

# TOWN OF PARADISE VALLEY

Chapter 6 Town Code Amendment  
Administrative Land Modifications

Town Council  
Public Meeting

June 13, 2019



# TODAY'S GOAL

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- Take action on:
  - Ordinance 2019-05
  - Resolution 2019-03



# BACKGROUND

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- Council comments received on May 9<sup>th</sup> work session
  
- Updated code to:
  - Differentiate between SUP and Non-SUP properties
  - Further clarify that underlying Zoning District requirements are applicable (lot size, setbacks, etc.)
  - Create Town Manager/Town Attorney approval form confirming compliance with applicable Town Codes

# ORDINANCE 2019-05

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- Staff initiated code update to clarify which type of land modifications processed by staff and which land modifications require Town Council approval
- Most of language in Ordinance 2019-05 codifies Town's current practices



# ORDINANCE 2019-05

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- Code amendments do not change Town's development standard
  
- Amendments will:
  - Codify current practices
  - Allow code compliant easement modifications on residential properties to be processed by staff, and
  - Identify that all land modifications on Special Use Permit properties are subject to Town Council review and approval



# ORDINANCE 2019-05

## ■ Residential/Non-SUP Properties

Request	Process	Approval Authority
Easement Modification	Pre-Application and Final Plat	Staff
Vacation of Easement	Pre-Application and Final Plat	Town Council
Lot Line Adjustment (Code Compliant)	Pre-Application and Final Plat	Staff
Lot Line Adjustment (Non-Code Compliant)	Pre-Application and Final Plat	Town Council
Lot Split (Code Compliant)	Pre-Application and Final Plat	Unanimous Planning Commission otherwise Town Council
Lot Split (Non-Code Compliant)	Pre-Application and Final Plat	Town Council
Lot Split Exempt (Code Compliant)	Pre-Application and Final Plat	Staff
Lot Split Exempt (Non-Code Compliant)	Pre-Application and Final Plat	Town Council
Subdivision	Preliminary Plat	Planning Commission
Subdivision	Final Plat	Town Council

# ORDINANCE 2019-05

## ■ SUP Properties

Request	Process	Approval Authority
Easement Modification or Vacation	Pre-Application Final Plat	Town Council
Lot Split	Pre-Application Final Plat	Town Council
Lot Split Exempt	Pre-Application Final Plat	Town Council
Lot Combo	Pre- Application Final Plat	Town Council
Lot Line Adjustment	Pre- Application Final Plat	Town Council

# RESOLUTION 2019-03

- Section 2.2 of Fee Schedule updated to clarify Non-Administrative & Administrative Land Modification application fees
  - These are **not** new fees
  - Just new title for Lot Split/Lot Line Adjustments, etc. on Residential & SUP Properties
- Clarify application fee for final plats

## Final Plat

2.2.1.2	Application for approval of a <b>final</b> subdivision <b>plat</b>	\$2,835
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## Land Modifications



2.2.8	<del>Lot Split</del> <u>Non-Administrative Land Modification</u>	\$3,575
2.2.9	<del>Lot Line Adjustment</del> <u>Administrative Land Modification</u>	\$2,225
2.2.10	Exempt Lot Split Review	\$2,225





# TOWN MANAGER APPROVAL FORM

- Per direction from May 9<sup>th</sup> work session, staff drafted Town Manager/Town Attorney Administrative Land Modification Approval form
- Confirms that land modification is approved for completeness and compliance with the applicable Town Codes

	<p align="center"><b>ADMINISTRATIVE LAND MODIFICATIONS</b></p> <p align="center">Town of Paradise Valley 6401 East Lincoln Drive Paradise Valley, AZ 85253</p>	
<p>After an Administrative Land Modification is reviewed and approved by staff for completeness and compliance with the applicable Town Codes, Mylars associated with the subject application must be recorded with the Maricopa County Recorder's Office. This form acknowledges and confirms that the approval of the Administrative Land Modification is in accordance with the Town Codes, prior to recordation of the Mylars:</p>		
<p>The Town Manager and the Town Attorney confirm that the Administrative Land Modification for _____, and located at _____ (Name of Plat/Mylar) _____, has been reviewed and approved for _____ (Property Address) compliance with the applicable Town Codes on _____ (Date of Approval)</p>		
<p>_____ Signature (Town Manager)</p>	<p>_____ Signature (Town Attorney)</p>	



# NOTIFICATION

- March 8, 2019:
  - Staff notified Building Community via Town's Contact Me/E-Notify list of proposed code amendment
  - No comments or inquiries were received
  
- June 6, 2019:
  - Staff notified Building Community via Town's Contact Me/E-Notify with second letter on proposed code amendment
  - Update Council on June 13<sup>th</sup> if received any comment or input



June 6, 2019

George Burton  
Planner  
Town of Paradise Valley  
6401 E Lincoln Drive  
Paradise Valley, AZ 85253

RE: Chapter 6 Town Code Amendments – Administrative Land Modification

Dear Resident, Builder, Architect, or Affected Land Owner:

The Town Code currently lacks clarity regarding which land modifications may be processed administratively. As a result, the Town of Paradise Valley is proposing to amend Chapter 6 of the Town Code to:

1. Codify the Town's current land modification process and define administrative land modifications, easement modifications, lot line adjustments, exempt lot splits, and replats;
2. Allow staff to process code compliant easement modifications on residential properties, and
3. Identify that lot line adjustments, lot splits, and easement modifications on Special Use Permit properties must be reviewed and approved by Town Council.

The Town Council will review and take action on the proposed Code amendments at the June 13, 2019 work session and public meeting. The Council meeting agendas will be posted several days before the scheduled meeting date and you may view the proposed amendments on the Town's website at <https://paradisvalleyaz.legistar.com/Calendar.aspx>. If you would like to receive a copy of the proposed amendments or have any questions, please contact me at [gburton@paradisvalleyaz.gov](mailto:gburton@paradisvalleyaz.gov) or 480-348-3525.

Sincerely,

*George Burton*  
George Burton  
Planner

June 13, 2019



# RECOMMENDATION & ACTION

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- Recommend adoption of Ordinance 2019-05 and Resolution 2019-03
  
- Action:
  - Adopt Ordinance and Resolution
  - Deny Ordinance and Resolution
  - Continue for further review

