

4. **Action to withdraw the petition received from owners of parcels in Foothills 1 through Foothills 4 subdivisions requesting to allow one RV upon a lot/parcel for up to four months in a 12 month period when the principal residential building is occupied in the Manufactured Home Subdivision (MHS) zoning district or consider rezoning the properties to the Recreational Vehicle Subdivision (RVS) zoning district.**
5. **Discussion concerning possible amendment to the zoning ordinance pertaining to lot combinations/lot ties.**
6. **Review and approval of the Calendar Year 2018 Annual Report.**
7. **Discussion by the Commission members and Planning Director of events attended, current events, and the schedule for future Planning Commission meetings.**
8. **Adjourn.**

Note: For further information about this public hearing/meeting, please contact Maggie Castro, AICP, Planning Director, phone number (928) 817-5173; or e-mail contactdds@yumacountyaz.gov or TDD/TTY (Arizona Relay Service): call in 1-800-367-8939, call back 1-800-842-4681. Individuals with special accessibility needs should contact the individual indicated above before the hearing/meeting with special need requirements.

Note: 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(A)(3).

Yuma County
Planning & Zoning
Commission

Item No. 3

The Yuma County Planning and Zoning Commission met in a regular session on January 29, 2019. The meeting was held in Aldrich Auditorium at 2351 West 26th Street, Yuma, Arizona.

CALL TO ORDER: At 5:00 p.m. Chairman White convened the Planning and Zoning Commission meeting. Commissioners present were: Scott Mulhern, Ron Rice, John McKinley, Matias Rosales, Paul White, Alicia Aguirre, Gary Black and Danny Bryant. Commissioners Tim Bowers and Wayne Eide were absent. Others present were: Planning Director Maggie Castro, AICP; Senior Planner Juan Leal-Rubio; Deputy County Attorney Ed Feheley; Chief Building and Fire Code Official Pat Headington and PZ Commission Administration Specialist Amber Jardine.

PLEDGE OF ALLEGIANCE: Chairman White led the Pledge of Allegiance.

ITEM No. 3: Approval of the Planning and Zoning Commission regular meeting minutes of December 17, 2018.

MOTION (RICE/MCKINLEY): Approve as presented.

VOICE VOTE: Mulhern-AYE; Rice-AYE; McKinley- AYE; White- AYE; Black- AYE; Bryant- AYE. The motion carried 6-0.

ITEM No. 4: Elect a Chairman for the Yuma County Planning & Zoning Commission for Calendar Year 2019.

MOTION (BLACK/RICE): Elect Matias Rosales as Chairman for the Planning & Zoning Commission for Calendar Year 2019.

VOICE VOTE: Mulhern-AYE; Rice-AYE; McKinley- AYE; White- AYE; Black- AYE; Bryant- AYE. The motion carried 6-0.

ITEM No. 5: Elect a Vice Chairman for the Yuma County Planning & Zoning Commission for Calendar Year 2019.

MOTION (MULHERN/MCKINLEY): Elect Danny Bryant as Vice Chairman for the Planning & Zoning Commission for Calendar Year 2019.

VOICE VOTE: Mulhern-AYE; Rice-AYE; McKinley- AYE; White- AYE; Black- AYE; Bryant- AYE. The motion carried 6-0.

Commissioner Matias Rosales entered the meeting at 5:10 p.m.

Commissioner Alicia Aguirre entered the meeting at 5:11 p.m.

ITEM No. 6: Rezoning Case No. 18-16: Adrian Vega, agent for KDC of Yuma, LLC, requests the rezoning of a parcel 13.61 acres in size from General Commercial (C-2) to Low Density Residential-20,000 square feet minimum (R-1-20), Assessor's Parcel Number 701-18-195, located on the northeast corner of Camino Del Sol and Calle Ventana, Yuma, Arizona.

Commissioner Mulhern recused himself from Rezoning Case 18-16 due to a conflict of interest.

Senior Planner Juan Leal Rubio presented the staff report recommending approval of Rezoning Case No. 18-16

Performance Conditions.

1. The owner shall submit a signed and notarized A.R.S. §12-1134 waiver to the Department of Development Services within 60 days of approval of this rezoning case by the Board of Supervisors.
2. The owner or applicant shall record an avigation disclosure statements within 60 days of Board of Supervisors' approval of this rezoning case and submit them to the Department of Development Services.

Schedule for Development.

1. The owner/applicant shall record a final plat subdividing the subject property into sixteen lots within three years of Board of Supervisors approval of this rezoning case.

Jim Kerley, 6720 East Mission Street, Yuma, Arizona 85364, applicant, explained the property would consist of 16 vacant lots for custom built homes. He stated he agreed with staff's recommendations.

Chairman Rosales opened the public hearing.

Angie Mitchell, 10742 South Del Rio, Yuma, Arizona 85365, property owner in Mesa Del Sol, stated she is not opposed to the rezoning. She inquired about the square footage of the homes that would be built on each vacant lot.

Planning Director Maggie Castro, AICP, stated the applicant had not provided detail about the proposed size or square footage of the homes that would be built.

Senior Planner Juan Leal Rubio stated the Zoning Ordinance allows a maximum height of 35 feet within the Low Density Residential-20,000 square feet minimum (R-1-20) district. He stated the 35 feet in height could accommodate a two story home. The Zoning Ordinance does not limit the square footage of a home allowed within the R-1-20 district.

Mike Monroe, 10582 South Del Vista Drive, Yuma, Arizona 85365, property owner in Mesa Del Sol, inquired if the rezoning could be reverted back to General Commercial (C-2). He asked if the property owners within the area could have access to the site plan of the proposed homes.

Senior Planner Juan Leal Rubio explained that if the property was rezoned to R-1-20, the applicant would have to submit a separate rezoning case to revert the property back to General Commercial (C-2). He stated when the site plan of the proposed homes is submitted it would be public record.

Planning Director Maggie Castro, AICP, explained that if the developer does not complete the Schedule for Development, the Board of Supervisors could revert the property back to C-2 or grant an extension of time. She stated surrounding property owners are not notified when the developer submits a tentative map for the property. Property owners would have to review the agendas for the Planning and Zoning Commission meetings or request to be notified of all Planning and Zoning Commission meetings. She explained CC&Rs are submitted with the tentative map and final plat which show the proposed square footage.

Jim Kerley, 6720 East Mission Street, Yuma, Arizona 85364, applicant, clarified the subdivision plans and reviewed the tentative site plan.

Commissioner Black inquired if the property was a part of the Mesa Del Sol subdivision

Jim Kerley answered the property was not a part of the Mesa Del Sol subdivision.

Planning Director Maggie Castro, AICP, stated the proposed layout that was submitted by the applicant did not meet the R-1-20 zoning minimum lot width requirement of 100 feet. The developer would need modifications to the plat or obtain a Variance to reduce the lot width requirements.

Mark McClurg, 12346 East Via Feliz, Yuma, Arizona 85365, property owner in Mesa Del Sol, inquired if the development would be on septic or sewer system. He asked if the homes would be custom built and if they would be single or two story. He was also in opposition of the proposed access point to the subdivision.

Senior Planner Juan Leal Rubio stated the owner's intent was to place individual septic systems on each lot.

Ed Bentley, 10742 Avenida Primavera, Yuma, Arizona 85365, resident in Mesa Del Sol, stated he was opposed to the site plan that was presented. He explained his concern about the increased traffic and requested the access to the subdivision to change. He requested a site plan with fewer homes and to only place single story homes on the lots due to property values within Mesa Del Sol.

Laurie Johnson, 12424 East Via Feliz, Yuma, Arizona 85365, resident in Mesa Del Sol, was in opposition with placing two story homes on the lots. She stated she is not in opposition with rezoning the property to R-1-20. She requested to change the access point that leads to the subdivision.

Civil Engineer Arturo Alvarez stated engineering would review the layout and the access point to the subdivision when the tentative map is submitted.

