Required on Final Plat ○ Article 6-7(B) Special Final Plat Requirements (hillside) ○ Article 6-7(C) Special Design Standards (hillside) ○ Article 6-7(D) Maximum Number Lots (hillside) <p>Notes</p> <ul style="list-style-type: none"> • Design and related standards throughout Chapter 6 that apply to all types of land modifications (including plats) • Typically, a private road Conditional Use Permit (CUP) approved by Commission and appealable to Council runs with the plat (The CUP is administrative via public meeting and typically occurs at the preliminary plat stage, but could occur at the final plat stage) • A private gate Special Use Permit (SUP) may accompany a plat (The SUP process is legislative via a public hearing requiring Council Statement of Direction (SOD), Commission review and recommendation, and 	<ul style="list-style-type: none"> • Final Plat starts post preliminary plat action • Administrative via public meeting, unless deviation from Chapter 6 requirement(s) is requested pursuant to the Town Code, Article 6-8, Variances and Modifications or the final plat does not comply with the stipulations of the preliminary plat/map or contains substantial differences final plat requires Commission review/action • Average 1 application annually • Council Study Session • Council Action <ul style="list-style-type: none"> ○ 1,500' mailing notice of action meeting by Town policy ○ Public comment taken (but not required) ○ Simple majority to approve ○ Action must be done within 40 days of a completed application • If Commission action (as described above), Commission action required within 14 days staff deems complete, and Council action must be done within 40 days from the Commission action <p>Applies</p> <ul style="list-style-type: none"> • All zoning districts • Hillside and non-Hillside 	<p>BROAD INTERPRETATION</p> <ul style="list-style-type: none"> • Keep the current Council review and approval process the same <p>Reasons</p> <ul style="list-style-type: none"> • Council review/action process is administrative not legislative via public hearing • Current approach emphasizes plat compliance to preliminary plat for approval • Any notice/public commentary is to apprise residents of upcoming plat (not deny plat) • Greater impact on subdivisions of any size exists due to Town's small area and large-lot residential nature • Occurrence is low since final plats are uncommon • Allows for greater scrutiny with hillside and/or SUP subdivisions (in particular) <p>MODIFIED BROAD INTERPRETATION (RECOMMENDED)</p> <ul style="list-style-type: none"> • Modify the current Council process to allow final plat/map as a staff review and approval with a 7-day review (with ability for Council to hold meeting for action) like the SUP Managerial Amendment process. • Exceptions would be if the final plat is not in substantial conformance with the preliminary plat (then a separate study session and placement on public meeting for Council discussion/action or deviation from Chapter 6 requirement(s) is requested pursuant to Town Code, Article 6-8, Variances and Modifications which requires Commission review/recommendation and Council review/action) <p>Reasons</p> <ul style="list-style-type: none"> • Same as under Broad Interpretation • Commission and/or Council would review the final plat/map as described under exceptions above

	<p>Council review and action. This could occur at the final plat stage.</p>	<ul style="list-style-type: none">• When property is divided into 4 or more lots• When property is divided into 2 or more lots if a new street is required (most common)	<ul style="list-style-type: none">• Final plat requires a preliminary plat (which Commission reviews/approves which allows for oversight by more than staff)• Residents would have received notice/given opportunity for public comment with the preliminary plat at Commission• Mayor will still sign the final plat• In recent years many final plats are on the consent agenda since they match the preliminary plat• If final plat on SUP site, the request will have a preliminary plat to Commission and typically has an SUP amendment to Commission and/or Council <p>NARROW INTERPRETATION</p> <ul style="list-style-type: none">• Modify code for more administrative process that is Town staff review and approval only <p>Reasons</p> <ul style="list-style-type: none">• If intent for administrative is to be more staff driven process <p>EITHER INTERPRETATION</p> <ul style="list-style-type: none">• Still require Commission and/or Council approval for code deviations• No changes to the private road CUP via Commission and private gate SUP process to Commission/Council• If final plat on SUP site, the request would have had a preliminary plat reviewed and approved by Commission and typically has an SUP amendment to Commission or Council
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Case Type	Code Reference	Current Process	Potential Future Process
<p style="text-align: center;">Replat</p> <p style="text-align: center;">Case Type Abbreviation (RP)</p>	<p>Town Code:</p> <ul style="list-style-type: none"> • Chapter 6, Subdivisions <ul style="list-style-type: none"> ○ Article 6-1 Definitions ○ Section 6-10-7(G) Procedures <p>Note</p> <ul style="list-style-type: none"> • Design and related standards throughout Chapter 6 that apply to all types of land modifications (including replats that follow the standards for a final plat) 	<ul style="list-style-type: none"> • Administrative via public meeting, unless deviation from Chapter 6 requirement(s) is requested pursuant to Town Code, Article 6-8, Variances and Modifications (which requires Commission review/recommendation and Council review/action) • Uncommon to have replat cases • Pre-application review up to 20 business days • Council Study Session • Council Action <ul style="list-style-type: none"> ○ 1,500' mailing notice of action meeting by Town policy ○ Public comment taken (but not required) ○ Simple majority to approve <p>Applies</p> <ul style="list-style-type: none"> • All zoning districts • Hillside and non-Hillside • When there is an amendment of an existing plat of record through the act of modifying or reconfiguring (but since the code has an Administrative Land Modification and Non-Administrative Land Modification process, the replat is used when the application does not fall under those categories) 	<p>BROAD INTERPRETATION (RECOMMENDED)</p> <ul style="list-style-type: none"> • Keep the current Council process the same <p>Reasons</p> <ul style="list-style-type: none"> • Council review/action process is administrative not legislative via public hearing • Current approach emphasizes plat compliance to Town subdivision regulations and other related code provisions for plat for approval • Any notice/public commentary is to apprise residents of upcoming plat (not deny plat) • Greater impact on subdivisions of any size exists due to Town's small area and large-lot residential nature • Occurrence is low since replats are uncommon • Allows for greater scrutiny with hillside and/or SUP subdivisions (in particular) • Most common with an SUP and not always an amendment to the SUP with a replat <p>NARROW INTERPRETATION</p> <p>Modify code for more administrative process that is Town staff review and approval only</p> <p>Reasons</p> <ul style="list-style-type: none"> • If intent for administrative is to be more staff driven process <p>EITHER INTERPRETATION</p> <ul style="list-style-type: none"> • Still require Commission and/or Council approval for code deviations • No changes to the private road CUP via Commission and private gate SUP process to Commission/Council

<i>Case Type</i>	<i>Code Reference</i>	<i>Current Process</i>	<i>Potential Future Process</i>
<p>Administrative Land Modification</p> <p>Case Type Abbreviation (LLA) (LS)</p>	<p>Town Code:</p> <ul style="list-style-type: none"> • Chapter 6, Subdivisions <ul style="list-style-type: none"> ○ Article 6-1 Definitions ○ Article 6-10 Administrative Land Modification (Procedures Section 6-10-7) <p>Note</p> <ul style="list-style-type: none"> • Design and related standards throughout Chapter 6 that apply to all types of land modifications (including plats) 	<ul style="list-style-type: none"> • Administrative via Town staff, unless deviation from Chapter 6 requirement(s) is requested pursuant to Town Code, Article 6-8, Variances and Modifications (which requires Commission review/recommendation and Council review/action) • Average 7 to 8 applications annually • Pre-application review up to 20 business days • No noticing • Town staff review typically 10 to 15 business days per review <p>Applies</p> <ul style="list-style-type: none"> • Any property zones except SUP • Hillside and non-Hillside • Lot Line Adjustment • Lot Split (Exempt) – are divisions on property over 2.5 acres into 2 or 3 lots (without a new road) • Easement Modifications 	<p>BROAD INTERPRETATION (RECOMMENDED)</p> <ul style="list-style-type: none"> • Keep the current Town staff process (for SUP properties see Non-Administrative Land Modification) <p>Reasons</p> <ul style="list-style-type: none"> • Town staff review/action process is administrative • Current approach emphasizes plat compliance to Town subdivision regulations and other related code provisions for plat for approval • Administrative land modification cannot create any nonconformities <p>NARROW INTERPRETATION</p> <ul style="list-style-type: none"> • Same as Broad Interpretation <p>EITHER INTERPRETATION</p> <ul style="list-style-type: none"> • Still require Commission and/or Council approval for code deviations • No changes to the private road CUP via Commission and private gate SUP process to Commission/Council

Case Type	Code Reference	Current Process	Potential Future Process
<p style="text-align: center;">Non-Administrative Land Modification</p> <p style="text-align: center;">Case Type Abbreviation (LLA) (LS)</p>	<p>Town Code:</p> <ul style="list-style-type: none"> • Chapter 6, Subdivisions <ul style="list-style-type: none"> ○ Article 6-1 Definitions ○ Article 6-9 Non-Administrative Land Modification (Procedures Section 6-9-7) <p>Note</p> <ul style="list-style-type: none"> • Design and related standards throughout Chapter 6 that apply to all types of land modifications • Any site zoned SUP follows the preliminary plat, final plat, replat, or Non-Administrative Land Modification process. 	<ul style="list-style-type: none"> • Administrative via public meeting, unless deviation from Chapter 6 requirement(s) is requested pursuant to Town Code, Article 6-8, Variances and Modifications (which requires Commission review/recommendation and Council review/action) • Average 1 to 2 applications annually • Pre-application review up to 20 business days <p>Lot Split (on Site Under 2.5 Net Acres Only Non-SUP)</p> <ul style="list-style-type: none"> • Commission Work Session • Commission Action <ul style="list-style-type: none"> ○ 500' mailing notice of action meeting by Town policy ○ Public comment taken (but not required) ○ Unanimous approval ○ If there is no unanimous approval for Lot Split under 2.5 net acres, then moves forward to Council for review/action <p>Non-Administrative Land Modification (SUP Property)</p> <ul style="list-style-type: none"> • Applies to any other plat process except for preliminary plat, final plat, or replat as described in Chapter 6, Subdivisions, of the Town Code • Council Study Session • Council Action 	<p>BROAD INTERPRETATION</p> <ul style="list-style-type: none"> • Keep the current Commission process the same <p>Reasons</p> <ul style="list-style-type: none"> • Commission review/action process is administrative not legislative via public hearing • Current approach emphasizes plat compliance to Town subdivision regulations and other related code provisions for plat for approval • Any notice/public commentary is to apprise residents of upcoming plat (not deny plat) • Greater impact on plats of any size exists due to Town's small area and large-lot residential nature • Occurrence is low since Non-Administrative Land Modifications are uncommon • Allows for greater scrutiny with hillside and/or SUP subdivisions (in particular) <p>MODIFIED BROAD INTERPRETATION (RECOMMENDED)</p> <ul style="list-style-type: none"> • Retaining the Commission review of Lot Splits (on Non-SUP Sites Under 2.5 Net Acres Only) since state law seems to still allow for a different procedure for splits on 2.5-acre lots or less. The change is removing the unanimous vote to simple majority vote as this process is administrative. • Modify the current Council review and approval process for Non-Administrative Land Modification (SUP property) to staff review and approval with a 7-day review (with ability for Council to hold meeting for action) like the SUP Managerial Amendment process. <p>Reasons</p> <ul style="list-style-type: none"> • Same as under Broad Interpretation • Lot Splits (on Non-SUP Sites Under 2.5 Net Acres Only) were the only plat-type action requiring unanimous approval • There is not always an amendment to the SUP with a Non-Administrative Land Modification. This is why

