


**Notice of Public Hearing of the Planning & Zoning Commission of the City of Yuma**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Planning & Zoning Commission of the City of Yuma and to the general public that the Planning & Zoning Commission will hold a hearing open to the public on Monday, October 27, 2025, at 4:30 p.m. at the City Hall Council Chambers, One City Plaza Yuma, AZ.

	<p><b>Agenda</b></p> <p><b>Planning and Zoning Commission Meeting</b> <b>City Hall Council Chambers</b> <b>One City Plaza, Yuma, AZ</b> <b>Monday, October 27, 2025, 4:30 p.m.</b></p>
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- A. CALL TO ORDER
  
- B. CONSENT CALENDAR – All items listed under the consent calendar will be approved by one motion. There will be no separate discussion of these items unless the Commission, or a member of the audience wishes to speak about an item.
  - B.1 APPROVAL OF MINUTES – October 13, 2025
  - B.2 WITHDRAWALS BY APPLICANT – NONE
  - B.3 TIME EXTENSIONS – NONE
  - B.4 CONTINUANCES – NONE
  - B.5 APPROVALS – NONE
  
- C. ACTION ITEMS – NONE
  
- D. PUBLIC HEARINGS –
  - D.1 **ZONE-44496-2025:** *This is a request by the City of Yuma for a Subdivision and Zoning Code Text Amendment to authorize administrative personnel to review and approve preliminary plats, final plats and plat amendments without a public hearing by amending Title 15, Chapter 153 and Chapter 154.*
  
  - D.2 **ZONE-44497-2025:** *This is a request by the City of Yuma for a Zoning Code Text Amendment to amend Title 15, Chapter 154 to authorize administrative personnel to review and approve design review, and to add rules and regulations regarding the voice or video appearance by a Design and Historic Review Commissioner.*
  
- E. EXECUTIVE SESSION – NONE
  
- F. INFORMATION ITEMS
  - F.1 STAFF
  
  - F.2 COMMISSION
  
  - F.3 PUBLIC – Members of the public may address the Planning and Zoning Commission on matters that are not listed on the Commission agenda. The Planning & Zoning Commission cannot discuss or take legal action on any matter raised unless it is properly noticed for discussion and legal action. At the conclusion of the call to the public, individual members of the Commission may respond to criticism made by those who have addressed the Commission, may ask staff to review a matter or may ask that a matter be placed on a future agenda. All Planning & Zoning Commission meetings are recorded.

**ADJOURN**

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the City of Yuma does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in, its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in City programs, activities, or services contact: ADA/Section 504 Coordinator, City of Yuma Human Resources Division, One City Plaza, Yuma, AZ 85364; (928) 373-5125 or TTY (928) 373-5149. Notice is hereby given, pursuant to the Yuma City Code, Title 15, Chapter 154, Section 02.01, that one or more members of the Planning and Zoning Commission may participate in person or by telephonic, video or internet conferencing. Voting procedures will remain as required by the Yuma City Charter and other applicable laws. The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

**Planning and Zoning Commission Meeting Minutes  
October 13, 2025**

A regular meeting of the City of Yuma Planning and Zoning Commission was held on Monday, October 13, 2025, at City of Yuma Council Chambers, One City Plaza, Yuma, Arizona.

**PLANNING AND ZONING COMMISSION MEMBERS** present were Chairman Chris Hamel, Vice Chairman John Mahon, and Commissioners Lorraine Arney, Chelsea Malouff-Craig and Jorge Gonzalez. Commissioner Ashlie Pendleton was absent. One Vacancy.

**STAFF MEMBERS** present included Alyssa Linville, Director of Community Development; Jennifer Albers, Assistant Director of Planning; Andrew McGarvie, Engineering Manager; Amelia Dobby, Principal Planner; Erika Peterson, Senior Planner; Meredith Rojas, Associate Planner; Zenia Fiveash, Assistant Planner; Joshua Darrow, Assistant Planner; Rodney Short, Deputy City Attorney and Alejandro Marquez, Administrative Specialist.

**Chairman Chris Hamel** called the meeting to order at 4:30p.m. and noted there was a quorum present

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**CONSENT CALENDAR**

**MINUTES** – September 8, 2025

**WITHDRAWALS BY APPLICANT** – None

**CONTINUANCES** – None

**APPROVALS** – None

**Motion by Commissioner Lorraine Arney second by Vice Chairman John Mahon to APPROVE the Consent Calendar as presented. Motion carried unanimously, (5-0) with one absent and one vacancy.**

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**Action Items-**

**CUP-44381-2025:** *This is a request by RigoEsteban Otanez, for a Conditional Use Permit to allow a proposed used car dealership in the Light Industrial/Airport District Overlay (LI/AD) District. The property is located at 2879 S. Avenue 4E, Yuma, AZ. (Continued from 9-22-2025)*

**Zenia Fiveash, Assistant Planner** summarized the staff report and recommended **APPROVAL**.

**QUESTIONS FOR STAFF**

None

**APPLICANT/APPLICANT'S REPRESENTATIVE**

None

**PUBLIC COMMENT**

None

**Motion by Commissioner Lorraine Arney, second by Commissioner Jorge Gonzalez to APPROVE CUP-44381-2025 as presented. Motion carried unanimously, (5-0) with one absent and one vacancy.**

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**Public Hearings-**

**GP-44277-2025:** *This is a Minor General Plan Amendment request by Jose Salazar, on behalf of Nextgen Properties, LLC, to change the land use designation from Mixed Use to High Density Residential for approximately .48 acres, for the property located at the southwest corner of 17<sup>th</sup> Street and Madison Avenue, Yuma, AZ.*

**Erika Peterson, Senior Planner** summarized the staff report and recommended **APPROVAL**.

## **QUESTIONS FOR STAFF**

None

## **APPLICANT/APPLICANT'S REPRESENTATIVE**

**Jose Salazar, 3378 W. 17<sup>th</sup> Place, Yuma, AZ**, stated that the proposed minor amendment would allow a 12-unit multi-family development, updating the outdated light industrial zoning to better align with the city's goals for affordable housing within the infill overlay district. **Salazar** went on to say that the project would act as a transitional buffer between nearby homes and commercial uses, with minimal traffic during peak hours. All on-site parking requirements will be met. **Salazar** then added that the development would generate city fees, support local businesses, and that all tenants undergo background and credit checks prior to approval.

**Commissioner Lorraine Arney** asked if the apartments would be at market rate or would they be Housing and Urban Development (H.U.D) subsidized. **Salazar** replied he is not set on market rates. **Commissioner Lorraine Arney** clarified that background and credit checks would be done on potential tenants and that applicant has standards of occupancy according to fair housing. **Salazar** replied yes.

## **PUBLIC COMMENT**

**Chairman Chris Hamel** noted that there will be a five minute time limit for all public comments.

**Tom Pancrazi, 350 W. 16<sup>th</sup> Street Suite # 332, Yuma, AZ** stated that he was one of the owners of the adjoining property to the west, and expressed opposition to the proposed 12-unit development, he then noted that light industrial zoning requires a Conditional Use Permit (CUP) for uses within 600 feet of residential properties, and the project would place residential units directly next to existing industrial businesses. **Pancrazi** then expressed concerns that future industrial uses on nearby properties could face operational restrictions due to the new residential units and acknowledges the community's push for affordable housing but stated that this location is not appropriate for the project.

**Pat Hodges Jr., 350 W. 16<sup>th</sup> Street Suite # 332, Yuma, AZ**, stated he was also in opposition of the proposed project and then expressed concern that the noise from the surrounding businesses could negatively impact the residents of the proposed apartment complex. **Hodges** then noted that the proposed project may not provide sufficient space for the required parking and landscaping to adequately support a 12-unit development.

**Amanda Delara, 6277 E. 47<sup>th</sup> Place, Yuma, AZ**, was also opposed to the proposed project, and stated that she was in agreement that the noise from the surrounding businesses could negatively impact the residents of the proposed apartment complex.

**Maribel Acosta, 3736 W. 25<sup>th</sup> Place, Yuma, AZ**, stated that was the owner of AAMCO and was in opposition, and expressed concern about existing noise levels and heavy traffic in the area related to nearby businesses, noting potential safety hazards that could affect families residing in the proposed apartment complex.

**Keith Dennis, 3885 S. Bella Vista Drive, Yuma, AZ**, stated that he was the owner of the property to the north of the proposed project and that he also was in opposition, then expressed concerns about increased traffic in the area in particular truck traffic, potential safety issues for the public, and a possible decline in surrounding property values. **Dennis** then added that the proposed development is not a good fit for the area.

**Lauren Tyler, 4598 W. 27<sup>th</sup> Lane, Yuma, AZ**, was in opposition of the proposed project due to the location and expressed concern for the safety of the public due to the increased traffic. **Tyler** then acknowledged the city's need for affordable housing but stated that this particular site is not an appropriate location for such a development.

**Kathy Spongross**, expressed concern about the traffic and safety of the public in the proposed project area with the existing businesses and school taking up all the street parking.

**Vice Chairman John Mahon**, asked for clarification on what the General Plan designation Mixed Use Density currently supports. **Peterson** replied that it currently permits Low Density Single Family Residential (R-1-5 and R-1-6), Medium Density Residential (R-2 and R-2-5), Residence Manufactured Housing (RMH), Manufactured Housing Subdivision (MHS), Transitional (TR), Limited Commercial (B-1), and Industrial Park (IP).

**Chairman Mahon** asked would a CUP be required for a new use on one of the industrial properties if it lies within 300 feet of any residential properties. **Peterson** stated that any property that is zoned light industrial and they are within 600 feet of a residential zoning they would need to apply for a CUP. **Vice Chairman Mahon** then asked if the properties that currently exist near the project area were zoned Light Industrial. **Peterson** replied that the homes are not zoned R-1-6 that they are zoned Light Industrial and that she believes that there are four homes that have the R-1-6 designation.

**Commissioner Chelsea Malouff-Craig** asked if the land use designation is approved would all of the existing businesses that are within 600 feet will need to apply for a CUP to continue operating. **Peterson** replied that it would only apply to new light industrial uses. **Jennifer Albers, Assistant Director of Planning** stated that the existing gym and mortuary had already gone through the CUP process to establish their uses on their industrial sites.

**Chairman Chris Hamel** asked for a motion or a discussion that would lead to a motion.

**Vice Chairman Mahon** commented that this case is challenging due to limited areas available for high-density zoning and the effect that this decision may have on the existing and future light industrial uses.

**Chairman Hamel** agreed with Vice Chairman Mahon and stated that the intent of the policy change is to encourage infill development and promote the use of underutilized properties within the city. **Chairman Hamel** then noted that multiple businesses would be affected by this proposal and then stated that the proposed project does not fit within this area.

