



MESA 2025

GENERAL PLAN

2011 Major Amendment Process Guide

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PLANNING DIVISION

Development & Sustainability Department

Introduction

This guide is created to assist applicants/property owners in the preparation and submittal of an application for a major General Plan Amendment pertaining to a property within the City of Mesa and its planning area.

What is the General Plan?

The General Plan is a comprehensive document expressing community intent on a variety of items including but not limited to land use, transportation, economic development and parks and recreation. The Plan is expressed in the form of text and map. The text includes analysis, goals, objectives, policies and plan administration. The General Plan also includes various supporting maps on land use, transportation, growth areas, parks, recreation and open space, etc. The City of Mesa General Plan provides a vision and guide to the community’s citizens, businesses, and officials as the community grows and develops in the future.

When is an amendment necessary?

An amendment is necessary when a proposed development does not conform with the land use designation as shown in the Land Use Map (Page 2-31: Figure 2-6 of Mesa 2025 General Plan). Amendments may be necessitated by the difference between a zoning request and the land use goals of the community as stated by the Plan. All General Plan Amendment requests will be referred to the Planning Director for review of the need to amend the General Plan. The Director has the responsibility to determine if a specific proposal represents a zoning change or a change to either the text or the land use map that requires an amendment to the General Plan. Some of the factors used to determine if an amendment is necessary may include change of densities or specific land use, change of traffic volumes or transportation network, change of development standards, change of State Law, or change of special study areas.

Who can initiate a general plan amendment?

Amendments to the Mesa 2025 General Plan may be initiated by the City or may be requested by private property owners. Private owner’s request for amendments will be limited to changes in the land use categories of the Land Use Map (Figure 2-6 of Mesa 2025 General Plan).

Amendments to the General Plan

By State Statute (ARS 9-461.06.G), a Major Amendment to the General Plan is any development proposal that would result in a change to the land use plan that would substantially alter the City’s planned mixture or balance of land uses. The following definitions, administrative process, and approval requirements apply to all applications for Major Amendments.

Major Amendment Definition

The Mesa 2025 General Plan Section 14.2.1 Major Amendment Definition is repealed and replaced by the following:

A Major Amendment to the General Plan is defined in the following table (Table 14.1):

Economic Activity Areas of Mesa (See Figure 4-2 in Page 4-5 of the Mesa 2025 General Plan)		Major Amendment	
		From	To
Group One	Williams Gateway Area Falcon Field Airport	<i>Non-Residential Land Use Designations (regardless of size)</i> (Table 2.2 in page 2-7 of Mesa 2025 General Plan)	<i>Residential Land Use Designations</i> (Table 2.2 in page 2-7 of Mesa 2025 General Plan)
		Any proposal that in the aggregate includes changes in Land Use Designations of more than 320 acres	
Group Two	Superstition Freeway Corridor Superstition Springs Center Fiesta Quadrant	<i>20 or more contiguous acres Non-Residential Land Use Designations</i> (Table 2.2 in page 2-7 of Mesa 2025 General Plan)	<i>Residential Land Use Designations</i> (Table 2.2 in page 2-7 of Mesa 2025 General Plan)
		Any proposal that in the aggregate includes changes in Land Use Designations of more than 320 acres	
Group Three	Red Mountain Freeway Corridor Union Pacific Business Corridor	<i>40 or more contiguous Non-Residential Land Use Designations</i> (Table 2.2 in page 2-7 of Mesa 2025 General Plan)	<i>Residential Land Use Designations</i> (Table 2.2 in page 2-7 of Mesa 2025 General Plan)
		Any proposal that in the aggregate includes changes in Land Use Designations of more than 320 acres	
Group Four	Town Center Redevelopment Area	Any changes of Land Use Designations shown in the Town Center Concept Plan will be processed as a minor amendment regardless of parcel size.	
Outside the Economic Activity Areas of Mesa		Any proposal that in the aggregate includes changes in Land Use Designations of more than 320 acres	

Major Amendment Administrative Process

The Mesa 2025 General Plan Section 14.2.2, Major Amendment Administrative Process is amended to read as follows:

The following administrative process will be used for major amendments to the General Plan.