		<ul style="list-style-type: none"> ○ 500' mailing notice of action meeting by Town policy ○ Public comment taken (but not required) ○ Simple majority approval <p>All other Non-Administrative Land Modification</p> <ul style="list-style-type: none"> ● Applies to public easement abandonment (e.g., Public Utility Easement or Drainage Easement - any zoning district) ● Council study session ● Council action <ul style="list-style-type: none"> ○ 500' mailing notice of action meeting by Town policy ○ Public comment taken (but not required) ○ Simple majority approval <p>Applies</p> <ul style="list-style-type: none"> ● Any property zone (as noted above) ● Hillside and non-Hillside 	<p>Council review is still appropriate since a SUP is tailored zoning compared to the Town's residential zoning districts (which the process for plat-type applications that are not a preliminary plat, final plat, or replat and are deemed an Administrative Land Modification which is reviewed and approved by Town staff)</p> <p>NARROW INTERPRETATION</p> <ul style="list-style-type: none"> ● Modify code for more administrative process that is Town staff review and approval only Reasons ● If intent for administrative is to be more staff driven process <p>EITHER INTERPRETATION</p> <ul style="list-style-type: none"> ● Still require Commission and/or Council approval for code deviations ● No changes to the private road CUP via Commission and private gate SUP process to Commission/Council ● Easement abandonment and Right-of-Way abandonments (any zoning district) process remain the same (through the Engineering Division with review/approval by Council)
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Other Code Sections related to land modification requirements and process that do not require changes:

- Town Code, Section 5-10-5(C) dust control
- Town Code, Section 5-10-10 assessments for streets, sidewalks, and other public places (5-10-5, 5-10-6)
- Town Code, Section 15-3-3, 15-3-12 wastewater development fees
- Zoning Ordinance, Section 905 Cluster Plan indentures recorded with final plat and Commission to review/ act upon preliminary plat
- Zoning Ordinance, Section 2408 Location, height, setback, and design of subdivision perimeter walls or view fences shall be part of the approved final plat

ORDINANCE NUMBER 2025-05

AN ORDINANCE OF THE TOWN OF PARADISE VALLEY, ARIZONA, AMENDING THE TOWN CODE OF THE TOWN OF PARADISE VALLEY, ARTICLE 2-5, COMMITTEES AND COMMISSIONS, AND CHAPTER 6, SUBDIVISIONS, REGARDING PLAT APPROVALS; AND PROVIDING FOR SEVERABILITY.

WHEREAS, [Town Attorney to add section on the A.R.S. §]; and

WHEREAS, on _____, the Town of Paradise Valley Planning Commission (the “Planning Commission”) held a public hearing, as prescribed by law, to consider Ordinance Number 2025-05, and recommended _____; and

WHEREAS, on _____, the Town Council held a public hearing to hear and take action on Ordinance Number 2025-05, as recommended by the Planning Commission; and

WHEREAS, the Town Council has determined that the Citizen Review Meeting held by the Planning Commission on _____ was in accordance with Section 2-5-2(G) of the Paradise Valley Town Code; and

WHEREAS, in accordance with Article II, Sections 1 and 2 of the Constitution of Arizona, the Town Council has considered the individual property rights and personal liberties of the residents of the Town before adopting this ordinance; and

WHEREAS, the Town Council has determined that this ordinance, although a “zoning ordinance text amendment of general applicability” as described in A.R.S. § 9-462.01(J), does not, because of its limited applicability, have any relationship to, or impact on, housing. Therefore, the Town Council has determined is not possible to prepare or consider a housing impact statement regarding the impact of the zoning ordinance text amendment that includes the information required by A.R.S. § 9-462.01(J)(1) – (3).

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF PARADISE VALLEY, ARIZONA, AS FOLLOWS:

Section 1. The recitals above are incorporated as if fully set forth herein.

Section 2. Article 2-5 (Committees and Commissions), Section 2-5-2 (Planning Commission) is hereby deleted in its entirety, and replaced to read as follows:

[Text in red is new text and ~~strikeout~~ deleted text]

Section 2-5-2 Planning Commission

D. Time Limits for Commission Action.

1. All applications, cases, or other matters before the Planning Commission shall be heard and considered by the Commission in an expeditious manner and without unreasonable delay, and as provided by the following limits:
 - (a) ~~Complete applications for preliminary and final subdivision approval~~ shall be heard, approved or disapproved, and forwarded to the Town Council within 90 calendar days of the filing of the application for subdivision approval.
 - (b) Applications for Special Use Permits and amendments to Special Use Permits shall be heard, approved or disapproved, and forwarded to the Town Council within the time period specified by the Town Council in its Statement of Direction for a particular Special Use Permit application; or in the absence of a specified time period, the time period shall be the lesser of 90 calendar days from the approval of the Statement of Direction or 150 calendar days from the filing of the application for the Special Use Permit.
 - (c) Proposed amendments, additions, and repeals of provisions of the Zoning Ordinance and amendments, supplements or changes to zoning district boundaries shall be heard, approved or disapproved, and forwarded to the Council within these time limits:
 - (1) Where the proposal is referred to the Commission by the Town Council, within 45 calendar days of such Town Council action.
 - (2) Where the proposal would amend, supplement or change zoning district boundaries pursuant to Section 306 of the Zoning Ordinance, within 45 calendar days after initiation of such action or the filing of a petition pursuant to Section 306 of the Zoning Ordinance with the Town.
 - (d) For the purpose of this section, the term “filing” of a petition shall mean an application that is filed by the applicant with the Town and determined to be administratively complete by the Town, in accordance with Section 307 of the Zoning Ordinance and applicable Planning Commission rules and regulations.

Commented [PM1]: Removed final plat as this process is described under Section 6-2-3 and Commission is not the approver of a final subdivision (which is the current code). This section covers time limits on Commission action.

2. Effect of Failure of Commission to Act Within Prescribed Time Limits.

When the Commission fails to hear, approve or disapprove, and forward to the Town Council any application, case, or other matter within the time limits provided by Subsection D-1 of this Section, the following shall occur:

- (a) Applications for preliminary subdivision plat approval, ~~final subdivision plat approval~~, Special Use Permits, and amendments to Special Use Permits, shall be forwarded to the Town Council for Town Council action on such application along with the minutes of all Commission meetings where such application was heard, considered, or discussed, and the Commission shall be deemed to have recommended for approval such application; however, where the Commission finds that it cannot recommend approval or disapproval of an application because the applicant has failed to appear at a Commission meeting, then such application shall be deemed to have been withdrawn and vacated by the applicant, and the application shall be moot.
- (b) A proposed amendment, addition, or repeal of a provision of the Zoning Ordinance shall be forwarded as a recommendation for approval to the Town Council for Town Council action on such proposal.

- 3. For good cause shown by the applicant, the Commission, by majority vote of those Commission members present at a Commission hearing, may extend the time limits set forth hereinabove for a period not to exceed 30 calendar days. Only one such extension shall be granted.

Commented [PM2]: Removed final plat as this process is described under Section 6-2-3 and Commission is not the approver of a final subdivision (which is the current code). This section covers time limits on Commission action.

CHAPTER 6 SUBDIVISIONS

Article 6-1 **DEFINITIONS** 86 112 170 210 535 2019-05

Article 6-2 **PROCEDURE FOR THE PREPARATION AND FILING OF PLATS**

- 6-2-1 Pre-Application Conference
- 6-2-2 Preliminary Plat 144, 540, 2018-02
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Article 6-8 **VARIANCES AND MODIFICATIONS**

Article 6-9 **NON-ADMINISTRATIVE LAND MODIFICATION** 86 88 2019-05
(Retitled 2019-05)

- 6-9-1 Fees 491

- 6-9-2 Final Plats ²⁰¹⁸⁻⁰²
- 6-9-3 Standards of Design
- 6-9-4 Minimum Improvements Required
- 6-9-5 Information Required on Final Plats
- 6-9-6 Hillside Development Areas
- 6-9-7 Procedures

Article 6-10 **ADMINISTRATIVE LAND MODIFICATION** ²⁰¹⁹⁻⁰⁵

- 6-10-1 Fees
- 6-10-2 Administrative Plat Maps Required
- 6-10-3 Standards of Design
- 6-10-4 Minimum Improvements Required
- 6-10-5 Information Required on Final Plats
- 6-10-6 Hillside Development Areas
- 6-10-7 Procedures

CHAPTER 6 SUBDIVISIONS

Article 6-1 DEFINITIONS ^{86 112 170 210 535}

In this chapter unless the context requires otherwise, the following terms contained in this chapter shall mean:

Administrative Land Modification – A Lot Line Adjustment, Lot Split (Exempt), and/or Easement Modification on non-Special Use Permit zoned property made pursuant to Article 6-10 of the Town Code, without modifications pursuant to Article 6-8.

Administrative Plat Map - A document prepared in accordance with the procedures specified in Article 6-10 used to evidence the changes specified in an approved Administrative Land Modification and that contains the information required for the filing of a final plat pursuant to the requirements of Article 6-6.

Alley - A passage or way open to public travel, affording generally a secondary means of vehicular access to abutting lots or upon which service entrances of buildings abut, and not intended for general traffic circulation.

Building line - A line between which line and street line no building or structure, or portion thereof, may be erected, constructed or established.

Commission - The Planning and Zoning Commission of the Town of Paradise Valley.

Cul-de-sac (as distinguished from an unplanned dead-end street) - A short minor street having but one end open for motor traffic, the other being permanently terminated by a vehicular turn-around.

Cut - The land surface, which is shaped through the removal of soil, rock, or other materials.

Double frontage - A lot which extends from one street to another or proposed street.

Easement - A grant by a property owner of the use of a strip of land for a specific purpose or purposes, by the general public, a corporation, or a certain person or persons.

Easement Modification – The act of modifying, relocating, and/or dedicating an easement (including, but not limited to drainage easements, sewer easements, and public utility easements). An Easement Modification does not include the abandonment or release of Easement.

Fill - The deposit of soil, rock or other materials placed by man.

Hillside Development Area - Those areas marked in **FIGURE 2** of Article XXII Hillside Development Regulations of the Town of Paradise Valley Zoning Ordinance and to all lands

where the natural terrain under the building pad has a slope of ten percent (10%) or greater, whether shown in **FIGURE 2** or not. However, a 10% or greater slope, in an area not denoted on **FIGURE 2**, created by a natural wash on land that otherwise would not be classified as hillside land shall be exempt from the hillside regulations.

Lot - A parcel of land occupied or intended for occupancy by one main building, together with any accessory buildings including the open spaces required of the Hillside Regulations and having adequate frontage on a public or private street.

Lot, double frontage - A lot which extends from one street to another street, existing or proposed.

