

Meeting Notice and Agenda

Planning Commission

Tuesday, February 18, 2020	6:00 PM	Council Chambers

1. CALL TO ORDER

2. ROLL CALL

Notice is hereby given that members of the Public Body will attend either in person or by telephone conference call, pursuant to A.R.S. §38-431(4).

3. EXECUTIVE SESSION

The Public Body may convene into an 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.

4. STUDY SESSION ITEMS

Work/Study is open to the public however the following items are scheduled for discussion only. The Public Body will be briefed by staff and other Town representatives. There will be no votes and no final action taken on discussion items. The Public Body may give direction to staff and request that items be scheduled for consideration and final action at a later date. The order of discussion items and the estimated time scheduled to hear each item is subject to change.

A. <u>20-070</u> EPCOR Booster Pump Station Improvements (CUP-20-01) 5402 E Lincoln Dr (APN 169-28-001G and APN 169-28-365E) Work Study Session

<u>Attachments:</u>

<u>A - Vicinty Map & Aerial Photo</u> <u>B - Application</u>

C - Narrative

D - Plans

E - Material Samples-Spec Sheets

F - Zoning Ordinance Interpretation

B. <u>20-081</u> Discussion of Noticing for Application Requests

Attachments: A. Arizona Revised Statute Noticing

B. Town Code Zoning Ordinance Noticing

C. Town Staff Noticing Document (current)

D. Prior Town Staff Noticing Documents

E. Other Community Noticing V.1

5. PUBLIC HEARINGS

The Public Body may take action on this item.

6. ACTION ITEMS

The Public Body may take action on this item.

7. CONSENT AGENDA

All items on the Consent Agenda are considered by the Public Body to be routine and will be enacted by a single motion. There will be no separate discussion of these items. If a Commissioner or member of the public desires discussion on any item it will be removed from the Consent Agenda and considered separately.

A. <u>20-068</u> Approval of January 21, 2020 Planning Commission Minutes

Attachments: PV PC 01.21.20 Draft Minutes DJ

- B.
 20-082
 Approval of February 4, 2020 Planning Commission Minutes

 Attachments:
 020420 MN Draft DJ
- 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.



Action Report

File #: 20-070

TO: Chair and Planning Commission

FROM: Jeremy Knapp, Community Development Director Paul Michaud, Planning Manager George Burton, Senior Planner

DATE: February 18, 2020

CONTACT: George Burton, 480-348-3525

AGENDA TITLE: EPCOR Booster Pump Station Improvements (CUP-20-01) 5402 E Lincoln Dr (APN 169-28-001G and APN 169-28-365E) Work Study Session

REQUEST

EPCOR water company is requesting a Conditional Use Permit (CUP) to install a new pump, new chemical feed tank, new air release valve, and new security fence.

BACKGROUND

In 2008, the Town Council approved Ordinance 605 which amended the Zoning Ordinance to allow municipally-owned water booster facilities via the Conditional Use Permit process for the purpose of improving fire flows and water distribution throughout the Town.

The existing pump station ties into a City of Phoenix water line and the proposed improvements will increase the water pressure for this area. In this case, it has been interpreted that the requested improvements for the EPCOR pump station (on parcels 169-28-001G and 169-28-365E) are consistent with the definition of Municipally-Owned Water Booster Facility since the improvements are necessary to connect the EPCOR water system to the City of Phoenix water system in order to receive EPCOR's allotment of Central Arizona Project (CAP) water. As such, this specific application is being processed through the CUP process. Enclosed is a copy of the zoning interpretation for reference.

<u>History</u>:

The pump station is located on the Camelback Inn property, next to the existing resort maintenance yard. Per the Maricopa County aerial photos, it appears that the pump station was built during the late 1950s. In 2012, a building permit was issued to replace the existing pumps and instruments. Since the applicant is installing a new/additional pump and new fencing, a CUP is required. <u>Scope of Request</u>

File #: 20-070

The applicant is upgrading the existing pump station in order to increase the water pressure for this area. The following improvements will be added to the site:

- New Pump. The new pump will be placed next to the existing pump station building (which will be located southeast of the existing building). The pump is approximately 6' tall and will be screened with a 10' tall acoustical enclosure that is 11' long and 7'6" wide. The enclosure is unroofed to release heat from the pump and will be painted "surrey beige." An interior light will also be placed inside the enclosure and will be used as needed. A stipulation will be added to identify that the light shall only be used for maintenance and emergency purposes.
- New Chemical Feed Tank. The new chemical feed will be placed behind the existing pump station building (which will be located directly east of the building). The chemical feed is a 55-gallon drum that is approximately 3' tall and will be enclosed with an 8'6" tall chain link fence with tan privacy slats. The enclosure is 8'3" long and 8' wide. It will have a tan or white steel ribbed roof. This enclosure is similar to the existing security fence that surrounds the Camelback Inn maintenance yard.
- New Security Fence. An 8' tall wrought iron fence with redwood slats will be placed around the west and south sides of the pump station. The new fence will tie into the existing Camelback Inn maintenance yard fencing to the north and the east. An 8' tall wrought iron gate with redwood slats will also be placed over the existing driveway area. No landscape improvements are proposed with this application since the new fence will be placed behind the existing oleanders.
- New Air Release Valve. A new air release valve will be placed on the property adjoining Desert Fairways Drive. It will be screened with a round tan enclosure that is 24" tall and 14" in diameter.

Conditional Use Permit Criteria Conformance

The proposed improvements are compliant with the Town Code standards. Section 1103 of the Town Zoning Ordinance requires booster pump equipment to be secured and enclosed by a wall or fence with a minimum height of 8' tall and a maximum height of 11' tall.

The new perimeter 8' wrought iron fence and gate with redwood slats will connect to the existing Camelback Inn maintenance yard fence in order to secure the entire pump station. A separate 8'6" tall chain link fence with tan privacy will also be placed around the chemical feed to provide additional security. Lastly, a 10' tall acoustical enclosure will be placed around the new pump to mitigate noise and provide additional security.

Community Impacts

The impact to the surrounding properties will be minimal. Once completed, the proposed improvements will not generate any odor, dust, vibration, smoke, or glare. The new wrought iron fence will secure and help screen the existing pump station. The improvements will also improve water service for all residents who reside within the area it serves.

PUBLIC COMMENTS:

File #: 20-070

Neighborhood notification is not required for work sessions. However, all property owners located within a 1,500' radius will be notified of the public meeting date.

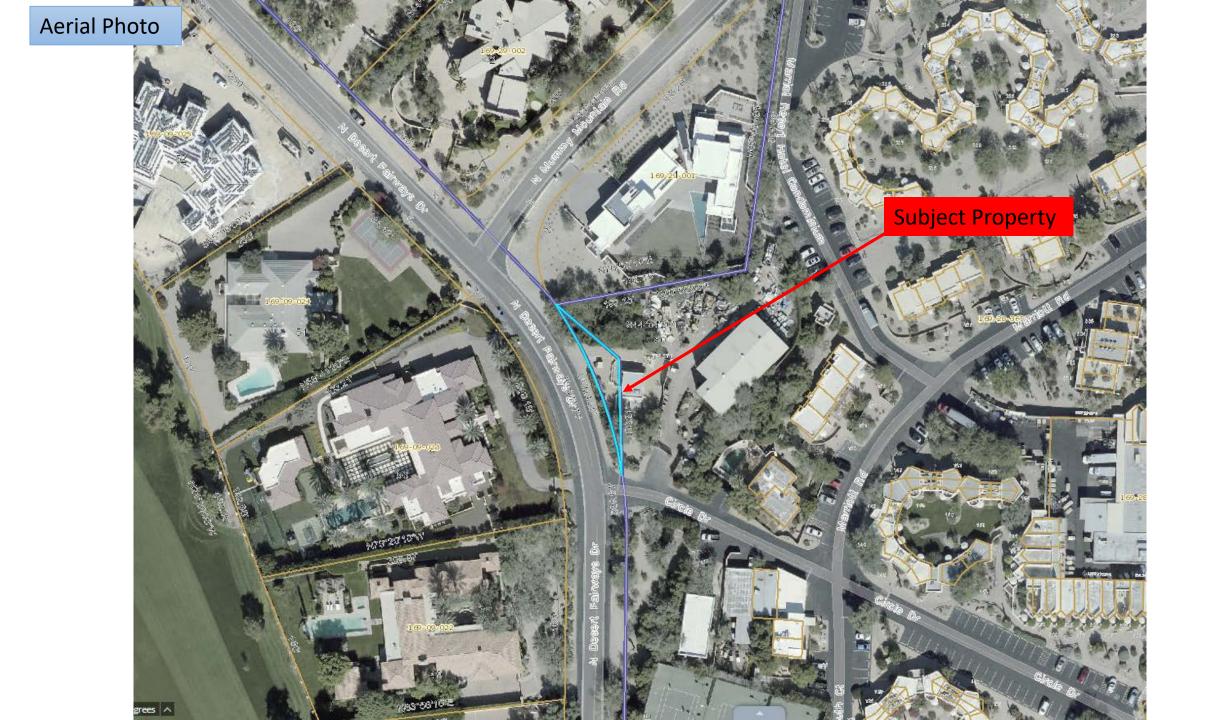
NEXT STEPS:

The Planning Commission will hold a public meeting on this CUP application at the March 17, 2020 meeting.

ATTACHMENTS

- A Vicinity Map & Aerial Photo
- B Application
- C Narrative
- D Plans
- E Material Samples-Spec Sheets
- F Zoning Ordinance Interpretation
- C: Applicants: Woosuk Cha and Travis Nuttal
 - Case File: CUP-20-01





PERMIT NO. CUP-20-0) TOWN OF PARADISE VALLEY CONDITIONAL USE PERMIT APPLICATION

SUBMITTAL DATE: December 12, 2019 Is this a Hillside lot? YesNoX
Property Owner: Marriott Condominium Development Corp.
Conditional Use Site Address: 5402 E. Lincoln Drive
Lot No. & Subdivision Name:
Assessor Parcel Number (<u>169</u> - <u>28</u> - <u>365E</u>) ZONING <u>SUP-Resort</u>
Check Type of Conditional Use Permit Requested:
Dish Antenna greater than 3' in diameter, Broadcast Tower, Microwave Antenna, Personal Wireless Service Facility, or other similar structure that projects skyward as specified in Section 1003, Tall Structures and Antennas.
Private Roadway
Municipally-Owned Water Booster Facilities
Description of Conditional Use (attach separate sheet ifnecessary):
EPCOR proposes to construct an Interconnect Booster Pump Station (BPS) within the existing Country Club BPS to deliver
an average flow of 2.8 MGD (1,944 gpm) from the City of Phoenix water distribution system to the Paradise Valley water
system and to raise the water pressure to the Paradise Valley Main Zone pressure.
I, THE OWNER OR OWNER REPRESENTATIVE, ATTEST THE FOLLOWING INFORMATION TO BE TRUE AND ACCURATE.
Applicant Name: Wilson Engineers
Applicant Address: 1620 W. Fountainhead Parkway, Suite 501
CityTempeStateArizonaZip85282
Phone: (480) 893-8860 Contact Name: Woosuk Cha
Fax: (480) 893-8968 E-mail Address: woosuk.cha@wilson-engineers.com

APPLICANT SIGNATURE

wortha

Permit Fee <u>\$ 5,665</u>



PROJECT NARRATIVE

BACKGROUNDS

The City of Phoenix and EPCOR entered into an IGA (Inter-government Agreement) to supply water from the City of Phoenix water distribution system to the Town of Paradise Valley, to which EPCOR provide water services. Phase 1 of the Paradise Valley Phoenix Interconnect project, 24-inch diameter water transmission main, has been constructed in Lincoln Drive between 36th Street and 52nd Place. Phase 2 of the Interconnect project will build a new pump station, called Interconnect Booster Pump Station (IBPS), connecting the new 24-inch water transmission to the existing Country Club Booster Pump Station (BPS).

PROJECT SUMMARY

The existing Country Club BPS, operated by EPCOR, is currently equipped with four pumps supplying water from Paradise Valley Main Zone to Country Club Zone. The new IBPS will be equipped with a single pump and electrical equipment. The IBPS will be constructed within the existing Country Club BPS site. The primary purpose of the new pump is to raise the pressure of the Phoenix water matching the Paradise Valley Main Zone pressure so the existing Country Club BPS will be able to supply Phoenix water into the existing Country Club Zone.

Once constructed, the new IBPS, along with the new 24-inch diameter water transmission main, will deliver an average flow of 2.8 MGD (1,944 gpm) from the City of Phoenix water distribution system at 36th Street and Lincoln Drive to the Paradise Valley water system at the Country Club BPS. The new pump station will provide additional water supply to the existing Country Club BPS, servicing the area north of Lincoln Drive between 40th Street and 56th Street. The Country Club Zone also supplies water to the subsequent water pressure zones, including Clearwater Hills, Clearwater Hills 3, Las Brisa, and High Cliff, through a booster pump station for each subsequent zone. As part of this project, a new chemical metering system will also be installed in order to maintain the water quality within the Paradise Valley water system.

PARCEL INFORMATION

The existing Country Club BPS is located on the east part of the Marriott Condominium – Camelback Inn. Marriott Condominium Development Corporation owns the land and allowed

EPCOR to use the site for the booster pump facility. The Letter of Authorization from Marriott is enclosed.

NOISE IMPACT

In regards to the potential audible and/or visual disturbance to the neighboring community, this project will have little impact as the new pump will be installed in an acoustic enclosure and all new equipment will be installed behind the existing Country Club BPS building. The acoustic enclosure will be composed of 4-inch thick insulation panels supported by steel frames and anchored into the concrete pad and will reduce the noise of the pump to 45 dB. In order to minimize the noise impact on the surrounding neighbors during construction, the contractor will not perform any construction activities except between the hours of 7 AM to 5 PM Monday through Saturday.

TRAFFIC IMPACT

The project will install a new 16-inch waterline in Desert Fairways Drive and make a connection to 8-inch sewer main. The construction will allow local traffic at all times. As part of the Right-of-Way permit application, a traffic control plan will be submitted for approval. There will be no traffic impact once the construction is complete.

LIGHTING ISSUE

There will not be any lighting issues during construction as the construction will take place during the daylight hours. There will not be any lighting issues after the project is complete as the only newly installed lights will be inside of the acoustic enclosure and not visible from outside.

SITE SCREENING

Based on the meeting held on January 16, 2020 between the Town and EPCOR, a wrought iron fence with redwood slats will be used for the required site screening at the existing Country Club BPS. The proposed fence will be installed behind the existing landscaping trees and the existing APS equipment (switch cabinets, capacity cabinet, and transformer) (see the attached graphic renderings). The proposed fence alignment complies with APS clearance requirements for various types of equipment. A 12-ft wide swing gate will be installed on the northwest side of

the BPS site. As discussed, the proposed fence will tie to the existing chain-link fence on the southeast corner and to the existing shrub on the northwest corner.

Wilson Engineers has been closely coordinating with the Town's Engineering Department for all required permits and is submitting this application on behalf of EPCOR to comply with the Town's ordinance. The existing pump station is the essential public facility for the neighboring community and has been continuously operated since it was built. Therefore, the citizens in the area will understand and accept the importance of this project. It is certain that this project will benefit the residents of Paradise Valley for many years to come by providing a stable potable water system.

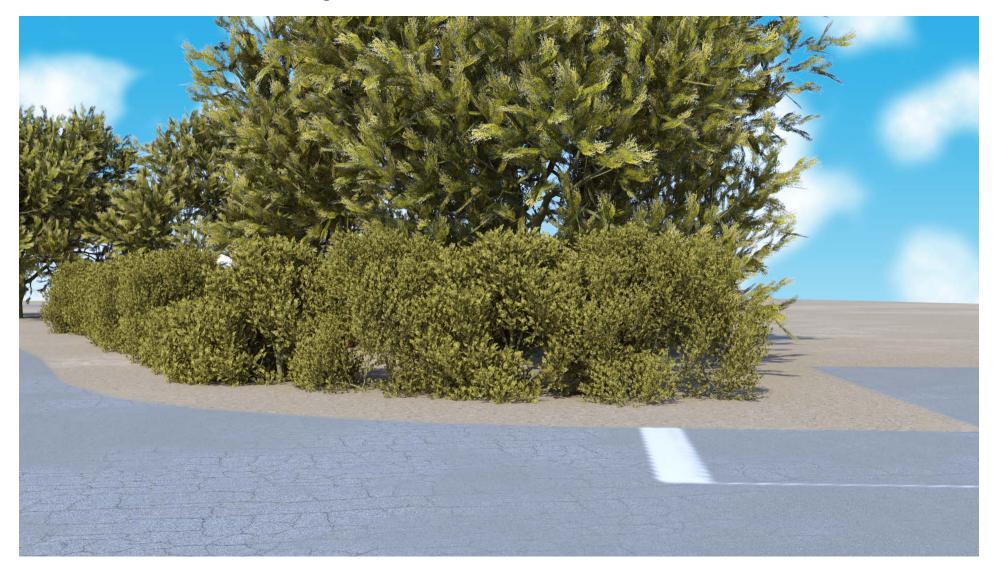
Graphic Renderings of the Proposed Fence and Gate



8'-0" Tall Entrance Gate (Facing East from Desert Fairways Drive)



8'-0" Tall Fence (Facing East from Desert Fairways Drive)



South of BPS (Facing North from Desert Fairways Drive) (New fence is hidden behind existing landscape)



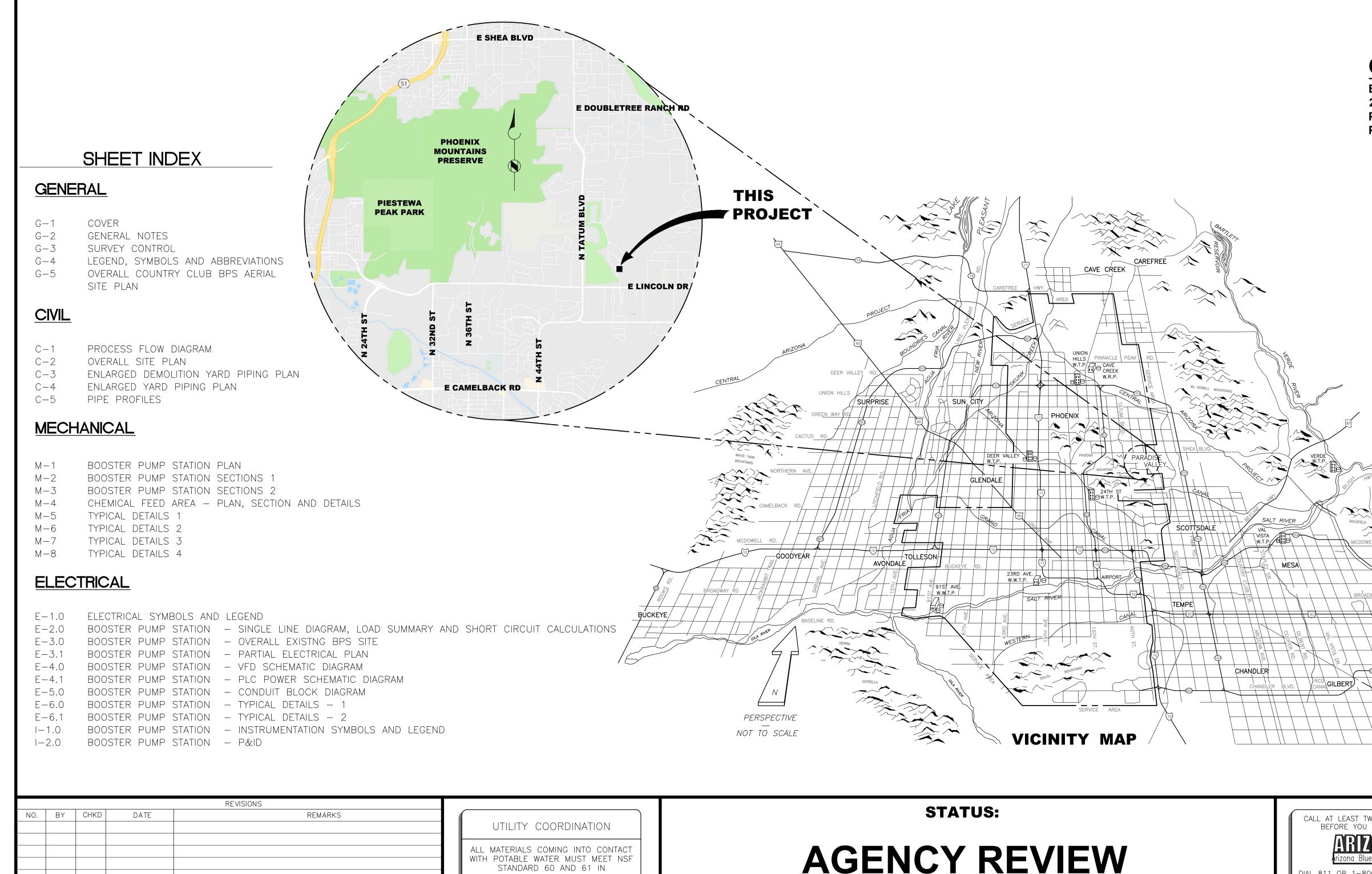
8'-0" Tall Entrance Gate (Facing East from Desert Fairways Drive)



8'-0" Tall Fence (Facing East from Desert Fairways Drive)



EPCOR PARADISE VALLEY PHOENIX INTERCONNECT INTERCONNECT BOOSTER PUMP STATION (PHASE 2) OCTOBER 2019



ACCORDANCE WITH AAC 18-4-213

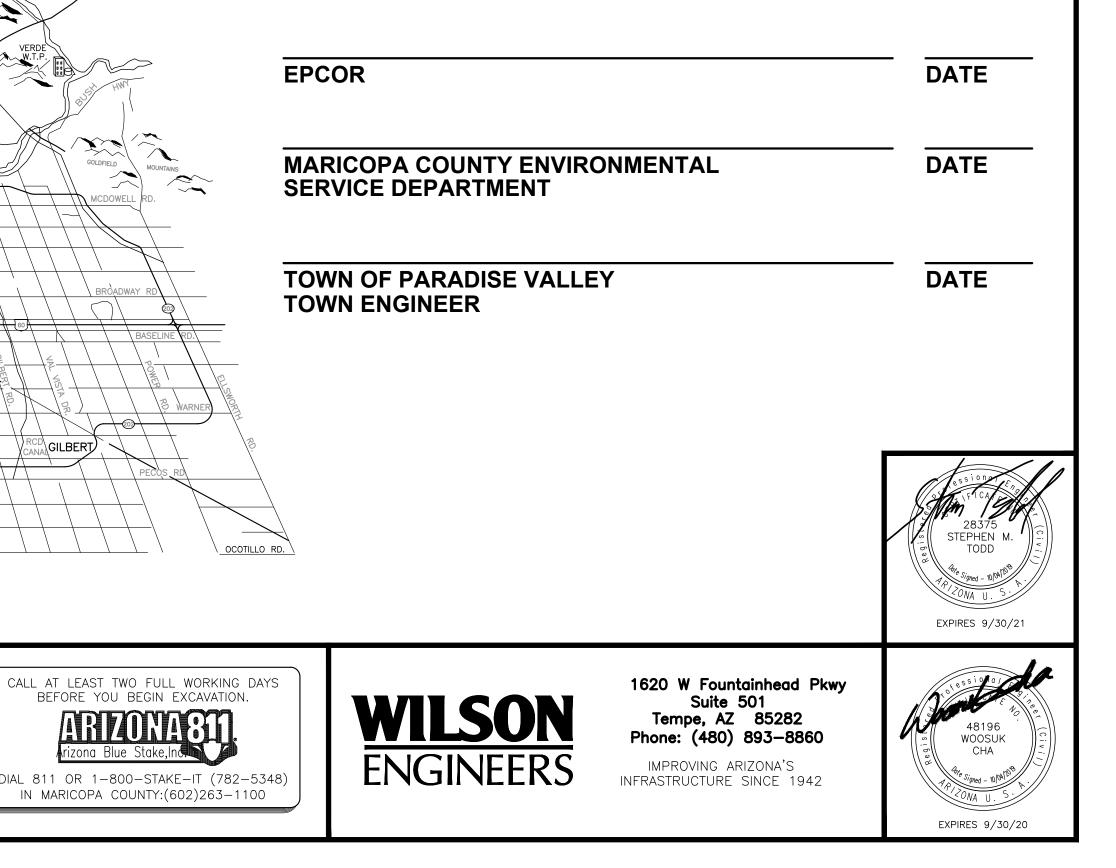
OWNER:

EPCOR 2355 WEST PINNACLE PEAK ROAD, SUITE 300 PHOENIX, AZ. 85027 PH: (623) 445-2455

ENGINEER:

WILSON ENGINEERS 1620 W FOUNTAINHEAD PKWY, SUITE 501 TEMPE, AZ. 85282 PH: (480) 893-8860

APPROVALS:



1.	ANY CHANGES FROM APPROVED PLANS MUST BE SUBMITTED TO EPCOR WATER FOR WRITTEN APPROVAL PRIOR TO INSTALLATION.	2. CONTACT UTILITY CROSS-CONNECTIO 445-2411 FOR APPROVED ASSEMB
2.	CONTRACTOR SHALL NOTIFY EPCOR WATER CONSTRUCTION INSPECTIONS DEPARTMENT 48 HOURS IN ADVANCE OF ANY CONSTRUCTION. USE THE CONTACT LIST IN EPCOR WATER'S DEVELOPER GUIDE TO SCHEDULE INSPECTION (EPCOR WATER GENERAL PHONE NUMBER IS 623–445–2400). WHEN APPOINTMENTS FOR INSPECTION ARE ARRANGED AT LEAST 48	 USE ONLY A UNIVERSITY OF SOUTH CONTROL AND HYDRAULIC RESEARC BACKFLOW PREVENTION ASSEMBLIES
٦	HOURS IN ADVANCE, THE INSPECTION/TEST WILL BE CONDUCTED AS SCHEDULED, OTHERWISE THE REQUEST WILL BE SCHEDULED BASED ON AVAILABILITY.	USC-FCCCHR, OR OTHER APPROVE PRODUCT MANUFACTURER OR VEND ASSEMBLIES SHALL BE INSTALLED I NO ASSEMBLY SHALL BE PLACED II
0.	FROM APPROPRIATE GOVERNMENTAL AGENCIES FOR ALL WORK IN PUBLIC RIGHTS-OF-WAY (MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION, CITY ENGINEERING DEPARTMENT, ETC.). INSPECTIONS BY EPCOR WATER DO NOT RELIEVE CONTRACTOR OF RESPONSIBILITY TO OBTAIN REQUIRED INSPECTIONS FROM OTHER INTERESTED GOVERNMENTAL AGENCIES	FUNCTIONING AS DESIGNED. A CERT CROSS CONNECTION SPECIALIST (B/ WATER FACILITIES WILL NOT BE GR/
4.	(BUILDING SAFETY, FIRE DISTRICT, ETC.). ALL WORK AND TESTING SHALL BE IN ACCORDANCE WITH MARICOPA ASSOCIATION OF GOVERNMENTS (MAG) STANDARD SPECIFICATIONS AND DETAILS UNLESS OTHERWISE STATED	 5. LOCATE ASSEMBLY WITHIN 36 INCHI UTILITY'S CROSS-CONNECTION SPEC 6. ALL PRESSURE VACUUM BREAKER /
E	ON PLANS. ALL POTABLE WATERLINES AND FITTINGS SHALL HAVE NSF-PW SEAL. ALL MATERIALS AND	INCHES ABOVE ALL DOWNSTREAM P 7. USE LEAD FREE SOLDER ONLY.
5.	PRODUCTS USED IN THE POTABLE WATER SYSTEM SHALL CONFORM TO NSF STANDARDS 60 AND 61 IN ACCORDANCE WITH AAC R18-4-213. ALL MATERIALS SHALL BE LEAD-FREE AS DEFINED IN AAC R18-4-101 AND R18-4-107.	8. OPTIONAL (WITH PRIOR APPROVAL F PROTECTIVE ENCLOSURES: FOR VAN
	PIPE SEPARATION: SEPARATION BETWEEN WATER AND SEWER LINES WILL BE A MINIMUM OF 6 FEET FROM OUTSIDE EDGE TO OUTSIDE EDGE OF PIPE. TWO FEET SEPARATION IS REQUIRED BETWEEN WATER LINES, STORM DRAINS, AND DRY UTILITIES.	 9. CLEARANCES: 10. FIRE LINES: PROVIDE USAGE-TAMPE REQUIRED BY FIRE DEPARTMENT. N
7.	DIP SECTION: ALL DIP SECTIONS SHALL BE CONSTRUCTED OF RESTRAINED DUCTILE IRON PIPE (DIP) PER EPCOR WATER'S STD. DET. 370–1. ALL DIP SECTIONS SHALL BE JOINT RESTRAINED DIP WITH POLYETHYLENE WRAP FOR THE ENTIRE LENGTH PER MAG SECTION	ASSEMBLY AT PROPERTY LINE OR I HAVE BACKFLOW PREVENTION ASSEI
	610.6. JOINT RESTRAINED LENGTHS WILL FOLLOW MAG STD. DET. 303-1 AND 303-2. ANCHOR BLOCKS/THRUST BLOCKS MUST BE INSTALLED FOR VERTICAL BENDS PER MAG STD. DET. 381.	APPROVAL PROCESS FOR BACK 1. ALL NEW BACKFLOW PREVENTION A AS DESIGNED PRIOR TO APPROVAL
8.	CONCRETE ENCASEMENT: ALL WATER AND SEWER ENCASEMENTS SHALL FOLLOW MAG STD. DET. 404–1. WHEN A WATER LINE MUST BE CONSTRUCTED UNDER A SEWER OR RECLAIMED WATER LINE, THE WATER LINE MUST BE A MINIMUM OF 2' BELOW THE SEWER OR RECLAIMED WATER LINE AND EXTRA PROTECTION IS REQUIRED. PROTECTION FOR THE	2. DEVELOPER/CONTRACTOR/CUSTOME REQUIRED BPA INFORMATION TO EP PENDING APPROVAL.
	SEWER MAIN SHOULD BE CONSTRUCTED WITH MECHANICAL JOINT OR RESTRAINED JOINT DUCTILE IRON PIPE FOR A DISTANCE OF TEN FEET ON BOTH SIDES OF THE WATER MAIN. A FULL LENGTH OF DIP WILL BE CENTERED OVER/UNDER THE WATER MAIN. WHEN DIP IS NOT USED FOR THE SEWER MAIN, BOTH THE WATER AND SEWER LINES WILL BE ENCASED	 3. EPCOR WATER CROSS CONNECTION DEVELOPER SERVICES THAT AN APP BEEN RECEIVED, AND THIS PROJECT 4. A CONSTRUCTION INSPECTOR THEN
	IN CONCRETE FOR A LENGTH OF 10' ON BOTH SIDES OF THE CROSSING, PER MAG STD. DET. 404–2. REFER TO MAG STD. DET. 404–1 REGARDING FORCE MAINS. ALL ENCASEMENTS REQUIRE REBAR AND CLASS "C" CONCRETE.	DEVELOPER/CONTRACTOR/CUSTOME
9.	GATE VALVES SHALL BE RESILIENT SEATED IN ACCORDANCE WITH EPCOR WATER'S WATER MATERIAL SPECS AND MAG SECT. 630.3.	 5. EPCOR WATER CONSTRUCTION INSP PROPER INSTALLATION GUIDELINES 6. BACKFLOW PREVENTION APPROVAL
	VALVE SUPPORTS SHALL BE IN ACCORDANCE WITH MAG STD. DET. 301.	7. APPROVAL MAY BE GRANTED PROVI HAVE NO DEFICIENCIES.
	WATER VALVE DEBRIS CAPS: DEBRIS CAPS ARE REQUIRED WHEN WATER VALVES ARE	WATER SYSTEM MATERIAL SPECI
	CONSTRUCTED WITHIN 2 FEET OF THE EDGE OF GUTTER, IN AREAS THAT ARE UNPAVED, AND AREAS PRONE TO FLOODING. VALVES SHOULD BE SET 2-TENTHS ABOVE FINISH GRADE IN ALL UNPAVED AREAS. CONCRETE COLLAR WITH CARSONITE MARKER IS REQUIRED ON ALL VALVE LOCATIONS OUTSIDE OF RIGHT-OF-WAY.	DISTRIBUTION PIPING C900 POLYVINYL CHLORIDE (PVC): ASSOCIATION (AWWA) STANDARD C9
13	CONCRETE THRUST BLOCKS SHALL BE IN ACCORDANCE WITH MAG STD. DET. 380. THRUST BLOCKS ARE NOT ALLOWED IN ROWS. RESTRAINED JOINTS PER MAG STD. DET. 303–1 & 2 SHALL BE USED IN ROWS IN PLACE OF CONCRETE THRUST BLOCKS. 90–DEGREE FITTINGS ARE NOT ALLOWED IN ROW'S, BUT MAY BE USED IN OTHER AREAS AS APPROVED BY EPCOR.	ELASTOMERIC-GASKET BELL-END. A PSI SHALL BE DR=14. C905 POLYVINYL CHLORIDE (PVC):
14.	FIELD LOCK GASKETS ARE NOT ALLOWED.	DUCTILE IRON PIPE, MORTAR-LINED C151 MORTAR LINING SHALL BE IN PIPE SHALL BE POLYETHYLENE WRA
	WATER SERVICES 2 INCHES AND SMALLER SHALL BE IN ACCORDANCE WITH EPCOR WATER STD. DET. 342–2. FIRE HYDRANTS LOCATED ON "DEAD END" WATER MAINS SHALL HAVE A BLOW–OFF, IN	M.A.G. SECTION 610.6. 6" THROUGH MINIMUM: 16" THROUGH 24" MUST MUST BE PRESSURE CLASS 150 M
10.	ACCORDANCE WITH EPCOR WATER STD. DET. 390–1, INSTALLED AT THE END OF THE WATER MAIN.	IN PARADISE VALLEY DISTRICT, DUC
17.	HYDRANT COATING: FRAZEE ARO PLATE II 6480462 "BRIGHT YELLOW" OR SHERWIN WILLIAMS B54TZ0104 "SAFETY YELLOW". COMPLETE HYDRANT PREPARATION PRIOR TO INSPECTION FOR PAINTING. INSPECTION IS ALSO REQUIRED AFTER PAINTING FOR CONTRACTOR TO RECEIVE FINAL ACCEPTANCE. DOES NOT APPLY TO PROJECTS IN MOHAVE COUNTY.	CONCRETE PRESSURE PIPE, STEEL C303 AND M.A.G. SECTION 758 FO TECHNICAL DATA SHEETS SHALL BE APPROVAL. SERVICE TAPS ARE NOT
18.	. PUMPER NOZZLE TO BE ORIENTED TO PROVIDE BEST ACCESSIBILITY FOR FIRE TRUCK. ALL HYDRANT PORTS MUST BE LUBRICATED WITH A FOOD-GRADE LUBRICANT.	DISTRIBUTION FITTING
19	EXCEPT IN MOHAVE COUNTY, FIRE HYDRANTS SHALL BE IN ACCORDANCE WITH EPCOR WATER STD. DET. 360-1 OR 360-2 AS INDICATED ON THE PLAN. IN MOHAVE COUNTY, FIRE HYDRANTS SHALL COMPLY WITH LOCAL FIRE MARSHAL REQUIREMENTS.	PUSH-ON OR MECHANICAL JOINT IN 750.4. JOINT RESTRAINTS, WHERE F WITH PRODUCT APPROVED BY EPCC ACCORDANCE WITH M.A.G. DETAIL 3
20	. RECLAIMED WATERLINES SHALL BE INSTALLED IN ACCORDANCE WITH MAG SECTIONS 601, 610 AND 616. TESTING SHALL BE IN ACCORDANCE WITH MAG SECTIONS 610 AND 611 INCLUDING DISINFECTION/CHLORINATION. FINAL FLUSHING AND BACTERIOLOGICAL TESTING AS SPECIFIED IN MAG SECTION 611.15 SHALL NOT BE REQUIRED.	WATER LINE VALVE MUELLER, CLOW, KENNEDY, OR M& ACCORDANCE WITH M.A.G. SECTION WITH M.A.G. DETAIL 391–1 TYPE "(OUTSIDE THE PAVEMENT OR IN THE
21	. WATER TIGHT MANHOLE COVERS: WATER TIGHT MANHOLE COVERS ARE REQUIRED WHEN THE EDGE OF THE MANHOLE COVERS ARE CONSTRUCTED WITHIN 2 FEET OF THE EDGE OF	INSTALLED PER M.A.G. STD. DET. 3 ONLY.
	GUTTER, IN AREAS THAT ARE UNPAVED, AND AREAS PRONE TO FLOODING. MANHOLES SHOULD BE SET 2-TENTHS ABOVE FINISH GRADE IN ALL UNPAVED AREAS. CONCRETE COLLAR WITH CARSONITE MARKER IS REQUIRED ON ALL VALVE LOCATIONS OUTSIDE OF	BUTTERFLY VALVES IN ACCORDANCE GREATER THAN ALL BUTTERFLY VAL
	RIGHT-OF-WAY. WATER TIGHT MANHOLE COVERS ARE REQUIRED FOR ALL MANHOLES IN MOHAVE COUNTY.	CONTROL VALVES (MOHAVE COU THE EXTERNAL TUBING NEEDS TO P
22	. WATER PRESSURE TESTING: ALL WATER LINES WILL BE TESTED PER MAG SECTION 610.15. MODIFICATIONS TO THESE SPECIFICATIONS INCLUDE; THE TESTING TO BE AT A MINIMUM OF 200 PSI, HIGHER TEST PRESSURES MAY BE REQUIRED IN CERTAIN CIRCUMSTANCES, AND LOSS/LEAKAGE CALCULATIONS WILL BE BASED UPON A MAXIMUM OF 1500-FEET, STARTING WITH THE SMALLEST DIAMETER PIPE.	ONLY ACCEPTABLE MANUFACTURER. TAPPING SLEEVE & VALVE STAINLESS STEEL CASCADE JCM PA VALVES ON OR LARGER PIPE. CONT
23	. THE CONTRACTOR IS REQUIRED TO UNIFORM SLOPE TEST ALL SEWER LINES BY VIDEO AND VACUUM TEST ALL MANHOLES IN ACCORDANCE WITH A.A.C. R18-9-E301. DEFLECTION	CASE-BY-CASE BASIS. WATER SERVICE
	TESTING SHALL BE PERFORMED PER MAG SECTION 615.11. TESTING DOCUMENTATION AND DVDS SHALL BE SUBMITTED TO EPCOR WATER DEVELOPMENT SERVICES PROJECT MANAGER FOR APPROVAL PRIOR TO ACCEPTANCE. ALL REQUIRED REPAIRS ARE THE RESPONSIBILITY OF THE CONTRACTOR AND MUST BE COORDINATED WITH EPCOR WATER INSPECTORS	FOR TAPS, PIPE AND FITTINGS FOR BE IN ACCORDANCE WITH EPCOR W MUST BE SUBMITTED FOR REVIEW A DIAMETER SHALL BE 1"
24	. SEWER TESTING: ALL SEWER MAINS AND LATERALS SHALL BE PRESSURE TESTED AND VIDEO TESTED. ALL SEWER MAINS SHALL ALSO BE MANDRILL TESTED. THE MAXIMUM ALLOWABLE SAG IS 0.5 INCHES.	TUBAC DISTRICT REQUIRES METER S 2"METER SETTERS ARE REQUIRED F
25	. IN MOHAVE COUNTY, SOLID SLEEVES ARE NOT ALLOWED AS A REMEDY TO A FAILED PRESSURE TEST ON A NEW LINE.	VALLEY AND ANTHEM DISTRICTS. APPROVED SADDLES, ALL IRON PIP
	CKFLOW PREVENTION GENERAL NOTES: BACKFLOW PREVENTION DEVICES: ALL LANDSCAPE AND COMMERCIAL WATER SERVICES	J-995, JONES J-996, MUELLER H Jones J-979, Mueller br2b ser
	REQUIRE BACKFLOW PREVENTION DEVICES, MEETING THE REQUIREMENTS OF EPCOR WATER. BACKFLOW DEVICES SHALL BE IN PLACE PRIOR TO METERS BEING SET. TESTING OF THE BACKFLOW DEVICES MAY BE COMPLETED AFTER THE INSTALLATION OF THE METER.	ALL BRASS FITTINGS MUST BE MAN ANGLE METER STOPS MUST INCLUD

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GENERAL NOTES:

-CONNECTION SPECIALIST (BACKFLOW PREVENTION) AT (623) 'ED ASSEMBLY LIST, INSPECTIONS AND TESTING.

