



**DATE:** November 13, 2024  
**TO:** Planning & Zoning Board  
**THROUGH:** Nana Appiah, Development Services Director  
Mary Kopaskie-Brown, Planning Director  
Rachel Nettles, Assistant Planning Director  
**FROM:** Sean Pesek, Senior Planner  
**SUBJECT:** Mesa Zoning Ordinance text amendment (**Administrative Completeness Review Timeframe**)- Proposed amendments to Chapters 67 and 87 of Title 11 of the Mesa City Code.

**RECOMMENDATION:**

Staff recommends that the Mesa City Council adopt the proposed Mesa Zoning Ordinance (MZO) Administrative Completeness Review Timeframe text amendments.

**PURPOSE AND BACKGROUND:**

On April 23, 2024, Governor Hobbs signed Senate Bill 1162 (SB 1162) which requires municipalities to adopt an amendment to their zoning ordinance on or before January 1, 2025, regarding residential zoning application review timelines.

The proposed text amendments affect Chapters 67 and 87 of the Mesa Zoning Ordinance (MZO) and are attached in Exhibit 1 (Administrative Completeness Review Timeframe Ordinance). Specifically, the proposed text amendments comply with the requirements of SB 1162 by: (1) Adding a timeframe within which residential zoning applications must be deemed administratively complete; (2) Establishing procedures for administratively incomplete residential zoning applications; (3) Adding a timeframe for the approval or denial of a residential zoning application; (4) Creating exceptions from the administrative completeness review timeframe; and (5) Adding a definition for residential zoning application.

**SUMMARY OF THE AMENDMENTS AND EXPLANATION:**

- 1) *Adding a timeframe within which residential zoning applications must be deemed administratively complete.*

SB 1162 requires that a municipality determine whether a residential zoning application is administratively complete within 30 days after receiving the application. This means that the application contains all required documents necessary to complete a review.

Section 11-67-4(A) was amended to address the requirements of SB 1162 and contains language stating that staff has 30 days to determine whether a residential zoning application is administratively complete after receiving the application.

**2) *Establishing procedures for administratively incomplete residential zoning applications.***

The proposed Section 11-67-4(A) of the MZO also states that if a residential zoning application is deemed incomplete staff will provide the applicant with a written notice that includes a comprehensive list of the specific deficiencies. Once a written notice has been provided that the application is incomplete, both the administrative completeness review and the overall review timeframe is paused until the applicant resubmits documents. After the application has been resubmitted, staff has 15 days to determine whether all deficiencies have been addressed and if the application is administratively complete.

**3) *Adding a timeframe for the approval or denial of a residential zoning application.***

SB 1162 also requires that a municipality approve or deny a residential zoning application within 180 days of the application being deemed administratively complete and provides instances in which the 180-day timeframe can be extended.

The proposed text amendment states that a residential zoning application must be approved or denied by the decision-making body within 180 days of the application being deemed administratively complete. In accordance with SB 1162, the Planning Director may extend the 180-day timeframe one time for a period of no more than 30 days for extenuating circumstances or may grant extensions in 30-day increments at the request of the applicant.

**4) *Creating exceptions from the administrative completeness review timeframe.***

As stipulated by SB 1162, the administrative completeness timeframes would not apply to property that is designated as a District of Historical Significance, property that is designated as historic on the National Register of Historic Places, or property that is currently zoned with a a Planned Area Development Overlay.

**5) *Adding a definition for residential zoning application.***

The requirements of SB 1162 regarding administrative completeness review timelines only apply to residential zoning applications. Therefore, the following definition for Residential Application is recommended to be added to Chapter 87: Definitions.

*Residential Zoning Application: A rezoning application to change a property from any zoning district to a residential zoning district or use; or an application that removes or modifies any regulation or condition of approval for a residential zoned property or use previously imposed by ordinance.*

**IMPLEMENTATION:**

Staff recommends the ordinance approving the proposed text amendments become effective 30 days from the date of City Council approval.

**Exhibits:**

Exhibit 1 – Administrative Completeness Review Timeframe Ordinance

Exhibit 1 – SB 1162