Lot Line Adjustment – A procedure that may be used as a method for making minor revisions to property lines between two or more existing parcels such that the total number of lots or parcels remain the same or are less. This procedure also includes the combining of two existing lots or a parcel assemblage, being a combination of land within the Town which results in the assemblage of improved or unimproved land, whether immediate or future, into a single property. A Lot Line Adjustment is not a procedure for dividing property and shall not create any additional lots, tracts, or parcels.

Lot Split – The division of improved or unimproved land whose area is two and one-half (2.5) net acres or less into two or three tracts or parcels of land and shall meet the minimum size, setback, and other requirements of the underlying zoning district for the property at issue as specified in the Zoning Ordinance and official zoning map for the property.

Lot Split (Exempt) – The division of improved or unimproved land whose area is greater than two and one-half (2.5) net acres into two or three tracts or parcels of land, provided that no new street is involved. The Lot Split (Exempt) shall meet the minimum size, setback, and other requirements of the underlying zoning district for the property at issue as specified in the Zoning Ordinance and official zoning map for the property.

Master plan - A comprehensive plan or parts thereof adopted by the Council indicating the general locations recommended for streets and highways, parks, playgrounds, schools, public building sites and other physical improvements.

Non-Administrative Land Modification – Any Lot Line Adjustment, Lot Split, Lot Split (Exempt) and/or Easement modification that is not an Administrative Land Modification. Non-Administrative Land Modifications shall be made and approved pursuant to Chapter 6 of the Town Code.

Plat, final - A plat conforming to the requirements of Article 6-6 and which must be approved as set forth in this chapter by the Council before it can be filed for record with the recorder of deeds.

Plat, preliminary - The preliminary plat of the layout of the proposed subdivision.

Replat – Amendment of an existing plat of record; including the act of modifying or reconfiguring existing lots, parcels, and easements of record, or relocation of thereof.

Staff – The employees of the Town of Paradise Valley responsible for overseeing the implementation of Chapter 6, Subdivisions, of the Town Code.

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Street - A road, highway, drive, lane, avenue, boulevard, easement for access, right of way, parking or any other way, whether public or private, which affords the principal means of access to abutting property.

Subdivider - The individual, firm, corporation, partnership, association, syndication, trust or other legal entity that files an application and initiates proceedings for the subdivision of land in accordance with the provisions of this chapter; and said subdivider need not be the person or persons holding title by deed to land, or holding title as vendees under land contract or holding any other title of record.

Subdivision - Improved or unimproved land or lands divided for the purpose of financing, sale or lease, whether immediate or future, into four or more lots, tracts or parcels of land, or, if a new street is involved, any such property which is divided into two or more lots, tracts or parcels of land, or, any such property, the boundaries of which have been fixed by a recorded plat, which is divided into more than two parts; provided that the sale or exchange of parcels of land to or between adjoining property owners where such sale or exchange does not create additional lots shall not be deemed a subdivision. The partitioning of land in accordance with state statutes regulating the partitioning of land held in common ownership shall not be deemed a subdivision.

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Article 6-2 PROCEDURE FOR THE PREPARATION AND FILING OF PLATS/MAPS

- 6-2-1 Pre-Application Conference
- 6-2-2 Preliminary Plat/Map ^{144 540 2018-02}
- 6-2-3 Final Plat/Map ²⁰¹⁸⁻⁰²

Section 6-2-1 Pre-Application Conference

Prior to filing of a preliminary plat/map, the subdivider is invited to discuss with the ~~Staff Commission~~ any problem involved in the development of a particular tract of land concerned as it pertains to requirements of the Zoning Ordinance, the Master Plan and Subdivision Regulations as these apply to the area. It is further suggested that the subdivider confer with the Town Engineer, County Engineer and the County Health Department regarding matters of streets, drainage, flood control, sanitation and public health.

Section 6-2-2 Preliminary Plat/Map ^{540 2018-02}

- A. Following the pre-application conference, if any, the subdivider shall submit a water service impact study prepared by a registered civil engineer that analyzes the water flow and pressure in the immediate area of the proposed subdivision and the appropriate infrastructure or other water system improvements that are necessary to assure that the subdivision shall have adequate flow and pressure to meet Town Code standards. After completion of the water service impact study and a review of such study and other required submittals associated with the preliminary plat/map by the Town, the subdivider shall present to the Commission ~~twenty (20) copies of~~ the preliminary plat/map, together with a completed application form. The preliminary plat/map shall be presented at least twenty-eight (28) days prior to ~~the a~~ meeting of the Commission ~~to take action~~ in order that reasonable time is obtained for study of the plat/map by the ~~Planning and Zoning~~ Commission and other officials and agencies concerned. The Commission shall act on the preliminary plat/map within forty (40) days ~~after Staff deems the application complete (unless waived by the applicant).~~
- B. Subdivision application fees shall be those prescribed in the Town of Paradise Valley Fee Schedule ¹⁴⁴
- C. Following action of the Commission, one copy of the preliminary plat/map, together with a written report, shall be returned to the subdivider or plat engineer describing any recommended changes and stating the action of the Commission. Reconsideration of a plat/map may be requested by the subdivider.
- D. If a preliminary plat/map is rejected by the Commission and the subdivider elects not to modify it to secure Commission approval, but to stand on it as submitted and rejected, the subdivider may appeal the rejection to the Council and the Council may affirm, reverse, or modify the action of the Commission, or the Council may remand the matter to the Commission for further proceedings. If the preliminary plat/map is not rejected by the Planning Commission, no approval of the preliminary plat/map by the Council is required.

Commented [PM3]: No change to the current process of Commission (and Council if Commission rejects the preliminary plat or the plat has a modification of the subdivision standards pursuant to Article 6-8). The text changes shown are clean up language and clarification.

Section 6-2-3 Final Plat/Map 2018-02, 2018-11

- A. No ~~Planning~~ Commission or ~~Council~~ approval is required for the final plat/map within any zoning district unless ~~s~~Staff determines that the final plat/map does not comply with the stipulations of the preliminary plat/map approved by the ~~Town's Planning~~ Commission (or the stipulations imposed by the ~~Town~~ Council should the plat/map have required Council approval in accordance with Article 6-8, Variances and Modifications, of Chapter 6 of the Town Code, if any) or contains substantial differences from such preliminary plat/map. If ~~s~~Staff so determines, then ~~Planning~~ Commission ~~approval~~ recommendation to the Council of the final plat/map is required. The ~~Planning~~ Commission shall act on the final plat/map no later than fourteen (14) calendar days after ~~s~~Staff deems the application complete. If no ~~Planning~~ Commission approval is required, then the ~~Town~~ Council shall act on the final plat/map application within forty (40) calendar days from when staff deems the application complete. If ~~Planning~~ Commission approval was required, then the ~~Town~~ Council shall act on the final plat/map application within forty (40) calendar days from the date that the ~~Planning~~ Commission has approved the final plat/map. A final plat/map application request shall be approved by the ~~Town~~ Council if it is determined to comply with the stipulations of the preliminary plat/map approved by the ~~Town's Planning~~ Commission along with all of the other requirements set forth in this Section.
- B. Subdividers or plat engineers shall obtain final plat/map review by the Town Engineer and other officials and agencies concerned prior to ~~presentation~~ final action on the final plat/map.
- C. Following the pre-application conference, if any, the subdivider shall submit to the Town (1) the formal plat/map application on a form prescribed by the Town, (2) the fee set forth in the Town of Paradise Valley Fee Schedule, as such may be amended from time to time, and (3) all documents and materials deemed necessary by the Town to be in compliance with Chapter 6, Subdivisions, of the Town Code.
- D. Upon receipt of a complete submittal including all of the information and fees as set forth in Chapter 6, Subdivisions of the Town Code, Staff will review the submittal within a reasonable time to verify the final plat/map meets requirements and completion of any required conditions (e.g., assurances). If not met, the applicant will make any necessary revisions and/or submittals. If met, Staff will transmit to the Town Manager (or designee) a copy of the final plat/map, together with a written report outlining compliance within two business days of making the determination.
- E. The Town Manager (or designee) shall transmit all determinations approving the final plat/map to the Council within two business days of receiving the met determination of Section 6-2-3(D) above.
- F. The Town Manager's (or designee's) decision shall be final, and the Mayor (or designee) and applicable Staff shall sign the final plat/map in preparation for recordation with the

Commented [PM4]: If the Council finds an amendment best serves compliance with the state law change, the text changes made for final plat/map is a staff approval process with a 7-day Council review (similar to the Managerial SUP/PWSF process in the Town) with the Mayor still required to sign the plat/map. This applies to any zoning district (including SUP).

Council will still review/act on a final plat/map if Commission rejects the preliminary plat or the plat has a modification of the subdivision standards pursuant to Article 6-8. Indirectly, Commission/Council would see the final plat/map if the applicant requests a private road CUP and/or private roadway gate (as these processes remain the same). Also, the final plat requires a preliminary plat (which Commission reviews/approves which allows for oversight by more than staff).

recorder of Maricopa County, Arizona, subject to Council review as set forth in Section 6-2-3(G).

G. If, within seven calendar days after the Town Manager's (or designee's) written determination, at least three members of the Council submit a written request to the Town Manager, the Council shall have the authority to review the approved final plat/map application. Such review shall be considered at a Council meeting within 14 calendar days after the Town Manager's receipt of the third written request pursuant to this Section. The Council's review shall be limited to a determination, by a majority vote of the members present and not otherwise disqualified, as to whether the Town Manager's (or designee's) decision meets the requirements outlined in Chapter 6, Subdivisions, of the Town Code. If the Council decides that the criteria have been met, then there shall be no further consideration, and the final plat/map approval is final. If the Council determines that the requirements have not been met, the Council may deny the final plat/map, in whole or in part. A majority vote of the members present and not otherwise disqualified shall be necessary to deny or modify the decision of the Town Manager (or designee); otherwise the Town Manager's written determination shall be deemed affirmed.

Article 6-3 STANDARDS OF DESIGN ^{170 535}

- 6-3-1 Relation to Adjoining Street Systems
- 6-3-2 Right-of-way, Street and Alley Width, Cul-de-Sac, Half Street, Alley ^{86 115}
- 6-3-3 Easements
- 6-3-4 Blocks
- 6-3-5 Lots ^{432 564}
- 6-3-6 Building Lines
- 6-3-7 Public Reservations
- 6-3-8 Easement Along Streams ^{513 601}
- 6-3-9 Building in Designated Flood Plain Areas
- 6-3-10 Character of Development
- 6-3-11 Subdivision Identification Signs ^{34 83 170}
- 6-3-12 Subdivision Walls or Fences ^{36 375}

Section 6-3-1 Relation to Adjoining Street Systems

A. The arrangement of streets in new subdivisions shall make provision for the continuation of the principal existing streets in adjoining areas or their proper projections where adjoining land is not subdivided insofar as they may be deemed necessary for public requirements. The width of streets in new subdivisions shall be not less than the minimum width established by the Town.

