



CITY OF SURPRISE
Planning and Zoning Commission Agenda
16000 N. Civic Center Plaza
Surprise, AZ 85374

Thursday, September 11, 2014 @ 6:00 PM
 Council Chambers

* [Back](#) [Print](#)

CALL TO ORDER.

- A. Roll Call
- B. Pledge of Allegiance
- C. Current Events and Reports – Pursuant to A.R.S. §38-431.02(k) the chief administrator, presiding officer or a member of a public body may present a brief summary of current events without listing in the agenda the specific matters to be summarized, provided that 1) The summary is listed on the agenda; and 2) The public body does not propose, discuss, deliberate or take legal action at that meeting on any matter in the summary unless the specific matter is properly noticed for legal action.
- D. Staff Reports

Planning and Zoning Commission Agenda:

CALL TO THE PUBLIC:

INSTRUCTIONS: In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission on any item not on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

- E. Approval of items on the Consent Agenda – all items with an asterisk (*) are considered to be routine matters and will be enacted by one motion and one roll call vote to the Board\Commission. There will be no separate discussion on these items unless a board member or commissioner requests, in which event the item will be removed from the consent agenda and considered in its normal sequence on the agenda.

CONSENT AGENDA:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

			STAFF RECOMMENDATION/ PRESENTED BY
ITEM #	DISTRICT #	ITEM DESCRIPTION	

- | | | | |
|----|-------------------|--|---|
| #1 | District Internal | <u>Consideration and action on the August 7, 2014 Planning and Zoning Commission Work Session minutes.</u> | Approve
Deb Perry,
Community
Development |
| #2 | District Internal | <u>Consideration and action on the August 7, 2014 Planning and Zoning Commission minutes.</u> | Approve
Deb Perry,
Community
Development |

REGULAR AGENDA ITEM - PUBLIC HEARING:

			STAFF RECOMMENDATION/
ITEM #	DISTRICT #	ITEM DESCRIPTION	PRESENTED BY
#3	District Citywide	<u>Consideration and action of the Consolidated Annual Performance and Evaluation Report 2013-2014.</u>	Approve Christina Ramirez, Community Development
#4	District Citywide	<u>Consideration and action on a minor general plan text amendment to the Implementation Chapter of the City of Surprise General Plan 2035.</u>	Approve Lloyd Abrams, Community Development

OTHER BUSINESS:

- | | | | |
|----|-------------------|--|--|
| #5 | District Internal | <u>Discussion for future agenda items.</u> | No Action
Lloyd Abrams,
Community &
Economic
Development |
|----|-------------------|--|--|

ADJOURNMENT:

SHERRY ANN AGUILAR, CITY CLERK, CMC

POSTED: Posted on September 4, 2014 @ 2:00 p.m.

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



CITY OF SURPRISE
Planning and Zoning Commission

September 11, 2014 @ 6:00:00 PM

Back Print

Board Meeting Date:	September 11, 2014	Contact Person:	Deb Perry, Community Development
Submitting Department:	CD Boards and Commissions	District:	Internal
Staff Recommendations:	Approve		

Consent	Regular	x	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action on the August 7, 2014 Planning and Zoning Commission Work Session minutes.

Motion:

I move to approve the August 7, 2014 Planning and Zoning Commission Work Session minutes.

Background:

Financial Impact Statement:

No Financial Impact

ATTACHMENTS:

Click to download

☐ [Work Session Minutes](#)

External Attachment Links:

Meeting Requirements:

Powerpoint	x	Video	White Board	Other	x
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Presentation Speaker Names (spelling and titles for TV captions):

CITY OF SURPRISE

PLANNING AND ZONING COMMISSION WORK SESSION 16000 North Civic Center Plaza Surprise, AZ 85374

August 7, 2014

WORK SESSION MINUTES

CALL TO ORDER

Chair Jan Blair called the Planning and Zoning Commission Meeting to order at 5 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on Thursday, August 7, 2014.

ROLL CALL

In attendance with Chair Blair were and Commissioners Ken Chapman, Matthew Bieniek and Dennis Smith. Vice Chair Steve Somers and Commissioners Jerry Hoyler and Peter Pervi were absent.

PLEDGE OF ALLEGIANCE

CURRENT EVENTS REPORT

STAFF REPORT

CALL TO THE PUBLIC

Chair Blair called to the public to discuss any issues not noted on the agenda. Hearing no comments, Chair Blair closed the call to the public.

CONSENT AGENDA

All items listed with an asterisk (*) are considered to be routine by the Planning and Zoning Commission and were approved by one motion. There was no separate discussion of these items during this meeting.

REGULAR AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING

- **Item 1: Discussion Only – Presentation and discussion on City of Surprise Access Management Plan**

Transportation Planning Manager Martin Lucero gave the presentation to the Commission.

OTHER BUSINESS

ADJOURNMENT

Hearing no further business, Chair Blair adjourned the Planning and Zoning Commission Work Session meeting at 5:31 p.m.

STAFF PRESENT:

Interim Community & Economic Development Director Chris Boyd, Deputy City Attorney Julie Kriegh, Long Range Planning Manager Lloyd Abrams, Transportation Planning Manager Martin Lucero, Planner Rob Kuhfuss, Planner Jackie Keller, Legal Intern Hobie Wingard, and Planning and Zoning Commission Secretary Deb Perry.

COUNCIL MEMBERS PRESENT:

Lloyd Abrams
Long Range Planning Manager

Jan Blair, Chair
Planning and Zoning Commission

The foregoing instrument is a full, true and correct copy of the original document on file in the office of the City Clerk, City of Surprise, Arizona.

ATTEST BY:

Deb Perry, Commission Secretary

DATE:



CITY OF SURPRISE
Planning and Zoning Commission

September 11, 2014 @ 6:00:00 PM

Back Print

Board Meeting Date:	September 11, 2014	Contact Person:	Deb Perry, Community Development
Submitting Department:	CD Boards and Commissions	District:	Internal
Staff Recommendations:	Approve		

Consent	Regular	x	Public Hearing	Report/Discussion
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Agenda Wording:

Consideration and action on the August 7, 2014 Planning and Zoning Commission minutes.

Motion:

I move to approve the August 7, 2014 Planning and Zoning Commission minutes.

Background:

Financial Impact Statement:

No Financial Impact

ATTACHMENTS:

Click to download

☐ [Minutes](#)

External Attachment Links:

Meeting Requirements:

Powerpoint	x	Video	White Board	Other	x
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Presentation Speaker Names (spelling and titles for TV captions):

CITY OF SURPRISE

PLANNING AND ZONING COMMISSION 16000 North Civic Center Plaza Surprise, AZ 85374

August 7, 2014

MEETING MINUTES

CALL TO ORDER

Chair Jan Blair called the Planning and Zoning Commission Meeting to order at 6 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on Thursday, August 7, 2014.

ROLL CALL

In attendance with Chair Blair were and Commissioners Ken Chapman, Jerry Hoyler, Matthew Bieniek and Dennis Smith. Vice Chair Steve Somers and Commissioner Peter Pervi were absent.

PLEDGE OF ALLEGIANCE

CURRENT EVENTS REPORT

STAFF REPORT

Long Range Planning Manager Lloyd Abrams introduced the two new Planners that joined Community Development; Jackie Keller and Rob Kuhfuss.

CALL TO THE PUBLIC

Chair Blair called to the public to discuss any issues not noted on the agenda. Hearing no comments, Chair Blair closed the call to the public.

CONSENT AGENDA

All items listed with an asterisk (*) are considered to be routine by the Planning and Zoning Commission and were approved by one motion. There was no separate discussion of these items during this meeting.

REGULAR AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING

- **Item 1: Consideration and Action – Planning and Zoning Commission Work Session Minutes for July 10, 2014**

Commissioner Chapman made a motion to approve the **Planning and Zoning Commission Work Session Minutes for July 10, 2014**. Chair Blair seconded the motion. The motion passed with a vote of 3 ayes, 1 abstain (Bieniek) 3 absent (Somers, Hoyler, Pervi).