OF SOUTHERN CALIFORNIA FOUNDATION FOR CROSS-CONNECTION C RESEARCH (USC) APPROVED ASSEMBLY.

ASSEMBLIES SHALL HAVE A CERTIFICATE OF APPROVAL ISSUED BY R APPROVED THIRD-PARTY CERTIFYING ENTITY UNRELATED TO THE R OR VENDOR, IN ACCORDANCE WITH AAC R18-4-215. ALL NSTALLED IN ACCORDANCE WITH EPCOR WATER STANDARD DETAILS. PLACED IN SERVICE UNLESS IT HAS BEEN TESTED AND IS IED. A CERTIFIED TEST MUST BE SUBMITTED TO EPCOR WATER ECIALIST (BACKFLOW PREVENTION) FOR APPROVAL. APPROVAL OF NOT BE GRANTED PRIOR TO BACKFLOW PREVENTION APPROVAL.

N 36 INCHES OF WATER METER UNLESS OTHERWISE DIRECTED BY CTION SPECIALIST.

BREAKER ASSEMBLIES SHALL BE INSTALLED A MINIMUM OF 12 INSTREAM PIPING AND OUTLETS.

APPROVAL FROM EPCOR WATER) PLANT SCREENING POSTS AND/OR : FOR VANDALISM AND/OR FREEZE PROTECTION.

SAGE-TAMPER SWITCHES & WIRING TO ALARM SYSTEM WHERE ARTMENT. NOTE: FIRE LINES LONGER THAN 75' REQUIRE BACKFLOW LINE OR EPCOR APPROVED LOCATION. SUCH FIRE LINES MUST NTION ASSEMBLIES WITH A METERED BYPASS.

OR BACKFLOW <u>PREVENTION ASSEMBLIES:</u> EVENTION ASSEMBLIES (BPAS) SHALL BE TESTED AND FUNCTIONING APPROVAL IN ACCORDANCE WITH AAC R18-4-215.

R/CUSTOMER SHALL FORWARD PASSING TEST REPORT WITH TION TO EPCOR WATER CROSS CONNECTION SPECIALIST, MARKED

ONNECTION SPECIALIST (BACKFLOW PREVENTION) WILL NOTIFY HAT AN APPROVED BACKFLOW PREVENTION ASSEMBLY TEST HAS HIS PROJECT IS READY FOR AN APPROVAL INSPECTION.

CTOR THEN SCHEDULES AN APPROVAL INSPECTION WITH THE R/CUSTOMER.

CTION INSPECTOR CONFIRMS PRESENCE OF BPA, AND CONFIRMS SUIDELINES HAVE BEEN FOLLOWED.

APPROVAL PROCESS COMPLETE.

NTED PROVIDED ALL OTHER REQUIRED OPERATION INSPECTION ITEMS

AL SPECIFICATION

IDE (PVC): IN ACCORDANCE WITH AMERICAN WATER WORKS ANDARD C900 FOR PIPE DIAMETERS THRU DR=18, ELL-END. AREAS SUBJECTED TO PRESSURES GREATER THAN 100

IDE (PVC): IN ACCORDANCE AWWA STANDARD C905 FOR PIPE

RTAR-LINED (D.I.P.): IN ACCORDANCE AWWA STANDARDS C150 & HALL BE IN ACCORDANCE WITH AWWA C104. ALL DUCTILE IRON HYLENE WRAPPED FOR THE ENTIRE LENGTH IN ACCORDANCE WITH 5" THROUGH 14" DIAMETER MUST BE PRESSURE CLASS 350 24" MUST BE VPRESSURE CLASS 250 MINIMUM, 30" AND LARGER ASS 150 MINIMUM.

STRICT, DUCTILE IRON PIPE ONLY. PVC IS NOT PERMITTED.

PVC MUST BE DR14 ONLY. DR18 IS NOT PERMITTED. IPE, STEEL CYLINDER TYPE: IN ACCORDANCE WITH AWWA STANDARD

ON 758 FOR PIPE DIAMETERS GREATER THAN MANUFACTURER'S SHALL BE SUBMITTED TO EPCOR WATER FOR REVIEW AND S ARE NOT PERMITTED ON CONCRETE PRESSURE PIPE.

CAL JOINT IN ACCORDANCE WITH AWWA C111 AND M.A.G. SECTION S, WHERE REQUIRED, SHALL BE MECHANICAL RESTRAINED JOINT D BY EPCOR WATER OR FLANGED JOINT FOR LENGTHS IN . DETAIL 303-2. FIELD LOCK GASKETS ARE NOT ALLOWED.

DY, OR M&H RESILIENT WEDGE SEATED GATE VALVE IN SECTION 630.3 WITH VALVE BOX AND COVER IN ACCORDANCE -1 TYPE "C" MINIMUM LID WEIGHT OF 16LBS. VALVES INSTALLED OR IN THE FLOW LINE OF A ROADWAY SHALL HAVE A DEBRIS CAP STD. DET. 392. BUTTERFLY VALVES ARE PERMITTED ABOVE-GROUND

CCORDANCE WITH AWWA STANDARD C504 FOR VALVE SIZES TERFLY VALVES SHALL BE ABOVE-GROUND ONLY.

<u>HAVE COUNTY ONLY)</u> NEEDS TO BE STAINLESS STEEL, NOT COPPER. CLA-VAL IS THE

DE JCM PARADISE VALLEY DISTRICT MAY REQUIRE A BYPASS ON PIPE. CONTACT EPCOR WATER FOR APPROVAL ON A

TTINGS FOR WATER SERVICES THROUGH 2 INCHES, THE SIZE SHALL H EPCOR WATER'S STD. DET. 342–2. REQUESTS FOR LARGER SIZES R REVIEW AND APPROVAL. MINIMUM WATER SERVICE LINE SIZE

ES METER SETTERS ON ALL PROJECTS.

REQUIRED FOR CRITICAL SERVICE DEVELOPMENTS IN PARADISE

IRON PIPE THREAD TAP AND BRONZE STRAP: FOR PVC, JONES MUELLER H-13000 SERIES; FOR DUCTILE IRON PIPE, FORD 202B, BR2B SERIES, MUELLER BR2S SERIES.

IST BE MANUFACTURED BY FORD, MUELLER, OR JAMES JONES. ALL UST INCLUDE LOCKING WINGS.

ALL CORP STOPS AND ANGLE VALVES MUST BE BALL STYLE. ALL FITTINGS MUST BE "PAC-JOINT" TYPE.

ALL BRASS MUST BE LEAD FREE.

FIRE HYDRANTS

DRY BARREL FIRE HYDRANTS SHALL BE MUELLER CENTURION, CLOW MEDALLION OR KENNEDY K81D. WET BARREL HYDRANTS SHALL BE JONES, OR CLOW.

ALL HYDRANTS SHALL BE EQUIPPED WITH NATIONAL STANDARD HOSE THREADS.

TRACER WIRE

SEE EPCOR WATER'S STD. DET. 350-1. TRACER WIRE MUST BE USED FOR ALL WATER LINES.

DIP SECTIONS

ALL DIP SECTIONS SHALL BE CONSTRUCTED OF RESTRAINED DUCTILE IRON PIPE (DIP) PER EPCOR WATER'S STD. DET. 370-1. ALL DIP SECTIONS SHALL BE JOINT RESTRAINED DIP WITH POLYETHYLENE WRAP FOR THE ENTIRE LENGTH PER MAG SECTION 610.6. JOINT RESTRAINED LENGTHS WILL FOLLOW MAG STD. DET. 303-1 AND 303-2. ANCHOR BLOCKS/THRUST BLOCKS MUST BE INSTALLED FOR VERTICAL BENDS PER MAG STD. DET. 381.

MARKING TAPE

SEE EPCOR WATER'S STD. DET. 350-1. MARKING TAPE MUST BE USED FOR ALL WATER LINES AND SERVICES.

MARKING POSTS

CARSONITE MARKING POSTS ARE REQUIRED FOR ALL WATER VALVES LOCATED OUTSIDE OF ROW AND OUTSIDE OF PAVED AREAS, INSTALLED WITH CONCRETE COLLAR.

ALL OTHER ITEMS

IN ACCORDANCE WITH M.A.G. SPECIFICATIONS. WHERE M.A.G. STANDARDS ARE SPECIFIED, THOSE STANDARDS ARE APPLICABLE.

SEWER SYSTEM MATERIAL SPECIFICATION

COLLECTION MAINS

SDR35 PVC SEWER PIPE IN ACCORDANCE WITH M.A.G. SPECIFICATIONS, ASTM D-3034, AND ASTM F-679 OR US PIPE PROTECTO 401 CERAMIC EPOXY DUCTILE IRON PIPE. ALL DUCTILE IRON PIPE SHALL BE POLYETHYLENE WRAPPED FOR THE ENTIRE LENGTH IN ACCORDANCE WITH M.A.G. SECTION 610.6

<u>SEWER SERVICE</u>

SDR35 PVC SEWER PIPE IN ACCORDANCE WITH M.A.G. SPECIFICATIONS, INCLUDING MARKER BALL AND ASTM D-3034.

MANHOLES

PRECAST CONCRETE IN ACCORDANCE WITH M.A.G. SPECIFICATIONS, EXCEPT THAT NO STEPS SHALL BE INSTALLED IN ANY MANHOLES. EACH MANHOLE SHALL BE TREATED WITH INSECT TREATMENT AS SOON AS THAT MANHOLE IS RAISED TO GRADE, AFTER LINING IS COMPLETE AND PRIOR TO FINAL ACCEPTANCE. CERTAIN SEWER MANHOLES SHALL BE LINED, INCLUDING THE BASE, WITH ONE OF THE FOLLOWING PRODUCTS, AS APPLIED BY A CERTIFIED APPLICATOR:

NEOPOXY NPR-5300 SERIES EPOXY

RAVEN 405/A10 SAUEREISEN 210

SEWER SHIELD 100

AS A MINIMUM, LINING IS REQUIRED UNDER THE FOLLOWING CONDITIONS:

- MANHOLES FOR SEWERS THAT ARE 15 INCHES IN DIAMETER OR LARGER

- MANHOLES FOR SEWERS THAT ARE 12 FEET IN DEPTH OR GREATER - MANHOLES THAT RECEIVE WASTEWATER FROM FORCE MAINS

MANHOLE COVER

CAST IRON IN ACCORDANCE WITH M.A.G. SPECIFICATIONS. ALL MANHOLES SHALL HAVE A FRAME AND COVER, NEENAH R-1743. LID TO BE STAMPED "SANITARY SEWER" IN ACCORDANCE WITH M.A.G. DETAIL 424. SEE EPCOR WATER'S STD. DET. 100-2 FOR INFORMATION ON WATER TIGHT MANHOLE COVERS.

ALL OTHER ITEMS

IN ACCORDANCE WITH M.A.G. SPECIFICATIONS.

FORCE MAINS

PVC PRESSURE PIPE IN ACCORDANCE WITH AWWA C900 OR C905, GRIFFIN H2SEWER SAFE OR US PIPE PROTECTO 401 DUCTILE IRON PIPE, MIN. PRESSURE CLASS 150. ALL DUCTILE IRON PIPE SHALL BE POLYETHYLENE WRAPPED FOR THE ENTIRE LENGTH IN ACCORDANCE WITH M.A.G. SECTION 610.6.

MARKING POSTS

CARSONITE MARKING POSTS ARE REQUIRED FOR ALL SEWER MAINS OUTSIDE OF ROW AND OUTSIDE OF PAVED AREAS, AND ARE REQUIRED FOR FORCE MAINS GREATER THAN 16 INCHES IN DIAMETER.

TRACER WIRE

SEE EPCOR WATER'S STD. DET. 350-1. TRACER WIRE MUST BE USED FOR ALL SEWER FORCE MAINS.

MARKING TAPE

SEE EPCOR WATER'S STD. DET. 350-1. MARKING TAPE MUST BE USED FOR ALL SEWER LINES AND SERVICES.

ALL OTHER ITEMS

IN ACCORDANCE WITH M.A.G. SPECIFICATIONS. WHERE M.A.G. STANDARDS ARE SPECIFIED, THOSE STANDARDS ARE APPLICABLE REGARDLESS OF PROJECT LOCATION

RECLAIMED WATER SYSTEM MATERIAL SPECIFICATION

DISTRIBUTION PIPING

C900 POLYVINYL CHLORIDE (PVC): IN ACCORDANCE WITH AMERICAN WATER WORKS ASSOCIATION (AWWA) STANDARD C900 FOR PIPE DIAMETERS UP TO DR=18, ELASTOMERIC-GASKET BELL-END.

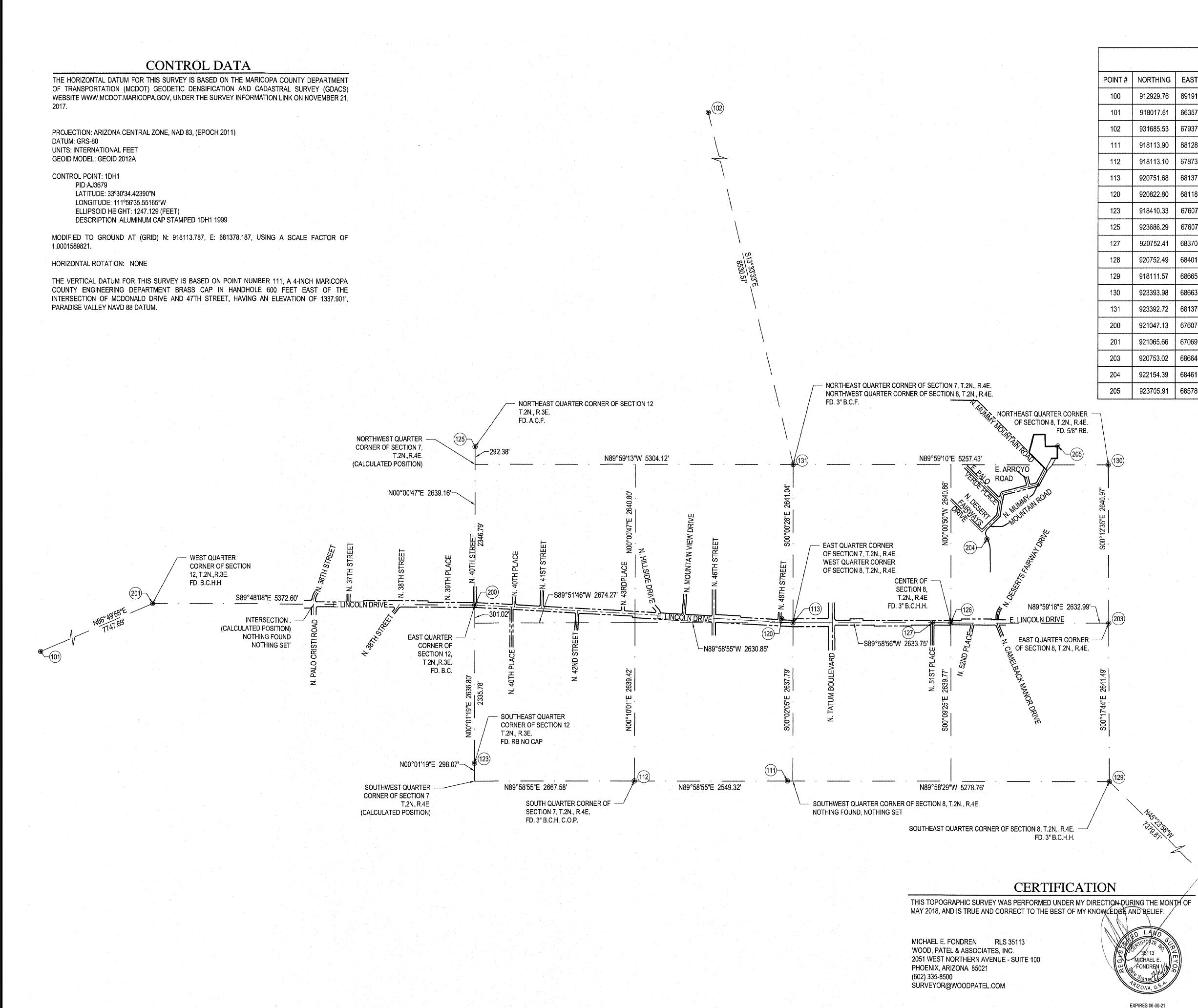
IN MOHAVE COUNTY, ALL PVC MUST BE DR14 ONLY. DR18 IS NOT PERMITTED.

C905 POLYVINYL CHLORIDE (PVC): IN ACCORDANCE AWWA STANDARD C905 FOR PIPE

DUCTILE IRON PIPE (D.I.P.): IN ACCORDANCE WITH AWWA STANDARDS C150 & C151. MOTAR LINING SHALL BE IN ACCORDANCE WITH AWWA C104. ALL DUCTILE IRON PIPE SHALL BE POLYETHYLENE WRAPPED FOR THE ENTIRE LENGTH IN ACCORDANCE WITH M.A.G. SECTION 610.6. 6" THROUGH 14" DIAMETER MUST BE PRESSURE CLASS 350 MINIMUM: 16" THROUGH 24" MUST BE PRESSURE CLASS 250 MINIMUM, 30" AND LARGER MUST BE PRESSURE CLASS 150 MINIMUM.

ALL PIPE SHALL BE APPROPRIATELY IDENTIFIED THROUGH INTEGRAL COLORING AND WORDING OF THE PIPE, STENCILING OF THE PIPE, OR PIPE SLEEVING (PIPE SOCKS) IN ACCORDANCE WITH M.A.G. SECTION 616. MARKING TAPE SHALL BE INSTALLED IN ACCORDANCE WITH EPCOR WATER'S STD. DET. 350-1.

FITTINGS PUSH-ON OR MECHANICAL JOINT IN ACCORDANCE WITH M.A.G. SECTION 750. JOINT RESTRAINTS, WHERE REQUIRED, SHALL BE MECHANICAL RESTRAINT JOINT WITH PRODUCT APPROVED BY THE UTILITY FOR LENGTHS IN ACCORDANCE WITH M.A.G. STD. DET. 303–2. VALVES MUELLER, CLOW, KENNEDY, OR M&H RESILIENT WEDGE SEATED GATE VALVE IN ACCORDANCE WITH M.A.G. SECTION 630.3 WITH VALVE BOX AND COVER IN ACCORDANCE WITH M.A.G. DETAIL 391–1 TYPE "C" MINIMUM LID WEIGHT OF 16LBS. VALVE RISER PIPES SHALL BE PAINTED PURPLE (SEYMOUR SAFETY PURPLE) INSIDE AND OUT. DEBRIS CAPS WITH IDENTIFICATION TAG SHALL BE INSTALLED IN ACCORDANCE WITH M.A.G. STD. DET. 392, M.A.G. SECTION 616, AND EPCOR WATER'S STD. DET. 600–1. SERVICES TAPS, PIPE AND FITTINGS FOR WATER SERVICES AND 2" SIZE SHALL BE IN ACCORDANCE WITH EPCOR WATER'S STD. DET. 610–1. LARGER SIZES TO BE SUBMITTED FOR APPROVAL. DIP SECTIONS ALL DIP SECTIONS SHALL BE CONSTRUCTED OF RESTRAINED DUCTILE IRON PIPE (DIP) PER EPCOR WATER'S STD. DET. 370–1. ALL DIP SECTIONS SHALL BE JOINT RESTRAINED DIP WITH POLYETHYLENE WRAP FOR THE ENTIRE LENGTH PER MAG SECTION 610.6. JOINT RESTRAINED LENGTHS WILL FOLLOW MAD STD. DET. 303–1 AND 303–2 AND APPROPRIATELY IDENTIFIED IN ACCORDANCE WITH MAG SECTION 616. ANCHOR BLOCKS/THRUST BLOCKS MUST BE INSTALLED FOR VERTICAL BENDS PER MAG STD. DET. 381. MARKING TAPE <th>Suite 501 Suite 501 Suite 501 Tempe, AZ 85282 Phone: (480) 893–8860 Improving Arizona's Infrastructure Since 1942</th>	Suite 501 Suite 501 Suite 501 Tempe, AZ 85282 Phone: (480) 893–8860 Improving Arizona's Infrastructure Since 1942
WATER LINES. ALL OTHER ITEMS IN ACCORDANCE WITH M.A.G. SPECIFICATIONS. WHERE M.A.G. STANDARDS ARE SPECIFIED, THOSE STANDARDS ARE APPLICABLE REGARDLESS OF PROJECT LOCATION. UTILITIES LOCATION	
UTILITIES LOCATION UTILITIES LOCATION: THE CONTRACTOR SHALL UNCOVER AHEAD OF CONSTRUCTION ALL LINES BEING TIED INTO AND ALL INTERSECTING UTILITIES SHOWN ON THE PLANS OR MARKED BY BLUE STAKE TO VERIFY THEIR LOCATION AND DEPTH UTILITY SERVICES SHALL BE LOCATED AND PROTECTED BY THE CONTRACTOR. ALL PRECAUTIONS SHALL BE USED. WHILE WORKING NEAR, ABOVE AND BELOW GROUND UTILITIES TO AVOID INJURY OR DEATH TO PERSONNEL, PROPERTY DAMAGE AND/OR INTERRUPTION OF SERVICE. (SEE OSHA STD. 1926.651 (b)). INDICATED UTILITY LOCATIONS WERE OBTAINED FROM BLUE STAKE FIELD LOCATIONS AND RECORD DRAWINGS. CONTRACTORS NOTES 1. THE CONTRACTOR IS RESPONSIBLE FOR ARRANGING THE RELOCATION AND ASSOCIATED	INTERCONNECT STATION (PHASE 2) ES 1005775 . 18015
 Incention of the incomplete for antications of the includent and absolutied prior to the issuance of permits. The contractor shall provide a temporary thrust restraint system for existing pipes wherever the installation of new pipes disturbs the existing pipes thrust restraint. Upon completion of the new pipe installation. The contractor shall restore the existing pipe thrust restraint system to like new condition. Contractor shall protect existing plant material, especially the palm and existing lights during construction. Contractor to ensure that irrigation gets uninterrupted service including a water truck if necessary. At no additional cost to owner Contract blue stake all areas prior to construction Locations, elevations and dimensions of existing utilities, structures and other features are shown according to the best information available at the time of preparation of the design documents. 	EPCOR PARADISE VALLEY PHOENIX INTER INTERCONNECT BOOSTER PUMP STATIO GENERAL NOTES OWNERS PROJECT No. 1005 WILSON PROJECT NO. 180
 FIELD VERIFY LOCATIONS, ELEVATIONS AND DIMENSIONS OF EXISTING UTILITIES, STRUCTURES AND OTHER FEATURES AFFECTING THE WORK AND AVOID DAMAGE TO THE SAME. SUBMIT UTILITY VERIFICATION REPORT TO ENGINEER FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION FOR CROSSING UTILITIES FIELD VERIFICATION SHALL ALSO BE PROVIDED FOR 	<u>B</u> B
 CONSTRUCTION FOR CROSSING UTILITIES FIELD VERIFICATION SHALL ALSO BE PROVIDED FOR PARALLEL UTILITIES ON 200-FOOT INTERVALS OR A MINIMUM OF 1 LOCAION FOR UTILITIES THAN PARALLEL FOR LESS THAN 200 LF ACTUAL NEW PIPE ALIGNMENTS AND DEPTH SHALL BE ADJUSTED IN THE FIELD TO AVOID CONFLICT WITH OTHER UTILITIES. ALL LOCATION ADJUSTMENTS SHALL BE APPROVED BY THE ENGINEER. UTILITIES DESIGNATED AS ABANDONED SHALL BE TREATED AS LIVE UTILITIES EXPOSE UTILITIES AND OBTAIN APPROVAL FROM OWNER OF ABANDONED UTILITY PRIOR TO REMOVAL CONTRACTOR SHALL PROVIDE A DETAILED TRAFFIC SEQUENCES PLAN FOR APPROVAL BY THE ENGINEER/OWNER PRIOR TO COMMENCING ANY CONSTRUCTION ACTIVITY. CONTRACTOR SHALL REPAIR ANY DAMAGE TO STRIPING AND TRAFFIC LOOP DETECTORS AT STREET INTERSECTIONS. CONTRACTOR SHALL PROTECT CURBS, GUTTERS, SIDEWALKS, LANDSCAPING, SIGNS AND ALL OTHER ABOVE GROUND IMPROVEMENTS DURING CONSTRUCTION OR REPLACE IN-KIND. ANY VALVE/MANHOLE ADJUSTMENTS IN PAVEMENT TO BE DONE IN BLACK CONCRETE. 	Drawn: KLC Checked: WC Wilson Project No.: 18015 e Description
 11. ALL ABOVE GROUND PIPES AND FITTINGS SHALL BE PAINTED SAN DIEGO BUFF. 12. CONTRACTOR SHALL NOT HAVE ANY CONSTRUCTION EQUIPMENT OR MATERIALS DELIVERED TO THE JOB SITE EXCEPT BETWEEN THE HOURS OF 7AM AND 5PM MONDAY THROUGH SATURDAY. CONTRACTOR SHALL NOT HAVE ANY CONSTRUCTION EQUIPMENT OR MATERIALS DELIVERED TO THE JOB SITE ON SUNDAYS OR LEGAL HOLIDAYS. ALL CONSTRUCTION EQUIPMENT SHALL BE DELIVERED WITHIN CONFORMANCE OF PARADISE VALLEY TOWN CODE 	Design: vkG Date: 8/19 Revision Dat
SECTION 8–10–2. 13. CONTRACTOR SHALL NOT PERFORM ANY CONSTRUCTION ACTIVITIES AT THE JOB SITE OUTSIDE THE HOURS OF 7AM AND 5PM MONDAY THROUGH SATURDAY. CONTRACTOR SHALL NOT PERFORM ANY CONSTRUCTION ACTIVITIES ON SUNDAYS OR LEGAL HOLIDAYS. ALL CONSTRUCTION ACTIVITIES SHALL BE PERFORMED IN CONFORMANCE WITH PARADISE VALLEY TOWN CODE SECTION 8–10–2.	VERIFY SCALES BAR IS ONE INCH ON ORIGINAL DRAWING O I IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
UTILITY COORDINATION ALL MATERIALS COMING INTO CONTACT WITH POTABLE WATER MUST MEET NSF STANDARD 60 AND 61 IN ACCORDANCE WITH AAC 18-4-213	48196 WOOSUK CHA EXPIRES 9/30/20
 AGEN	ICY REVIEW



			POINT	T TABLE
NT #	NORTHING	EASTING	ELEVATION	DESCRIPTION
)0	912929.76	691911.64	1344.56	AJ3679
D1	918017.61	663576.22	1218.23	DV1248
)2	931685.53	679376.39	1615.25	AJ3718
11	918113.90	681287.50	1337.90	BM- FD 4IN BCH MCED
2	918113.10	678738.18	1312.26	FD 3IN BCH COPX .3DN
13	920751.68	681376.72	1351.70	FD 2IN ACF MC TOWNSHIP 2N R43 S7/8 2004 RLS21782
20	920822.80	681186.02	1356.04	ST 1/2IN RB W/CAP
23	918410.33	676070.71	1306.44	FD 5/8IN REBAR NO CAP
25	923686.29	676072.31	1585.89	2IN AC FLUSH W/PNCH
27	920752.41	683703.15	1342.72	FD 3IN BC IN HH W/PNCH ILLEGIBLE
28	920752.49	684010.47	1343.82	FD 3IN BC IN HH W/PNCH
29	918111.57	686657.08	1417.59	FD 3IN BC IN HH W/PNCH
30	923393.98	686633.79	1458.29	FD 5/8IN REB W/CAP LS32237
31	923392.72	681376.36	1420.02	FD 3IN BC FLUSH W/PNCH
)0	921047.13	676071.72	1403.30	FD BC PH M CNTY
)1	921065.66	670699.15	1387.21	FD BC H M CNTY
)3	920753.02	686643.45	1363.52	FD BC H M CNTY
)4	922154.39	684611.86	1381.00	TEMPORARY BM- FD WELL HEAD
)5	923705.91	685789.97	1537.47	TEMPORARY BM- SET 60D NAIL
			· · · · · · · · · · · · · · · · · · ·	

N

Horz. 1 in. = 750 ft.

EPC@R

> 100

MICHAEL E.

FONDRE

EXPIRES 06-30-21

≥ 620 2) 111 NEC⁻ ` ഗ 80 80 STA \leq c ΑΓΓΕΥ 300°-1 ωZ ⋚⋝ Ο <u></u> д д L m Ð VERIFY SCALES BAR IS ONE INCH ON ORIGINAL DRAWING 0 🗖 🗖 1' IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY

AGENCY REVIEW

Sheet No. **G-3**

GENERAL SYN	MBOLS		LINE LEG	END
CP1	SURVEY CONTROL POINT			NEW CONSTRUCTION (SOLID)
X 1200.00	PROPOSED GROUND ELEVATION			EXISTING CONSTRUCTIO
X 1200.00	EXISTING GROUND ELEVATION			(SCREENED BACK)
1200.00	NEW ELEVATION (SECTION)			RIGHT-OF-WAY LINE
INV 1200.00	PROPOSED FINISHED FLOOR AND PAD ELEVATIONS			EASEMENT LINE
<u>112.50</u> / 112.00	TOP OF CURB ELEVATION GUTTER OR GROUND ELEVATION			PROPERTY LINE, PARCE
✓ OR WS 1280.00	WATER SURFACE ELEVATION		· ·	BOUNDARY LINE, LIMITS
- -∳- SB−3	SOIL BORE LOCATION		 100+00	MONUMENT LINE
SECTION NUMBER				SECTION LINE
SHEET ON WHICH	I SECTION IS LOCATED		· · · · · · · · ·	ODOR SETBACK LINE
DETAIL NUMBER			<u>8 SS</u>	NEW UTILITY
SHEET ON WHICH	I DETAIL IS LOCATED		<u>8 SS</u>	EXISTING UTILITY
∑ OR WS 1280.00	WATER SURFACE ELEVATION			FUTURE FACILITY
СВ	CATCH BASIN		1250	NEW CONTOUR (INDEX)
)	TRAFFIC SIGNAL		1249	NEW CONTOUR (INTERN
X	LIGHT POLE		1250	EXISTING CONTOUR (IN
	MANHOLE			EXISTING CONTOUR (IN
	VALVE BOX			
A ^{FH}	FIRE HYDRANT			DRAINAGE FLOW/SWALE
	TREE/SHRUBBERY			MATCH LINE
	STRUCTURE/BUILDING			BREAK LINE
	HEADWALL		X	NEW CHAINLINK FENC
)(CULVERT		X	EXISTING CHAINLINK FE
d	SIGN			NEW WALL
•	POWER POLE			EXISTING WALL
\diamond	GRADE BREAK			LANE STRIPING
<i>←</i>	GUY WIRE		0.4%	SLOPE DIRECTION AND
ABBREVIATIONS	YARD HYDRANT		GENERAL	ALVE SYMBOLS
ABC AGGREGATE BASE C AC AGGREGATE COURSE	-	GATE VALVE		2
BPS BOOSTER PUMP STA CLS CHLORINE SOLUTION CMU CONCRETE MASONAF	ATION I	(GENERIC)		
CO SEWER CLEAN OUT COC CITY OF CHANDLER COP COPPER PIPE		BALL VALVE		2
CPVC CHLORINATED POLYV D DRAIN DIP DUCTILE IRON PIPE	VINYL CHLORIDE			
E ELECTRICAL EL ELEVATION EP EDGE OF PAVEMENT FF FINISH FLOOR		PLUG VALVE		2
FF FINISH FLOOR FG FINISHED GRADE FO FIBER OPTIC G GROUND ELEVATION				
GB GRADE BREAK HWE HIGH WATER ELEVAT IRR IRRIGATION	ION	BUTTERFLY VALVE (FLANGED)		<u></u>
LCS LOW CARBON STEEL LF LINEAL FOOT MAG MARICOPA COUNTY	- ASSOCIATION OF GOVERNMENTS			
MH MANHOLE OP ORTHOPHOSPHATE PAD PAD ELEVATIONS R RADUIS		BUTTERFLY VALVE (WAFER)		2
ROW RIGHT OF WAY S SEWER				
SD STORM DRAIN SS STAINLESS STEEL T TELEPHONE TC TOP OF CURB		CHECK VALVE		<u></u>
TC TOP OF CORB TYP TYPICAL W POTABLE WATER		HOSE BIBB		

G:\PROJECT\18015\CADD\DESIGN\PHASE II\GENERAL\EPCOR-G4.DWG, 8/2/2019 1:48:22 PM, RFVillareal, 1:2.2

NSTRUCTION

CONSTRUCTION NED BACK)

LINE, PARCEL, LOT LINE

/ LINE, LIMITS

NTOUR (INDEX)

NTOUR (INTERMEDIATE)

G CONTOUR (INDEX)

G CONTOUR (INTERMEDIATE)

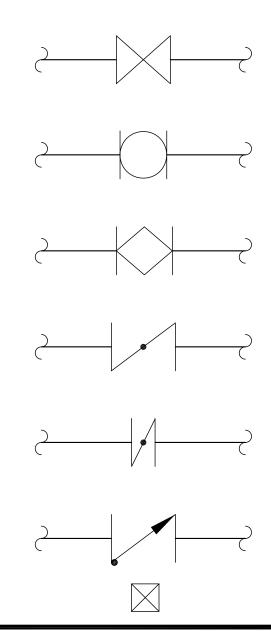
FLOW/SWALE LINE

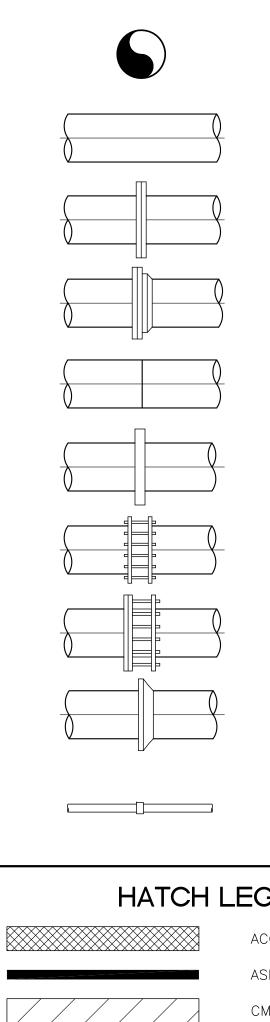
AINLINK FENCE

GHAINLINK FENCE

DIRECTION AND GRADE

SYMBOLS





PIPE JOINTS

PIPE IN SECTION
PIPE CONTINUATION
FLANGED (FLG)
MECHANICAL JOINT (MJ) OR FASTITE (FST)
WELDED OR SOCKET
GROOVE TYPE COUPLING
FLEXIBLE COUPLING
FLANGE FLEXIBLE COUPLING
PUSH ON (PO) OR BELL AND SPIGOT (DIP)
PUSH ON OR BELL AND SPIGOT (PVC /COPPER)
EGEND
ACCESS HATCH
ASPHALT – SECTION
CMU BLOCK
CONCRETE

JOINTS	COORDINATE POINT LEGEND		
PIPE IN SECTION	CODE X G X P X S	DESCRIPTION FINISH GRADE POINT OF TANGENT/PIPE/OTH SITE	
PIPE CONTINUATION			
FLANGED (FLG)	SING	LE LINE	
MECHANICAL JOINT (MJ) OR FASTITE (FST)	I I	11.25° ELBOW 11.25° ELBOW DOWN	
WELDED OR SOCKET	I Z	11.25° ELBOW UP 22.5° ELBOW	
GROOVE TYPE COUPLING	Î Î	22.5° ELBOW DOWN 22.5° ELBOW UP	
FLEXIBLE COUPLING	∠ Ĩ	45° ELBOW 45° ELBOW DOWN	
FLANGE FLEXIBLE COUPLING	T T	45° ELBOW UP 90° ELBOW	
PUSH ON (PO) OR BELL AND SPIGOT (DIP)	r T	90° ELBOW DOWN	
PUSH ON OR BELL AND SPIGOT (PVC /COPPER)		90° ELBOW UP CROSS TEE	
EGEND	H C I	TEE DOWN	
ACCESS HATCH	Ю	TEE UP	
ASPHALT – SECTION	Р	WYE	
CMU BLOCK	D	REDUCER	
CONCRETE EARTH		ECCENTRIC REDUCER	
GRATE – PLAN]	CAP PLUG	
GRATE – SECTION RIPRAP – PLAN		LARGE ARROW	
GROUT		MEDIUM ARROW	
STABILIZED DECOMPOSED GRANITE	5	SMALL ARROW BREAK	
REMOVAL/DEMOLITION NEW MAINTENANCE ROAD – PLAN	0	LOOP	

PIPING DESIGNATIONS

PIPING IS CALLED OUT BY SIZE FOLLOWED BY PIPING SYSTEM FOLLOWED BY PIPE MATERIAL. ENCLOSED AS SHOWN: 12-W-DIF

> PIPE SIZE----PIPE SYSTEM-

* PIPING SYSTEM DESIGNATION FOR EXISTING PIPE INDICATE TYPE OF SERVICE ONLY AND DOES NOT IMPLY MATERIALS USED.

