



**Chandler • Arizona**  
*Where Values Make The Difference*

# **Major Amendments to the General Plan**

## **Application Procedure and Submittal Requirements**

### **Important Note**

**Before filing an application for a General Plan Amendment, applicants must first schedule a meeting with a Planner to discuss the General Plan Amendment request. The Planner will determine if a General Plan Amendment is necessary and discuss procedures and application requirements.**

**City of Chandler Transportation & Development Department  
Planning Division (480) 782-3000  
[www.chandleraz.gov](http://www.chandleraz.gov)**

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## Introduction

# Major Amendments to the General Plan

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The City of Chandler General Plan provides a shared vision of Chandler's future for City decision-makers, residents and others working with the City. It includes seventeen elements that, taken together, provide a blueprint for growth and development that will enhance the life of Chandler residents and businesses. All parts of the General Plan are related and should be collectively applied. For this reason, proposed amendments to the General Plan will be analyzed in a comprehensive manner.

A major amendment to the General Plan is any proposal that would result in a change to the Land Use Element that would substantially alter the City's planned mixture or balance of land uses. The following criteria are to be used to determine whether a proposed amendment to the Land Use Element of the General Plan substantially alters the mixture or balance of land uses. A major amendment is any proposal that meets any one of these criteria:

1. Any change in a residential land use classification described in this General Plan to either another residential land use classification or a non-residential land use classification of 160 (quarter section) or more contiguous acres.
2. Any change in a non-residential land use classification of 40 or more contiguous acres to a residential land use classification. Any change in a non-residential land use classification of 40 or more contiguous acres to a mixed-use development that contains an integrated residential component does not constitute a major amendment.
3. Any proposal that would in the aggregate include changes in land use classifications described in this General Plan of more than 320 acres.
4. A General Plan text amendment, or any modification or elimination of one or more of the stated goals contained in the Land Use Element of the General Plan that changes any policy or strategy regarding residential densities, intensities or major roadway locations, that would have city-wide implications.

It should be noted that a designation of a proposal as a "major amendment" essentially affects the processing of the proposal and doesn't directly relate to the merits of the proposal. Any change that does not meet the above criteria defining "major" amendments shall be considered a minor amendment, in which case the applicant should obtain and fill out a minor amendment application packet available at <http://udm.chandleraz.gov/index.php?mode=appendix>

# Process for Major Amendments

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The key procedural elements that apply to a major amendment proposal are:

- There is only one City Council hearing designated each calendar year to consider major amendments.
- The proposals must be submitted within the same year they are heard.
- A two-thirds majority vote of the City Council is needed to approve them.

The first City Council meeting in November is the designated City Council hearing for considering major amendments to the General Plan. In order to meet the notice requirements provided by state law, the deadline for major general plan amendment applications is July 1<sup>st</sup>. Therefore, any applications for major general plan amendments must be submitted between January 1<sup>st</sup> and July 1<sup>st</sup> in order to be considered at the November City Council hearing in that same year.

Proposals typically require several months of public awareness before they reach the Council hearing. The Planning and Zoning Commission will not consider a rezoning associated with any General Plan amendment until after the City Council has acted on the General Plan amendment.

## I. Application Submittal and Review

- Applicant: Meet with a City Planner to discuss applicability, criteria and process. Call 480-782-3000 to speak with a City Planner.
- Applicant: Prepare materials and studies to comply with submittal requirements.
- Applicant: Submit the completed application with required studies, plans and other documentation.
- Staff: Review the application and send comments to the applicant. The length of the review period will depend largely on the amount of information submitted and the applicant's promptness in responding to staff's comments and questions.
- Applicant: Respond with revisions or further documentation as necessary.

## II. Public Notice and Neighborhood Meeting

- Staff: At least 60 days before the proposal is noticed for the first Planning and Zoning Commission hearing, send the proposal to the City Council and Planning and Zoning Commission and submit a copy for review and comment to:
  - Maricopa County Planning and Zoning Department.
  - Each county or municipality contiguous to the corporate limits of Chandler.
  - Maricopa Association of Governments.