- **Item 2: Consideration and Action – Planning and Zoning Commission Meeting Minutes for July 10, 2014**

Commissioner Chapman made a motion to approve the **Planning and Zoning Commission Meeting Minutes for July 10, 2014**. Commissioner Smith seconded the motion. The motion passed with a vote of 3 ayes, 1 abstain (Bieniek) 3 absent (Somers, Hoyler, Pervi).

- **Item 3: FS14-214 - Consideration and Action – Fellowship Square Sorpresa**

Transportation Planning Manager Martin Lucero presented the project to the Commission. Staff recommended approval of **a site plan for Fellowship Square Sorpresa**.

Commissioner Chapman asked about the privacy of the neighbors with the tall buildings so close to existing residential. **Stephanie Rowe, representing applicant**, stated that the building is a three-storey building and stated that there are tall trees that will help provide a buffer to protect the privacy of the neighbors.

Commissioner Bieniek made a motion to approve **a site plan for Fellowship Square Sorpresa** and to adopt findings, as listed in the staff report. Commissioner Smith seconded the motion. The motion passed with a vote of 4 ayes and 3 absent (Somers, Hoyler, Pervi).

- **Item 4: - Consideration and Action – City of Surprise Access Management Plan**

Transportation Planning Manager Martin Lucero presented the project to the Commission. Staff recommended approval of the **City of Surprise Access Management Plan**.

Commissioner Smith made a motion to recommend approval to the Mayor and Council the **City of Surprise Access Management Plan**. Commissioner Chapman seconded the motion. The motion passed with a vote of 4 ayes and 3 absent (Somers, Hoyler, Pervi).

REGULAR AGENDA ITEMS REQUIRING A PUBLIC HEARING

- **Item 5: FS14-191 - Consideration and Action – Federico's Restaurant**

Planner Hobart Wingard presented the project to the Commission. Staff recommended approval of **a conditional use permit for Federico's Restaurant**.

Chair Blair opened the Call to the Public. Hearing no comments, Chair Blair closed the Call to the Public.

Commissioner Bieniek made a motion to recommend approval to the Mayor and Council the **City of Surprise Access Management Plan** and to adopt findings as listed in the staff report. Commissioner Chapman seconded the motion. The motion passed with a vote of 4 ayes and 3 absent (Somers, Hoyler, Pervi).

- **Item 6: FS14-141 - Consideration and Action – Quick N Clean Car Wash**

Long Range Planning Manager Lloyd Abrams introduced the project to the commission. He stated that it was necessary to revise condition 'a' to read:

- a) The approval of the conditional use permit for Quick N Clean Car Wash is to be deemed denied unless City Council approval of the final plat.

Transportation Planning Manager Martin Lucero presented the project to Commission. Staff recommended approval of **a conditional use permit for Quick N Clean Car Wash.**

Commission had questions and discussion regarding:

- Circulation of the site
- Traffic concerns from 115th Avenue cutting through access road to the north of the project
- Access to and from the site from Bell Road

Chair Blair opened the Call to the Public. Hearing no comments, Chair Blair closed the call to the public.

Commissioner Bieniek made a motion to approve **a conditional use permit for Quick N Clean Car Wash** and to adopt findings as listed in the staff report and conditions as amended. Commissioner Smith seconded the motion. The motion passed with a vote of 4 ayes and 3 absent (Somers, Hoyler, Pervi).

OTHER BUSINESS

- **Item 7: Future Agenda Items**

The Commission held a brief discussion on items they would like to see for Work Session:

- Process for site plan, conditional use permits, and final plat approvals.
- Information provided in agenda packets and staff reports to ensure receiving information needed to for Commission to thoroughly review.

ADJOURNMENT

Hearing no further business, Chair Blair adjourned the Planning and Zoning Commission meeting at 7:00 p.m.

STAFF PRESENT:

Interim Community & Economic Development Director Chris Boyd, Deputy City Attorney Julie Kriegh, Long Range Planning Manager Lloyd Abrams, Transportation Planning Manager Martin Lucero, Planner Bart Wingard, Planner Rob Kuhfuss, Planner Jackie Keller, Legal Intern Hobie Wingard, and Planning and Zoning Commission Secretary Deb Perry.

COUNCIL MEMBERS PRESENT:

Lloyd Abrams
Long Range Planning Manager

Jan Blair, Chair
Planning and Zoning Commission

The foregoing instrument is a full, true and correct copy of the original document on file in the office of the City Clerk, City of Surprise, Arizona.

ATTEST BY: _____
Deb Perry, Commission Secretary

DATE: _____



CITY OF SURPRISE
Planning and Zoning Commission

September 11, 2014 @ 6:00:00 PM

Back Print

Board Meeting Date:	September 11, 2014	Contact Person:	Christina Ramirez, Community Development
Submitting Department:	CD Boards and Commissions	District:	Citywide
Staff Recommendations:	Approve		

Consent	Regular	Public Hearing	x	Report/Discussion
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Agenda Wording:

Consideration and action of the Consolidated Annual Performance and Evaluation Report 2013-2014.

Motion:

I move to approve the Consolidated Annual Performance and Evaluation Report 2013-2014.

Background:

In accordance with federal regulations 24 CFR 91.515- Performance Reports, each jurisdiction that has an approved Consolidated Plan shall annually review and report, in a form described by HUD. The report measures the city's progress in reaching goals and objectives contained in the Consolidated Plan and Annual Action Plan. The period covered in the report is July 1, 2013 through June 30, 2014.

Financial Impact Statement:

There is no financial impact for this item. This is a review of current year expenditures as reported through the Federal Housing and Urban Development Integrated Disbursement and Information Systems.

ATTACHMENTS:

Click to download

- ☐ [Staff Report](#)
- ☐ [CAPER spread backup](#)

External Attachment Links:

Meeting Requirements:

Powerpoint x Video White Board Other x

Presentation Speaker Names (spelling and titles for TV captions):

Christina Ramirez, Neighborhood Services Supervisor



COMMUNITY DEVELOPMENT DEPARTMENT

Date: September 4, 2014

To: Planning and Zoning Commission Members

From: Chris Boyd, Interim Community Development Director
Christina Ramirez, Neighborhood Services Supervisor
Alicia Rubio, Program Coordinator

Re: Consolidated Annual Performance Evaluation Report (CAPER) 2013-2014

Introduction

The City of Surprise is required to submit the Consolidated Annual Performance and Evaluation Report (CAPER) by September 30th of each year for the preceding program year. This report outlines project/program activities funded by the Community Development Block Grant (CDBG) program for the grant year. The city is required to report on CDBG funding only and HOME funding is reported by the Maricopa County Consortium on the city's behalf.

Today's Public Hearing is aimed at opening a constructive discussion by the commission members, staff, and the residents of Surprise to enable the commission members to recommend approval of the CAPER 2013-14. HUD requires that the CAPER be submitted by September 30, 2014 to enable the City of Surprise to continue receiving housing and community development funds in the future.

Background

In accordance with federal regulations 24 CFR 91.515- Performance Reports, each jurisdiction that has an approved Consolidated Plan shall annually review and report, in a form described by HUD. The report measures the city's progress in reaching goals and objectives contained in the Consolidated Plan and Annual Action Plan. The period covered in the report is July 1, 2013 through June 30, 2014.

The activities summarized in the report implement council approved projects and programs for Program Year 2013-14. The report does not establish any new policy.

The City of Surprise received \$512,181 under CDBG grants in 2013 - 2014 from HUD.

The Community Development Department (the Department) undertook an Emergency Housing Rehabilitation program for income qualified residents of Surprise living in owner occupied housing. The Department, under direction of City Council and the 2010-2014 Consolidated Plan, approved \$245,847 for the Emergency Housing Rehabilitation program. This funding helped 29 individuals.