**Chairman Chris Hamel** asked for a motion or a discussion that would lead to a motion.

**Vice Chairman Mahon** asked if one of these properties were located within that 300 foot notification area was changing its use would that business need a new CUP. **Peterson** replied only new Industrial business. **Vice Chairman Mahon** then asked were some of the existing uses are grandfathered in. **Peterson** replied correct. **Peterson** then clarified that if the applicant's request was approved the tenants would not receive a notification only the owner of the parcel would. **Chairman Hamel** commented that in another case the owner of the property had received a notification and that it would be up to the owner to notify the tenants of any upcoming request. **Peterson** answered correct. **Vice Chairman Mahon** then stated that the applicant could reapply and request R-2 zoning. **Peterson** said yes but the request would still need to go through the hearing process for approval. **Peterson** then stated that if the commission could not come to a decision to approve the current request, the commission could consider a less intense land use designation of Medium Density Residential. **Vice Chairman Mahon** asked could all the homes in the area change the zoning designation. **Peterson** replied that there was an attempt to change the zoning, but the homeowners were against the rezoning at the time. Individual homeowners are now requesting rezoning.

**Commissioner Jorge Gonzalez** asked since the area is still categorized as mixed use the applicant would be able to build 3 to 5 dwelling units. **Peterson** replied yes. **Vice Chairman Mahon** commented that the request does support that, but the applicant would still need to apply for a rezone request. **Peterson** replied if the commission intends to suggest changing the request to medium density land use designation the maximum density would be 6 units.

**Andrew McGarvie, Engineering Manager**, commented that the Commission could add a condition regarding noise exposure to address potential concerns from future tenants about existing noise levels in the area. **Albers** stated these types of conditions are not normally added to the General Plan conditions, they are usually added to rezone conditions. **Chairman Hamel** asked for clarification on whether a noise condition could be added to inform future tenants about the potential for elevated noise levels in the area. **Albers** replied yes.

**Chairman Chris Hamel** asked for a motion or a discussion that would lead to a motion.

**Albers** commented that if no motion for action is made, the request would fail and result in a recommendation of denial to the City Council.

**Chairman Hamel** addressed the Commission and asked if a motion would be made.

**Vice Chairman Mahon** commented that the request is not compatible with the area but noted that the plan could support rezoning in another district, which may present similar issues.

**Chairman Hamel** asked for clarification on whether the Commission could approve or deny the request with the recommendation that it be considered as medium-density development. **Albers** replied yes, the commission could approve or disapprove or consider a less intense designation.

**Chairman Hamel** stated that the Commission's decision is only a recommendation, and that if the case were disapproved, it would still proceed to the City Council for a final decision.

**Motion by Vice Chairman John Mahon, second by Commissioner Chelsie Mallouff-Craig to DENY GP-44277-2025 as presented. Motion carried unanimously, (5-0) with one absent and one vacancy.**

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**ZONE-44333-2025:** *This is a request by Dahl, Robins & Associates, on behalf of Territorial Real Estate AZ LLC, to rezone approximately 6.65 acres from the General Commercial (B-2) District to the High Density Residential (R-3) District for the property located at 3064 and 3116 S. Avenue B, Yuma, AZ*

**Meredith Rojas, Associate Planner** summarized the staff report and recommended **APPROVAL**.

#### **QUESTIONS FOR STAFF**

**Commissioner Chelsea Mallouff-Craig** asked would this development require any additional turning lanes on Avenue B. **Andrew McGarvie, Engineering Manager** replied a deceleration or turning lane is a requirement for the proposed project. **Commissioner Mallouff-Craig** asked whether the required lanes would apply to both entering and exiting the proposed project. **McGarvie** answered just entering. **Chairman Chris Hamel** asked would the lane run north to south. **McGarvie** replied the lane would be southbound.

**Vice Chairman John Mahon** asked if the northeast corner of 32<sup>nd</sup> Street and Avenue B would need a rezone request. **Rojas** replied that the area in question is under Yuma County jurisdiction. **Vice Chairman Mahon** then asked if the letters in the staff report were from the neighboring homes. **Rojas** replied yes that the letters are from the neighborhood behind the subject property.

#### **APPLICANT/APPLICANT'S REPRESENTATIVE**

None

#### **PUBLIC COMMENT**

None

**Motion by Commissioner Lorraine Arney, second by Commissioner Chelsea Malouff-Craig to APPROVE ZONE-44333-2025 as presented. Motion carried unanimously, (5-0) with one absent and one vacancy.**

**ZONE-44371-2025:** *This is a request by Bailey Arviso, on behalf of Next Level Home Buyers LLC, to rezone approximately 1.29 acres from the Light Industrial/Infill Overlay (L-I/IO) District to the Medium Density Residential/Infill Overlay (R-2/IO) District, for three properties located along 1st Avenue, between 12th Street and 13th Street, Yuma, AZ.*

**Amelia Domy, Principal Planner** summarized the staff report and recommended **APPROVAL**.

**QUESTIONS FOR STAFF**

**Commissioner Mallouff-Craig** asked whether the applicant's purpose of the rezone request was to retain ownership and rent the lots, or to sell each lot individually. **Domy** deferred the question to the applicant.

**APPLICANT/APPLICANT'S REPRESENTATIVE**

**Bailey Arviso, 2903 W. 12<sup>th</sup> Place, Yuma, AZ** was available for questions.

**Commissioner Mallouff-Craig** asked if the purpose of the rezone request was to retain ownership and rent the lots, or to sell each lot individually. **Arviso** replied that he was not planning to sell each individual lot but was open to the possibility.

**PUBLIC COMMENT**

None

**Motion by Commissioner Lorraine Arney, second by Commissioner Jorge Gonzalez to APPROVE ZONE-44371-2025 as presented. Motion carried unanimously, (5-0) with one absent and one vacancy.**

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**ZONE-44389-2025:** *This is a request by Bailey Arviso on behalf of Next Level Home Buyers, LLC, to rezone approximately .15 acres from the Light Industrial/Infill Overlay (L-I/IO) District to the Low Density Residential/Infill Overlay (R-1-6/IO) District for property located at 1731 S. Madison Avenue, Yuma, AZ.*

**Jennifer Albers, Assistant Director of Planning** summarized the staff report and recommended **APPROVAL**.

**QUESTIONS FOR STAFF**

None

**APPLICANT/APPLICANT'S REPRESENTATIVE**

None

**PUBLIC COMMENT**

None

**Motion by Vice Chairman John Mahon, second by Commissioner Lorraine Arney to APPROVE ZONE-44389-2025 as presented. Motion carried unanimously, (5-0) with one absent and one vacancy.**

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**INFORMATION ITEMS**

**Staff**

**Jennifer Albers, Assistant Director of Planning** stated that there will be two cases on the next hearing agenda involving text amendments to address recent state law changes.

**Commission**

None

**Public**

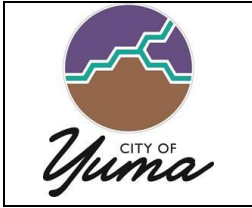
None

**Chairman Chris Hamel** adjourned the meeting at 5:40 PM.

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Minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Chairman



**STAFF REPORT TO THE PLANNING AND ZONING COMMISSION  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
COMMUNITY PLANNING DIVISION  
CASE TYPE – TEXT AMENDMENT  
CASE PLANNER: AMELIA DOMBY**

**Hearing Date**     October 27, 2025

**Case Number:**     ZONE-44496-2025

**Project Description:**     This is a request by the City of Yuma for a Subdivision and Zoning Code Text Amendment to authorize administrative personnel to review and approve preliminary plats, final plats and plat amendments without a public hearing by amending Title 15, Chapter 153 and Chapter 154.

**Staff recommendation:**     Staff recommends **APPROVAL** of the text amendment to authorize administrative personnel to review and approve preliminary plats, final plats and plat amendments without a public hearing by amending Title 15, Chapter 153 and Chapter 154.

**Suggested Motion:**     Move to **APPROVE** the text amendment ZONE-44496-2025 as presented in the staff report.

**Effect of the Approval:**     By approving the text amendment, the Planning and Zoning Commission is recommending approval to City Council for the request to authorize administrative personnel to review and approve preliminary plats, final plats, and plat amendments without a public hearing by amending Title 15, Chapter 153 and 154.

**Staff Analysis:**     House Bill 2447, approved by the legislature and signed by the Governor on March 31, 2025, requires by ordinance that cities and towns authorize administrative personnel to review and approve preliminary plats, final plats and plat amendments without a public hearing.

House Bill 2447 makes a significant shift in how municipal planning and development review processes are handled. Under the new law, cities and towns are required to delegate certain approvals to administrative staff rather than boards and commissions. Currently, preliminary plats are under the authority of the Planning and Zoning Commission, and final plats are under the authority of the City Council. State statute requires that Cities and Towns adopt an Ordinance on Administrative Review on or before December 31, 2025.

In accordance with House Bill 2447, the proposed text amendment removes the review authority by the Planning and Zoning Commission and City Council and places that authority within the Department of Community Development.

**1. Does the proposed amendment implement the goals, objectives and policies of the General Plan?**  
N/A

**2. Does the proposed amendment fit the overall purpose and intent of the zoning ordinance?**  
Yes. The proposed amendment fits the overall purpose and intent of the zoning ordinance.

3. Will the proposed amendment change the range of uses identified in the zoning code? If so, how?

No.

4. Will the proposed text amendment change the development standards of the zoning or subdivision ordinances? If so, how?

Yes. In accordance with House Bill 2447, the proposed text amendment removes the review authority by the Planning and Zoning Commission and City Council and places that authority within the Department of Community Development.

5. What are the potential impacts of the proposed amendment?

House Bill 2447 removes the public hearing process, which reduces opportunities for public input.

6. Does the proposed amendment fit the overall purpose and intent of the subdivision ordinance?

Yes.

7. Does the proposed amendment conform to prior City Council actions regarding this issue?

N/A

**External Agency Comments:** None Received.

**Neighborhood Meeting Comments:** No Meeting Required.

**Proposed conditions delivered to applicant on:** N/A

**Final staff report delivered to applicant on:** N/A

**Attachments:**

A	B
Draft Text	Agency Notification

**Prepared By:** *Amelia Domby* **Date:** 10/7/25

Amelia Domby  
Principal Planner Amelia.Domby@yumaaz.gov (928) 373-5000, x1234

**Reviewed By:** *Jennifer L. Albers* **Date:** 10/8/25

Jennifer L. Albers  
Assistant Director of Planning

**Approved By:** *Alyssa Linville* **Date:** 10/16/25

Alyssa Linville  
Director, Planning and Neighborhood Services

**ATTACHMENT A**  
**DRAFT TEXT**

SECTION 1: Yuma City Code, Title 15, Chapter 153, Subdivisions be amended to insert the bolded text and delete the strike through text:

General Provisions

§ 153-01 Purpose and Intent for Plat Approval Procedure.