- B. Wherever a subdivision adjoins a major thoroughfare, the ~~Town Commission~~ may require that access to all residential lots be provided from other than the major thoroughfare.
- C. The street and alley arrangement shall take into consideration adjoining property and seek to provide for convenient access thereto.

Section 6-3-2 Right-of-way, Street and Alley Width ^{86 115}

- A. Rights-of-Way and Streets. The width of all rights-of-way and streets shall conform to the width designated in the ~~Town's Street Cross Sections~~ ~~General Plan~~, or such other width as specified by the Town. The subdivider shall dedicate to the Town all rights-of-way within the subdivision.
- B. Cul-de-sac. A dead-end street not to exceed five hundred feet (500') in length may be established, provided that there shall be a turn-around, at the closed end, having a right-of-way radius of not less than forty-five feet (45') with an improved traffic circle having a radius of forty feet (40').
- C. Half Street. Dedication of half streets shall be discouraged. Where there exists a dedicated or platted half street or alley adjacent to the tract being subdivided, the other half shall be platted unless deemed unnecessary by the Town.
- D. Alley. Where alleys are required to serve residential lots a minimum width of twenty-four feet (24') shall be provided. All half alleys shall have a minimum width of twelve feet (12'). Alleys are required in the rear of all commercial lots if no other provisions are made for adequate service access or for parking and the rights-of-way of such alleys shall not be less than thirty feet (35'), and dead-end alleys shall not be permitted.

Commented [PM5]: These were removed from the 2022 General Plan and put as a policy interpretation

Section 6-3-3 Easements

Private easements for utilities shall be provided as follows:

- A. Where alleys are provided, four feet (4') for aerial overhang on each side of an alley may be provided by dedication but need not be delineated on the plat.
- B. Where no alley is provided and adjoining land is a part of the subdivision, eight feet (8') on each side of rear lot line.
- C. Where no alley is provided and adjoining land is unplatted, eight feet (8') adjacent to the tract boundary.
- D. Along side lot lines, six feet (6') on each side of lot lines for distribution facilities and one foot (1') on each side of lot lines for street lighting as may be designated.
- C. Guy and anchor easements, one foot (1') wide on each side of a lot line and approximately thirty-five feet (35') in length measured from rear lot line as designated.

Section 6-3-4 Blocks

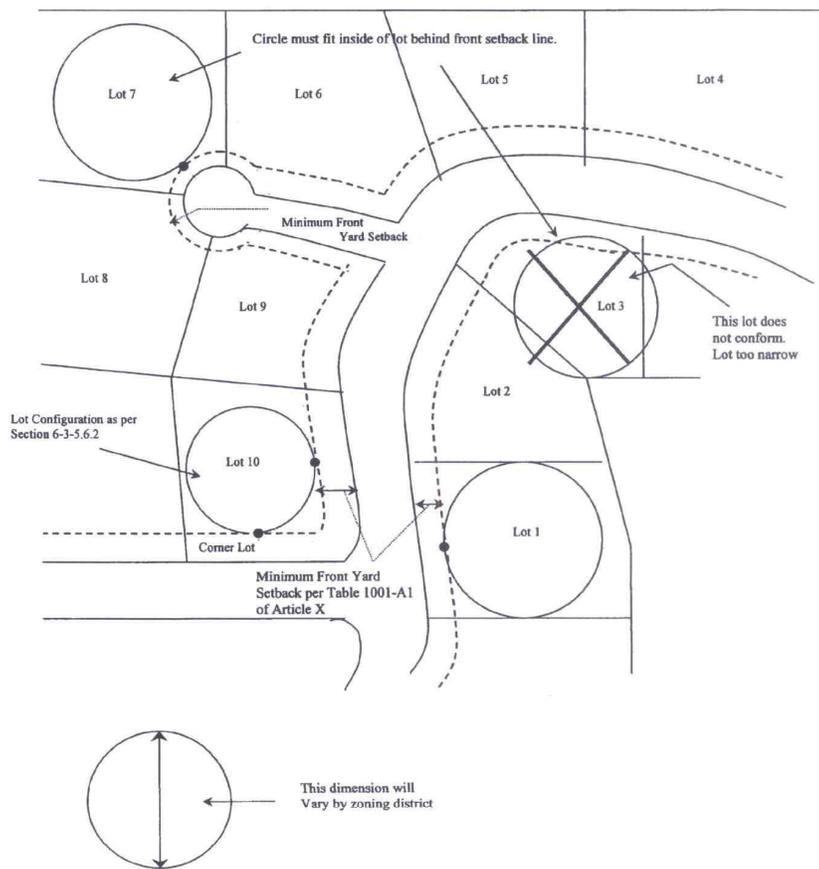
- A. No block shall be longer than fifteen hundred feet (1,500'). Where a subdivision adjoins a major thoroughfare, the greater dimension of the block shall front or back on such major thoroughfare to avoid unnecessary ingress or egress.
- B. A dedicated and improved right of way not less than eight feet (8') wide may be required if necessary to provide proper access to schools, playgrounds and other facilities.

Section 6-3-5 Lots ^{432 564}

- A. The lot arrangement and design shall be such that all lots will provide satisfactory and desirable building sites, properly related to topography and to the character of surrounding development and will preclude unorthodox or unusually shaped lots.
- B. All side lines of lots shall be at nearly right angles to straight street lines and radial to curved street lines for a distance equal to the horizontal distance between the property line and the front setback line.
- C. No lot shall have less area, width or access than required by the zoning regulations applying to the area in which it is located nor otherwise violate the Town's Zoning Ordinance.
- D. Corner lots for residential use shall have adequate width to permit appropriate building orientation to and setbacks from both streets except as otherwise provided in Section 306 of the Paradise Valley Zoning Ordinance.
- E. Each lot shall have adequate vehicular access to a public street.
- F. Multi-frontage lots shall be avoided except where essential to provide separations of residential development from major thoroughfares or to overcome specific disadvantages of topography and lot orientation.
- G. Lot Configuration ^{432 564}
 - 1. A lot shall be designed so that the side and rear boundary lines and the front setback line fully enclose a circle which fits within the lot area and touches the front setback line at a single point (see diagram in figure 6-3-5.G). The diameter of such circle shall be no less than the minimum lot width for the zoning district within which the lot is located (see Table 1001-A1).
 - 2. If the front of the dwelling on a corner or double frontage lot has not been established at the time the lot is created, a front setback is required for each frontage of the lot. The circle described in subsection 1 shall be fully enclosed within the lot area and touch each front setback line at a single point.
 - 3. Figure 6-3-5.G attached to this article and incorporated herein by reference.

Commented [PM6]: If the property line is not 90 degrees 0 minutes and 0 seconds it technically requires a variance/modification process. This would allow for a degree or so off to still meet compliance. Could also use "at right angles with an allowable tolerance not to exceed one degree" if we want to be more specific.

Figure 6-3-5.G, Lot Configuration



Section 6-3-6 Building Lines

Minimum building lines shall be shown on all lots intended for residential use of any character and on commercial or industrial lots immediately adjoining residential areas. Such setback lines shall not be less than required by any Zoning Ordinance or building line regulation applying to the property. Whenever minimum building lines are shown, a statement of restrictions requiring buildings to be located on or in back of such minimum building lines shall be shown on the plat.

Section 6-3-7 Public Reservations

Where the subdivision contains a park, school, or other public area which is shown upon the Master Plan of the Town or as recommended by the TownCommission, such area shall either be dedicated to the proper public agency, or it shall be reserved for acquisition thereby within a specified period of time. An agreement should be entered within a reasonable period of time between the subdivider and the proper public agency regarding the time and method of acquisition and the cost thereof. If the TownCommission determines that an agreement has not been reached within a reasonable period of time then the TownCommission may make a determination that the requirements of this section have been met.

Section 6-3-8 Easement Along Watercourses, Easement Maintenance Agreements, and Required Maintenance ^{513 601}

- A. For the purposes of this section, "watercourse" means any creek, stream, wash, arroyo, channel or other body of water having historical banks and a bed at least two (2) feet deep and five (5) feet wide through which waters flow on a recurrent basis.
- B. Whenever any watercourse is located in the area being subdivided, provision shall be made on the plat for an adequate drainage easement along the main channel and each side of the watercourse for the purpose of widening, deepening, relocating, improving or protecting the watercourse for drainage purposes, and the plat notes shall state that the provision of the drainage easement is for the purposes stated above, but that the maintenance responsibility for the watercourse, as required by Town Code, shall be the responsibility of the homeowner's association for the subdivision, if such is established, and each lot owner within the subdivision.
- C. In addition to the plat requirements, Drainage Easement Maintenance Agreements shall be required for any watercourse located in an area being subdivided. Said agreements shall:
 - 1. Be in a form acceptable to the Town Engineer,
 - 2. Grant easement rights and a right of entry in, over, and across the drainage easement area,
 - 3. Specify that the maintenance responsibility for the drainage easement area remains private, and
 - 4. Be recorded in the Maricopa County Recorder's Office.

- D. The Homeowners Association for the platted area, if any, and the individual lot owners in the subdivision shall clean, repair and maintain the watercourse within the Drainage Easement area in a safe, clean, and properly operating condition and in compliance with all applicable Town Codes.

Section 6-3-9 Building in Designated Flood Plain Areas

All subdivisions built wholly or in part within designated flood plain areas shall comply with all provisions of the Flood Plain Regulations as contained in the Zoning Ordinance.

Section 6-3-10 Character of Development

The subdivider shall confer with the ~~Town Commission~~ regarding the type and character of development that will be permitted in the subdivision and the Town may require certain minimum restrictions to be placed upon the property to prevent the construction of substandard buildings, control of the type of structure or the use of the lots, which, unless so controlled, would clearly depreciate the character and value of the proposed subdivision and of adjoining property. These restrictions may include provisions for the proper protection and maintenance of the subdivision in the future.

Section 6-3-11 Signs ^{34 83 170}

All signs shall comply with the terms of Article XXV of the Zoning Ordinance of the Town of Paradise Valley.

Section 6-3-12 Subdivision Walls or Fences ^{36 121 375}

- A. All subdivision perimeter walls and fences must conform to the provisions of Article XXIV of the Zoning Ordinance. Construction of perimeter walls may not begin until after the ~~Town Planning and Zoning~~ Commission has considered a plan for the wall or fence, or both, and the plan has been approved by the ~~Town~~ Council. The plan must show the location and dimensions, and must include detailed landscape plans.
- B. In any subdivision that has a perimeter wall, no landscape or accent or aesthetic lighting shall be allowed between that wall and the nearest street. All safety or security lighting for guardhouses and guardgates shall be restricted to the entrance of that guardhouse or guardgate and a lighting plan for safety/security shall be submitted with the ~~Special Use Permit~~ application as may be required under Article XI of the Zoning Ordinance.

EXCEPTION: If signage is allowed for a subdivision, any lighting of that signage shall be governed by Section 2506 of the Town Zoning Ordinance.

Commented [PM7]: Article XI cover SUPs, private gate SUPs, and private road CUPs that this type of lighting would be included.

