



CITY OF SIERRA VISTA
PLANNING AND ZONING COMMISSION
AUGUST 13, 2019
CITY COUNCIL CHAMBERS
1011 N. CORONADO DRIVE
REGULAR MEETING

REGULAR MEETING.....5:00 PM

CALL TO ORDER

ROLL CALL

ACCEPTANCE OF AGENDA

ACCEPTANCE OF MINUTES

1. Minutes of June 18, 2019

CHAIR COMMENTS

CALL TO PUBLIC

OLD BUSINESS

NEW BUSINESS

2. Discussion Item Only-No Action Taken on This Item
2019-2020 Work Program-Proposed Code Amendments

FUTURE DISCUSSION ITEMS, COMMISSION REQUESTS, AND ANNOUNCEMENTS

INFORMATION

Update on Projects

CITY COUNCIL LIAISON COMMENTS

Update on City Council Items

ADJOURNMENT

SIERRA VISTA PLANNING AND ZONING COMMISSION
REGULAR MEETING
June 18, 2019
CITY COUNCIL CHAMBERS
Meeting Minutes

The regular meeting of the Sierra Vista Planning and Zoning Commission was called to order at 5:00 p.m. in the City Council Chambers.

Members Present: Sharon Lake, Chair
Bradley Snyder, Vice-Chair
David Thompson
Patricia Olson
Robert Karp
Chrysti Lassiter
Steven Miller

Members Absent: None

Staff Present: Matt McLachlan, Director, Department of Community Development
Jeff Pregler, Senior Planner

Council Present: None

Others Present: Tricia Gerrodette

ACCEPTANCE OF THE AGENDA:

Ms. Olson made the motion to accept the agenda. Mr. Thompson seconded.

VOTE: Approved by a vote of 6-0 (Ms. Lassiter arrived after the vote).

ACCEPTANCE OF THE MINUTES:

1. Mr. Thompson made the motion to accept the minutes of June 11, 2019. The motion was seconded by Mr. Snyder.

VOTE: Unanimously approved- 6-0. (Ms. Lassiter arrived after the vote).

CHAIR COMMENTS

None

CALL TO THE PUBLIC

Ms. Lake opened the meeting to the public.

Tricia Gerrodette requested the Commission consider Net Zero Development on a future agenda.

There being no additional responses, Ms. Lake closed the meeting to the public.

OLD BUSINESS:

None

NEW BUSINESS

2. Resolution 1160
Public Hearing
General Plan Amendment to Map 8 of VISTA 2030
Traffic Circulation Plan

Mr. Snyder made the motion to approve Resolution 1160, recommending amendments to Map 8 of VISTA 2030, Traffic Circulation Plan, to the Mayor and City Council. Seconded by Mr. Thompson.

Mr. McLachlan gave the staff presentation. He stated that *staff is requesting the Planning & Zoning Commission consider and comment on proposed amendments to the functional classifications contained in Map 8, the Traffic Circulation Plan of VISTA 2030, the City's General Plan. This map is referenced during the development review process to determine access management and infrastructure improvement requirements giving the functional classification assignments regulatory effect.*

The purpose of the amendments is to provide for increased consistency with the Sierra Vista Metropolitan Planning Organization's 2040 Regional Transportation Plan and the Arizona Department of Transportation's Statewide Functional System Map which are provided in the backup material for comparison. ADOT is in the final stages of completing a statewide federal functional classification rebalancing project – the results of which are factored into the proposed amendments.

Further he stated that the City is about to embark on a review and update of the City's development ("impact") fees which involves an assessment of the City's transportation infrastructure needs to support planned development. Therefore, it's timely that the City review and make necessary adjustments to roadway classifications to provide a more accurate basis for analysis.

Mr. Karp asked what data was used to determine the changes to the functional street classifications. Mr. McLachlan stated that the amendments are consistent and reflective of the ADOT and MPO traffic plans. Secondly, he added that traffic count data and the street design standards located in the Development Code were used to determine functional

street classifications. For example, the Development Code states that the design volume for Minor Arterials is 10,000 to 20,000 vehicle trips per day.

Mr. Karp asked for clarification about the changes in functional classification to Fry Boulevard. Mr. Pregler state that Fry Boulevard east of 7th Street was reclassified from a Principal Arterial to a Minor Arterial. The portion of Fry east of 7th Street was reclassified from a Minor Arterial to a Collector.