The Neighborhood Services Division also solicited applicants for Public Service Grants for the fourth year in the division's history. Grantees applied for and were cumulatively awarded \$76,827 of CDBG Funding. Awardees included Benevilla (\$16,134), St. Mary's Food Bank Alliance (\$19,975), Arizona Charter Academy (\$13,829) and Surprise Summer Youth Employment (\$26,889). All projects are major priorities in Consolidated Plan 2010-14 and Annual Action Plan 2013-14 and are City Council approved for funding.

The highlights of the report are as follows:

- Emergency Housing Rehabilitation Program:
 - a. The City of Surprise Community Development Department is offering Emergency Rehabilitation on owner-occupied homes. Income qualified individuals are eligible on a first-come-first-served basis. CDBG funding is used for this program.
 - b. Repairs for the program include, but are not limited to accessibility, plumbing, heating, cooling and electrical.
 - c. 29 individual projects were completed during the 2013-2014 Program Year.
 - d. Program is ongoing.
- Public Service Grants:
 - a. The Community Development Department solicited proposals for Public Service Grants. Applications were awarded for \$76,827.
 - b. Four organizations' applications were awarded after all grants were individually scored, gave presentations on their individual applications in front of the Planning and Zoning Commission which determined the awardees and recommended approval by City Council.
- Administration:
 - a. 20% of the allotted CDBG funding is set aside for program administration.

The below table illustrates the current status of projects and funds expended during the 2013-14 program year:

Project	Funding Source	2013-14 Status	Funds Allotted	Funds Expended	Future Action
Park Improvement Project	CDBG	Ongoing	\$87,071	\$0	
Emergency Housing Rehabilitation	CDBG	Ongoing	\$245,847	\$277,057.29 <i>Rollover funding;</i>	24 Emergency Repairs on Owner Occupied, Income Qualified, Homes in Surprise
Public Service Grants	CDBG	Ongoing	\$76,827	\$ 82,976.04 <i>Rollover funding</i>	Partnership with Funded Non-Profit Organizations for Specified Public Services
Administrative Allotment	CDBG	Ongoing	\$102,436	\$108,012.44 <i>Rollover funding</i>	None
*See attached spreadsheet of cumulative balances.					

Previous Actions

Projects reported on were approved by the Planning and Zoning Commission as well as the City Council through public meetings and hearings. Funding of each project is determined by the procurement process, and subsequently approved by the City Council if necessary per city procurement guidelines.

Updated Actions

The City of Surprise views 2013-2014 program year as one of continued growth, progress, and significant investment in the future to create sustainable neighborhoods. A draft copy of the report was made available for public comment for 15 days as required per HUD regulation. Any comments received will be included in the final draft of the CAPER.

Future Actions

Submission to HUD by September 30, 2014.

Recommendations

Staff recommends approval of CAPER 2013-2014.

¹Neighborhood Services Dept. CDBG Budget - Fiscal Year 2013-2014

2011 CDBG

Original Allocation: \$342,212

	Rollover Total	Amount Expended 13/14	Remaining Balance
Admin	\$7,941.00	\$6,929.95	\$1,011
Public Services	\$7,941.00	\$7,114.68	\$1
Rehab	\$41,324.27	\$41,324.27	\$0.00
	\$57,206.27	\$55,368.90	\$1,012.00

2012 HOME

Original Allocation: \$449,087

New Rollover

	Total Assigned	Amount Expended 13/14	Remaining Balance	Reprogram funds
Admin	\$89,817.00	\$89,817.00	\$0	
Public Services	\$39,876.00	\$39,850.00	\$26	(\$27,500)
Rehab	\$319,407.00	\$235,733.52	\$83,068	\$27,500.00
				<i>Civitan/Salvation Army contracts canceled due to nonperformance. Reassign to rehab</i>
	\$449,100.00	\$365,400.52	\$83,094	

2013 CDBG

Original Allocation: \$512,181

New Rollover

	Total Assigned	Amount Expended 13/14	Remaining Balance	to nonperformance
Admin				
Public Services	\$102,436.00	\$11,265.49	\$91,170.51	
Rehab	\$76,827.00	\$36,011.36	\$40,815.64	
Bicentennial Park	\$245,847.00	\$0.00	\$245,847.00	
	\$87,071.00	0	\$87,071.00	
	\$512,181.00	\$47,276.85	\$464,904.15	

New Rollover

13/14 Budgeted Amount

Amount Expended

Ending Balance

P/S	Rehab	Admin
\$211,715	\$606,578.27	\$200,194
\$82,976.04	\$277,057.79	\$108,012.44
\$128,739	\$329,520.48	\$92,182

¹Amounts expended are prepared from HUD Intergrated Disbursement and Information Systems (IDIS) report PR05



CITY OF SURPRISE
Planning and Zoning Commission

September 11, 2014 @ 6:00:00 PM

Back Print

Board Meeting Date:	September 11, 2014	Contact Person:	Lloyd Abrams, Community Development
Submitting Department:	CD Boards and Commissions	District:	Citywide
Staff Recommendations:	Approve		

Consent	Regular	Public Hearing	x	Report/Discussion
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Agenda Wording:

Consideration and action on a minor general plan text amendment to the Implementation Chapter of the City of Surprise General Plan 2035.

Motion:

I move to recommend approval to the Mayor and Council, a minor general plan text amendment to the City of Surprise General Plan 2035.

Background:

The city is initiating a request for approval of a minor text amendment to the Implementation Chapter of the City of Surprise General Plan 2035, amending the contents of the section to aid clarity in certain sections and to expedite the completion of the remaining Village plans as set forth in the General Plan.

Financial Impact Statement:

N/A

ATTACHMENTS:

Click to download

- ☐ [Staff Report](#)
- ☐ [Implementation Chapter - Redline](#)
- ☐ [Implementation Chapter - Clean](#)

External Attachment Links:

Meeting Requirements:

Powerpoint x Video White Board Other x

Presentation Speaker Names (spelling and titles for TV captions):

Lloyd Abrams, Long Range Planning Manager

Donna Bronski, Deputy City Attorney



COMMUNITY DEVELOPMENT

Date: September 11, 2014
To: Planning and Zoning Commission
From: Lloyd Abrams, Long Range Planning Manager
Re: FS14-315, Minor General Plan Text Amendment to the General Plan 2035

Application Summary

The city is initiating a request for approval of a minor text amendment to the Implementation Chapter of the City of Surprise General Plan 2035, amending the contents of the section to aid clarity in certain sections and to expedite the completion of the remaining Village plans as set forth in the General Plan.

History

- The General Plan 2035 was adopted by Planning and Zoning Commission on May 2, 2013.
- The General Plan 2035 was adopted by City Council on June 25, 2013
- The General Plan 2035 was ratified by voters on November 5, 2013 with voter approval of 71.8%.

Project Summary

Currently the Implementation Chapter of the General Plan 2035 implies that a developer is required to approach the city with a request to initiate a Village Plan. The minor text amendment will enable the city to initiate the creation of the plan and expedite the Village Planning process.

The text amendment would also allow the General Plan Monitoring Report to be brought forward to one General Plan Summit meeting rather than three meetings, including a summit, Planning and Zoning Commission and City Council. This consolidation of meetings will make for a more efficient use of resources by holding a joint meeting with all parties.

Finally, an explanation of roles and terms is required to provide more clarity for implementation and administration of the General Plan.

Compliance with General Plan

The General Plan 2035 lists criteria to consider when evaluating a general plan amendment. They are:

- a) Whether the proposed amendment is justified by an error in the Surprise General Plan 2035 as originally adopted.
- b) Whether the proposed change is generally consistent with goals, objectives, and other elements of Surprise General Plan 2035.
- c) Whether the proposed change is justified by a change in community conditions or neighborhood characteristics since adoption of the Plan.
- d) Whether the proposed change creates an adverse impact on public facilities and services, including roads, sewers, water supply, drainage, schools, police, fire, and parks, that cannot be reasonably mitigated.
- e) Whether the proposed change creates an adverse impact on landmarks or other historically significant structures or properties that cannot be reasonably mitigated.
- f) Whether development resulting from the proposed change would create an undue adverse impact on surrounding neighborhoods.
- g) Whether the proposed change would have a significant adverse impact on the natural environment, including washes, vegetation, slopes, groundwater, and other significant natural resources that could not be mitigated.
- h) Whether there was a change in city-adopted policies or codes that would justify a change in Surprise General Plan 2035.
- i) The impact of the proposed change on the City's adopted development policies, and the fiscal and operational capacity of the city to provide any services, facilities, or programs that might be required if the change were adopted.