Article 6-4 ASSURANCES, WARRANTY, MINIMUM IMPROVEMENTS
REQUIRED ^{145 185 210 351 459 478 535}

- 6-4-1 Assurances
- 6-4-2 Warranty ²¹⁰
- 6-4-3 Minimum Improvements Required ^{351 459 478 540}

Section 6-4-1 Assurances

No final plat of any subdivision shall be approved unless the subdivider shall have petitioned and secured the approval of the Town of a procedure which places the Town in an assured position to do or to contract to be done all or any part of the improvements listed in Section 6-4-3, the cost of which may be assessed against the owners of the property within the subdivision.

Section 6-4-2 Warranty ²¹⁰

No final plat of any subdivision shall be approved unless the subdivider shall have provided the Town with a warranty deed or deeds certifying title to all dedicated property such as right-of-ways and public utility and drainage easements.

Section 6-4-3 Minimum Improvements Required ⁵⁴⁰

- A. Street Improvements. All streets shall be paved and curbs or combined curbs and gutters shall be constructed along all streets in accordance with the standard specifications of the Town.
- B. Water System. Every subdivision shall be provided with a complete water distribution system. Both the quality and adequacy of the supply of water to be provided by the complete water distribution system shall: (1) incorporate all water system improvements recommended by the water service impact study, pursuant to Section 6-2-2 of Article 6-2 of the Subdivisions Code, and any additional system requirements identified during the review of the water service impact study, (2) be certified by the Water Corporation or public utility that shall provide water to the subdivision, and (3) be approved by the Maricopa County Department of Health Services, as conditions precedent to final subdivision plat approval.

C. Sanitary Sewers. ⁴⁷⁸

1. Where public sanitary sewers are within reasonable access of the subdivision, in the opinion of the County Health Department or Town Engineer, each lot therein shall be provided with sanitary sewer line, notwithstanding the construction of such sewer line, a homeowner may choose private wastewater treatment approved by the Town. ⁴⁷⁸

2. Whenever a public sanitary sewer is not accessible, in the opinion of the County Health Department or Town Engineer, proper provision shall be made for disposal of sanitary wastes in accordance with standards and requirements of such department.

D. Fire Hydrants. Every subdivision shall be provided with fire hydrants as an integral part of the water distribution system which are considered adequate to serve the area in the opinion of the Town Engineer or such other official as may be designated by the Council by resolution. Such hydrants shall be dedicated to the Town.

E. Drainage. All necessary facilities, as determined by the Town Engineer, including underground pipe, inlets, detention/retention basins, or open drainage ditches, shall be installed to provide for the adequate containment and disposal of surface water and to maintain any natural drainage course. ¹⁴⁵

F. Reference Monuments. Permanent reference monuments shall be installed in accordance with current Town standards at all corners, angle points and points of curvature and at all street intersections. On section corners and quarter section corners a brass monument shall be installed in the street. After all improvements have been installed, a registered surveyor or engineer shall check the location of monuments and certify their accuracy to the satisfaction of the Town Commission. Iron pipe shall be set at all corners, angle points, and points of curvature for each lot within the subdivision prior to the recording of the plat.

G. Street Name Signs. Street name signs, of a type meeting the approval of and in locations designated by the Town, shall be erected at all highways, thoroughfares, and street intersections.

H. Miscellaneous. Electrical service, gas mains, telephone service, water service and cable communications systems shall be provided within each subdivision. All such services shall be located underground. The subdivider shall notify the appropriate provider of each service. The notice shall include date of trenching and location sketches. ¹⁸⁵

- I. Plans, Specifications and Supervision. All of the improvements required in this section shall be installed in accordance with the specifications and under the supervision of the appropriate public official.
- J. Provisions for Maintenance and Operation. ²⁰⁵ Where the subdivision is to contain sewers, sewage treatment plants, park areas, street trees or other physical facilities necessary or desirable for the welfare of the area and which are of common use or benefit for example private streets, and cluster plan common area and which are of such character that the Town does not desire to maintain them, or has no original obligation to maintain, then provision shall be made for the proper and continuous maintenance and supervision of such facilities by the lot owners in the subdivision. The provisions for maintenance and supervision shall be in the form of deed restrictions (CC&R's) and must include the right of the Town of Paradise Valley to do the maintenance after reasonable notice if the property owners fail to do the maintenance. The deed restrictions shall permit the Town of Paradise Valley, if it does maintenance, to recover costs from the property owners, and to place a lien on the individual lots of the subdivision if the property owners do not reimburse the Town.

Article 6-5 INFORMATION REQUIRED ON THE PRELIMINARY PLAT ⁵³⁵

The preliminary plat shall be drawn at a scale of not more than one hundred feet to the inch and shall show the following information:

- A. The proposed street and lot layout showing the names and location of all existing streets, roads, alleys, parks, parkways, tree masses, public spaces, easements, sewers, utilities and utility easements, buildings, streams, washes, ditches, political and zoning district boundaries and similar features in the subdivision and adjacent to the property where such features would affect the design of the subdivision.
- B. The elevation and description of the bench mark used.
- C. The name and address of the subdivider.
- D. The date, north point, scale and title under which the proposed subdivision is to be recorded.
- E. The name, address and license number of the engineer, surveyor, landscape architect or land planner who prepared the plat.
- F. The name and address of all owners and the location of the unsubdivided property adjoining the property to be subdivided.
- G. The names and adjoining boundaries of all adjoining subdivisions showing the name, book and page of recording and existing dedications adjacent to the preliminary plat.

- H. Topography by contours related to USGS survey datum, or other datum approved by the Town or County Engineer, and shown on the same map as the proposed subdivision layout. The contour interval shall be such as to reflect adequately the character and drainage of the land.
- I. Indications to show areas which are subject to frequent or periodic inundation.
- J. Indication to show the proposed use of all the land in the subdivision including reservations and exceptions.
- K. The location, height, design and setback of the subdivision perimeter wall. ¹³⁴

Article 6-6 INFORMATION REQUIRED ON THE FINAL PLAT ⁵³⁵

The following items shall be included in the final plat:

- A. The name and address of the subdivider.
- B. The title of the subdivision, date, north point, scale and name of the registered professional engineer or land surveyor who prepared the plat.
- C. The boundaries of the property fully balanced and closed showing all bearings, angles and dimensions, determined by an accurate survey in the field. A relative location to the nearest existing street shall also be shown on the plat.
- D. The location and description of all permanent monuments, and a reference bench mark set at such critical points and so interconnected and dimensioned that any surveyor can lay out lots or streets in the subdivision correctly by referring to the plat alone without any additional information.
- E. The names, locations and widths of all parkways or easements and any other portions intended to be dedicated to public use or provided for the installation of utilities, fully dimensioned showing the angles of intersection of streets and the radii, chords, points of tangency and central angles for all curvilinear streets and the radii of all rounded corners and with notations concerning their dedication, reservation and use.
- F. Lot and block numbers, lot lines and setback lines, fully dimensioned.
- G. The location of all immediately adjoining property lines and the location, name and width of all roads, streets, alleys, parkways and easements.
- H. All dimensions shall be expressed in feet or decimals thereof.
- I. Any private restrictions and trusteeships and their period of existence shall be shown on the plat or reference to them made thereon. If such restrictions are too long to be shown

on the plat, a copy of the same shall be filed with the TownCommission together with the final plat.

- J. The final plat is to be drawn at a scale of not more than one hundred feet to the inch from an accurate survey. If more than two sheets are required, an index sheet of the same dimension shall be filed showing the entire subdivision on one sheet together with all areas shown on other streets.
- K. The following certificates shall be placed on the plat:
 - 1. Statement of dedication of all streets, alleys, crosswalks, and other rights of ways and easements for public use by the person holding title by deed to the lands, by persons holding any other title or record, by persons holding title as vendee under land contract, and by wives of said parties. If lands dedicated are mortgaged, the mortgagee shall also sign the plat. Dedication shall include a written location by section, Township, and range of the tract. If the plat contains private streets, the public shall be reserved the right to install and maintain utilities in the street rights of way.
 - 2. Certification by the registered professional engineer or land surveyor making the plat that the plat is correct and accurate and that the monuments described in it have been located as described.
 - 3. Such other certificates as may be required for the enforcement of these regulations.
- L. The location, height, design and setback of the subdivision perimeter wall. ¹³⁴

Article 6-7 **HILLSIDE DEVELOPMENT REGULATIONS** ^{535 540}

All subdivisions and lot splits within the Hillside Development Area, as defined in Article 6-1 of this Ordinance shall abide by the requirements and provisions contained in the following sections and the regulations for Hillside Development as outlined in Article XXII of the Town of Paradise Valley Zoning Ordinance.

A. SPECIAL PRELIMINARY PLAT REQUIREMENTS ⁵⁴⁰

There shall be filed with the Town a preliminary plat which shall contain in addition to all other information and submittals required in Chapter 6 of this Ordinance the following:

1. A topographic map, certified by a registered engineer or land surveyor, with a scale of not less than one inch per 100 feet of existing terrain with contour intervals adequate to show the nature and variations in the terrain,
 - a. two (2) foot intervals for grades less than 15 percent.
 - b. five (5) foot intervals for grades greater than 15 percent.
 - c. elevations of critical spots, rock outcrops, and special characteristics.
2. A proposed grading plan, certified by a registered Engineer, for each lot, in conformance with the grading and drainage regulations as adopted by the Town, showing the natural topography of the total parcel to be platted, the location and size of all structures, and grade of all improvement locations and the depth and extent of all cuts, fills, and disturbed areas.
3. A report of a soil investigation by a registered engineer or geologist to determine any geological hazard and soil bearing quality.
4. Location of existing and proposed conservation easements, if any.

B. SPECIAL FINAL PLAT REQUIREMENTS

There shall be filed with the Town a final plat which shall contain in addition to the information required in Article 6-6 of this Ordinance the following:

1. A final grading plan which conforms to the requirements of the grading and drainage regulations as required by and established in the Uniform Building Code adopted and approved by the Council.

2. A detailed topographic map at larger scale and closer contour intervals than in the preliminary plat, or suitable cross sections or profiles of areas where roads, driveways, buildings, utility, or grading construction is proposed.
3. Road profiles and cross sections at all significant changes in the cross slopes; the cross section to show proposed and natural grade at the centerline of the road, the right-of-way line, and the proposed building setback lines.
4. Locations of all building sites and proposed driveways.