KEYED NOTE DESIGNATIONS

- \mathbf{X} CONSTRUCTION NOTE
- $\langle X \rangle$ ELEVATION

X ROADWAY DIMENSIONS UTILITY COORDINATION

ALL MATERIALS COMING INTO CONTACT WITH POTABLE WATER MUST MEET NSF STANDARD 60 AND 61 IN ACCORDANCE WITH AAC 18–4–213

PROCES

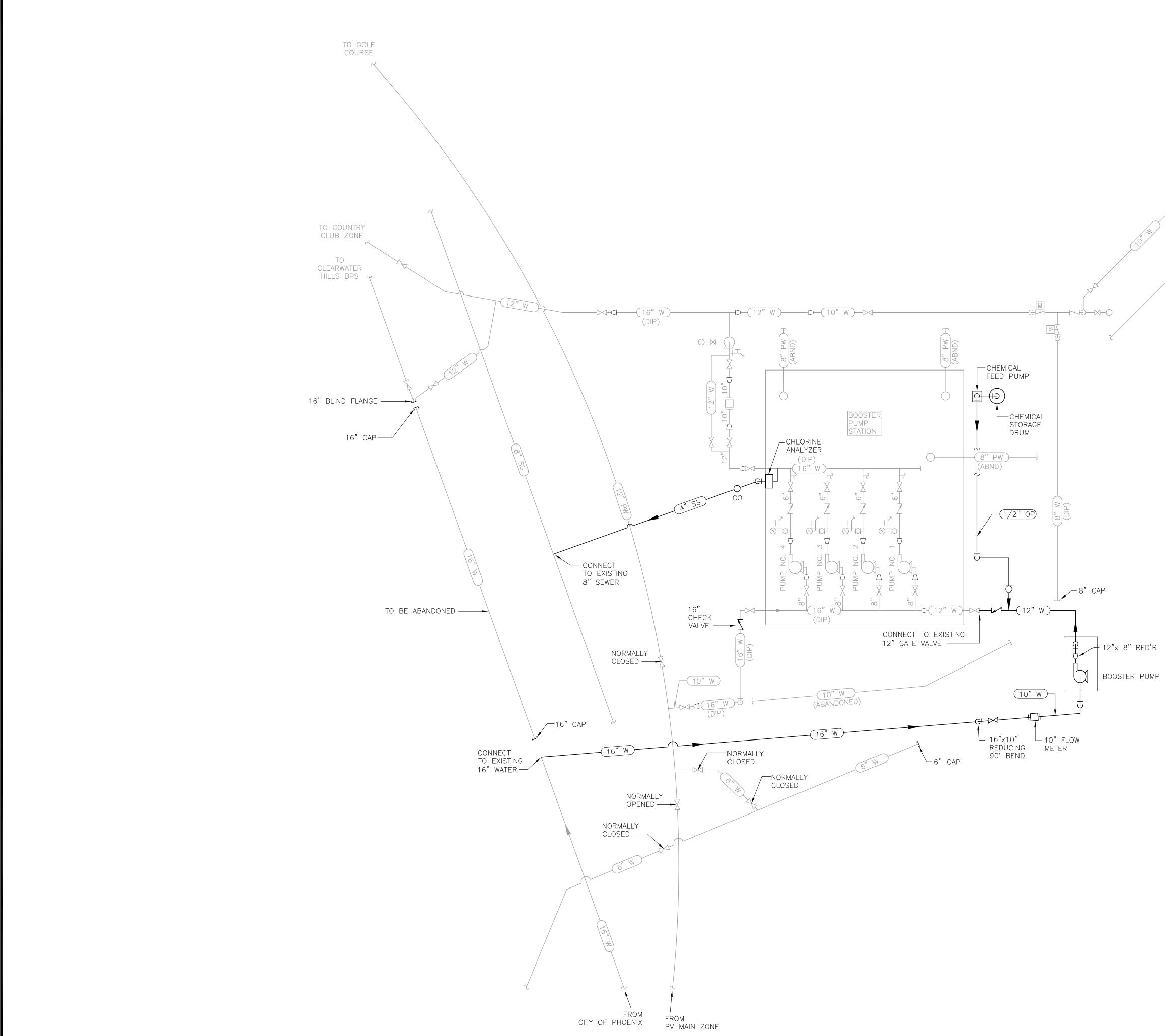
THERS

ROCESS E	EQUIPMENT SCHEMATIC	
\bowtie	3-WAY VALVE	Pkwy, 2 3860 942
\boxtimes	4-WAY VALVE	
X	BACKPRESSURE REGULATOR SELF CONTAINED	
X	PRESSURE REGULATING VALVE SELF CONTAINED	V V V V D D C V V V V V V V V V V
[~e_]	BUTTERFLY VALVE	1620 Pho
	CHECK VALVE	
	DAMPER	
	DIAPHRAGM	
\bowtie	GATE VALVE	
\bowtie	GLOBE VALVE	
D	BALL VALVE	
KCI	CHECK BALL VALVE	
	PLUG VALVE	
√	NEEDLE VALVE	т SE 2)
ıЩ,	HOSE BIBB	ON EC
# 	VACUUM RELIEF VALVE	ERCON TION 05775 3015
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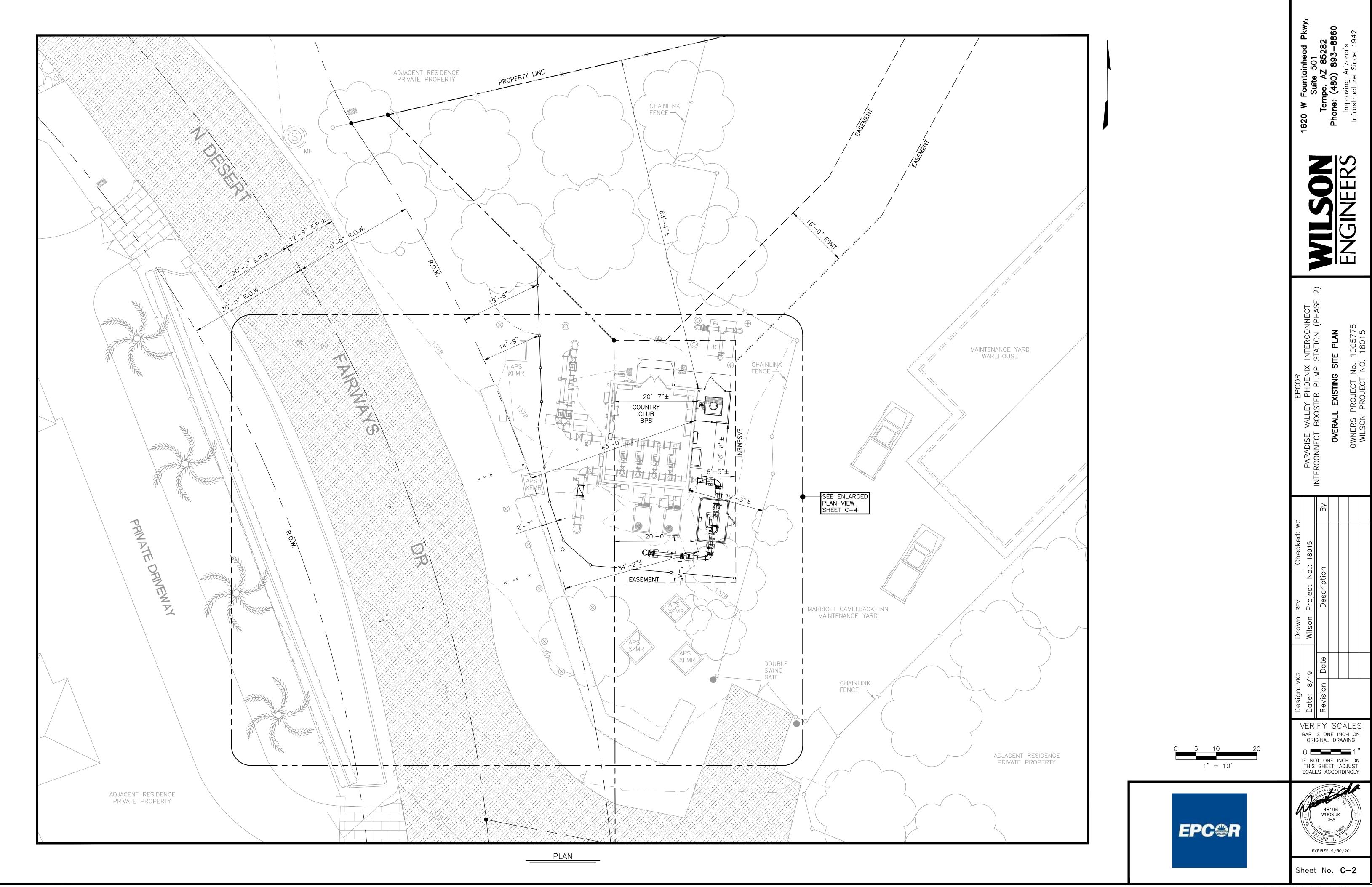
AGENCY REVIEW

Sheet No. **G-4**

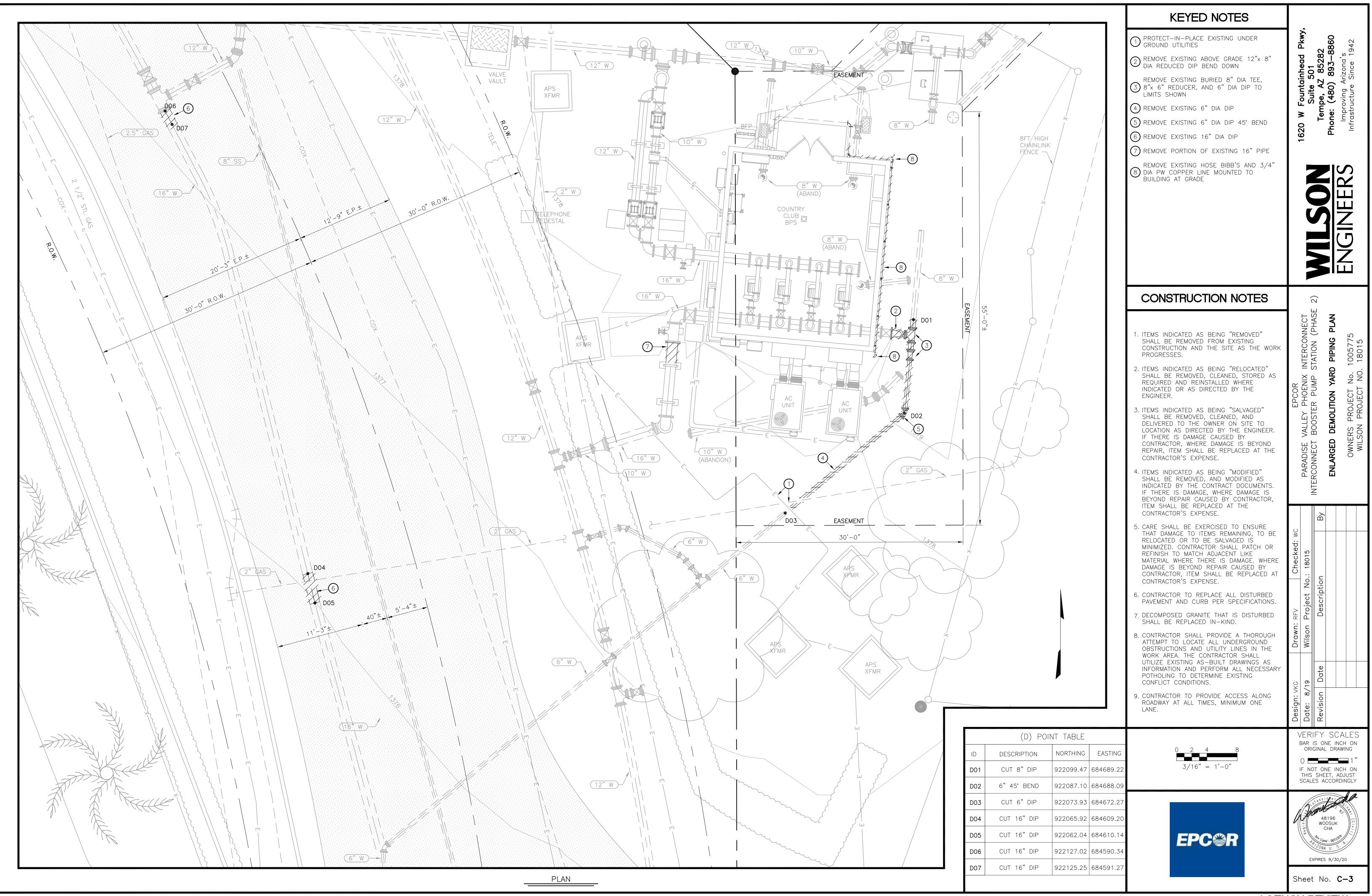




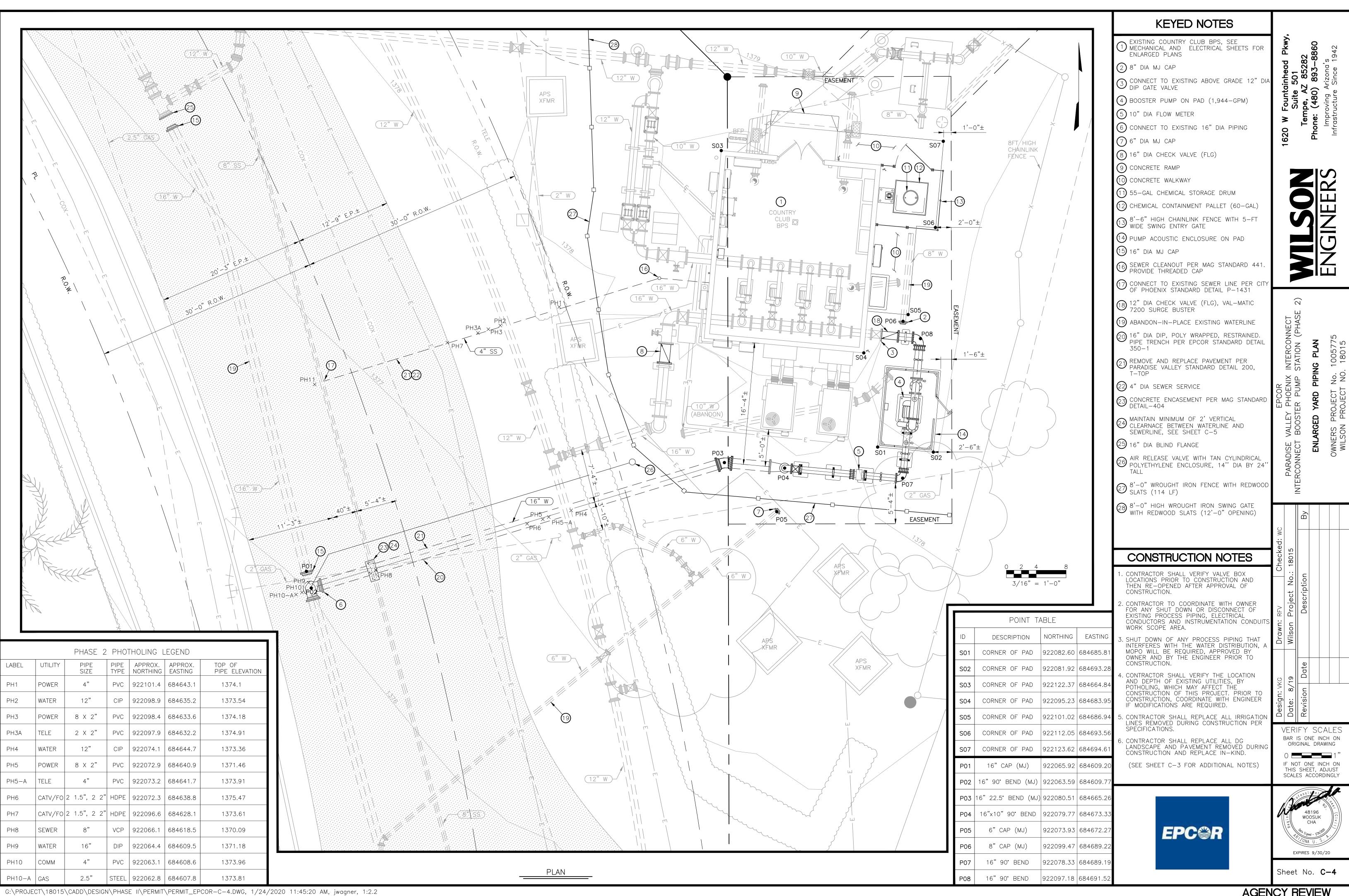
TO/FROM COUNTRY CLUB STORAGE TANK (NOT IN SERVICE)	1620 W Fountainhead Pkwy, 1620 W Fountainhead Pkwy, Suite 501 Suite 501 Tempe, AZ 85282 Phone: (480) 893–8860 Improving Arizona's Infrastructure Since 1942
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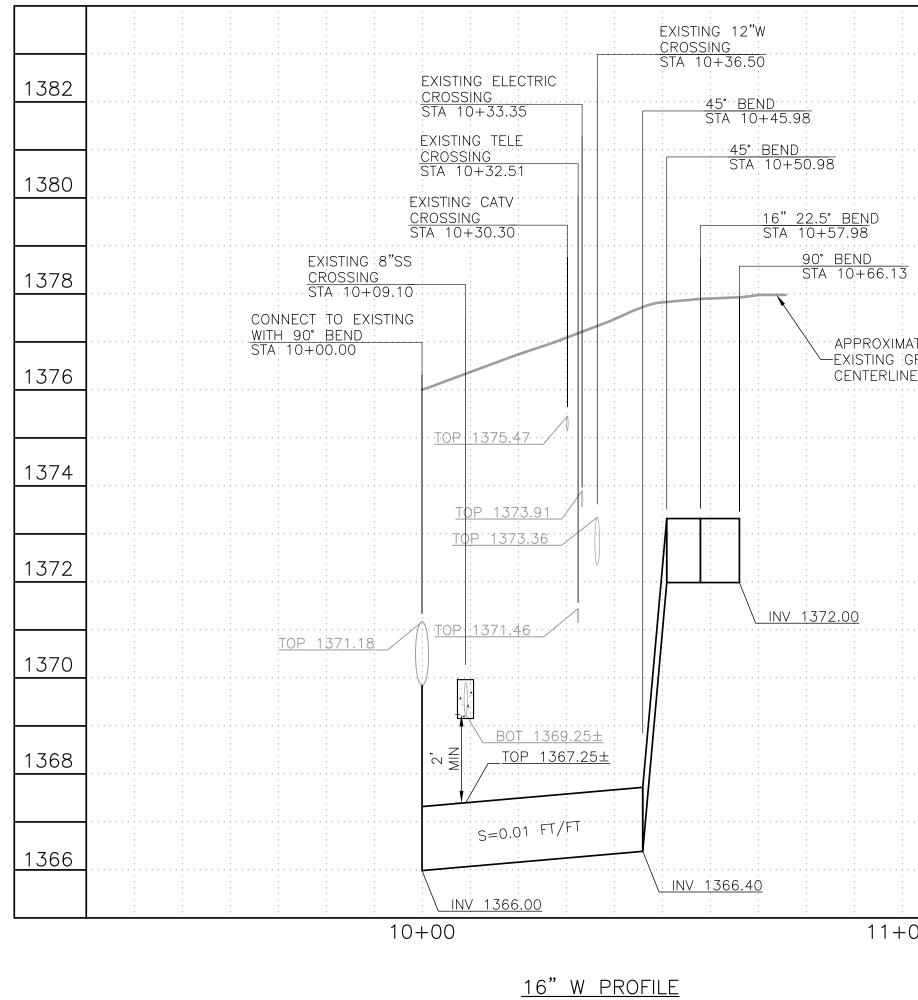


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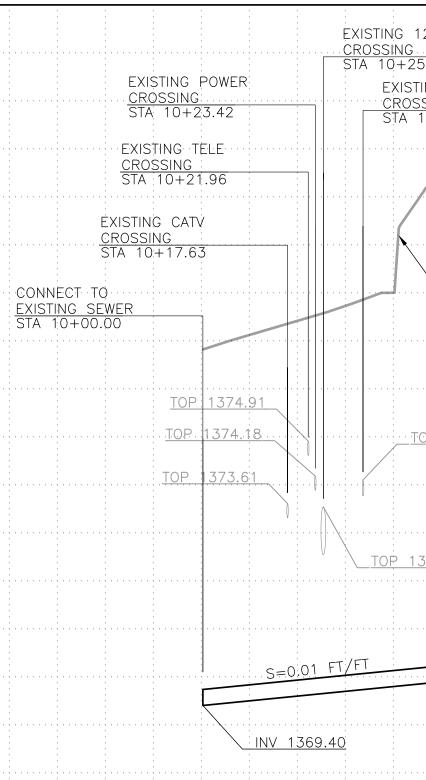
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VERT SCALE: 1"=2'

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APPROXIMATE —EXISTING GRADE AT CENTERLINE OF PIPE

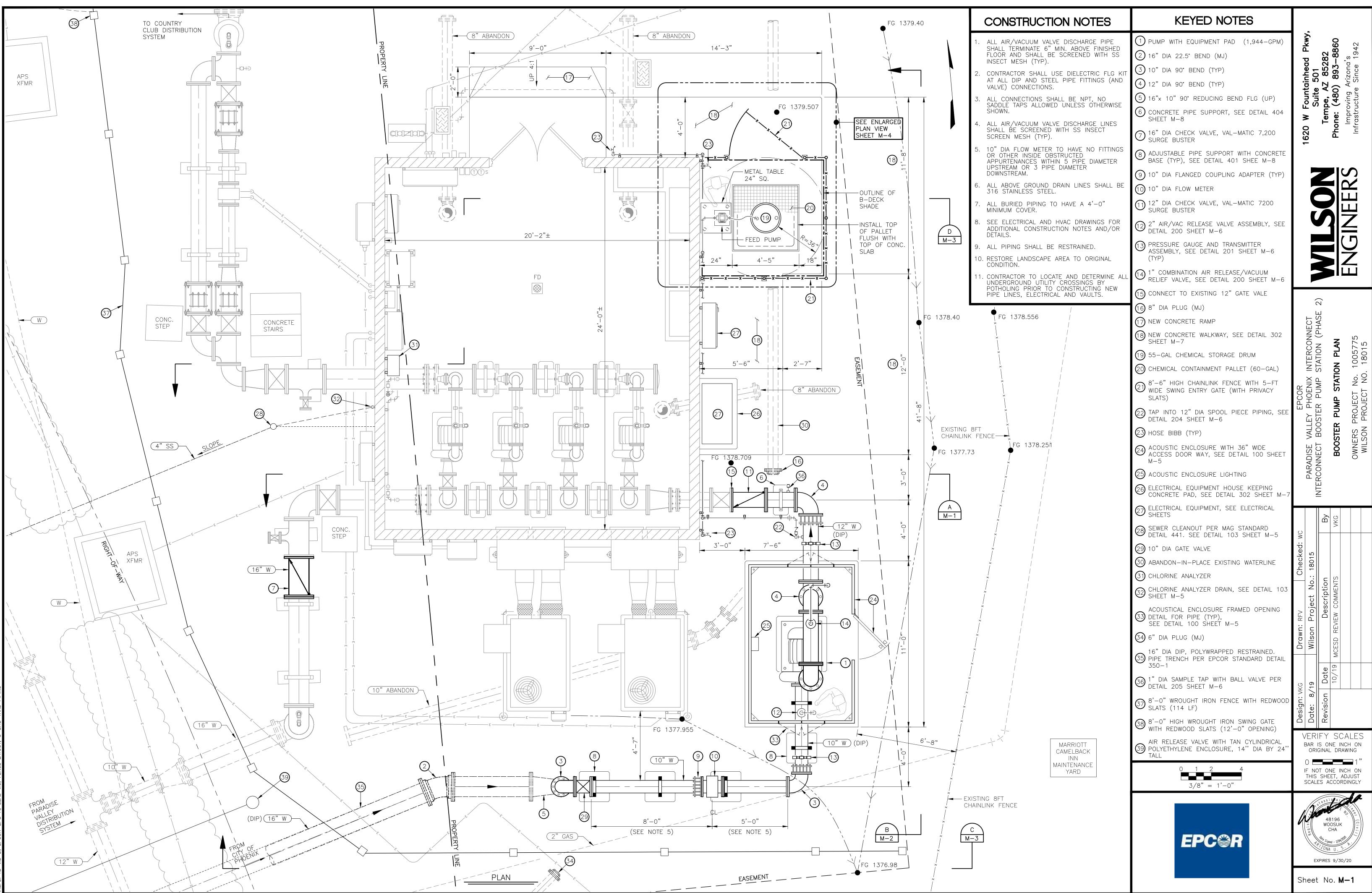
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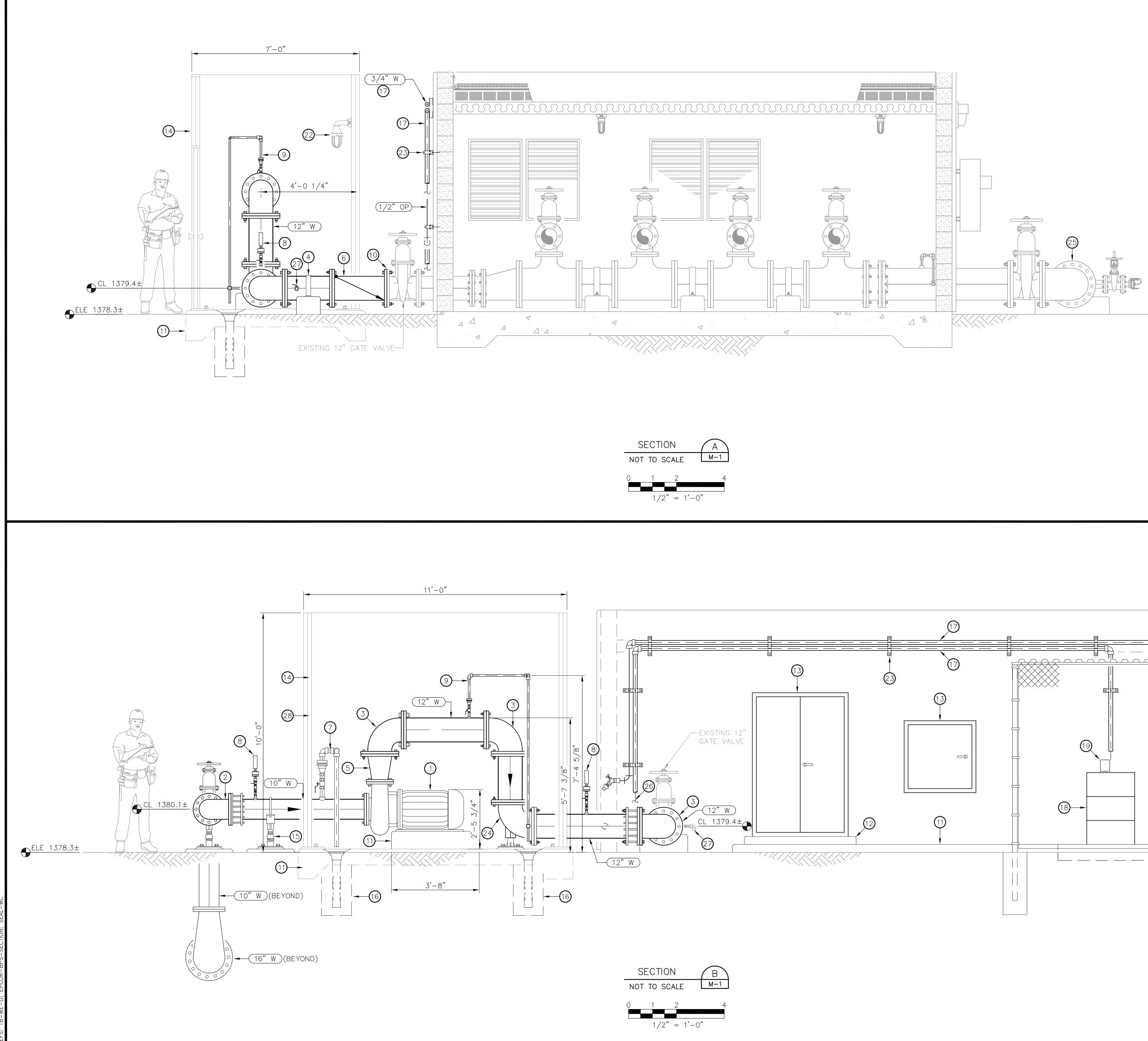


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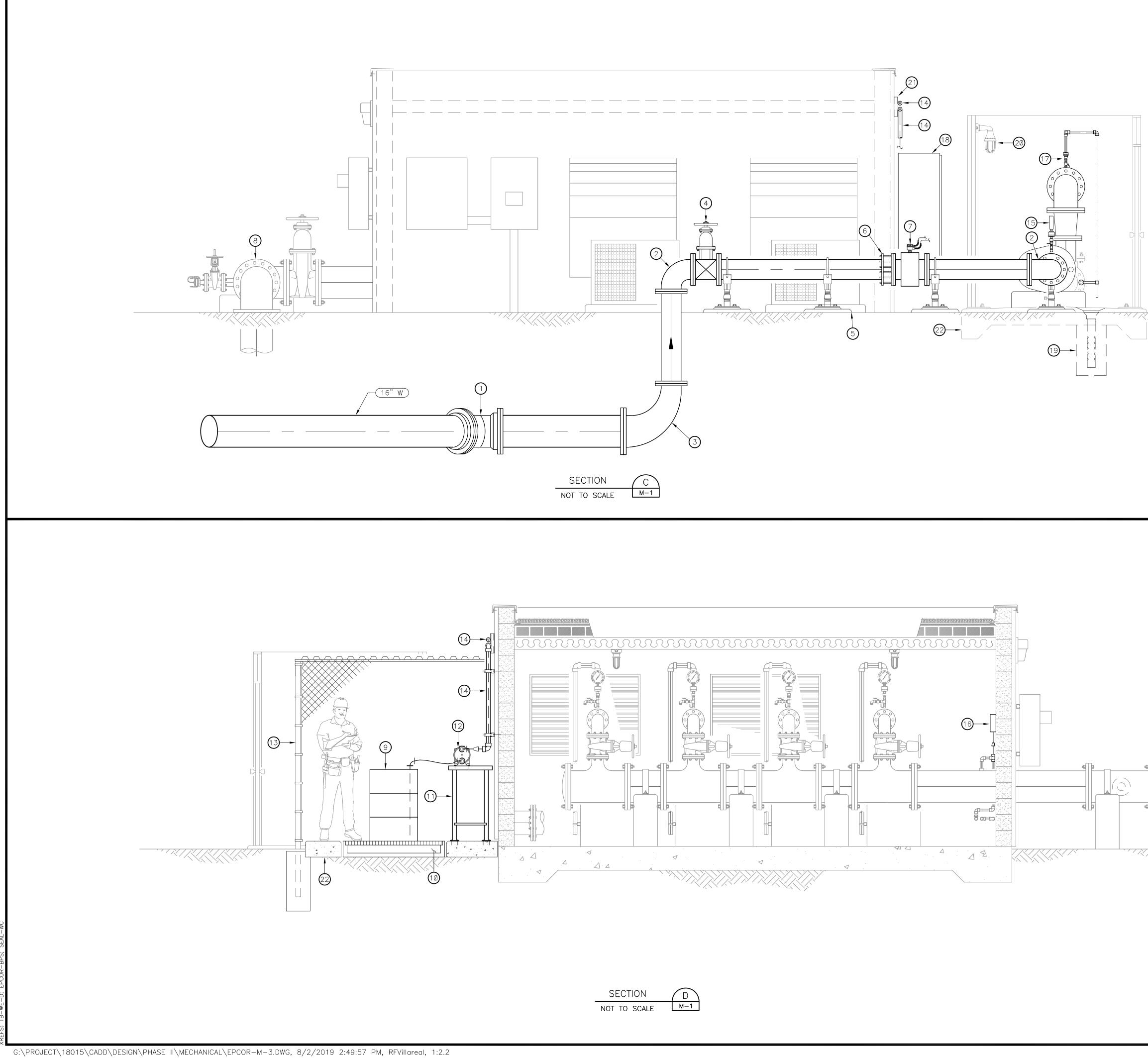
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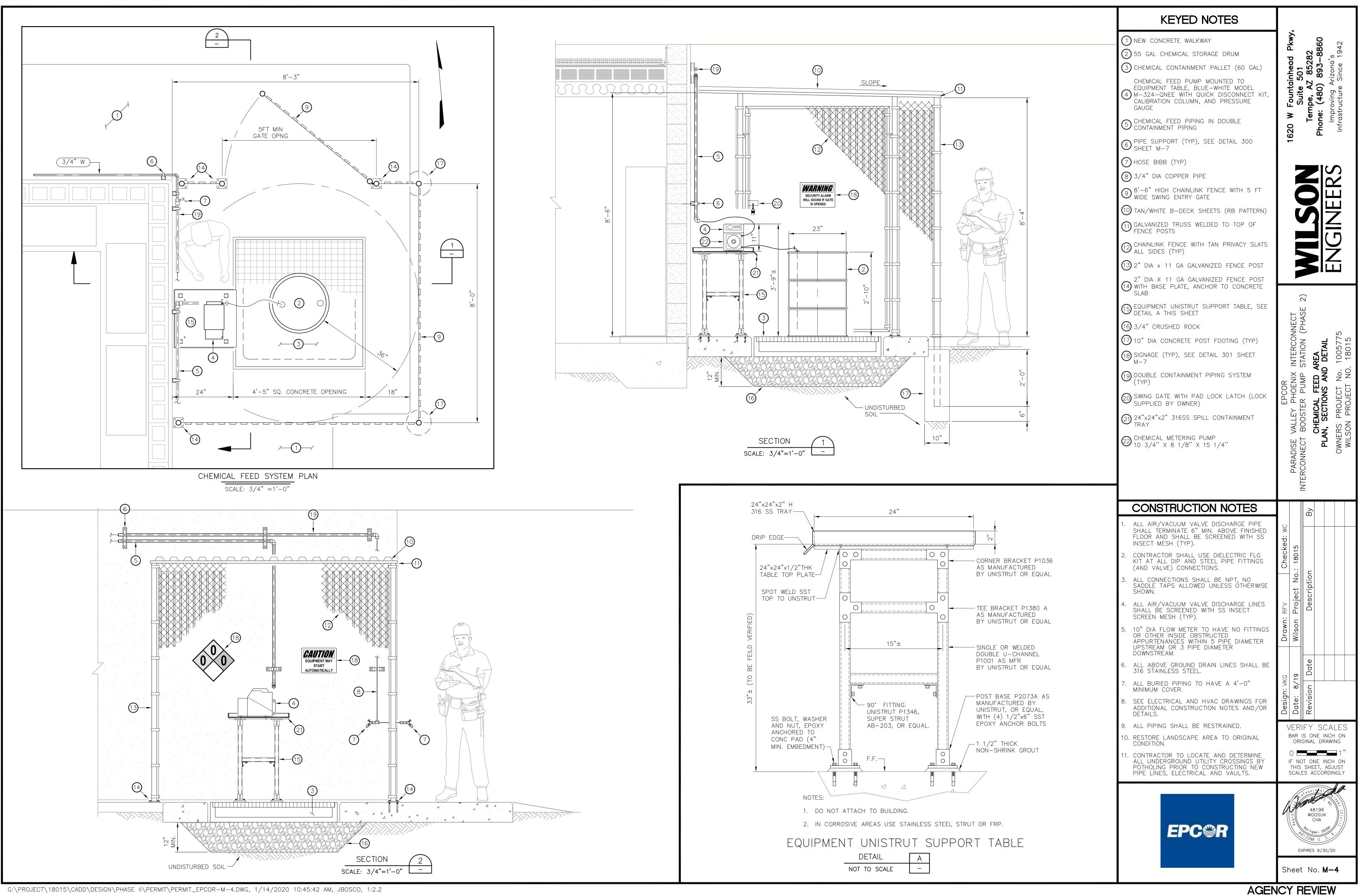