This proposed amendment modifies only the implementation section and does not affect any of the above criteria. It also does not affect any of the 21 elements in the general plan.

Staff Recommendation

Staff recommends approval of FS14-315 a Minor General Plan Amendment to the Implementation Chapter of the General Plan 2035.

Section 1. INTRODUCTION

The Implementation Section identifies actions that are necessary to ensure recommendations of the Surprise General Plan 2035 are carried out effectively. These actions include the development of a yearly monitoring report that provides pertinent information related to effectiveness of the plan policies. The chapter also identifies the creation of a dynamic work plan to track recommended actions, improvements, ordinance and/or code changes, additional planning studies, and other programs and initiatives the City will pursue in achieving the long-term development pattern envisioned in the Surprise General Plan 2035.

Much of plan implementation occurs on a case-by-case basis through review of proposed rezonings, site plans, conditional uses, plats, public improvements, and facilities. Implementation also occurs on a daily basis within the city administration through an ongoing system of analysis, studying the situation, and reaching rational conclusions about community needs and the best courses of city action within the framework established by the Surprise General Plan 2035.

The Surprise General Plan 2035 encourages consistent public and private decisions that will result in logical and sustainable development. To accomplish this, the plan relies on a continuous planning program that overlays traditional plan implementation techniques with a strategic planning perspective.

Actions

Section 2. ACTIONS

To ensure ongoing implementation of the Surprise General Plan 2035 as an important, practical, up-to-date, and consistent statement of city policy, the following actions should occur.

2.1. General Plan Monitoring Report

~~On an annual basis,~~ Community Development staff will coordinate with City departments and prepare a status report for the Planning and Zoning Commission. The Planning Status Report and Zoning Commission shall forward the report to the City Council Work Plan with any recommendations regarding the priorities of Surprise General Plan 2035 actions or programs to be funded in the upcoming budget years. The report should be available to the public to the Planning and Zoning Commission no later than ~~February~~ November 1st of each year and . City Council should be provided with Planning and Zoning Commission recommendations no later than April of each year.

Comment [a1]: Issuance date moved to accommodate budget preparation timeframes

~~To provide public input into the report, presented at a City Summit should be held in January. All relevant city departments should participate in the summit and preparation of the report. The plan shall no later than December 1st each year. The status report will include:~~

Comment [a2]: An interactive public meeting with Mayor & Council and the Planning & Zoning Commission.

- ~~Information information~~ and analysis regarding the following activities:
 - *a) Population Changes
 - *—~~Annexation~~
 - b) Annexations
 - *—~~Development and Redevelopment~~
 - *—~~Land Consumption~~
 - *—~~Development on Vacant Lands~~
 - *c) Development on Infill Properties
 - d) Residential Development
 - e) Commercial Development
 - *f) Preserved Open Space
 - *—~~Housing Densities~~
 - *—~~Housing Prices~~
 - *g) Employment
 - *—~~Retail Sales~~
 - *h) Infrastructure Improvements
 - i) New Public Facilities
 - *j) Land Acquisition and Disposal Plans
 - k) Summary evaluating the city's progress toward achieving the Surprise General Plan 2035 goals and policies, and implementation of action items and programs.
 - l) Staff recommendations regarding future year(s) initiatives and resource/funding for the Surprise General Plan 2035 ~~actions and programs implementation.~~

The report will include short-term and long-term actions to guide the ongoing implementation of the Surprise General Plan 2035. The Status Report and Work Plan will be updated immediately following the Summit and the final report and plan presented to City Council no later than March 1st of each year.

This approach to the Surprise General Plan 2035 implementation ensures that the plan remains a dynamic, responsive document and that the City's budget decisions are consistent with the long-term goals of the City's General Plan.

2.2 Procedures and Responsibilities.

It is the responsibility of the City Manager to process all proposed amendments to the general plan or specific plans, whether required by state law, council direction or citizen application. It is the responsibility of the zoning administrator to interpret the general plan and any specific plans adopted in conformance with the general plan and ensure that zoning amendments comply with these documents as applicable.

Any proposed amendments to the general plan or any specific plans will be processed by the Community Development Department in conformance with state law, city ordinance, and the Surprise General Plan. Proposed amendments will be classified as minor or major in conformance with the provisions of this General Plan.

General Plan Amendments

Section 3. GENERAL PLAN AMENDMENTS

3.1 Major Amendments to the General Plan

A major amendment to the Surprise General Plan 2035 is any proposal that would result in a change to the land use plan that would substantially alter the city's planned mixture or balance of uses ~~as established in the Plan's existing Land Use Element~~. It is important to examine the implications of the project on the cumulative impact on the entire planning area. The criteria for categorizing a proposed amendment to the Surprise General Plan 2035 as a major amendment ~~includes~~include determining the relative size and amount of the proposed change. Additionally, ~~the relationship with surrounding land uses and its impact upon major public infrastructure is considered.~~ TheAny of the following are criteria for determiningchanges constitute a major amendment to the Surprise General Plan 2035:

- a) A change in the Land Use Plan land use designation on 320 or more acres.~~*~~
(See also Section 3.3)
- b) An increase or decrease in the planned number of single family residential dwelling units of 500 or more dwelling units.
- c) An increase or decrease in the planned number of multi-family residential dwelling units of 200 or more dwelling units.
- d) An increase or decrease in the planned number of acres designated for employment (e.g., industrial, office, retail, resort) types of uses of 40 acres or more.
- e) An increase or decrease in the planned number of acres designated for open space uses of 160 acres or more.
- f) A change in the basic philosophy of a village (i.e., balance of jobs to population) that impacts the sustainability of the plan.
- g) Any change in the Land Use Plan designation, on 40 or more acres, from one of the following land use categories ~~into another that covers 40 acres or more~~ to any other category:
 - Residential
 - Commercial
 - Employment.
- **EXCEPTION:** Amendments to the Surprise General Plan 2035 Land Use Element that result in a decrease in land use intensity and are initiated by the property owner will ~~not~~ be considered ~~to be a major~~ minor amendment.

* 3.2 Minor Amendments to the Surprise General Plan 2035

Minor Amendments to the Surprise General Plan 2035 are those changes to the General Plan that are not considered "Major" as defined in Section 3.1 above.

Comment [a3]: Moved up, see note 5

3.3 Change from Rural Residential to Any Other Land Use

Changes ~~to from a~~ rural residential land use classifications to any other land use classification will also require the development of a village plan, if one has not already been developed.

3.4 Element Review

Certain sections of the Surprise General Plan 2035 may be subject to more frequent revisions. Goals and policies may require adjustments as community circumstances evolve or implementation experiences lead to refinement of future ~~program plans~~. The village planning efforts may make it necessary to change text and maps. Arizona State Statutes may require the creation of additional elements. Community Development staff will review the elements on a yearly basis to determine if revisions are required. ~~Revisions that are not purely technical in nature will be processed as a major amendment to Surprise General Plan 2035.~~

Minor Amendments to the Surprise General Plan 2035

~~"Minor Amendments" to the Surprise General Plan 2035 are considered as minor text changes and corrections that do not impact the substantive portions of the land use plan's mixture or balance.~~

Comment [a4]: Moved up; note 3

3.5 Procedure for Surprise General Plan 2035 Amendments

Per As required by Arizona State Statutes, the City of Surprise will consider major amendments to the Surprise General Plan 2035 once each year. The major amendment applications must be submitted within the same calendar year they are heard and a two-thirds majority vote of the City Council is needed to approve ~~them~~ any major amendment. All major amendments will be heard by the City Council in a single public hearing in accordance with state law. In addition, all major amendments must meet the public involvement criteria outlined in the state statutes that reads, "effective, early, and continuous public participation in the development and major amendment of the Surprise General Plan 2035 from all geographic, ethnic, and economic areas of the municipality."