Under the authority of the City Charter, Article III, Section 12, Land Use, and state statutes granting to municipalities the right to review and approve subdivision of lands (Title 9, Chapter ~~6~~ **4**, Article 6.2, Municipal Subdivision Regulations), the city shall regulate as is necessary for the public benefit the use of all land within the corporate limits. The subdivision of land affects public rights-of-way and their use. Therefore, procedural requirements for the review and processing of plats shall be established for the subdivision of land.

§ 153-02 Definitions

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

*AGREED SCHEDULE.* A time schedule agreed upon by the subdivider and the Planning Commission for installation of required public improvements, and the sequence in which each will be installed.

*ALLEY.* A minor public right-of-way used primarily for vehicular access to the rear or side of properties otherwise abutting on a street.

*ASSURANCE OF COMPLETION.* A contract secured by a bond in an amount and with surety satisfactory to the City Engineer, guaranteeing completion of public improvements which are shown on the subdivision preliminary plan.

*BOARD OF SUPERVISORS.* Chief legislative body of the County of Yuma.

*BUILDING SETBACK LINE.* The line indicating the minimum horizontal distance between the street right-of-way line and buildings or any projection thereof, other than steps, eaves, or overhangs.

*CITY.* The City of Yuma, being in Yuma County, State of Arizona.

*CITY COUNCIL.* The chief legislative body of the City of Yuma.

*CITY ENGINEER.* The City Engineer of the City of Yuma or their designee for oversight of a given functional role or project.

*COUNTY.* County of Yuma, State of Arizona.

*CUL-DE-SAC.* A short, minor street having but one end open for motor traffic; the other being terminated by a vehicular turn-a-round.

*DEPARTMENT OF BUILDING SAFETY.* The Department of Building Safety of the City of Yuma, Arizona.

~~*DEPARTMENT OF PLANNING AND NEIGHBORHOOD SERVICES.* The Department of Planning and Neighborhood Services of the City of Yuma, Arizona.~~

**DEPARTMENT OF COMMUNITY DEVELOPMENT. The Department of Community Development of the City of Yuma, Arizona.**

*EASEMENT.* A grant by a property owner of the use, for a specific purpose or purposes, of a designated strip of land to the general public, a corporation, or other individuals.

*GENERAL PLAN.* The comprehensive, long-range general plan for the development of the City of Yuma consisting of statements of community goals and development policies, including maps, any necessary

diagrams and text setting forth objectives, principles, standards and plan proposals.

*LOT.* A portion of a subdivision intended as a unit for transfer of ownership or for development or both, and having frontage on a dedicated street. In determining the area and dimensions of a lot, no part of the right-of-way of a street or crosswalk may be included.

*LOT FRONTAGE.* The front dimension of a lot measured along the street right-of-way.

*LOT WIDTH.* The width of the lots at the building line measured parallel to the street right-of-way line.

*MAJOR STREET PLAN OR OFFICIAL MAP.* A part of the master plan showing the location and dimensions of principal thoroughfares (land shown in parks along such thoroughfares is not deemed part of the street right-of-way).

*MASTER PLAN.* A comprehensive subdivision development or neighborhood plan consisting of statements of neighborhood goals and development policies, including maps, any necessary diagrams and text setting forth objectives, principles, standards and plan proposals to guide subdivision design and platting. A *MASTER PLAN* shall consist of not less than 80 acres of land.

*OFFICIAL MAP.* The map established by the City Council as provided by law, showing the streets theretofore existing and established by law as public streets and any amendments thereto adopted by the City Council, as appropriate, or additions thereto resulting from approval of subdivision plats and the subsequent recording of such approved plats.

*PLANNING AND ZONING COMMISSION.* Planning and Zoning Commission of the City of Yuma.

*PLAT OF SUBDIVISION.* A map showing the division of any tract of land into two or more parcels, and prepared for the purpose of recording.

*PROTECTIVE COVENANT.* A restriction on the use of private property within a subdivision for the purpose of providing mutual protection against undesirable aspects of development. Protective covenants regulating the use of land represent an express agreement between the subdivider and the lot purchasers.

*PUBLIC IMPROVEMENTS.* Any of the following: roadway pavement section, curbs, gutters, sidewalks, crosswalks, water mains, sanitary sewer, storm drains, landscaping, retention basins, and other appurtenant construction as related to the subdivision plan.

*RIGHT-OF-WAY.* The entire strip of land lying between the property lines of a street or thoroughfare, alley, walkway, or easement.

*ROADWAY.* The portion of a street available for vehicular traffic between curbs, or the improved portion within the right-of-way.

~~*RULES OF PROCEDURE.* Regulations adopted by the Planning and Zoning Commission and the City Council for the submission and approval of subdivision plats.~~

*SIDEWALKS.* The portion of a street or walkway, paved or otherwise surfaced, intended for pedestrian use only.

*STREET.* A right-of-way designed for vehicular and pedestrian traffic, regardless of its designation by name, such as street, thoroughfare, avenue, land, place or the like.

*STREET, ACCESS OR FRONTAL.* A street running parallel to and adjacent to or in the immediate vicinity of a major street or highway and which has as its purpose the relief of such major street from the local service of abutting properties.

*STREET ARTERIAL.* A street of great continuity, existing or planned which serves or is intended to serve foreign and local traffic, and which is designated on the major street plan to identify those streets comprising

the basic structure of the street system of the city and surrounding area. Arterials are only those streets designated on the master street plan, including additions or corrections thereto.

*STREET, LOCAL.* A street of limited continuity which serves or is intended to serve the local needs of a neighborhood.

*STREET STANDARDS.* City of Yuma standard specifications as adopted or amended.

*SUBDIVIDER.* Any person, firm or corporation acting as a unit, or any agent thereof, dividing or proposing to divide land so as to constitute a subdivision as defined herein.

*SUBDIVISION.* A division of land into two or more lots, tracts or parcels for the purpose of financing, sale or lease, whether immediate or future, except for any division of land which qualifies as a lot split as specified in § 153-18. *SUBDIVISION* shall include any condominium, cooperative, community apartment, townhouse, or similar project in which an undivided interest in the land is coupled with the right of exclusive occupancy of any unit thereon, and further indicating the building(s) or the manner in which the building(s) or airspace above the property shown on the plat is to be recorded.

*SUBDIVISION PRELIMINARY PLAT.* A drawing showing a proposed subdivision of land together with the public improvements which are to be installed therein. Such a drawing is not recordable.

*TRACT.* A defined area of land regardless of size.

*WALKWAY.* A public right-of-way used primarily for pedestrian travel through or across any portion of a block.

*ZONING.* Regulation by districts of the height, area, and use of buildings; use of land and density of population.

#### § 153-03 General Principles of Acceptability

(A) *Master plan.*

(1) Streets shall conform substantially to the general plan adopted by the city and any revisions or amendments thereof. Whenever a tract to be subdivided includes any part of a street indicated as an arterial street on the major street plan of the general plan, such part of such street shall be dedicated by the subdivider.

(2) Where frontal or access roads are deemed necessary, additional right-of-way shall be 40 feet on either side of the arterial street.

(B) *Public open spaces and sites.* Where, as indicated by the master plan, a proposed subdivision contains, wholly or in part, a proposed public open space or a proposed site for a public building, such sites shall be reserved unless the concerned authority states it has no intention of development in the area. ~~The Planning and Zoning Commission will immediately notify the concerned authority.~~

(C) *Neighborhood plan.* If a tentative plan has been approved by the ~~Planning and Zoning Commission~~ **Department of Community Development** for the neighborhood of the proposed subdivision, the street system of the latter shall conform substantially thereto.

(D) *Unsubdivided portion of tract.* The ~~Planning and Zoning Commission~~ **Department of Community Development** may require a sketch of the tentative future street system beyond the limits of the tract adjacent to the land area presently being subdivided.

(E) *Provision for future subdivision.* If a tract is subdivided into parcels larger than ordinary building lots, such parcels shall be arranged to allow the opening of the future streets and logical further subdivision.

- (F) *Reserved strips prohibited.* There shall be no “reserved” strips controlling access to land dedicated or intended to be dedicated to public use.

§ 153-04 Streets

(A) *Circulation.*

- (1) The street pattern shall provide ease of circulation within the subdivision as well as convenient access to adjoining streets or unsubdivided land, as may be required by the City Engineer.
- (2) Local residential streets should be so planned as to discourage their use by non-local traffic. Where a street will eventually be extended beyond the subdivision but is temporarily dead-ended, an interim turn-around may be required.

(B) *Arterial streets.* If a new subdivision involves frontage on an arterial street, as defined herein, the street layout should be planned to avoid, as far as possible, any private residential driveways from having direct access to such by providing access or frontal streets.

(C) *Existing streets.* Existing street (constructed or recorded) in adjoining territory shall be continued at equal or greater width and in similar alignment by streets proposed in the subdivision, unless variations are approved by the City Engineer.

(D) *Cul-de-sacs.* Cul-de-sacs shall not be longer than 600 feet, unless necessitated by topography or other circumstances beyond the subdividers control.

(E) *Half-streets.* No half-streets will be accepted. Where there exists a dedicated or platted half-street adjacent to the tract to be subdivided, the other half, being a minimum width to meet this chapter, shall be platted.

(F) *Stub streets.* Where a subdivision adjoins unsubdivided land, stub streets shall be provided at locations as determined by the City Engineer to ensure future access and traffic circulation.

(G) *Intersections.* All street intersections shall be at right angles. Where, because of topographic or other reasons, an intersection cannot be at right angles, such intersection shall be designed to insure safety.

(H) *Easements.* Easements for slopes and utilities shall be dedicated wherever necessary as required by the City Engineer. Easements shall be at least eight feet wide across the rear or front of all lots, except that a utility easement adjacent to unsubdivided lands shall be at least ten feet wide. In addition, easements may be required at other suitable locations by the City Engineer.

(I) *Dimensional standards.*

- (1) *Minimum width.* The street right-of-way and roadway width shall not be less than the minimum width shown in the latest adoption of the City of Yuma Construction Standards Detail Drawings and the Transportation Element of the General Plan. Additional right-of-way or easements may be required for utilities, slope rights, drainage facilities or irrigation facilities.
- (2) *Alignment; minimum standards.*
  - (a) One electronic copy of the complete, plans and profiles for street and alley improvements shall be submitted for approval of the City Engineer prior to approval of the final plat by ~~City Council~~ **the Department of Community Development.**
  - (b) Vertical curves:
    1. Arterial streets: As determined by the City Engineer.