Mr. Karp stated his concern about the possibility of additional access points along Fry Boulevard should the roadway be reclassified to a Minor Arterial. Mr. McLachlan stated that changes to access and design standards for roadways is regulated by the Development Code. Changes to these standards would require Development Code amendments, which is a separate process from the changes to the functional street classifications.

Mr. Karp asked for clarification about the access separation requirements. Mr. McLachlan stated that access points on Minor Arterial roadways are required to be a minimum of 300 feet from an intersection, while Collector roadways are required to be a minimum of 250 feet from an intersection.

Mr. Thompson asked about the number of vehicle fatalities in the City. Mr. McLachlan stated that 22 percent of the accidents are related to pedestrians. Further, he mentioned that there were a total of 7 fatalities between 2011-2015.

Ms. Lake opened the meeting to the public.

Ms. Tricia Gerrodette stated her concern about additional access points along Wilcox Drive should the functional road classification be changed to Collector. Ms. Gerrodette then discussed a spreadsheet that was shown at the meeting which indicated specific portions of roadways, along with corresponding data which included traffic counts and accident totals. Based on the spreadsheet, she indicated that fewer access points along roadways may be a factor in reduced vehicle accidents.

There being no additional comments, Ms. Lake closed the meeting to the public.

Ms. Olson asked if the proposed amendments will make the Traffic Circulation Plan more consistent with the ADOT Statewide Functional System Map. Mr. McLachlan explained that with the exception of a couple of roadways, the amendments are consistent with the functional roadway classifications in the ADOT Map.

Mr. Snyder stated that, as he understood, the amendments are simply bringing the Traffic Circulation Plan into conformance with the ADOT and MPO Plans, and that the Commission will have the ability to consider access management and other design standards with a separate process. Mr. McLachlan said that this is correct.

VOTE: The Commission unanimously approved with a vote of 7-0.

FUTURE DISCUSSION ITEMS, COMMISSION REQUESTS, AND ANOUNCEMENTS

None

INFORMATION

No additional information.

CITY COUNCIL LIAISON COMMENTS:

No additional information

ADJOURNMENT

The meeting adjourned at approximately 5:50 p.m.

SHARON LAKE
Chair
Planning & Zoning Commission

MATT MCLACHLAN, AICP
Executive Secretary
Planning & Zoning Commission

JEFF PREGLER, AICP
Recording Secretary

STAFF MEMORANDUM

TO:	Planning and Zoning Commission
FROM:	Jeff Pregler AICP, Senior Planner
MEETING DATE:	August 13, 2019
SUBJECT:	FY 19-20 Work Program
REQUESTED ACTION:	Feedback and Direction on Potential Code Amendments

BACKGROUND

The Community Development Department regularly reviews current code provisions and procedures to identify ways in which the staff and the City can improve efficiencies, clarify requirements and help residents and business owners move through the system more easily. This practice is consistent with previous City Council Strategic Plan initiatives which have mandated the reduction of obsolete or unnecessary code provisions in expectation of making city government accountable, collaborative and efficient.

The following work program is intended to provide the Commission an advance opportunity to consider potential amendments to local regulations prior to an ordinance(s) being drafted and formal public hearing processes being initiated, so that staff can receive Commission input or hear concerns regarding the potential amendments and incorporate those into the draft language for public review and comment.

This year the work program will be achieved in two separate phases. The first phase will consist of amendments to the Development Code. The second phase will be a review and analysis of the VISTA 2030 General Plan Strategies and Goals. As you may recall, the General Plan was ratified by the voters in November of 2014. Per state law, Staff is required to provide an annual report to the City Council on the status of the Plan's implementation. Since this will be the first status update since 2014, Staff will be presenting the 17 Elements incrementally over the course of six months to provide a thorough review of each section. The tentative schedule for the Work Program is as follows:

PHASE I: DEVELOPMENT CODE AMENDMENTS:

Start Date: August 2019

Completion Date: December 2019

PHASE II: GENERAL PLAN REVIEW

Start Date: January 2020

Completion Date: June 2020

Since Phase 1 of the work program will be initiated first, only the recommended Development Code amendments for the upcoming year will be presented. A separate memo in January will discuss the implementation of the General Plan.

