

# CHAPTER 11

## GENERAL PLAN ADMINISTRATION



This chapter describes the administrative dimensions and procedures for the *Prescott Valley General Plan 2025 – A Community Blueprint for the Future*. This chapter includes sections on General Plan Implementation, General Plan Adoption and Ratification Process, General Plan Amendments, and General Plan Updates.

The purpose of this chapter is to examine the components mentioned above and to provide guidelines for ensuring that the *Prescott Valley General Plan 2025* is implemented, amended, when necessary and regularly updated. Although each of these components is unique, they have at least one item in common, and that is for the *General Plan 2025* to be successful, they must be comprehensive or inclusive in scope. At the local government level, this means that all Town departments should understand the General Plan and use it as a foundation for making decisions. At another level, other governmental agencies (regional and state) should be cognizant of the goals and policies in the General Plan 2025 and coordinate their efforts to complement the General Plan. Finally, the general public and the local business community should understand and support the Plan. When all of these entities are working in concert to achieve the common goals and policies stated in the *General Plan 2025*, significant progress can be made and plan administration will be successful.

### 11.1 GENERAL PLAN ADOPTION AND RATIFICATION PROCESS

The adoption or re-adoption of the General Plan shall be by resolution of the Town Council. Adoption or re-adoption of the General Plan must be approved by an affirmative vote of at least two-thirds of Town Council and be ratified by a majority of the community's citizens voting in the election on the plan.

The General Plan must be submitted for voter approval every ten years. This requirement provides the opportunity for the Town to assess progress that has been made toward meeting the Town's goals and policies, and to respond to the changes in the community.

Prior to adoption or re-adoption of the General Plan, the Planning and Zoning Commission shall hold at least two public hearings in two different locations before forwarding a recommendation to the Town Council. Prior to adoption or re-adoption of the General Plan, the Town Council shall hold at least one public hearing to consider the matter. Public and jurisdictional notice of the public hearings shall comply with all applicable State and Town regulations.

### 11.2 GENERAL PLAN AMENDMENTS

There are several factors that suggest that periodic amendments to the General Plan can be beneficial to the community. To start with, conditions will change over time. New technologies will evolve, the socioeconomic conditions of the community will continue to evolve, economic conditions will change, and new community values will be formed. Significant changes in any of these factors might necessitate a change in the Prescott Valley General Plan. Additionally, a General Plan for the entire community is, by its very nature, general. Looking at a specific parcel or area of the community allows for a greater level of detail and may provide additional information that contradicts the general policies and details of the General Plan.

The most prudent policy is to walk a fine line between the two extremes of inflexibility (no or few amendments) and flexibility (indiscriminate changes to the General Plan).

As with implementation, the Arizona State Legislature has provided guidelines for amending General Plans. To comply with these provisions (Arizona Revised Statutes, Section 9-461.06), local governments should adopt written procedures to provide effective, early and continuous public participation in the development and major amendments of General Plans from all geographic, ethnic and economic areas of the Town of Prescott Valley. These procedures should provide for:

- ▶ The broad dissemination of proposals and alternatives;
- ▶ The opportunity for written comments;
- ▶ Public hearings after effective notice;
- ▶ Open discussions, communications programs and information services;
- ▶ Consideration of public comments; and
- ▶ Consulting with and advising public officials and agencies, the County, school districts, association of governments, public land management agencies, other appropriate government jurisdictions, public utility companies, civic, educational, professional and other organizations, property owners, and citizens to secure maximum coordination of plans and to indicate properly located sites for all public purposes on the General Plan.

To ensure adequate review of proposed amendments, the Arizona State Legislature has mandated that at least 60 days before a plan amendment is adopted, the planning agency shall transmit the proposal to the Prescott Valley Town Council and submit a review copy to:

- ▶ The planning agency of the county in which the municipality is located.
- ▶ Each county or municipality that is contiguous to the corporate limits of the municipality or its areas of extraterritorial jurisdiction.
- ▶ The regional planning agency within which the municipality is located.
- ▶ The Department of Commerce or any other State agency that is subsequently designated as the General Plan agency for this State.
- ▶ Any person or entity that requests in writing to receive a copy of the proposal.

Plan amendments shall be adopted in accordance with the procedures established in the Arizona Revised Statutes, which specifies the number of public hearings, acceptable notification prior to the public hearings, and the requirement that major amendments to the General Plan can only be approved by the affirmative vote of at least two-thirds of the members of the Prescott Valley Town Council.

### **11.2.1 MINOR AMENDMENTS**

Changes that are not considered major amendments to the General Plan shall be processed in accordance with State and Town of Prescott Valley regulations concerning timing, notice, public hearing, and action. In addition, any change mandated by initiatives for State law shall utilize the minor amendment process, regardless of the above guidelines.