2. Collector, local streets: Minimum length 100 feet, except in cases approved by the City Engineer.

(c) Horizontal curves:

1. Arterials, access and frontal streets: 500 feet.
  2. Collector streets: 200 feet.
  3. Local streets: 100 feet.
  4. Alleys: Laid out to provide turning radius at alley intersection.
- (3) *Reserved curve*. Unless approved by the City Engineer, all streets shall have a tangent of 100 feet between reserve curves.
- (4) *Corners*. At the intersection of two streets, property line corners shall be chamfered by a corner triangle in accordance with the currently adopted design and construction standards. The minimum corner triangle size shall be increased when the smallest angle of intersection is less than 90 degrees, or in any case where the City Engineer considers an increase necessary.

§ 153-05 Blocks

(A) Length of residential blocks shall not be more than 1,000 feet long unless approved by the ~~Planning and Zoning Commission~~ **Department of Community Development**.

(B) Irregular shaped blocks (including superblocks) indented by cul-de-sacs containing interior parks or playgrounds and adequate parking space, will be acceptable when properly designed and covered by agreements as to maintenance of such park areas.

(C) Orientation on arterials: If frontage on an arterial street is involved, the long dimension of the block shall preferably front thereon by means of an access or frontal road, in order to create as few intersections as possible with the arterials.

(D) Business or industrial: Blocks intended for business or industry shall be of such length and depth as may be considered most suitable for their prospective use by the ~~Planning and Zoning Commission~~ **Department of Community Development**, including adequate provision for parking, on-site loading and unloading and buffer, as required by the zoning ordinance.

§ 153-06 Lots.

(A) *Minimum width*. The minimum width of residential lots for all subdivisions shall be 50 feet at the building line and shall have a minimum area as approved by the County Health Unit, unless a larger area is required by the zoning ordinance.

(B) *Length and width ratio*. It is desirable that the length of a lot shall be not more than four times its width.

(C) *Fronting on arterials*. Lots fronting on arterials should be of such depth to accommodate setbacks as set forth in the zoning ordinance.

(D) *Double frontage*. Double frontage lots shall be avoided, except to overcome disadvantages of topography and orientation.

(E) *Side lot lines*. Side lines of lots shall be approximately at right angles or radial to the street line unless, in the opinion of the ~~Planning and Zoning Commission~~ **Department of Community Development**, a variation from this rule will give a better street and lot plan.

(F) *Corner lots.* Corner lots shall have sufficient width to permit the maintenance of the side street building line after providing a minimum building width of 30 feet, and a side yard, as required by the zoning ordinance, on the interior side of the lot.

(G) *Building sites.* Every lot must contain a suitable building site, which will provide minimum yard requirements in compliance with the zoning ordinance.

(H) *Street frontage.* Every lot shall front on a public street having a minimum right-of-way of 50 feet for a distance of not less than 35 feet measured along said right-of-way line.

### Procedure for Plat Approval

#### § 153-14 Pre-Application Procedure.

(A) Informal consideration. While the subdivision is still in the preliminary planning stage, the applicant shall consult with the Department of ~~Planning and Neighborhood Services~~ **Community Development** through a pre-development meeting, for informal review regarding the general plan, the zoning code, drainage and floodplain regulations, utility regulations, International Building Code, the subdivision code and standard for the design and installation of public improvements.

(B) Upon receiving favorable feedback from the pre-development meeting, the applicant may proceed to prepare the preliminary plat for submittal.

(C) Under no circumstances shall informal favorable consideration by the Department of ~~Planning and Neighborhood Services~~ **Community Development** be construed as formal approval of any subdivision.

#### § 153-15 Submittal Process Outline

(A) Step One: Preliminary Plat: The preliminary plat application shall be reviewed and approved by the ~~Planning and Zoning Commission~~ **Department of Community Development**. The preliminary plat shall include applicable information as indicated in Yuma City Code § 153-31(A).

(B) Step Two: Improvement Plans

(1) A complete set of final improvement plans shall be submitted with the preliminary plat application, ~~or within 3 weeks of submitting the preliminary plat application.~~ Improvement plans shall include applicable information as indicated in Yuma City Code §§ 153-47(B), 153-47(C), and 153-47(D).

(2) Three sets of final improvement plans, and supplementary materials as specified, shall be submitted to the Department of ~~Planning and Neighborhood Services~~ **Community Development**. If plans are submitted electronically, there shall be no need to provide three hard copy sets.

~~(3) If final improvement plans are not submitted in a timely manner, review and approval of the preliminary plat to the Planning and Zoning Commission may be continued to an appropriate hearing date.~~

~~(4)~~ (3) For phased development projects, final improvement plans for a particular phase must be approved prior to the submittal of a final plat application.

(C) Step Three: Final Plat

The final plat application shall be reviewed and approved by the ~~City Council~~ **Department of Community Development**.

#### § 153-16 Preliminary Plat Process

(A) The applicant shall prepare a preliminary plat that includes all applicable information required in Yuma City Code §§ 153-31(A) and 153-47.

(B) Three sets of the preliminary plat, or one electronic copy of the preliminary plat, and supplementary material as specified, shall be submitted to the Department of ~~Planning and Neighborhood Services~~ **Community Development**. One AutoCAD file of the plat that conforms to the City of Yuma CADD standards shall be submitted electronically.

~~(C) At the time of submittal of all required preliminary plat and necessary supplemental materials to the Department of Planning and Neighborhood Services, a public hearing date with the Planning and Zoning Commission shall be scheduled in accordance with the Case Review Hearing Deadlines calendar for the year. Generally, public hearings with the Planning and Zoning Commission occur within 60 days of application submittal. At the public hearing, the Planning and Zoning Commission shall express its approval or disapproval of the proposed preliminary plat. The Planning and Zoning Commission shall state the conditions of such approval, if any, or if disapproved, shall express the reasons for the disapproval.~~

~~(B)~~ (C) ~~Conditional~~ Approval of a preliminary plat shall not constitute approval of the final plat. Rather, ~~conditional~~ approval shall be deemed an expression of approval to the subdivision layout, road alignments and number of lots submitted on the preliminary plat as a guide to the preparation of the final plat. The final plat shall be processed in accordance with the requirements of Yuma City Code §§ 153-17, 153-45, 153-46, 153-47, 153-50, and 153-51 of this code.

~~(E)~~(D) The recording of a phase of the preliminary plat automatically extends the approval of the preliminary plat for an additional three years from the date of recording. The maximum time period a preliminary plat may be approved without a final plat submittal is six years.

#### § 153-18 Procedure for Approval of Lot Split.

(A) Any division of land into three or fewer parts in which no right-of-way dedication, utility extension or other off-site public improvement is involved may be processed as a lot split subject to approval by the City Planning Director and City Engineer.

(B) Any proposed lot split shall be submitted to the Community Planning Division to determine compliance with applicable platting, subdividing and zoning regulations. The City Planning Director or City Engineer may require the submittal of any additional information as is pertinent to make this determination.

(C) The final plat shall be prepared by an Arizona registered surveyor **or registered civil engineer** on a sheet suitable for recording, or on polyester or linen or a copy reproduced on polyester by a photographic silver imaging process or other method that assures archival quality. Required signatures shall be original signature, not copies, and shall include provisions for signatures by the City Planning Director and City Engineer. The plat must be 24" x 36" or other size as required by the Yuma County Recorder. All drawing, printing, and signatures shall be directly applied to the sheet to be recorded. The use of nonpermanent inks, press-on adhesive letters, films, or tapes is prohibited. The plat shall further include items specified in §§ 153-47. One AutoCAD file of the plat that conforms to the City of Yuma CADD standards shall be submitted electronically.

#### § 153-19 Procedure for Approval of a Ten Lot Subdivision.

(A) A division of land into ten or fewer parts may be processed as a subdivision which does not require the need for a preliminary plat approval. A ten lot or less subdivision shall follow the final plat review process as specified in § 153-46 and will be subject to approval by **the Department of Community Development City Council**.

(B) In accordance with state statute, A.R.S. § 9-463.01, the City Engineer may waive or reduce infrastructure standards or requirements except for improved dust-controlled access and minimum drainage improvements.

#### § 153-20 Optional Commercial and Industrial Master Plat Process.

(A) *Purpose.* The commercial or industrial subdivision master plat process establishes an optional procedure within the city's subdivision plat process for subsequent divisions of a commercial or industrial master plat into smaller lots or tracts. A commercial or industrial master plat shall comply with all applicable city, state and federal development standards in effect at the time of development and the plat shall comply with the purpose and intent of the city's subdivision regulations.

(B) This procedure can only be followed if:

- (1) The commercial or industrial subdivision master plat has completed preliminary and final plat approval per Chapter 153 of the City of Yuma Code of Ordinances;
- (2) No further right-of-way dedication, utility extension or other off-site public improvement is involved;
- (3) Infrastructure, grading, and all site remediation and improvements are completed prior to the division of the master plat into subsequent lots or tracts.

(C) Subsequent divisions of the master plat shall be processed in accordance with the procedures specified within § 153-18 Procedure for Approval of Lot Split. Minimum lot size is determined by the requirements of the zoning district.

#### § 153-21 Filing Fee.

Each subdivision as defined herein shall be accompanied by a completed application form as provided by the City of Yuma Community Planning Division, and a nonreturnable filing fee in accordance with the fee schedule adopted by City of Yuma Ordinance No. 1943, and successors.

### Preliminary Plat

#### §153-30 Purpose and Intent

The preliminary plat is intended to precede the final subdivision plat. Its purpose is to show all facts needed to enable ~~the Planning and Zoning Commission~~ and the administrative staff of the city to determine whether the proposed layout of the subject land and the proposed public improvements are in the public interest. All required engineering and surveying work must be performed by or under the supervision of a registered engineer or surveyor registered in accordance with the provisions of the Arizona State Board of Registration for Professional Engineers and Land Surveyors. The following graphic and plat descriptive items are required to be shown on a preliminary plat.