ANALYSIS:

City staff has provided for your review and consideration a list of proposed code amendments that will be considered in the 2019-2020 work program. As is typical of previous work program analysis, a list of previously approved amendments has been provided which includes an ordinance summary listing the subject matter that has been addressed over the past four years. The overarching goals guiding the previous amendments has been:

- (1) Ensure that code standards are clear, internally consistent, easy to follow, and rationally related to achieve a clear public purpose consistent with state and federal laws;*
- (2) Ensure permitting processes are efficient and do not require more information than is necessary to determine compliance with applicable codes; and*
- (3) Minimize the use of special exceptions in the site plan/building permit approval process.*

These stated goals were also the impetus of the recommended code amendments for the 2019-2020 work program.

PROPOSED AMENDMENTS

Article 151.03, Administration and Enforcement. A complete revision of this Section due to obsolete processes and regulations as they relate to Zoning Compliances, Building Permits, and Occupancy Permits. The last major update of this Section was in 1998.

Article 151.04, Supplementary District Regulations. Removal of obsolete and duplicative language. Specifically, *Section 151.04.004, Dumping or Disposal of Rubbish*, which prohibits the dumping and disposal of debris, garbage, industrial wastes, etc., is already addressed in the Building and Property Maintenance Codes. Therefore, this Section in the Development Code can be removed.

Article 151.06, Special Regulations for Particular Uses-Consider revising one Section within this Article.

*Section 151.06.004, Home Based Businesses-*The City has received a number of property maintenance complaints regarding the repair of vehicles on residential properties. Specifically, the concerns relate to the number of vehicles under repair and the placement of the vehicles often located within the front yard of the properties. The Home Based Business regulations prohibit automotive service and repair of vehicles not owned or leased by the occupants of the property. However, the regulations do not prohibit an individual from repairing their own

vehicles on the property for purposes of selling the vehicle in the future. In some instances, this could be numerous vehicles at one time. As a result, the recommended amendment is to prohibit the sale of more than one vehicle at a time on residential properties. This prohibition would allow for more clear enforcement action on this activity when the City receives complaints.

Article 151.08, Public Improvement Standards-Consider revising two separate Sections within this Article.

Section 151.08.004, Street Design Standards- The City Council approved amendments to the Traffic Circulation Plan (TCP) on June 27, 2019, which reclassified the functional street classification of certain roadways. This Section currently provides for design standards and roadway profiles for public streets based on their functional roadway classification. The Commission raised the question about amending the roadway design standards during review of the TCP amendments. Amendments to the design standards that can be considered include right-of-way widths, roadway pavement widths, bicycle lane widths, and multi-use path requirements,

Section 151.08.005, Street Access Standards- This Section regulates access points along public roadways. The functional classification of a roadway has a direct correlation to access management. Again, the Commission had some interest in revising the access management policy during review of the TCP amendments. Amendments to this section to be considered includes revising the required number of access points and their locations along public roadways.

Article 151.10, Sign Regulations-Current language in this Article requires that the sign panels inserted within a multi-tenant or shopping center free-standing sign be a minimum of nine square feet. The original intent of this requirement was to make the panels and lettering large enough to be easily seen by drivers, thus decreasing the amount of time that the driver is not focused on the roadway.

The maximum sign face of a multi-tenant or shopping center sign is 75 square feet. The concern is that the minimum panel size requirement potentially limits the number of panels that can be inserted into the sign, ultimately prohibiting some businesses in the building or shopping center from advertising on the sign. The potential amendment would eliminate the minimum panel size requirement, thus allowing additional sign panel flexibility.

Article 151.16, Water Conservation-Water conservation regulations were incorporated into the Development Code in 1986. Throughout the years, the breadth and scope of the regulations have increased. Based on an analysis of other Arizona communities, the City is considering additional water conservation measures. Potential amendments include water usage maximums for commercial developments, extending the no-turf policy to multi-family residential and manufactured home residential developments, and requirements for water saving devices and features for residential landscaping.

Article 151.17, Access Standards- This Article also provides access management standards for public roadways. There is duplicative and conflicting language with Section 151.08.005. Staff recommends removing this Article from the Development Code.

Article 151.19, Subdivision Platting Procedures-This Article provides for subdivision plat submittal and approval processes. However, this Section does not address the processing of lot splits or minor subdivisions. Staff recommends including processes that will stream line the review and approval of these types of developments.

