



## PUBLIC HEARING & REGULAR MEETING AGENDA

Planning and Zoning Commission

Thursday, November 6, 2025, at or after 5:30 p.m.

City Hall Council Chambers

425 E. 10<sup>th</sup> Street

1. Call to Order
2. Roll Call
3. Persons wishing to address the Commission in writing or verbally on any items not on the agenda.
4. Presentation of Staff Report for Public Hearing:
  - a. **ZCA-2025-01: Zoning Code Amendment** – A proposed text amendment to City of Douglas Zoning Ordinance to implement the requirements of Arizona Revised Statutes § 9-500.49, directing municipalities to authorize staff (administrative personnel) to review and approve qualifying development applications— including site plans design review, and splitting, combining, or adjusting boundaries of lots— based on objective standards, without a public hearing. The amendment also establishes eligibility for expedited review for applicants with a demonstrated history of compliance and allows for at-risk submittals for defined on-site preliminary grading, drainage, or infrastructure work. These updates establish internal timelines, review procedures, and objective criteria consistent with the statute. It ensures that the city's development review process remains compliant with state law while maintaining transparency and predictability for applicants.
  - b. **ZCA-2025-01: Zoning Code Amendment** – A proposed text amendment to Appendix A – Subdivision Regulations of the City of Douglas Zoning Ordinance to implement the requirements of Arizona Revised Statutes § 9-500.49, directing municipalities to authorize administrative personnel to review and approve qualifying subdivision applications— including preliminary plats, final plats, and amendments—based on objective standards and without a public hearing. The intent is to ensure subdivision processing is consistent with state law and administered through a streamlined, ministerial review process.
5. PUBLIC HEARING
6. REGULAR MEETING - ACTIONS
  - a. **ZCA-2025-01: Zoning Code Amendment** – A proposed text amendment to City of Douglas Zoning Ordinance to implement the requirements of Arizona Revised Statutes § 9-500.49, directing municipalities to authorize staff (administrative personnel) to review and approve qualifying development applications— including site plans design review, and splitting, combining, or adjusting boundaries of lots— based on objective standards, without a public hearing. The amendment also establishes eligibility for expedited review for applicants with a demonstrated history of compliance and allows for at-risk submittals for defined on-site preliminary grading, drainage, or infrastructure work. These updates establish internal timelines, review procedures, and objective criteria consistent with the statute. It ensures that the city's development review process remains compliant with state law while maintaining transparency and predictability for applicants.
  - b. **ZCA-2025-01: Zoning Code Amendment** – A proposed text amendment to Appendix A – Subdivision Regulations of the City of Douglas Zoning Ordinance to implement the

requirements of Arizona Revised Statutes § 9-500.49, directing municipalities to authorize administrative personnel to review and approve qualifying subdivision applications—including preliminary plats, final plats, and amendments—based on objective standards and without a public hearing. The intent is to ensure subdivision processing is consistent with state law and administered through a streamlined, ministerial review process.

## 7. ADJOURNMENT

*If authorized by a majority vote of the City of Douglas Planning and Zoning Commission, the Commission may adjourn the meeting at any time and move into Executive Session for legal advice on any agenda item, pursuant to A.R.S. § 38-431.03. The Executive Session will be held immediately after the vote to go into Executive Session and will not be open to the public.*

Posted at City Hall on November 3, 2025 at 5:30 p.m. by Xenia Gonzalez, NRG Director

PURSUANT TO THE AMERICANS WITH DISABILITIES ACT (ADA), THE CITY OF DOUGLAS DOES NOT, BY REASON OF A DISABILITY, EXCLUDE FROM PARTICIPATION IN OR DENY BENEFITS OF SERVICES, PROGRAMS OR ACTIVITIES OR DISCRIMINATE AGAINST ANY QUALIFIED PERSON WITH A DISABILITY. INQUIRIES REGARDING COMPLIANCE WITH ADA PROVISION, ACCESSIBILITY OR ACCOMMODATION CAN BE DIRECTED TO LUIS PERALTA AT (520) 417-7329 AS EARLY AS POSSIBLE TO COORDINATE NEEDED ARRANGEMENTS.