C. SPECIAL DESIGN STANDARDS

1. A road with a grade exceeding 12% shall not be longer than 600 feet.
2. One-way loop roads may be constructed upon recommendation of the Commission and the Town Engineer and approved by the Council.
3. All public roads shall have a 50-foot dedicated right-of-way and shall be constructed with ~~a decorative brick pavers or other~~ surface material as approved by the Town ~~Council~~. To minimize cuts, the Commission may recommend and the Council may approve a road of reduced pavement width but not less than 20 feet wide. The maximum grade shall not exceed 15% except that under demonstrated hardship the Commission may recommend and the Council may approve a road having grade not to exceed 20%.
4. Private roadways, where permitted, shall have a tract width of 50 feet, be approved pursuant to the Zoning Ordinance of the Town of Paradise Valley, and be constructed with decorative brick pavers or other surface material as approved by the ~~private road Conditional Use Permit~~ ~~Town Council~~. In addition to all other requirements, and where needed, easements for drainage shall be provided. Such private roadways in Hillside Development Area subdivisions or lot splits shall have a paved surface width of not less than twelve feet if serving only one lot, fifteen feet if serving two lots, and twenty feet if serving three or more lots. Each private road shall have a 50-foot easement for utility purposes and shall conform to Town standards.
5. All private roads shall have sufficient turnarounds, and may be identified by a single road sign.
6. Subdivision identification signage shall not be permitted.
7. In any Hillside Development Area to be subdivided, the amount of land devoted to public rights-of-way or private roads approved by ~~Conditional Special Use Permit~~ shall not exceed ten (10) percent of the gross parcel area.

Commented [PM8]: Discuss typically Town only takes public roads as asphalt. The section below addresses decorative surface material for private roads.

Commented [PM9]: Private roads are processed by Conditional Use Permit (CUP). Commission approves the CUP and appealable to Council

Commented [PM10]: Private roads are approved by CUP, not SUP. They were many years back approved by SUP.

8. The total area subject to cut and/or fill for purposes of public or private roads within a Hillside Development Area subdivision shall not exceed five (5) percent of the gross parcel area.
9. Upon recommendation by the Commission and the approval of the Council, the following street modifications may apply:
 - a. Various designs for turning and backing such as hammerheads may be substituted for cul-de-sacs.
 - b. Required paving width of the traffic lanes may be modified when off-road parking bays are provided, developed, and paved in the public right-of-way.
 - c. Centerline of the paving may be offset from the centerline of the right-of-way to provide parking bays in the right-of-way.
10. Vertical curbs may be required on the downhill side of roads having grades of 6 percent (6%) or greater; concrete U or V gutter may be installed in lieu of conventional rolled or vertical curb elsewhere as determined by the Engineer's final drainage report.
11. Transverse road cross sections with gutter on the uphill side may be used where approved by the Town.
12. All cut and fill shall be within the roadway right-of-way or easement. For cul-de-sacs and turnarounds, easements for slope maintenance may be required by the Town Engineer.
13. All cut slopes and fill slopes shall be landscaped or treated in such a manner that the slopes blend into the natural appearance of the hillside. Such blending shall be accomplished within one year of the start of any roadway improvements and shall be required before the release of the Assurance of Construction bond on the improvements within the subdivision.
14. All excavated material from a right-of-way shall be removed from the right-of-way or contained behind retaining walls or otherwise hidden in order that no fill material will be visible from any public or private road.
15. Roadway retaining walls shall not exceed 8 feet in height. Roadway retaining walls over 4 feet in height shall not exceed 100 feet in length. Roadway retaining walls shall be veneered with natural rock compatible to the site.
16. Intersecting roads shall not be graded at their intersection so as to create an obstruction to vision which extends two feet or more above the grade of either road within an area formed by the lot lines on the road sides of such lot and a line joining points on such lines located a distance of fifty (50) feet from the point of their

intersection. If excessive cut and fill is required to attain the fifty (50) foot then a lesser dimension (thirty (30) feet minimum) may be permitted if approved by the ~~Town~~Council.

17. Permanent survey markers shall be installed in accordance with current Town standards at all corner, angle points, and points of curve and at all street intersections, and at all corners, angle points, and points of curve of all conservation easements. After all improvements have been installed, a registered land surveyor or civil engineer, at the expense of the developer, shall check the location of markers, correct any inaccuracies, and certify their accuracy.
18. Percolation test and test boring logs in accordance with the requirements of the County Health Department shall be taken at the proposed subdivision prior to the submittal of the preliminary plat.
19. Any proposed sewage treatment facility shall be approved by the County Health Department prior to final plat approval.

D. MAXIMUM NUMBER OF LOTS

No lot split or subdivision subject to the provisions of this Section shall be approved when such lot split or subdivision would thereby create a greater number of lots than allowed under Section 2209 of the Zoning Ordinance of the Town of Paradise Valley and by the following TABLE 1.

TABLE 1 – Density / Slope Category

Average Lot Slope %	Min. Lot Size Acres	Min. Lot Size -Sq. Ft.	Average Lot Slope %	Min. Lot Size Acres	Min. Lot Size – Sq. Ft.
10%	1	43,560	41%	6.8	296,208
11%	1.01	43,996	42%	7.6	331,056
12%	1.02	44,431	43%	8.4	365,904
13%	1.04	45,302	44%	9.2	400,752
14%	1.06	46,174	45%	10	435,600
15%	1.08	47,045	46%	11	479,160
16%	1.1	47,916	47%	12	522,720
17%	1.2	52,272	48%	13	566,280
18%	1.3	56,628	49%	14	609,840
19%	1.4	60,984	50%	15	653,400
20%	1.55	67,518	51%	16	696,960
21%	1.6	69,696	52%	17	740,520
22%	1.7	74,052	53%	18	784,080
23%	1.8	78,408	54%	19	827,640
24%	1.9	82,764	55%	20	871,200
25%	2	87,120	56%	21	914,760
26%	2.2	95,832	57%	22	958,320
27%	2.4	104,544	58%	23	1,001,880
28%	2.6	113,256	59%	24	1,045,440
29%	2.8	121,968	60%	25	1,089,000
30%	3	130,680	61%	26	1,132,560
31%	3.2	139,392	62%	27	1,176,120
32%	3.4	148,104	63%	28	1,219,680
33%	3.6	156,816	64%	29	1,263,240
34%	3.8	165,528	65%	30	1,306,800
35%	4	174,240	66%	32	1,393,920
36%	4.4	191,664	67%	34	1,481,040
37%	4.8	209,088	68%	36	1,568,160
38%	5.2	226,512	69%	38	1,655,280
39%	5.6	243,936	70%	40	1,742,400
40%	6	261,360			

Article 6-8 **VARIANCES AND MODIFICATIONS** ⁵³⁵

- A. Where the Commission in its recommendations and the Council find that extraordinary hardships may result from strict compliance with these regulations, the Council may vary the regulations after receipt of recommendations for the Commission so that substantial justice may be done and the public interest secured; provided, that such variation shall not have the effect of nullifying the intent and purpose of the Master Plan or these regulations.
- B. The standards and requirements of these regulations may be modified by the Council upon recommendation of the Commission in the case of a plan and program for a neighborhood unit, which in the judgment of the Commission and the Council provides for adequate public spaces and improvements for the circulation, recreation, light, air, and service needs of the tract when fully developed and populated, and which also provide such covenants or other legal provisions as will assure conformity to and achievement of the plan.
- C. In granting variances and modifications, the Commission, by recommendation, and the Council may require such conditions as will, in their judgment, secure substantially the objectives of the standards or requirements so varied and modified.

Article 6-9 **NON-ADMINISTRATIVE LAND MODIFICATION** ^{86 88 491 2018-02 2019-05}

- 6-9-1 Fees
- 6-9-2 Final Plats
- 6-9-3 Standards of Design
- 6-9-4 Minimum Improvements Required
- 6-9-5 Information Required on Final Plats
- 6-9-6 Hillside Development Areas
- 6-9-7 Procedures

Section 6-9-1 Fees

Application fees shall be in accordance with the ~~Paradise Valley Town~~ Fee Schedule and shall be paid upon filing of the applicable application.

Section 6-9-2 Final Plats

A final plat and two paper prints shall be submitted with a Non-Administrative Land Modification application.

Section 6-9-3 Standards of Design

The standards of design set forth in Article 6-3 shall apply to a Non-Administrative Land Modification, except that identification signs as provided in Section 6-3-11 shall not be allowed.

Commented [PM11]: If the Council finds an amendment best serves compliance with the state law change, the text changes made for Non-Administrative Land Modification stays the same for Council review and action (except that plat/map changes on SUP-zoned property would follow the final plat/map process of Staff approval and Council review). Also, kept the lot split on site less than 2.5-net acres as Commission review/approval (Council on appeal) with a change from unanimous approval to simple majority (with no change if lot split on site less than 2.5-net acres not approved by Commission moves to Council).

Section 6-3-10 shall not apply to Non-Administrative Land Modifications. No Non-Administrative Land Modification which creates a substandard or non-conforming lot or structure shall be approved except by Council action.

Section 6-9-4 Minimum Improvements Required

The minimum improvements and bonding procedures set forth in Article 6-4 shall apply to a Non-Administrative Land Modification, except that street improvements may be waived if the existing streets adjacent to the Non-Administrative Land Modification are comparable to the streets on adjacent properties.

Section 6-9-5 Information Required on Final Plats

Where applicable, the information required on final plats as specified in Article 6-6 shall apply to Non-Administrative Land Modifications.

Section 6-9-6 Hillside Development Area

The provisions of Article 6-7 shall apply to a Non-Administrative Land Modification.

Section 6-9-7 Procedures

- A. A Non-Administrative Land Modification is only allowed for an existing lot, parcel, tract of land or combination thereof identified in the official records of the Town and the Maricopa County Recorder, Arizona, at the time of the filing of the application.
- B. ~~A Non-Administrative Land Modification shall follow the final plat/map process in accordance with Section 6-2 of the Town Code.~~ A Non-Administrative Land Modification shall be subject to ~~Town~~ Council review and approval with the exception of Lot Splits approved pursuant to Section 6-9-7(C) reviewed and approved by the Commission and appealable to Council, certain plat/map applications on property with Special Use Permit zoning pursuant to Section 6-9-7(D) that is approved by Staff with Council review, and a plat/map that includes a variance or modification request pursuant to Article 6-8 of the Town Code that requires Commission review and recommendation, and Council review and action.
- C. A Lot Split application on non-Special Use Permit zoned property shall be reviewed by ~~Town s~~Staff for compliance with the Town Code and Zoning Ordinance, and any other applicable requirements. After review by the ~~Town s~~Staff, the Lot Split application shall be submitted to the ~~Planning and Zoning~~ Commission, and if approved by a simple majority unanimous vote of the ~~Planning~~ Commission, then the Lot Split shall be deemed approved. If the Lot Split application is not approved by ~~a unanimous vote of the~~

Commented [PM12]: Retaining the Commission review of Lot Splits since state law seems to still allow for a different procedure for splits on 2.5-acre lots or less. The change is removing the unanimous vote to simple majority vote as this process is administrative. A.R.S. § 9-463(3) definitions "Land splits" as used in this article means the division of improved or unimproved land whose area is two and one-half acres or less into two or three tracts or parcels of land for the purpose of sale or lease" and Pursuant to A.R.S. § 9-463.01(T), the legislative body of a city or town *may* regulate these lot splits, but only the dividing lines, area and shape of the parcels.

~~Planning~~ Commission, including a vote to deny, then the Lot Split application shall be subject to ~~Town~~ Council review and approval.

