

**MEMO**

Planning and Zoning Division

To: Planning & Zoning Commission

From: Rick Williams, Planning and Zoning Manager

Date: March 13, 2023

RE: TXT22-04: Zoning Code Text Amendments

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The purpose of the proposed text amendments is the following:

1. Establish the Planning & Zoning Commission as the Transit Advisory Committee.
2. Establish the parameters of a Hearing Officer in lieu of the Board of Adjustments.
3. Clarifies the roles and responsibilities of the Planning & Zoning Commission with respect to the Development Review Permit process.

Rick Horst, City Manager, previously presented portions of this initiative at the January 23<sup>rd</sup> Planning Commission Meeting. In addition, Staff is proposing to make additional changes to the City Code with respect to the Board of Adjustments. With this memo, you will find the proposed amendments for the specific chapters. Below is a general summary of the proposed changes to the code.

- **Maricopa City Code, Chapter 2.15, Rules of Order and Procedure**
  - Amends Chapter 2.15.030.1b, changing the name of the Transportation Advisory Committee to the Transit Advisory Committee.
  - Amends Section 2.15.030.2d, removing the Board of Adjustments from the Standing Committee section.
- **Maricopa City Code, Section 18.135, Commissions, Committees, Boards & Officers**
  - Amends Section 18.135.020.A.2 adding the Planning and Zoning Commission to the “Initiation Powers” which allows the Planning Commission to initiate legislation and hold public meetings/hearings on General Plan Amendments, Zoning Code Map or Text Amendments, and Area Specific Plans.
  - Revises the Appeals Powers section of the Code.
  - Adds Preliminary Plats to the Decision-Making Responsibilities of the Commission.
  - Removes Preliminary Plats from the Advisory Responsibilities of the Commission.

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- Removes the Board of Adjustment from Section 18.135 of the Code.
- Establishes Section 18.135.060 and requirements for a Hearing Officer.
- Establishes Section 18.135.090, Transit Advisory Committee.
- **Maricopa City Code, Section 18.155, Development Review Permit**
  - Establishes the Zoning Administrator as the approving body in lieu of the Planning and Zoning Commission.
  - Increases the notification distance of proposed DRP Applications from 300-feet to 600-feet.
- **Maricopa City Code, Section 18.140.060 Public Hearing Notification**
  - This revision updates the Public Hearing Notification Table located in Section 18.140.060 based on the above-mentioned amendments.
- **Maricopa City Code, Section 18.140.140 Appeals**
  - This revision updates the Appeal Bodies and Time Limitations table located in Section 18.140.140 based on the above-mentioned amendments.

Exhibit A – Chapter 2.15 – Rules of Order and Procedure

Exhibit B – Section 18.135 – Commissions, Committees, Boards and Officers

Exhibit C – Section 18.155 – Development Review Permit

Exhibit D – Section 18.140.060 – Public Hearing Notification

Exhibit E – Section 18.140.140 – Appeals