**ZCA-2025-02**

**Planning and Zoning Commission**

**November 6, 2025**

## Staff Report

### **INTRODUCTION**

Staff is requesting a text amendment to the City of Douglas Zoning Code to incorporate administrative review and approval provisions as required by A.R.S. § 9-500.49 (HB 2447). The proposed amendment authorizes the City Planner or designee to review and approve certain zoning and development applications, including site plans and development plans, without a public hearing, where appropriate.

### **BACKGROUND**

The current zoning code requires public hearings for review and approval of some site plans. This process can be time-consuming, adding delays to development projects and creating inefficiencies for both staff and applicants.

The Arizona Legislature enacted HB 2447, codified as A.R.S. § 9-500.49, to encourage cities and towns to adopt ordinances that allow administrative review of land use approvals. Compliance with this statute:

- Shortens project approval timelines.
- Reduces costs associated with multiple public hearings.
- Provides predictable, objective standards for applicants.

Amending the zoning code aligns the City with state law, and provides clarity on the administrative review process,

### **PROPOSAL**

- **Exhibit A:** Proposed redline revisions incorporating administrative review.

### **POLICY CONSIDERATION**

The proposed amendment seeks to:

- **Streamline Development Review:** Administrative approvals reduce time for project initiation and completion while maintaining oversight and public transparency.
- **Promote Predictability and Consistency:** Objective standards minimize discretionary interpretation by staff, ensuring fairness for applicants and consistent application of regulations.
- **Support Economic Development:** Faster permitting processes incentivize investment and encourage development by reducing delays and costs for compliant applicants.

- Enhance Public Safety and Quality: Delegated approvals retain professional review, ensuring compliance with engineering, planning, and building standards.
- Ensure Compliance with State Law: Adopting these changes ensures Douglas meets the requirements of HB 2447 / A.R.S. § 9-500.49.

### **RECOMMENDATION**

Staff recommends that the commission provide a recommendation of approval to Mayor and Council.

**ZCA-2025-03**

**Planning and Zoning Commission**

**November 6, 2025**

## Staff Report

### **INTRODUCTION**

Staff is requesting a text amendment to the City of Douglas Subdivision Ordinance (Title 16, Douglas Municipal Code) to update procedures for preliminary and final plat approval. The amendment delegates certain approvals to administrative personnel, including the City Planner or City Engineer, where appropriate, to streamline the review process. It also clarifies procedures for conditional approvals, final plat certifications, and minor changes to recorded plats. These updates ensure compliance with HB 2447 / A.R.S. § 9-500.49 and modernize the City's platting process.

### **BACKGROUND**

Currently, preliminary and final plats, as well as amendments to plats, are reviewed by the Planning & Zoning Commission and/or the City Council, often requiring multiple public hearings. This can result in:

- Delays in development timelines
- Increased administrative workload
- Limited flexibility for minor corrections or minor land divisions

The proposed changes seek to:

- Allow administrative approval of plats under defined conditions
- Delegate authority to the City Planner or City Engineer for minor or routine approvals
- Provide clear standards for minor and material changes to recorded plats
- Maintain compliance with engineering, planning, and public safety standards

These changes also align with state law requirements in HB 2447 / A.R.S. § 9-500.49, which mandates cities implement administrative review to improve efficiency while ensuring compliance with codes and standards.

### **PROPOSAL**

- **Exhibit A:** Proposed redline revisions delegating preliminary and final plat approvals to the City Planner or designee for standard cases.

### **POLICY CONSIDERATION**

The proposed amendment seeks to:

- **Streamline Plat Approvals:** Reduce time and administrative burden for preliminary and final plat approvals, supporting timely development.

- **Support Economic Development:** Faster approvals incentivize investment and reduce project costs.
- **Maintain Public Safety and Infrastructure Standards:** Administrative approvals retain professional oversight for engineering, drainage, grading, and street improvements.
- **Clarify Procedures for Minor Adjustments:** Clearly distinguish between minor and material changes to recorded plats, reducing unnecessary resubmissions.
- **Comply with State Law:** Aligns with HB 2447 / A.R.S. § 9-500.49, allowing administrative review, self-certification, and expedited approval where appropriate.

#### **RECOMMENDATION**

- Staff recommends that the commission provide a recommendation of approval to Mayor and Council.