Jim Kerley explained the property is currently zoned C-2 which could increase traffic compared to a low density residential subdivision with 16 lots.

Commissioner Bryant inquired if the homes on the lots would be two story.

Jim Kerley stated the lots would be sold individually and the owner would decide what type of home they build.

Mark McClurg inquired if the County has restrictions on the homes that would be built. He asked if the owner could add dirt to increase the elevation of the grade on the lots.

Senior Planner Juan Leal Rubio stated the Zoning Ordinance restricts the height, lot coverage and setbacks. The R-1-20 setback from the rear is 20 feet. He read the definition of "Building Height" from the Zoning Ordinance.

Frances Horsman, 10592 South Del Vista Drive, Yuma, Arizona 85365, she stated she is not in opposition. She asked if the lots would be single family dwellings.

Chairman Rosales stated the homes would be single family dwellings.

Ed Bentley inquired if there was a timeline when the proposed subdivision would have city sewage.

Chairman Rosales explained each lot would have their own septic system.

There being no one else from the public, Chairman Rosales closed the public hearing.

MOTION (WHITE/BLACK): Approve Rezoning Case No. 18-16 as presented by staff.

VOICE VOTE: Rice-AYE; McKinley- AYE; Rosales- AYE; White- AYE; Aguirre- AYE; Black- AYE; Bryant- AYE.
The motion carried 7-0.

ITEM No. 7: Commission Initiative Case No. 18-02: The City of Yuma is adopting the 2018 International Residential Code, 2018 International Building Code, 2018 International Existing Building Code, and 2018 International Swimming Pool and Spa Code. Pursuant to Arizona Revised Statutes § 11-861, discussion on whether or not Yuma County should continue with the city's building codes as amended.

Chief Building and Fire Code Official Pat Headington reviewed the presentation on the 2018 Code adoptions. He stated the City of Yuma adopted the 2018 Residential Code, Building Code, Existing Building Code and Swimming Pool and Spa Code. He highlighted the benefits and significant changes of the new codes. Mr. Headington explained the County can adopt any building code or the County can adopt the same building code as the largest city within jurisdiction. Since 1998, Yuma County has chosen to adopt the same building code that the largest city has adopted. He stated there has been movement in the seismic zones which would result in construction flexibility for residential in some areas. Mr. Headington advised Board Members that Yuma County would be following the seismic classifications that are in the code provisions. He stated the Building Code Advisory Board recommended adoption of the 2018 IBC, IRC, IEBC and ISPS as amended by the City of Yuma (with a 3-0 vote). He stated staff recommends adoption of the 2018 IBC, IRC, IEBC and ISPS as amended by the City of Yuma

Commissioner Black inquired about why there is change in the seismic zones.

Chief Building and Fire Code Official Pat Headington stated he would have to inquire with the United States Geological Services as to what triggered the shift in seismic zones.

Chairman Rosales opened the public hearing.

Jim Kerley, 6720 East Mission Street, Yuma, Arizona 85364, agreed with the 2018 Code Adoptions. He stated it lessens the excessive requirements for developers.

Commissioner Bryant inquired which installation requirement would be most expensive for residential construction.

Pat Headington stated the electrical installations and systems that are required could be the most expensive for residential construction.

There being no one else from the public to come forward, Chairman Rosales closed the public hearing.

MOTION (BLACK/MCKINLEY): Approve Commission Initiative Case No. 18-02 as presented by staff.

VOICE VOTE: Mulhern- AYE; Rice-AYE; McKinley- AYE; Rosales- AYE; White- AYE; Aguirre- AYE; Black- AYE; Bryant- AYE. The motion carried 8-0.

ITEM No. 8: Discussion concerning lot combinations/lot ties.

Planning Director Maggie Castro, AICP, presented the discussion item concerning lot combination/lot ties. She stated the request is being brought by Joe Wehrle, Yuma County Assessor. He is requesting an amendment to the Zoning Ordinance to include lot combinations/lot ties proceed through a Land Division Permit process. She stated lot combination/lot ties are not considered a division of land therefore do not fall within the Land Division Permit process. Staff recommends feedback from the Planning and Zoning Commission.

Chairman Rosales inquired about why the Yuma County Assessor would like the Planning and Zoning Commission to consider amending the Zoning Ordinance.

Maggie Castro explained the Yuma County Assessor had stated lot combinations/lot ties within subdivisions change the layout of the plat.

Commissioners stated they would like to hear from the Yuma County Assessor.

MOTION (WHITE/BLACK): Continue discussion concerning lot combination/lot ties to the February 26, 2019 Planning and Zoning Commission Hearing.

VOICE VOTE: Mulhern- AYE; Rice-AYE; McKinley- AYE; Rosales- AYE; White- AYE; Aguirre- AYE; Black- AYE; Bryant- AYE. The motion carried 8-0.

ITEM No. 9: Discussion concerning possible text amendments to the Yuma County Zoning Ordinance, Section 306.03—Certificate of Exemption, Section 309.00, Section 401.01—Application for Amendment or Change, Section 1201.00—Permits, Section 1201.01—Zoning Inspector, Arizona Revised Statutes, Title 11, Chapter 6, Article 2, Permits, Section 1208.00—Withholding of Permits, Section 1209.01—Commencement of Action and Notice of Hearing.

Planning Director Maggie Castro, AICP, presented the discussion concerning possible text amendments to the Yuma County Zoning Ordinance. She reviewed the memo with the proposed text amendments in strike through and bold format. She stated the proposed changes are the result of the Planning and Zoning Subcommittee.

Commissioner Rice asked for clarification on Section 306.03 Certificate of Exemption.

Maggie Castro stated state law already has a clause for exemptions for properties that are used for general agriculture purposes. If the property meets the criteria for exemption they would not need to obtain a certificate of exemption, they would be exempt.

Commissioner Bryant referred to the article in the newspaper and inquired if the paper was accurate in its wording.

Maggie Castro stated the wording in the article pertains to Sections 1209.01 and 1201.01. She read the proposed text amendments for Sections 1209.01 and 1201.01.

Commissioner Rice inquired about what the process was for this discussion item concerning possible text amendments.

Planning Director Maggie Castro, AICP stated the Planning and Zoning Commission could forward the discussion item to the Board of Supervisor for their feedback. The item would then be brought back to the Planning and Zoning Commission as a proposed Commission Initiative.

Chairman Rosales opened the public hearing.

Barry Olsen, 101 East 2nd Street, Yuma, Arizona 85364, public representative, commended the Planning and Zoning Subcommittee on their team effort to produce the proposed text amendments.

Commissioner Bryant stated the Department of Development Services is in the process of creating internal policies that address concerns that were brought to the PZ Subcommittee by the public.

MOTION (BRYANT/WHITE): Forward the discussion concerning possible text amendments to the Yuma County Zoning Ordinance to the Board of Supervisors for their comments and review.

VOICE VOTE: Mulhern- AYE; Rice-AYE; McKinley- AYE; Rosales- AYE; White- AYE; Aguirre- AYE; Black- AYE; Bryant- AYE. The motion carried 8-0.

ITEM No. 10: Discussion by the Commission members and Planning Director of events attended, current events, and the schedule for future Planning Commission meetings.

Planning Director Maggie Castro, AICP, stated the meeting dates for calendar year 2019 were presented at the December Planning and Zoning Commission meeting. The Planning and Zoning Commission decided to hold meetings on the 4th Tuesday of every month. The meeting dates for calendar year 2019 have been updated and distributed to Commissioners.

Chairman Rosales asked the City of San Luis staff members present at the meeting to introduce themselves.

Jose Guzman, San Luis Planning and Zoning Director, stated he attended to observe how the Planning and Zoning Commission meetings were conducted and to view the presentation of the 2018 code adoption. He explained the City of San Luis would be recommending adoption of the 2018 Building Codes.