- Arizona Department of Commerce or any other state agency that is subsequently designated as the general planning agency for this state.
- Arizona Department of Water Resources.
- Arizona Department of Transportation.
- State Land Department.
- Salt River Project and Arizona Public Service Company
- Regional Public Transportation Authority.
- Pinal County Planning Department.
- Gila River Indian Community.
- The school district governing the area encompassing the property location of the amendment.
- Any person or entity that requests a review copy of the proposal.

All recipients will have the opportunity to submit written comments to be transmitted to the Planning and Zoning Commission and the City Council in advance of any briefing, public meeting, or hearing.

- Applicant: Send neighborhood meeting invitations to all property owners within one-quarter mile of the subject property(s). In addition, send invitations to all Home Owner Associations (HOA) and Registered Neighborhood Organizations (RNO) within one mile of the subject property. If the proposed major amendment to the General Plan is not limited to a specific geographic area or otherwise has the potential to affect development policy citywide, such as a text amendment, neighborhood meeting invitations will be sent to all HOA and RNO within the City's limits. The neighborhood meeting invitations will be sent at least 15 days prior to the meeting date. Invitations should include the date, time and place of the neighborhood meeting, a summary of the proposal, a graphic exhibit that clearly illustrates the proposed amendment, and the case planner's contact information. Provide the case planner with a copy of the invitation and the list of property owners that the invitations were sent to.
- Applicant: A minimum of 15 days prior to the neighborhood meeting, post 4' X 6' signs on the property containing a summary of the proposal, date, time and location of meeting. Consult with the case planner for number of required signs, sign locations and other sign specifications.
- Applicant: Reserve a place and host the neighborhood meeting, which must be held in the same neighborhood/area as the subject property. If the proposed major amendment to the General Plan is not limited to a specific geographic area or otherwise has the potential to affect development policy citywide, several neighborhood meetings may be required to be held in different locations throughout the City. The neighborhood meeting(s) should be held prior to making the decision to schedule subsequent public hearings. Record the meeting minutes and provide a copy to the case planner for the file.

- Additional neighborhood meetings may be necessary and required in order to resolve neighborhood issues. In such cases, the applicant will have the same responsibilities as with the first neighborhood meeting. The following actions may also be required to maximize public involvement:
  - Provide Staff information to be posted on the City's web pages.
  - Send newsletters to RNO, HOA or other affected groups.
  - Present the proposal to HOA board meetings.
  - Distribute doorknob hangers.
  - Any other action the Planning and Development Director deems appropriate.

All participants will have the opportunity to submit written comments to be transmitted to the Planning and Zoning Commission and the City Council in advance of any briefing, public meeting, or hearing.

### **III. Public Hearings**

#### *Planning and Zoning Commission*

- Staff: Mail notices to all property owners within one-quarter mile of the subject property, as well as to all RNO and HOA within one mile of the subject property. If the proposed major amendment to the General Plan is not limited to a specific geographic area or otherwise has the potential to affect development policy citywide, notices will be sent to all HOA and RNO within the City's limits. Notices will contain a summary of the proposed General Plan amendment, the date, time and location of the first and second Planning and Zoning Commission hearings.
- Staff: Advertise the proposed major amendment to the General Plan in the newspaper for the first and second Planning and Zoning Commission hearings or provide written notice in monthly water bills issued by the City 15 to 30 days in advance. The notice will include the date, time and place of the hearing, the availability of related studies and summaries, and to whom written comments concerning the proposal may be sent. Copies of the proposed amendment will be made available at each branch of the Chandler Public Library.
- Applicant: Post 4' X 6' signs on the subject property (if applicable) containing a brief description of the proposal and the date, time and location of the first and second Planning and Zoning Commission hearings. Signs must be posted a minimum of 15 days prior to the first Planning and Zoning Commission hearing. Consult with the case planner for number of signs, sign locations, and other sign specifications.
- Staff: First Planning and Zoning Commission hearing – The intent will be to hold this hearing in the neighborhood of the subject property, however, location will depend on availability and size of nearest facilities. In cases where the proposed amendment is not limited to a specific geographic area,

this hearing should be held in a location that is not in the downtown area that would encourage as much citizen participation as possible.

