

## ARTICLE 1-16: ADMINISTRATION

### Section

- 1-16-1 Development Services Department and Zoning Administrator
- 1-16-2 Planning and Zoning Commission
- 1-16-3 City Council
- 1-16-4 Board of Adjustment and Appeals
- 1-16-5 Appeal and variance procedures
- 1-16-6 Amendments to Zoning Code or Zoning Map
- 1-16-7 Public hearings, notice and citizen review processes
- 1-16-8 Preliminary development review (PDR) processes
- 1-16-9 Site plan review and approval process
- 1-16-10 Annexation process
- 1-16-11 Amendments to the General Plan
- 1-16-12 Conditional use permits, administrative use permits and building permits
- 1-16-13 Development agreements
- 1-16-14 Administrative relief exceptions
- 1-16-15 Fees
- 1-16-16 Violations, penalties and enforcement
- 1-16-17 Application Review Timeline

### § 1-16-6 AMENDMENTS TO ZONING CODE OR ZONING MAP.

#### (J) Protests against Zoning Map amendment.

- (1) If the owners of 20% or more either of the area of the lots included in a proposed Zoning Map amendment, or of those immediately adjacent in the rear or any side thereof extending 150 feet therefrom, or of those directly opposite thereto extending 150 feet from the street frontage of the opposite lots, **excluding government-owned properties**, file a protest in writing against a proposed amendment, it shall not become effective except by the favorable vote of 3/4 of all members of the Council. If any members of the Council are unable to vote on such a

question because of a conflict of interest, the required number of votes for passage of the question shall be 3/4 of the remaining membership of the Council, provided that such required number of votes shall in no event be less than a majority of the full membership of the legally established Council.

#### § 1-16-17 APPLICATION REVIEW TIMELINE

(A) Applicability: The Review Timeline does not apply to planned area developments

(B) Administrative completeness review. The City will issue an applicant a written or electronic notice of administrative completeness or deficiencies within 30 days. A.R.S. § 9-835 (D)& (E)

(C) If the City fails to issue the notice within 30 days, the application shall be considered administratively complete.

(D) The application will be determined for administrative completeness within 15 days after receiving the requested documents. A.R.S. § 9-462. 10. (A).

(E) When the application is administratively complete, the City shall approve or deny it within 180 days. A.S.R. § 9-462-10 (B).

(F) Extension. The City may allow an extension beyond 180 days for the following reasons:

1. The City may have a one-time extension of no more than 30 days for extenuating circumstances.
2. If an applicant requests an extension, the City may grant a 30-day extension.