There being no further business to come before the Commission, the Chairman adjourned the meeting at 6:20 p.m.

Approved and accepted on this 26th day of February 2019.

Matias Rosales, Chairman

ATTEST:

Maggie Castro, AICP, Planning Director

Yuma County
Planning & Zoning
Commission

Item No. 4

AIR-8899

4.

P&Z Commission Agenda

Meeting Date: 02/26/2019

Submitted For: Maggie Castro

Submitted By: Juan Leal-Rubio

Department: Planning & Zoning Division - DDS

Information

1. REQUESTED ACTION:

Action to withdraw the petition received from owners of parcels in Foothills 1 through Foothills 4 subdivisions requesting to allow one RV upon a lot/parcel for up to four months in a 12 month period when the principal residential building is occupied in the Manufactured Home Subdivision (MHS) zoning district or consider rezoning the properties to the Recreational Vehicle Subdivision (RVS) zoning district.

2. INTENT:

In March 2018, the owners of 54 parcels in the Foothills 1 through Foothills No. 4 Subdivisions submitted a request to allow one RV upon a lot/parcel for up to four months in a 12 month period when the principal residential building is occupied in the Manufactured Home Subdivision (MHS) zoning district or consider rezoning the properties to the Recreational Vehicle Subdivision (RVS) zoning district.

On February 6, 2019, staff met with the organizers of the petition and informed them of the direction given by the Board of Supervisors at the meeting held on January 23, 2019. The organizers advised staff they were no longer interested in pursuing this matter.

3. For detailed analysis see attached staff report

4. STAFF'S RECOMMENDATION:

Staff recommends the Planning Commission withdraw this petition.

Attachments

Staff Report Memo

NOBA & BOS Minutes



MEMORANDUM

TO: Yuma County Planning & Zoning Commission

FROM: Juan Leal Rubio, Senior Planner

RE: Discussion concerning possible text amendment to the Yuma County Zoning Ordinance to consider allowing one recreational vehicle upon a lot/parcel for up to four (4) months in a twelve (12) month period when the principal residential building is occupied in the Manufactured Home Subdivision zoning district.

DATE: February 11, 2019

In March 2018, the Department of Development Services received 62 letters and petitions requesting the Planning Commission initiate a rezoning pursuant to Section 404.01(C)(2)(c) of the Yuma County Zoning Ordinance (YCZO) of 54 parcels in Foothills No. 1 through Foothills No. 4 subdivisions to the Recreational Vehicle Subdivision (RVS) zoning district.

Staff presented the original petition(s) and several other options to the Planning & Zoning Commission on September 24, 2018, November 26, 2018, and December 17, 2018. On January 23, 2019, staff presented the Planning Commission's recommendation to the Board of Supervisors. The Board of Supervisors took action to return the item back to the Planning Commission for their review. During the meeting, Chairman Reyes expressed concern about a zoning change, Supervisor Simmons stated that he believed permitting would be a better way to go, and Supervisor Pancrazi stated permitting is fine, but wanted to ensure monitoring. Additionally, Chairman Reyes indicated he would like the Planning Commission to come up with a yearly process with a one-time fee of (\$150.00) to inspect the property initially and then it could drop to \$50 after that. The Board also expressed the following concerns during the meeting: Concerns with spot zoning, proposed time limit of four months too long to be considered short visit, effects on mobile home parks, and power hook-ups rather than noisy generators.

On February 6, 2019, staff met with the organizers of the petition and informed them of the direction given by the Board of Supervisors. The organizers advised staff they were no longer interested in pursuing this matter. They expressed dissatisfaction with the Board of Supervisors' direction on reducing the time limit from four months to one month for a seasonal permit and the fee that could be assessed for monitoring purposes among other things.

1. **Yuma County Board of Supervisors**
NOTICE of OFFICIAL BOARD ACTION (NOBA)
REZONINGS, SPECIAL USE CASES, MAJOR & MINOR AMENDMENTS
and COMMISSION INITIATIVES* *Non- Zoning Ordinances/Amendments

Meeting Date: 01-23-19	To:	P&Z DIRECTOR MAGGIE CASTRO	Date sent:
Item No: ZF2	Agency:	DEVELOPMENT SERVICES	1-31-19

Agenda Wording: *Development Services/Planning & Zoning:* Discussion and possible action concerning options to address a request by owners of 54 parcels in the Foothills 1 through Foothills No. 4 Subdivisions to allow one RV upon a lot/parcel for up to four months in a 12 month period when the principal residential building is occupied in the Manufactured Home Subdivision (MHS) zoning district or consider rezoning the properties to the Recreational Vehicle Subdivision (RVS) zoning district.

2. **RECORD OF ACTION(S)**

Public hearing conducted: In matters requiring public hearing, this certifies the below constitutes official action after a legally advertised public hearing and duly called meeting of the Yuma County Board of Supervisors (or Board of Directors per agenda wording) and will be recorded without amendment or modification in the official records of said political body. •Public comments: ___ In favor ___ Opposed ___ Neutral No comments

<input type="checkbox"/> Approved on Consent. <input type="checkbox"/> Approved as recommended by Staff. <input type="checkbox"/> Approved recommendation of Planning Commission. <input type="checkbox"/> Denied <input type="checkbox"/> No Action <input type="checkbox"/> Approved as amended*: <i>Other: Refer item back to the</i> <i>Amendment: Planning + Zoning Commission for their</i> <i>review + Recommendation which will be returned</i> CONDITIONS OF APPROVAL: <i>to the Board of Supervisors.</i>	Vote Results: <i>DS</i> Motion <i>LP</i> Second <input checked="" type="checkbox"/> Passed <input checked="" type="checkbox"/> Voice Vote: <i>4</i> Ayes <i>0</i> Dissent <input type="checkbox"/> Roll Call: _____ Ayes _____ Nays <input type="checkbox"/> Supermajority Vote Required <i>RM was excused</i>
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<input type="checkbox"/> Item continued:	Date & Time:	<input type="checkbox"/> Agency submits AIR-Form for future meeting.
<input type="checkbox"/> Public Hearing set:	Date & Time:	<input type="checkbox"/> Agency submits AIR-Form for future meeting.

3. **CLERK OF THE BOARD CERTIFICATION**

Signature: <i>Desarae Doten Deputy Clerk for:</i> Susan K. Thorpe, County Administrator/Clerk of the Board	Date: 01-23-19
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4. **FOLLOW-UP (FU) ACTIONS REQUIRED:**

Agency notifies agent/applicant regarding Board action.
 Agency Clerk of Board causes publication of _____
 Agency Clerk of Board causes recordation of (list): _____
 Other instructions/actions: *Please see the attached copy of DRAFT motions for this item.*
 For minor and major amendments only: The Certification of Minutes will be forwarded under separate cover after the minutes for this meeting have been approved on _____.

ENCLOSURES	<input type="checkbox"/> Resolution: <input type="checkbox"/> Original(s) <input type="checkbox"/> Copy(ies) <input type="checkbox"/> Resolution will be recorded <input type="checkbox"/> Resolution will not be recorded <input checked="" type="checkbox"/> Other (list): <i>DRAFT MOTIONS</i>
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COPIED TO	<input type="checkbox"/> County Attorney <input checked="" type="checkbox"/> Craig Sellers <input checked="" type="checkbox"/> Juan Leal-Rubio <input type="checkbox"/> Others (list):
-----------	--

Questions/information regarding this agenda item contact: Name/Title: <i>Christy Isbell, Deputy Clerk</i> Phone #: <i>928-373-1107</i>	Revised: 03-03-06/cpi
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DRAFT

the notification area. Ms. Castro explained that state law requires notification via First Class mail for property owners within 300 feet within 15 days. In addition state law requires publication of the Planning and Zoning Commission hearing and posting on property. She also reported the Planning Commission formed a subcommittee and those members did not want the notification areas expanded, however she would forward these comments.