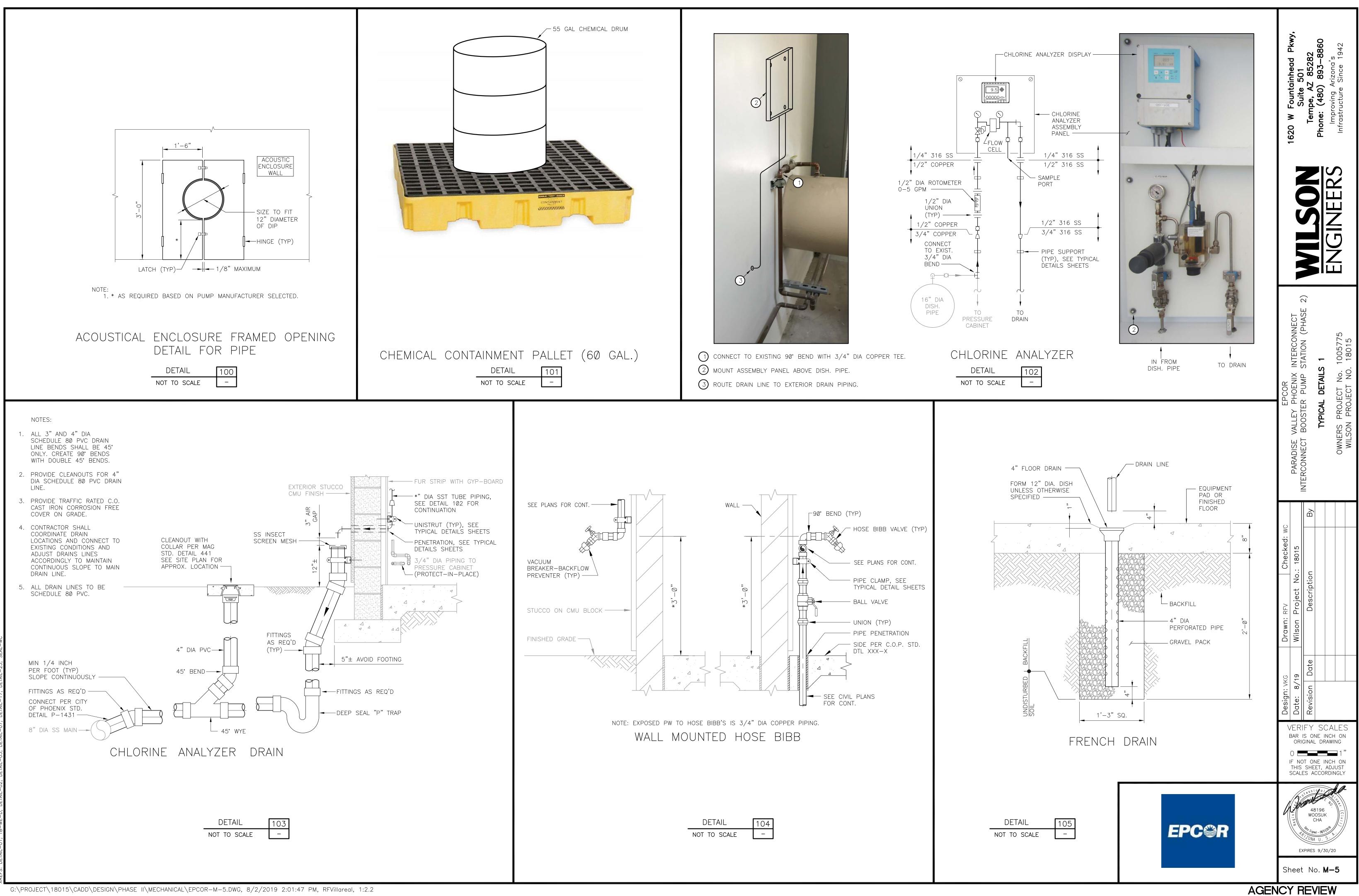
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 1" COMBINATION AIR RELEASE/VACUUM RELIEF VALVE, SEE DETAIL 200 SHEET M-6 CONNECT TO EXISTING 12" GATE VALE CONCRETE PAD, SEE DETAIL 302 SHEET M-7 ELECTRICAL EQUIPMENT HOUSE KEEPING CONCRETE PAD, SEE DETAIL 302 SHEET M-7 ELECTRICAL EQUIPMENT, SEE ELECTRICAL SHEETS ACOUSTIC ENCLOSURE ADJUSTABLE PIPE SUPPORT, SEE DETAIL 401 SHEET M-8 FRENCH DRAIN, SEE DETAIL 105 SHEET M-5 (TYP) 	WILSON ENGINEERS
 DOUBLE CONTAINMENT PIPING SYSTEM (TYP) 55-GAL CHEMICAL STORAGE DRUM CHEMICAL FEED PUMP, SEE SHEET M-4 HOSE BIBB (TYP). SEE DETAIL 104 SHEET M-5 CHAINLINK FENCE WITH PRIVACY SLAT, SEE SHEET M-4 FOR DETAILS ACOUSTIC ENCLOSURE LIGHTING UNISTRUT PIPE SUPPORT, SEE DETAIL 300 SHEET M-7 UNISTRUT PIPE SUPPORT, SEE DETAIL 300 SHEET M-7 12" DIA 90° BEND WITH BASE SUPPORT, SEE DETAIL 203 SHEET M-6 16" DIA CHECK VALVE, VAL-MATIC 7200 SURGE BUSTER CHEMICAL LINE FEED CONNECTION TO PIPE PER DETAIL 204 SHEET M-6 1" DIA SAMPLE TAP WITH BALL VALVE PER DETAIL 205 SHEET M-6 4" THICK INSULATED METAL WALL PANELS SUPPORTED BY STEEL FRAME 	EPCOR PARADISE VALLEY PHOENIX INTERCONNECT INTERCONNECT BOOSTER PUMP STATION (PHASE 2) BOOSTER PUMP STATION SECTIONS 1 OWNERS PROJECT No. 1005775 WILSON PROJECT NO. 18015
 ALL AIR/VACUUM VALVE DISCHARGE PIPE SHALL TERMINATE 6" MIN. ABOVE FINISHED FLOOR AND SHALL BE SCREENED WITH SS INSECT MESH (TYP). CONTRACTOR SHALL USE DIELECTRIC FLG KIT AT ALL DIP AND STEEL PIPE FITTINGS (AND VALVE) CONNECTIONS. ALL CONNECTIONS SHALL BE NPT, NO SADDLE TAPS ALLOWED UNLESS OTHERWISE SHOWN. ALL AIR/VACUUM VALVE DISCHARGE LINES SHALL BE SCREENED WITH SS INSECT SCREEN MESH (TYP). 10" DIA FLOW METER TO HAVE NO FITTINGS OR OTHER INSIDE OBSTRUCTED APPURTENANCES WITHIN 5 PIPE DIAMETER UPSTREAM OR 3 PIPE DIAMETER DOWNSTREAM. ALL ABOVE GROUND DRAIN LINES SHALL BE 316 STAINLESS STEEL. ALL BURIED PIPING TO HAVE A 4'-0" MINIMUM COVER. SEE ELECTRICAL AND HVAC DRAWINGS FOR ADDITIONAL CONSTRUCTION NOTES AND/OR DETAILS. 	Design: VKG Drawn: Date: 8/19 Wilson Revision Date
 ALL PIPING SHALL BE RESTRAINED. RESTORE LANDSCAPE AREA TO ORIGINAL CONDITION. CONTRACTOR TO LOCATE AND DETERMINE ALL UNDERGROUND UTILITY CROSSINGS BY POTHOLING PRIOR TO CONSTRUCTING NEW PIPE LINES, ELECTRICAL AND VAULTS. 	VERIFY SCALES BAR IS ONE INCH ON ORIGINAL DRAWING O I IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
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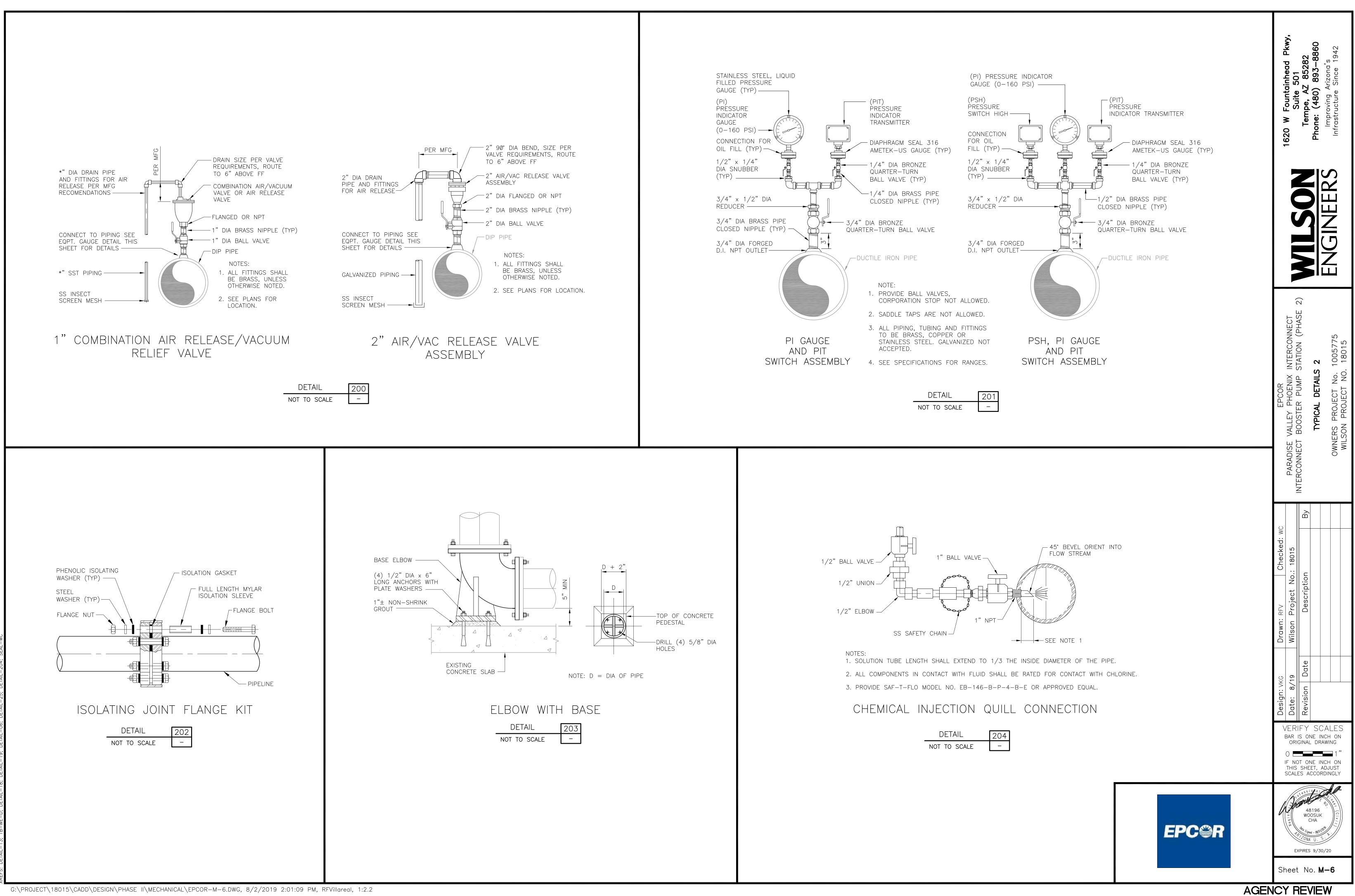


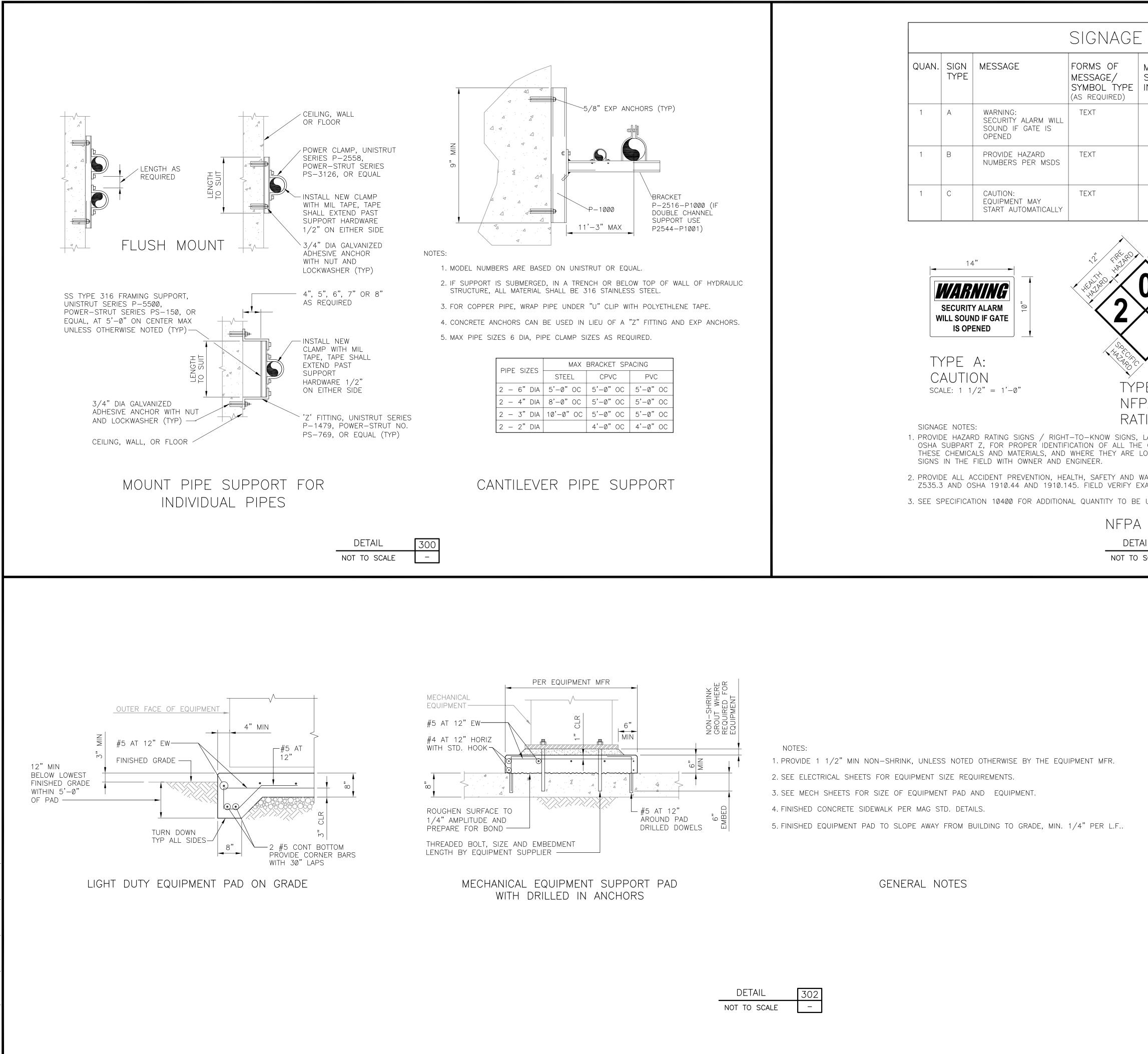
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 9 55-GALLON CHEMICAL STORAGE DRUM 10 CHEMICAL CONTAINMENT PALLET (60-GALLON), SEE DETAIL 101 SHEET M-5 11 METAL TABLE (24" SQ), SEE DETAIL A SHEET M-4 12 CHEMICAL FEED PUMP, SEE SHEET M-4 13 CHAINLINK FENCE WITH 5-FT WIDE SWING ENTRY GATE (WITH PRIVACY SLATS), SEE SHEET M-4 FOR DETAILS 14 DOUBLE CONTAINMENT PIPING SYSTEM 15 PRESSURE GAUGE TRANSMITTER ASSEMBLY, SEE DETAIL 201 SHEET M-6 	WILSON ENGINEERS
 (16) CHLORINE ANALYZER, SEE DETAIL 102 SHEET M-5 (17) 1" COMBINATION AIR RELEASE/VACUUM RELIEF VALVE, SEE DETAIL 200 SHEET M-6 (18) ELECTRICAL EQUIPMENT, SEE ELECTRICAL SHEETS (19) FRENCH DRAIN, SEE DETAIL 105 SHEET M-5 (20) ACOUSTIC ENCLOSURE LIGHTING (21) UNISTRUT PIPE SUPPORT, SEE DETAIL 300 SHEET M-7 (22) CONCRETE PAD, SEE DETAIL 302 SHEET M-7 	EPCOR PARADISE VALLEY PHOENIX INTERCONNECT INTERCONNECT BOOSTER PUMP STATION (PHASE 2) BOOSTER PUMP STATION SECTIONS 2 OWNERS PROJECT No. 1005775 WILSON PROJECT NO. 18015 WILSON PROJECT NO. 18015
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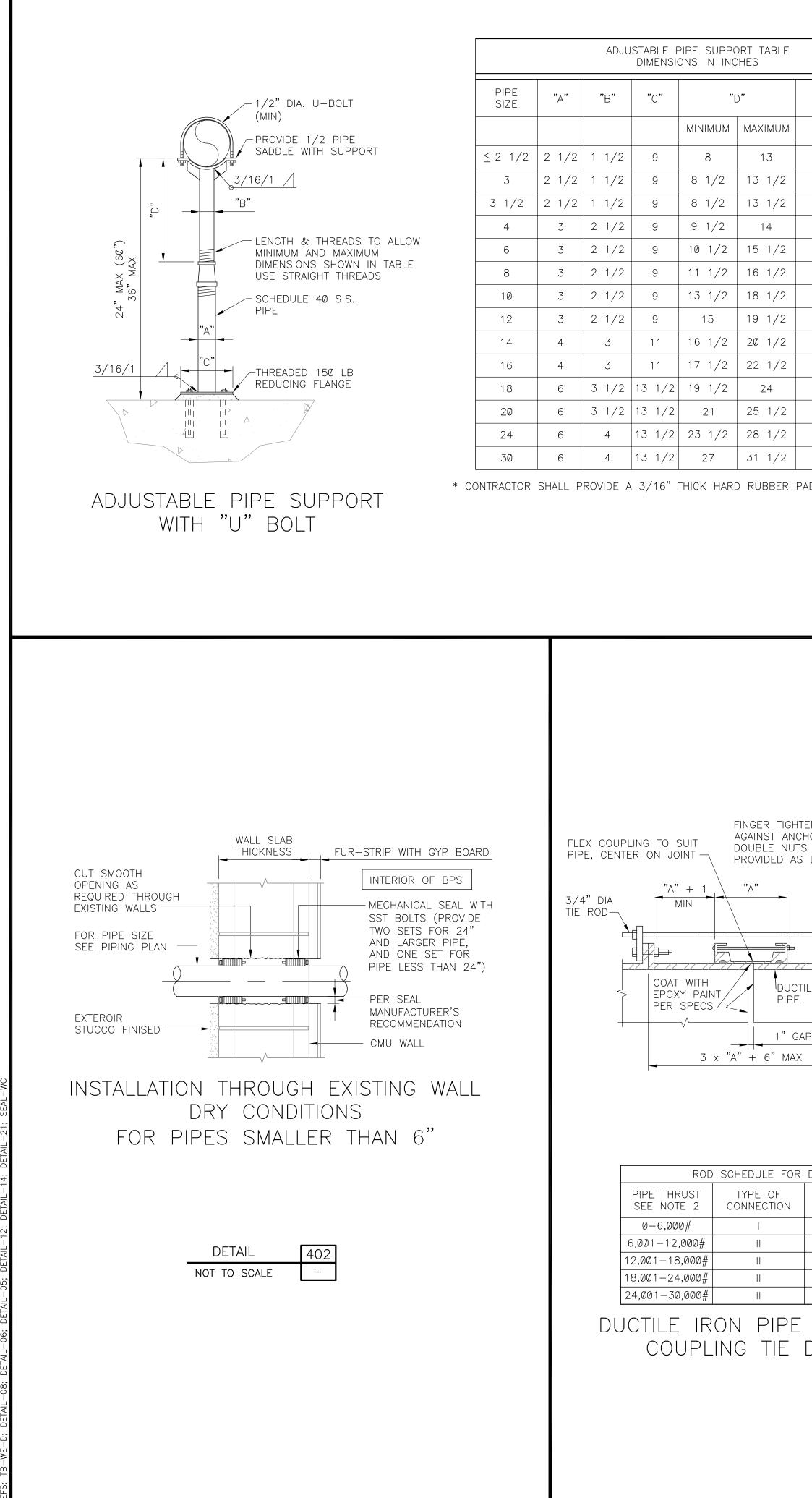
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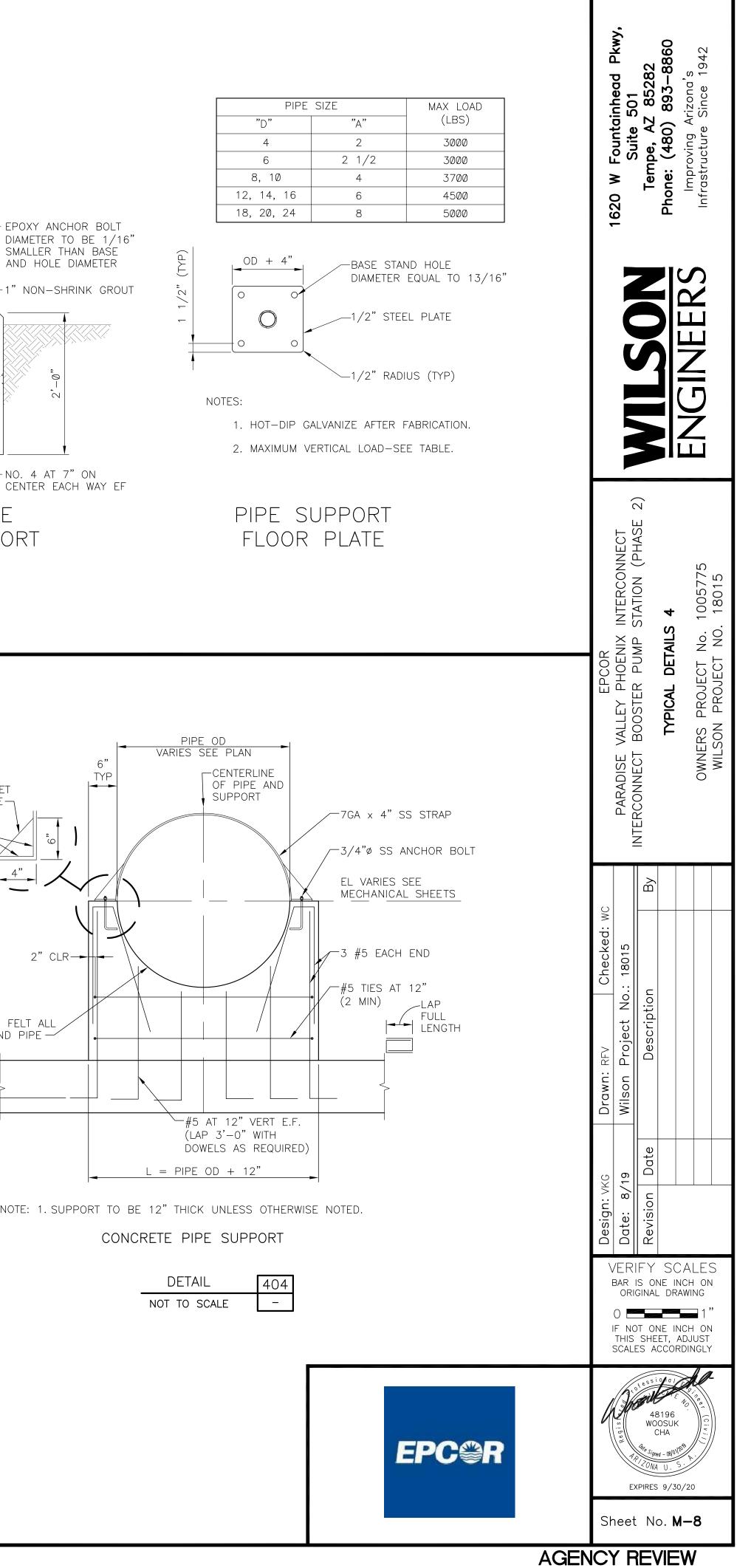




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FIBERGLASS	CHAINLINK FENCE SWING GATE	PROVIDE HAZARD NUMBERS PER MSDS			1620 Phoi
FIBERGLASS	ON BUILDING WALL NEXT TO CHEMICAL FEED PUMP				S S S
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CHEMICALS AND N OCATED. VERIFY E>	LITE CAU SCALE: AZ. TO COMPLY WITH NFP MATERIALS PRESENT. TH (ACT INFORMATION FOR COMPLIANCE WITH ANS SIGNS WITH OWNER A	PE C: JTION 1 1/2" = 1'-0" A 704, OSHA 1910.1200, AN HE HAZARDS ASSOCIATED WIT SIGNS AND LOCATION OF SIGNS AND LOCATION OF I Z525.1, ANSI Z636.2, ANSI ND ENGINEER.	Ή		EPCOR PARADISE VALLEY PHOENIX INTERCONNECT INTERCONNECT BOOSTER PUMP STATION (PHASE 2) TYPICAL DETAILS 3 OWNERS PROJECT No. 1005775 WILSON PROJECT NO. 18015 WILSON PROJECT NO. 18015
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	NC	DETAIL 403 IT TO SCALE –	



EPCOR Pump Station

Air Release Valve Enclosure







PRODUCT FEATURES:

14" x 24" will be used.

Available in 3 Sizes, 14" x 24", 18" x 30", 24" x 36"

7 aesthetically pleasing colors for commercial or residential settings
Engineered for low-maintenance & graffiti resistant performance
Manufactured from low density polyethylene with U.V. inhibitors for maximum life
Lightweight two-piece (Base & Cover) design allows easy, 360° access to the valve
Top cover locks to the base with an automatic internal latch
An integrated padlock tab can be used for added security

Toll Free: 800.998.1079 | Phone: 760.744.8907 | Fax: 760.744.8949 www.pipelineproducts.com | sales@pipelineproducts.com

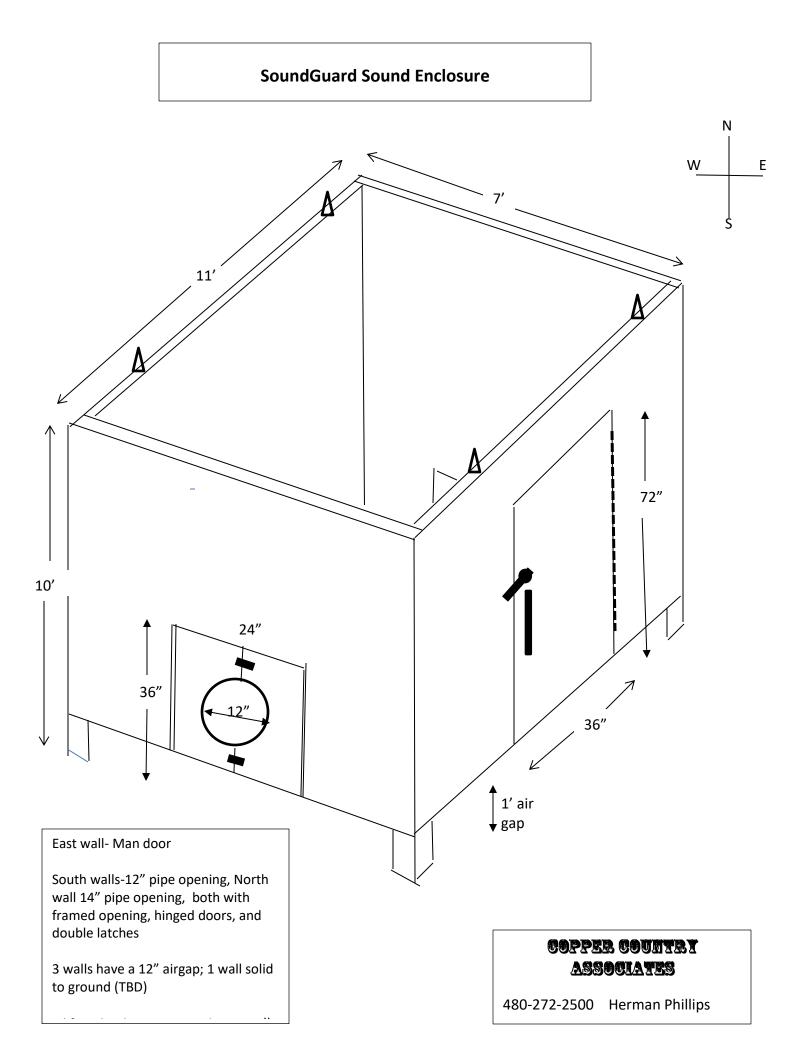
EPCOR Pump Station

Acoustic Enclosure for Pump



SRI (Solar Reflective Index)

ive Index) This is used to determine compliance with LEED[®] requirements and is calculated according to ASTM E 1980 using values for reflectance and the materials ability to release absorbed energy (emissivity) in medium wind speed conditions. Rated on a scale from 0 to 1, where 1 is the most reflective.



PANEL CONSTRUCTION CROSS-SECTION FOR WALLS, DOOR





2 1⁄2" X 1⁄8" STEEL SQUARE TUBING

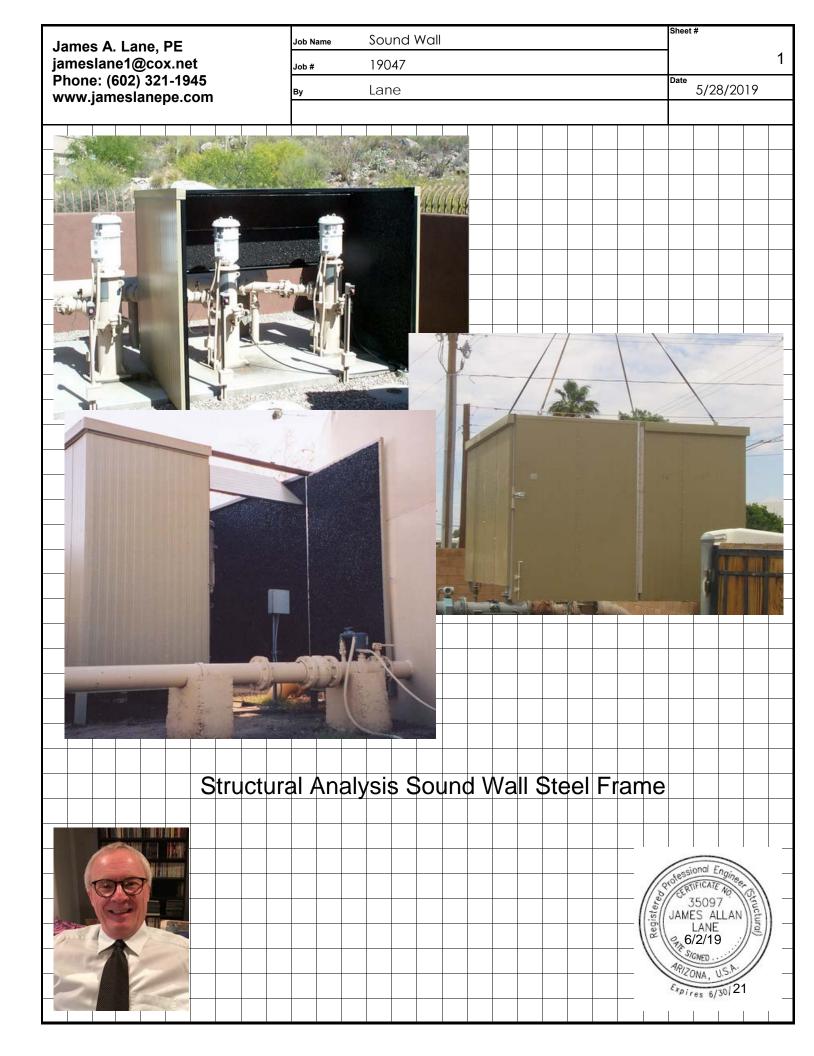


1" THICK SOUND GUARD CRUMB RUBBER



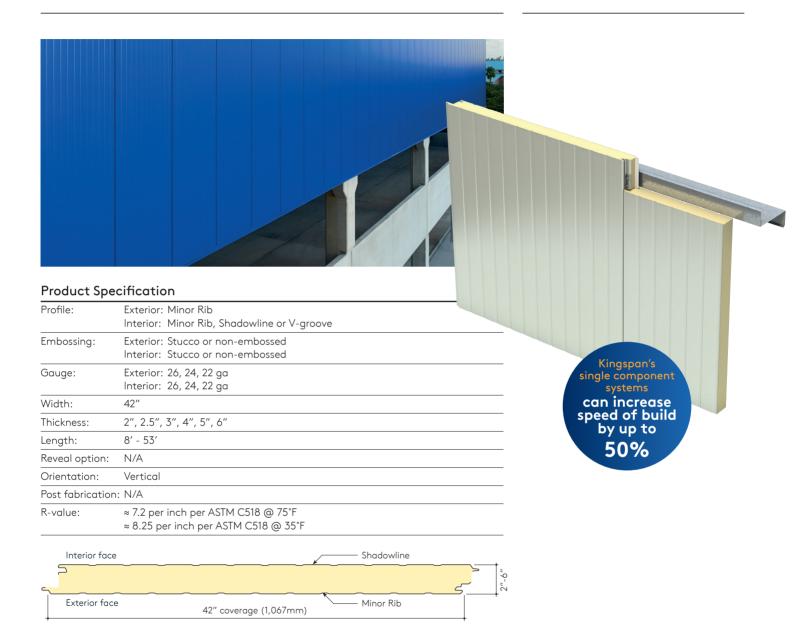
4" THICK - 26 GAUGE TAN GALVALUME STYROFOAM ACOUSTICAL INSULATED PANEL (COLOR PAINTED AS SPECIFIED)





300 Series Minor Rib Data Sheet

Insulated Wall Panel System



Applications

300 Series panels are used for exterior walls. Both interior and exterior facings feature the same minor rib profile that provides a clean flat appearance and is easily washable.

300 Series panels are suitable for new and retrofit applications across the cold storage, commercial and industrial market sectors.

Design Features

High thermal efficiency combined with low installed cost makes the 300 Series the preferred choice for interior cold storage applications. Concealed fasteners provide a continuous look and clean design.

The foamed-in-place manufacturing process produces superior panels of consistent high quality that arrive to site ready for quick and easy installation, saving up to 50% in on-site construction time.

Customer Options

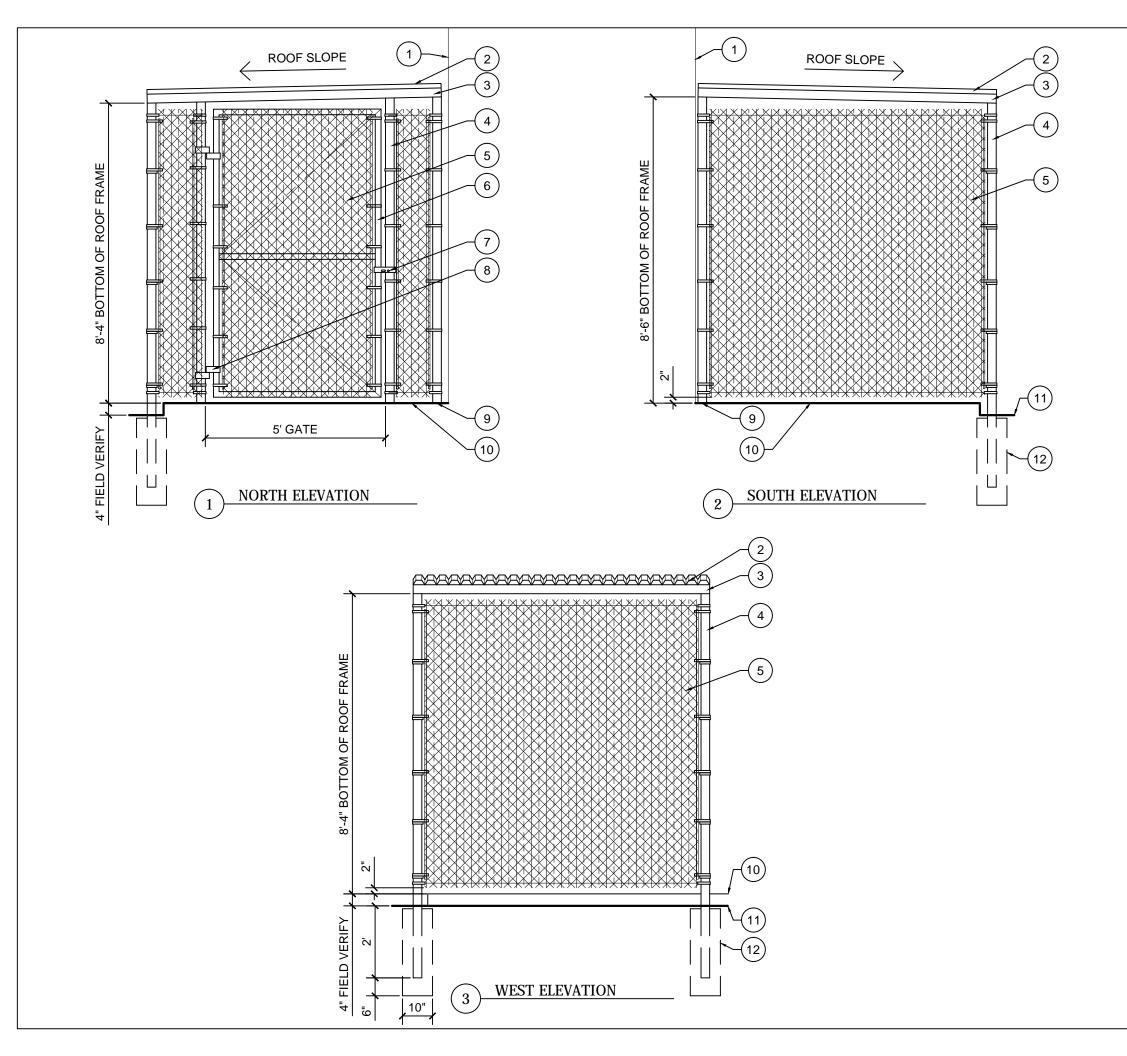
Choose from our in-stock Fluropon colors or select a custom color to match your needs. For interior heavy wash down environments, plastisol (PVC) coatings as well as stainless steel facings are available.





EPCOR Pump Station

Chemical Metering Pump Enclosure



GENERAL NOTES

1. ALL DIMENSIONS & LOCATIONS TO BE FIELD VERIFIED (F.V.)

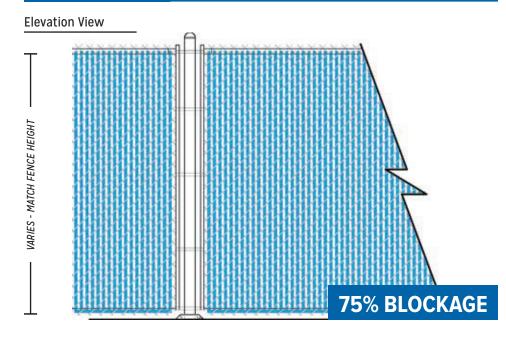
KEY NOTES

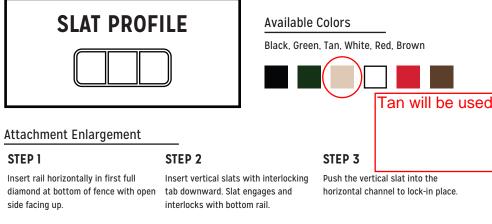
- 1. BUILDING WALL
- 2. B-DECK (RB PATTERN) TAN / WHITE COLOR
- 3. 3" SQ 11 GA. GALV ROOF FRAME TYP WELDED TO TOP OF POSTS
- 4. 2 7/8" 40 WT GALV POST TYP
- 5. 2" 9 GA GALV CHAIN LINK FABRIC W/ PRIVACY SLATS TAN
- 6. 17/8" 40 WT GALV GATE FRAME
- 7. FORK LATCH W/ PADLOCK TAB. PADLOCK BY OTHERS
- 8. PAIR OF HINGES
- 9. 6" X 6" X 1/4" PLATE WELDED TO BOTTOM OF POST & ANCHOR BOLTED TO CONCRETE W/ (4) ANCHOR BOLTS AS REQ'D
- 10. CONCRETE SLAB BY OTHERS
- 11. FINISHED GRADE
- 12. CONCRETE POST FOOTING @ GRADE

BIDDLE & BROWN FENCE COMPANY 895 W. ELWOOD ST. PHOENIX, AZ 85041 PHONE: 602.456.8999 FAX: 602.396.1077					
PROJECT:	EPCOR - PARADISE VALLEY PHOENIX INTERCONNECT BOOSTER PUMP STATION				
TITLE	FENCE & GATE ELEVATIONS				
DATE	10/22/19	DWG#			
DRAWN BY	JK	02			
SCALE	NTS	02			

4000 SERIES

TUBE SLATS WITH BOTTOM LOCK









FENCESCREEN SPECIFICATIONS

PROPERTIES

RESULTS

Melt Index	0.6
Density	0.957
Minimum Temp.	-76° F
Maximum Temp.	250° F
Tensile Strength	3,700 psi
Slat Width]3/32"
Mesh Size	2"
Standard Heights	4, 5, 6, 7, 8, 10, and 12 feet
Wire Gauge	8, 9, or 11
Slats Per Box	82
Average Coverage Per Box	10 linear feet

MATERIAL CONSTRUCTION

Fence Tube Slats w/ Bottom Lock are made from extruded High Density Polyethylene (HDPE), color pigments, and UV inhibitors.

DURABILITY

HDPE fence products are resistant to: severe weather conditions, salt water, sand, road dirt, most acids, alcohol, alkaline, ammonia, petroleum distillates, and common environmental pollutants.

MAINTENANCE

Pressure cleaning of surface contaminants is quickly accomplished with plain water.

WIND LOAD DISCLAIMER

Fencescreen will not be responsible for fence damage resulting from wind load conditions due to insufficient structural support.

FEATURES

 \cdot UV stabilized to protect against the harmful rays of the sun.