- Staff: Second Planning and Zoning Commission hearing - to be held in the City Council Chambers (2nd floor of the Chandler Public Library, 22 S. Delaware St.).

### *City Council*

**Note: State law requires that all proposed major amendments to the General Plan be presented at a single City Council hearing during the calendar year the proposal is made. The City of Chandler has designated the first City Council meeting in November of each year as the single hearing for all proposed major general plan amendments.**

- Staff: Mail notices to all property owners within one-quarter mile of the subject property, as well as to all RNO and HOA within one mile of the subject property. If the proposed major amendment to the General Plan is not limited to a specific geographic area or otherwise has the potential to affect development policy citywide, notices will be sent to all HOA and RNO within the City's limits. Notices will contain a summary of the proposed General Plan amendment, the date, time and location of the City Council meeting.
- Staff: Advertise the proposed major amendment to the General Plan in the newspaper for the City Council meeting or provide written notice in monthly water bills issued by the City 15 to 30 days in advance. The notice will include the date, time and place of the hearing, the availability of related studies and summaries, and to whom written comments concerning the proposal may be sent. Copies of the proposed amendment will be made available at each branch of the Chandler Public Library.
- Applicant: Post 4' X 6' signs on the subject property (if applicable) containing a brief description of the proposal and the date, time and location of the City Council meeting. Signs must be posted a minimum of 15 days prior to the City Council meeting. Consult with the case planner for number of signs, sign locations, and other sign specifications.
- City Council hearing - to be held in the City Council Chambers (2nd floor of the Chandler Public Library, 22 S. Delaware St.).

Adoption of a major amendment to the General Plan requires an affirmative vote of at least two-thirds of the City Council. If approved, the proposed General Plan Amendment will be adopted by resolution.

This schedule does not take into account any possible delays that may result from public hearing continuances. In addition, the Transportation & Development Director, the Planning Administrator or designee may deem necessary additional meetings, not already identified in the process above, with any affected group or person(s) prior to any public hearing to be scheduled.

Planning staff may conduct neighborhood and/or community-wide meetings to discuss the proposal with the general public and to obtain public comments, either oral or written, concerning the proposed amendment. In such cases, notice of the time, place and date of each such meeting will be published in a newspaper of general circulation at least 15 days prior to the date of each such meeting. Additional notice may be recommended by the Chandler Public Information Officer. Comments received from the general public will be considered in development of the final draft of the proposed General Plan amendment.



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# General Plan Amendment Application

<b>Project Name</b>		
<b>Property Location/Address</b>		<b>City, State, Zip Code</b>
<b>Brief Description of Requested General Plan Amendment</b>		
<b>Legal Description (If you need more room, please write "See Attached" here, and attach a separate typed legal description)</b>		<b>Tax Parcel Number(s)</b>
<b>Current Zoning</b>		<b>Gross Acreage</b>
<b>Applicant/Firm Name</b>		<b>Contact Person</b>
<b>Mailing Address</b>		<b>City, State, Zip Code</b>
<b>Phone Number</b>	<b>Fax Number</b>	<b>E-mail Address</b>
<b>Property Owner</b>		
<b>Mailing Address</b>		<b>City, State, Zip Code</b>
<b>Property Owner Signature</b>	<b>Date</b>	<b>Phone Number</b>
<p>When there are two or more property owners in the subject area, the applicant must provide all property owner names, mailing addresses, phone numbers, signatures and corresponding parcel numbers with this application. Attach a separate sheet with additional property owner information, in which case "See attached list for additional property owner information" or a similar note should be written in the box for Property Owner. In all cases, the property owner signature(s) constitute acknowledgement and authorization to proceed with the application.</p>		

<b>For City Use</b>		
<b>Date Filed</b>	<b>Application No.</b>	<b>Case Planner</b>