Minor amendments:

- a) Do not require 60-day enhanced notification.
- b) Require a single public hearing by the Planning and Zoning Commission, and
- c) May be heard by the City Council any time of the year regardless of the date of application.

3.6 Surprise General Plan 2035 Amendment Content

~~In considering Proposed plan amendments, the proposal will be considered in terms of~~ must address all of the elements, as applicable to the proposed amendment. A thorough evaluation ~~shall will~~ include, but is not limited to, the following:

- a) Whether the proposed amendment is justified by an error in the Surprise General

Plan 2035 as originally adopted.

- b) Whether the proposed change is generally consistent with goals, objectives, and other elements of Surprise General Plan 2035.
- c) Whether the proposed change is justified by a change in community conditions or neighborhood characteristics since adoption of the Plan.
- d) Whether the proposed change creates an adverse impact on public facilities and services, including roads, sewers, water supply, drainage, schools, police, fire, and parks, that cannot be reasonably mitigated.
- e) Whether the proposed change creates an adverse impact on landmarks or other historically significant structures or properties that cannot be reasonably mitigated.
- f) Whether development resulting from the proposed change would create an undue adverse impact on surrounding neighborhoods.
- g) Whether the proposed change would have a significant adverse impact on the natural environment, including washes, vegetation, slopes, groundwater, and other significant natural resources that could not be mitigated.
- h) Whether there was a change in city-adopted policies or codes that would justify a change in Surprise General Plan 2035.
- i) The impact of the proposed change on the City's adopted development policies, and the fiscal and operational capacity of the City to provide any services, facilities, or programs that might be required if the change were adopted.

Capital Improvement Program (CIP)

~~To ensure that the City's budget decisions are consistent with the Surprise General Plan 2035 and the community has the opportunity to review Surprise General Plan 2035 actions and programs prior to the City Council's budget decisions, a process is established for making recommendations to the City Council on the status of the plan and proposed budget allocations. This approach to the Surprise General Plan 2035 implementation ensures that the plan remains a dynamic, responsive document and that the City's budget decisions are consistent with the long-term goals of the City's General Plan. Under Arizona Revised Statutes, the Planning Agency has responsibility to review the CIP to determine whether it conforms to the Surprise General Plan 2035.~~

Comment [a5]: Incorporated into Section 2.1 for better clarity

Property Acquisitions and Dispositions

~~The Planning and Zoning Commission is required to review plans for conformity with the Surprise General Plan 2035 on public real property acquisitions or dispositions, public construction, or vacation of public streets. Acquisitions or abandonments for street widening or alignments of a minor nature are not required to be reviewed by the Planning and Zoning Commission. After receiving a plan, the Planning and Zoning Commission has forty days to comment on such actions.~~

Comment [a6]: Amended to clarify roles. Property Acquisition and Disposition plans will be included in the Status Report and Work Plan.

Village Plans

Section 4. SPECIFIC PLANS

Comment [a7]: Language was added to provide better understanding between specific plans and village plans.

~~Whereas Surprise General Plan 2035 is guide for~~

~~While the general plan provides overall guidance for the physical development on a of the Ceity-wide basis, village and any other, specific plans are guides for specific locationsutilized to provide more detailed regulatory guidance for special areas or large developments within the cityCity. Specific plans are generally comprised of a transportation plan, design guidelines, infrastructure plan (water, sewer, or drainage), and an implementation plan pursuant to ARS §9-461.08. The practice of creating policy documents for specific areas within the city or planning area is not uncommon. The City of Surprise has almost 310 square miles in its planning area. It would be difficult to develop one plan that meets the diverse needs of all of the people who live in the planning area. In Surprise, much of this more detailed, area specific planning will be integrated into the village planning process.~~

Section 5. VILLAGE PLANS

~~Whereas Surprise General Plan 2035 is a guide for development on a city-wide basis, the City has divided itself into 9 sections, called villages, allow for a more in depth study of the character and needs of smaller sections of the City. Village plans are a form of specific plan. The village plans provide more detailed information than what is found at the general plan level on issues such as land use, design, transportation, parks, and open space than what is found at the general plan level. All village plans and plan amendments must conform to the policies and other provisions set forth in the general plan.~~

5.1 Village Plan and Master Plan Timing

~~When a-proposed master planned community is proposed in an area that does not have a village plan, Community Development staff will work with the applicant to begin the village planning process. Applicants are expected to work on planning major issues through the village planning process. After major village plan components are complete, the applicant is able to move forward with a general plan and/or rezoning request. Community Development staff will work with the applicant to ensure that the village planning process does not delay the application process. For purposes of this section, a master planned community is defined as any land use to which a development plan applies.~~

5.2 Village Plan Creation and Adoption

~~Any landowner, Surprise resident, or the City of Surprise may initiate the creation or amendment of a village plan.~~

~~The Planning and Zoning Commission will hold a public hearing on any proposed village plan or amendment to a village and will forward it to the City Council with any recommendations. The City Council will hold a public hearing and make a final decision on the proposed plan or plan amendment.~~

Comment [a8]: Process language added for clarification

If concurrent plan applications or plan amendments are submitted to the City, city staff will evaluate its current resources and will make a recommendation to the Planning Commission regarding how best to prioritize and address each application. The Planning and Zoning Commission will make a recommendation to the City Council as how to best address each application in light of available resources.

5.3 Village Plan Contents

Comment [a9]: Changes to remove redundancies and increase clarity

Village planning considers many of the same issues as the Surprise General Plan 2035. The more limited size of the village allows the village plan to examine issues at a deeper level than a city-wide analysis. All village plans should be developed to include at least the following information:

a) Title Page

- Name of Village Plan ~~village plan~~
- Village Plan ~~Village plan~~ File Number
- Name, address, telephone number, and email of:
 - * Developer/applicant ~~(if applicable)~~
 - * Contact Person
 - * Document Preparer ~~(if applicable)~~
- * Date of plan adoption and resolution number
- * Amendments to plan and resolution number
 - Table of Contents
 - List of Tables
 - List of Figures
 - List of Appendices
 - Copy of Adopting Resolution
 - Statement of Purpose

• Introduction ~~Summary of proposed project, including:~~

b)

- * Village description and overview:
 - * Location
 - * Acreage
 - * Basic land use information
 - * ~~Range of issues~~
 - * ~~Summary of preparation process (Public Participation)~~

Introduction

- ~~What is a Village Plan?~~
- ~~Purpose of Village Plan, including relationship to:~~
 - ~~General Plan~~
 - ~~Village Concept (City of Surprise)~~
- ~~Project specifics including:~~
 - * ~~Project description and overview~~

- ~~Location including:~~
 - ~~Written description~~
 - ~~o Regional Map~~
 - ~~o Vicinity Map~~
 - ~~o Site Diagram~~
 - ~~o Aerial Photo~~
- ~~City vision and goals~~
- ~~Guiding and planning principles~~
- ~~Planning process~~
- ~~* Statement of General Plan Consistency~~
- ~~Future projects require consistency with the Village Plan. Include a statement stating that any future site plans, plats, and other plans and uses must be consistent with the Village Plan.~~
- ~~Village Plan Organization.~~

c) Existing Conditions and Constraints

- ~~Project Location~~
- ~~Regional and local setting~~
- ~~Maps showing applicable sections of:~~
 - ~~General Plan designations/boundary~~
- ~~Zoning~~
 - ~~Any other relevant maps~~
- ~~Existing Site Conditions and Constraints~~
- ~~* Existing Environmental Conditions and Constraints~~
- ~~* Existing Circulation, Conditions, and Constraints~~
- ~~* Existing Utilities, Conditions, and Constraints~~
- ~~* Property Ownership~~
- ~~* Relationship to General Plan, other planning documents, and neighboring jurisdictions, regional agencies, and state land uses.~~

Plan Elements

d) Village Plan Elements

The following village plan elements are designed to help provide more specificity to the plans and policies enumerated in the general plan while establishing a vision to guide development within the village. Each village plan should include elements discussing the topics listed in this section. Each topic or element should be further organized to include sections first that describe any general concept or facts that explain the basis for the goals and policies associated with each the element, and any other helpful information (if different from the overall goals and policies for the village as a whole). Each element should include any maps, diagrams, photos or tables helpful to illustrate these concepts.