UV stabilize



ZONING ORDINANCE INTERPRETATION

6401 East Lincoln Drive • Paradise Valley, Arizona 85253 • Phone: (480) 348-3522 • Fax: (480) 443-3236

Subject of Interpretation:

Proposed EPCOR Booster Pump Station Improvements on APN 169-28-001G

Zoning Ordinance References:

Article XI. Special Uses and Additional Use Regulations Section 1102. Special Use Permits (SUPs) Section 1103. Conditional Use Permits (CUPs)

Cause of Interpretation:

EPCOR has requested an official interpretation whether the specific improvements proposed at the above location should be applied for as either a Special Use Permit (SUP) or Conditional Use Permit (CUP).

Interpretation:

The Zoning Ordinance defines conditional uses as a permitted land use subject to obtaining a Conditional Use Permit. Section 1103.2 of the Zoning Ordinance lists permitted conditional uses as dish antennas, private roadways, and municipally-owned water booster facilities. Due to the term "owned by a municipality" in the definition of Municipally-Owned Water Booster Facilities it is unclear what process a privately owned water booster facility is processed through. It has been interpreted that private water companies are required to complete either the SUP process per Section 1102 of the Zoning Ordinance for a Public/Quasi Public Utility as defined in 1102.2.C or the CUP process per 1103 depending on the specific scope of the proposed improvements.

In the specific case of the requested improvements for the EPCOR Pump Station on APN 169-28-001G, it has been interpreted that the improvements are consistent with the definition of Municipally-Owned Water Booster Facility since the improvements are specifically necessary to connect the EPCOR water system to the City of Phoenix water system in order to receive EPCOR's allotment of Central Arizona Project (CAP) water. As such, this specific application shall be processed through the Conditional Use Permit Process.

Interpretation by:

Zoning Administrator



Action Report

File #: 20-081

TO: Chair and Planning Commission

FROM: Jeremy Knapp, Community Development Director Paul Michaud, Planning Manager George Burton, Senior Planner

DATE: February 18, 2020

DEPARTMENT: Community Development

AGENDA TITLE:

Discussion of Noticing for Application Requests

BACKGROUND

The Planning Commission identified several policy and/or code change items for the Town Council Retreat held on January 30, 2020. One of the items Town Council asked staff to bring forward to them in March 2020 are suggestions to improve the planning process applicant interaction and public outreach. As such, Town Council directed staff to have the Planning Commission discuss and provide feedback on the Town's noticing policies and requirements. The Town's noticing policies are set for Planning Commission discussion at the work sessions of February 18, 2020; March 2, 2020; and tentatively March 17, 2020.

Noticing of the Town's planning applications come from the Arizona Revised Statutes, Town Code/Zoning Ordinance, and policy direction from the Town Council, Town Manager, and/or Community Development Director. Historically, the Town has and still exceeds the minimum noticing requirements in the Arizona Revised Statutes. Most of the Town's planning application types have no noticing requirements by Arizona Revised Statutes. Attachment A includes relevant statutes on noticing for planning applications. Due to time constraints, staff provided the exact statute excerpt language instead of summarizing this information. The Town Code/Zoning Ordinance provides a few specific noticing provisions, some of which are the same requirements as in the Arizona Revised Statutes. Attachment B includes a summary of the noticing requirements in the Town Code/Zoning Ordinance.

To aid in this discussion attached are the current and past Town staff documents on noticing used by the Town's Planning Division. The Planning Division last updated the current document on November 19, 2019 to reflect the recent code changes regarding the platting process. The November 2019 noticing document is similar to the attached February 6, 2017 noticing document that modified most of the application noticing from 500' radius and 1,000' radius to a 1,500' radius of the subject site. The impetus for the 1,500' radius on most planning applications came from a 2016 discussion

File #: 20-081

during several applications being processed at that time. Attachment C includes the current Town staff document for noticing on various planning division applications. Attachment D includes prior Town staff documents for noticing.

Town staff is in the process of collecting information that other communities do for noticing. In particular, Town staff is looking for the notice radius by application type, how the community notices adjoining jurisdictions, and information on the notification signs (e.g. size, height, if the applicant or staff prepares/installs). Some of this information is available online, typically on individual application forms. While, many of the nuances and how the other community process relates to Paradise Valley requires discussion with staff in those communities. From the research to date, nearby communities require the applicant to hold at least one neighborhood meeting during pre-application or after formal application submittal for major planning applications (e.g. Planned Area Development, Rezoning; General Plan Amendment); their signs are much larger and taller than the notification signs in Paradise Valley; and it appears these communities give notice to property owners outside their community if such properties are within the notice radius. Staff will collect what we can, but the Planning Commission will want to put more emphasis on what noticing works best for Town residents.

The Planning Commission will want to keep in mind that noticing provisions in the Arizona Revised Statutes cannot be modified by the Town Council or Planning Commission. The noticing provisions in the Town Code require Town Council approval at a public hearing to amend. The noticing provisions in the Town Zoning Ordinance require Planning Commission recommendation to the Town Council and Town Council approval at a public hearing to amend. More stringent noticing requirements on applications covered in the Arizona Revised Statutes, Town Code, or Zoning Ordinance have occurred by Town policy; as well as establishing noticing provisions for other planning applications not addressed in the three above-noted documents. The noticing for most applications are by policy and can be modified relatively quickly.

ATTACHMENTS:

- A. Arizona Revised Statute Noticing
- B. Town Code/Zoning Ordinance Noticing
- C. Town Staff Noticing Document
- D. Prior Town Staff Noticing Documents
- E. Other Community Noticing

9-462.04. Public hearing required; definition

A. If the municipality has a planning commission or a hearing officer, the planning commission or hearing officer shall hold a public hearing on any zoning ordinance. **Notice** of the time and place of the hearing including a general explanation of the matter to be considered and including a general description of the area affected shall be given at least fifteen days before the hearing in the following manner:

1. The **notice** shall be published at least once in a newspaper of general circulation published or circulated in the municipality, or if there is none, it shall be posted on the affected property in such a manner as to be legible from the public right-of-way and in at least ten public places in the municipality. A posted **notice** shall be printed so that the following are visible from a distance of one hundred feet: the word "zoning", the present zoning district classification, the proposed zoning district classification and the date and time of the hearing.

2. In proceedings involving rezoning of land that abuts other municipalities or unincorporated areas of the county or a combination of a municipality and an unincorporated area, copies of the **notice** of public hearing shall be transmitted to the planning agency of the governmental unit abutting such land. In proceedings involving rezoning of land that is located within the territory in the vicinity of a military airport or ancillary military facility as defined in section 28-8461, the municipality shall send copies of the **notice** of public hearing by first class mail to the military airport. In addition to **notice** by publication, a municipality may give **notice** of the hearing in any other manner that the municipality deems necessary or desirable.

3. In proceedings that are not initiated by the property owner involving rezoning of land that may change the zoning classification, **notice** by first class mail shall be sent to each real property owner, as shown on the last assessment of the property, of the area to be rezoned and all property owners, as shown on the last assessment of the property, within three hundred feet of the property to be rezoned.

4. In proceedings involving one or more of the following proposed changes or related series of changes in the standards governing land uses, **notice** shall be provided in the manner prescribed by paragraph 5 of this subsection:

(a) A ten percent or more increase or decrease in the number of square feet or units that may be developed.

(b) A ten percent or more increase or reduction in the allowable height of buildings.

(c) An increase or reduction in the allowable number of stories of buildings.

(d) A ten percent or more increase or decrease in setback or open space requirements.

(e) An increase or reduction in permitted uses.

5. In proceedings governed by paragraph 4 of this subsection, the municipality shall provide **notice** to real property owners pursuant to at least one of the following notification procedures:

(a) **Notice** shall be sent by first class mail to each real property owner, as shown on the last assessment, whose real property is directly governed by the changes.

(b) If the municipality issues utility bills or other mass mailings that periodically include notices or other informational or advertising materials, the municipality shall include **notice** of the changes with such utility bills or other mailings.

(c) The municipality shall publish the changes before the first hearing on such changes in a newspaper of general circulation in the municipality. The changes shall be published in a "display ad" covering not less than one-eighth of a full page.

6. If **notice** is provided pursuant to paragraph 5, subdivision (b) or (c) of this subsection, the municipality shall also send **notice** by first class mail to persons who register their names and addresses with the municipality as being interested in receiving such **notice**. The municipality may charge a fee not to exceed \$5 per year for providing this service and may adopt procedures to implement this paragraph.

7. Notwithstanding the **notice** requirements in paragraph 4 of this subsection, the failure of any person or entity to receive **notice** does not constitute grounds for any court to invalidate the actions of a municipality for which the **notice** was given.

B. If the matter to be considered applies to territory in a high noise or accident potential zone as defined in section 28-8461, the **notice** prescribed in subsection A of this section shall include a general statement that the matter applies to property located in the high noise or accident potential zone.

C. After the hearing, the planning commission or hearing officer shall render a decision in the form of a written recommendation to the governing body. The recommendation shall include the reasons for the recommendation and be transmitted to the governing body in the form and manner prescribed by the governing body.

D. If the planning commission or hearing officer has held a public hearing, the governing body may adopt the recommendations of the planning commission or hearing officer without holding a second public hearing if there is no objection, request for public hearing or other protest. The governing body shall hold a public hearing if requested by the party aggrieved or any member of the public or of the governing body, or, in any case, if a public hearing has not been held by the planning commission or hearing officer. The governing body may consider the testimony of any party aggrieved when making its decision. In municipalities with territory in the vicinity of a military airport or ancillary military facility as defined in section 28-8461, the governing body shall hold a public hearing if, after **notice** is transmitted to the military airport pursuant to subsection A of this section and before the public hearing, the military airport provides comments or analysis concerning the compatibility of the proposed rezoning with the high noise or accident potential generated by military airport or ancillary military facility operations that may have an adverse impact on public health and safety, and the governing body shall consider and analyze the comments

or analysis before making a final determination. **Notice** of the time and place of the hearing shall be given in the time and manner provided for the giving of **notice** of the hearing by the planning commission as specified in subsection A of this section. A municipality may give additional **notice** of the hearing in any other manner as the municipality deems necessary or desirable. For the purposes of this subsection, "party aggrieved" means any property owner within the notification area prescribed by subsection A, paragraph 3 of this section.

E. A municipality may enact an ordinance authorizing county zoning to continue in effect until municipal zoning is applied to land previously zoned by the county and annexed by the municipality, but not longer than six months after the annexation.

F. A municipality is not required to adopt a general plan before the adoption of a zoning ordinance.

G. If there is no planning commission or hearing officer, the governing body of the municipality shall perform the functions assigned to the planning commission or hearing officer.

H. If the owners of twenty percent or more of the property by area and number of lots, tracts and condominium units within the zoning area of the affected property file a protest in writing against a proposed amendment, the change shall not become effective except by the favorable vote of three-fourths of all members of the governing body of the municipality. If any members of the governing body are unable to vote on such a question because of a conflict of interest, then the required number of votes for passage of the question shall be three-fourths of the remaining membership of the governing body, provided that such required number of votes shall not be less than a majority of the full membership of the legally established governing body. For the purposes of this subsection, the vote shall be rounded to the nearest whole number. A protest filed pursuant to this subsection shall be signed by the property owners opposing the proposed amendment and filed in the office of the clerk of the municipality not later than 12:00 noon one business day before the date on which the governing body will vote on the proposed amendment or on an earlier time and date established by the governing body.

I. In applying an open space element or a growth element of a general plan, a parcel of land shall not be rezoned for open space, recreation, conservation or agriculture unless the owner of the land consents to the rezoning in writing.

J. Notwithstanding section 19-142, subsection B, a decision by the governing body involving rezoning of land that is not owned by the municipality and that changes the zoning classification of such land may not be enacted as an emergency measure and the change shall not be effective for at least thirty days after final approval of the change in classification by the governing body.

K. For the purposes of this section, "zoning area" means both of the following:

1. The area within one hundred fifty feet, including all rights-of-way, of the affected property subject to the proposed amendment or change.

2. The area of the proposed amendment or change.

9-461.06. Adoption and amendment of general plan; expiration and readoption

A. In municipalities that have territory in a high noise or accident potential zone as defined in section 28-8461, the legislature finds that in general plans and amendments to general plans land use compatibility with the continued operation of a military airport or ancillary military facility as defined in section 28-8461 is a matter of statewide concern.

B. The general plan and any amendment to such plan shall be adopted or readopted in the manner provided in this article.

C. The governing body shall:

1. Adopt written procedures to provide effective, early and continuous public participation in the development and major amendment of general plans from all geographic, ethnic and economic areas of the municipality. The procedures shall provide for:

(a) The broad dissemination of proposals and alternatives.

(b) The opportunity for written comments.

(c) Public hearings after effective notice.

(d) Open discussions, communications programs and information services.

(e) Consideration of public comments.

2. Consult with, advise and provide an opportunity for official comment by public officials and agencies, the county, school districts, associations of governments, public land management agencies, the military airport if the municipality has territory in the vicinity of a military airport or ancillary military facility as defined in section 28-8461, other appropriate government jurisdictions, public utility companies, civic, educational, professional and other organizations, property owners and citizens generally to secure maximum coordination of plans and to indicate properly located sites for all public purposes on the general plan.

D. At least sixty days before the general plan or an element or major amendment of a general plan is noticed pursuant to subsection E of this section, the planning agency shall transmit the proposal to the planning commission, if any, and the governing body and shall submit a copy for review and further comment to:

1. The planning agency of the county in which the municipality is located.

2. Each county or municipality that is contiguous to the corporate limits of the municipality or its area of extraterritorial jurisdiction.

3. The regional planning agency within which the municipality is located.

4. The Arizona commerce authority or any other state agency that is subsequently designated as the general planning agency for this state.

5. The department of water resources for review and comment on the water resources element, if a water resources element is required.

6. If the general plan or an element or amendment of the general plan is applicable to territory in the vicinity of a military airport or ancillary military facility as defined in section 28-8461, the military airport.

7. If the general plan or an element or major amendment of the general plan is applicable to property in the high noise or accident potential zone of a military airport or ancillary military facility as defined in section 28-8461, the attorney general. For the purposes of this paragraph, "major amendment" means a substantial alteration of the municipality's land use mixture or balance as established in the municipality's existing general plan land use element.

8. Any person or entity that requests in writing to receive a review copy of the proposal.

E. If the municipality has a planning commission, after considering any recommendations from the review required under subsection D of this section the planning commission shall hold at least one public hearing before approving a general plan or any amendment to such plan. When the general plan or any major amendment is being adopted, planning commissions in municipalities having populations over twenty-five thousand persons shall hold two or more public hearings at different locations within the municipality to promote citizen participation. **Notice** of the time and place of a hearing and availability of studies and summaries related to the hearing shall be given at least fifteen and not more than thirty calendar days before the hearing by:

1. Publication at least once in a newspaper of general circulation published or circulated in the municipality, or if there is none, the **notice** shall be posted in at least ten public places in the municipality.

2. Such other manner in addition to publication as the municipality may deem necessary or desirable.

F. Action by the planning commission on the general plan or any amendment to the plan shall be transmitted to the governing body of the municipality.

G. Before adopting the general plan, or any amendment to it, the governing body shall hold at least one public hearing. **Notice** of the time and place of the hearing shall be given in the time and manner provided for the giving of **notice** of the hearing by the planning commission as specified in subsection E of this section.

H. The adoption or readoption of the general plan or any amendment to such plan shall be by resolution of the governing body of the municipality, after **notice** as provided for in subsection E of this section. The adoption or readoption of or a major amendment to the general plan shall be approved by affirmative vote of at least two-thirds of the members of the governing body of the municipality. All major amendments to the general plan proposed

for adoption by the governing body of a municipality shall be presented at a single public hearing during the calendar year the proposal is made. The general plan, or any amendment to the plan, shall be endorsed in the manner provided by the governing body to show that it has been adopted by the governing body. If the municipality includes property in the high noise or accident potential zone of a military airport or ancillary military facility as defined in section 28-8461, the governing body of the municipality shall send notice of the approval, adoption or readoption of the general plan or major amendment to the general plan to the attorney general by certified mail, return receipt requested, within three business days after the approval, adoption or readoption. If the attorney general determines the approval, adoption or readoption of the general plan or major amendment to the general plan is not in compliance with section 28-8481, subsection J, the attorney general shall notify the municipality by certified mail, return receipt requested, of the determination of noncompliance. The municipality shall receive the **notice** from the attorney general within twenty-five days after the **notice** from the municipality to the attorney general is mailed pursuant to this subsection. The effective date of any approval, adoption or readoption of, or major amendment to, the general plan shall be thirty days after the governing body's receipt of the attorney general's determination of noncompliance. Within thirty days after the receipt of a determination of noncompliance by the attorney general as prescribed by this section, the governing body of the municipality shall reconsider any approval, adoption or readoption of, or major amendment to, the general plan that impacts property in the high noise or accident potential zone of a military airport or ancillary military facility as defined in section 28-8461. If the governing body reaffirms a prior action subject to an attorney general's determination of noncompliance pursuant to this section, the attorney general may institute a civil action pursuant to section 28-8481, subsection L. If the governing body timely sends **notice** pursuant to this subsection and the attorney general fails to timely notify the governing body of a determination of noncompliance, the general plan or major amendment to the general plan shall be deemed to comply with section 28-8481. subsection J. If the motion to adopt or readopt a general plan or an amendment to the general plan fails to pass, the governing body may reconsider the motion in any manner allowed by the governing body's rules of procedure, but any subsequent motion for the adoption or readoption of the general plan or a major amendment to the general plan must be approved by an affirmative vote of at least two-thirds of the members of the governing body. For the purposes of this subsection, "major amendment" means a substantial alteration of the municipality's land use mixture or balance as established in the municipality's existing general plan land use element. The municipality's general plan shall define the criteria to determine if a proposed amendment to the general plan effects a substantial alteration of the municipality's land use mixture or balance as established in the municipality's existing general plan land use element.

I. If the municipality does not have a planning commission, the only procedural steps required for the adoption of the general plan, or any amendment to such plan, shall be those provided in this article for action by the governing body.

J. A copy of the adopted general plan of a municipality shall be sent to the planning agency of the county within which the municipality is located, and such plan or any portion of the plan may be adopted as a part of the county general plan.

K. A general plan, with any amendments, is effective for up to ten years from the date the plan was initially adopted and ratified pursuant to subsection M of this section, or until the

plan is readopted pursuant to this subsection and ratified pursuant to subsection M of this section or a new plan is adopted pursuant to this subsection and ratified pursuant to subsection M of this section, and becomes effective. On or before the tenth anniversary of the plan's most recent adoption, the governing body of the municipality shall either readopt the existing plan for an additional term of up to ten years or shall adopt a new general plan as provided by this article.

L. Except for general plans that are required to be submitted to the voters for ratification pursuant to subsection M of this section, the adoption or readoption of a general plan, and any amendment to a general plan, shall not be enacted as an emergency measure and is subject to referendum as provided by article IV, part 1, section 1, subsection (8), Constitution of Arizona, and title 19, chapter 1, article 4.

M. The governing body of a city or town having a population of more than two thousand five hundred persons but less than ten thousand persons and whose population growth rate exceeded an average of two per cent per year for the ten year period before the most recent United States decennial census, and any city or town having a population of ten thousand or more persons, shall submit each new general plan adopted pursuant to subsection K of this section to the voters for ratification at the next regularly scheduled municipal election or at a special election scheduled at least one hundred twenty days after the governing body adopted the plan pursuant to section 16-204. The governing body shall include a general description of the plan and its elements in the municipal election pamphlet and shall provide public copies of the plan in at least two locations that are easily accessible to the public and may include posting on the municipality's official internet website. If a majority of the qualified electors voting on the proposition approves the new plan, it shall become effective as provided by law. If a majority of the qualified electors voting on the proposition fails to approve the new plan, the current plan remains in effect until a new plan is approved by the voters pursuant to this subsection. The governing body shall either resubmit the proposed new plan, or revise the new plan as provided by this section, for subsequent submission to the voters at the next regularly scheduled municipal election or at a special election scheduled at least one hundred twenty days after the governing body readopted the new or revised new plan. All subsequent adoptions and submissions of the new plan or revised plans must comply with the procedures prescribed by this section until the plan is ratified.

N. In applying an open space element or a growth element of a general plan a municipality shall not designate private land or state trust land as open space, recreation, conservation or agriculture unless the municipality receives the written consent of the landowner or provides an alternative, economically viable designation in the general plan or zoning ordinance, allowing at least one residential dwelling per acre. If the landowner is the prevailing party in any action brought to enforce this subsection, a court shall award fees and other expenses to the landowner. A municipality may designate land as open space without complying with the requirements of this subsection if the land was zoned as open space and used as a golf course pursuant to a zoning ordinance adopted pursuant to article 6.1 of this chapter before May 1, 2000 and the designation does not impose additional conditions, limitations or restrictions on the golf course, unless the land is state trust land that was not planned and zoned as open space pursuant to title 37, chapter 2, article 5.1.

O. A person, after having participated in the public hearing pursuant to subsection H of this section, may file a petition for special action in superior court to review the governing body's decision that does not comply with the mandatory requirement prescribed in section 9-461.05, subsection C, paragraph 1, subdivision (g) within thirty days after the governing body has rendered its decision. The court may affirm, reverse or remand to the governing body, in whole or in part, the decision reviewed for further action that is necessary to comply with the mandatory requirements prescribed in section 9-461.05, subsection C, paragraph 1, subdivision (g).

9-471. <u>Annexation of territory; procedures; **notice;** petitions; access to information; restrictions</u>

A. The following procedures are required to extend and increase the corporate limits of a city or town by annexation:

1. A city or town shall file in the office of the county recorder of the county in which the annexation is proposed a blank petition required by paragraph 4 of this subsection setting forth a description and an accurate map of all the exterior boundaries of the territory contiguous to the city or town proposed to be annexed, except that a city or town shall not file an annexation petition that includes any territory for which an unsuccessful annexation was attempted by the same city or town until at least forty-five days after completion of the unsuccessful attempt. A property owner may waive the forty-five day waiting period for the owner's property that was part of the original unsuccessful annexation. Notice and a copy of the filing shall be given to the clerk of the board of supervisors and to the county assessor. The accurate map shall include all county rights-of-way and roadways that are within or contiguous to the exterior boundaries of the area of the proposed annexation. If state land, other than state land utilized as state rights-of-way or land held by the state by tax deed, is included in the territory, written approval of the state land commissioner and the selection board established by section 37-202 shall also be filed. The description shall identify the entity, if any, that will be responsible for maintaining the existing rights-of-way and roadways that are within or contiguous to the exterior boundaries of the area of the proposed annexation. For the purposes of this paragraph, "unsuccessful annexation" means an annexation attempt that was withdrawn or that was not completed pursuant to this section.

2. Signatures on petitions filed for annexation shall not be obtained for a waiting period of thirty days after filing the blank petition.

3. After filing the blank petition pursuant to paragraph 1 of this subsection, the governing body of the city or town shall hold a public hearing within the last ten days of the thirty-day waiting period to discuss the annexation proposal. The public hearing shall be held in accordance with title 38, chapter 3, article 3.1, except that, notwithstanding section 38-431.02, subsections C and D, the following notices of the public hearing to discuss the annexation proposal shall be given at least six days before the hearing:

(a) Publication at least once in a newspaper of general circulation, which is published or circulated in the city or town and the territory proposed to be annexed, at least fifteen days before the end of the waiting period.

(b) Posting in at least three conspicuous public places in the territory proposed to be annexed.

(c) **Notice** by first class mail sent to the chairman of the board of supervisors of the county in which the territory proposed to be annexed is located.

(d) **Notice** by first class mail with an accurate map of the territory proposed to be annexed sent to each owner of the real and personal property as shown on the statement furnished pursuant to subsection G of this section that would be subject to taxation by the city or town

in the event of annexation in the territory proposed to be annexed. For the purposes of this subdivision, "real and personal property" includes mobile, modular and manufactured homes and trailers only if the owner also owns the underlying real property.

4. Within one year after the last day of the thirty-day waiting period a petition in writing signed by the owners of one-half or more in value of the real and personal property and more than one-half of the persons owning real and personal property that would be subject to taxation by the city or town in the event of annexation, as shown by the last assessment of the property, may be circulated and filed in the office of the county recorder. For the purposes of this paragraph, "real and personal property" includes mobile, modular and manufactured homes and trailers only if the owner also owns the underlying real property.

5. Alterations increasing or reducing the territory sought to be annexed shall not be made after a petition has been signed by a property owner.

6. The petitioner shall determine and submit a sworn affidavit verifying that no part of the territory for which the filing is made is already subject to an earlier filing for annexation. The county recorder shall not accept a filing for annexation without the sworn affidavit.

B. All information contained in the filings, the notices, the petition, the tax and property rolls and other matters regarding a proposed or final annexation shall be made available by the appropriate official for public inspection during regular office hours.

C. Any city or town, the attorney general, the county attorney or any other interested party within the territory to be annexed may on verified petition move to question the validity of the annexation for failure to comply with this section. The petition shall set forth the manner in which it is alleged the annexation procedure was not in compliance with this section and shall be filed within thirty days after adoption of the ordinance annexing the territory by the governing body of the city or town and not otherwise. The burden of proof shall be on the petitioner to prove the material allegations of the verified petition. An action shall not be brought to question the validity of an annexation ordinance unless brought within the time and for the reasons provided in this subsection. All hearings provided by this section and all appeals therefrom shall be preferred and heard and determined in preference to all other civil matters, except election actions. In the event more than one petition questioning the validity of an annexation ordinance is filed, all such petitions shall be consolidated for hearing. If two or more cities or towns show the court that they have demonstrated an active interest in annexing any or all of the area proposed for annexation, the court shall consider any oral or written agreements or understandings between or among the cities and towns in making its determination pursuant to this subsection.

D. The annexation shall become final after the expiration of thirty days after the adoption of the ordinance annexing the territory by the city or town governing body, provided the annexation ordinance has been finally adopted in accordance with procedures established by statute, charter provisions or local ordinances, whichever is applicable, subject to the review of the court to determine the validity of the annexation ordinance if petitions in objection have been filed. After adopted annexation ordinance to the clerk of the city or town shall provide a copy of the adopted annexation ordinance to the clerk of the board of supervisors of each county that has jurisdiction over the annexed area within sixty days after the annexation becomes final.

E. For the purpose of determining the sufficiency of the percentage of the value of property under this section, the values of property shall be determined as follows:

1. In the case of property assessed by the county assessor, values shall be the same as shown by the last assessment of the property.

2. In the case of property valued by the department of revenue, values shall be appraised by the department in the manner provided by law for municipal assessment purposes.

F. For the purpose of determining the sufficiency of the percentage of persons owning property under this section, the number of persons owning property shall be determined as follows:

1. In the case of property assessed by the county assessor, the number of persons owning property shall be as shown on the last assessment of the property.

2. In the case of property valued by the department of revenue, the number of persons owning property shall be as shown on the last valuation of the property.

3. If an undivided parcel of property is owned by multiple owners, those owners are deemed as one owner for the purposes of this section.

4. If a person owns multiple parcels of property, that owner is deemed as one owner for the purposes of this section.

G. The county assessor and the department of revenue, respectively, shall furnish to the city or town proposing an annexation, within thirty days after a request, a statement in writing showing the owner, the address of each owner and the appraisal and assessment of all such property.

H. Territory is not contiguous for the purposes of subsection A, paragraph 1 of this section unless:

1. It adjoins the exterior boundary of the annexing city or town for at least three hundred feet.

2. It is, at all points, at least two hundred feet in width, excluding rights-of-way and roadways.

3. The distance from the existing boundary of the annexing city or town where it adjoins the annexed territory to the furthest point of the annexed territory from that boundary is not more than twice the maximum width of the annexed territory.

I. A city or town shall not annex territory if as a result of that annexation unincorporated territory is completely surrounded by the annexing city or town.

J. Notwithstanding any provisions of this article to the contrary, any town incorporated before 1950 that had a population of less than two thousand persons by the 1970 census and that is bordered on at least three sides by Indian lands may annex by ordinance

territory owned by the state within the same county for a new townsite that is not contiguous to the existing boundaries of the town.

K. Subsections H and I of this section do not apply to territory that is surrounded by the same city or town or that is bordered by the same city or town on at least three sides.

L. A city or town annexing an area shall adopt zoning classifications that permit densities and uses not greater than those permitted by the county immediately before annexation. Subsequent changes in zoning of the annexed territory shall be made according to existing procedures established by the city or town for the rezoning of land.

M. The annexation of territory within six miles of territory included in a pending incorporation petition filed with the county recorder pursuant to section 9-101.01, subsection D shall not cause an urbanized area to exist pursuant to section 9-101.01 that did not exist before the annexation.

N. As an alternative to the procedures established in this section, a county right-of-way or roadway may be transferred to an adjacent city or town by mutual consent of the governing bodies of the county and city or town if the property transferred is adjacent to the receiving city or town and if the city or town and county each approve the proposed transfer as a published agenda item at a regular public meeting of their governing bodies. A transfer of property made pursuant to this subsection shall be treated by the receiving city or town as if the transferred property was newly annexed territory.

O. On or before the date the governing body adopts the ordinance annexing territory, the governing body shall have approved a plan, policy or procedure to provide the annexed territory with appropriate levels of infrastructure and services to serve anticipated new development within ten years after the date when the annexation becomes final pursuant to subsection D of this section.

P. If a property owner prevails in any action to challenge the annexation of the property owner's property, the court shall allow the property owner reasonable attorney fees and costs relating to the action from the annexing municipality.

Q. A city or town may annex territory that is a county-owned park or a park operated on public lands by a county as part of a management agreement if otherwise agreed to by the board of supervisors. If the board of supervisors does not agree to the annexation, the county-owned park or park operated on public lands by a county as part of a management agreement shall be excluded from the annexation area, notwithstanding subsections H and I of this section. A county-owned park or park operated on public lands by a county as part of a management agreement that is excluded from the annexation area pursuant to this subsection may subsequently be annexed with the permission of the board of supervisors notwithstanding any other provision of this section. For the purposes of this subsection, "public lands":

1. Has the same meaning prescribed in section 37-901.

2. Does not include lands owned by a flood control district.

R. Notwithstanding subsection H of this section, territory is considered contiguous for the purposes of subsection A, paragraph 1 of this section if all of the real property in the territory is owned by one person, the city or town and the owner of the real property agree to the annexation and the territory adjoins the exterior boundary of the annexing city or town for at least three hundred feet.

9-462.06. Board of adjustment

A. The legislative body, by ordinance, shall establish a board of adjustment, which shall consist of at least five but no more than seven members appointed by the legislative body in accordance with provisions of the ordinance, except that the ordinance may establish the legislative body as the board of adjustment. The legislative body may, by ordinance, delegate to a hearing officer the authority to hear and decide on matters within the jurisdiction of the board of adjustment as provided by this section, except that the right of appeal from the decision of a hearing officer to the board of adjustment shall be preserved.

B. The ordinance shall provide for public meetings of the board, for a chairperson with the power to administer oaths and take evidence, and that minutes of its proceedings showing the vote of each member and records of its examinations and other official actions be filed in the office of the board as a public record.

C. A board of adjustment shall hear and decide appeals from the decisions of the zoning administrator, shall exercise other powers as may be granted by the ordinance and adopt all rules and procedures necessary or convenient for the conduct of its business.

D. Appeals to the board of adjustment may be taken by persons aggrieved or by any officer, department, board or bureau of the municipality affected by a decision of the zoning administrator, within a reasonable time, by filing with the zoning administrator and with the board a **notice** of appeal specifying the grounds of the appeal. The zoning administrator shall immediately transmit all records pertaining to the action appealed from to the board.

E. An appeal to the board stays all proceedings in the matter appealed from, unless the zoning administrator certifies to the board that, in the zoning administrator's opinion by the facts stated in the certificate, a stay would cause imminent peril to life or property. On the certification proceedings shall not be stayed, except by restraining order granted by the board or by a court of record on application and **notice** to the zoning administrator. Proceedings shall not be stayed if the appeal requests relief that has previously been denied by the board except pursuant to a special action in superior court as provided in subsection K of this section.

F. The board shall fix a reasonable time for hearing the appeal, and shall give **notice** of hearing by both publication in a newspaper of general circulation in accordance with section 9-462.04 and posting the **notice** in conspicuous places close to the property affected.

G. A board of adjustment shall:

1. Hear and decide appeals in which it is alleged there is an error in an order, requirement or decision made by the zoning administrator in the enforcement of a zoning ordinance adopted pursuant to this article.

2. Hear and decide appeals for variances from the terms of the zoning ordinance only if, because of special circumstances applicable to the property, including its size, shape, topography, location, or surroundings, the strict application of the zoning ordinance will deprive the property of privileges enjoyed by other property of the same classification in the same zoning district. Any variance granted is subject to conditions as will assure that the adjustment authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which the property is located.

3. Reverse or affirm, in whole or in part, or modify the order, requirement or decision of the zoning administrator appealed from, and make the order, requirement, decision or determination as necessary.

H. A board of adjustment may not:

1. Make any changes in the uses permitted in any zoning classification or zoning district, or make any changes in the terms of the zoning ordinance provided the restriction in this paragraph shall not affect the authority to grant variances pursuant to this article.

2. Grant a variance if the special circumstances applicable to the property are self-imposed by the property owner.

I. If the legislative body is established as the board of adjustment, it shall exercise all of the functions and duties of the board of adjustment in the same manner and to the same effect as provided in this section.

J. In a municipality with a population of more than one hundred thousand persons, the legislative body, by ordinance, may provide that a person aggrieved by a decision of the board or a taxpayer who owns or leases the adjacent property or a property within three hundred feet from the boundary of the immediately adjacent property, an officer or a department of the municipality affected by a decision of the board, at any time within fifteen days after the board has rendered its decision, may file an appeal with the clerk of the legislative body. The legislative body shall hear the appeal in accordance with procedures adopted by the legislative body and may affirm or reverse, in whole or in part, or modify the board's decision.

K. A person aggrieved by a decision of the legislative body or board or a taxpayer who owns or leases the adjacent property or a property within three hundred feet from the boundary of the immediately adjacent property, an officer or a department of the municipality affected by a decision of the legislative body or board, at any time within thirty days after the board, or the legislative body, if the board decision was appealed pursuant to subsection J of this section, has rendered its decision, may file a complaint for special action in the superior court to review the legislative body or board decision. Filing the complaint does not stay proceedings on the decision sought to be reviewed, but the court may, on application, grant a stay and on final hearing may affirm or reverse, in whole or in part, or modify the decision reviewed.

Arizona Revised Statute Noticing February 18, 2020 Planning Commission Work Session 9-461.09. Procedure for adoption of specific plans and regulations

A. If a municipality has a planning commission, the planning commission shall hold at least one public hearing on a specific plan or regulation prior to any hearing by the legislative body. **Notice** of the time and place of such hearing shall be given at least fifteen and not more than thirty calendar days before the hearing by:

1. Publication at least once in a newspaper of general circulation published or circulated in the municipality, or if there is none, by posting in at least ten public places in the municipality.

2. Such other manner in addition to publication as the municipality may deem necessary or desirable.

B. A copy of any specific plan, regulation or amendment together with the recommendation of the planning commission shall be submitted to the legislative body accompanied by a statement of the planning commission's reasons for such recommendation.

C. Upon receipt of a copy of any proposed specific plan, regulation or amendment of such plan or regulation, the legislative body may by ordinance or resolution adopt the plan or regulation. Before adopting the proposed specific plan or regulation, the legislative body shall hold at least one public hearing. **Notice** of the time and place of such hearing shall be given in the time and manner provided for the giving of **notice** of the hearing by the planning commission as provided in subsection A. The specific plan or regulation, as adopted, shall be designated as a specific plan or regulation.

D. If the municipality does not have a planning commission, the only procedural steps required for the adoption of a specific plan, regulation or any amendment to a specific plan or regulation are those provided in this article for action by the legislative body.

Town Code/Zoning Ordinance Noticing February 18, 2020 Planning Commission Work Session

The Town Code/Zoning Ordinance includes the parameters summarized below related to noticing for planning division application requests processed by the Town. Noticing for such applications cannot be less than the requirements in Arizona Revised Statutes or in the Town Code/Zoning Ordinance. The noticing provisions in the Town Code require Town Council approval to amend. The noticing provisions in the Town Zoning Ordinance require Planning Commission recommendation and Town Council approval to amend.

- There is a general reasonable provision for noticing on applications governed by the Town Code (e.g. plats, lot splits) that states "In all cases where any section of this Code shall require any act to be done in a reasonable time or reasonable notice to be given, such reasonable time or notice shall be deemed to mean such time only as may be necessary for the prompt performance of such duty, or compliance with such notice." (Town Code, Section 1-3-26)
- Some of the provisions in the Town Code require written notice which means "any form of recorded message capable of comprehension by ordinary visual means. Whenever any notice, report, statement, or record is required or authorized by this Code, it shall be made in writing in the English language unless it is expressly provided otherwise." (Town Code, Section 1-3-26)
- Referenced both in the Town Code and Zoning Ordinance is the Citizen Review Session. This is a required neighborhood meeting the applicant hosts and provides the Town feedback prior to the Planning Commission public hearing. The applications a Citizen Review Session applies are for a Rezoning, Major and Intermediate Special Use Permit, and text amendments to the Zoning Ordinance. (Town Code, Sections 2-5.2.F and 2-5-2.G; Zoning Ordinance, Sections 308 and 1102.C.3.4)
 - Citizen Review Session must be held at least 10 days prior to the Planning Commission public hearing.
 - The notice shall include the time, date, and location and sufficient details regarding the substance of the proposed application.
 - The notice is sent by the applicant by first class mail to: 1) Each property owner within 1000 feet of the boundary of the subject property; 2) All other interested parties who have requested that they be placed on a notification list maintained by the Community Development Department; and 3) Adjoining municipalities sharing borders with the property subject to the application.
 - For text amendments to the Zoning Ordinance, the form of notice to be used will vary according to the type of text amendment and is typically an ad in the newspaper, Town posting locations, and/or the Town website.