#### § 153-31 Preliminary Plat and Plans Submittal Requirements.

(A) *Preliminary plat information:*

- (1) Plat scale: 1 inch equals 10, 20, 30, 40, 50, 60, or 100 feet shown on the plat;
- (2) Plat may be submitted on several sheets and accompanied by an index sheet showing entire subdivision;

- (3) Subdivision name, names and addresses of owner and developer;
- (4) Location by section, township, range, county, state;
- (5) Plat signed and sealed by a registered land surveyor;
- (6) North arrow;
- (7) Subdivision boundary shown as a heavy, dark, solid line with accurate distances and bearings to primary control points;
- (8) Location, width and status (i.e., fee title, easement, county declaration, etc.) of all streets, alleys and other rights-of-way within and adjacent to the plat;
- (9) Names of streets within (existing and proposed) and 150 feet outside of the plat boundaries;
- (10) Bearings and distances to the nearest established section, or patent corners or other official monuments;
- (11) Federal Emergency Management Agency flood zone designations shall be clearly indicated or noted on the plat;
- (12) Lengths of all arc radii;
- (13) All existing easements or rights-of-way provided for public services or utilities, canals, or drainage ditches including purposes and any limitations of such easements. Also show and identify all other geophysical features within and 150 feet outside the plat boundaries;
- (14) Proposed easements for right-of-way provided for public services or utilities, including purposes and any limitations of such easements;
- (15) Lot lines (existing and proposed) with dimensions to the nearest foot and bearings;
- (16) Building setback lines, shown graphically along all streets with dimensions;
- (17) Square footage or acreage of each resulting lot;
- (18) All access points (vehicular and pedestrian) located within 150 feet of the proposed subdivision including their location, name, width, title status (i.e., easement, fee title) and recording information, if applicable;
- (19) Names and property lines of adjacent subdivision lots, and unsubdivided lands, shown with lightly dashed lines. Unsubdivided lands shall have reference to Yuma County Assessor's Parcel Numbers. Note locations and uses of all parcels or lots with non-residential uses;
- (20) Accurate description of all monument or marker locations used on the plat;
- (21) Accurate outlines of any areas being dedicated for public use with purposes indicated thereon and any area reserved by deed covenant for common use by all property owners in the subdivision, including private streets, if any;
- (22) Retention designations and volumes as required, if applicable. Deed restrictions to be recorded on subdivision plat with identified stormwater storage requirements;
- (23) Clearly identify or note zoning district boundaries and designations on the property and within 150 feet outside the plat boundary;
- (24) Draft restrictive covenants applying to lots in the subdivision;
- (25) Show USPS approved cluster box unit mailbox locations.
  - (a) Coordinate with the USPS for locations of cluster box unit mailboxes,

- (b) Provide easement(s) and/or fee title dedication to the City of Yuma on the plat for the location(s) of the cluster box unit mailboxes,
- (c) The cluster box unit mailboxes and supporting structures shall be located so that they do not create a traffic hazard, sight hinderence or other safety hazard per the American Association of State Highway and Transportation Officials' (AASHTO's) "Intersection Sight Distance" methodology, as presented in the most current revision adopted by the State of Arizona of "A Policy on Geometric Design of Highways and Streets".

(26) Two full street access points shall be shown for the proposed development. Where such access cannot be provided due to existing development or land-locked property, provisions may be added to conditions for subdivision approval, which improve accessibility or reduce fire hazards through ~~sprinklered structures and/or~~ other solutions.

### Final Plat

#### § 153-45 Preparation and Recording of Plat Required.

A subdivision final plat is the official recordable plat. All required engineering and surveying work must be performed by or under the supervision of a professional engineer and land subdividing and property pin setting by or under the supervision of a land surveyor, registered in accordance with the provisions of the State of Arizona State Board of Technical Registration. The final plat must bear the seal, signature and date of said professional engineer or surveyor.

#### § 153-46 Final Plat Process.

(A) The final plat shall be prepared as specified in §§ 153-47 and 153-50 and shall conform substantially to the preliminary plat as approved. If desired by the applicant, the plat may be approved and recorded in phases. Each phase is required to conform to all city requirements and conditions of approval of the preliminary plat.

(B) The final plat shall be submitted to the Department of ~~Planning and Neighborhood Services~~ **Community Development** within three years of the approval date of the preliminary plat; otherwise, such preliminary plat shall automatically expire and be null and void. ~~An extension of time applied for prior to the expiration date of a preliminary plat and granted by the Planning and Zoning Commission shall extend such deadline.~~

(C) Three complete sets the final plat or one electronic copy, and other supplementary material required for review, shall be submitted to the Department of ~~Planning and Neighborhood Services~~ **Community Development**. Other final plat supplementary materials shall include:

- (1) Completed application form and staff notes from pre-development meeting;
- (2) Filing fee;
- (3) Environmental transaction screen or equivalent documentation (two copies or an electronic copy);
- (4) Engineer's construction cost assessment for determining assurances;
- (5) One AutoCAD file of the plat that conforms to the City of Yuma CADD standards shall be submitted electronically.

~~(D) If the Department of Planning and Neighborhood Services determines that all conditions of~~

~~approval and city codes are satisfied, then the Department of Planning and Neighborhood Services will forward the final plat to the City Council for consideration based on the final plat application deadline schedule.~~

§ 153-47 Final Plat Submittal Requirements.

(A) *Final plat information:*

- (1) Final scale to be shown on plat: 1 inch equals 10, 20, 30, 40, 50, 60, or 100 feet;
- (2) Plat may be submitted on several sheets and accompanied by an index sheet showing entire subdivision;
- (3) Subdivision name, and unit number, if any;
- (4) Names and addresses of owner and developer; location by section, township, range, county and state;
- (5) Professional land surveyor's certification;
- (6) North arrow;
- (7) Signature lines and dates on plat for: City Department of Community Development, City of Yuma Engineer, Acceptance by Mayor, City Clerk or designee, Health Department where applicable; owner(s) signed and notarized approval of plat and dedications of streets, alleys, easements, and any other public areas;
- (8) Subdivision boundary with accurate distances and bearings to primary control points;
- (9) Location and width of all streets, crosswalks, alleys and other rights-of-way within the plat;
- (10) Names of streets within and adjacent to the plat boundaries as defined in approved preliminary plat;
- (11) Bearings and distances to the nearest established section or patent corners or other official monuments;
- (12) Lengths of all arcs, radii, internal angles, tangent lengths and radial bearings, if necessary;
- (13) All existing easements for right-of-way provided for public services or utilities, including purposes and any limitations of such easements;
- (14) Proposed easements for right-of-way provided for public services or utilities, including purposes and limitations of such easements;
- (15) Sequentially-numbered lots with accurate dimensions in feet, to the nearest hundredth and bearings and angles for applicable lot lines;
- (16) Accurate description of all monument or marker locations used on the plat;
- (17) Accurate outlines of any areas being dedicated for public use with purposes indicated thereon and any area reserved by deed covenant for common use by all property owners in subdivision, including private streets, if any;
- (18) Square footage or acreage of each resulting lot;
- (19) Building setback lines, shown graphically along all streets with dimensions;
- (20) Stormwater retention designations and volumes as required for lots within the subdivision, if applicable (deed restrictions to be recorded on lots with identified

stormwater volume storage requirements);

(21) Any restrictive covenants applying to lots in the subdivision (signed by the owner(s)) and printed on subdivision plat or recorded in the Office of the Recorder;

(22) Show easement(s) for USPS approved cluster box units; monuments or markers shall be located and in place prior to final approval;

(a) The cluster box unit mailboxes must meet the specifications of the United States Postal Service (USPS) with the inscription "US Mail" and "Approved by the Postmaster General" plainly legible and be approved by the local postmaster prior to installation.

(23) Monuments or markers shall be located and in place prior to final plat acceptance of the subdivision of the city.

(24) One full street access and a second access (permanent or temporary) including subdivision improvement plans for each phase of the development shall be shown having accessible routes for emergency access personnel and equipment, subject to the approval of the Fire Marshal. Where such access cannot be provided due to existing development or land-locked property, the ~~Planning and Zoning Commission may recommend conditions for subdivision approval,~~ **proposal shall be subject to review by the Fire Marshal, which may include measures to improve accessibility or reduce fire hazards through sprinklered structures.**

(B) *Final plat boundary and topographic survey map information:*

(1) Scale: 1 inch equals 10, 20, 30, 40, 50, 60, or 100 feet shown on plat;

(2) Title block including the following information: Subdivision name and unit number, if any;

(3) Name and address of registered land surveyor;

(4) Subdivision boundary with accurate distances and bearings to primary control points;

(5) Location and width of all streets, crosswalks, alleys and other rights-of-way within and adjoining the plat;

(6) Names of streets within and adjacent to the plat boundaries as defined in the approved preliminary plat;

(7) Bearings and distances to the nearest established section or patent corners or other official monuments (street lines or political subdivision boundaries);

(8) Lengths of all arcs, radii, internal angles, tangent lengths and radial bearings, if necessary;

(9) All easements, restrictive covenants and right-of-way provided for public services or utilities, including purposes and any limitations of such easements;

(10) Accurate description of all monument or marker and benchmark locations used on the plat.

(C) *Final plat grading, paving and drainage plan map information:*

(1) Scale: 1 inch equals 10, 20, 30, 40, 50, 60, or 100 feet shown on plat;

(2) Title block including the following information: Subdivision name and unit number, if any, and professional engineer preparing map information including address and phone;

(3) Subdivision boundary;

(4) Location and width of all streets, crosswalks, alleys and other rights-of-way within and adjoining the plat;

- (5) Names of streets within and adjacent to the plat boundaries as defined in the approved preliminary plat;
- (6) All easements for right-of-way provided for public services or utilities, including purposes and any limitations of such easements;
- (7) Accurate description of all monument or marker and benchmark locations used on the plat;
- (8) Monuments or markers to be constructed in accordance with the City of Yuma standard specifications and/or other specifications;
- (9) Applicable lot lines with accurate dimensions; onsite stormwater retention designations;
- (10) Boundary and topographic survey information;
- (11) Street plans with grades and details;
- (12) Drainage plans and profiles with grades and details;
- (13) Street lighting locations and details where necessary.

*(D) Final plat water, sewer, utility and landscaping plan information:*

- (1) Scale: 1 inch equals 10, 20, 30, 40, 50, 60, or 100 feet shown on plat;
- (2) Title block including the following information: Subdivision name and unit number, if any, and professional engineer preparing map information including address and phone;
- (3) Subdivision boundary;
- (4) Names of streets within and adjacent to the plat boundaries as defined in the approved preliminary plat;
- (5) All existing easements for right-of-way provided for public services or utilities, including purposes and any limitations of such easements;
- (6) Applicable lot lines with accurate dimensions;
- (7) Accurate outlines of any areas being dedicated for public use with purposes indicated thereon and any area reserved by deed covenant for common use by all property owners in subdivision, including private streets, if any;
- (8) Monuments or markers to be constructed in accordance with City of Yuma standard specifications and/or other specifications;
- (9) Boundary and topographic survey information including benchmarks;
- (10) Water plans and details;
- (11) Sewer plans and details;
- (12) On-site stormwater retention designations
- (13) Public utilities, including telephone, cable television, electricity or other public utilities and details where necessary
- (14) Landscaping plans including systems for retention and/or detention areas/recreation areas or parks - total linear footage of irrigation lines for landscaping shall be provided by location;
- (15) Lighting locations and details where necessary.