- ~~* Element 1: Land Use Plan~~
- ~~Land Use Concept~~
- ~~Objectives~~

- ~~Goals and Policies~~
 - o Land Use Categories – description of characteristics of each
 - ~~Mixed Use~~
- ~~Residential~~
- ~~Commercial – Retail and Office~~
- ~~Industrial~~
- ~~Institutional, including Public Services and Schools, Parks, Landscape Corridors, and other Open Space~~
- ~~Other Land Uses~~
 - o Land Use Diagram
 - o Land Use Table – acreage, development intensity/density, etc.-

* Element 2 - Housing Plan:

- ~~Concept~~
- ~~Objectives~~
- ~~Goals and Policies~~
- ~~Description of concept and specifics~~
 - o Range and mix of densities
 - o Range of housing types
 - o Provisions for housing all socio-economic segments

* Element 3 - Transportation Plan:

- ~~Concept~~
- ~~Objectives~~
- ~~Goals and Policies~~
- ~~Circulation Diagram~~
- ~~Ultimate circulation network~~
- ~~General circulation system~~
- ~~Street Pattern~~
 - o Circulation Plan and Diagram
 - o Street System
 - o Pedestrian/Bike System
 - o Street Sections
 - ~~❖~~ Parkways
 - ~~❖~~ Arterials
 - ~~❖~~ Collectors
 - ~~❖~~ Local
 - ~~❖~~ Neighborhood alleys and private streets

* Element 4 - Multi-Modal Provisions/Opportunities/Plans.

- o Trails
- o Wash Trails
- o Bike Routes
- o Equestrian Trails

- 0 Off-Street Paths.
- 0 Public landscape, streetscape, community gateways or entrances, neighborhood entries, exterior fences and walls, interior fences, and walls.

* Element 5 - Streetscape Master Plan

- 0 Theme
- 0 Species Palate
- 0 Furniture and Fixtures

* Element 6 - Public Facilities, Services, and Utilities and Public Safety

For each of the following services or resources the element will include three additional sections: a discussion regarding demand for that service, a plan on how to provide those services, and a discussion of both onsite and off-site improvements needed.

• Water

- 0 - Potable /Non-potable
- Demand
- Objectives
- Policies
- Plan
- On and offsite improvements

• 0 Wastewater

- Demand
- Objectives
- Policies
- Plan
- On and offsite improvements

• 0 Storm Drainage

- Demand
- Objectives
- Policies
- Plan
- On and offsite improvements

• Flood Control

0

- Demand

• Objectives

• Policies

• Plan

• On and offsite improvements

• 0 Solid Waste Disposal

- Demand

- Objectives
- Policies
- Plan
- On and offsite improvements
- 0 Police
 - Demand
 - Objectives
 - Policies
 - Plan
 - On and offsite improvements
- 0 Fire and Emergency Services
 - Demand
 - Objectives
 - Policies
 - Plan
 - On and offsite improvements
- 0 Schools
 - Demand
 - Objectives
 - Policies
 - Plan
 - On and offsite improvements
- 0 Libraries
 - Demand
 - Objectives
 - Policies
 - Plan
 - On and offsite improvements
- 0 Meeting and Worship Facilities
 - Demand
 - Objectives
 - Policies
 - Plan
 - On and offsite improvements
- 0 Health Facilities
 - Demand
 - Objectives
 - Policies
 - Plan
 - On and offsite improvements
- 0 Child Care
 - Demand
 - Objectives
 - Policies

- ~~Plan~~
- ~~On and offsite improvements~~
- 0 Utilities (Telephone, cable, gas, electric, wireless. communications)
 - ~~Demand~~
 - ~~Objectives~~
 - ~~Policies~~
 - ~~Plan~~
 - ~~On and offsite improvements~~
- 0 Parks, Recreation, and Open Space
 - ~~Concept~~
 - ~~Objectives~~
 - ~~Goals and Policies~~
 - ~~Master Plan~~
 - ~~❖ Distribution~~
 - ~~❖ Location~~
 - ~~❖ Intensity of open space/recreation areas~~
 - ~~❖ Relationship to existing/planned facilities~~
 - ~~❖ Characteristics and standards~~
 - ~~■ Community~~
 - ~~■ Neighborhood~~
 - ~~■ Mini-parks~~
 - ~~■ Trails~~
- 0 Resource Management and Conservation Plan
 - ~~Concept~~
 - ~~Objectives~~
 - ~~Policies~~
 - ~~❖ Federal, state, and local statutes~~
- 0 Conservation Plan
 - ~~❖ Wash corridors and other sensitive habitats~~

e) Design Guidelines

- * Overall design concept
 - 0 Site planning guidelines (can be broken down by land use)
 - 0 On-site circulation and access
 - 0 Building orientation
 - 0 Walkways
 - 0 Security provisions
 - 0 Other site planning guidelines as appropriate
- * Architectural guidelines (can be broken down by land use)
 - 0 Architectural styles with prototypes/examples
 - 0 Building massing, articulation, relationships
 - 0 Materials and colors
 - 0 Lighting
 - 0 Paving and furnishings

- o Other architectural guidelines as appropriate
- * Landscape Guidelines
 - o Gateways and entrances
 - o Right-of-way areas
 - o Perimeter and parking lot landscaping and screening
 - o Plant palette
- * Water conservation
 - o Other landscape guidelines as appropriate
 - o Signage Guidelines (can be broken down by land use)
 - o Description and regulations for various types of signs
 - o Lighting Guidelines
 - o Buildings
 - o Landscaping
 - o Parking lots
 - o Walkways

5.4 Implementation and Administration

- **Village Plan Implementation and Administration**
- ~~Description of process for adoption of the Village Plan~~
- ~~Description of process for concurrent applications~~
- ~~General Plan Amendment~~
- ~~Zoning~~
- ~~Development Agreement~~
- ~~Annexation~~
- ~~Description of process for subsequent entitlement review, including:~~
 - ~~Planned Developments~~
 - ~~Preliminary Plats~~
 - ~~Site Plans~~
- ~~Description of process for appeals, amendments, minor adjustments~~
- ~~Description of interpretation/enforcement~~
- ~~Responsibility of Community Development Director~~
- ~~Appeal to Planning and Zoning Commission~~

Comment [a10]: Removed because redundant with other documents.

Each village plan will include the following provisions:

- ~~Statement of severability~~ Severability:

"If any regulation, condition, or program or portion thereof of the ~~Village Plan~~ village plan is for any reason held invalid or unconstitutional by any court or competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and the invalidity of such provision shall not affect the validity of the remaining provisions."