Supervisors' agreed that since the item required four (4) unanimous votes their preference was to wait and take action with Supervisor McCloud present.

Mr. Smith advised that the item could be continued to a specific date and time to avoid re-publication.

MOTION (SIMMONS/PORCHAS): Continue item to February 4, 2019 at 9:00 a.m.

VOICE VOTE: The motion carried 4-0, with Supervisor McCloud excused.

2. *Development Services/Planning & Zoning: Discussion and possible action concerning options to address a request by owners of 54 parcels in the Foothills 1 through Foothills No. 4 Subdivisions to allow one RV upon a lot/parcel for up to four months in a 12 month period when the principal residential building is occupied in the Manufactured Home Subdivision (MHS) zoning district or consider rezoning the properties to the Recreational Vehicle Subdivision (RVS) zoning district.*

Mr. Leal-Rubio provided the staff presentation.

Discussion ensued regarding the following topics:

- Concerns with spot zoning
- Monitoring process and fee amount
- Proposed time limit of four (4) months too long to be considered a short visit
- Effects on Mobile Home Park owners
- Power hook ups rather than noisy generators

Supervisor Reyes opened the public hearing.

Margaret Jenner, stated she lives on Renee Avenue which is within Subdivision 4. She reported her property is on a 1/3 acre lot and that she has many friends from both the United States and Canada who reside in their RV's full-time and she would like to offer her home as a place for them to visit.

Richard Czar, spoke in objection, and urged the Board to think about how the future would be affected by making a text change rather than a zoning change.

DRAFT

MOTION (SIMMONS/PANCRAZI): Refer item back to the Planning and Zoning Commission for their review and recommendation which will be returned to the Board of Supervisors.

Ms. Castro asked for clarification on the motion. She believed the Board wanted the Planning Commission to revise Section 1107.03 and propose new Section O.

Supervisor Reyes asked the Board how they felt about providing further direction regarding a change to the zoning, permitting process or regulatory process. Ms. Castro explained the Planning Commission looked at all three (3) options and wanted direction from Board on which option they should consider.

Supervisor Reyes noted concerns about a zoning change since it impacts everyone and it cannot be monitored.

Supervisor Simmons stated he believed that permitting would be a better way to go because you would then have control over each property.

Supervisor Pancrazi stated permitting is fine but one way or another we need to make sure that this is monitored.

Ms. Castro explained that if an amendment were made to 1107.03 Section O is made then staff would issue a temporary use permit and once that expires staff would inspect to make sure the recreational vehicle is no longer on the property or has disconnected.

Supervisor Reyes indicated he would like the Planning Commission to come up with a yearly process with a one-time fee (\$150.00) to inspect property initially and then it could drop to \$50 after that.

Supervisor Reyes stated that when details are brought back to the Board this matter would be discussed further.

VOICE VOTE: The motion carried 4-0, with Supervisor McCloud excused.

DISCUSSION AND ACTION ITEMS CONTINUED:

2. County Administration: Discussion and possible action regarding the following legislative items: a) A report to the Board of Supervisors regarding proposed bills in the Arizona State Legislature with impact to Yuma County, and; b) An update on the development of a Talking Points legislative memorandum.

Mr. Melcher referred to the handout which contained "talking points" and noted San Luis is the busiest port in Arizona. Supervisor Reyes suggested obtaining more specific information to be able to identify what is wanted in return. For example if there is a staffing issue then what is the point of asking for better facilities. He expressed concern

Yuma County
Planning & Zoning
Commission

Item No. 5

AIR-8903

5.

P&Z Commission Agenda

Meeting Date: 02/26/2019

Submitted For: Maggie Castro

Submitted By: Maggie Castro

Department: Planning & Zoning Division - DDS

Information

1. REQUESTED ACTION:

Discussion concerning possible amendment to the zoning ordinance pertaining to lot combinations/lot ties.

2. INTENT:

This item is being brought at the request of Joe Wehrle, Yuma County Assessor. The Assessor's office has historically used a form called "Request to Combine Assessor Tax Parcels" for lot ties. The process was completed over-the-counter and required approval by the Building Safety and Planning & Zoning Divisions, Treasurer's office and Assessor's office with no fee involved. The purpose of approval by the Building Safety and Planning & Zoning Divisions was to ensure compliance with the zoning ordinance prior to the lots being combined. Mr. Wehrle has discontinued use of said form and is requesting that the Planning & Zoning Director require property owners who wish to combine two adjacent lots in a subdivision be required to comply with the Land Division Permit requirements. This would require an amendment to the Zoning Ordinance.

In 2006, pursuant to Arizona Revised Statutes § 11-831, Yuma County adopted a review of land divisions (lot split) ordinance for division of a parcel into five or fewer lots. However, a lot tie is not a land division of five or fewer lots as specified in Arizona Revised Statutes § 11-831. Staff can find no statutory authority to apply the lot split ordinance to lot ties. Additionally, Mr. Wehrle feels that if two lots within a subdivision are combined, setbacks should continue to be measured from the original lot lines and not the new parcel boundary. Staff cannot discern any planning justification for this.

3. For detailed analysis see attached staff report

4. STAFF'S RECOMMENDATION:

Advise staff with regard to moving forward with an amendment to the Zoning Ordinance to add provisions for lot combinations/lot ties and establish an applicable fee.

Attachments

Staff report

Comparison of other counties



MEMORANDUM

TO: Yuma County Planning & Zoning Commission

FROM: Maggie Castro, AICP, Planning & Zoning Director

SUBJECT: Lot ties

DATE: February 5, 2019

This item is being brought at the request of Joe Wehrle, Yuma County Assessor. The Assessor's office has historically used a form called "Request to Combine Assessor Tax Parcels" for lot ties. The process was completed over-the-counter and required approval by the Building Safety and Planning & Zoning Divisions, Treasurer's office and Assessor's office with no fee involved. The purpose of approval by the Building Safety and Planning & Zoning Divisions was to ensure compliance with the zoning ordinance prior to the lots being combined. Mr. Wehrle has discontinued use of said form and is requesting that the Planning & Zoning Director require property owners who wish to combine two adjacent lots in a subdivision be required to comply with the Land Division Permit requirements. In 2006, pursuant to Arizona Revised Statutes § 11-831, Yuma County adopted a review of land divisions (lot split) ordinance for division of a parcel into five or fewer lots. However, a lot tie is not a **land division** of five or fewer lots as specified in Arizona Revised Statutes § 11-831. Staff can find no statutory authority to apply the lot split ordinance to lot ties. Additionally, Mr. Wehrle feels that if two lots within a subdivision are combined, setbacks should continue to be measured from the original lot lines and not the new parcel boundary. Staff cannot discern any planning justification for this.

Requiring property owners/developers to obtain a Land Division Permit to combine two lots will create an undue burden. Although Land Division Permits are processed administratively, review can take up to 30 days and requires a fee of \$420.00. In addition to that, Section 507.01(D)(2)(b) of the Yuma County Zoning Ordinances requires the following:

b. Application Submittal and Acceptance

1. Submittal

Any applicant proposing a land division shall file a Land Division Permit application with the Department of Development Services. Said application shall include:

- i) A legal description of the existing parcel and legal descriptions of the proposed parcels including access and utility easements;
- ii) A scaled map with dimensions showing existing and future parcel lines and all easements;
- iii) A map size and format acceptable to the County Recorder; i.e., 8-1/2 inches x 11 inches, 8-1/2 inches x 14 inches, or 18 inches x 24 inches;
- iv) Preparation of property map/plat by a Registered Land Surveyor or Registered Civil Engineer including legal descriptions.

The Yuma County Planning & Zoning Director (enforcing officer) has interpreted and enforced the zoning ordinance such that setbacks are measured from the parcel boundary for lots that have been combined into one Assessor's Parcel Number, not the original lot line. This means that structures could potentially be built across a lot line, but not across the parcel boundary.