§ 153-50 Final Plat Materials and Documents Required.

Upon approval of the final plat by the ~~City Council~~ **Department of Community Development**, the following materials shall be provided to the Department of ~~Planning and Neighborhood Services~~ **Community Planning** prior to recordation of the plat:

(A) One reproducible (i.e., mylar) copy of the final plat, with proper signatures to be retained by the County Recorder's Office. Digital copies of the recorded final plat will be distributed to the City of Yuma Department of Planning and Neighborhood Services and the applicant. One AutoCAD file of the plat that conforms to the City of Yuma CADD standards shall be submitted electronically.

(B) Prior to construction, a digital copy of the complete subdivision improvements plans, including street plan and profiles, water, sewer, stormwater drainage and alley improvements shall be submitted to City Engineering.

#### § 153-51 Assurance of Completion.

Prior to recordation of a final plat, the applicant shall either construct or install required improvements and repair existing streets and other public facilities damaged in the development of the property or execute and file with the Department of ~~Planning and Neighborhood Services~~ **Community Development** an agreement between the applicant and the city. Said agreement shall specify the period within which required improvements and repairs shall be completed and, if the work is not completed within the period specified, it shall provide the city with the ability to complete the work and recover the full cost and expense of all improvements, together with all court costs and attorney fees necessary to collect said amounts from the applicant.

(A) The applicant shall file with the agreement, to assure full and faithful performance thereof, one of the following:

- (1) A surety bond executed by a surety company authorized to transact business in the State of Arizona.
- (2) A personal bond co-signed by at least one additional person together with evidence of financial responsibility and resources of those signing the bond sufficient to provide reasonable assurance of ability to proceed in accordance with the agreement.
- (3) Cash deposit, including certificates of deposit.
- (4) Letter of credit.

(B) Such assurance of full and faithful performance shall be in a form approved by the City Attorney and shall be for a sum approved by the City Engineer as sufficient to cover the cost of the improvements and repairs and related engineering and incidental expenses. The amount shall be based on a construction estimate of the work to be completed, prepared by a registered engineer and shall be a minimum of 100% of the uncompleted construction estimate, concurred to by the City Engineer.

(C) If the applicant fails to carry out the provisions of the agreement, without the written concurrence of the City Engineer and the City Engineer determines that the city will incur costs or expenses to complete these provisions, the City Engineer shall call on the assurance monies and deposit those monies in an account specifically set aside for completion of the requirements. If the amount of the assurance monies, called on by the City Engineer, exceeds the costs and expenses incurred by the city for completion of the required improvements, the City Engineer shall refund the remainder. If the amount of the assurance monies, called on by the City Engineer, proves to be insufficient to satisfy the costs and expenses incurred by the city, the applicant shall be liable to the city to satisfy the full amount of the shortfall, upon demand by the city. Ten percent of the required assurance amount shall be retained pending the city's full acceptance of subdivision improvements by the City Engineer. Release of assurances shall be based on the amount of work remaining to be completed. The city will provide written notification of the subdivision improvements acceptance and

cause the release of assurances.

## Required Improvements

### § 153-60 Improvements Responsibility of Subdivider; Compliance with Standards.

All public improvements shown on the preliminary plan, and any additional improvements that may be required by the ~~Planning Commission~~ **Department of Community Development** as a condition for approval of the final plat, shall be the responsibility of the subdivider. All improvements constructed shall meet the City of Yuma standard specifications, as adopted or amended.

### § 153-61 Streets and Drainage.

(A) *Access.* Any land hereinafter subdivided shall have frontage on an existing dedicated and improved street, road, or highway. Where such proposed subdivision does not meet this condition, it shall be the responsibility of the subdivider to provide access by means of a dedicated and improved street or road.

(B) *Grading.* All streets and alleys within the limits of the subdivision shall be graded full width of the dedicated right-of-way, and all roadways shall be improved to meet the City of Yuma standard specifications, as adopted or amended.

(C) *Drainage.* Any land which is considered to be excessively irregular shall be provided with proper drainage. Where surface drainage is adequate, all appurtenant structures such as combination curb and gutter, driveway and alley entrances, valley gutters, culverts, and the like, will be constructed. Where subsurface drainage is required, all manholes, inlets, or connections to existing systems shall be required. This work shall be done prior to any street surfacing.

(D) *Sidewalks.* Sidewalks of such width and type as required by the City of Yuma standard specifications, as adopted or amended, shall be constructed on both sides of all streets within the subdivision, and in all crosswalkways.

### § 153-62 Utilities.

(A) *Sewer.* Sewer lines shall be installed to serve all lots within the subdivision in accordance with minimum standards of the city. Where sewer service is not available, a system for disposal of sewerage shall be installed in accordance with minimum requirements of the City-County Health Department. Plans for disposal systems and sanitary sewers shall be approved by the Arizona State Board of Health.

(B) *Water.* Water mains shall be installed to serve all lots within the subdivision, or certified evidence shall be submitted by the subdivider that potable water is available in sufficient quantity.

(C) *Electricity.* Certification from the local electric power company, that electrical service is available and will be provided, shall be submitted by the subdivider. Location of power distribution poles and street light standards shall be indicated on preliminary plat.

(D) *Fire hydrants.* Fire hydrants shall be installed in accordance with requirements of the City Engineer, City of Yuma Fire Department, and the recommendations of the Board of Fire Underwriters.

(E) *Street Lighting.*

(1) Street lighting shall be installed in accordance with city standards along all streets within the subdivision and along perimeter streets developed in conjunction with the subdivision. Where all utilities are proposed to be underground, underground street light circuits shall also be provided. The pole, lamp, luminaries and bracket and underground circuits shall be provided by the developer.

(2) Upon acceptance of the street lighting improvements by the city, the monthly street lighting charges shall be paid by the city. The street lighting improvements shall be maintained by the city.

(F) *Street name signs.* Signs shall be placed at all street intersections. Specifications for design, construction, location and installation shall be in accordance with City of Yuma standard specifications, as adopted or amended.

(G) *Utility connections.* Where practicable, no utilities shall be installed under any streets except where access lines are required from one area to another.

(H) *Mailboxes.* USPS-approved cluster box unit mailboxes shall be installed by the developer in the location(s) approved by the USPS and identified on the final plat. For residential developments, mailbox units must be installed prior to the final inspection of the first dwelling unit (not including the model homes). The responsibility of maintenance, replacement and repairs of the cluster box unit mailboxes is that of the home owners after initial installation by the developer.

#### § 153-63 Schedule of Installation.

(A) The improvements required to be made under these regulations shall be installed in compliance with schedules agreed upon during approval of preliminary plan.

(B) Installation of all improvements shall be done under supervision of the City Engineer or under the supervision of the offices of the city having jurisdiction.

### Administration and Enforcement

#### § 153-75 Administration by City Planning Department.

The provisions of this chapter shall be administered by the Department of ~~Planning and Neighborhood Services~~ **Community Development**, and appeals from any decision of the ~~Planning and Zoning Commission~~ **Department of Community Development** shall go to **are appealable to** the City Council. ~~Notice of the appeal shall be given to said Planning and Zoning Commission 30 days preceding any meeting held by the City Council pertaining to said appeal.~~

#### § 153-76 Variances.

Where the ~~Planning Commission~~ **Community Development Director, or authorized deputy** finds that hardships may result from strict compliance with any of these regulations, it may vary the regulations so that substantial justice may be done and the public interest secured; provided that such variation will not have the effect of nullifying the intent and purpose of the Master Plan or of these regulations.

#### § 153-77 Large Scale Development.

The standards and requirements of these regulations may be modified in the case of a plan and program for complete community or a neighborhood unit, which in the judgment of the Planning Department and the City Engineer, provides adequate public spaces and improvements for the circulation, recreation, light, air, and

service needs of the tract when fully developed and populated, and which also provides such covenants or other legal provisions as will assure conformity to, and achievement of, the plan.

§ 153-78 Sale of Lots by Metes and Bounds Description.

The sale of property to be used as lots, plots, or building sites in subdivisions only by a metes and bounds description shall be presumed to be an attempt to evade the provisions of this ordinance, and such an instrument shall not be eligible for filing and recording in the office of the County Recorder.

§ 153-79 Issuance of Building Permits.

No building permit shall be issued for the erection of any building on any property other than on a lot of record prior to adoption of these regulations or a resubdivided lot in a duly approved and recorded subdivision without approval of the ~~City Planning Commission~~ **Department of Community Development**.

SECTION 2: Yuma City Code, Title 15, Chapter 154, Article 2, Section 1, Planning and Zoning Commission, Subsections A, B, and C, be amended to insert the bolded text and delete the strike through text:

§ 154-02.01 Planning and Zoning Commission.

(A) Created. A City Planning and Zoning Commission is hereby established.

- (1) Charter reference. Power to regulate land use for the public benefit, see Charter Art. III, § 12 and to engage in intergovernmental agreements, see Charter Art. III, § 13.
- (2) Statutory reference. Municipal planning, see A.R.S. §§ 9-461 et seq. and open space preservation, see A.R.S. §§ 9-464 et seq.

(B) Responsibilities. The Planning and Zoning Commission shall be responsible for:

- (1) Identifying and evaluating the unique factors influencing the character and location of development within the City;
- (2) Recommending to the City Council desirable standards for guiding the development and rehabilitation of various sections of the community; and,
- (3) Recommending to the City Council standards for adequate public services and facilities throughout the City.

(C) Duties. The City Planning and Zoning Commission shall:

- (1) Review long term City planning documents and recommend to the City Council that the City adopt or amend the City Council approved General Plan;
- ~~(2) Recommend to the City Council subdivision platting rules and regulations and amendments thereto;~~
- ~~(3)~~**(2)** Recommend to the City Council the adoption or amendment of zoning regulations consistent with the General Plan;
- ~~(4)~~**(3)** Recommend to the City Council an official zoning map of the City and amendments thereto consistent with the General Plan; and,
- ~~(5)~~**(4)** Review and evaluate proposed redevelopment plans for conformity with the General Plan and recommend to the City Council adoption of redevelopment plans consistent with the General Plan.

