

Administrative Review Modifications Proposed Text Amendments

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What we have heard...

City Council

- Improve Development Review process and efficiencies
- Eliminate redundancies
- Improve internal coordination
- Use data for decision-making
- Improve the development environment in the City



What we have heard...

Development Community

- Improve and expand administrative approvals for site plans and plats
- Revise stringent standards on major and minor site plan amendment approval process
- Streamline and adopt flexible infill and redevelopment standards
- Allow administrative approval/flexibility
- Minimize uncertainty in the Design Review Process
- Continue to publish review schedule





Changes to State Legislation

- HB 2447 signed by the governor on March 31, 2025
- Requires Legislative bodies establish administrative review processes (no public hearing) for:
 - Site plans and development plans
 - Review and approval of design plans based on objective standards
 - *Land Divisions (preliminary plats, final plats, lot splits, etc.) – Adopted by Council in July 2025*



Proposed Amendments - Key Changes

- Redefine minor and major site plan modifications
- Develop additional objective design standards
- Streamline Development Plan Review Process
- Clean up discrepancies and inconsistencies to improve clarity



Proposed Amendments

Site Plan Modifications – Major vs. Minor

- Major Modification - Changes to a site plan that was approved by City Council AND involves a change in use
- Capture changes that can result in different:
 - Zoning standards (e.g., parking requirements)
 - Review procedures (e.g., Special Use Permit vs. by right)
 - Operational impacts (e.g., increased traffic generation)



Proposed Amendments

Site Plan Modifications – Major vs. Minor

- Major Modification – Example
 - Example 1: Full-Service Restaurant → Restaurant with drive-thru = change of use
 - Example 2: Kohls → Michael's = retail to retail = not a change of use
- Minor Modification- All other Site Plan modifications



Proposed Amendments - Objective Design Standards

- Modify existing and add additional objective standards to ensure *high-quality development*
- Examples
 - Add minimum required depth for horizontal changes in a wall plane
 - Clarify that variations in color or texture are not a separate material
 - Add landscape diversity requirements (i.e., maximum % of plant species per tree, shrub, etc.)
 - Add requirement for residential amenities based on number of units



Proposed Amendments - Development Plan Review Process

- Consolidate the Site Plan Review and Design Review processes
 - Reduce redundancy for applicants and staff
 - Shorten entitlement timelines by reducing number of public hearings
 - Create a clear public review process
 - Provide a more holistic and coordinated review of projects
 - Ensure compliance with updated state laws



Proposed Amendments -

Improve Clarity

- Modify expiration and extension provisions for all entitlements
 - Consistent across all application types (site plan, design review, Special Use Permits, Council Use Permits, etc.)
- Modify Alternative Compliance process
- Reorganize and reword text for clarity and consistency
- Modify and add definitions

Public Outreach & Notification

DAF



Website
Info
Posted



Open
House



News-
paper
Ad



Website
Updated



Email
Reminder



P&Z
Board



Sept 16

Sept 19

Sept 29

Nov 22

Dec 3 & 8

Dec 8

Dec 10

Questions?





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