- D. A Non-Administrative ~~LotLand~~ Modification application (e.g. Lot Split, Lot Split (Exempt), Lot Line Adjustment, Easement Modification) on property with Special Use Permit zoning shall follow the final plat/map process for Staff approval in accordance with Section 6-2 of the Town Code, ~~and~~ the applicable Special Use Permit provisions, and are subject to ~~Town~~ Council review ~~and approval~~.
- E. Applicants for a Non-Administrative ~~LotLand~~ Modification application must first submit a pre-application for ~~s~~Staff review in accordance with Section 2-5-2(E) of the Town Code. Deficiencies in the application that are identified by the ~~Town s~~Staff during the pre-application process will be brought to the applicant's attention. Pre-application is a required and informal review where major issues will be identified.
- F. Upon the filing of a Non-Administrative ~~LotLand~~ Modification application, the ~~Town~~ staff shall review the application for completeness and compliance with applicable Town Codes, including Zoning Ordinance and any Special Use Permit provisions.
- G. Requests for Non-Administrative ~~LotLand~~ Modifications shall meet the minimum size, setback, and other requirements of the underlying zoning district for the property at issue as specified in the Zoning Ordinance, official zoning map, and/or the Special Use Permit (if applicable) for the property, as well as the lot arrangement and configuration requirements specified in Section 6-3-5.
- H. After a Non-Administrative ~~LotLand~~ application is approved by the ~~Planning~~ Commission and/or ~~Town~~ Council, if appropriate, it may thereafter be recorded with the Maricopa County Recorder, Arizona.

Commented [PM13]: If Council finds an amendment best serves with the state law change, the text change made is for any plat adjustment on an SUP to go through the Staff approval and Council review process (in lieu of a Council study session/meeting). This matches the text change in Section 6-2-3 on final plat/map allows for the Staff approval/Council review process on all zoning types (including SUP sites).

Article 6-10 ADMINISTRATIVE LAND MODIFICATION 2019-05

Commented [PM14]: No process changes since this is already a staff process.

- 6-10-1 Fees
- 6-10-2 Administrative Plat Maps Required
- 6-10-3 Standards of Design
- 6-10-4 Minimum Improvements Required
- 6-10-5 Information Required on Final Plats
- 6-10-6 Hillside Development Areas
- 6-10-7 Administrative Land Modification Procedures

Section 6-10-1 Fees

Application fees shall be in accordance with the Paradise Valley Master Fee Schedule and shall be paid upon filing of the applicable application.

Section 6-10-2 Administrative Plat Maps Required

An Administrative Plat Map and two paper prints shall be submitted with an Administrative Land Modification application.

Section 6-10-3 Standards of Design

With the exception of Section 6-3-10 and Section 6-3-11, the standards of design set forth in Article 6-3 shall apply to Administrative Land Modifications.

Section 6-10-4 Minimum Improvements Required

The minimum improvements and bonding procedures set forth in Article 6-4 shall apply to an Administrative Land Modification, except that compliance with street or other required minimum improvements may be waived by the concurrence of the Town Engineer and Community Development Director if the existing streets or other minimum improvements servicing the property for which the Administrative Land Modification has been requested are deemed to be adequate at the time of application.

Section 6-10-5 Information Required on Administrative Plat Maps

Where applicable, the information required on Final Plats as specified in Article 6-6 shall apply to an Administrative Land Modification.

Section 6-10-6 Hillside Development Area

The provisions of Article 6-7 shall apply to an Administrative Land Modification.

Section 6-10-7 Procedures

- A. An Administrative Land Modification is only allowed for an existing lot, parcel, tract of land or combination thereof identified in the official records of the Town and the Maricopa County Recorder, Arizona, at the time of the filing of the Administrative Land Modification application.
- B. An Administrative Land Modification may be approved by ~~Town~~sStaff in accordance with this Section.
- C. Applicants for an Administrative Land Modification must first complete a pre-application review process in accordance with Section 2-5-2(E) of the Town Code. Deficiencies in the application that are identified by the ~~Town~~sStaff during the pre-application process will be brought to the applicant's attention. The pre-application phase is a required and informal review where major issues will be identified.
- D. Upon the filing of an Administrative Land Modification application, the ~~Town~~sStaff shall review the application for completeness and compliance with applicable Town Codes, including the Zoning Ordinance.
- E. Request for an Easement Modification made in an Administrative Land Modification application shall comply with all Town Code requirements, including relevant development and design standards. Documentation such as, but not limited to, a drainage report, drainage study, drainage easement maintenance agreement, and/or written correspondence from affected utility companies may be required in conjunction with a request for an Easement Modification. Easement Modifications do not include the abandonment or release of easement.
- F. Requests for a Lot Line Adjustment and/or a Lot Split (Exempt) made in an Administrative Land Modification application must meet the minimum size, setback, and other requirements of the underlying zoning district for the property at issue as specified in the Zoning Ordinance and official zoning map for the property, as well as the lot arrangement and configuration requirements specified in Section 6-3-5.
- G. If an application for an Administrative Land Modification does not meet the standards of design per Article 6-3 and other Town Code requirements for an Administrative Land Modification, ~~s~~Staff shall reject the application and advise the applicant to instead submit an application for a Non-Administrative Land Modification, such as for a Lot Split, Lot Split (Exempt), Lot Line Adjustment, Subdivision Plat or Replat, which shall then be processed pursuant to Article 6-2, Article 6-8, and/or Article 6-9 of the Town Code, as applicable.
- H. If, after a final review, the Town staff determines that the application is in full compliance with this Article and all other Town Codes, the application may be approved administratively and, if appropriate, thereafter recorded with the Maricopa County Recorder, Arizona.

FOOTNOTES

- 34 Ordinance #118 - 5/27/76
- 35 Ordinance #151 - 4/26/79
- 36 Ordinance #161 - 2/28/80
- 83 Ordinance #279 - 6/25/81
- 86 Ordinance #183 - 6/25/81
- 88 Ordinance #185 - 8/27/81
- 112 Ordinance #221 - 9/27/84
- 115 Ordinance #224 - 12/6/84
- 121 Ordinance #231 - 7/25/85
- 134 Ordinance #250 - 9/25/86
- 144 Ordinance #260 - 2/12/87
- 145 Ordinance #262 - 3/26/87
- 170 Ordinance #295 - 2/9/89
- 185 Ordinance #310 - 4/12/90
- 205 Ordinance #335 - 3/12/92
- 351 Ordinance #351 - 9/29/92
- 375 Ordinance #375 - 8/25/94
- 406 Ordinance #406 - 9/28/95
- 432 Ordinance #432 - 12/19/96
- 459 Ordinance #459 - 03/12/98
- 478 Ordinance #478 - 01/14/99
- 491 Ordinance #491 - 11/18/99
- 513 Ordinance #513 – 06/28/2001
- 535 Ordinance #535 – 10/09/2003
- 540 Ordinance #540 – 5/27/2004
- 545 Ordinance #454 – 10/14/2004 (Amend effective date of Ordinance 535)
- 564 Ordinance #564 – 11/03/2005
- 601 Ordinance #601 – 02/28/2008
- Ordinance 2018-02 – 03/22/2018
- Ordinance 2018-11 – 05/31/2018
- Ordinance 2019-05 – 06/13/2019

Section 4. If any provision of this ordinance is for any reason held by any court of competent jurisdiction to be unenforceable, such provision or portion hereof shall be deemed separate, distinct, and independent of all other provisions, and such holding shall not affect the validity of the remaining portions of this ordinance.

Section 5. The Mayor, the Town Manager, the Town Clerk, and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this ordinance.

[Signatures on following page]

PASSED AND ADOPTED by the Mayor and Town Council of the Town of Paradise Valley, Arizona, this _____ day of _____, 2025.

Mark Stanton, Mayor

ATTEST:

Duncan Miller, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney

TOWN OF PARADISE VALLEY

Administrative Review Plat Applications Text Amendment Work Session



Planning Commission
November 4, 2025



TODAY'S GOAL & AGENDA

2

- **Discuss amendments on administrative review of certain plat applications in accordance with current State of Arizona legislation**



11/04/2025

BACKGROUND

- Legislature of State of Arizona passed House Bill 2447 in 2025
- Requires ('shall' rather than 'may') municipalities to authorize administrative personnel to review and approve site plans, development plans, land divisions, lot line adjustments, and plat amendments, and to review and approve design review plans based on objective standards, without a public hearing
- Allows municipalities to adopt a self-certification program for registered architects and professional engineers, allowing them to be responsible for compliance with ordinances and construction standards
- Becomes effective on January 1, 2026



HOUSE BILL 2447

1 Be it enacted by the Legislature of the State of Arizona:
2 Section 1. Section 9-500.49, Arizona Revised Statutes, is amended
3 to read:
4 9-500.49. Administrative review and approval;
5 self-certification program; expedited approval;
6 definitions
7 A. Notwithstanding any other law, the legislative body of a city or
8 town ~~may~~ SHALL by ordinance do the following:
9 1. Authorize administrative personnel to review and approve site
10 plans, development plans, land divisions, lot line adjustments, lot ties,
11 preliminary plats, final plats and plat amendments without a public
12 hearing.
13 2. Authorize administrative personnel to review and approve design
14 review plans based on objective standards without a public hearing.
15 ~~3. Adopt a self-certification program allowing registered~~
16 ~~architects and professional engineers to certify and be responsible for~~
17 ~~compliance with all applicable ordinances and construction standards for~~
18 ~~projects that the ordinance identifies as being qualified for~~
19 ~~self-certification.~~
20 ~~3.~~ 3. Allow at-risk submittals for certain on-site preliminary
21 grading and drainage work or infrastructure.
22 ~~4.~~ 4. Allow applicants with a history of compliance with building
23 codes and regulations to be eligible for expedited permit review.
24 B. NOTWITHSTANDING ANY OTHER LAW, THE LEGISLATIVE BODY OF A CITY OR
25 TOWN MAY BY ORDINANCE ADOPT A SELF-CERTIFICATION PROGRAM ALLOWING
26 REGISTERED ARCHITECTS AND PROFESSIONAL ENGINEERS TO CERTIFY AND BE
27 RESPONSIBLE FOR COMPLIANCE WITH ALL APPLICABLE ORDINANCES AND CONSTRUCTION
28 STANDARDS FOR PROJECTS THAT THE ORDINANCE IDENTIFIES AS BEING QUALIFIED
29 FOR SELF-CERTIFICATION.
30 ~~6.~~ C. Applications for a license pursuant to this section are
31 subject to chapter 7, article 4 of this title.
32 ~~6.~~ D. For the purposes of this section: ~~—~~
33 1. "LICENSE" HAS THE SAME MEANING PRESCRIBED IN SECTION 9-831.
34 2. "Objective" means not influenced by personal interpretation,
35 taste or feelings of a municipal employee and verifiable by reference to
36 an adopted benchmark, standard or criterion available and knowable by the
37 applicant or proponent.
38 Sec. 2. Effective date
39 This act is effective from and after December 31, 2025.