### **11.2.2 MAJOR AMENDMENTS**

A major amendment to the General Plan is any proposal that would result in a change to the Land Use Plan that would substantially alter the Town's planned mixture or balance of land uses. The following criteria are to be used to determine whether a proposed amendment to the General Plan substantially alters the mixture or balance of land uses. The term amendment shall apply to both text and map revisions.

A major amendment is any proposal that meets any one of the following criteria:

- ▶ A change from a residential land use classification to a non-residential land use classification on 100 or more acres, except for Open Space and Public/Quasi- Public classifications.
- ▶ A proposal on 100 or more acres that increases the maximum number of allowable residential units by more than 250 units.
- ▶ Any proposal that in aggregate includes changes in land use designations exceeding 320 acres.
- ▶ A proposal that results in a significant alteration, displacement or diversion of a road alignment from the Circulation Plan, including but not limited to a change in functional classification.

Amendments to the General Plan shall only occur after careful review of the request, findings of fact in support of the amendment, and public hearings by the Planning and Zoning Commission and Town Council.

The Findings of Fact required shall include, but are not limited to:

- ▶ That the amendment will result in acceptable means of mitigating impacts through subsequent zoning action of the development process, so as to not adversely impact the community as a whole, or a portion of the community.
- ▶ That the amendment is consistent with the Vision, Guiding Principles, Goals and Policies of the General Plan.

Amendments to the General Plan may be initiated by the Town or by formal application by the owner(s) (or their agents) of real property within the Town's incorporated boundaries and sphere of influence. Such amendments shall be in conformance with the procedures set forth in the Arizona Revised Statutes. Prior to any approval of any land development that is in conflict with the General Plan, an amendment to the General Plan that shows the proposal to be in conformance with the General Plan must first be completed. Applicants requesting an amendment to the General Plan must prove that the proposed change is an improvement to the General Plan.

Major amendments are considered on an annual basis by the Town Council and require a two-thirds majority approval. A final legislative mandate is the amendments to the General Plan cannot be enacted as emergency measures and are subject to public referendum. The adoption of a major amendment to the General Plan shall be approved by affirmative vote of at least two-thirds of the members of the Town Council. All proposed major amendments to the General Plan shall be presented by the Town Council at a single public hearing during the calendar year in which the proposal is made. Prior to Town Council consideration of an amendment to the General Plan, the Planning and Zoning Commission shall hold at least two public hearings in two different locations before forwarding a recommendation to the Town Council. Public and jurisdictional notice of the public hearings shall comply with all applicable State and Town regulations.

### 11.3 GENERAL PLAN IMPLEMENTATION

The Arizona State legislation serves as a starting point for Plan implementation. The importance of Plan implementation has thoughtfully been articulated by the Arizona State Legislature, which mandated that municipal planning agencies undertake the following actions to realize their General Plan:

- ▶ Investigate and make recommendations to the legislative body upon reasonable and practical means for putting into effect the General Plan, in order that it will serve as a pattern and guide for the orderly growth and development of the municipality and as a basis for the efficient expenditure of its funds relating to the subjects of the General Plan. The recommended measures may include plans, regulations, financial reports and capital budgets.
- ▶ Render an annual report to the legislative body on the status of the General Plan and progress in its application.
- ▶ Endeavor to promote public interest in and understanding of the General Plan and regulations relating to it.
- ▶ Consult and advise with public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens generally as it relates to carrying out the General Plan.
- ▶ Upon adoption of a General Plan, every governmental, judicial and quasi-judicial agency or commission should provide a list of proposed plans for capital improvements or construction within or partially within the Town of Prescott Valley. The agency shall list and classify all such recommendations and shall prepare a coordinated program of proposed public works for the ensuing fiscal year. Such coordinated program shall be submitted to the municipal planning agency for review and report to such agency as to conformity with the adopted General Plan.
- ▶ All acquisitions and disposition of real property shall be reported to the Community Development Department to ensure conformity with the General Plan and supporting Specific Area Plans. The Community Development Department shall render its report as to conformity with such adopted General Plan within 40 days after submittal.

Therefore, when preparing the implementation program for the *General Plan 2025* (refer to Chapter 11), the foundation of the Plan acknowledges these mandates and establishes the implementation program as an essential starting point.

### 11.4 GENERAL PLAN UPDATES

The Prescott Valley Planning and Zoning Commission and the Community Development Department shall review, monitor and provide recommendations to the Town Council for updating the Prescott Valley General Plan on an annual basis to ensure that the goals and policies of the Plan are still valid and that the implementation program is functioning properly. In general, the Prescott Valley General Plan will require a comprehensive update every ten years depending on growth or changes occurring in the community.