Staff conducted a survey of the other 14 counties in Arizona concerning their lot tie process and nearly all simply require submitting a lot combination form or recordation of a deed and none require compliance with the lot split ordinance. Additionally, staff from Maricopa, Navajo, and Pima Counties indicated that they also measure setbacks from parcel lines and would allow structures to cross a lot line for parcels that have been combined. The City of Yuma requires submittal lot split/tie application along with a plat. The process is an in-house review with no public hearing or notice which can be completed in a few weeks, but there are usually Engineering comments which trigger the need for a resubmittal. The fee for single family residential is \$140 and \$418 for commercial or multi-family. The City of Yuma, as a charter city, enjoys police powers in excess of those provided in the legislature while a county only has those powers granted by statute.

The figures below are for the purpose of illustrating how lots in recorded subdivisions that have been combined have been developed:



Figure 1



Figure 2

The parcels depicted in Figure 1 appear to have been developed with a zero foot setback from the lot lines. The parcel depicted in Figure 2 appears to have been developed with the manufactured home crossing the lot line.

Recommendation:

Advise staff with regard to moving forward with an amendment to the Zoning Ordinance to add provisions for lot combinations/lot ties and establish an applicable fee.

ARIZONA COUNTY ASSESSORS COMPARISON TABLE

County	Are lot combos/ties allowed within recorded subdivisions?	Description of process and/or other info	Is a LDP procedure established?
APACHE	Yes	Allowed by recorded deed and considers the old lot line to be erased, so a structure or septic could be built right over that old lot line. They have made it easy (and cheap) to combine lots to try to get rid of some of our useless vacant subdivision lots that were created in the 60s.	Yes
COCHISE	Yes	Either by a request to combine/split form provided by the Assessors or by recorded deed	No
COCONINO	Yes	By form called combination/split form provided by the Assessors	Yes
GILA	Yes	By form, by survey or recorded deed.	Yes
GRAHAM	Yes	By form called combination/split form provided by the Assessors	Yes
GREENLEE	Yes	By deed	No
LA PAZ	Yes	By form called combination/split form provided by Planning and zoning which gets recorded with maps and legal descriptions	Yes
MARICOPA	Yes	By form, by survey or recorded deed and stated they do not have memorialized requirements for a lot combination in a subdivision. Planning & Development staff has always said that two residential lots can be consolidated or redelineated with recordation of a new legal description that would supersede the platted lot lines. Setbacks would then be measured from the new lot lines. The exception to this would be if the redelineation includes part of a platted tract for a specific purpose (i.e. retention basin, park, etc.) or there is some sort of platted easement impacted by the redelineation so that it traverses the new lot. In those instances, a replat of the affected lots, tracts would be required.	Yes
MOHAVE	Yes	By form called combination/split form provided by the Assessors	No
NAVAJO	Yes	By form called combination/split form provided by the Assessors and views setbacks from the new lot lines of the combined lots. Combinations decrease the number of lots. The process is relatively quick, 1 page application with recordation of new legal.	Yes

PIMA	Yes	By form called combination/split form provided by the Assessors. Measure setbacks from parcel lines and would allow structures to cross a lot line for parcels that have been combined	Yes
PINAL	Yes	By form called combination/split form provided by the Assessors	Yes
SANTA CRUZ	Yes	By form called combination/split form provided by the Assessors. Lot combinations create a new parcel, the old lot lines are irrelevant, effectively erased.	Yes
YAVAPAI	Yes	By form called combination/split form provided by the Assessors; however, the original lot line still remains unless an amended sub plat is done. Because the original lot line remains, they have to adhere to all minimum development standards to the lot line of the original subdivision. The parcel line is used for tax purposes only.	Yes

Yuma County
Planning & Zoning
Commission

Item No. 6

AIR-8902

6.

P&Z Commission Agenda

Meeting Date: 02/26/2019

Submitted For: Maggie Castro

Submitted By: Maggie Castro

Department: Planning & Zoning Division - DDS

Information

1. REQUESTED ACTION:

Review and approval of the Calendar Year 2018 Annual Report.

2. INTENT:

The purpose of the annual report is to meet reporting requirements pursuant to Section 2(H) of the Planning and Zoning Commission (Commission) bylaws. This section requires that the Commission send a report annually to the Board of Supervisors summarizing its activities. As a result, this report contains the activity summaries of the Commission and the Planning Division for Calendar Year (CY) 2018. For ease of review, the report is divided into five sections: Planning & Zoning Division; Building Safety Division; Environmental Programs Division; and Engineering Division.

3. For detailed analysis see attached staff report

4. STAFF'S RECOMMENDATION:

Staff recommends the Planning Commission review the draft Calendar Year 2018 Annual Report and recommend changes as needed.

Attachments

CY2018 Annual Report



MEMORANDUM

TO: Planning and Zoning Commission

FROM: Maggie Castro, AICP, Planning & Zoning Director *mc*

SUBJECT: Annual Report for Calendar Year 2018

DATE: February 13, 2018

The purpose of the annual report is to meet reporting requirements pursuant to Section 2(H) of the Planning and Zoning Commission (Commission) bylaws. This section requires that the Commission send a report annually to the Board of Supervisors summarizing its activities. As a result, this report contains the activity summaries of the Commission and the Planning Division for Calendar Year (CY) 2018. For ease of review, the report is divided into five sections: Planning & Zoning Division; Building Safety Division; Environmental Programs Division; and Engineering Division.

Section One: Planning & Zoning Division

The Planning and Zoning Division provides the following services:

- Assign addresses
- Assist customers with issues related to property development
- Implement the Comprehensive Plan
- Coordinate regional planning objectives
- Prepare reports for Planning and Zoning Commission, Board of Adjustment and Board of Supervisors
- Review building permit applications
- Subdivision Regulations
- Work with public to identify future planning issues and concerns
- Zoning Ordinance
- Zoning Ordinance Enforcement
- Processing of :
 - Rezoning applications
 - Special Use Permit applications
 - Minor/Major Amendment applications
 - Variance applications
 - Land Division Permits

- Lot Line adjustments
- Tentative maps
- Final plats
- Temporary Special Use Permits
- Temporary Use Permits
- Text amendment to regulatory documents
- Liquor licenses

Planning Section

The Planning Section processed 16 rezoning cases, nine special use permit cases, five minor amendments to the Comprehensive Plan, two Commission Initiatives for text amendments to the zoning ordinance, three tentative maps, one request for modifications of subdivision regulations, four final plats, 24 land division permits, three temporary special use permits, six temporary use permits, 14 variance requests, four lot line adjustments, 17 liquor licenses.

The Planning Commission reviewed 13 rezoning cases, eight special use permit cases, two minor amendments to the Comprehensive Plan, two commission initiative for a text amendment to the zoning ordinance, one tentative map, and one request for modifications of Subdivision Regulations.

The Board of Adjustment reviewed 14 variance cases that dealt with requests for relief from Zoning Ordinance requirements.

The Board of Supervisors reviewed 11 rezoning cases, five special use permit cases, two minor amendments to the Comprehensive Plan, two Commission Initiatives for a text amendment to the zoning ordinance, one request for modifications of Subdivision Regulations, three final plats, and 33 cases for reversion of zoning/extension of time to comply with the Schedule for Development (SFD)/determination of compliance with the SFD.

The acreage/square footage rezoned by the Board of Supervisors is as follows:

Acreage/Square Feet	Rezoned from	Rezoned to
78.81 acres	RA-5, RA-10 & SR-2	SR-2, SR-4, SSB,10, SSB-2
10 acres	RA-10	LI-1, LI-5
7.8 acres	RA-40	RA-5
28,314 square feet	RA-20	R-1-12

The table below lists the number of cases (rezoning, special use permit, minor amendments) approved by the Board of Supervisors in each planning area.