•

- ~~Statement of indemnity~~
- ~~The Village Plan applicant shall indemnify, defend, and hold harmless the City of Surprise, its agents, officers, and employees from any and all claims, actions, or proceedings against the City of Surprise, its agents, officers, and employees to attack, set aside, void, or annul any approval by the City of Surprise and its advisory agency, appeal board, or a legislative body concerning the Village Plan and its related document(s)."~~
- ~~Public Facilities Implementation Program~~
- ~~Overview~~
- ~~Regulations/policies~~
- ~~Public works projects~~
- ~~Capital Improvement Program and Phasing~~
- ~~Community Facilities Districts (if applicable)~~
- ~~Overall financing policies.~~

Comment [a11]: This is likely unenforceable and would hinder development of village plans

Comment [a12]: This is addressed in the Status Report and Work Plan

Adoption of Village Plans ~~Statement of Priority:~~

~~"Village plans are intended to add more specificity to the plans and policies adopted in the general plan. Village plans may not conflict with the adopted general plan. Any apparent conflicts between this village plan and the general plan will be resolved by interpreting the village plan provisions in a way to allow the greater specificity of the village plan without changing or modifying any provision in the approved general plan."~~

6.0 Status Report and Work Plan

~~The Planning and Zoning Commission will hold a public hearing on any proposed village plan. The Planning and Zoning Commission shall forward to the City Council the proposed plan with any recommendations. The City Council will hold a public hearing and make a final decision of the proposed plan.~~

General Plan Work Program

~~The Surprise General Plan 2035 includes an ambitious list of goals and policies. Given the large number of policies and actions and the limited resources that may be available to the city, it is not possible to fund every action and program in the plan all at once. Effective implementation of this General Plan will require a periodic process to prioritize prioritization of the goals and actions and programs to determine the priority for funding specific actions and programs each year purposes over the life of the Surprise General Plan 2035. Implementation will be carried out through the Status Report and Work Plan and Summit Process described in Section 2.1.~~

~~Community Development staff will prepare and implement a coordinated Work Program of short term and long term actions to guide the ongoing implementation of Surprise General Plan 2035. A yearly update to the work program will be presented to City Council at the beginning of each fiscal year. The work plan will be adopted separately from Surprise General Plan 2035.~~

Comment [a13]: Added to 2.1

END OF AMENDMENT

Section 1. INTRODUCTION

The Implementation Section identifies actions that are necessary to ensure recommendations of the Surprise General Plan 2035 are carried out effectively. These actions include the development of a yearly monitoring report that provides pertinent information related to effectiveness of the plan policies. The chapter also identifies the creation of a dynamic work plan to track recommended actions, improvements, ordinance and/or code changes, additional planning studies, and other programs and initiatives the City will pursue in achieving the long-term development pattern envisioned in the Surprise General Plan 2035.

Much of plan implementation occurs on a case-by-case basis through review of proposed rezonings, site plans, conditional uses, plats, public improvements, and facilities. Implementation also occurs on a daily basis within the city administration through an ongoing system of analysis, studying the situation, and reaching rational conclusions about community needs and the best courses of city action within the framework established by the Surprise General Plan 2035.

The Surprise General Plan 2035 encourages consistent public and private decisions that will result in logical and sustainable development. To accomplish this, the plan relies on a continuous planning program that overlays traditional plan implementation techniques with a strategic planning perspective.

Section 2. ACTIONS

To ensure ongoing implementation of the Surprise General Plan 2035 as an important, practical, up-to-date, and consistent statement of city policy, the following actions should occur.

2.1. General Plan Monitoring Report

Community Development staff will coordinate with City departments and prepare a Status Report and Work Plan with recommendations regarding the priorities of Surprise General Plan 2035 actions or programs to be funded in the upcoming budget years. The report should be available to the public no later than November 1st of each year and presented at a City Summit held no later than December 1st each year. The status report will include information and analysis regarding the following activities:

- a) Population Changes
- b) Annexations
- c) Development and Redevelopment Development on Infill
- d) Residential Development
- e) Commercial Development
- f) Preserved Open Space
- g) Employment
- h) Infrastructure Improvements
- i) New Public Facilities

- j) Land Acquisition and Disposal Plans
- k) Summary evaluating the city's progress toward achieving the Surprise General Plan 2035 goals and policies, and implementation of action items and programs.
- l) Staff recommendations regarding future year(s) initiatives and resource/funding for the Surprise General Plan 2035 implementation.

The report will include short-term and long-term actions to guide the ongoing implementation of the Surprise General Plan 2035. The Status Report and Work Plan will be updated immediately following the Summit and the final report and plan presented to City Council no later than March 1st of each year.

This approach to the Surprise General Plan 2035 implementation ensures that the plan remains a dynamic, responsive document and that the City's budget decisions are consistent with the long-term goals of the City's General Plan.

2.2 Procedures and Responsibilities.

It is the responsibility of the City Manager to process all proposed amendments to the general plan or specific plans, whether required by state law, council direction or citizen application. It is the responsibility of the zoning administrator to interpret the general plan and any specific plans adopted in conformance with the general plan and ensure that zoning amendments comply with these documents as applicable.

Any proposed amendments to the general plan or any specific plans will be processed by the Community Development Department in conformance with state law, city ordinance, and the Surprise General Plan. Proposed amendments will be classified as minor or major in conformance with the provisions of this General Plan.

Section 3. GENERAL PLAN AMENDMENTS

3.1 Major Amendments to the General Plan

A major amendment to the Surprise General Plan 2035 is any proposal that would result in a change to the land use plan that would substantially alter the city's planned mixture or balance of uses as established in the Plan's existing Land Use Element. It is important to examine the implications of the project on the cumulative impact on the entire planning area. The criteria for categorizing a proposed amendment to the Surprise General Plan 2035 as a major amendment include determining the relative size and amount of the proposed change. Additionally, the relationship with surrounding land uses and its impact upon major public infrastructure is considered. Any of the following changes constitute a major amendment to the Surprise General Plan 2035:

- a) A change in the Land Use Plan land use designation on 320 or more acres. (See also Section 3.3)
- b) An increase or decrease in the planned number of single family residential dwelling units of 500 or more dwelling units.

- c) An increase or decrease in the planned number of multi-family residential dwelling units of 200 or more dwelling units.
- d) An increase or decrease in the planned number of acres designated for employment (e.g., industrial, office, retail, resort) types of uses of 40 acres or more.
- e) An increase or decrease in the planned number of acres designated for open space uses of 160 acres or more.
- f) A change in the basic philosophy of a village (i.e., balance of jobs to population) that impacts the sustainability of the plan.
- g) Any change in the Land Use Plan designation, on 40 or more acres, from one of the following land use categories to any other category:
 - Residential
 - Commercial
 - Employment.

EXCEPTION: Amendments to the Surprise General Plan 2035 Land Use Element that result in a decrease in land use intensity and are initiated by the property owner will be considered a minor amendment.

3.2 Minor Amendments to the Surprise General Plan 2035

Minor Amendments to the Surprise General Plan 2035 are those changes to the General Plan that are not considered “Major” as defined in Section 3.1 above.

3.3 Change from Rural Residential to Any Other Land Use

Changes from a rural residential land use classifications to any other land use classification will also require the development of a village plan, if one has not already been developed.

3.4 Element Review

Certain sections of the Surprise General Plan 2035 may be subject to more frequent revisions. Goals and policies may require adjustments as community circumstances evolve or implementation experiences lead to refinement of future plans. The village planning efforts may make it necessary to change text and maps. Arizona State Statutes may require the creation of additional elements. Community Development staff will review the elements on a yearly basis to determine if revisions are required.

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As required by Arizona State Statutes, the City of Surprise will consider major amendments to the Surprise General Plan 2035 once each year. The major amendment applications must be submitted within the same calendar year they are heard and a two-thirds majority vote of the City Council is needed to approve any major amendment. All major amendments will be heard by the City Council in a single public hearing in accordance with state law. In addition, all major amendments must meet the public involvement criteria outlined in the state statutes that reads, “effective, early, and continuous public participation in the development and major amendment of the Surprise General Plan 2035 from all geographic, ethnic, and economic areas of the

municipality.”

Minor amendments:

- a) Do not require 60-day enhanced notification,
- b) Require a single public hearing by the Planning and Zoning Commission, and
- c) May be heard by the City Council any time of the year regardless of the date of application.