SECTION 3: Yuma City Code, Title 15, Chapter 154, Article 3, Section 1 Citizen Review Process be amended to insert the bolded text and delete the strike through text::

§ 154-03.01 Citizen Review Process

(A) Purpose. To provide appropriate information to adjacent land owners and other potentially affected citizens of requested zoning map amendments, conditional use permits, specific plans and ~~subdivisions of land~~ and allow opportunities to express any issues or concerns that they may have with the proposal before the public hearing.

(B) Notification. All notifications sent pursuant to § 154-03.02 shall include:

- (1) The substance and location of the proposal;
- (2) The purpose or intent of the proposal;
- (3) Contact information for the staff and the applicant, or his or her agent, which may include telephone numbers, mailing and e-mail addresses; and
- (4) Meeting dates and locations of neighborhood meetings, if deemed appropriate.

(C) Neighborhood meetings. Following application for zoning map amendment, conditional use permit, **or specific plan** ~~or preliminary subdivision of land~~, a neighborhood meeting or other public input opportunity may be required. City staff will establish the process and procedures for the neighborhood meetings. Failure by the applicant to participate in the neighborhood meeting, will delay the development review process for the subject application.

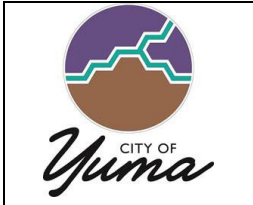
**ATTACHMENT B  
AGENCY NOTIFICATION**

- Legal Ad Published: The Sun 10/03/25
- 34 Commenting/Reviewing Agencies noticed: 09/08/25
- Neighborhood Meeting: N/A
- Hearing Date: 10/27/25
- Comments due: 09/22/25

<b>External List (Comments)</b>	<b>Response Received</b>	<b>Date Received</b>	<b>“No Comment”</b>	<b>Written Comments</b>	<b>Comments Attached</b>
Yuma County Airport Authority	NR				
Yuma County Engineering	NR				
Yuma County Public Works	NR				
Yuma County Water Users' Assoc.	YES	09/15/25	X		
Yuma County Planning & Zoning	YES	09/15/25	X		
Yuma County Assessor	NR				
Arizona Public Service	NR				
Time Warner Cable	NR				
Southwest Gas	NR				
Qwest Communications	NR				
Bureau of Land Management	NR				
YUHS District #70	NR				
Yuma Elem. School District #1	NR				
Crane School District #13	NR				
A.D.O.T.	NR				
Yuma Irrigation District	NR				
Arizona Game and Fish	NR				
United States Postal Service	NR				
Yuma Metropolitan Planning Org.	NR				
El Paso Natural Gas Co.	NR				
Western Area Power Administration	YES	09/15/25	X		
<b>City of Yuma Internal List (Conditions)</b>	<b>Response Received</b>	<b>Date Received</b>	<b>“No Conditions”</b>	<b>Written Conditions</b>	<b>Comments Attached</b>
Police	NR				
Parks & Recreation	NR				
Development Engineering	NR				
Fire	YES	09/15/25	X		
Building Safety	NR				
City Engineer	NR				
Traffic Engineer	NR				
MCAS / C P & L Office	YES	10/2/25	X		
Utilities	NR				
Public Works	NR				
Streets	NR				

<b>Neighborhood Meeting</b>	<b>Comments Available</b>
None Required	N/A

**PUBLIC COMMENTS RECEIVED: NONE**



**STAFF REPORT TO THE PLANNING AND ZONING COMMISSION  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
COMMUNITY PLANNING DIVISION  
CASE TYPE – TEXT AMENDMENT  
CASE PLANNER: JENNIFER L. ALBERS**

**Hearing Date**     October 27, 2025

**Case Number:**     ZONE-44497-2025

**Project Description:**     This is a request by the City of Yuma for a Zoning Code Text Amendment to amend Title 15, Chapter 154 to authorize administrative personnel to review and approve design review, and to add rules and regulations regarding the voice or video appearance by a Design and Historic Review Commissioner.

**Staff recommendation:**     Staff recommends **APPROVAL** of the text amendment to authorize administrative personnel to review and approve design review, and to add rules and regulations regarding the voice or video appearance by a Design and Historic Review Commissioner.

**Suggested Motion:**     Move to **APPROVE** the text amendment ZONE-44497-2015 as presented in the staff report.

**Effect of the Approval:**     By approving the text amendment, the Planning and Zoning Commission is recommending approval to City Council for the request to authorize administrative personnel to review and approve design review, and to add rules and regulations regarding the voice or video appearance by a Design and Historic Review Commissioner.

**Staff Analysis:**     The purpose of this text amendment is twofold: first, to align the City of Yuma zoning code with recent State of Arizona statute changes for the administrative review and approval of design review applications, and second, allow members of the Design and Historic Review Commission to participate telephonically at meetings, similar to members of the Planning and Zoning Commission.

House Bill 2447, approved by the legislature and signed by the Governor on March 31, 2025, requires by ordinance that cities and towns authorize administrative personnel to review and approve design review plans based on objective standards without a public hearing. Currently for the City of Yuma, design review and approval is under the authority of the Design and Historic Review Commission for projects located within the Aesthetic Overlay District, Historic Overlay District and the Old Town Zoning District.

As required by House Bill 2447, the proposed text amendment removes the review authority for design review within the Aesthetic Overlay District from the Design and Historic Review Commission and places that authority with the Zoning Administrator. The role of the Zoning Administrator is completed by the Director of Community Development or their designee.

The Design and Historic Review Commission will still have a role in design review as the Commission will be the appeal body for decisions by the Zoning Administrator regarding design review within the Aesthetic Overlay District.

This text amendment only applies to projects located within the Aesthetic Overlay District. Under Arizona Revised Statutes Title 9 Section 462.01.10, cities have the ability to establish districts of historical significance and require special permission be obtained prior to any development for any structures and sites. The Historic Overlay District and the Old Town Zoning District have been established specifically to preserve historic places and structures.

The second part of this text amendment adds the ability of members of the Design and Historic Review Commission to participate in meetings telephonically, similar to members of the Planning and Zoning Commission. This option is allowed by individual Commissioners only twice per calendar year and is only allowed for meetings that are held at the Yuma City Hall.

**1. Does the proposed amendment implement the goals, objectives and policies of the General Plan?**

Yes The City of Yuma 2022 General Plan reflects the Visions and Strategic Plan of the City Council for the City. This text amendment supports a Strategic Outcome to be Respected and Responsible as a trusted steward of City Resources and to be relied upon to provide premier services and regional leadership.

**2. Does the proposed amendment fit the overall purpose and intent of the zoning ordinance?**

Yes This amendment supports the Zoning ordinance and brings the text into alignment with State statute.

**3. Will the proposed amendment change the range of uses identified in the zoning code? If so, how?**

No

**4. Will the proposed text amendment change the development standards of the zoning or subdivision ordinances? If so, how?**

No

**5. What are the potential impacts of the proposed amendment?**

There are no potential negative impacts identified with the proposed text amendment.

**6. Does the proposed amendment fit the overall purpose and intent of the subdivision ordinance?**

N/A

**7. Does the proposed amendment conform to prior City Council actions regarding this issue?**

No This amendment supports City Council's commitment to provide premier services to the Yuma community.

**External Agency Comments:** None Received.

**Neighborhood Meeting Comments:** No Meeting Required.

**Attachments:**

<b>A</b>	<b>B</b>
Draft Text	Agency Notification

**Reviewed By:** *Jennifer L. Albers*  
Jennifer L. Albers  
Assistant Director of Planning

**Date:** 9/23/25

**Approved By:** *Alyssa Linville*  
Alyssa Linville  
Director, Planning and Neighborhood Services

**Date:** 10/16/25

**ATTACHMENT A**  
**DRAFT TEXT**

SECTION 1: Yuma City Code, Title 15, Chapter 154, Article 2, Section 3 Zoning Administrator be amended to insert the bolded text:

§ 154-02.03 Zoning Administrator.

(A) *Establishment.* Pursuant to A.R.S. § 9-462.05 the Planning Director, also known as Director of Planning, or an authorized deputy acting under his or her direction, shall be the Zoning Administrator.

(B) *Duties.* The Zoning Administrator, or his or her authorized deputy shall be charged with responsibility for enforcement of the zoning ordinance:

(1) Supply information about, and provide interpretations of, this chapter to the public, city departments and other agencies;

(2) Provide advice and assistance to all applicants for zoning actions;

(3) Accomplish all administrative actions required by this chapter; including receiving applications, giving notice of hearings, preparation of reports and processing appeals, **completing design review and approval;**

(4) Enforce the provisions of this chapter pertaining to the erection, construction, moving, reconstruction, conversion, alteration or addition to any building or structure and the use of any land, building or premise;

(5) Inspect buildings, structures and lands as may be necessary or desirable for enforcement of this chapter;

(6) Determine other permitted uses consistent with the purpose of each Zoning District; and

(7) Notwithstanding the procedures set forth in § 154-03.04(D)(1)(a) through (D)(1)(c) for consideration of a variance application, the Zoning Administrator may approve a deviation in development standards and/or dimensional criteria upon the making of the findings required in § 154-03.04(D)(1)(a) through (D)(1)(d), when the following conditions are satisfied:

(a) The application requests a deviation from code not exceeding a 10% reduction or increase of a development standard and/or dimension required by the zoning code; and

(b) The Zoning Administrator determines that the request complies with the four findings of fact required by § 154-03.04(D)(1)(a) through (D)(1)(d).