Town Code/Zoning Ordinance Noticing February 18, 2020 Planning Commission Work Session

- Rezoning, Cluster Plan, Minor, Major and Intermediate Special Use Permit, Conditional Use Permit, and Text Amendments to the Zoning Ordinance require a public hearing by the Planning Commission for recommendations (except for a Minor Special Use Permit and Conditional Use Permit the Planning Commission takes action, with such action appealable to Town Council) and a public hearing for Town Council action. (Zoning Ordinance, Sections 308, 908, 1102.C.4, 1102.8.B, 1102.8.C.3, 1102.8.D.2, and 1103.7)
 - Notice of the public hearing requires appropriate publication of a public notice of the time, place and date of such hearing in an official newspaper or a newspaper of general circulation in the Town of Paradise Valley at least 15 days prior to such hearing.
 - The posting of a notice of the time, place, and date of such hearing on the affected property for at least 7 days prior to the date of the hearing. For a Cluster Plan, the posting is at least 15 days prior to the date of the hearing.
 - For text amendments to the Zoning Ordinance if the Council hearing is for the purpose of changing the Residential District Classification or consideration of a Special Use Permit District Application or any amendment to an existing Special Use Permit District for any property, the time, place and date of the Council hearing shall be posted on the affected property at least seven (7) days prior to said hearing. For all other proposed amendments to this ordinance, the time, place and date of the Council hearing shall be posted in three (3) public places at least seven (7) days prior to said hearing.
- Major General Plan Amendment notice provisions. (Town Code, Section 2-5-2.J)
 - Amendments require notice at least 15 and not more than 30 calendar days before the public hearing by the Planning Commission and Town Council.
 - Such notice shall be published at least once in a newspaper of general circulation published or circulated in the Town. There is an option to not do a newspaper notice with a Major General Plan Amendment and post in at least 10 public places.
 - The Zoning Administrator may provide notice in other manners, in addition to publication required above, as the Zoning Administrator may deem necessary or desirable.
 - At least 60 days before a Major General Plan Amendment is noticed for a public hearing before the Planning Commission, the Zoning Administrator shall transmit the proposal to various adjacent municipalities and agencies per Arizona Revised Statute and any person or entity that requests in writing to receive a review copy of the proposal.
- Notice provisions for when the Zoning Administrator authorizes administrative relief to a residential property owner up to 10% of any development standard contained in the Zoning Ordinance, Article X, and for solar device installations and driveway gates on hillside. (Town Code, Section 2-5-3.E) [Town Staff approval process]
 - Notice shall be made by first class mail, postmarked at least 5 days prior to the proposed date of determination by the Community Development Director, to adjacent property owners determined by the Community Development Director.

Note: The above noticing provisions do not include provisions in the Town Code/Zoning Ordinance related to enforcement or revocation. The above provisions are for applications on private property.



Several application processes require notification by posting of property and/or mailing notification. This notification may be required by Arizona Revised Statutes, Town Code, and/or by Town policy.

POSTING OF PROPERTY

When an application requires Posting of Property, it shall be the responsibility of the applicant to properly post and document such posting to the Town. The basic steps are outlined below:

- Obtain the official posting notice at the Community Development Department at least 21 calendar days prior to the scheduled meeting date or the date as set by the Town staff member processing your application. For the Hillside Building Committee, obtain the official posting notice 7 calendar days prior to the scheduled meeting date.
- Post the official notice on the subject site in a visible location no earlier than 21 calendar days and no later than 15 calendar days prior to the scheduled meeting date. For the Hillside Building Committee postings, post the official notice 6 to 7 calendar days prior to the scheduled meeting date.
- Sign, notarize, and submit the official Affidavit of Posting along with a color photo of the posted sign to the Community Development Department no later than 15 calendar days prior to the scheduled meeting date. A template Affidavit of Posting is attached.

FAQ

<u>Do I have to do a Posting of Property for all scheduled meetings?</u> No, posting is only required for the meeting where action will be taken.

What meetings require a Posting of Property?

For a general guide of what applications require posting see Table 1 attached.

Can I use my own sign?

No, the Community Development Department has an official posting sign that the Town staff member processing your application will prepare for posting. This sign is a cardboard sign that is 11 inches by 14 inches. A posting stake will be provided by the Town.

What happens if I miss the last day to post the sign?

This may result in the application request being postponed to the next available meeting along with the applicant doing a mailing notification of the postponement.

Do I need to repost the sign if it gets damaged or removed before the meeting?

Yes, in most cases. Legally this may not be required in all instances, but the Town would encourage reposting to be a good neighbor.

X:\TH_Docs\PLANDEPT\Applications\Posting-Mailing Notification\Posting-Mailing Notices Updated 111419.docx Updated on 2/5/2020

MAILING NOTIFICATION

When an application requires Mailing Notification, it shall be the responsibility of the applicant to properly mail the notice by the required deadline dates and document such mailing to the Town. The basic steps are outlined below:

- Obtain the official mailing notice letter from the Town staff member processing your application at least 21 calendar days prior to the scheduled meeting date or the date as set by the staff member processing your application.
- Verify with the staff member processing your application the mailing notification radius. This radius will be determined by the type of application as shown in Table 1 and/or the Town.
- Mail the notice letter to each property owner within the specified radius in Table 1 attached for your application type no earlier than 21 calendar days and no later than 15 calendar days prior to the scheduled meeting date. Verify with the staff member processing your application that there are no additional persons of interest that will require notification. Also, make sure the envelope has the Town return address, "Town of Paradise Valley Planning Department, 6401 East Lincoln Drive, Paradise Valley AZ 85253-4399"
- Sign, notarize, and submit the official Affidavit of Mailing along with a copy of the notice and mailing address list to the Community Development Department no later than 15 calendar days prior to the scheduled meeting date. A template Affidavit of Mailing is attached.

FAQ

Do I have to do a Mailing Notification for all scheduled meetings? No, mailing notices are typically only required for the meeting where action will be taken.

What meetings require a Mailing Notification?

For a general guide of what applications require mailing notification see Table 1 attached.

Can I use my own notice and/or add additional information?

Yes, in certain instances this may be allowable if cleared by the Community Development Director or designee.

What minimally must be included on the notice?

Items that must be included on the notice are the time, day, date, and location of the meeting; a description of the application request; the location of the site; contact information of the Town staff person processing the application, and the Town disclaimer on meeting accessibility to persons with disabilities.

Where do I find the mailing list?

The official mailing address source and tool to create a mailing list by radius is available by the Maricopa County Assessor. Any changes of mailing address should be processed with Maricopa County and not the Town. Refer to <u>http://maps.mcassessor.maricopa.gov/</u>

Does the Town provide postage and envelopes?

No, the applicant must provide the necessary postage and envelopes.

What happens if I miss the last day to mail the notices?

This may result in the application request being postponed to the next available meeting along with the applicant doing a mailing notification of the postponement.

AFFIDAVIT OF POSTING

STATE OF ARIZONA)

) ss:		
County of Maricopa)		
I,			, depose and state that the
attached notice, of prop	osed application		located at
	for the (Plan	nning C	commission/Town Council/Board of
Adjustment/Hillside Co	ommittee) meeting date of		, 201 is a true and
correct copy of a notice	which I cause to be poste	ed by th	ne following day of the week
, and on the following d	late	, 201_	_ in the following location(s):

All in the Town of Paradise Valley, Arizona and County and State aforesaid, the same being public places in said County and in the following locations:

All to the Town of Paradise Valley, Arizona and County and State aforesaid.

DATED this ______ day of ______, 20____.

Signature

This affidavit was SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_.

NOTARY PUBLIC

My commission expires:

AFFIDAVIT OF MAILING NOTIFICATION

STATE OF ARIZONA)

) ss:

)

County of Maricopa

In accordance with the requirements of the Town of Paradise Valley, the undersigned hereby certifies that the mailing list for the proposed project is a complete list of property owners within ______ feet of the subject property, as obtained from the Maricopa County Assessor's Office on the following date ______, 201___, and such notification has been mailed on the following date ______, 201___.

Signature

The foregoing instrument was acknowledged by me this _____ day of ______. _______,20_____, by ______. _______. Name

NOTARY PUBLIC

My commission expires:

Application Type	Reviewing/Approval Body	Posting of Property	Mailing Notification	
		(Minimum Deadlines)		
Administrative Relief –	Community Development	No	Yes, adjoining lots	
Zoning Ordinance	Director		15 days prior to decision	
Appeal – Zoning Ordinance,	Board of Adjustment	Yes, 15 days prior to meeting	Yes, 1,500' radius	
Admin Decision ³			15 days prior to meeting	
Conditional Use Permit ³	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting	
General Plan,	Planning Commission	Yes, 15 days prior to meeting	Yes, 2,000' radius	
Major Amendment ^{1 4 5}	Town Council		15 days prior to meeting	
General Plan,	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500' radius	
Minor Amendment ¹³	Town Council		15 days prior to meeting	
General Plan,	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500' radius	
Text Amendment * 1 4	Town Council		15 days prior to meeting	
Hillside, New Structures **	Hillside Committee	Yes, 7 days prior to meeting	Yes, 1,500' radius	
			15 days prior to meeting	
Hillside, Remove Designation**	Hillside Committee	Yes, 7 days prior to meeting	Yes, 1,500' radius	
	Town Council***		15 days prior to meeting	
Administrative Land Modifications: Lot Line Adjustment Lot Combo Easement Modifications Lot Split (> 2.5 Net Acres)	Community Development Director/Town Engineer	No	No	
 Non-Administrative Land Modifications: Lot Line Adjustment/Combo with Deviation from Town Standards Lot Split (< 2.5 Net Acres) Lot Split (> 2.5 Net Acres) with Deviation from Town Standards Modification to SUP Plat 	Planning Commission Town Council	No	Yes, 500' radius 15 days prior to meeting Except for Modification to SUP Plat, which requires a 1,500' radius 15 days prior to meeting	
Plat, Final	Planning Commission Town Council	No	Yes, 1,500' radius 15 days prior to meeting	
Plat, Preliminary	Planning Commission	No	Yes, 1,500' radius	
-	Town Council		15 days prior to meeting	
Rezoning ¹⁴	Planning Commission Town Council	Yes, 15 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting	
Roadway/Easement Vacation	Town Council	Yes, 15 days prior to meeting 3 posting locations	Yes, adjoining lots 15 days prior to meeting	
Special Use Permit,	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500' radius	
Major ^{1 2 3}	Town Council	1 co, 10 days prior to meeting	15 days prior to meeting	
3		X	Yes, 1,500' radius	
Special Use Permit,	Planning Commission	Yes, 15 days prior to meeting		
Intermediate ^{1 2 3}	Town Council		15 days prior to meeting	
Special Use Permit, Minor ³	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting	
Special Use Permit, Managerial	Town Manager	No	Yes, adjoining lots 15 days prior to decision	

 Table 1: Application Posting/Mailing Notification Guide

Subdivision Sign	Town Council	No	Yes, properties within plat
			15 days prior to meeting
Temporary Use Permit	Town Manager	No	If requested by Town
Variance ³	Board of Adjustment	Yes, 15 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting
Zoning Ordinance Text Change ^{1 4}	Planning Commission Town Council	Yes, 15 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting

For more information and verification on noticing for your specific application please check with the appropriate Town staff member. * If effects a specific site **Refer to Hillside Building Regulations, Article XXII of the Town Zoning Ordinance ***No Posting of Property or Mailing Notification ¹ Citizen Review Session/Meeting required, see Town Code §2-5-2 ² Statement of Direction required, see Town Zoning Ordinance Article XXI, Special Uses ³ Standard Newspaper Ad ⁴ Display Newspaper Ad ⁵ PV Independent Ad



Several application processes require notification by posting of property and/or mailing notification. This notification may be required by Arizona Revised Statutes, Town Code, and/or by Town policy.

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AFFIDAVIT OF POSTING

STATE OF ARIZONA)

) ss:			
County of Maricopa)			
I,			, depose and state	that the
attached notice, of prop	osed application			located at
	for the (Plan	ning C	commission/Town Cou	ncil/Board of
Adjustment/Hillside Co	mmittee) meeting date of		, 201	is a true and
correct copy of a notice	which I cause to be poste	ed by th	ne following day of the	week
, and on the following d	ate	, 201_	_ in the following locat	tion(s):

All in the Town of Paradise Valley, Arizona and County and State aforesaid, the same being public places in said County and in the following locations:

All to the Town of Paradise Valley, Arizona and County and State aforesaid.

DATED this ______ day of ______, 20____.

Signature

This affidavit was SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_.

NOTARY PUBLIC

My commission expires:

AFFIDAVIT OF MAILING NOTIFICATION

STATE OF ARIZONA)

) ss:

)

County of Maricopa

In accordance with the requirements of the Town of Paradise Valley, the undersigned hereby certifies that the mailing list for the proposed project is a complete list of property owners within ______ feet of the subject property, as obtained from the Maricopa County Assessor's Office on the following date ______, 201___, and such notification has been mailed on the following date ______, 201___.

Signature

The	foregoing	instrument	was	acknowledged	by	me	this	 day	of
		,20		_, by				 •	
				Name					

NOTARY PUBLIC

My commission expires:

Application Type	Reviewing/Approval Body	Posting of Property	Mailing Notification
		(Minimum Deadlines)	
Administrative Relief –	Community Development	No	Yes, adjoining lots
Zoning Ordinance	Director		15 days prior to decision
Appeal – Zoning Ordinance,	Board of Adjustment	Yes, 15 days prior to meeting	Yes, 1,500' radius
Admin Decision ³	-		15 days prior to meeting
Conditional Use Permit ³	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500' radius
			15 days prior to meeting
General Plan,	Planning Commission	Yes, 15 days prior to meeting	Yes, 2,000' radius
Major Amendment ^{1 4 5}	Town Council		15 days prior to meeting
General Plan,	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500' radius
Minor Amendment ¹³	Town Council		15 days prior to meeting
General Plan,	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500' radius
Text Amendment * 1 ⁴	Town Council		15 days prior to meeting
Hillside, New Structures **	Hillside Committee	Yes, 7 days prior to meeting	Yes, 1,500' radius
		,	15 days prior to meeting
Hillside, Remove Designation**	Hillside Committee	Yes, 7 days prior to meeting	Yes, 1,500' radius
	Town Council***	,	15 days prior to meeting
Lot Line Adjustment/Combo	Community Development	No	No
	Director/Town Engineer		
Lot Split (< 2.5 Net Acres)	Planning Commission	No	Yes, 500' radius
1	Town Council		15 days prior to meeting
Lot Split (> 2.5 Net Acres)	Community Development	No	No
1	Director/Town Engineer		
Plat, Final	Planning Commission	No	Yes, 1,500' radius
	Town Council		15 days prior to meeting
Plat, Preliminary	Planning Commission	No	Yes, 1,500' radius
	Town Council		15 days prior to meeting
Rezoning ^{1 4}	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500' radius
C	Town Council		15 days prior to meeting
Roadway/Easement Vacation	Town Council	Yes, 15 days prior to meeting	Yes, adjoining lots
-		3 posting locations	15 days prior to meeting
Special Use Permit,	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500' radius
Major ^{1 2 3}	Town Council		15 days prior to meeting
Special Use Permit,	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500' radius
Intermediate ^{1 2 3}	Town Council	res, 15 days prior to meeting	15 days prior to meeting
		X7 17 1	
Special Use Permit, Minor ³	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500' radius
			15 days prior to meeting
Special Use Permit, Managerial	Town Manager	No	Yes, adjoining lots
			15 days prior to decision
Subdivision Sign	Town Council	No	Yes, properties within plat
			15 days prior to meeting
Temporary Use Permit	Town Manager	No	If requested by Town
x z · 3		X7 17 1	V 1.5002 1
Variance ³	Board of Adjustment	Yes, 15 days prior to meeting	Yes, 1,500' radius
			15 days prior to meeting
Zoning Ordinance Text Change ^{1 4}	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500' radius
	Town Council	ur specific application please ch	15 days prior to meeting

 Table 1: Application Posting/Mailing Notification Guide

For more information and verification on noticing for your specific application please check with the appropriate Town staff member. * If effects a specific site **Refer to Hillside Building Regulations, Article XXII of the Town Zoning Ordinance ***No Posting of Property or Mailing Notification ¹ Citizen Review Session/Meeting required, see Town Code §2-5-2 ² Statement of Direction required, see Town Zoning Ordinance Article XXI, Special Uses ³ Standard Newspaper Ad ⁴ Display Newspaper Ad ⁵ PV Independent Ad

Updated on 02/06/2017



Several application processes require notification by posting of property and/or mailing notification. This notification may be required by Arizona Revised Statutes, Town Code, and/or by Town policy.

POSTING OF PROPERTY

When an application requires Posting of Property, it shall be the responsibility of the applicant to properly post and document such posting to the Town. The basic steps are outlined below:

- Obtain the official posting notice at the Community Development Department at least 21 calendar days prior to the scheduled meeting date or the date as set by the Town staff member processing your application. For the Hillside Building Committee, obtain the official posting notice 7 calendar days prior to the scheduled meeting date.
- Post the official notice on the subject site in a visible location no earlier than 21 calendar days and no later than 15 calendar days prior to the scheduled meeting date. For the Hillside Building Committee postings, post the official notice 6 to 7 calendar days prior to the scheduled meeting date.
- Sign, notarize, and submit the official Affidavit of Posting along with a color photo of the posted sign to the Community Development Department no later than 15 calendar days prior to the scheduled meeting date. A template Affidavit of Posting is attached.

FAQ

<u>Do I have to do a Posting of Property for all scheduled meetings?</u> No, posting is only required for the meeting where action will be taken.

What meetings require a Posting of Property?

For a general guide of what applications require posting see Table 1 attached.

Can I use my own sign?

No, the Community Development Department has an official posting sign that the Town staff member processing your application will prepare for posting. This sign is a cardboard sign that is 11 inches by 14 inches. A posting stake will be provided by the Town.

What happens if I miss the last day to post the sign?

This may result in the application request being postponed to the next available meeting along with the applicant doing a mailing notification of the postponement.

Do I need to repost the sign if it gets damaged or removed before the meeting?

Yes, in most cases. Legally this may not be required in all instances, but the Town would encourage reposting to be a good neighbor.

MAILING NOTIFICATION

When an application requires Mailing Notification, it shall be the responsibility of the applicant to properly mail the notice by the required deadline dates and document such mailing to the Town. The basic steps are outlined below:

- Obtain the official mailing notice letter from the Town staff member processing your application at least 21 calendar days prior to the scheduled meeting date or the date as set by the staff member processing your application.
- Verify with the staff member processing your application the mailing notification radius. This radius will be determined by the type of application as shown in Table 1 and/or the Town.
- Mail the notice letter to each property owner within the specified radius in Table 1 attached for your application type no earlier than 21 calendar days and no later than 15 calendar days prior to the scheduled meeting date. Verify with the staff member processing your application that there are no additional persons of interest that will require notification. Also, make sure the envelope has the Town return address, "Town of Paradise Valley Planning Department, 6401 East Lincoln Drive, Paradise Valley AZ 85253-4399"
- Sign, notarize, and submit the official Affidavit of Mailing along with a copy of the notice and mailing address list to the Community Development Department no later than 15 calendar days prior to the scheduled meeting date. A template Affidavit of Mailing is attached.

FAQ

<u>Do I have to do a Mailing Notification for all scheduled meetings?</u> No, mailing notices are typically only required for the meeting where action will be taken.

What meetings require a Mailing Notification?

For a general guide of what applications require mailing notification see Table 1 attached.

Can I use my own notice and/or add additional information?

Yes, in certain instances this may be allowable if cleared by the Community Development Director or designee.

What minimally must be included on the notice?

Items that must be included on the notice are the time, day, date, and location of the meeting; a description of the application request; the location of the site; contact information of the Town staff person processing the application, and the Town disclaimer on meeting accessibility to persons with disabilities.

Where do I find the mailing list?

The official mailing address source and tool to create a mailing list by radius is available by the Maricopa County Assessor. Any changes of mailing address should be processed with Maricopa County and not the Town. Refer to <u>http://maps.mcassessor.maricopa.gov/</u>

Does the Town provide postage and envelopes?

No, the applicant must provide the necessary postage and envelopes.

What happens if I miss the last day to mail the notices?

This may result in the application request being postponed to the next available meeting along with the applicant doing a mailing notification of the postponement.

AFFIDAVIT OF POSTING

STATE OF ARIZONA)

) ss:		
County of Maricopa)		
I,			, depose and state that the
attached notice, of prop	osed application		located at
	for the (Pla	anning C	Commission/Town Council/Board of
Adjustment/Hillside Co	ommittee) meeting date of	of	, 201 is a true and
correct copy of a notice	which I cause to be pos	ted by th	he following day of the week
, and on the following of	late	_, 201_	_ in the following location(s):

All in the Town of Paradise Valley, Arizona and County and State aforesaid, the same being public places in said County and in the following locations:

All to the Town of Paradise Valley, Arizona and County and State aforesaid.

DATED this ______ day of ______, 20____.

Signature

This affidavit was SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_.

NOTARY PUBLIC

My commission expires:

AFFIDAVIT OF MAILING NOTIFICATION

STATE OF ARIZONA)

) ss:

)

County of Maricopa

In accordance with the requirements of the Town of Paradise Valley, the undersigned hereby certifies that the mailing list for the proposed project is a complete list of property owners within ______ feet of the subject property, as obtained from the Maricopa County Assessor's Office on the following date ______, 201___, and such notification has been mailed on the following date ______, 201___.

Signature

The foregoing instrument was acknowledged by me this _____ day of ______. _______,20_____, by ______. _______. Name

NOTARY PUBLIC

My commission expires:

Application Type	Reviewing/Approval Body	Posting of Property_ (Minimum Deadlines)	Mailing Notification
Administrative Relief –	Community Development	No	Yes, adjoining lots
Zoning Ordinance	Director		5 days prior to decision
Appeal – Zoning Ordinance,	Board of Adjustment	Yes, 15 days prior to meeting	Yes, 500' radius
Admin Decision			15 days prior to meeting
Conditional Use Permit	Planning Commission	Yes, 15 days prior to meeting	Yes, 500' radius
	_		15 days prior to meeting
General Plan,	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,000' radius
Major Amendment ¹	Town Council		15 days prior to meeting
General Plan,	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,000' radius
Minor Amendment ¹	Town Council		15 days prior to meeting
General Plan,	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,000' radius
Text Amendment*1	Town Council		15 days prior to meeting
Hillside, New Structures**	Hillside Building Committee	Yes, 7 days prior to meeting	Yes, 500' radius
,			15-21 days prior to meeting
Hillside, Remove Designation**	Hillside Building Committee	Yes, 7 days prior to meeting	Yes, 500' radius
	Town Council***		15-21 days prior to meeting
Lot Line Adjustment/Combo	Community Development	No	No
Lot Line Hajastinena Comoo	Director/Town Engineer	110	
Lot Split (< 2.5 Net Acres)	Planning Commission	No	No
Lot Spin ((215 Her Heres)	Town Council	110	
Lot Split (> 2.5 Net Acres)	Community Development	No	No
Lot Spin (> 2.5 Not Holes)	Director/Town Engineer	110	
Plat, Final	Planning Commission	No	Yes, 1,000' radius
,	Town Council		15 days prior to meeting
Plat, Preliminary	Planning Commission	No	Yes, 1,000' radius
,	Town Council		15 days prior to meeting
Rezoning ¹	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,000' radius
C	Town Council		15 days prior to meeting
Roadway/Easement Vacation	Town Council	Yes, 15 days prior to meeting	Yes, adjoining lots
		3 posting locations	15 days prior to meeting
Special Use Permit,	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,000' radius
Major ^{1 2}	Town Council		15 days prior to meeting
8		Vec 15 dans price to presting	Yes, 1,000' radius
Special Use Permit,	Planning Commission	Yes, 15 days prior to meeting	
Intermediate ^{1 2}	Town Council		15 days prior to meeting
Special Use Permit, Minor	Planning Commission	Yes, 15 days prior to meeting	Yes, 500' radius_
			15 days prior to meeting
Special Use Permit, Managerial	Town Manager	No	If requested by Town
Subdivision Sign	Town Council	No	No
Temporary Use Permit	Town Manager	No	If requested by Town
remporary ose remit			
Variance	Board of Adjustment	Yes, 15 days prior to meeting	Yes, 500' radius
		,,,,	15 days prior to meeting
Zoning Ordinance Text Change ¹	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,000' radius
enumber for change	Town Council	, to anys prior to mooting	15 days prior to meeting

Table 1: Application Posting/Mailing Notification Guide

For more information and verification of when Posting of Property and Mailing Notification is required for your specific application please check with the appropriate Town staff member.

* If effects a specific site **Refer to Hillside Building Regulations, Article XXII of the Town Zoning Ordinance ***No Posting of Property or Mailing Notification ¹ Citizen Review Session/Meeting required, see Town Code §2-5-2 ² Statement of Direction required, see Town Zoning Ordinance Article XXI, Special Uses

Updated on 2/5/2020

TOWN OF PARADISE VALLEY

Planning Department Policy/Procedure

SUBJECT: Public Notice

Policy/Procedure #: 4

BACKGROUND: Different statutes, ordinances and policies dictate the type and amount of notice required for different types of planning related permits and ordinance changes, as noted on the attached table. Some of these permits may be issued with no notice other than the posting of the agenda of the Planning Commission meeting at which the permit application will be considered. Some steps beyond the minimum required notice should be taken to assure adequate notice to affected property owners

POLICY: In order to provide adequate notice to interested property owners, in addition to the notices of pending actions on planning related permits required by statute and ordinance, with the exception of lot line adjustments, abutting property owners will be notified of pending Planning Commission action on the planning related permits noted on the attached table.

APPROVED BY: /

DATE APPROVED/REVISED: 3/20/97, 3/13/97 10/24/96, 10/4/96, 6/21/96, 2/21/97

NOTICE REQUIREMENTS FOR BOARD OF ADJUSTMENT, PLANNING COMMISSION, AND TOWN COUNCIL PLANNING RELATED ACTIONS S = required by Statute L = required by local ordinance P^s = Staff Policy P^b = Board of Adjustment Policy Blank = No requirement

Type of	Commission (or	Council	Posting of	Public Posting	15 day advance	Mailed notice to
Action	Bd of Adjust.) Public Hearing	Public Hearing	Property	(in addition to 24 hour advance Town Hall posting of agenda)	publication	property owners
Change of	S, L	S*, L		L (3 places, 7 days)	S, L	S
Zoning Text						(depending upon change
Change of	S, L	S*, L	L** (7 days)		S, L	S (within 300')
zoning district						
boundary						
Special Use	L	L	L (7 days)		L	P [*] (within 300')
Permit						
Variance	S (Bd. of Adjust.)		P ^b (15 days)		P ⁿ	P [*] (abutting)
Appeal to Bd. of	S (Bd. of Adjust.)		S (15 days)		S	P ^s (within 300')
value		TS.			D ^s	D ^s (within 300))
Appeal to Council		Ę	P ⁻ (15 days)		P	T (WITHIN 200)
Sub.Ord.						P ^s (abutting)
Amendment,						
Prelim./Final						
Plat, Lot Split						
Replat /lot line						
adjustment/						
minor sup						

* = If there is any objection, request for public hearing, or other protest.

X

•

****** = Only for Council hearing

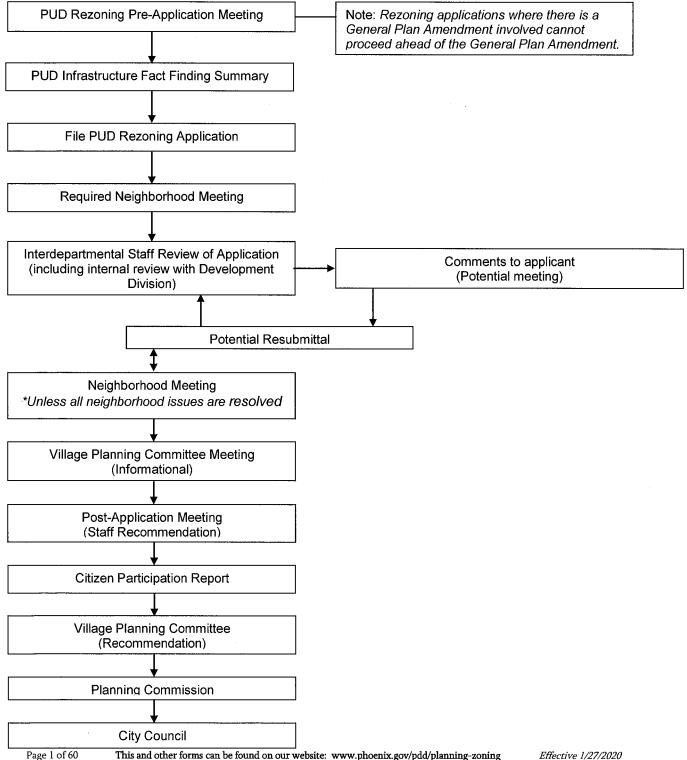
PV APPLICATION TYPE Feb 11, 2020	Paradise Valley	Gilbert	Phoenix	Scottsdale
Contacted		Yes, replied	Yes, replied and need more info	Yes, no reply
First required notice to residents	Generally Citizen Review Session 20 days prior to Planning Commission action or 15 days mailing notice prior to the Planning Commission hearing		Requires applicant hold two neighborhood meetings prior to the first public meeting by the Village Planning Committee (e.g. PUD Rezoning); The 1st neighborhood meeting occurs after formal application submittal, but the	Requires applicant hold at least one
	11"x14"; 3' tall [Building Permit construction sign requires permittees must post a 6 sf e foot (2'x3') identification sign, made of durable material, in the front yard of subject property and not in the Town right-of- way. The sign may not exceed a maximum of 6' in height from grade to top of the sign. The sign must include the permittee or company name, phone number, type of work, and address of	2'x3', 6' tall	4'x8'; 8' tall	4'x4' sign area; 8' tall
Residents outside community noticed	Yes, if they fall in the notice radius and a mailing required	Yes, if they fall in the notice radius and a mailing required; Also, notify adjoining communities at application review stage		

PV APPLICATION TYPE Feb 11, 2020	Buckeye	Fountain Hills	Cave Creek	Carefree	Queen Creek
			M 1		
Contacted	Yes, no reply	Yes, replied and need more info	Yes, no reply	Yes, no reply	Yes, replied and need more info
	Requires a neighborhood meeting for	Did not find a pre-application or noticing		Requires applicant do a citizen	First notice occurs 15 days prior to the
to residents	certain applications (i.e., General Plan	sign specs online; Requires applicant		participation plan on any application	1st public hearing; Mailing radius is
	Amendment, Rezoning, CUP, Variance);	provide mailing notice and posting 15		requiring review by the Planning	900' (CUP and rezonings on sites 5
	The neighborhood meeting must be held			Commission and/or Town Council; The	acres or less) and 1,200' (CUP and
	prior to the 1st public hearing; The	for all applications; Town staff prepares		citizen participation plan leaves the type	
	applicant needs to submit a citizen	and posts the notice		of contact up to the applicant and staff	notification on plats;
	participation plan with the formal			(excepting required noticing by Town	
	application that calls out the details of			Code/Statute); Mailing notice of the	
	the outreach; the mailing radius			application request must be done to	
	minimally is 300' (600' if the site is > 20			property owners and HOAs within 500';	
	acres); and posting on required if part of			The report on the citizen participation	
	the citizen participation plan; Public			plan results must be submitted prior to	
	hearing postings require 2 signs 15 days			scheduling the application for review	
	before the hearing			before either other the Planning ne	
Typical Sign	3'x3'; 4' tall	18" x 24"			
Residents outside	Yes, if they fall in the notice radius and a				Yes, if they fall in the notice radius and
community noticed	mailing required				a mailing required



Planned Unit Development (PUD) Procedures

The Planned Unit Development (PUD) is a zoning designation intended to create a built environment superior to that which is accomplished through conventional zoning districts. This is achieved by allowing the PUD rezoning applicant to propose the uses, development standards, and design guidelines for a site, and by doing so, entering into a collaborative review process. It is expected that PUD requests include objectives from the Design Expectations (pages 20-22). The PUD rezoning process may take 6 to 8 months. Complex cases that require substantial and/or multiple revisions may extend the process.





A.R.S. § 9-836 requires that an applicant for a license (permit) be provided with applicable licensing time frames and a list of all the steps the applicant is required to take in order to obtain the license. This guide outlines the items that must be completed prior to action by the City Council and the time total time in which review will be completed. The process provides for a timely decision by City Council pursuant to the timeline but does not guarantee a successful outcome.

The PUD Rezoning process is a legislative act and the adopted time for this process it outlined on the last page of this packet. It allows for staff administrative and substantive review timeframes. It also allows for suspension of the review timeframe for a public hearing process. Development of a PUD Narrative is a fluid process between the applicant, staff and the public. The applicant is required to make all changes or provide documentation on why changes were not incorporated into the draft. If the end of the Substantive Review Timeframe is reached and the applicant has not made appropriate corrections it will impact the staff recommendation of the application. In the PUD Rezoning process, the time suspension for a public hearing will start when the property is posted by the applicant for the public hearing process. Typically, this is 15 calendar days prior to the first public meeting for recommendation on the PUD application.

PUD REZONING PRE-APPLICATION MEETING

This meeting *must* be held before staff will accept a rezoning application. Please note that there may be up to three weeks between the date that the Pre-Application Meeting form is filed with the Planning and Development Department and the date of the Pre-Application meeting. To schedule a required pre-application meeting with the Planning and Development Department, please fill out the PUD Pre-Application Meeting form (pages 6-7) and bring it to the Planning and Development Development Department, 2nd Floor, Phoenix City Hall, 200 West Washington Street, where you will be provided with your meeting date and time with the Planning and Development Department.

 Your site may be within a Public Airport Disclosure Area, Impact Fee Area, or adjacent to an SRP Canal and other requirements may apply. Please refer to Required Supplemental Forms and Information section of this packet for applicable forms (pages 38-50).

PUD INFRASTRUCTURE FACT FINDING SUMMARY

You are also required to contact the Development Division to conduct a PUD Fact Finding to determine if your site will have any development issues that should be addressed during the PUD process. This requirement may be waived at the discretion of the Planning and Development Department Director or their designee.

PUD REZONING APPLICATION SUBMITTAL

See PUD Application Submittal Checklist (page 10). Applicants requesting PUD zoning are required to submit a development narrative establishing the zoning regulations, development standards and design guidelines, for the site. The Development Narrative Submittal Requirements (pages 18-19) outlines the format and required content of the development narrative. Staff will post the development narrative online at https://www.phoenix.gov/pdd/planning-zoning/pzservices/pud-cases within 5 working days of the filing or revision of a complete application.

CITIZEN PARTICIPATION REPORT

The purpose of the Citizen Participation Report is to ensure that applicants pursue early and effective citizen participation in conjunction with their rezoning application, giving them the opportunity to understand and try to mitigate any impacts their application may have on the community; ensure the citizens and property owners of Phoenix have an adequate opportunity to learn about rezoning applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and facilitate ongoing communication between the applicant, interested citizens and property owners, City staff, and elected officials throughout the application review process. A Citizen Participation Report is required to be submitted a minimum of two week prior to the first public hearing body (e.g. Village Planning Committee) that will be providing a recommendation. See the Citizen Participation Report Checklist for instructions (page 23).

NEIGHBORHOOD MEETINGS AND NOTIFICATION PROCEDURES

All PUD requests are required to hold a neighborhood meeting. A second neighborhood meeting will be required if there are unresolved issues. It is recommended that the applicant hold additional neighborhood meetings following any substantial revisions to the development narrative.

The following shall be submitted prior to or at the post-application meeting and as part of the Citizen Participation Report:

Notification Letter Requirements

Notification letters shall be mailed or emailed for all neighborhood meetings (page 24-28). The letters shall be sent within 10 working days of filing the application and a minimum of 10 calendar days prior to the meeting. The applicant is required to mail or email meeting notifications to:

- 1. All property owners within 600 feet of the subject site,
- 2. The nearest resident within the four quadrants to the subject site, and
- 3. All neighborhood associations registered with the City that are within a one-mile radius of the subject site. Use the Zoning Notification search option: https://www.phoenix.gov/nsd/programs/neighborhood-coordination

Notarized Affidavit of Notification

A list of the property owners and associations contacted, a copy of the letter sent with attachments, and a notarized affidavit stipulating to the notice must be submitted to zoning staff within 10 working days following the meetings.

Meeting Summary

The results of the neighborhood meetings shall be summarized and submitted to staff within 5 working days following the neighborhood meeting or at the post-application meeting. It is the applicant's responsibility to work with the neighbors to try and address their issues. The following information shall be included in the neighborhood meeting summary:

- 1. Date, time, and location of the meeting,
- 2. Number of participants (sign-in sheet)
- 3. Issues that arose during the meeting, and
- 4. Plan to resolve the issues, if possible.

FIRST NEIGHBORHOOD MEETING

The first neighborhood meeting shall be held early in the PUD process. The applicant is required to mail or email a first neighborhood meeting notification letter (page 24), explaining their request and including appropriate review and comment opportunities. The letters shall be sent within 10 working days of filing the application and a minimum of 10 calendar days prior to the meeting.

CITY REVIEW OF DEVELOPMENT NARRATIVE AND REVISION PROCEDURES

Upon receipt of a complete application, staff will conduct a review of the development narrative and associated materials. The development narrative is routed to other city departments for review and comment. A staff planner is assigned to review the application, prepare the staff report, and will serve as the contact for any information pertaining to the application. The staff planner will contact the applicant in letter regarding any staff requested revisions to the development narrative. Once the development narrative is determined to be satisfactory, the staff planner will inform the applicant to proceed to the required second neighborhood meeting, required informational Village Planning Committee meeting, and will schedule the post-application meeting. Revision dates should be reflected on the cover page of the revised development narrative.

SECOND NEIGHBORHOOD MEETING

Once the development narrative is determined by staff to be satisfactory, the applicant shall hold a second neighborhood meeting and provide notification (page 26). The second neighborhood meeting requirement can be waived by the Planning Director upon a finding that special circumstances do not warrant the meeting. The letters should be sent a minimum of 10 calendar days prior to the meeting.

VILLAGE PLANNING COMMITTEE MEETINGS

The Village Planning Committee meetings are regularly scheduled, monthly public meetings. The applicant shall attend Village Planning Committee meetings on two separate occasions during the PUD process, as described below. Staff will notify the applicant to proceed to the meetings once the development narrative has been determined by staff to be satisfactory.

POSTING

The applicant is required to post a double-sided sign (pages 32-34), 4-foot by 8-foot, at a prominent location on the site a minimum of 15 calendar days prior to the first Village Planning Committee meeting. Multiple signs may be required depending on the size of the site and location of street frontages. As in the case of the written notices, the applicant shall submit a notarized affidavit of posting stating the sign has been posted and a photograph showing the sign on the site to the Zoning Counter, 6th Floor, Phoenix City Hall, 200 West Washington Street.

Signs shall be updated as needed. Continued cases shall be posted a minimum of 7 calendar days prior to continuance date. An additional affidavit of posting is required. Signs must be removed by the applicant within 7 calendar days of City Council action.

VILLAGE PLANNING COMMITTEE MEETING -

INFORMATIONAL PRESENTATION AND NOTIFICATION PROCEDURES

An informational presentation to the Village Planning Committee is required. The presentation should be held at the regularly schedule Village Planning Committee meeting held one month prior to the Village Planning Committee making a formal recommendation on the application. In the event of substantial revisions, it is recommended that the applicant attend additional Village Planning Committee meetings to update the committee as to the modification(s). Please coordinate with the Village Planner to schedule the informational presentation.

Posting Requirements

A sign shall be posted as indicated above a minimum of 15 calendar days prior to the meeting.