- Council updated on the legislation
- Council executive session on topic
September 11th
- Based on discussion draft Ordinance
2025-05



PROCESS

- Unlike text amendments to the Zoning Ordinance, a text amendment to the Town Code provisions only requires Council review and action
- Commission input requested by Council
- Citizen Review Session and Commission Public Hearing not required
- Unless otherwise directed, due to the sensitivity of the timing of this text amendment and process under the purview of the Council, the Commission input will be forwarded via the Planning Commission work session



DRAFT ORDINANCE 2025-05

- General approach is Town processes related to site plans, development plans, land divisions, lot line adjustments, and plat amendments are already administrative
- Opportunity to clarify and further define the administrative process
- Current processing remains the same for preliminary plat, replat, easement or right-of-way abandonment, and administrative land modification
- Refer to Land Modification Process Table Attachment for more information



SUMMARY OF CHANGES

- Correct Section 6-2-3 by removing the word “final plat” as Commission is not the approver of a final plat
- Modify the Chapter 6 final plat/map process from Council review/action to staff approval process with 7-day Council review
 - Mayor still sign the final plat
 - Applies to any zoning district (including Special Use Permit - SUP)
 - Council will still review/act if Commission rejects the preliminary plat or plat modifies the subdivision standards pursuant to Article 6-8
 - Commission/Council will see the final plat/map if the applicant requests a private road Conditional Use Permit (CUP) and/or the application includes a SUP for a private roadway gate (as these processes remain the same)
 - All final plats require a preliminary plat (which Commission reviews/approves)



- A. No Planning-Commission or Council approval is required for the final plat/map within any zoning district unless sStaff determines that the final plat/map does not comply with the stipulations of the preliminary plat/map approved by the Town's Planning-Commission (or the stipulations imposed by the Town-Council should the plat/map have required Council approval in accordance with Article 6-8, Variances and Modifications, of Chapter 6 of the Town Code, if any) or contains substantial differences from such preliminary plat/map. If sStaff so determines, then Planning-Commission approval/recommendation to the Council of the final plat/map is required. The Planning-Commission shall act on the final plat/map no later than fourteen (14) calendar days after sStaff deems the application complete. If no Planning-Commission approval is required, then the Town-Council shall act on the final plat/map application within forty (40) calendar days from when staff deems the application complete. If Planning-Commission approval was required, then the Town-Council shall act on the final plat/map application within forty (40) calendar days from the date that the Planning-Commission has approved the final plat/map. A final plat/map application request shall be approved by the Town-Council if it is determined to comply with the stipulations of the preliminary plat/map approved by the Town's Planning-Commission along with all of the other requirements set forth in this Section.
- B. Subdividers or plat engineers shall obtain final plat/map review by the Town Engineer and other officials and agencies concerned prior to presentation final action on the final plat/map.
- C. Following the pre-application conference, if any, the subdivider shall submit to the Town (1) the formal plat/map application on a form prescribed by the Town, (2) the fee set forth in the Town of Paradise Valley Fee Schedule, as such may be amended from time to time, and (3) all documents and materials deemed necessary by the Town to be in compliance with Chapter 6, Subdivisions, of the Town Code.
- D. Upon receipt of a complete submittal including all of the information and fees as set forth in Chapter 6, Subdivisions of the Town Code, Staff will review the submittal within a reasonable time to verify the final plat/map meets requirements and completion of any required conditions (e.g., assurances). If not met, the applicant will make any necessary revisions and/or submittals. If met, Staff will transmit to the Town Manager (or designee) a copy of the final plat/map, together with a written report outlining compliance within two business days of making the determination.
- E. The Town Manager (or designee) shall transmit all determinations approving the final plat/map to the Council within two business days of receiving the met determination of Section 6-2-3(D) above.
- F. The Town Manager's (or designee's) decision shall be final, and the Mayor (or designee) and applicable Staff shall sign the final plat/map in preparation for recordation with the

recorder of Maricopa County, Arizona, subject to Council review as set forth in Section 6-2-3(G).

- G. If, within seven calendar days after the Town Manager's (or designee's) written determination, at least three members of the Council submit a written request to the Town Manager, the Council shall have the authority to review the approved final plat/map application. Such review shall be considered at a Council meeting within 14 calendar days after the Town Manager's receipt of the third written request pursuant to this Section. The Council's review shall be limited to a determination, by a majority vote of the members present and not otherwise disqualified, as to whether the Town Manager's (or designee's) decision meets the requirements outlined in Chapter 6, Subdivisions, of the Town Code. If the Council decides that the criteria have been met, then there shall be no further consideration, and the final plat/map approval is final. If the Council determines that the requirements have not been met, the Council may deny the final plat/map, in whole or in part. A majority vote of the members present and not otherwise disqualified shall be necessary to deny or modify the decision of the Town Manager (or designee); otherwise the Town Manager's written determination shall be deemed affirmed.

Article 6-3 **STANDARDS OF DESIGN** ^{170 535}

- 6-3-1 Relation to Adjoining Street Systems
- 6-3-2 Right-of-way, Street and Alley Width, Cul-de-Sac, Half Street, Alley ^{86 115}
- 6-3-3 Easements
- 6-3-4 Blocks
- 6-3-5 Lots ^{432 564}
- 6-3-6 Building Lines
- 6-3-7 Public Reservations
- 6-3-8 Easement Along Streams ^{513 601}
- 6-3-9 Building in Designated Flood Plain Areas
- 6-3-10 Character of Development
- 6-3-11 Subdivision Identification Signs ^{34 83 170}
- 6-3-12 Subdivision Walls or Fences ^{36 375}

Section 6-3-1 Relation to Adjoining Street Systems

- A. The arrangement of streets in new subdivisions shall make provision for the continuation of the principal existing streets in adjoining areas or their proper projections where adjoining land is not subdivided insofar as they may be deemed necessary for public requirements. The width of streets in new subdivisions shall be not less than the minimum width established by the Town.

SUMMARY OF CHANGES

9

- Correct General Plan reference of the width of all rights-of-way and streets to Typical Street Cross Sections to match existing process
- Allow under 'Lots' that all side lines of lots shall be at nearly right angles to straight street lines as the current wording technically requires a variance/modification process if the property line is not exactly 90 degrees
- Correct reference regarding lighting under subdivision walls or fences from submitted with SUP application to under Article XI, Special Uses And Additional Use Regulations to match existing process
- Correct under hillside provision that private roadways are approved by CUP and not SUP to match existing process and public roads not decorative surface material



11/04/2025

SUMMARY OF CHANGES

10

- Modify lot split on a non-SUP property be approved by simple majority vote instead of unanimous vote
 - This is the only plat requiring unanimous approval
 - No change with Commission review/action (appealable to Council)
 - No change if not approved moves onto Council
- Modify Non-Administrative Land Modification process on SUP property follow final plat/map process of staff approval with 7-day Council review
 - Excludes preliminary plat, final plat, & replat (different processing)
 - Retain level of Council review as not always a SUP amendment and SUP is tailored zoning compared to the other zoning districts



11/04/2025

Section 6-3-10 shall not apply to Non-Administrative Land Modifications. No Non-Administrative Land Modification which creates a substandard or non-conforming lot or structure shall be approved except by Council action.

Section 6-9-4 Minimum Improvements Required

The minimum improvements and bonding procedures set forth in Article 6-4 shall apply to a Non-Administrative Land Modification, except that street improvements may be waived if the existing streets adjacent to the Non-Administrative Land Modification are comparable to the streets on adjacent properties.

Section 6-9-5 Information Required on Final Plats

Where applicable, the information required on final plats as specified in Article 6-6 shall apply to Non-Administrative Land Modifications.

Section 6-9-6 Hillside Development Area

The provisions of Article 6-7 shall apply to a Non-Administrative Land Modification.

Section 6-9-7 Procedures

- A. A Non-Administrative Land Modification is only allowed for an existing lot, parcel, tract of land or combination thereof identified in the official records of the Town and the Maricopa County Recorder, Arizona, at the time of the filing of the application.
- B. ~~A Non-Administrative Land Modification shall follow the final plat/map process in accordance with Section 6-2 of the Town Code.~~ A Non-Administrative Land Modification shall be subject to ~~Town~~ Council review and approval with the exception of Lot Splits approved pursuant to Section 6-9-7(C) reviewed and approved by the ~~Commission and appealable to Council, certain plat/map applications on property with Special Use Permit zoning pursuant to Section 6-9-7(D) that is approved by Staff with Council review, and a plat/map that includes a variance or modification request pursuant to Article 6-8 of the Town Code that requires Commission review and recommendation, and Council review and action.~~
- C. ~~A Lot Split application~~ on non-Special Use Permit zoned property shall be reviewed by ~~Town~~sStaff for compliance with the Town Code and Zoning Ordinance, and any other applicable requirements. After review by the ~~Town~~sStaff, the Lot Split application shall be submitted to the ~~Planning and Zoning~~ Commission, and if approved by a ~~simple majority unanimous~~ vote of the ~~Planning~~ Commission, then the Lot Split shall be deemed approved. If the Lot Split application is not approved by a ~~unanimous vote~~ of the

~~Planning~~ Commission, including a vote to deny, then the Lot Split application shall be subject to ~~Town~~ Council review and approval.

- D. ~~A Non-Administrative LotLand Modification application (e.g. Lot Split, Lot Split (Exempt), Lot Line Adjustment, Easement Modification) on property with Special Use Permit zoning shall follow the final plat/map process for Staff approval in accordance with Section 6-2 of the Town Code, and the applicable Special Use Permit provisions, and are subject to Town Council review and approval.~~
- E. Applicants for a Non-Administrative ~~LotLand~~ Modification application must first submit a pre-application for ~~s~~Staff review in accordance with Section 2-5-2(E) of the Town Code. Deficiencies in the application that are identified by the ~~Town~~sStaff during the pre-application process will be brought to the applicant's attention. Pre-application is a required and informal review where major issues will be identified.
- F. Upon the filing of a Non-Administrative ~~LotLand~~ Modification application, the ~~Town~~ staff shall review the application for completeness and compliance with applicable Town Codes, including Zoning Ordinance and any Special Use Permit provisions.
- G. Requests for Non-Administrative ~~LotLand~~ Modifications shall meet the minimum size, setback, and other requirements of the underlying zoning district for the property at issue as specified in the Zoning Ordinance, official zoning map, and/or the Special Use Permit (if applicable) for the property, as well as the lot arrangement and configuration requirements specified in Section 6-3-5.
- H. After a Non-Administrative ~~LotLand~~ application is approved by the ~~Planning~~ Commission and/or ~~Town~~ Council, if appropriate, it may thereafter be recorded with the Maricopa County Recorder, Arizona.

SUMMARY OF CHANGES

12

- No change to process when including a deviation from Chapter 6, Article 6-8, Variances and Modifications, requiring Commission review and recommendation followed by Council review and action
- No changes to other ancillary processes that may accompany a plat application
 - Private Road CUP of Commission review/action (appealable to Council)
 - Private Gate SUP of Council Statement of Direction, Commission review/recommendation, and Council review/action
 - SUP amendment process of Commission and/or Council review/action



11/04/2025

NEXT STEPS/QUESTIONS

13

- **November 13th** Council Study Session
- **December 11th** Council Public Hearing



11/04/2025