1. Major Amendments may be initiated by the City or may be requested by private individuals or agencies in accordance with the procedures set forth by the State Statutes.
2. The processing and presentation of all general plan major amendments shall be in compliance with state law.
3. A 2/3rd majority vote of the City Council is required for approval of major amendments.
4. Each major amendment shall meet or exceed citizen participation standards set by the City of Mesa in accordance with ARS 461.06, including the requirement that two Planning and Zoning Board public hearings be held at different locations, prior to the City Council public hearing.
5. It shall be the burden of the applicant for the amendment to prove that the change constitutes an improvement to the General Plan.

Major Amendment Approval Requirements

The City Council may approve an application for a major amendment only if it makes the following findings:

1. The Major Amendment constitutes an overall improvement to the General Plan.
2. The Major Amendment is consistent with the intent of the General Plan and other adopted plans, policies, and ordinances.
3. The Major Amendment will not adversely impact the community as a whole or a portion of the community by:
 - a. Significantly altering existing land use patterns
 - b. Causing significantly increased traffic on the existing roadway network, and
 - c. Degrading the health and safety of the residents.
4. A property owner of one parcel may not subdivide or split property into smaller areas in order to avoid the major amendment requirements.

Application Fees

General Plan Major Amendment fee is \$15,400.00 (Base fee \$15000.00+ Tech fee \$400.00)

Revisions/Amendments

Allowed at various stages during the Major General Plan Amendment process

State statutes put some restrictions on the processing of major general plan amendments. The restrictions include:

- A requirement for a minimum 60 day period when the application can be reviewed by a wide variety of groups and agencies;
- A requirement for the Planning and Zoning (P&Z) Board to hold at least two public hearings on each case and make a recommendation on the application to the City Council; and,
- A requirement to have all amendments filed in one calendar year to be heard by Council at the same time during that same calendar year.

In order to meet these requirements, there are some limitations placed on the types of revisions that can be made at various points in the review process and some limitations on the timing of those revisions. In order to avoid requests to make substantial changes at the end of the process in response to input received, applicants are encouraged to seek citizen and staff input and involvement early in the process. Revisions and amendments are allowed as follows:

Prior to formal submittal – no limitations on modifications.

Follow-up submittal – any changes desired in response to the input received through the public meetings.

Following the P&Z Board special public hearing on Wednesday August 31, 2011 (1st of the two required P&Z hearing) – modifications to the application that do not substantially modify the application as submitted for the 60-day review period, as determined by the Planning Director, may be submitted at this time.

As part of the P&Z Board public hearing (2nd of the two required P&Z hearing) consideration – the Board may request/accept modifications to the application that do not substantially modify, as determined by the Planning Director, the application as submitted for the 60-day review period.

Between the P&Z Board hearing and the City Council hearing – no changes may be made to the application. What is presented to the City Council must be the same as recommended by the Planning and Zoning Board.

As part of the City Council consideration – the Council may request/accept modifications that do not alter the proposal to the point of making it substantially different, as determined by the Planning Director, from what was considered and recommended by the Planning and Zoning Board. Typically modifications that are desired will need to be presented at the public hearing and staff will then have the opportunity to evaluate the proposed modifications and report back to the Council at a subsequent meeting before action is taken.



MESA 2025

GENERAL PLAN

2011 Major Amendment Application

2011 APPLICANT STEPS AND REQUIREMENTS

STEP 1. Pre-Submittal Process: (January-March, 2011)

Purpose: The purpose of the pre-filing meeting is to provide the applicant with information to guide them through the entire process of a major amendment. The intent is to create an opportunity for both staff and potential applicants to discuss in detail various steps involved in the major general plan amendment process. The responsibilities of each party involved and the schedule starting from the pre-filing meeting to the Council action are clearly identified.

Action: Prior to a Formal Submittal for a General Plan Major Amendment to the Planning & Zoning Board/City Council a Pre-filing meeting is required. To schedule an appointment, contact the Planning Division at, Phone (480) 644-4273. There is a fee \$416.00 (Base fee \$400.00+Tech fee16.00, same as Pre-submittal) for the Pre-filing meeting.

Neighborhood meetings: After the pre-filing meeting with staff, at least one neighborhood input meeting is encouraged. At a minimum, the applicant should mail letters of notification to all property owners within 1000' of the site including all HOA and registered Neighborhoods within one mile of the site. Provide at least two weeks of notice prior to the neighborhood meetings. Documentation (sign-in sheets, minutes, comments cards or other similar information to show a meeting was held and what was the result) of the neighborhood input meetings should be filed along with the formal submittal.