The Article also includes a Section on improvement securities. The City requires improvement securities from a developer for the construction of public improvements such as curb, gutter, sidewalk, and sewer. These improvements are typically constructed during the development of the subdivision. Staff recommends adding language that clarifies the timing on the release of the securities back to the developer. The current code language requires a full release of the security once all public improvements have been constructed and approved by the City. In some instances, the developer is unable to sell a new home to a potential buyer until the security is released. Adding a process to allow for partial or incremental security releases when a portion of the improvements are completed is more reflective of the phased construction schedule that most developers practice and also allows the developer more flexibility when selling the homes.

Article 151.22, District Regulations-Proposed amendments to Article 151.22

The Development Code does not currently incorporate setback requirements for Accessory Dwelling Units (ADU). Past practice has been to require that the ADU meet, as a minimum, the building separation requirements in the International Building Code. To clarify site location requirements, staff is recommending that building setbacks for ADU's be included in the Development Code. This language would be inserted in Sections 151.22..008, Urban Ranch; 151.22.009, Single Family Residence; and 151.22.010, Multi-Family Residence.

Processing Review fees:

In addition to the code amendments, staff recommends an analysis of the building and planning processing review fees. These are more commonly known as application fees and are typically required to be paid prior to review of a project. The last update to these fees was in 2013. Staff will be considering a number of factors when determining the fees such as a comparison of other communities.

**CODE AMENDMENT SUMMARY
2015-2019**

**ORDINANCE 2015-009 (CITY CODE)
UPDATE TO BUILDING AND PROPERTY MAINTENANCE STANDARDS AND CODE
ENFORCEMENT PROCEDURE**

1. Established unified building and property maintenance and public nuisance standards that are readily accessible by the public.
2. Relocated code provisions related to the City's noise regulations to Chapter 93 of the City Code.
3. Repealed and relocate Chapter 92 (Junked Motor Vehicle) provisions to Chapter 150 (Building and Property Maintenance).
4. Amended Chapter 150 of the Code to be consistent with Ordinance 2015-005 adopting 2015 Edition of the International Building Codes as amended by Resolution No. 2015-48.
5. Amended Chapter 150 of the Code to adopt the Maricopa Association of Governments (MAG) Specifications and Details for Public Works Construction as the uniform standard specifications of the City.
6. Amended Chapter 152 of the Code to be consistent with Ordinance 2015-05 adopting the 2015 edition of the International Fire Code as amended by Resolution 2015-48.
7. Amended Title XV, Land Usage, to establish Chapter 155 providing for a foreclosure registry/real property registration system.

**ORDINANCE 2016-001 (DEVELOPMENT CODE)
FLOODPLAIN**

1. Amended the City's Floodplain Management Ordinance to address deficiencies required by the National Flood Insurance Program and bring local ordinance into alignment with State model ordinance.

**ORDINANCE 2016-002 (DEVELOPMENT CODE)
GENERAL UPDATE**

1. Established a new Matrix of Use Permissions by Zoning District under Article 151.22 providing for a common set of permitted and conditional uses across all zoning districts for ease of reference and internal consistency.
2. Defined each use classification under Article 151.02, Definitions.
3. Expanded the range of permitted uses in the General Commercial District to:

- (A) Allow attached single-family (townhomes); multi-family dwellings (apartments) and mixed-use buildings by right ("Encourage Mixed-Use Development", Strategy 5, Goal 2-1, Well Planned City, Vista 2030).
- (B) Allow light-industrial uses by right or with conditional use permit approval in cases where the light-industrial use is either (a) fronting Fry Boulevard; or (b) adjoining an existing residential use ("The City must seek to diversify and encourage non-military related business and industry", Introduction, Vista 2030).
- (C) Authorize micro-brewery/micro-distillery uses to accommodate a growing national trend (also added as a permitted use to Light Industrial and Industrial Park Districts).
4. Relocated those uses with special requirements to a new Article 151.06, Special Regulations for Particular Uses. Special uses include: Adult Uses (relocated from District Regulations); Alternative Energy Systems (relocated from General Requirements), Home Based Businesses (relocated from separate Article); Medical Marijuana Dispensary and Cultivation or Infusion Facility (relocated from District Regulations); Temporary Uses (relocated and revised from separate Article), Communications Facilities (relocated from General Requirements).
 5. Revised Article 151.26, Conditional Uses, to limit conditional use applications to those conditional uses expressly authorized by zoning district under Article 151.22.
 6. Amended the permitting process and standards for Communications Facilities (cell towers and accessory equipment).