Notification Letter Requirements

Notification letters shall be mailed or emailed for the informational presentation at the Village Planning Committee meeting (page 28). The letters should be sent a minimum of 10 calendar days prior to the meeting. The applicant is required to mail or email meeting notifications to:

- 1. All property owners within 600 feet of the subject site,
- 2. The nearest resident within the four quadrants to the subject site, and
- 3. All neighborhood associations registered with the City that are within a one-mile radius of the subject site. Use the <u>Zoning Notification</u> search option: <u>https://www.phoenix.gov/nsd/programs/neighborhood-coordination</u>

Notarized Affidavit of Notification

A list of the property owners and associations contacted, a copy of the letter sent with attachments, and a notarized affidavit stipulating to the notice must be submitted to zoning staff within 10 working days following the meetings.

POST-APPLICATION MEETING

This meeting will be scheduled once staff determines the development narrative to be satisfactory. During this meeting staff shares formal recommendations/stipulations with the applicant. Review of zoning and development issues will be further identified. Village Planning Committee (recommendation), Planning Commission, and City Council hearing dates will be scheduled at this meeting. In the event a post-application meeting is not scheduled, the above information will be provided to the application via an informal meeting or email. The date of such correspondence will be documented on the sign language form.

VILLAGE PLANNING COMMITTEE MEETING – RECOMMENDATION AND NOTIFICATION PROCEDURES

Prior to any public hearing (Planning Commission, City Council), the application will be reviewed at the regularly scheduled <u>Village Planning Committee monthly meeting</u>. Staff will inform the applicant of the Village Planning Committee date. Staff will provide the committee and the applicant a copy of the staff report prior to this meeting. The Village Planning Committee will make a recommendation on the case, which will be forwarded to the Planning Commission.

PLANNING COMMISSION ACTION – PUBLIC HEARING

This public hearing occurs approximately three to five weeks after the Village Planning Committee recommendation. During this public hearing, the PUD application will be reviewed and either approved, approved with stipulations, denied, denied and approved differently than requested, or continued. Planning Commission hearings will be legally advertised and posted a minimum of 15 calendar days prior to the hearing. PUD applications shall not be heard by the Zoning Hearing Officer.

Appeals

- Action taken by the Planning Commission can be appealed by the applicant or interested parties within 7 calendar days. Appeals will be forwarded to the City Council for a public hearing.
- Opposition petitions submitted no later than 7 calendar days following the Planning Commission hearing can require ³/₄ vote, rather than a majority vote, for the City Council to approve the application.
- If no appeal, ordinance adoption occurs at the scheduled City Council hearing.
- The City Council may, by a majority vote; 1) request a public hearing on a Planning Commission recommendation request that has not been appealed or, 2) send the case back to either for further consideration. If a hearing is requested, it must first be re-advertised and posted.

CITY COUNCIL ACTION – PUBLIC HEARING

During this public hearing, the PUD application will be reviewed and either approved, approved with stipulations, denied, denied and approved differently than requested, or continued. The applicant will be sent a letter following City Council action.

If approved, the applicant may continue with the development review process.

AMENDMENTS TO AN APPROVED PUD

The criteria for Major and Minor Amendments are located in Planned Unit Development District section of the Zoning Ordinance (page 54-55).

Major Amendments

A Major Amendment to an approved PUD requires that the applicant modify the latest approved Development Narrative located on file at the Zoning Counter.

Major Amendment Fee: Same as the original PUD application fee

Minor Amendments

Minor Amendment requests should be addressed in a letter, including relevant supplemental materials, to the Planning Director with fee.

Minor Amendment Fee: See Fee Schedule for applicable fees.

**An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please call 602-262-7131 (option 6), email zoning@phoenix.gov or visit our website at <u>https://www.phoenix.gov/pddsite/Pages/pddlicensetimes.aspx</u>.



CITIZEN PARTICIPATION REPORT CHECKLIST

COMPLETION OF THE FOLLOWING IS NECESSARY PRIOR TO THE FIRST PUBLIC MEETING:

1.	<u>Cover Page</u> Attach a cover page titled "Citizen Participation Final Report," and include the case number, project name, location, and application submittal date.
2.	Description Provide a brief description of the proposed project.
	Example: We are requesting to rezone from to PUD (Planned Unit Development_ to allow
3.	List dates that notification letters and meeting notices were mailed/emailed, newsletters, and other publications were posted and/or advertised, or other outreach efforts.
4.	Attach a map delineating the specific areas where residents and property owners who were notified are located.
5.	Provide a copy of the all notification letters sent out, the mailing lists, and the notarized affidavits. A copy of the neighborhood notification letter documents shall also be provided prior to or at the post- application meeting.
6.	If applicable, identify dates and locations of all meetings where citizens were invited to discuss the proposal.
7.	 Provide a summary of neighborhood meeting/s, and any other outreach efforts conducted. The neighborhood summary must include the following: a. Date, time, and location of the meeting b. Number of participants c. Issues that arose during the meeting d. Plan to resolve the issues, if possible Shall also be provided prior to or at the post-application meeting.
8.	State concerns, issues, and problems the applicant is unable or unwilling to address and why.

9. Specifically identify how the proposal has been revised to address public concerns.

IMPORTANT NOTE:

COMPLETED PUBLIC PARTICIPATION REPORT IS REQUIRED A MINIMUM OF <u>TWO WEEKS</u> PRIOR TO THE FIRST PUBLIC MEETING. FAILURE TO PROVIDE THE REPORT MAY RESULT IN DELAYS TO THE PUBLIC MEETING SCHEDULE.

Standard First Neighborhood Meeting Letter

For additional information, please call the Planning and Development Department at 602-262-7131, option #6.

FIRST NOTICE: WITHIN 10 WORKING DAYS OF FILING THE APPLICATION AND A MINIMUM OF 10 CALENDAR DAYS PRIOR TO THE MEETING (Sample letter starts below)

[DATE]

Dear Property Owner or Neighborhood Association representative:

The purpose of this letter is to inform you that ______ has recently filed a rezoning request for an approximately _____ acre site located at ______, rezoning case number Z-__-, to change the zoning from _____ to Planned Unit Development (PUD). I/We would like to invite you to a neighborhood meeting to discuss this rezoning request and proposed development.

Attached is a copy of the cover page of our application, the site plan and elevations (site plan and elevations required for requests of 20 acres or less). A copy of the entire PUD Development Narrative containing the complete details of this request is on file with the City of Phoenix Planning and Development Department and available on-line at https://www.phoenix.gov/pdd/planning-zoning/pzservices/pud-cases. The following describes our request:

Proposed change: Brief description of development, including, at a minimum, proposed uses, height, density/intensity, lot coverage, and setbacks.

Existing use: Describe what is on the site today, how it is designated on the General Plan, and how it is zoned.

The neighborhood meeting will be held on DAY, DATE, at TIME at LOCATION.

You are invited to attend this meeting to learn about the project and proposed zoning. If you are unable to attend, please contact me or one of my staff at [email/phone number] to learn more about the case and express your concerns. The City of Phoenix Village Planner assigned to this case is **[name]** and can be reached at [email/phone number]. This planner can answer your questions regarding the City review and hearing processes as well as the staff position once their report is complete. You may also make your feelings known on this case by writing to the City of Phoenix Planning and Development Department, 200 West Washington Street, 2nd Floor, Phoenix, Arizona 85003, referencing the case number. Your letter will be made part of the case file.

Please be advised that meetings and hearings before the ______ Village Planning Committee and the Planning Commission are planned to review this case. Specific meeting and hearing dates have not yet been set. You should receive a subsequent notice identifying the date and location of the meeting/hearings when they have been scheduled.

Again, I would be happy to answer any questions or hear any concerns that you may have regarding this proposal. You may reach me at [email/phone number].

Sincerely,

Developer or representative's name

Attachment/s

For information on this and other projects proposed in your neighborhood, you can visit the City of Phoenix's My Community Map website at: <u>https://www.phoenix.gov/pddsite/pages/my-community-map.aspx</u>.



Site Posting Requirements

Below are the requirements for posting of rezoning/special permit cases. For additional information, please call the Planning and Development Department at (602) 262-7131, option #6.

In order to assist in providing adequate notice to interested parties, the applicant for rezoning hearings shall erect, not less than 15 calendar days prior to the date of the first Village Planning Committee meeting, a double-sided sign giving notice of the date, time and place of the tentatively scheduled hearings. The sign shall also include the nature of the request as contained on the formal rezoning application. The size and format of this sign shall be as described by the Planning and Development Department. Such notice shall be clearly legible, double-sided, and placed at a prominent location on the site, perpendicular to the street, generally adjacent to the public right-of-way, unless otherwise directed. Multiple signs may be required depending on the size of the site and location of street frontages.

It shall be the **responsibility of the applicant** to erect and to maintain the sign on the subject property and to maintain all information on the sign in a clear legible manner until the final disposition of the case. It is **also the applicant's responsibility** to post any continuance dates a minimum of seven calendar days prior to the continued date and update the additional hearing dates following the continuance (provide <u>affidavit</u>, see page 34). This responsibility includes removal of the sign after City Council action on the case.

After the sign has been posted, the applicant or their representative must submit an affidavit of posting and a photograph of the site posting.

Site posting specifications and instructions are continued on the next page.

8' 0"

Rezoning Case	DNING H e No:	1EARIN(Ĵ
Zoning Change From: Acreage: Location: Proposal:	To:		GRAPHICS (if needed)
INFORMATIONAL MEETING VILLAGE PLANNING COMMITTEE Village Name	VILLAGE PLANNING COMMITTEE Village Name	PLANNING COMMISSION	IF APPEALED FROM PLANNING COMMISSI CITY COUNCIL
LOCATION	LOCATION	City of Phoenix Council Chambers 200 West Jefferson Street Phoenix, AZ 85003	City of Phoenix Council Chambers 200 West Jefferson Stre Phoenix, AZ 85003

SITE POSTING SPECIFICATIONS

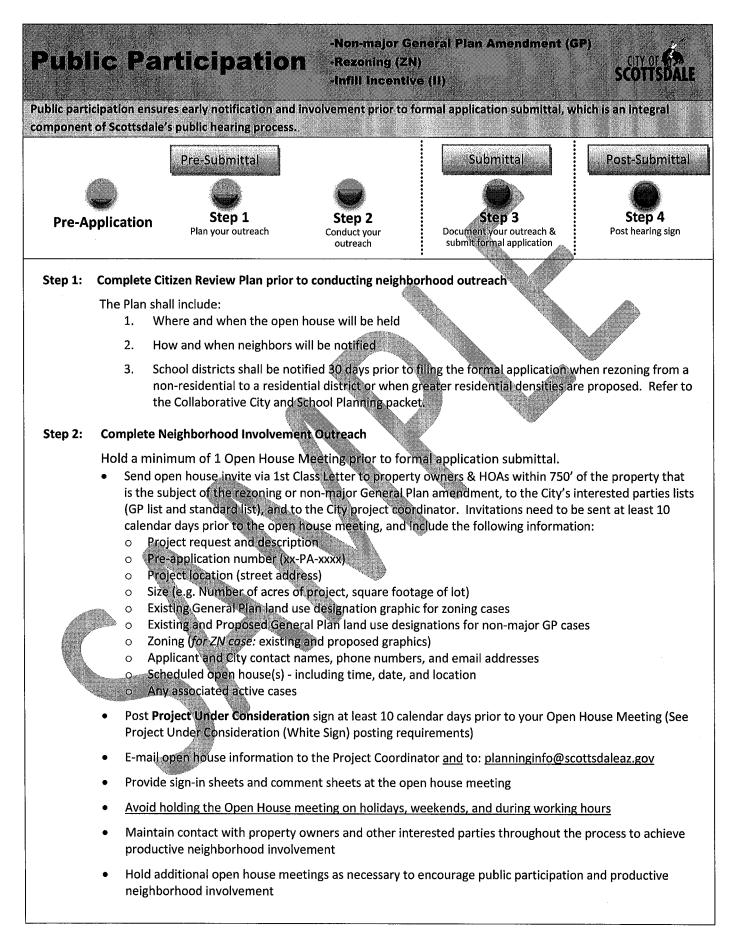
- 1. 4 feet X 8 feet in size.
- 2. Each sign shall be mounted to two posts. Sign shall be attached to posts using at least six 2-inch long corrosion resistant screws. Signs may be attached to the face of the posts or installed into grooves cut into the posts; either construction method requires six screws per sheet of plywood or MDF (medium density fiberboard).
- 3. Laminated 5-ply plywood or MDF.
- 4. Front, back, and all edges painted with two coats of white exterior acrylic enamel.
- 5. Black lettering may be vinyl or black paint sized proportionally with reference to characters on sign template drawing supplied with order.
- 6. The following shall be printed large enough to be visible from a distance of 100 feet:
 - The word "ZONING"
 - Existing zoning district
 - Proposed zoning district
 - Date and time of the meetings/hearings
- 7. Signs attached to two 4-inch x 4-inch x 8-foot wood posts placed at least 18 inches, but not more than 24 inches into the ground.
- 8. Sign to be placed perpendicular to the street unless directed otherwise at time of order.
- 9. Signs must utilize the above template.

SITE POSTING INSTRUCTIONS

- Post site at least 15 calendar days prior to date of first public meeting or hearing. Post any continued dates at least seven calendar days prior to the next public meeting or hearing. Remove sign within seven calendar days of City Council action.
- 2. You may use the sign vendor of your choice.
- 3. TWO WEEKS PRIOR TO HEARING, send to the City of Phoenix Planning and Development Department
 - a) Notarized affidavit of posting (see Page 34)
 - b) Photo of sign posted on site with all sign text legible

ADD THE FOLLOWING TO THE BOTTOM OF THE SIGN:

Further information available at: https://www.phoenix.gov/pddsite/pages/my-community-map.aspx



ATTACHMENT A

Public Participation

-Non-major General Plan Amendment (GP) -Rezoning (ZN) -Infill Incentive (II)



Step 3: Complete and include a Neighborhood Involvement Report (GP)/Citizen Review Report (ZN) and Citizen Review Plan with application submittal The Report shall include:

- A. Details of the methods used to involve the public including:
 - 1. A map showing the number of and where notified neighbors are located
 - 2. A list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOAs)
 - 3. The dates contacted, how they were contacted, and the number of times contacted
 - 4. Copies of letters or other means used to contact property owners and other interested parties, school districts, and HOAs; along with copies of all comments, letters, and correspondence received
 - 5. List of dates and locations of all meetings (e.g. open house meetings, meetings with individual/groups of citizens, and HOA meetings)
 - 6. The open house sign-in sheets, a list of all people that participated in the process, and comment sheets, along with a written summary of the meeting
 - 7. The completed affidavit of sign posting with a time/date stamped photo (form provided)
- B. A written summary of the public comments including: project aspects supported of issue or concern and problems expressed by citizens during the process including:
 - 1. The substance of the comments
 - 2. The method by which the applicant has addressed or intends to address the comments identified during the process
- Step 4: Post public hearing sign at least 15 calendar days prior to public hearing (see Public Hearing (Red Sign) posting requirements), and submit the completed affidavit of sign posting with a time/date stamped photo

City will conduct additional public notification

- Mailing out postcards to the City's standard interested parties list and property owners within 750 feet of the property that is the subject of the rezoning or non-major General Plan amendment
- Publishing required legal ad in newspaper
- Posting case information on the City website
- Posting case information on social media
- Sending case information to email subscribers

Related Resources:

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements
- Collaborative City and School Planning Packet
- Zoning Ordinance Sec. 1.305.C (Citizen Review Process)
- City of Scottsdale General Plan 2001
- Interested Parties List

Site Posting Requirements

CITY OF			
COTTSDALE	For Early Notification of	of Project Under (Consideration (White Sign
	SITE POSTING SPECIFICATIONS	Lettering Size	SITE POSTING INSTRUCTIONS
	Early Notification of Project Under Consideration	3½" Bold Letters	 Post site at least 10 days prior to the 1st open house meeting or within 10 days of
Date: Time:	Neighborhood Open House Meeting	2" Bold Letters	submittal, whichever is sooner. Please cal your Project Coordinator if you have questions.
Location	:	1" Bold Letters	2. <u>Provide the following proof of posting in</u> the Citizen Review/ Neighborhood
Site Address:	Scottsdale, AZ	1½" Bold Letters	Involvement Report:
Project Overview:	**************************************	- 	a) Notarized affidavit of posting b) Date/Time stamped photo of sign
 Request: Description Site Acression 	on of Project and Proposed Use:	1" Bold Letters	 Sign may be removed when red hearing sign is posted. Applicant is responsible for sign removal.
Site Zonir Applicant/Contac	- 	1½" Bold Letters	 <u>The request shall clearly state the correct</u> <u>application type(s) that will be submitted</u> (e.g. Zoning District Map Amendment,
Phone Number: Email Address:	Phone Number: Email Address:		Conditional Use Permit, etc.) and purpose 5. The City's pre-application number shall be included on the sign.
Pre-Application #:		1" Bold Letters	Possible Sign Vendors
Posting Date:	ving or defacing sign prior to posting hearing notification sign	%" Bold Letters	You may use the sign vendor of your choice. This list is not an endorsement. You may use any sign provider.
- Applicant Respo	nsible for Sign Removal		1. Scottsdale Signs (Sign-A-Rama) 480-994-4000
	plywood, MDO board, or other weather resistant material , and all edges painted with two coats of white acrylic exterior	r enamel, or be an integral	2. Dynamite Signs 480-585-3031
4. Black lette	ring sized per above (decals)		Revision Date: 5/1/201
Sign attach	ned with 6 screws to 2 - 4" x 4" x 8' wood posts, or 2 - 2" metal	DOSIS	

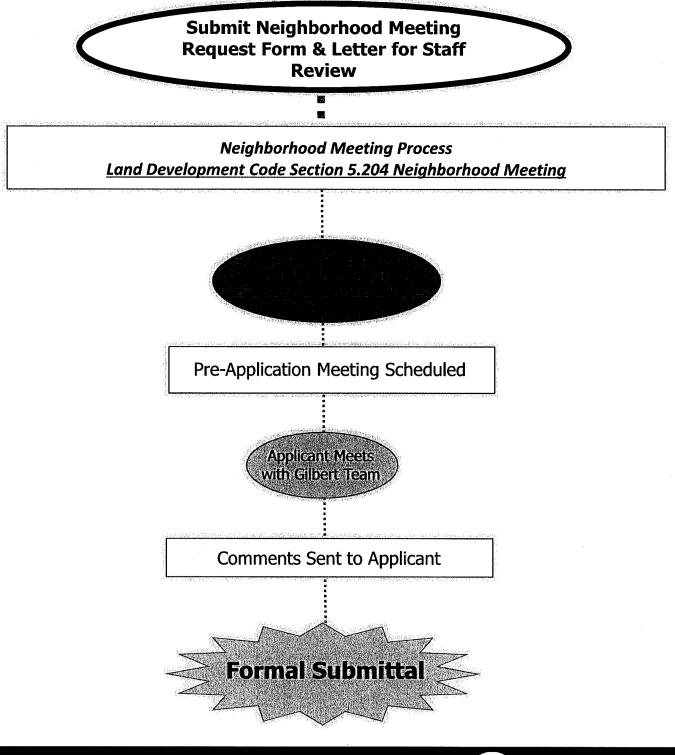
200

Planning and Development Services + 7447 East Indian School Road, Suite 105, Scottsdale, Arizona 85251 + www.ScottsdaleAZ.gov

			Site Po	osting Requirements	
SCOTTSDALE		For Planning Co	ommission c	and City Council (Red Sign)	
	SITE POSTING SPECIFICATIO	ONS	Lettering Size	SITE POSTING INSTRUCTIONS	
CITY OF SSCOTTSDAL	City of Scottsdale	scan, and snap, save	1" Bold Letters 5"x5" QR Code	 Post the sign on site approximately 20 days prior, but not less than 15 days prior to the Planning Commission Hearing date. 	
CITY HA	ING/PUBLIC I LL: 3939 North Drinkwa NG COMMISSION: 5:00	ter Boulevard		2. The sign shall be updated with the City Council hearing date and time approximately 20 days prior, but not less than 15 days prior to the hearing date. Please call your Project Coordinator if you have questions.	
	OUNCIL: 5:00	P.M., (DATE)		3. <u>Provide the following proof of posting in the</u> <u>Citizen Review/ Neighborhood Involvement</u> <u>Report:</u>	
	UMBER:			 a) Notarized affidavit of posting b) Date/Time stamped photo of sign 	
Project Location: Applicant Contact (name) (phone number)		<u>ــــــــــــــــــــــــــــــــــــ</u>	%" Bold Letters	 Sign may be removed after the City Council hearing date that a determination has been made, or after the withdrawal of an application. 	
(email)	(email)			Possible Sign Vendors	
Case File Available at City of Scottsdale, 480-312-7767 Project information may be researched at: https://eservices.scottsdaleaz.gov/bldgresources/Cases Penalty for removing or defacing sign prior to date of last hearing. Applicant responsible for sign removal.				You may use the sign vendor of your choice. This list is not an endorsement. You may use any sign provider.	
		Posting Date: (DATE)		1. Dynamite Signs 480-585-3031	
3. Front, ba 4. White let	d plywood, MDO board, or other weather ck, and all edges painted with two coats o tering sized per above (decals)	or an integral red color	2. Scottsdale Signs (Sign-A-Rama)		
 White lettering sized per above (decals) Sign attached with 6 screws to 2 - 4" x 4" x 8' wood posts, or 2 - 2" metal posts 					

Planning and Development Services + 7447 East Indian School Road, Suite 105, Scottsdale, Arizona 85251 + www.ScottsdaleAZ.gov

General Plan/Rezone Pre-Application & Neighborhood Meeting



PROCESS GUIDE



General Plan/Rezone Pre-Application & Neighborhood Meeting

- General Plan / Rezoning amendments require at least one neighborhood meeting. Minutes of the neighborhood meeting shall be sent to town staff and all individuals who signed the attendance sheet.
- Pre-Application review required for General Plan amendment / rezoning.
- Applicants requesting modifications may be required to provide additional written notice to adjacent properties, describing how said properties would be specifically impacted by such modifications.
- Pre-Applications accepted daily until 6 p.m. Monday-Thursday at 90
 E. Civic Center Drive
- Pre-Application meetings are scheduled for the next available meeting date (typically Monday afternoons 2-5 p.m.).
- Neighborhood meetings shall <u>not</u> be scheduled in conflict with scheduled <u>Town Public Meeting dates</u>
- Useful Links on Gilbert's Planning & Development webpage:
 - Development Fee Schedule
 - Planning Division Project Review Timelines
 - General Plan Character Area Map
 - Zoning and Land Development Code
 - Zoning Map Noting Overlay Zoning Districts
 - <u>Commercial Design Guidelines</u>
 - Industrial/Employment Design Guidelines
 - Heritage District Design Guidelines
 - <u>Gateway Streetscape Guidelines</u>
 - Trail Design Guidelines
 - <u>Street Theme District Tree Map</u>
 - <u>System Development Fees Area Map</u>
 - Gateway Area Traditional Neighborhood Design Guidelines
 - <u>Residential Design and Development Guidelines</u>
 - Engineering Standards



General Plan Amendment/Rezoning Pre-Application

Submittal Formatting, Required Materials and Checklist:

- □ Over the Counter Submittal:
 - □ Submit electronic copy of ALL required items on checklist. (No 24" x 36")
 - □ Submit a hard copy (8.5" x 11 or 11" x 17" only) of the entire packet with the electronic copy and payment. (No 24" x 36")
 - □ Purge images of unnecessary blocks and layers (single layer).
 - □ Save each exhibit as a separate PDF per document naming below.

Document Naming:

- □ Exhibit 1: Application
- □ Exhibit 2: Project Narrative
- □ Exhibit 3: Parcel/Aerial Map
- □ Exhibit 4: General Plan Exhibit
- □ Exhibit 5: Zoning Exhibit
- Exhibit 6: Development Plan Exhibit (if proposing a Planned Area Development)
- Exhibit 7: Neighborhood Meeting Materials

Checklist

Exhibit 1: Application

□ Must be fully completed and signed.

Exhibit 2: Project Narrative

General Plan Amendment

- □ Project Narrative should be typed in a 12pt font and no more than 5 pages in length
- □ Description of proposed General Plan changes;
- Explanation on how the proposed change is compatible with adjacent properties and other elements of the General Plan; and

Conventional Rezoning

- □ Project Narrative should be typed in a 12pt font and no more than 5 pages in length
- □ Description of proposed project;
- Description of proposed base zoning districts and uses; and
- □ Information on how the project complies with the General Plan and any other adopted plans or zoning requirements

With PAD Overlay

- □ Description of proposed project;
- Description of proposed base zoning districts and uses;
- □ Justification for proposed zoning modifications and/or standards; and
- Information on how the project complies with the General Plan and any other adopted plans or zoning requirements

Exhibit 3: Parcel Map/Aerial Map

- □ Maricopa County Assessor Parcel Map (8.5" x 11" Highlight project area and provide parcel number (s)
- □ Aerial with Parcel Boundary

1-6-20

Exhibit 4: General Plan Exhibit

- □ Vicinity Map;
- □ Graphic scale, north arrow, exhibit date;
- □ Existing roadways/ right-of-ways;
- □ Black and white line drawing of proposed land use classification gross boundaries;
- Adjacent land use classifications, adjacent properties, and structures within 300 feet;
- □ Project data table including: gross acres, current and proposed General Plan classification(s) and percent of total acreage in each land use classification.

Exhibit 5: Zoning Exhibit

Conventional Rezoning

- □ Vicinity Map;
- □ Graphic scale, north arrow, exhibit date;
- □ Black and white line drawing of proposed zoning district gross boundaries;
- □ Adjacent rights-of-way and easements showing existing (use dash lines) and future improvements (use solid lines);
- □ Availability of public utilities;
- □ Adjacent zoning districts, adjacent properties, and structures within 300 feet;
- Project data table including: gross and net acres; density (based on gross acres); current and proposed base zoning district(s) and General Plan classification(s); and percent of total acreage in each base zoning district

With PAD Overlay

- □ Vicinity Map;
- □ Graphic scale, north arrow, exhibit date;
- □ Black and white line drawing of proposed zoning district gross boundaries;
- □ Adjacent rights-of-way and easements showing existing (use dash lines) and future improvements (use solid lines);
- □ Proposed points of access to streets and adjacent properties;
- □ Conceptual drainage;
- □ Availability of public utilities;
- □ Conceptual site plan and/or layout;
- □ Off-site improvements, if any;
- □ Project phasing, if applicable; and
- Project data table including: gross and net acres; density (based on gross acres); current and proposed base zoning district(s) and General Plan classification(s); percent of total acreage in each zoning category; modified development standards (i.e., setbacks, height, lot coverage and dimensions) showing both proposed and existing standards; approximate number of dwelling units (residential only); approximate square footage of proposed non-residential uses; minimum setbacks and lot coverage and open space/landscape retention areas and percentages

Exhibit 6: Development Plan Exhibit

Exhibit 7: Neighborhood Meeting Materials

- □ Neighborhood notice letter approved by Principal Planner;
- □ Signed affidavits of mailing and sign posting;
- □ Map and notification list;
- □ Meeting minutes and attendance sheet;

NOTE: A Pre-Application meeting <u>will not</u> be scheduled until all pieces of Exhibit 7 is provided.



Neighborhood Meeting Request Form

Description (Proposal Name)					
Address or Location:					
Tax Parcel Numbers:		Gross Acres:			
Request:Image: General Plan AmendmentImage: General Plan AmendmentImage: General Plan AmendmentImage: General Plan Amendment		Subsequent meeting			
Proposed Meeting Date*:					
Proposed Meeting Time*: Proposed Meeting Place: (include address and room number where applicable)					
Current General Plan Land Use Classification		Proposed General Plan Land Use Classification			
Current Zoning District:		Proposed Zoning District:			
General Plan Character Area:	Santan Gateway	Heritage District			
Overlay Zoning District:	Santan Fi	reeway Corridor Phx/Mesa Gateway Airport			
Applicant/Contact: (All information m	ust be provi	ided)			
Company:					
Contact:	E-mail:				
Address:					
City, Zip: Phone:					
		Business Mobile Home Other			
Signature:					
shall not be scheduled in conflict wit	h schedule g place, dat	re subject to staff review and approval. Meetings of Town public meeting dates. It is the applicant's te and time, and confirm this information with the od meeting and posting sign.			
	Che	ecklist			
Email to the Planning Technician (s the following: Neighborhood Meeting Reques Project Site Map Notice of Neighborhood Meetin A map & property owner inform Maricopa County Assessor web	t Form g Letter ation for n	novotny@gilbertaz.gov eighborhood mailing obtained from the			

For questions, please call (480) 503-6602.

Sample Letter, Sign Criteria and Affidavits

Notice of Neighborhood Meeting

Date

Dear Neighbor,

You are cordially invited to a neighborhood meeting regarding a proposed General Plan Amendment / Rezoning in your area.

The property is approximately XXX acres and located at the XX corner of XX and XX (See attached map). Our request will be for the Town of Gilbert to amend the General Plan from the current land use classification of XXX to XXX [*i.e. Residential 0 – 1 du/ac to Neighborhood Commercial (NC)*] and to rezone the property from the current zoning classification of XXX to XXX, which could allow X development [*i.e. Single Family Residential-*7 (SF-7) to Neighborhood Commercial (NC), which would allow commercial development]*. A neighborhood meeting will be held at the time and place listed below to discuss the proposed changes and answer any questions you may have. If we elect to proceed with our application there will be future public hearings before the Town of Gilbert Planning Commission and Town Council, and you will be notified of those hearings.

The neighborhood meeting will be held:

Day, Month XX, Year 6:00 PM Meeting Location & Address

If you have any questions regarding this Pre-Application Neighborhood Meeting, please contact XX at XXX, (XXX) XXX-XXXX [*i.e. John Doe at Doe Development Corp.,* (480) 123-4567]*.

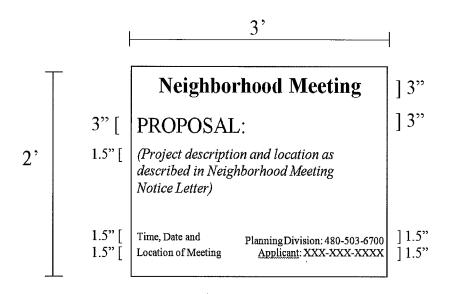
Sincerely,

John Doe

Attachment: Project site map

(* Examples given for clarification purpose only)

Criteria for Neighborhood Meeting Sign (Minimum Dimensions)



- Colors: Body to be Brilliant Yellow and lettering to be Flat Black.
- Height: Sign must be 6 feet from finished grade to the top of the sign.
- Contact the Planning Department regarding placement and number of signs.
- Sign(s) must be placed within 25 feet of the largest adjacent street(s).
- Applicant must post sign at least 10 calendar days prior to the meeting date.
- Applicant must remove sign within 10 working days after the Neighborhood Meeting.

Affidavit of Neighborhood Notice

The undersigned Applicant has complied with the Town of Gilbert's Neighborhood Meeting notification requirements for the General Plan/Rezoning proposal, located at ________ on this _______ day of _______, 201____, 201____, 201____, 201______, 201______, 201_____, 201_____, 201_____, 201_____, 201_____, 201_____, 201_____, 201_____, 201_____, 201______, 201____, 20

My Commission expires: _____

Affidavit of Sign Posting

The undersigned representative on behalf of the applicant has complied with the Town of Gilbert's Neighborhood Meeting notification requirements for the General Plan / Rezoning proposal, located at ______ on this ______ day of ______, 201___.

(See attached photo exhibit of posted sign)

Sign Company Name

Sign Company Representative

Subscribed and sworn to me on this _____ day of _____, 201_ by

IN WITNESS WHEREOF, I Hereto set my hand and official seal.

Notary Public

My Commission expires: _____



Work Type: Pre-Application Work Class: General Plan/Rezoning

Description (Pro	posal N	ame):						
Address or Loca	tion:							
Tax Parcel Numbers:				Gross Acres:				
Request:		General F	Plan A	mendment		Rezo	ning	
Date of Neighbo	orhood	Meeting						
Current General Plan Land Use Classification Current Zoning District:					Proposed G Plan Land L Classificatio Proposed Z District:	Jse on	I 	
General Plan Ch (if applicable)	aracter	Area:		Santan Gateway				Heritage District Morrison Ranch
Overlay Zoning District: Santan Fre			eway Corric	lor		Phx/Mesa Gateway Airport Vertical Development		
Property Owner:	(All inf	ormation n	nust k	be provided)			
Name (print): Address: City, Zip:					E-mail:			
Phone:					🔄 📙 Busi	ness	Mo	bile Home Other
Signature*: *If signature is no	ot provide	ed above, a	letter	of authoriza	Date: tion from the	prope	rty owr	ner is required.
Applicant/Conta	ct: (All	informatio	n mu	st be provid	ed)			
Company: Contact: Address:				- 	E-mail:			
City, Zip:								
Phone:					🗌 Busi	ness	Mo	bile 🗌 Home 🗌 Other
Signature:					Date:			
general grant of authority B. Unless specifically author practicable. C. This section does not prol D. A municipality shall not re E. This section may be enfo associated with the licens	ase a licensing does not cons ized, a munic hibit municipal quest or initia rced in a privi e application by not intentio	t decision in whole of titute a basis for in ipality shall avoid d I flexibility to issue I te discussions with ate civil action and to a party that previ	or in part i nposing a luplicatior licenses o a person I relief ma ails in an a	on a licensing require licensing requirement of other laws that d r adopt ordinances of about waiving that per about waiving that per y be awarded agains action against a mun	t or condition unless o not enhance regula codes. erson's rights. st a municipality. The cipality for a violation	the authorit atory clarity court may of this sec	ty specifica and shall award rea tion.	uthorized by statute, rule, ordinance or code. A Illy authorizes the requirement or condition. avoid dual permitting to the maximum extent asonable attorney fees, damages and all fees ion or dismissal pursuant to the municipality's
G. This section does not abre	ogate the imm	unity provided by s	ection 12-	820.01 or 12-820.02	2			

Town of Carefree

CITIZEN PARTICIPATION ORDINANCE CITIZEN PARTICIPATION ORDINANCE

Article 1. CITIZEN PARTICIPATION PLAN

Section 1.01. When Required

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- Every application which requires a review by the Planning and Zoning Commission and/or Town Council shall include a citizen participation plan which must be implemented prior to the first meeting at which the application is reviewed, provided:
 - A. The Town Administrator shall have authority to waive requirements of this ordinance for minor variances and non-controversial applications.

Section 1.02. Purpose

- 1. The purpose of the citizen participation plan is to:
 - A. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community.
 - B. Ensure that the citizens and property owners of Carefree have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process.
 - C. Facilitate ongoing communication between the applicant, interested citizens and property owners, Town staff, and elected officials throughout the application review process.
 - D. The citizen participation plan is not intended to produce complete consensus on all applications, but to insure Carefree citizens have an opportunity to become informed and to participate in the early planning process.

Section 1.03. Plan Requirements

- 1. At a minimum the citizen participation plan shall include the following information:
 - A. A list of residents, property owners, interested parties, political jurisdictions and public agencies that may be affected by the application.
 - B. A statement on how those interested in and potentially affected by an application will be notified that an application has been made.
 - C. A statement on how those interested and potentially affected parties will be informed of any proposed development, change, or amendment.
 - D. A statement on how those affected or otherwise interested will be provided an opportunity to discuss the applicant's proposal with the applicant and express any

concerns, issues, or problems they may have with the proposed development, change, or amendment in advance of the public hearing.

- E. A proposed schedule for completion of the citizen participation plan including specific dates and times.
- F. A statement on how the applicant will keep the Town informed on the status of their citizen participation efforts.

Section 1.04. Who Should be Included in the Citizen Participation Plan

- 1. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site.
- 2. The list of parties to be included will be determined by the applicant and the Planning Department.
- 3. At a minimum, the requirements shall include the following:
 - A. Property owners within five hundred feet of the boundary line of the development site.
 - B. The head of any homeowners association within five hundred feet of the boundary line of the development site.
 - C. Other interested parties who have requested that they be placed on the notification list which is maintained by the Planning Department.
 - D. These requirements apply in addition to any notice provisions required in the zoning ordinance.

Section 1.05. When Can the Citizen Participation Plan be Started

1. After the required pre-application meeting and consultation with the Planning Department staff, the applicant may submit a citizen participation plan and begin implementation prior to formal application provided the plan shall be submitted no later than the date of formal application.

Article 2. CITIZEN PARTICIPATION REPORT

Section 2.01. Written Report Required

- 1. A report is required whenever a citizen participation plan is required by this ordinance.
- 2. The applicant shall provide a written report on the results of their citizen participation effort prior to the scheduling of the application for review by the Planning and Zoning Commission or Town Council.

- 3. This report will be attached to the Planning Department's Case Summary report.
- 4. At a minimum, the citizen participation report shall include the following information:
 - A. A lists of ways the applicant used to involve the public.

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- B. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal.
- C. A copy and list of all mailings including content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications;
- D. A description of where residents, property owners, and interested parties receiving notices, newsletters, or other written materials are located.
- E. The names and addresses of all people that participated in the process.
- F. A summary of concerns, issues and problems expressed during the process.
- G. The substance of the concerns, issues, and problems and how the applicant has addressed or intends to address these concerns, issues and problems.
- H. A list of the concerns, issues and problems the applicant is unwilling or unable to address and why.

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TOWN OF CAREFREE PROPOSED CITIZEN PARTICIPATION PLAN CHECKLIST

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CHECKLIST	
DATE: PROJECT NAME:	
FILE NO:	
ZONING:	
REVIEWER:	
X In The Column Means The Information Is Needed Or Not Properly Addressed	
A written citizen participation plan is required	
Attach a cover page titled "Citizen Participation Plan" showing: 1. Project name 2. Address 3. General location, i.e., Northwest Corner of	
 Existing use of the property, i.e., vacant The request, i.e., to rezone the property from to 	
6. Owner's name, address, phone and fax	
7. Applicant's name, address, phone, and fax	
8. Contact name, address, phone, and fax	
 Provide a list of parties that may be affected by the application. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. The final list of parties to be included will be determined by the applicant and the Planning Department. Residents and property owners within 500 feet of the boundaries of the application (this is minimum, a larger area may be required) The head of any homeowners' association within five hundred feet of the boundaries of the application (this is minimum, a larger area may be required) Other interested parties who have requested that they be placed on the notification list (check with the Planning Department) All cities, towns and Maricopa County that are within ¼ mile of the boundaries of the application (this is minimum, a larger area may be required) Wastewater service company Water service company Rural Metro A statement on how the above parties will be notified 	
A statement on how the above parties will be informed of any proposed amendments	
A statement on how the above parties will be provided an opportunity to discuss the applicant's proposal with the applicant in advance of any public hearing	
A proposed schedule for completion of the citizen participation plan including specific dates and times.	<u></u>
A statement on how the applicant will keep the Town informed on the status of their citizen participation efforts.	