# General Plan Amendment Submittal Requirements

**I. General Plan Amendment Narrative: Submit five copies of the narrative with the application. Each narrative must contain all of the following items:**

<b>Required by Planner</b>	<b>Submitted by Applicant</b>	<b>Description</b> (See following pages for more information)
		Executive Summary
		Site Context Study
		Land Use Analysis
		General Plan Goals, Objectives and Policies Analysis
		Infrastructure and Community Services Impact Analysis
		Economic Development Analysis
		Citizen Involvement Plan

**II. In addition to the narrative, submit the following with the application:**

		Mailing labels containing property owner name and address for all properties within ¼ mile and all HOA and RNO within 1 mile of the subject property
		Traffic Impact Study (prepared and signed by a registered traffic engineer)
		Market Study: Demonstrating the level of demand for subject land use(s).
		Fiscal Impact Study: Demonstrating the proposal's short term and long-term fiscal impact on the City's budget.
		Other:

# Description of Required Narrative Items

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## I. Executive Summary

The executive summary should clearly state the proposed amendment, summarize the reason(s) for the request, identify supporting key points discussed in the narrative or other submitted studies, and introduce the applicant's team (i.e. owner, developer, and/or representative).

## II. Site Context Study

This section should provide an analysis of the site in terms of its physical characteristics, surrounding uses, and the existing character of the area. This part will include:

- Physical character of the site, existing land uses, any known geological constraints, environmental problems, major underground/overhead utilities present, historical land uses, etc.
- An aerial map showing surrounding area and within a one-mile radius.
- Proximity and relationship with nearby and adjacent uses including neighborhoods, parks, schools, area circulation, freeways, malls, etc.

## III. Land Use Analysis

This section should provide information about the proposed development, plans for any exception parcels, and a land use compatibility analysis. Basic items to address include:

- Overall description and philosophy of the proposed amendment.
- Existing Land Use Plan and Proposed Land Use Plan.
- Public benefit of the proposed amendment.
- Proposed residential unit count, density, and anticipated housing mix, if applicable.
- Proposed development phasing and timing.
- Existing and proposed internal circulation and pedestrian opportunities (include circulation plan).
- Open space concept plan.
- Dissimilar land use buffering techniques, if applicable.
- Compatibility issues and proposed solutions.

#### IV. General Plan Goals, Objectives and Policies

When an amendment to the Land Use Map (p. 35 of the General Plan) is proposed, the applicant must state how it will affect the overall vision that is expressed in the written goals, objectives and policies of the General Plan. Not all goals, objectives and policies will pertain to a proposed amendment to the General Plan. Thus, the applicant should address the General Plan goals, objectives and policies that are most relevant to the proposed amendment. The case planner may require the applicant to address specific General Plan goals, objectives and policies when the planner determines they are relevant to the proposed amendment.

When proposed amendments are inconsistent with General Plan goals, objectives and policies, the proposed amendment must include one of the following:

- Justification for an exception to the written goals, objectives, and policies; or
- Proposal to modify or eliminate the contested goals, objectives, and policies (NOTE: Any text amendment, modification or elimination of one or more of the stated goals contained in the Land Use Element of the General Plan that changes any policy regarding residential densities, intensities or major roadway locations, that would have city-wide implications shall be considered a Major Amendment to the General Plan).

The following list contains examples of written goals, objectives and policies from various elements in the General Plan that may be addressed in the narrative. This list is provided as an example only. The applicant will need to review the General Plan in order to determine which goals, objectives and policies pertain to their proposal.

##### *Land Use Element*

- Goal: Create a Fiscally Sustainable City
  - Objective: Protect Chandler Airpark from residential development pressures.
  - Objective: Refrain from changing the designation of non-residential land reserves to housing; however, needed types of dwelling units (such as workforce housing) may be integrated into mixed-use growth areas and redevelopment areas, especially in neighborhoods with oversaturated commercial markets.
- Goal: Plan for Sustainable Development
  - Objective: Promote a balance of land uses, which could include mixed-use plans on larger acreage sites to discourage long distance commuting.
- Goal: Preserve Existing Neighborhoods
  - Objective: Prevent businesses and traffic incursions that negatively impact residential neighborhoods.

