



Legislation Text

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TO: Mayor Bien-Willner and Town Council Members

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

DATE: February 27, 2020

DEPARTMENT: Town Manager

AGENDA TITLE:

Discussion of Planning and Zoning Process Action Plan

SUMMARY STATEMENT:

On January 30, 2020 the Council, at the initiation of the Mayor, held an all-day retreat on the Planning and Zoning Processes for the Town of Paradise Valley. The intent of the retreat was to review: 1) the legal framework for which all planning and zoning applications must be reviewed, 2) provide updated planning information, and 3) outline existing processes to ensure everyone had the same information and background.

The retreat was also the culmination of several months of work from the Planning Commission, Hillside Building Committee and Board of Adjustment. Each board, as part of their annual presentations to Council, reviewed their activities of the year and spent several meetings discussing potential process improvements and recommendations to the Council. The Council then heard from each individual member of the Town's land use committees on January 9 and 23, 2020. At the end of the Council's data gathering, the Council received both individual viewpoints from every land-use volunteer that wished to participate as well as the more formal recommendations from each land use board. The following are the formal recommendations for Council to consider at their retreat.

Planning Commission and Hillside Building Items

- Hillside Building Committee Make Up
- Notifying Hillside Property Owners
- Hillside Open Space Criteria
- Temporary Signage
- Exterior Lighting Changes post approval
- Planning Commission Rules and Procedures
- Noticing Requirements
- Construction Signs

Board of Adjustment Items

- Update Boards Rules and Procedures

- Provide Periodic Training to the Board
- Review Solar Panel Screening Requirements for Hillside

Council and staff then added, prior to the retreat, the following items for general discussion.

Council Items

- Applicant Submittal Deadlines
- Height Measurement
- Training for Board and Commission
- Board and Commission Rules and Procedure

Staff Items

- Applicant Interaction
- Public Outreach
- SUP Guidelines

During the retreat, the Council discussed each of the recommended items, combined and broaden efforts and asked staff to return with an action plan for bringing the larger efforts back to Council Study Sessions. The Council also encouraged through staff each land use committee (Planning Commission, Hillside Building Committee, Board of Adjustment) to continue to work on process improvements for Council consideration in the future.

The attached PowerPoint identifies an action plan for taking these items back to Council at future Study Sessions, with the goal of initiating all the issues this calendar year. The timing of when each effort comes before the Council in a Study Session is not reflective of the priority Council has placed on the initiative, since all the listed items are important. The timing is due solely to the Town resources and the ability of staff to be adequately prepared for the initial Study Session.

BUDGETARY IMPACT:

Each initiative will be analyzed separately for its budgetary impact as the project is considered by Council.

ATTACHMENT(S):

Presentation