An application that has not met all of the pre-submittal requirements will not be accepted for processing.

STEP 2. Formal Submittal: Due: On or before Tuesday, April 4, 2011 (by 5:00 PM)

Complete Package includes:

General Items:

- Application Form: Original Signatures Only. Facsimile and copies not accepted.
- Fee: \$15,600.00 (non refundable). Make check payable to the City of Mesa.
- Written documentation of owner(s) authorization for Plan amendment request.
- Property ownership map and ownership list including legal description and map.
- Project narrative

Written analysis for the request, including but not limited to responses to the following:

- Does the proposed amendment constitute an overall improvement to the current Mesa 2025 General Plan?
- Is the proposed amendment consistent with the intent of the Mesa 2025 General Plan and other adopted plans, policies and ordinances?
- Is the proposed amendment significantly altering existing land use patterns?
- Is the proposed amendment causing significant traffic increase on the existing roadway network?
- Will the proposed amendment degrade the health and safety of the residents?
- Is there a significant impact on public infrastructure (e.g. parks, schools, drainage, utilities, etc.)?

Citizen Participation Plan and Report:

- Plan (include all neighborhood meetings before and after the formal submittal of application)
- Report of all neighborhood meeting(s) before and after the formal submittal.

Provide the following exhibits:

- Aerial map depicting the boundary of the proposed amendment and at least two miles of surrounding area
- Land Use Map depicting the proposed amendment boundaries and proposed categories surrounded by at least two miles of Mesa 2025 General Plan Land Use Map categories
- On a single page (8.5"x11") show both land use maps (current and proposed) in color side by side
- Table showing proposed and current Mesa 2025 General Plan land use allocations in acres and percentage side by side
- Table showing potential job and housing unit calculation for each land use categories for both Mesa 2025 General Plan and proposed amendment side by side.

Submit in both format:

- ❑ **Hard copies**-Twenty (20) hard copies of all submittal items including general items, written analysis, citizen participation plan and exhibits (land use maps preferably in color) of no larger than 11"x17" size folded into 8.5"x11" size.
- ❑ **Electronic submittal of entire application:** A complete set of all submittal items including general items, written analysis, citizen participation plan and exhibits (land use maps preferably in color) including maps and project narrative.

If the applicant fails to provide all the required information, the application will be rejected and cannot be resubmitted until the following year.

STEP 3. Inform the neighborhood: (April-May)

After the formal submittal of the application at least one neighborhood input meeting is required. At a minimum, the applicant will need to mail letters of notification to all property owners within 1000' of the site including all HOA and registered Neighborhoods within one mile of the site. If necessary, staff will work with individual applicants to determine any additional notification requirements for their specific application. Staff must pre-approve the final mailing list. Provide at least 15 days of notice prior to the neighborhood meetings.

Planning & Zoning Board meeting for initial input: (Wednesday, April 20, 2011)

Attend the P&Z Board hearing for initial input

City Council study session for initial input: (Thursday April 21, 2011)

Attend the Council study session for initial input.

STEP 4. Final Revised /Follow-up submittal to 1st formal submittal: (Tuesday, May 10, 2011)

Resubmit complete application package including but not limited to input from public, Planning and Zoning Board and Council in the following format:

Hard copies-Fifteen (15) hard copies of complete application package including all revised-submittal items of no larger than 11"x17" size folded into 8.5"x11" size and collated.

Electronic submittal of entire application: A complete set of application package including all revised-submittal items including maps and project narrative on compact disk (CD) in pdf file format in appropriate mailing envelopes, sealed, labeled and stamped. Number of copies will be pre-approved by staff.

Submit hard copies to Planning Division Staff for distribution (Tuesday, May 24, 2011)

Submit hard copy application packages (sealed, stuffed, addressed, stamped) to Planning Division for every one on the pre-approved mailing list for distribution. The mailing list must be pre-approved by staff. Planning Division will send the mail including but not limited to various regional agencies and surrounding municipalities for a sixty-day review period that will start on Monday, June 6, 2011.

STEP 5. Early site posting: (By Friday, June 3, 2011)

The proposed amendment site shall be posted by the applicant with a 4x4 sign informing the public that an application has been filed. The posting will include both P&Z and Council meeting dates for initial input. Staff will provide the applicant with location, number of signs and the message to be posted on them after the formal submittal.

