

Administrative Review Text Amendments

Mary Kopaskie-Brown, Planning Director
Rachel Phillips, Assistant Planning Director

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Background - Purpose

- Shared goal:
 - Staff, City Council, the development community, and state legislators
 - Streamline and improve development review and entitlement processes
- City Council & development community emphasized the need for: predictable, coordinated, and user-friendly processes that support high-quality development and improve customer service
- Recent state legislative updates support this effort by requiring objective standards and more administrative decision-making





Changes to State Legislation

- HB 2447 signed by the governor on March 31, 2025
- Changed existing law to require (without public hearing):
 - Administrative approval of certain land use applications (i.e. site plans, development plans, plats, etc.)
 - Review and approval of design plans to be based on objective standards

What We Heard - City Council

- Improve the development review process to streamline quality development
- Eliminate redundancies in the development review process
- Strengthen interdepartmental review to ensure consistent and timely reviews
- Use data to guide decision-making and enhance transparency
- Enhance the customer experience for applicants and improve the overall business climate
- Expand support for small businesses, including Ombudsman assistance



What We Heard - Development Community

- Expand administrative approvals for site plans, site plan modifications, and plats
- Clarify and adjust thresholds for major vs minor site plan amendments
- Adopt streamlined and flexible infill and redevelopment standards for constrained or unique sites
- Reduce uncertainty in the Design Review process through clearer expectations and consistent comments
- Maintain predictable timelines and continue to publish development review schedules





Proposed Amendments - Overview

- Modify existing development/design standards to ensure they are objective
- Add new development/design standards to promote high-quality design outcomes
- Create a consolidated “Development Plan Review” process
- Modify expiration and extension provisions
- Modify Alternative Compliance process
- Reorganize and reword text for clarity and consistency
- Modify and add definitions



Proposed Amendments - Modify Existing Development/Design Standards

- Add specificity and ensure current requirements are objective, for example:
 - Add a minimum required depth for horizontal articulation in a wall plane
 - Add a minimum required % of primary building materials to use on publicly visible and non-publicly visible façades
 - Clarify that variations in color or texture not a separate material

A photograph of a modern building with a green wall and large windows. Two people are sitting on a wooden bench in the foreground. The image is partially obscured by a dark blue overlay on the right side.

Proposed Amendments - New Development Standards

- Add development standards (setbacks, heights, etc.) for the MX District
- Add site planning and design standards for the Downtown Districts
- Add a maximum lot coverage for Recreational Vehicle and Manufactured Home Subdivisions
- Add landscape diversity requirements (i.e., maximum % of plant species per tree, shrub, etc.)
- Add requirement for residential amenities based on the number of units
- Add requirement that loading of materials occur from truck dock, loading, and service areas



Proposed Amendments - New Consolidated Development Plan Review Process

- Streamline processes and consolidate Site Plan Review and Design Review
- Applicability largely the same, add Middle Housing to exempt projects
- Add criteria for when the Planning Director referral to Planning and Zoning Board
- Provide clarity on compliance with final site plan or final development plan condition

Proposed Amendments - New Development Plan Modification Process

- **Legislative Development Plan Modification** - Meets either of the following general criteria:
 - Rezoning or Overlay Request
 - Development Plan Condition Modification – but only if:
 - Change in Site Plan exceeds objective criteria
 - Cumulative increase/decrease in total GFA over 10%
 - An increase in the residential density approved
 - The addition of a drive-thru lane
 - An increase in traffic generation (TIS or TIA) over 15%
 - Change in Use
- **Administrative Development Plan Modification**
 - Other Site Plan Modifications





Proposed Amendments - Modify Expiration and Extension Provisions

- Make expirations consistent across all land use application types
- Change the criteria for when an approval is exercised:
 - Remove requirement for construction to have commenced
 - Retain issuance of a building permit
- Change the expiration from 2 years to 5 years
- Change the extension allowances:
 - From a 1-year extension from the Planning Director to a 1-year extension from the approving body
 - Allow for the submission of a retroactive request- no later than 90 days after the expiration