**ORDINANCE 2016-007 (CITY CODE)
PUBLIC RIGHTS-OF-WAYS AND EASEMENTS**

1. Added Chapter 91 to City Code enacting standards, use permissions and permitting process for activities in public rights of ways and easements.

**ORDINANCE 2017-003 (DEVELOPMENT CODE)
BICYCLE PARKING STANDARDS/PARKING CREDITS AND FLEXIBLE PARKING
ALLOCATIONS**

1. Clarified bicycle parking regulations for new construction and enacted locational standards.
2. Established locational standards for off-street parking providing for alternative locations within 600 feet of the use to be served.
3. Enacted on-site parking credits for carpool, handicapped accessible, and bicycle parking spaces; and credit for adjoining on-street parking spaces in Infill Incentive District Area.
4. Provided flexible parking consideration for shared parking arrangement or submittal of Parking Demand Study for specific use(s).

**ORDINANCE 2018-008
LOCAL AMENDMENTS TO ADOPTED BUILDING CODES**

1. Removed redundant and unnecessary code provisions and clarified language to ease administration.

**ORDINANCE 2018-001 (CITY CODE)
SMALL WIRELESS FACILITIES**

1. Amended Chapter 92 to establish regulations, permit application and right of way use fee for wireless facilities located in public rights-of-way and easements.

**ORDINANCE 2018-002 (DEVELOPMENT CODE)
GENERAL UPDATE**

1. Clarified under subdivision regulations that water adequacy certification applies only to subdivision plats containing six or more lots pursuant to state statutes.
2. Amended Manufactured Home Residential District standards to increase the number of spaces that can be used for recreational vehicle parking in manufactured home parks.
3. Enacted objective criteria pertaining to modified (administrative) site plan review and clarified submittal requirements.
4. Increased maximum building height in General Commercial zoning district from 30 feet to 36 feet. For buildings located 100 feet or less from a residential zoning district, the maximum building height increased from 25 feet to 30 feet.
5. Reduced front yard building setbacks for General Commercial zoned properties in the Infill Incentive District from 40 feet to 5 feet on primary frontage (10 feet on secondary frontage for corner and through lots).
6. Amended administrative setback modification process to provide greater flexibility for properties located in Infill Incentive District Area.
7. Increased fence and wall height in a side and rear yard from six feet to eight feet. Increased fence and wall height in a front yard from three feet to four feet (on properties less than 10,000 square feet) and to five feet (on properties 10,000 square feet or larger). Provided administrative modification process for increasing wall height.
8. Enacted low impact development design standards for roof drainage and off-street parking areas to direct runoff to landscaped areas prior to entering detention basins.
9. Removed duplicative performance standards or relocated provisions to appropriate City Code sections.

**ORDINANCE 2018-004 (DEVELOPMENT CODE)
SIGN CODE UPDATE**

1. Amended sign code to comply with Reed v. Gilbert Supreme Court decision to be content neutral and provide equal protection for all sign types. Signs are now defined by structure type rather than specific function or event.

2. Increased sign height allowance for freestanding signs fronting state roadways and Fry Boulevard, east of Coronado Drive from 10 feet to 15 feet.
3. Increased allowable wall signage allowance for commercial buildings from 1.5 square feet to 2 square feet per linear foot of building frontage.
4. Increase allowable free-standing signage for multi-family uses from 16 square feet per side for double sided signs to 32 square feet per side with a maximum height of six feet.

**ORDINANCE 2018-005 (DEVELOPMENT CODE)
AMATEUR RADIO TOWERS**

1. Amended Sec. 151.06 to define amateur radio antennas and provide safety and aesthetic standards.

**ORDINANCE 2018-007 (DEVELOPMENT CODE)
ORDINANCE 2018-006 (CITY CODE)
DOMESTICATED FOWL**

1. Defined hens and ducks as domesticated fowl.
2. Established use permission within single-family residential zoning districts based on property size along with certain performance standards.

ORDINANCE 2019-002 (DEVELOPMENT CODE)

1. Created Architectural Design standards for commercial buildings.

ORDINANCE 2019-003 (CITY CODE)

1. Created general parking regulations on public roadways.
2. Established specific parking standards for recreational vehicles and trailers parked on public roadways.