SECTION 2: Yuma City Code, Title 15, Chapter 154, Article 2, Section 4 Design and Historic Review Commission (DHRC), Subsection (D), be amended to insert the bolded text and delete the strike through text:

(D) *Duties.* The Commission's duties are outlined as follows:

(1) To promote the educational, cultural, economic and general welfare of the community and to ensure the harmonious growth and development of the municipality by encouraging the preservation of historic places and structures, and advancing aesthetic and functionally well-designed projects;

(2) To designate sites and districts of historical significances;

(3) To provide regulatory oversight regarding exterior modifications to all historic structures or sites that are listed or eligible for listing on the National Register of Historic Places and have received the city's Historic (H) District Zoning Overlay, as well as projects within the Aesthetic Overlay District;

(4) ~~To review all project design plans within an Aesthetic Overlay District. Such plans shall be reviewed for compliance with the Aesthetic Overlay Design Guidelines;~~ **Hear and decide appeals of the City Zoning Administrator's decisions on project design plans within the Aesthetic Overlay District;**

(5) To provide regulatory oversight regarding the exterior appearance of any structure (new construction, renovation or alteration) within a recognized Historic District ~~or within the Aesthetic Overlay~~ and areas with specific design requirements;

(6) The Commission shall decide whether a permit should be issued for any demolition, removal, exterior renovation, addition or any other exterior alteration of any historic structure, historic site or any property located within an historic district. The Commission's review of applications for new construction shall be limited to building size, scale, exterior elevation, design, color and appearance, to ensure compatibility with the historic character of the property, neighborhood or environment. When the local Commission governing the historic district denies an application or request, the applicant may not legally proceed with any exterior work, including demolishing or moving a structure, unless the Commission's decision is appealed and is set aside or modified by a superior authority;

~~— (7) Review and approval of all private and commercially oriented development of lands located within the RO Zoning District;~~

~~— (8) Review and approval of all exterior lighting in the Bed and Breakfast Overlay District;~~

(7) ~~(9)~~ Hear and decide appeals of the City Zoning Administrator's decisions on signage and building requirements within the Historic Park Zoning District; and

(8) ~~(10)~~ The Commission shall keep the Mayor and Council apprised in all matters concerning historic sites and districts. In this regard it:

(a) May recommend to the Mayor and Council acquisition by the city of structures or easements for maintenance or repair of structures for their preservation where private preservation is not feasible; and

(b) May initiate and conduct detailed studies and surveys of buildings, in conjunction with the Rio Colorado Chapter of the Arizona Historical Society and interested others, the intention of assessing potential of such buildings, structures or areas for designation as historic sites or districts.

SECTION 3: Yuma City Code, Title 15, Chapter 154, Article 3, Section 8 Design Review Procedure, Subsections (A) and (B) be amended to insert the bolded text and delete the strike through text:

(A) *Submittal and approval.* The project design plan, for any project within an Aesthetic Overlay District, shall be submitted and approved by the ~~Design and Historic Review Commission (DHRC)~~ **Zoning Administrator** prior to the issuance of any construction or development permits.

(B) *Fee.* The project design plan shall be accompanied by the appropriate fee and shall provide adequate information for the ~~Design and Historic Review Commission (DHRC)~~ **Zoning Administrator** to determine whether the proposed project will meet the ordinance requirements of the district.

SECTION 4: That the Yuma City Code, Title 15, Chapter 154, Article 13, Section 1 Recreation and Open Space District (RO), Subsection (E) be amended to delete the strike through text:

~~— (12) All private and commercially oriented development of lands located within the RO Zoning District shall be subject to the review and approval of the Design and Historic Review Commission (DHRC).~~

SECTION 5: Yuma City Code, Title 15, Chapter 154, Article 14, Section 1 Aesthetic Overlay District (AO), Subsection (C) be amended to insert the bolded text and delete the strike through text:

(C) *Design review procedure.* The project design plan shall be submitted and approved by the ~~Design and Historic Review Commission (DHRC)~~ **Zoning Administrator** prior to the issuance of any construction or development permits (see § 154-03.08).

SECTION 6: Yuma City Code, Title 15, Chapter 154, Article 14, Section 1 Aesthetic Overlay District (AO), Subsection (F) be amended to insert the bolded text and delete the strike through text:

(F) *Building permits based upon approved project design.* Within one year of approval of a project design by the ~~Design and Historic Review Commission (DHRC)~~ **Zoning Administrator**, a building permit may be granted for a site based upon the project design approved by the ~~Design and Historic Review Commission (DHRC)~~ **Zoning Administrator**. If more than one year has elapsed since approval of the project

design for that location, such design plan shall be resubmitted to the ~~Design and Historic Review Commission (DHRC)~~ **Zoning Administrator** to accept or modify the design previously approved, prior to issuance of a building permit.

SECTION 7: Yuma City Code, Title 15, Chapter 154, Article 14, Section 1 Aesthetic Overlay District (AO), Subsection (G) be amended to insert the bolded text and delete the strike through text:

(G) *Amendments to approved project design.* Any substantial amendment or modification to an approved project design shall be reviewed by the ~~Design and Historic Review Commission (DHRC)~~ **Zoning Administrator**.

SECTION 8: Yuma City Code, Title 15, Chapter 154, Article 14, Section 1 Aesthetic Overlay District (AO), Subsection (H) be amended to insert the bolded text and delete the strike through text:

(H) *Minor project design plan changes within the Aesthetic Overlay.*

(1) The Zoning Administrator, or his or her designee, shall have the authority to review modifications to an approved project design only for minor changes that do not substantially change the visual appearance of the project as **previously approved by the Design and Historic Review Commission.** ~~The Design and Historic Review Commission will be advised of any administrative decisions pursuant to this section.~~

SECTION 9: Yuma City Code, Title 15, Chapter 154, Article 14, Section 3 Bed and Breakfast Overlay District (BB), Subsection (B)(9) be amended to insert the bolded text and delete the strike through text:

(9) *Exterior lighting.* Any exterior lighting shall be residential in nature and character. Lighting shall be located so as to minimize off-site illumination and direct the light away from any public or private street right-of-way or from any residential district or use. All exterior lighting shall be approved by the ~~Design and Historic Review Commission (DHRC)~~ **Zoning Administrator**. Lighting shall be in accordance with Article 18 of this chapter of the City Code. No color lighting shall be permitted.

SECTION 10: Yuma City Code, Title 15, Chapter 154, Article 14, Section 9 Infill Overlay District (IO), Subsection (F) be amended to delete the strike through text:

(F) *Design review procedures.* Infill Overlay District development standards shall be incorporated into all project plans submitted to the city for which a building permit is required. The Zoning Administrator, or his or her designee, shall review all Infill Overlay District development standards incorporated in such project plans to ensure compliance with the intent and spirit of the district. Any property located within a Historic District ~~or Aesthetic Overlay District~~ will require review and approval by the Design and Historic Review Commission (DHRC) prior to the issuance of any construction or building permits.

SECTION 11: Yuma City Code, Title 15, Chapter 154, Article 19 Personal Wireless Communications, Section 3, Subsection (E) be amended to insert the bolded text and delete the strike through text:

(E) No personal wireless communication facilities are permitted on any building within an Aesthetic Overlay (AO) Designation unless such personal wireless communication facilities are approved through the ~~Design Review Commission~~ **Zoning Administrator**.

SECTION 12: Yuma City Code, Title 15, Chapter 154, Article 19 Personal Wireless Communications, Section 9, Subsection (G)(2) be amended to insert the bolded text and delete the strike through text:

(2) No personal wireless communication facilities are permitted on public highways facing any building within an Aesthetic Overlay (AO) Designation unless such personal wireless communication facilities are approved through the ~~Design and Historic Review Commission (DHRC)~~ **Zoning Administrator**.

SECTION 13: Yuma City Code, Title 15, Chapter 154, Article 2, Section 4 Design and Historic Review Commission (DHRC), be amended to insert the bolded text:

**(F) *Voice or video appearance.* A Design and Historic Review Commissioner shall have the opportunity to participate by voice or video during a regularly scheduled meeting subject to the following rules and regulations:**

**(1) Voice or video participation shall mean the participation of the Design and Historic Review Commissioner(s) at Design and Historic Review Commission meetings by voice or video technology where the Design and Historic Review Commissioner is not physically present at the Design and Historic Review Commission meeting.**

**(2) Voice or video participation shall only apply to Design and Historic Review Commission meetings held at Yuma City Hall, Yuma, Arizona.**

**(3) A Design and Historic Review Commissioner wishing to participate through voice or video technology shall contact the Director of Community Development regarding the need to participate from an off-site location. Notice shall be provided no later than two business days prior to the meeting to allow sufficient time to post the information on the agenda and to prepare the meeting room for such voice or video participation.**

**(4) No more than two Design and Historic Review Commissioners may participate by voice or video technology at any meeting. Unless approved by the Design and Historic Review Commission, no Commissioner may participate by video or voice technology more than twice in any calendar year.**

**(5) When a Design and Historic Review Commissioner is participating by using voice or video technology at a meeting:**

**(a) The meeting facilities shall be arranged to provide the capability of the public audience to be able to hear such participating Commissioner. Facilities shall also be provided whereby the participating Commissioner can hear any comments made by other members of the Design and Historic Review Commission, by City staff and by the audience in attendance at the meeting.**

**(b) Communications shall be initiated with the Commissioner prior to the beginning of the Design and Historic Review Commission meeting. The participating Commissioner will identify him or herself during roll call and state that he/she is attending the meeting through voice or video participation.**

**(6) The meeting agenda shall reflect that a Design and Historic Review Commissioner will be participating through voice or video technology and voting procedures will remain as required by the City of Yuma Code (§ 154-02.04).**

**ATTACHMENT B  
AGENCY NOTIFICATION**

- Legal Ad Published: The Sun 10/03/25
- 34 Commenting/Reviewing Agencies noticed: 09/08/25
- Neighborhood Meeting: N/A
- Hearing Date: 10/27/25
- Comments due: 09/22/25

<b>External List (Comments)</b>	<b>Response Received</b>	<b>Date Received</b>	<b>“No Comment”</b>	<b>Written Comments</b>	<b>Comments Attached</b>
Yuma County Airport Authority	Yes	9/8/25	X		
Yuma County Engineering	NR				
Yuma County Public Works	NR				
Yuma County Water Users’ Assoc.	Yes	9/9/25	X		
Yuma County Planning & Zoning	Yes	9/8/25	X		
Yuma County Assessor	NR				
Arizona Public Service	NR				
Time Warner Cable	NR				
Southwest Gas	NR				
Qwest Communications	NR				
Bureau of Land Management	NR				
YUHS District #70	NR				
Yuma Elem. School District #1	NR				
Crane School District #13	NR				
A.D.O.T.	NR				
Yuma Irrigation District	NR				
Arizona Game and Fish	NR				
United States Postal Service	NR				
Yuma Metropolitan Planning Org.	NR				
El Paso Natural Gas Co.	NR				
Western Area Power Administration	Yes	9/8/25	X		
<b>City of Yuma Internal List (Conditions)</b>	<b>Response Received</b>	<b>Date Received</b>	<b>“No Conditions”</b>	<b>Written Conditions</b>	<b>Comments Attached</b>
Police	NR				
Parks & Recreation	NR				
Development Engineering	NR				
Fire	Yes	9/8/25	X		
Building Safety	NR				
City Engineer	NR				
Traffic Engineer	NR				
MCAS / C P & L Office	Yes	9/18/25	X		
Utilities	NR				
Public Works	NR				
Streets	NR				

<b>Neighborhood Meeting</b>	<b>Comments Available</b>
None Required	N/A

**PUBLIC COMMENTS RECEIVED: NONE**