Number of Cases Approved	Planning Area
7	Yuma Mesa Planning Area
5	Dateland/East County Planning Area
3	Foothills Planning Area
1	Dome Valley/Wellton Planning Area

1	Martinez Lake Planning Area
1	Gila Valley Planning Area

Reversions of Zoning, Extension of time to comply with the Schedule for Development, and Revocations of Special Use Permits

RZ01-34	Rezoned a parcel 18.66 acres in size from RVP to RVS. The parcel is located on the south side of County 10½ Street and ¼ mile west of Avenue 14E. The BOS granted an extension of time of 5 years to comply with the SFD.
RZ05-29	Rezoned a parcel 14.48 acres in size from RA-40 to LI. The parcel is located at the alignment of Avenue 39E and on the south side of Old Highway 80, Tacna, AZ. The BOS granted an extension of time of 2 years to comply with the SFD.
RZ01-31	Rezoned a parcel 43.40 acres in size from RA-10 to R-1-8. The parcel is located on the north side of County 10 ½ Street (Masterson Avenue) and ¼ east of Foothills Boulevard. The BOS granted an extension of time of 5 years to comply with the SFD.
RZ03-28	Rezoned a parcel 60.0 acres in size from RA-10 to SSB-2. The parcel is located at the southeast corner of Avenue 4E & County 13 th Street. The BOS reverted the zoning to RA-10.
RZ04-39	Rezoned a parcel 18.52 acres in size from RA-10, R-2, and C-1 to C-2. The parcel is located at the southwest corner of County 10½ Street & Foothills Boulevard. The BOS reverted the zoning to RA-10.
RZ05-51	Rezoned a parcel 40.0 acres in size from RA-10 to SSB-2. The parcel is located at the northeast corner of Avenue 3E & County 15½ Street. The BOS reverted the zoning to RA-10.
RZ05-93	Rezoned a parcel 10.0 acres in size from RA-10 to R-1-6. The parcel is located on the south side of 40 th Street approximately ½ mile west of Fortuna Road. The BOS reverted the zoning to RA-10.
RZ04-04	Rezoned a parcel 10.0 acres in size from RA-10 to R-1-6. The parcel is located on the south side of 40 th Street approximately ⅓ mile west of Fortuna Road. The BOS granted an extension of time of 3 years to comply with the SFD.
RZ06-17	Rezoned a parcel 10.0 acres in size from RA-10 to R-1-6. The Parcel is located on the south side of 40 th Street approximately ¼ mile west of Fortuna Road. The BOS granted an extension of time of 3 years to comply with the SFD.
RZ04-36	Rezoned a parcel 10.0 gross acres in size from RA-10 to SR-2. The parcel is located at the northwest corner of County 17½ Street and the alignment of Avenue A ⁵ / ₈ . The BOS reverted the zoning to RA-10.
RZ05-40	Rezoned a parcel 5.0 acres in size from SSB-5 to SSB-2. The parcel is located on the west side of Avenue 4½E approximately 300 feet south of County 12½ Street. The BOS reverted the zoning to SSB-5.
RZ08-15	Rezoned a parcel 16.5 acres from RA-40 to MHS-20. The parcel is located at the northeast corner of the alignment of County 8½ Street & Avenue 39E, Wellton, AZ. The BOS reverted the zoning to RA-40.
RZ03-42	Rezoned a parcel 4.49 acres in size from RVS to R-2. The parcel is located on 53 rd Street approximately 1,100 feet west of Avenue 14½E. The BOS reverted the zoning to RVS.

RZ00-03	Rezoned a parcel 243 acres in size from RA-10 to PD. The parcel is located at the northeast corner of County 14 th Street and Avenue 5E. The BOS granted an extension of time of 3 years to comply with the SFD.
RZ07-35	Rezoned 52.05 acres from RA-10 and R-1-40 to PD. The parcel is located on the west side of Avenue 4E and County 15 ³ / ₄ Street. The BOS granted an extension of time of 2 years to comply with the SFD.
RZ09-14	Rezoned 40.28 acres of a parcel 64.36 acres in size from RA-40 to RVP. The parcel is located near the alignments of Avenue 39 ¹ / ₂ E and County 9 ¹ / ₂ Street, Tacna, AZ. The BOS granted an extension of time of 5 years to comply with the SFD.
RZ05-76	Rezoned a parcel 10.0 acres in size from RA-10 to SSB-2. The parcel is located at the northwest corner of County 17 th Street and Avenue A ¹ / ₄ . The BOS granted an extension of time of 2 years to comply with the SFD.
RZ05-52	Rezoned a parcel 40.0 acres in size from RA-40 to SSB-1. The parcel is located on the northwest corner of Avenue 36E & County 11 th Street, Wellton, AZ. The BOS reverted the zoning to RA-40.
RZ05-61	Rezoned a parcel 45.0 acres in size from RA-10 to R-1-6. The parcel is located on the northwest corner of Avenue 16E & Interstate 8. The BOS reverted the zoning to RA-10.
RZ05-79	Rezoned a parcel 43.0 acres in size from RA-40 to R-1-6. The parcel is located on the southeast corner of Avenue D & County 11 ¹ / ₂ Street. The BOS reverted the zoning to RA-40.
RZ06-46	Rezoned a parcel 8.59 acres in size from RA-10 to SSB-2. The parcel is located the northeast corner of Avenue 4 ¹ / ₂ E & County 12 ¹ / ₂ Street. The BOS reverted the zoning to RA-10.
RZ06-50	Rezoned a parcel 10.72 acres in size from SSB-5 to R-1-40. The parcel is located at the southeast corner of Avenue 36E & County 8 ³ / ₄ Street, Wellton, AZ. The BOS reverted the zoning to SSB-5.
RZ05-106	Rezoned a parcel 87.52 acres in size from RA-10 to SSB-2. The parcel is located at the southwest corner of Avenue 4 ¹ / ₂ E & County 16 th Street. The BOS reverted the zoning to RA-10
RZ06-60	Rezoned a parcel 17,440 square feet in size from R-1-20 to R-1-8. The parcel is located at 621 South El Prado Road. The BOS reverted the zoning to R-1-20.
RZ07-18	Rezoned a parcel 5.0 acres in size from RA-10 to LI-2. The parcel is located in the vicinity of the southeast corner of County 14 th Street & Avenue 3E. The BOS reverted the zoning to RA-10.
RZ07-38	Rezoned a parcel 5.91 acres in size from RA-10 to C-2. The parcel is located at the southwest corner of 40 th Street & Avenue 15E. The BOS reverted the zoning to RA-10.
RZ13-02	Rezoned a parcel 6.6 acres in size from RA-10 to SSB-2. The parcel is located on the southwest corner of Avenue 4 ¹ / ₂ E & County 14 ³ / ₄ Street. The BOS reverted the zoning to RA-10.
RZ03-43	Rezoned a parcel 72.45 acres in size from RA-10 to RVS. The parcel is located on the west side of Avenue 15E north of 48 th Street. The BOS granted an extension of time of 5 years to comply with the SFD.

RZ03-44	Rezoned a parcel 62.08 acres in size from RA-10 to RVS. The parcel is located in the vicinity of Avenue 14E & 44 th Street. The BOS granted an extension of time of 10 years to comply with the SFD.
RZ06-14	Rezoned a parcel 38.0 acres in size from RA-10 to SSB-2. The parcel is located at the southeast corner of County 16 th Street & Avenue 1E. The BOS granted an extension of time of 3 years to comply with the SFD.
RZ13-01	Rezoned a parcel 50.0 acres in size from RA-10 to SSB-2. The parcel is located on the east side of Araby Road/State Route 195 between County 13 th Street and County 13½ Street. The BOS granted an extension of time of 5 years to comply with the SFD.
RZ11-07	Rezoned a parcel 7,301 square feet in size from C-1 to C-2. The parcel is located at 3647 West 8 th Street. The BOS granted an extension of time of 1 year to comply with the SFD.
RZ03-38	Rezoned 13.64 acres of a parcel 34 acres in size from RA-40 to SSB-2. The Parcel is located at the northwest corner of Old Highway 80 and Avenue 37E. The BOS reverted the zoning to RA-40.