Proposed Amendments - Modify Alternative Compliance Process

- Require applicants to specify requested deviation, proposed alternative, and justification
- Amend approval criteria for Alternative:
 - Does not create adverse impacts on safety, access, visibility, glare, privacy, noise, drainage, heat island effect, and does not reduce pedestrian comfort or accessibility
 - Minimum necessary to achieve the intent while maintaining overall compliance with all other applicable standards
 - The proposal either:
 - Provides equivalent or superior quality and functionality; or
 - Provides offsetting public benefits (e.g., improved streetscape, enhanced shade/canopy, open space, sustainability features)
- Requires recommendation from the Design Review Board



Proposed Amendments – Reorganize and Reword Text

- Create unique sections for Site Planning and Design Standards in Chapters 5, 6, 7, and 8
- Move Comprehensive Youth Residences from Ch. 5 to Ch. 31
- Change terminology throughout Code from “site plan” and “design review” to “development plan” or “development plan review”
- Change terminology throughout Code from “yard” to “setback”
- Consolidate sections in the Code to reduce redundancy
- Remove outdated terminology (e.g. Commercial Collectors, Industrial Collectors etc.)



Proposed Amendments – Modify and Add Definitions

- Add definitions for terms currently used in the code- “Change of Use,” “Floor Area (Net Floor Area, Habitable Area),” “General Plan Amendment,” “Good Neighbor Policy,” “Plan of Operation,” and “Rezoning”
- Add definition of “Development Plan Condition” and “Development Plan Review”
- Add a definition of “Kitchen Area” to clarify requirements for Accessory Dwelling Units
- Add a definition for “Setbacks” to replace the term Yard used in Code
- Modify the definition of “Yard”

Outreach

- September 16, 2025 - Developers Advisory Forum
- September 29, 2025 - Open House
 - Four Attendees
- December 10, 2025 – Planning and Zoning Board – one speaker
 - Lack of public engagement
 - Opposition to a “change of use” being a criteria for a Major Development Plan Modification



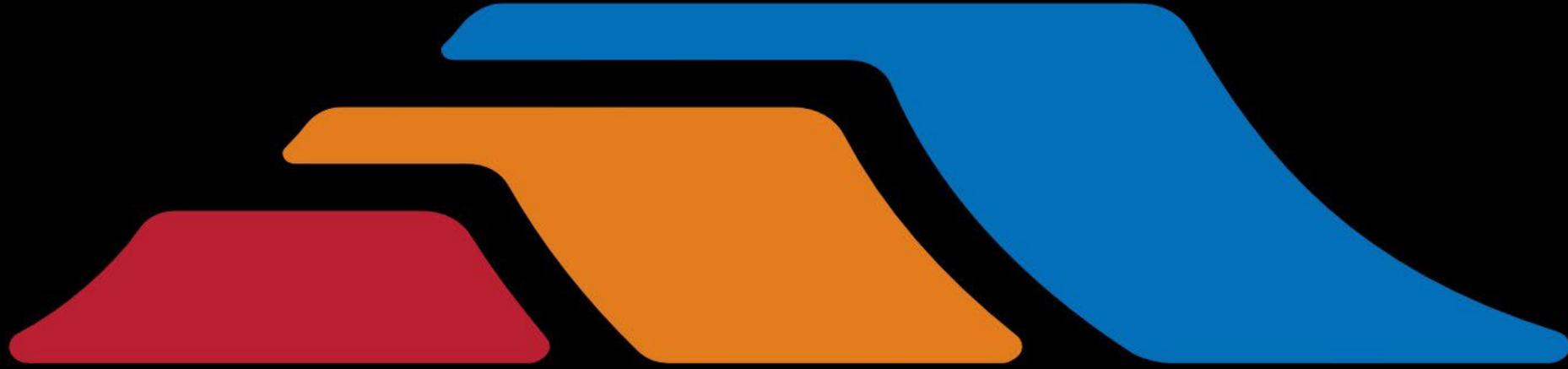
Outreach

- January 2026-February 2026
 - Additional Outreach with Stakeholders
 - Approximately 250 comments received (many duplicative)
 - Two Stakeholder group meetings
 - Three individual meetings with stakeholders
 - Communicated Council Direction on Legislative Development Plan Modification
 - Staff/Stakeholders agreed to several modifications to design standards, definitions and other clarifications in the updated text amendments



Questions?





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