TOWN OF CAREFREE CITIZEN PARTICIPATION REPORT CHECKLIST

DATE:	
PROJECT NAME:	
FILE NO:	
ZONING:	
REVIEWER:X In The Column Means The Information Is Needed	
Or Not Properly Addressed	
A written citizen participation report is required.	
Attach a cover page titled "Citizen Participation Report" showing:	
1. Project name	
2. Address	
3. General location, i.e., Northwest Corner of	
4 Existing use of the property, i.e., vacant	
5. The request, i.e., to rezone the property from to	
6. Owner's name, address, phone and fax	
7. Applicant's name, address, phone, and fax	
8. Contact name, address, phone, and fax	
Provide a list of parties that were notified of the project.	
Provide a general description of where notified parties are located.	
Provide a list of ways the applicant used to involve the public.	
Provide a list of dates and locations of all meetings	1
1 Provide a conv of all mailings showing the date mailed	
2 List number of all mailings by type (letters, meeting notices, newsletters, etc.)	
Provide a list of parties that participated in the process.	
Provide a summary of concerns, issues and problems expressed during the process.	
Provide a detailed description of the concerns and how the applicant has addressed	
44	
Provide a detailed description of the concerns the applicant will not address and why.	

1

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X

PUBLIC HEARING NOTIFICATION REQUIREMENTS

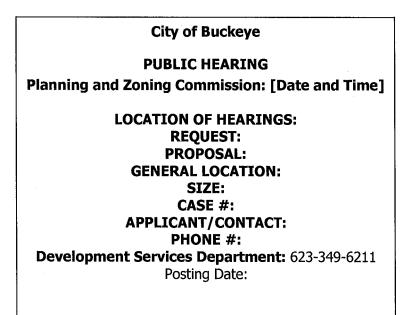
The City of Buckeye Development Code requires that a public hearing notice be published and mailed to adjacent property owners prior to a public hearing.

Prior to the public hearing the applicant shall be responsible for completing a minimum 15 day notification of the public hearing including:

- 1. A public hearing notice to be published in a newspaper of general circulation within the City of Buckeye;
- 2. A public hearing notice to be sent to all property owners within 300 feet of all property lines of the subject property; and
- 3. A public hearing notice to be posted on the property.
- The applicant shall secure a public hearing date from the Development Services Department and shall complete the notice of public hearing by filling in the blanks of a standard Development Services Department form and delivering the public hearing notice to the newspaper within their time frame so that the public hearing notice is published at least 15 days prior to the public hearing date.
- Proof of publication shall be supplied by the applicant to the Development Services Department prior to the public hearing date.
- The applicant shall secure the names and addresses of all property owners within 300 feet of all property lines of the subject application property either through a title company or the Maricopa County Assessor's web site and shall send the public hearing notice to each said owner no less than 15 days prior to the public hearing date.
- The applicant shall provide a notarized Affidavit of the mailing list and said mailing to the Development Services Department prior to the public hearing date.
- The applicant shall post the property per the City of Buckeye Development Services Site Posting Requirements.
- The applicant shall submit a notarized Affidavit of Posting and photographs of the posting (see next page) to the Development Services Department prior to or on the fifteenth day prior to the public hearing date. Failure to provide such documentation in a timely manner will result in continuance of the case to the next available public hearing date.
- The signs must be maintained and updated with amended information until after the final public hearing.
- The signs must be removed and disposed of within 10 days after the final public hearing.
- You may use a sign vendor of your choice

Public Hearing Notice Sign Specifications

- The sign shall be a minimum of 3ft x 3ft in size.
- The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material.
- The sign shall have a white background with black lettering. The least expensive process is laminated direct printing.
- The minimum lettering size shall be 1/2 inch for lowercase and 1 inch for upper case.
- The words "Public Hearing" shall be a minimum of 2 inches in size. (Sign lettering should be formatted to match the example below).
- The content of the sign shall match the example below and include specific case details.
- The sign shall be securely fastened to wooden or metal stakes.
- The applicant is responsible for maintaining the integrity and accuracy of the sign.
- The height of the sign shall be at least 4 ft from finished grade to top of sign and shall not be obstructed from view.



SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES SUBSECTION 8.2.3 STEP 3: DEVELOPMENT APPLICATION SUBMITTAL

H. Citizen Participation Plan

2.

- 1. Every application that requires a neighborhood meeting shall include a citizen participation plan that must be implemented prior to the first public hearing. The purpose of the citizen participation plan is to:
 - a. Ensure that applicants pursue early and effective citizen participation in conjunction with the application, giving them the opportunity to understand and try to mitigate any real or perceived impacts their applications may have on the community;
 - **b.** Ensure that the citizens and property owners of the City of Buckeye have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early state of the process, and
 - c. Facilitate ongoing communication between the applicant and interested citizens and property owners, City staff, and elected officials throughout the application review process.
 - The citizen participation plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making.
- **3.** The citizen participation plan shall be submitted with the project application and shall include the following information at a minimum:
 - a. Which residents of the City, adjacent property owners, interested parties who have submitted a request to the City to be notified of any rezoning pursuant to ARS §9-462.02, adjacent political jurisdictions, and public agencies with jurisdiction over the subject property may be affected by the application;
 - **b.** How those interested in and potentially affected by an applicant will be notified that an application has been made;
 - c. How those interested and potentially affected parties will be informed of the substance of the change, amendment, or development proposed by the application;
 - **d.** How those affected or otherwise interested will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing;
 - e. The applicant's schedule for the completion of the citizen participation plan, and
 - **f.** How the applicant will keep the Planning Department informed on the status of their citizen participation efforts.
- 4. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. The target area for early notification will be determined for the applicant after consultation with the Planning Department. At a minimum, the target area shall include the following:
 - a. Property owners within the public notice area required by Section 8.2.6 of the Development Code;

SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES

SUBSECTION 8.2.4 STEP 4: DETERMINATION OF APPLICATION COMPLETENESS

- **b.** The head of any homeowners association or registered neighborhood within the public notice area;
- c. Other interested parties who have requested that they be placed on the interested parties' notification list maintained by the Planning Department.
- 5. These requirements apply in addition to any notice provision required elsewhere in this Development Code.
- 6. Failure of any person or entity to receive notice shall not constitute grounds for any court to invalidate the actions of the municipality for which the notice was given.
- 7. The applicant may submit a citizen participation plan and begin implementation prior to formal application at their discretion. Submittal of a citizen participation plan shall not occur until after the required preapplication meeting and consultation with the Planning Department staff. The foregoing notwithstanding, applicants are encouraged to engage in early communication with the public.

I. Citizen Participation Report

This section applies only when a citizen participation plan is required by this Development Code.

- 1. The applicant shall provide a written report on the result of their citizen participation effort prior to the notice of public hearing. This report will be attached to the Planning Department's staff report.
- **2.** At a minimum, the citizen participation report shall include the following information:
 - a. Details of techniques the applicant used to involve the public, including:
 - (i) Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;
 - (ii) Content, dated mailed, and numbers of mailings including letters, meeting notices, newsletters and other publications;
 - (iii) Where residents property owners, and interested parties receiving notices, newsletters or other written material are located; and
 - (iv) The number of people that participated in the process.
 - **b.** A summary of concerns, issues and problems expressed during the process, including:
 - (i) The substance of the concerns, issues, and problems
 - (ii) How the applicant has addressed or intends to address concerns, issues and problems expressed during the process; and
 - (iii) Concerns, issues and problems the applicant is unwilling or unable to address and why.

8.2.4. Step 4: Determination of Application Completeness

A. After receipt of the development application, the Director shall determine whether the application is complete and ready for review.

Section 8.2 Common Development Review Procedures Subsection 8.2.5 Step 5: Application Review and Report

- **B.** If the application is determined to be complete, the application shall then be processed according to the procedures set forth in this Development Code. An application will be considered complete if it is submitted in the required form, includes all mandatory information and supporting materials specified in the application packet, and is accompanied by the applicable fee. A pre-application conference shall have been held, if required by this Development Code. The determination of completeness shall not be based upon the perceived merits of the application.
- C. If an application is determined to be incomplete, the Director shall provide notice to the applicant along with an explanation of the application's deficiencies. No further processing of an incomplete application shall occur until the deficiencies are corrected in a resubmittal.
- D. If any false or misleading information is submitted or supplied by an applicant on an application, that application will be deemed void and a new application must be submitted together with payment of applicable development review fees.

8.2.5. Step 5: Application Review and Report

After determining that a development application is complete, the Director shall refer the development application to the appropriate review agencies and planning staff, review the development application, and prepare a staff report. The staff report shall be made available for inspection and copying by the applicant and the public prior to the scheduled public hearing on the development application. The staff report shall indicate whether, in the opinion of the staff, the development application complies with all applicable standards of this Development Code. Conditions for approval may be recommended to eliminate any areas of noncompliance or mitigate any adverse effects of the development proposal.

8.2.6. Step 6: Notice

A. Content of Notices

Notice of all public hearings required under this Article shall, unless otherwise specified in this Development Code: (1) identify the date, time, and place of the public hearing, (2) if applicable, describe the property involved in the application by street address, or legal description, or a general description and nearest cross streets; (3) describe the nature, scope, and purpose of the proposed action; (4) indicate that interested parties may appear at the hearing and speak on the matter; and (5) indicate where additional information on the matter may be obtained. If the matter to be considered applies to territory in a high noise or accident potential zone as defined under state law, the notice shall include a general statement that the matter applies to property located in such an area.

B. Summary of Notice Requirements

The following Table 8.2-1 summarizes the notice requirements of the procedures in this Article.

SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES SUBSECTION 8.2.6 STEP 6: NOTICE

\checkmark = Notice Required							
Type of Application or Procedure	Section	Mailed	Published	Posted	Neighborhood Meeting		
Amendment to General Plan/Specific Area Plan	8.3.	~	1	√	1		
Amendment to Text of Development Code	8.4.	Mailed notice only required if covered by 8.2.6.D.2	√				
Amendment to Zoning Map (Rezoning)	8.5.	√	1	\checkmark	1		
Community Master Plan (CMP) and Planned Area Development (PAD)	8.6.	✓	1	\checkmark	1		
Conditional Use Permit	8.7.	✓	1	\checkmark	1		
Minor Subdivision	8.8.6.						
Subdivision: Preliminary Plat	8.8.7.						
Subdivision: Final Plat	8.8.8.						
Final Plat Re-Plat	8.8.9						
Map of Dedication	8.8.10						
Site Plan: Administrative Review	8.9.3.						
Site Plan: Planning Commission Review	8.9.4.						
Temporary Use Permit	8.10.						
Variance	8.11.	√1	1	\checkmark			
Appeal of Administrative Decisions	8.13.		1	\checkmark			
Annexation	8.16		1	1			

A. Mailed Notice

When Table 7.2-1 requires that mailed notice be provided, the applicant shall provide the Director with a current list of applicable property owners and organizations as listed below. The applicant shall deposit notices into first-class mail at least 15 days prior to the scheduled date of the hearing. In computing such period, the day of posting shall not be counted, but the day of the hearing shall be counted. Written notice shall be provided by the applicant to all persons listed on the records of the County Assessor as owners of land subject to the application or as owners of the parcels within 300 feet of the outer boundary

SUBSECTION 8.2.6 STEP 6: NOTICE

of the land subject to the application. For any rezoning of an area greater than 20 acres, General Plan amendments, and CMPs, the 300-foot requirement shall be 500 feet. The applicant shall provide a written "Affidavit of Mailing" to the Development Services Department certifying that all required notices were timely mailed.

B. Published Notice⁴⁸

- 1. If published notice is required by Table 8.2-1, the applicant shall publish notice in a newspaper of general circulation in the area. The notice shall be published at least 15, but no more than 45, days before the scheduled hearing date. In computing such period, the day of posting shall not be counted, but the day of the hearing shall be counted. Any affidavit of publication provided by the newspaper shall be obtained by the applicant and given to the Development Services Department for their records.
- 2. If any application, proposed amendment, or proposed Minor Modification involves one or more of the following proposed changes or related series of changes,
 - **a.** A ten percent or more increase or decrease in the number of square feet or units that may be developed;
 - **b.** A ten percent or more increase or reduction in the allowable height of buildings;
 - An increase or reduction in the allowable number of stories of buildings;
 - **d.** A ten percent or more increase or decrease in setback or open space requirements; and/or
 - e. An increase or reduction in permitted uses.

the City shall provide notice in accordance with A.R.S. §9-462.04 via one of the following methods, as per the Director's or their designee's discretion:

- f. Notice shall be sent by first class mail to each real property, as shown on the last assessment, whose real property is directly governed by the changes, or;
- **g.** Notices shall be included as inserts within utility bills or other mass mailings that periodically include notices or other informational or advertising materials, or;
- **h.** The City shall publish such changes prior to the first hearing on such changes in a newspaper of general circulation in the City. The changes shall be published in a "display ad" covering not less than one-eighth of a full page.

C. Posted Notice

Posted notice, if required by Table 8.2-1, shall be provided in the following manner: There shall be posting of at least two signs on the lot, parcel, or tract of land that is the subject of the application or proposed action by the City, and

SUBSECTION 8.2.7 STEP 7: PUBLIC HEARING

such signs shall remain on the property for a period of at least 15 days prior to the public hearing. All signs shall be removed no later than 10 days after the expiration of the above period. The applicant shall maintain the sign in good condition throughout the required posting period. The sign shall be posted in a prominent place, clearly visible from a major arterial street if the property abuts such an arterial street, or clearly visible from a collector street if the property abuts a collector street, or clearly visible to the most heavily traveled street or public way if the property does not abut an arterial or collector street.

D. Constructive Notice

- 1. Minor defects in any notice shall not impair the notice or invalidate proceedings pursuant to the notice if a bona fide attempt has been made to comply with applicable notice requirements. Minor defects in notice shall be limited to errors in a legal description or typographical or grammatical errors that do not impede communication of the notice to affected parties. In all cases, however, the requirements for the timing of the notice and for specifying the time, date, and place of a hearing and the decision-making body shall be strictly construed. If questions arise at the hearing regarding the adequacy of notice, the decisionmaking body shall make a formal finding as to whether there was substantial compliance with the notice requirements of this Development Code.
- 2. When the records of the City document the publication, mailing, and posting of notices as required by this section, it shall be presumed that notice was given as required by this section.

8.2.7. Step 7: Public Hearing

A public hearing, if required under this Development Code, shall be conducted in accordance with the procedures adopted by the City of Buckeye.

8.2.8. Step 8: Decision and Findings

A. Decision

After consideration of the application, the staff report, comments received from other reviewers (if applicable), and the evidence from the public hearing (if applicable), the decision-maker shall approve, approve with conditions, or deny the application based on its compliance with the applicable approval criteria, as described in Step 9 of the common development review procedures. Written notification of the decision shall be provided by the Director to the applicant. All decisions shall include:

	– Newspa		Post Sign		
Public Notice Regirements	Publish 1/8 Page Display	# Days	Mail	for 15 Days	
Zoning Text Amendments	Y	15	N		
Zoning Map Amendments / Rezonings	1	15	2, 5, 6	Y	
Variances	Y	15	2	Y	
Special Use Permits	Y	15	2	Y	
Temporary Use Permits	N		N	N	
Zoning Appeals	Y	15	2		
Planned Unit Developments (PUDs)	Y	15	2	Y	
Planned Area Developments (PADs)	Y	15	2, 5	Y	
Concept Plans	N		N	N	
Cut/Fill Waivers	N		N	N	
Hillside Protection Easements (HPEs)	N	-	N	N	
Subdivision Plats - Preliminary	Y	15	N	Y	
Subdivision Plats - Final	N		N	N	
Subdivision Plat - Condominium	N		N	N	
Subdivision Plat - Replat	Y	15	Y	Y	
Development Agreements	Y	15	Y	Y	
Comprehensive Sign Plans	N	-	N	N	
Temporary Visitor Permits	N		N	N	
Area Specific Plans	Y	15	Y	Y	
Administrative Use Permits	N		N	N	
A-Frame Sign Permit	-				
Grand Opening Banner Permits	N		N	N	
Minor General Plan Amendments	Y	15	2, 5		
Major General Plan Amendments	Y	4, 6	3, 5, 6		
V-Voc N-No	· ·	-, -			

Y=Yes N=No

1. Publish in Newspaper at least 15 Days prior to P&Z Public Hearing. Approval may go on Council Consent unless requested to have a Public Hearing. Then publish in Newspaper at least 15 Days prior to Council Public Hearing.

2. Mail public notices by 1st Class mail to surrounding property owners within 300' of the perimeter of the subject property.

3. Mail for review at least 30 Days prior to P&Z public hearing and 60 days prior to Town Council public hearing.

4. Place notices in newspaper after 60 day review.

5. Mail notices to adjacent Municipalities or County if applicable.

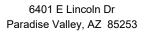
6. Additional requirements apply



Action Report

File #: 20-068

Approval of January 21, 2020 Planning Commission Minutes





Minutes

Planning Commission

Tuesday, January 21, 2020	6:00 PM	Council Chambers

1. CALL TO ORDER

Chairman Wainwright called the meeting to order at 6:00 p.m.

STAFF MEMBERS PRESENT

Town Attorney Andrew M. Miller Community Development Director Jeremy Knapp Planning Manager Paul Michaud Town Engineer Paul Mood

2. ROLL CALL

Commissioner Campbell attended by phone.

- Present 6 Commissioner Jonathan Wainwright Commissioner James Anton Commissioner Thomas G. Campbell Commissioner Charles Covington Commissioner Pamela Georgelos Commissioner Daran Wastchak
- Absent 1 Commissioner Orme Lewis

3. EXECUTIVE SESSION

None

4. PUBLIC HEARINGS

None

5. ACTION ITEMS

A. 20-019 Consideration of a 4-Lot Preliminary Plat - Estates on Invergordon (PP-19-02) 6400 E Cactus Wren Rd (APN: 174-53-008K) Paul Michaud, Senior Planner, presented an overview of the staff report on the item which included a list of changes made since their last work session as well as information on utilities, landscaping, and drainage among other things.

Mr. Michaud continued his presentation addressing right-of-way easements and other issues regarding roads and curbing along the subject site. He added that noticing was required for this evening and shared some of the public comments that were received. He then briefly reviewed the draft conditions and next steps in the process.

Commissioner Anton asked if they had to put reflectors in with the fire hydrant.

Mr. Knapp responded that the reflectors are required to be put in at the time the hydrant is installed.

Chairman Wainwright asked who came up with the name for the new street. He then asked if there was any public safety concern with a street that only had a couple homes on it, since it was harder to identify.

Mr. Michaud explained that the Building Official verified that the name followed the naming process. He added that he believed that it would meet all the standards for public safety as well.

Commissioner Georgelos clarified that Lots 1, 2, and 3 all had their designated front yards off of Invergordon Road and Lot 4 would have its front yard off of the cul-de-sac.

Discussion was made on ownership of some of the surrounding properties.

Chairman Wainwright then opened the meeting up for public comments on the Item.

Maryann Clifford, Resident, commented that she lives directly across the street from the subject site. She noted that construction is a sensitive issue since one time a neighbor's construction resulted in over \$20,000 worth of damage to their property. She then asked where Jacaranda Road will intersect with her property. She feels that it may be a safety issue if it intersects with her driveway. She noted there are issues with speeding along Invergordon Road and noted the Town may want to consider speed bumps. She also asked why construction parking needs to be on Invergordon Road since it is a narrow road and the additional vehicles would cause problems. She then asked where Lot 1 would access its home.

It was noted that there is an option for the front yard for Lot 1 to be on Invergordon Road or Cactus Wren Road.

Commissioner Wastchak pointed out that it looked like Jacaranda Road would meet with Invergordon Road across the street from the center of her lot.

Commissioner Campbell agreed that the street did not appear to align with her driveway.

Commissioner Wastchak asked Paul Mood, Town Engineer, to clarify the process for requesting speed bumps.

Mr. Mood explained someone can petition a speed study to be done which looks into if an area can qualify for speed bumps. He noted that with the slope and grade of Invergordon Road it may not be feasible to put speed bumps in.

Rita Lippman, Resident, indicated that she was representing 26 home owners in the La Place community. She noted that they are looking forward to development of the property, but are concerned with what will be done to control runoff and drainage from the property. She also expressed concerns with construction traffic and parking. She shared some of the issues their community has seen with both those things in the past. She asked specifically that parking not be allowed on Cactus Wren Road.

Omar Abdallah stated he was with Rose Law Group representing La Place Home Owners Association. He noted that Cactus Wren Road was the only road with access to the La Place neighborhood. He pointed out that they support the stipulations, but would like to see that no construction parking is allowed on Cactus Wren Road during development as well.

Andrew Miller, Town Attorney, clarified that if there is a safety issue it may be a possibility to have no parking on the road during construction.

Commissioner Campbell asked for the pavement width on Cactus Wren Road.

Mr. Michaud responded that it was 33 feet including curbing.

Commissioner Campbell suggested having a stipulation that only allowed for parking on the north side of Cactus Wren Road and east of the median.

Mark Congleton, Resident, shared that he lives two lots north of the subject site. He proposed the ingress and egress for Lot 1 stay on Cactus Wren Road since it would help alleviate traffic problems on Invergordon Road. He also expressed concern with construction vehicles being parked on Invergordon Road since it is only 14 feet wide and would create a safety hazard.

Chairman Wainwright asked if the applicant would like to come up and address some of the concerns mentioned.

Jason Singer, Applicant, recognized the size of the streets and suggested having the 75 foot distance from the corners of the intersection of Cactus Wren Road and Invergordon Road. He noted that he saw several construction sites in Paradise Valley that morning, all with construction parking on both sides of the road. He suggested that this type of construction parking may simply be a necessary evil. He noted that he will not be the one to build the homes but that the current builder only has plans to build three homes and combining Lots 1 and 2 in order to do that.

Chairman Wainwright asked if during the actual construction process they would be willing to provide a staged parking area on the property.

Mr. Singer explained that he bought the land with the intention of organizing it and then selling the dirt.

Chairman Wainwright asked if he would be comfortable accepting that as a stipulation that would later be imposed on the property developer in the future.

Mr. Singer responded that he did not feel that was his responsibility.

Discussion was made on possible limitations of parking on roads for construction including temporary limitations. It was noted that much of the construction parking may end up on Jacaranda Road and not on Cactus Wren Road and Invergordon Road.

Mr. Miller noted that on smaller roads parking limitations can be made if it creates a safety hazard where cars, including emergency vehicles, cannot get by when cars are parked along the side of the road.

Commissioner Campbell commented that he agrees with the residence on Invergordon Road that an 18-foot wide street is problematic. Chairman Wainwright pointed out to the applicant that it would seem that they would need some sort of parking plan on the site for the development of the subdivision and that would be a reasonable request. He added the Town does much better with drainage today than they have in the past and that development of the site would most likely be an improvement on drainage for those in the area. He commented that when the actual houses are built he believes most of the parking will be on Jacaranda Road and if there is a safety issue later on that could be addressed with limits on parking

Commissioner Campbell asked that they consider a stipulation that no construction parking be allowed on the paved surfaces of Invergordon Road.

Chairman Wainwright noted that an exception may need to be made for the possible development of Lot 1.

Commissioner Campbell asked if they could change the stipulation to require that landscaping adjacent to the lot and public right of way is in place before receiving a certificate of occupancy on the corresponding lot.

Mr. Knapp explained that Maricopa County requires contractors to park on a paved surface or a track out, so they are not putting more dirt on the street. He clarified that if the Town were to allow use of the shoulder, it requires making improvements to those areas per State requirements.

Tony Nelson, Representing Regal American Homes, shared that there was development happening off Luke Avenue and Wilkinson Road and all their construction parking is taking place on site since the streets are narrow in that area. He suggested that there is plenty of space on these lots to do the same at this site.

Commission Wastchak reviewed Stipulation 6 and shared his recommended changes. He specified that he would like to add a Stipulation 6.h, which would state that during construction of the site improvements a designated construction parking area shall be provided to prevent parking on any paved surfaces.

Commissioner Anton recommended adding that the landscaping along Invergordon Road be done prior to receiving the certificate of occupancy.

It was noted that may better fit in with Stipulation 4.

Discussion was then made on Stipulation 6.d which addressed parking along Cactus Wren Road.

Commissioner Campbell indicated he was not in support of eliminating parking on Cactus Wren Road all together since it has a width of 33 feet.

Commissioner Georgelos pointed out that the Commission may want to consider it, since it is the only access road for all the homes in the La Place neighborhood.

Commissioner Anton noted there was a lot of dirt on the side of the road as well where gravel could be put down to park on. He then suggested removal of Stipulation 6.d and have Stipulation 6.e apply to both roads.

Commissioner Covington asked if this would set a precedence for other construction sites in the Town.

Chairman Wainwright noted that it might work for another subdivision, but not for the development of a single lot.

Discussion was made on Stipulation 6.c which addressed turning around in public right-of-ways for construction vehicles.

Commissioner Wastchak asked if it was legal to include Stipulation 6.c.

Mr. Miller explained that it would be a difficult thing to impose and the Town Staff would also have issues with enforcement. He then recommended keeping the portion that trucks could not turn around within 75 feet of the intersection and recommended having some sort of a notice up for that as well.

Commissioner Wastchak asked if everyone agreed with getting rid of Stipulation 6.d and including both Invergordon Road and Cactus Wren Road in part of Stipulation 6.e.

All the Commissioners, with the exception of Commissioner Campbell, agreed with striking Stipulation 6.d and including Cactus Wren Road in Stipulation 6.e.

Further wording clarification was made to Stipulation 6, Commissioner Wastchak then reviewed the final changes made to Stipulation 6.

A motion was made by Commissioner Wastchak, seconded by Commissioner Georgelos, to approve the Estates on Invergordon Preliminary Plat, subdividing approximately 5.7 acres into four (4) residential R-43-zoned lots and a new public street, subject to the following conditions:

1. The final plat and related improvements for the "Estates on Invergordon" located at 6400 E Cactus Wren Road (the "Property") shall be in substantial compliance with the following submitted plans and documents:

a. Preliminary Plat for the "Estates on Invergordon," Sheets 1□3, prepared by Land Development Group, dated December 3, 2019;

b. Preliminary Paving Plan for the "Estates on Invergordon," Sheet 1 of 1, prepared by Land Development Group, dated December 3, 2019;

c. Preliminary Water & Sewer Plan for the "Estates on Invergordon," Sheet 1 of 1, prepared by Land Development Group, dated December 3, 2019;

d. Storm Water Pollution Prevention Plan, Sheet 1 of 1, prepared by Land Development Group, dated December 3, 2019;

e. The Planting Plan for the right-of-way Sheet PP.1, prepared by Berghoff Design Group, dated December 6, 2019;

f. The narrative prepared by Land Development Group, dated December 5, 2019;

g. The Water Service Impact Study, prepared Land Development Group, dated July 26, 2019; and

h. The preliminary drainage report, prepared by Land Development Group, dated July 29, 2019.

2. Prior to recordation of the final plat for said subdivision, the following items shall be submitted by the owner(s) of the Property, or successors:

a. Submit the required final improvement plans for Town Engineer approval and provide a procedure and other forms of assurances necessary for the Town to be in a guaranteed position to complete the construction and related public site improvements as referenced in the submitted plans and documents in Condition 1 above;

b. If not already completed, installation and maintenance of the storm water pollution prevention plan noted in Condition 1 until the final lot improvements are completed on Lot 1 of said subdivision; and

c. Provide documentation that the private water well has been abandoned in accordance with the Arizona Department of Water Resources. Abandonment shall include the removal of above ground structures, including the two water tanks. The Town Community Development Director, or designee, shall inspect the property to verify the water tanks and related above-ground structures are removed.

3. Prior to the issuance of the first building permit for any home on Lots 1, 2, 3, or 4 of the said subdivision, the owner(s) of the Property, or successors, shall do the following:

a. Complete the roadway, utility, and related infrastructure improvements as referenced in the submitted plans and documents in Condition 1 above along Invergordon Road and Cactus Wren Road;

b. At the discretion of the Town Engineer, the final lift of asphalt for Jacaranda Road may be postponed until the first Certificate of Occupancy for any of the Lots 1 to 4 of the said subdivision; c. Remove all existing retaining walls and related structures on the entire site, along with the owners of the affected Lots having submitted and obtained approval from the Town the applicable demolition permit(s), grading permit(s), storm water pollution prevention plan(s), and associated permit(s). However, compliance to this condition shall be no later than one year from the date of the Town Council approval of the final plat for said subdivision; and

d. At the time the existing retaining walls are removed, the affected Lots shall be regraded at a minimum of 4:1 slope and existing drainage patterns shall be maintained.

4. Prior to the issuance of each Certificate of Occupancy for Lots 1, 2, 3, or 4 of the said subdivision, the owner(s) of the Property, or successors, shall complete the landscaping improvements, as to each lot, as referenced in the submitted plans and documents in Condition 1 above.

5. Within 60 days of approval of the final plat, the applicant shall submit to the Town mylars of the approved plans and an electronic version of these plans in a pdf format for the Town's permanent record.

6. The following conditions shall apply during initial construction of the building pads, streets, and homes at the Estates on Invergordon subdivision as a means to mitigate safety concerns along the adjoining rights-of-way:

a. Construction staging and storage of materials shall be done onsite and not within the Town rights-of-way;

b. Use of the Town rights-of-way intermittently, generally defined as up to 20 minutes, to load or unload construction material or equipment is allowable provided the loading and unloading adjoins the site and does not occur within 75 feet of the Invergordon Road/Cactus Wren Road intersection;

c. Construction vehicle turn-around shall not occur within 75 feet from the Invergordon Road/Cactus Wren Road intersection and either be done onsite or off the street pavement adjoining the subdivision within the Town's right-of-way to discourage turn-around traffic in the adjoining neighborhoods, specifically turn-around traffic on streets north and east of the Invergordon Road/Cactus Wren Road intersection as these streets dead end and do not connect back to Lincoln Drive or another major arterial;

d. Reserved

e. Construction parking shall not be allowed along the west side of Invergordon Road and the south side of Cactus Wren Road on any paved surfaces. Any non-paved surface used for construction parking shall conform to storm water pollution prevention plan requirements;

f. The property owner(s) of the lot(s) of said plat shall be responsible to inform the contractor(s) of the construction and plat conditions;

g. The above conditions do not apply to Jacaranda Road that is part of the Estates on Invergordon subdivision up to and prior to the Town's acceptance of the final street improvements of Jacaranda Road; and

h. During construction of site improvements, a designated construction area on Lots 1, 2, 3, or 4 shall be provided to prevent parking on any paved public street surfaces.

The motion carried by the following vote:

- Aye: 6 Commissioner Wainwright, Commissioner Anton, Commissioner Campbell, Commissioner Covington, Commissioner Georgelos and Commissioner Wastchak
- Absent: 1 Commissioner Lewis

6. STUDY SESSION ITEMS

A. <u>20-037</u>

Continued Discussion of Upcoming Planning Commission Items for Council Retreat

Mr. Knapp explained that he shared the agenda for the Council Retreat as well as the list of Items they previously recommended being discussed.

Commissioner Campbell commented concerning Item 1 that he did not feel they need a third citizen member on the Hillside Committee contrary to what he said at the last meeting. He also noted that he was sympathetic that a year may be too long of a term.

Commissioner Wastchak recommended striking Item 1.b.

Commissioner Campbell and Commissioner Georgelos agreed.

Chairman Wainwright stated that Item 3 regarding open space criteria on hillside lots, is important but might be better considered at a later time.

Commissioner Anton suggested leaving Item 3 on there and having Council conversation on it.

Further discussion was made on if Item 3 should be left in. It was determined that it would remain on the list for Council.

Mr. Miller explained that Council may end up addressing Item 6 themselves, so he did not believe any changes needed to be made to it. Item 6 relates to the Planning Commission rules and procedures.

Chairman Wainwright suggested adding an example to Item 7. He recommended St. Barnabas who had to notice an entire building in order to change their landscaping.

Mr. Miller recommended changing the wording from "out of town" to "outside of town boundaries", on Item 7.

Commissioner Georgelos suggested changes that would allow for lessor noticing for smaller projects.

Commissioner Anton suggested they make a recommendation for a different noticing radius.

Commissioner Campbell commented that for residence in adjacent municipalities that it should only be the adjacent properties that are noticed.

Further discussion was made on Item 7.

Commissioner Anton stated that concerning Item 8, the posting of construction signs, the construction site supervisor's name and phone number should be posted on construction sites.

Mr. Knapp clarified the wording for Item 8.

No Reportable Action

7. CONSENT AGENDA

A. <u>20-036</u> Approval of December 17, 2019 Planning Commission Minutes

A motion was made by Commissioner Campbell, seconded by Commissioner Georgelos, to approve the December 17, 2019 minutes. The motion carried by the following vote:

- Aye: 6 Commissioner Wainwright, Commissioner Anton, Commissioner Campbell, Commissioner Covington, Commissioner Georgelos and Commissioner Wastchak
- Absent: 1 Commissioner Lewis

8. STAFF REPORTS

None

9. PUBLIC BODY REPORTS

Commissioner Wastchak asked if anyone's terms were expiring soon.

Commissioner Anton responded that his would be and that he did not plan to reapply.

Commissioner Campbell stated his term was also ending, but he was planning to reapply and continue serving on the Commission.

10. FUTURE AGENDA ITEMS

Mr. Knapp indicated the next meeting was on February 4, 2020 and the agenda included consideration of a lot split at 6101 E Caballo with a deviation from the code.

Mr. Knapp noted the following meeting will be held on February 18, 2020.

11. ADJOURNMENT

A motion was made by Commissioner Wastchak at 8:40 p.m., seconded by Commissioner Anton, to adjourn the meeting. The motion carried by the following vote:

Aye: 6 - Commissioner Wainwright, Commissioner Anton, Commissioner Campbell, Commissioner Covington, Commissioner Georgelos and Commissioner Wastchak

Absent: 1 - Commissioner Lewis

Paradise Valley Planning Commission

Ву: ___

Jeremy Knapp, Secretary

Action Report

File #: 20-082

Approval of February 4, 2020 Planning Commission Minutes



Minutes

Planning Commission

1. CALL TO ORDER

Chairman Wainwright called the meeting to order at 6:00 p.m.

STAFF MEMBERS PRESENT

Town Attorney Andrew M. Miller Community Development Director Jeremy Knapp Senior Planner George Burton Town Engineer Paul Mood

2. ROLL CALL

Present 7 - Commissioner Jonathan Wainwright Commissioner James Anton Commissioner Thomas G. Campbell Commissioner Charles Covington Commissioner Pamela Georgelos Commissioner Orme Lewis Commissioner Daran Wastchak

3. EXECUTIVE SESSION

None

4. STUDY SESSION ITEMS

A.20-053Morning Glory Estates III Lot Split (LS-19-02). Work Study Session
6101 E. Caballo Lane (APN: 168-59-013A)

George Burton, Senior Planner, provided an overview of the staff report on the proposed Morning Glory Estates III Lot Split. He explained the Town's current lot split standards and gave a summary of the request noting that the applicant was requesting a deviation from the circle test. The circle test requires each lot encompass a 165 foot circle, touching at one point on the front setback line without encroaching outside the lot. He then continued to give details about the lot split grading and drainage plans, fire protection, and more. Commissioner Campbell suggested moving the front yard to Morning Glory Road to help with the setbacks.

Mr. Burton explained how that would create other setback problems.

Commissioner Georgelos asked if this was the prior configuration.

Mr. Burton replied it was the same configuration, with the exception of the drainage easement which is now larger than the original plat's in 1982.

Chairman Wainwright asked if the lot split could be approved as if the existing structure was not there. It was determined that it would, but the same structure could not be built since it would still not meet the circle test setbacks.

Commissioner Campbell recommended the Planning Commission keep in mind the logic of the 165-foot circle test, which is to avoid creating odd shaped lots. He stated he felt the request meets the logic of the 165-foot circle with the lot split configuration.

Commissioner Wastchak asked what was different now then when it was originally platted in 1982.

Mr. Burton stated the Town did not have the circle test at that time.

Commissioner Anton asked that the changes to the wash be reviewed again.

Mr. Burton stated the primary change was expansion of the wash.

Paul Mood, Town Engineer, clarified that the overall function of the wash has not changed with the expansion. He noted that the restriction for the water sits on the property to the east. He added that the removal of the gates on the east and west end has helped with flow as well. He clarified that he was pleased with the drainage plans.

Commissioner Covington asked if the lot coverage for the existing home exceeds the permitted 25%.

Mr. Burton responded if the home were to remain and the lot subdivided, it would exceed the 25% coverage limit. He added that they would need to do the necessary demolition prior to recordation of the plat if the lot split is approved. He also noted that the new structure would cover 24.95%.

Mr. Doug Jordan, Applicant's Representative, shared a brief history of the property since it was purchased by the current owner in 2005. He added that the plan was to do the lot split and that the property owner would continue to live on one parcel and sell the other.

Chairman Wainwright asked if any members of the public would like to comment on this Item. None were offered.

Commissioner Georgelos asked what changes the wash would make on downstream neighbors.

Mr. Mood indicated it would not negatively affect the neighbors downstream and would actually improve the flows.

No Reportable Action

5. PUBLIC HEARINGS

Discussion was made on what could be discussed during public hearings versus what needed to be placed on an agenda.

6. ACTION ITEMS

None

7. CONSENT AGENDA

A. <u>20-057</u> Approval of January 7, 2020 Planning Commission Minutes

A motion was made by Commissioner Campbell, seconded by Commissioner Wastchak, to approve the January 7, 2020 minutes. The motion carried by the following vote:

Aye: 7 - Commissioner Wainwright, Commissioner Anton, Commissioner Campbell, Commissioner Covington, Commissioner Georgelos, Commissioner Lewis and Commissioner Wastchak

8. STAFF REPORTS

Mr. Knapp provided a brief update on the Council Retreat that took place the previous Thursday. He shared some of the items discussed and thanked the Commission for putting together their page of suggested topics. He noted that Council may ask them for more details or suggestions on their recommendations and that most items related to hillside would come back through the Planning Commission. Mr. Knapp expressed that Council would like more input from the Commission on mailing notifications which would be a topic of discussion at their next meeting.

9. PUBLIC BODY REPORTS

None

10. FUTURE AGENDA ITEMS

Mr. Knapp indicated at the next meeting they would have more information and discuss mailing notifications. The following meeting will have the hearing for the lot split discussed earlier.

Andrew Miller, Town Attorney, stated he would not be present at the next meeting.

Commissioner Wastchak asked when the Commission might see bigger items on their agendas.

Mr. Knapp predicted they would see some substantial items in the next four to six weeks.

Commissioner Wastchak inquired if the changes with Kiva Elementary school would come before them.

Mr. Knapp pointed out that public schools are a function of the state, so they are not subject to local zoning laws, but are subject to life safety requirements.

Chairman Wainwright announced that he has filed a declaration to run for Town Council but expected that running for the position would not affect his role on the Planning Commission.

11. ADJOURNMENT

A motion was made by Commissioner Wastchak at 6:35 p.m., seconded by Commissioner Covington, to adjourn the meeting. The motion carried by the following vote:

Aye: 7 - Commissioner Wainwright, Commissioner Anton, Commissioner Campbell, Commissioner Covington, Commissioner Georgelos, Commissioner Lewis and Commissioner Wastchak Paradise Valley Planning Commission

Ву:_____

Jeremy Knapp, Secretary