Major Amendments

There were no major amendments received for CY2018.

Text Amendments to the Zoning Ordinance/Comprehensive Plan/Subdivision Regulations

The Board of Supervisors approved the following text amendment to the Zoning Ordinance:

CI17-02	Text amendment to the Yuma County Zoning Ordinance, Section 605.07—Maximum Lot Coverage, Section 606.07--Maximum Lot Coverage, and Section 609.07--Maximum Lot Coverage to allow lot coverage of up to 50% regardless of whether the property is served by an on-site sewage disposal system or by a central sewage system in the R-2, R-3 and RVS zoning districts.
CI18-01	Text amendment to the Yuma County Zoning Ordinance, Section 401.00--Manufactured Home Permits, Section 801.03--Sign Area, Section 1102.02(H)--Setback Exceptions, and Section 1108.09--Swimming Pools, Hot Tubs, Jacuzzi's and Pool Mechanical Equipment

Comparison of Activity for CY14 thru CY18

Planning Section Activities	2014	2015	2016	2017	2018
Commission Initiative Cases	2	5	3	2	2
Land Division Permits	13	11	11	18	24
Lot Line Adjustments	2	3	1	7	4
Major Amendment Cases	0	0	0	0	0
Minor Amendment Cases	2	3	3	4	5
Rezoning Cases	7	4	5	14	16
Special Use Cases	10	7	9	7	9
Subdivision Applications	0	3	2	3	3
Temporary Special Use Permits	1	3	3	2	3
Temporary Use Permits	6	3	5	7	6
Variance Cases	13	19	19	15	14
Total	56	61	61	79	86

Staffing Levels	2014	2015	2016	2017	2018
Planning Director	1	1	1	1	1
Planning Manager	1	0	0	0	0
Senior Planner	4	3	3	3	3
Associate Planner	1	1	1	0	1
Total	7	5	5	4	5

There was a 53.5% increase in the level of activity in CY2018 compared to CY2014 and an increase of 9% in the level of activity from last year to this year.

In addition to the activities on the table above, the Associate and Senior Planners performed reviews for Building Permits and Projects as follows:

Permits & Projects Reviewed by Planners for CY14 to CY18

Permits & Projects Reviewed by Planning Staff					
	2014	2015	2016	2017	2018
Cheri Skinner	21	0	0	0	0
Karen Hemby	46	0	0	0	0
Fernando Villegas	97	100	119	229	231
Javier Barraza	66	92	117	205	231
Chad Bahr	93	21	0	0	0
Juan Leal Rubio	81	79	127	234	283
Marilu Garcia	8	99	99	29	0
Tricia Ramdass	0	0	0	0	155
Totals	412	391	462	697	900

The table above indicates an increase of approximately 118% in the amount of building/project reviews completed by Planners in CY2018 compared to CY2014. In CY2014, there were seven planners on staff tasked with reviewing permits/projects. In CY2018, the four planners currently on staff completed 488 more reviews than were completed in 2014 by seven planners. In the past, the majority of building/project reviews were performed by technical staff such as Permit Technicians, Permit Specialists, and Plans Coordinators. The Planners were responsible for reviewing the more complex projects. Changes to the Zoning Ordinance have made building/project review procedures more complex and have, in turn, triggered additional involvement of professional Planning staff in conducting reviews. Additionally, turn-over of staff in the Permitting Division has required Planning staff to take on additional permit reviews while new staff is trained and becomes proficient in the use of the zoning ordinance.

The Planners spend a combined total of 2,241 hours per year manning the Planner on Duty station providing customer service in person or over the phone. In addition to their day to day duties and responsibilities, the Planners are involved with special projects such as:

- Research on proposed changes to state law which may trigger changes to the Zoning Ordinance.
- Outreach to youth through organizations and school settings.
- Outreach to residents/citizens.
- Building Citizen Advisory Group (CAG) membership and mentoring.
- Participation on the Investing in Manufacturing Communities Plan (IMCP) project.
- Text amendments to the Zoning Ordinance.
- Reviewing Requests for Comments from adjoining municipalities and other jurisdictions.

Public Education/Outreach

The Planning Division conducted/participated in the following outreach efforts:

- Arizona Western College Career Expo on February 14, 2018 to promote the planning profession.
- Association of Mature American Citizens (AMAC) on March 21, 2018.
- County Open House at the Foothills Branch Library on November 3, 2018
- Planning staff worked with Channel 77 to post notices on the County's Facebook page for all Planning Commission meetings to inform residents about items on the agendas.

Zoning Enforcement Section

The Zoning Enforcement Section staffing consists of the Zoning Inspector and one Deputy Zoning Inspector. The section enforces the Yuma County Zoning Ordinance and does so primarily on a reactive basis, but will act proactively in order to address an eminent threat to health, safety, or welfare.

During CY2018, section activities continued to be supportive of all of the divisions within the Department of Development Services. The major areas of involvement for the section included:

- Enforcement Activities

- Training of Personnel
- Assistance to DDS Divisions
- Assistance to other Agencies
- Public Education

Comparison of Activity by Type for CY14 thru CY18

Section Activities	2014	2015	2016	2017	2018
Total Complaints Received	374	339	369	313	242
Total Inspections Conducted	1,137	1,005	1,118	1,025	703
Unresolved (Open) Cases	108	110	93	82	79
Resolved (Closed) Cases	415	345	256	269	175
Total Cases Initialized	350	337	206	250	182
Unfounded Complaints	88	70	101	48	60
Staffing Levels	2 DZI	2 DZI	2 DZI	1 DZI	1 DZI

Assistance to Other DDS Divisions

The Zoning Enforcement Section continues to work closely with the other divisions within Development Services. Examples of this interaction and support include working with the Engineering Division by taking photos of different areas related to rights-of-way usage and violations, and working with the Building Inspectors concerning alleged violations for unpermitted structures, substandard construction, and expired permits.

Training Personnel

In October 2007, the Coalition of Arizona County Code Enforcement Officials (CACCEO), consisting of county code enforcement officials from throughout the state, was established. The CACCEO group works under the umbrella of an organization called AACPD, which is the Association of Arizona County Planning Directors. These officials developed seven training modules to train and test current county personnel throughout the state in a training program that was specifically designed for code enforcement officials. Yuma County Zoning Enforcement personnel took the lead in developing this program. Zoning Enforcement staff partnered with Arizona Western College (AWC) to make this course available online through their educational program called “Black Board”. Individuals that complete the course are eligible to receive certification as a Zoning Inspector.

In 2011, the statewide certification training program for code enforcement officers and deputy zoning inspectors was completed. This certification program is available for all enrollees, government employees or not. Five individuals completed the County Code Enforcement course during CY2018. A total of 81 individuals have completed the course since AWC first began offering it.

Membership Structure of CACCEO and AACPD

CACCEO's officers are as follows: President Charles Hart, Maricopa County; Vice-President Paula Mullenix, Pinal County; and the Secretary seat is vacant. The listed members include: Milton Ollerton, Apache County; Rick Corley, Cochise County; Steve Brown, Coconino County; Steve McGaughey, Graham County; Phillip Ronnerud, Greenlee County; Mike Baker, La Paz County; Christine Ballard, Mohave County; Trent Larson, Navajo County; Rick Bruster, Pima County; Paula Mullenix and Carrie Duncan, Pinal County; Angelika Ortiz, Santa Cruz County; Steven Mauk and Kathleen McCaw, Yavapai County; and Maggie Castro, Yuma County.

