

TOWN *Of* **PARADISE VALLEY**



STAFF REPORT

TO: Mayor Stanton and Town Council Members

FROM: Andrew Ching, Town Manager
Chad Weaver, Community Development Director

DATE: June 12, 2025

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

AGENDA TITLE:
Zoning Code Update Contract Amendment

SUMMARY STATEMENT:

Town staff seeks Council's approval to amend the professional service agreement between the Town and Michael Baker, the consultant for this project. This amendment will update the original contract by adding scope and fee necessary to complete the work described in the attached Zoning Ordinance Analysis, completed in December 2024.

BACKGROUND:

There have been approximately 140 text amendments to the Town's Zoning Ordinance since the Town's incorporation on May 24, 1961. The first Zoning Ordinance was modeled after Maricopa County at the time of incorporation with the first Town Council adopted Zoning Ordinance approved in October 1961.

The next major changes to the Zoning Ordinance occurred in the early 1970s. This included the readoption of the Zoning Map in October 1972 (due to the original being lost), adoption of hillside building regulations in May 1973, and a readoption of the Zoning Ordinance in March 1974.

The next notable text changes to the Town's Zoning Ordinance occurred in the 1980 decade. This included the R-10 District (for approximate ¼-acre lots) in June 1984 in response to the annexation of the Colonia Miramonte subdivision near the Camelback Inn resort. The hillside building regulations were modified in September 1984, with a full repeal and replacement of these provisions in November 1989. July 1985 added wall and fence regulations (beyond the requirements for subdivision walls and fences). The decade closed with the addition of the R-175 District (minimum 4-acre lots).

The 1990 decade included several minor revisions to the Zoning Ordinance, with more substantive changes during the 2000 decade. This included the repeal and replacement

of the nonconforming use regulations in September 2001, hillside building regulations in October 2003, and Special Use Permit regulations in November 2005. The 2005 amendments also included an overhaul of the subdivision regulations, modifications to walls and fences, and reorganization (in part) of the Town's Zoning Ordinance.

The Town made a few amendments during the 2010 decade. These amendments included modifications to the Special Use Permit process in November 2012. There were also modifications to the lighting provisions in June 2017 and the inclusion of small wireless service facilities (as required by state statute) in August 2017. The decade closed with another repeal and replacement of the hillside building regulations in May 2018, along with some minor changes in 2019 to the Managerial Special Use Permit process and the cluster plan zoning (in response to the Ironwood Golf Villas subdivision off Scottsdale Road at the Indian Bend wash).

The predominant amendments to the Town's Zoning Ordinance in the present 2020 decade include changes to align with state statute on marijuana establishments and the provision of a Managerial Special Use Permit process for personal wireless service facilities.

In 2023 an item was added to the Community Development Budget for a 'Unified Procedural Manual' that was intended to improve building and development experiences for all users. The \$200,000 item has appeared in the FY24 and 25 approved budgets.

During the past two years some other efforts have also been in process that assisted in the overall goal of improving user experience. Accela system development has, and continues to improve access to process and information, while adding efficiency to staff reviews. SOP's (standard operating procedures) and checklists are also being created to assist in understanding various processes and their required order of operations. Additionally, the Town website updates and planned major improvements continue to be used to clarify requirements of development processes.

When considering the utility and planning for a procedural manual, staff has considered all of the component parts. Some changes already in process are mentioned above, but a desire to consider the zoning code itself became task one needing evaluation. In order to facilitate a swift and thorough check of needs and issues, staff entered into a Professional Services Agreement (No. CON-25-012-ENG) on September 12, 2024 with Michael Baker International, Inc. This consultant was selected based upon their knowledge of zoning codes generally, and previous experience with the Town and our zoning code

Based upon information obtained, interviews with staff, and their own review, the attached Zoning Ordinance Analysis was provided in December of 2024. Their work considered supporting documentation, the General Plan and the content, wording and organization of the code itself.

Based upon the review, the consultant recommended a suggested action plan that includes changes required for legal compliance, refinements and clarifications to ensure maximum usability and clarity, updates based upon user experience and best practice

and overall document reorganization to better match the Town code and more typical municipal codes.

RECOMMENDATION:

Authorize the Town Manager to execute contract No. CON-25-012-ENG with Michael Baker International, Inc. in the amount not-to-exceed \$129,510 for Professional Services relating to updating the Town's Zoning Code.

BUDGETARY IMPACT:

The current budget includes the remainder of the original \$200,000 allocation and this contract will not exceed \$129,510 for an overall budget maximum of \$160,690. The original contract was not to exceed \$31,180.

ATTACHMENTS:

- A. Staff Report
- B. CON-25-012-ENG, MBI
- C. Zoning Code Analysis