3.6 Surprise General Plan 2035 Amendment Content

Proposed plan amendments must address all of the elements, as applicable to the proposed amendment. A thorough evaluation will include, but is not limited to, the following:

- a) Whether the proposed amendment is justified by an error in the Surprise General Plan 2035 as originally adopted.
- b) Whether the proposed change is generally consistent with goals, objectives, and other elements of Surprise General Plan 2035.
- c) Whether the proposed change is justified by a change in community conditions or neighborhood characteristics since adoption of the Plan.
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- f) Whether development resulting from the proposed change would create an undue adverse impact on surrounding neighborhoods.
- g) Whether the proposed change would have a significant adverse impact on the natural environment, including washes, vegetation, slopes, groundwater, and other significant natural resources that could not be mitigated.
- h) Whether there was a change in city-adopted policies or codes that would justify a change in Surprise General Plan 2035.
- i) The impact of the proposed change on the City’s adopted development policies, and the fiscal and operational capacity of the City to provide any services, facilities, or programs that might be required if the change were adopted.

Section 4. SPECIFIC PLANS

While the general plan provides overall guidance for the physical development of the City, specific plans are utilized to provide more detailed regulatory guidance for special areas or large developments within the City. Specific plans are generally comprised of a transportation plan, design guidelines, infrastructure plan (water, sewer, or drainage), and an implementation plan pursuant to ARS §9-461.08. The practice of creating policy documents for specific areas within the city or planning area is not uncommon. The City of Surprise has almost 310 square miles in its planning area. It would be difficult to

develop one plan that meets the diverse needs of all of the people who live in the planning area. In Surprise, much of this more detailed, area specific planning will be integrated into the village planning process.

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5.2 Village Plan Creation and Adoption

Any landowner, Surprise resident, or the City of Surprise may initiate the creation or amendment of a village plan.

The Planning and Zoning Commission will hold a public hearing on any proposed village plan or amendment to a village and will forward it to the City Council with any recommendations. The City Council will hold a public hearing and make a final decision on the proposed plan or plan amendment.

If concurrent plan applications or plan amendments are submitted to the City, city staff will evaluate its current resources and will make a recommendation to the Planning Commission regarding how best to prioritize and address each application. The Planning and Zoning Commission will make a recommendation to the City Council as how to best address each application in light of available resources.

5.3 Village Plan Contents

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- * Name of village plan
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- * Name, address, telephone number, and email of:
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 - o Document Preparer (if applicable)
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 - o Copy of Adopting Resolution
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b) Introduction

- * Village description and overview:
 - o Location
 - o Acreage
 - o Basic land use information

 - o Regional Map
 - o Vicinity Map
 - o Site Diagram
 - o Aerial Photo
- * Statement of General Plan Consistency

c) Existing Conditions and Constraints

- * Environmental Conditions and Constraints
- * Circulation, Conditions, and Constraints
- * Utilities, Conditions, and Constraints
- * Property Ownership
- * Relationship to neighboring jurisdictions, regional agencies, and state land uses.

d) Village Plan Elements

The following village plan elements are designed to help provide more specificity to the plans and policies enumerated in the general plan while establishing a vision to guide development within the village. Each village plan should include elements discussing the topics listed in this section. Each topic or element should be further organized to include sections first that describe any general concept or facts that explain the basis for the goals and policies associated with each the element, and any other helpful information (if different from the overall goals and policies for the village as a whole). Each element should include any maps, diagrams, photos or tables helpful to illustrate these concepts.

- * Element 1: Land Use Plan

- o Land Use Categories – description of characteristics of each
- o Land Use Diagram
- o Land Use Table – acreage, development intensity/density, etc.

- * Element 2 - Housing Plan:
 - o Range and mix of densities
 - o Range of housing types
 - o Provisions for housing all socio-economic segments

- * Element 3 - Transportation Plan:
 - o Circulation Plan and Diagram
 - o Street System
 - o Pedestrian/Bike System
 - o Street Sections
 - ❖ Parkways
 - ❖ Arterials
 - ❖ Collectors
 - ❖ Local
 - ❖ Neighborhood alleys and private streets

- * Element 4 - Multi-Modal Provisions/Opportunities/Plans.
 - o Trails
 - o Wash Trails
 - o Bike Routes
 - o Equestrian Trails
 - o Off-Street Paths.
 - o Public landscape, streetscape, community gateways or entrances, neighborhood entries, exterior fences and walls, interior fences, and walls.

- * Element 5 - Streetscape Master Plan
 - o Theme
 - o Species Palette
 - o Furniture and Fixtures

- * Element 6 - Public Facilities, Services, Utilities and Public Safety

For each of the following services or resources the element will include three additional sections: a discussion regarding demand for that service, a plan on how to provide those services, and a discussion of both onsite and off-site improvements needed.

 - o Water - Potable /Non-potable
 - o Wastewater
 - o Storm Drainage
 - o Flood Control
 - o Solid Waste Disposal
 - o Police

- o Fire and Emergency Services
- o Schools
- o Libraries
- o Meeting and Worship Facilities
- o Health Facilities
- o Child Care
- o Utilities (Telephone, cable, gas, electric, wireless. communications)
- o Parks, Recreation, and Open Space
 - ❖ Distribution
 - ❖ Location
 - ❖ Intensity of open space/recreation areas
 - ❖ Relationship to existing/planned facilities
 - ❖ Characteristics and standards
 - Community
 - Neighborhood
 - Mini-parks
 - Trails
- o Resource Management and Conservation Plan
 - ❖ Federal, state, and local statutes
- o Conservation Plan
 - ❖ Wash corridors and other sensitive habitats

e) Design Guidelines

- * Overall design concept
 - o Site planning guidelines (can be broken down by land use)
 - o On-site circulation and access
 - o Building orientation
 - o Walkways
 - o Security provisions
 - o Other site planning guidelines as appropriate
- * Architectural guidelines (can be broken down by land use)
 - o Architectural styles with prototypes/examples
 - o Building massing, articulation, relationships
 - o Materials and colors
 - o Lighting
 - o Paving and furnishings
 - o Other architectural guidelines as appropriate
- * Landscape Guidelines
 - o Gateways and entrances
 - o Right-of-way areas
 - o Perimeter and parking lot landscaping and screening
 - o Plant palette
- * Water conservation
 - o Other landscape guidelines as appropriate
 - o Signage Guidelines (can be broken down by land use)
 - o Description and regulations for various types of signs

- o Lighting Guidelines
- o Buildings
- o Landscaping
- o Parking lots
- o Walkways

5.4 Village Plan Implementation and Administration

Each village plan will include the following provisions:

Statement of Severability:

“If any regulation, condition, or program or portion thereof of the village plan is for any reason held invalid or unconstitutional by any court or competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and the invalidity of such provision shall not affect the validity of the remaining provisions.”

Statement of Priority:

“Village plans are intended to add more specificity to the plans and policies adopted in the general plan. Village plans may not conflict with the adopted general plan. Any apparent conflicts between this village plan and the general plan will be resolved by interpreting the village plan provisions in a way to allow the greater specificity of the village plan without changing or modifying any provision in the approved general plan.”

6.0 Status Report and Work Plan

The Surprise General Plan 2035 includes an ambitious list of goals and policies. Given the large number of policies and actions and the limited resources that may be available to the city, it is not possible to fund every action and program in the plan all at once. Effective implementation of this General Plan will require a periodic prioritization of the goals and actions for funding purposes over the life of the Surprise General Plan 2035. Implementation will be carried out through the Status Report and Work Plan and Summit Process described in Section 2.1.

END OF AMENDMENT



CITY OF SURPRISE
Planning and Zoning Commission

September 11, 2014 @ 6:00:00 PM

Back Print

Board Meeting Date:	September 11, 2014	Contact Person:	Lloyd Abrams, Community & Economic Development
Submitting Department:	CD Boards and Commissions	District:	Internal
Staff Recommendations:	No Action		

Consent	Regular	Public Hearing	Report/Discussion
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Agenda Wording:

Discussion for future agenda items.

Motion:

Background:

Financial Impact Statement:

No Financial Impact

ATTACHMENTS:

[Click to download](#)

No Attachments Available

External Attachment Links:

Meeting Requirements:

Powerpoint x Video White Board Other x

Presentation Speaker Names (spelling and titles for TV captions):