AACPD's officers are as follows: President David C. Williams, Yavapai County; Vice President Darren Gerard, AICP, Maricopa County; Secretary Christine Ballard, Mohave County; Treasurer Chris Poirier, Pima County. The listed members include: Devin Brown, Apache County; Dan Coxworth, Cochise County; Paul Esparza, Cochise County, Jay Christelman, Coconino County; Bob Short, Coconino County; Deb Bradway, Gila County; Michelle, Dahlke, Gila County, Scott Buzan, Gila County, Joe Goodman, Graham County; Phil Ronnerud, Greenlee County; Nora Yackley, La Paz County; Carol Johnson, AICP, Maricopa County; Lynn Favour, AICP, Maricopa County; Matthew Holm, AICP, Maricopa County; Nick Hont, Mohave County; Brandt Clark, Esq., Navajo County; Sandra Phillips, P.E., Navajo County; Himanshu Patel, Pinal County; Jesse Drake, Santa Cruz County; Tammy DeWitt, Yavapai County; Jeremy Dye, Yavapai County; Maggie Castro, AICP, Yuma County; Craig Sullivan, CSA; Dan Bogert, CSA; Yvonne Ortega, CSA.

The purpose of the association is to provide a forum for Arizona Planning Directors to discuss topics such as pending legislation that impacts planning and zoning, development trends, entity staffing levels and financial condition, comprehensive plans, zoning ordinances, subdivision regulations, and other regulatory issues. The association currently meets on a quarterly basis or as frequently as needed when potential legislation impacting planning and zoning requires discussion and a support or opposition position taken.

Section Two: Building Safety Division

The Building Safety Division provides the following services:

- Building, plumbing, mechanical and electrical plan review and inspections of all residential and commercial construction
- Fire plan review and inspections for residential and commercial construction and installations where applicable
- Perform inspections for the installation of Manufactured Homes and Factory-Built Buildings in accordance with State of Arizona standards
- Investigate and follow-up on building and fire related complaints from constituents
- Provide support to Zoning Enforcement for building and fire related complaints
- Provide support to the Grants Division and the Housing Rehabilitation Programs
- Direct and monitor Risk Reduction Project in the B&C Colonia

Comparison of Activity by Type for CY14 thru CY18

Building Safety Division					
	2014	2015	2016	2017	2018
Construction Valuations	\$24,063,620	\$29,099,639	\$29,193,791	\$30,108,072	\$41,546,749
New Commercial Const.	21	23	11	5	8
New Industrial Const.	0	0	1	3	6
New Single Family Res. (NSFR)	88	110	130	107	175
Average Valuation NSFR	\$139,587	\$136,074	\$139,065	\$134,913	\$123,987
Total number of Inspections	8509	7960	8627	8746	10,266

The table above indicates an increase of approximately 73% in construction valuations in CY2018 compared to CY2014. There was an increase of 99% in CY2018 compared to CY2014 in New Single Family Residential permits. Additionally, there was an increase of a little over 20% in total number of inspections in CY2018 compared to CY2014.

Video Based Inspections

The Building Safety Division began performing a limited number of inspections using the video streaming (Facetime) capabilities of cell phones in July 2015 to help reduce staff time involved with processing and following up on expired permits for air conditioning and water heater replacements. There have been an increased number of contractors who have embraced this technology. In CY2018, the use of this technology was expanded to include main breaker replacements typically related to solar photovoltaic installations. The use of this technology has resulted in a win-win process for Yuma County and the customers we serve. With a reduction in travel time, reduction in onsite coordination and reduction in staff follow-up time, we are seeing a weekly savings of approximately \$150.00 overall.

Section Three: Environmental Programs Division

The Environmental Programs Division provides the following services:

- Dust complaints
- Illegal dumping
- Nuisance complaints
- Septic reviews / inspections/ approvals
- Solid waste
- Storm water plan review
- Subdivision reviews / approvals
- Well locations / approvals
- 208 Clean Water Act

Comparison of Activity by Type for CY13 thru CY17

Environmental Programs					
	2014	2015	2016	2017	2018
Fees Received	\$141,215	\$123,340	\$135,885	\$147,990	\$160,945
Septic Tank Inspections	131	113	116	143	155
Septic Tank Permits Issued	123	119	135	153	160
Septic Tank Permits Finaled	131	112	115	142	156
Site Evaluations	23	29	46	31	30
Pumpers/Haulers Inspections	198	153	131	117	176

The table above indicates an increase of approximately 14% in fees received in CY2018 compared to CY2014. Septic Tank Permits Issued and Site Evaluations increased 30% in CY2018 compared to CY2014. Septic Tank Inspections and Septic Tank Permits Finaled increased approximately 18% in CY2018 compared to CY2014. Pumper/hauler inspections decreased approximately 11% in CY2018 compared to CY2014. The Environmental Programs Section also issued 19 approvals of construction, 22 discharge authorizations (sewer), 32 approvals to construct (sewer and water), and responded to 61 complaints during CY2018.

Section Four: Engineering Division

Construction Projects

CIP #	Project Name	Project Description	Bid Opening	Contract Time (Calendar Days)	Estimated Construction Start Date	Final Acceptance
1.9915B	Avenue B at County 19 th Street traffic signal	New traffic signal at County 19 th Street and Avenue B to include new turn lanes and additional traffic signal hardware for future project.	07/06/2017	190	09/15/2017	06/25/2018
3.0503f	North Frontage Road storm drain improvements	Work consisted of new storm drain system; including catch basins, pipeline, pavement replacement and two large retention basins along south frontage road.	10/02/2017	167	11/06/2017	10/24/2018
1.1506	Avenue 14E road improvements	Improve Avenue 14E from 28 th Street to Suzanne de Fortuna to connect two existing paved roads. Road improvements include 26' wide ac surface, signing, striping, new culvert and 8' wide abc shoulders.	10/16/2017	30	01/08/2018	04/13/2018

1.1702C	2018 Yuma and Mohawk chip seal program (Spring 2018)	To provide new chip seal, fog seal and new striping on county roads, continuing with ongoing maintenance program.	02/06/2018	90	03/21/2018	07/24/2018
1.9915C	Avenue B and 5th Street pedestrian traffic signal "hawk"	New pedestrian signal crossing "hawk" at the intersection, including, sidewalk and access ramp, signing and striping and miscellaneous improvements.	02/13/2018	205	04/09/2018	*12/31/18
1.1004	Foothills at 48 th Street traffic signal	Reconstruct westbound roadway approach to intersection and drainage improvements; installation of a new traffic signal including street lights, new vertical curb, sidewalk, ramps, pavement markings- subdivider to provide \$200,000 in accordance with third party trust agreement	02/13/2018	90	04/09/2018	12/07/2018
3.0505	San Luis area drainage improvements	Drainage design to relieve flooding in eastern San Luis where no drainage facilities exist. Project consisted of extending existing storm drain system, including new storm drain, catch basins and pavement replacement.	02/22/2018	100	05/07/2018	*12/31/18
1.1801b	Fall 2018 Chip Seal	To provide new chip seal on County roads, continuing with previous program.	07/31/2018	90	10/15/2018	*12/31/18
1.1803	Pavement Preservation- Highway 95-Avenue C ³ / ₄ to County 11 ¹ / ₂ Street	To provide new chip seal on Highway 95 continuing with previous program.	07/31/2018	90	10/15/2018	*12/31/18

*Project Substantial completion

Federal Projects

CIP #1.1401	County 12 th Street and Avenue D Bridge Replacement	Replaced old timber bridge with a new 12'x6' RCBC
CIP #1.1303	Texas Hill Bridges (#7638 & #7753) Rehab project	Rehabilitated 2 bridges
CIP #1.1402	North Frontage Road: Fortuna to Foothills Boulevard Overlay	Widened and overlaid 2 miles of the North Frontage Road

Yuma County Water User's Association reconstructed two irrigation roadway crossings

CIP# 1.9903	County 20 th Street and Avenue G½	Reconstruct and widen the headwalls to increase clear Zone
	County 10 th Street and Avenue D¾	Reconstruct and widen the headwalls to increase clear zone