

# ATTACHMENT 1

## Coordination of Utility Extension Agreement (EA), Annexation and Initial Zoning Processes, Overview

- 1) Applications for new EAs, initial zonings and annexations (“consolidated application”) will be submitted to the Planning Department. Applicants will submit a coordinated application form that would include information necessary to review initial zoning, EA and annexation.
- 2) Consolidated applications will be distributed to all City, County and State agencies (“agencies”) that currently review EAs, annexations and initial zonings.
- 3) Submittal cycles will be twice monthly. For zoning cases and EAs, agencies will have 21 days to review submittals and issue comments. Applicants will have up to 90 days to resubmit their response to agency comments. Agencies will have 14 days to conduct re-reviews. The Fiscal Impact Analysis (FIA) described in item #8 below will be on 60-day review cycle. All three reviews (i.e.: zoning, EAs and FIAs/annexations) will be coordinated before being brought to City Council, as described in items #10 and #11 below).
- 4) Once all agency comments have been addressed, the initial zoning portion of the consolidated application will be scheduled for hearing by the Planning Commission (NOTE: Initial zoning goes to Planning Commission as County case unless legislative change allows consideration as City case).
- 5) The annexation and EA portions of the consolidated application would not be taken to Planning Commission.
- 6) The Public Works Department, with consultation with the Water Management Department as necessary and appropriate, will evaluate and recommend approval (or disapproval) of the EA and provide their recommendation to the Planning Department for inclusion in a consolidated application agenda item to City Council.
- 7) The Public Works Department, with consultation with the Water Management Department as necessary and appropriate, will provide a draft EA and an Utility Impact Analysis (UIA) that will address (at a minimum) the following issues:
  - a. Is there adequate public water and sewer utility capacity to accommodate the proposed development?; and
  - b. If utility system improvements are required, are they the minimum necessary to accommodate the proposed development OR is the Public Works Department requesting additional system capacity and/or components (“upsizing”)?; and
  - c. Are the utility system improvements proposed in the EA consistent with the future land use map (FLUM) designation in the Comprehensive Plan?; and
  - d. What are the short and long term (“life-cycle”) operating and maintenance costs of the proposed infrastructure?
- 8) The Budget and Management Services (BMS) Department will provide a Fiscal Impact Analysis (FIA) based on consultation with all City Departments that have service delivery and/or cost impacts associated with the proposed annexation action. The FIA will (at a minimum) address the following issues:

- a. What are the short and long term estimated fiscal impacts of the proposed land use action, based on a build-out assumption or assumptions?; and
  - b. Can existing services and facilities accommodate the proposed development at existing levels of service? If not, what new capital, operating and maintenance costs will have to be incurred by the City in order to maintain existing levels of service?
- 9) The Planning Department will provide applicants two options for initial zonings. The first option will be an initial zoning that is the least intense residential zoning district permitted in the applicable development tier. The second option will be a development plan zoning identified by the applicant (NOTE: No protest petition may be filed on initial zoning actions pursuant to State law).
- 10) Once the Planning Commission has made a recommendation on the initial zoning, the Planning Department will coordinate the consolidated application (i.e.: EA, annexation and initial zoning) and send all items together to Council, with one coordinated staff recommendation. City staff will encourage and accept additional committed elements to address any concerns raised in the coordinated staff report and recommendation.
- 11) Three separate motions will be required by Council when considering consolidated applications. The EA be considered first, followed by the annexation and finally the initial zoning. We further recommend that applicants be allowed to withdraw the annexation petition and initial zoning if the EA is not approved.