

**MEMO TO COUNCIL**

**DATE:** December 8, 2011  
**TO:** Mayor and Council  
**FROM:** LaRon Garrett  
Assistant Town Manager  
**SUBJECT:** Unified Development Code Amendment  
Subdivision and Minor Land Division Standards and Procedures P11-006  
Ordinance 818

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**PURPOSE:**

Amend the Unified Development Code provisions pertaining to Subdivision and Minor Land Division standards, procedures and required improvements by updating Sections 15-07 and 15-08 and 15-09 of the UDC.

**BACKGROUND:**

Currently, the Unified Development Code (UDC) provisions pertaining to Subdivisions and Minor Land Divisions contains language that is outdated and in need of revision. Staff prepared the exhibits attached to Resolution 2646 as proposed amendments to the Unified Development Code.

**SUMMARY:**

The bulk of the proposed amendments address submittal requirements and internal procedures. However, two notable changes were put forward for consideration. The first eliminates Council action on Preliminary Plats. The Planning and Zoning Commission would become the approval authority for Preliminary Plats instead of a recommending body. The second change would allow Preliminary Plats for small subdivisions of properties under a predetermined size, with 10 or less lots to be reviewed and approved by Public Works and Community Development Department staff. The proposed amendment lists a maximum size of 10 acres to be eligible for this expedited review. Arizona State Statute simply references properties under a certain predetermined size set by the legislative body of the municipality. The Council would continue to be the approval authority for all Final Plats.

The Planning & Zoning Commission held a public hearing on November 14, 2011 concerning the proposed amendments and recommended approval (4-0) subject to deletion of the small subdivision provisions.

The exhibits show the proposed amendments presented to the Planning & Zoning Commission. The provisions that the Commission recommended deleting are highlighted below:

*Exhibit B to Resolution 2646*

15-08-006 Community Development Department

- N. To review and approve, approve with stipulations, or disapprove Preliminary Plats for ten (10) or fewer lots on properties less than ten (10) acres in size.

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15-08-007 Public Works Department

- J. To review and approve, approve with stipulations, or disapprove Preliminary Plats for ten (10) or fewer lots on properties less than ten (10) acres in size.

*Exhibit D to Resolution 2646*

15-09-010 Subdivisions

E. Preliminary Plat Submittal

5. Preliminary Plat Approval

- B. Upon acceptance of a Preliminary Plat submittal for subdivisions with 10 or fewer lots on property less than 10 acres in total area, the Community Development Department shall review the Preliminary Plat within 30 days of receipt of a complete submittal package. Following review, the Community Development Department will approve, approve with conditions, or disapprove the Preliminary Plat and notify the applicant of the action taken by staff.