



## Legislation Text

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**File #:** 20-113, **Version:** 1

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**TO:** Mayor Bien-Willner and Town Council Members

**FROM:** Jill B. Keimach, Town Manager  
Jeremy Knapp, Community Development Director

**DATE:** March 12, 2020

**DEPARTMENT:** Community Development

**AGENDA TITLE:**  
**General Plan Update Process - 20 Minutes**

**SUMMARY STATEMENT:**

A general plan is a publicly adopted long range plan for land use and development, serving as a basis for decision making regarding policies and programs by Town Council, the Planning Commission, Town Staff, developers, and residents. The Town's current General Plan (Attachment A) was adopted in 2012 as an update to the 2003 General Plan.

Arizona state law requires that each city or town adopt a comprehensive, long-range general plan to guide the physical development within their community. State law also requires that a general plan be readopted every 10 years. The Town's General Plan was adopted in 2012, as such we are approaching the requirement to re-adopt the plan in 2022. Additionally, state law requires municipalities with a population over 10,000 residents to include seven specific elements within their General Plan. The required elements include:

1. Land Use
2. Circulation
3. Open Space
4. Growth Area (if any)
5. Environmental Planning
6. Cost of Development
7. Water resources

In December of 2019 staff and Town Council discussed in a study session generally the purpose of a General Plan and requirements to update. Furthermore, at the Town Council's Planning and Zoning Process Retreat in January of this year, discussion was had about the approach to updating the plan. Generally, the process requires adoption of a Public Participation Plan, 60-day review period for adjacent planning agencies, a public hearing at the Planning Commission, a public hearing at Town Council, and voter ratification in a municipal election. A more detailed schedule of required steps can be found in Attachment B.

At this study session, staff will present the approach to updating the plan to ensure consistency with previous council discussion. Staff will also cover the legal requirements to update the General Plan, the required elements, timing and process for selection of a third party consultant, and the project budget.

**BUDGETARY IMPACT:**

The Town's Community Development Staff will be managing the update internally but will need the assistance of outside resources to develop a public outreach plan and materials, draft text and graphics, and format the final document for production. As such, in Fiscal Year 2020 Budget the Community Development Department included \$35,000 within the General Plan Update line item. Based on the timing of selecting a consultant, at this time it is anticipated that only \$10,000 of the budgeted \$35,000 will be spent in Fiscal Year 2020. In the upcoming Fiscal Year 2021 budget staff is requesting \$120,000 in this line item.

**ATTACHMENT(S):**

- A - Town of Paradise Valley 2012 General Plan
- B - General Plan Update Schedule
- C - PowerPoint Presentation