STEP 6. Submit Letters of Notification: (By Tuesday August 9, 2011)

Applicant submits letters of notification to all property owners within the area established by staff

STEP 7. Site posting: (By Friday, August 12, 2011)

Post the site with public hearing dates. Staff will provide the applicant with the location(s), number of signs and the message to be posted on them.

STEP 8. Planning and Zoning Board special public hearing: (Wednesday, August 31, 2011)

Applicant must attend the first P&Z Board special hearing for public input and discussion

STEP 9. Planning and Zoning Board public hearing: (Wednesday, September 21, 2011)

Applicant must attend the second P&Z Board public hearing for input

STEP 10. City Council public hearing: (Earliest: Monday, October 17, 2011)

Attend the City Council public hearing for input and action.

Follow-up meeting may be scheduled if necessary



Mesa 2025 GENERAL PLAN
2011 Major Amendment Application Form

Facsimiles and Reproduced Applications Not Acceptable

Major Amendment Application Fees: \$15,400.00 (Base fee \$15000.00+ Tech fee \$400.00)
 Make checks payable to the City of Mesa

Location/address _____
 Size _____
 APN (s) (Assessors Parcel #s) _____

Project Data

Mesa 2025 GP Current Land Use Designation (s) _____

Requested Land Use Designation (s) _____

Applicant

Name (Please Print) _____
 Address _____
 City _____ State _____ Zip Code _____
 Phone _____ Fax _____ E-mail _____
 Original Signature required _____

Property Owner (s)

Name (Please Print) _____
 Address _____
 City _____ State _____ Zip Code _____
 Phone _____ Fax _____ E-mail _____
 Original Signature required _____

Planning Division
 Development Services Department

GP Major 11-
 Z # _____
 PS# _____
 Received / /2011

Staff Use Only

? Questions regarding the Application Form may be directed to Planning Division,
 55 N. Center Street. P.O. Box 1466, Mesa, Arizona 85211-1466.
 Phone # 480.644.4273, Fax # 480.644.2757

**Schedule of Dates for 2011
Major Amendment Applications for Mesa 2025 General Plan**

Step 1 (Action by applicant)	Pre-submittal Process	Jan-March
	Required Neighborhood Meetings (at least 1)	Feb-March
Step 2 (Action by applicant)	First Formal Submittal (Complete package)	Tue, April 4
Step 3 (Action by applicant)	Inform the Neighborhood (One neighborhood meeting required)	April - May
(Action by City staff)	Staff Review Meeting	
	Comments to applicant	
	P & Z Board Meeting (purpose is to receive early feedback)	Wed, April 20
	City Council Study Session (purpose is to receive early feedback)	Thu, April 21
Step 4 (Action by applicant)	Follow-up submittal (2 nd submittal) to the 1 st formal submittal	Tue, May 10
Step 5 (Action by applicant)	Early Site posting (Site is posted by the applicant with 4x4 sign informing the public that an application has been filed. Staff will provide the applicant with location, number of signs and the message to be posted on them after the 1 st formal submittal)	Fri, June 3
(Action by City staff)	Send application materials to agencies and neighboring communities	Thu, May 26
	Send application materials to the Council and P&Z Board members and city staff outside Planning Division	Thu, June 2
	Required sixty-day review period begins	Mon, June 6
	Required sixty-day review period ends	Mon, August 8
Step 6 (Action by applicant)	Notification (Applicant submits letters of notification to all property owners within established notification area)	Tue, August 9
Step 7 (Action by applicant)	Posting site with public hearing dates (Site is posted by the applicant with both P&Z Hearing dates and Council hearing dates. Staff will provide the applicant with location, number of signs and the message to be posted on them after the 1 st formal submittal.	Fri, August 12
(Action by News Paper)	News Paper publishes public notice with display ad	Sat, August 13
Step 8 (Action by applicant)	Planning and Zoning Board special hearing (1st P&Z hearing) Attend the first P&Z Board special hearing for public input and discussion	Wed, August 31
Step 9 (Action by applicant)	Planning and Zoning Board public hearing (2nd P&Z hearing) Attend the Second P&Z Board hearing for public input and action	Wed, September 21
Step 10 (Action by applicant)	City Council public hearing Attend the Council hearing for public input and action	Earliest – Monday, October 17