- Objective: Encourage residential preservation, maintenance and revitalization programs.

#### *Housing Element*

- Goal: Ensure a Variety of Housing Choice for all Income Levels
  - Objective: Upgrade older neighborhoods with enhancements and incentives to promote financially attainable housing for low and moderate-income families.
  - Objective: Permit urban, multi-story housing in select locations where excellent access and sufficient infrastructure capacity are in place.

#### *Conservation and Environmental Planning Element*

- Goal: Maximize the use of Renewable Energy Sources
  - Objective: Encourage the use of renewable energy in residential, commercial and industrial applications.

#### *Growth Area Element*

- Goal: Assure Compatibility Between New Development and Existing Neighborhoods.
  - Objective: Buffer established residential areas from potential growth area impacts.

#### *Recreation and Open Space Element*

- Goal: Complete Interconnected Open Space and Trails Networks
  - Objective: Construct needed linkages between facilities and neighborhoods.

#### *Circulation and Bicycling Element*

- Goal: Improve Public Transportation Alternatives for Chandler Citizens, Commuters and Visitors
  - Objective: Encourage ridership through transit-oriented development
- Goal: Broaden Bikeways Scope to Connect Neighborhoods with Downtown
  - Objective: Plan a continuous and interconnected system for bicycle travel among adjoining communities.

## **V. Infrastructure and Community Services Impact Analysis**

This section will provide information necessary to assess the proposal's impact on utilities, roads, transit, parks, schools, and other community facilities and services. This section should address:

- Traffic analysis – address trip generation, distribution/circulation, transit, intersection improvements, signals, impacts on local and arterial road planned capacities, and conformance with the Circulation/Bicycling Element and the City's transportation master plan.

- Water/wastewater analysis - address capacity of the existing situation and required improvements, and conformance with the Water Resources Element and the City's water and waste water master plan.
- Police and fire protection analysis - address impact on existing and future services and conformance with the Safety Element.
- School impact analysis - provide a letter/memorandum from the appropriate school district(s) addressing the potential impact of the proposal on the school(s).
- Conformance with the Public Services and Facilities Element.

## **VI. Economic Development Analysis**

The purpose of this section is to analyze and weigh the cumulative economic impacts of the proposed amendment. This analysis may be prepared by the applicant unless the case planner requests a market analysis and/or fiscal impact study conducted by an economic consultant, in which case, this section should include the studies or refer to them to support arguments. In either case, this section should address the following questions:

- How will the proposed amendment support the City's economic development efforts and improve the quality of life for the citizens of Chandler?
- How will the proposed amendment impact existing commercial and employment developments in the surrounding area? How will it impact future economic development in the surrounding area?
- Does the proposed amendment have any negative economic effects citywide or in the surrounding area?
- What are the opportunity costs associated with the proposed amendment? Why is this the best economic alternative for the City?

## **VII. Citizen Involvement Plan**

This represents an important component of the process. The City anticipates and encourages a high level of continuous interest and involvement from the community. A public involvement report should include:

- A list of all affected stakeholders, including residents, property owners, home owner associations, property owner associations, businesses, utility companies, and agencies such as school districts. Include as a separate attachment mailing labels that contain the property owner name and address for all properties that are located within one quarter of a mile from the subject property, as well as all RNOs and HOAs within one-half mile of the subject property.
- How these participants will be informed and given the opportunity to comment.
- How all actions, meetings, and discussions will be recorded. The applicant must take minutes of neighborhood meetings and submit them to the case planner to be kept in the file as public record.

- A tentative schedule of activities such as any pre-application meetings that have already occurred with neighbors and/or other interested parties, the required neighborhood meeting and public hearings, and any other meetings that the applicant may have with interested parties.
- Contact information for all parties that have already been contacted, expressed interest or been involved in any other manner.