

## **MARANA ORDINANCE NO. 2025.024**

RELATING TO DEVELOPMENT; AMENDING MARANA TOWN CODE TITLE 17 "LAND DEVELOPMENT"; AMENDING CHAPTER 17-3 (ADMINISTRATION AND ENFORCEMENT) BY ADDING NEW SECTION 17-3-4 (DEVELOPMENT PLANS) AND NEW SECTION 17-3-5 (SITE PLANS AND DESIGN REVIEW PLANS); AMENDING CHAPTER 17-5 (SUBDIVISIONS) BY AMENDING SECTION 17-5-2 (PROCEDURES) TO ALLOW ADMINISTRATIVE REVIEW AND APPROVAL OF FINAL PLATS AND PLAT AMENDMENTS; ADDING NEW SECTION 17-5-6 (LOT LINE ADJUSTMENTS, LOT TIES, AND LOT COMBINATIONS); AMENDING CHAPTER 17-19 (SILVERBELL ROAD OVERLAY CORRIDOR DISTRICT) BY AMENDING SECTION 17-19-10 (SILVERBELL ROAD OVERLAY CORRIDOR DISTRICT DEVELOPMENT PLAN PROCEDURES) TO ALLOW ADMINISTRATIVE REVIEW AND APPROVAL OF DEVELOPMENT PLANS IN THE SILVERBELL ROAD OVERLAY CORRIDOR DISTRICT; AND DESIGNATING AN EFFECTIVE DATE

WHEREAS the Arizona Legislature adopted Laws 2025, Chapter 31 (House Bill 2447), signed by Governor Katie Hobbs on March 31, 2025, effective from and after December 31, 2025, requiring all Arizona municipalities to, by ordinance, authorize administrative personnel to review and approve a variety of land use applications, including site plans, development plans, preliminary plats, and final plats; and

WHEREAS House Bill 2447 is now codified in the Arizona Revised Statutes at A.R.S. § 9-500.49; and

WHEREAS the Town Council finds this ordinance to be in the best interests of the Town and its citizens.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Marana, Arizona, as follows:

SECTION 1. The revisions to Title 17 "Land Development" of the Marana Town Code, amending Chapter 17-3 (Administration and Enforcement) by adding new Section 17-3-4 (Development plans) and new section 17-3-5 (Site plans and design review plans); amending chapter 17-5 (Subdivisions) by amending section 17-5-2 (Procedures) to allow administrative review and approval of final plats and plat amendments; adding new section 17-5-6 (Lot line adjustments, lot ties, and lot combinations); amending Chapter 17-19 (Silverbell Road Overlay Corridor District) by amending Section 17-19-10

(Silverbell Road Overlay Corridor District development plan procedures) to allow administrative review and approval of development plans in the Silverbell Road Overlay Corridor District, one paper copy and one electronic copy of which are on file in the office of the Town Clerk, which were made a public record by and attached as Exhibit A to Resolution No. 2025-110 of the Town of Marana, Arizona, are hereby referred to, adopted and made a part of this ordinance as if fully set out here.

SECTION 2. The various town officers and employees are authorized and directed to perform all acts necessary or desirable to give effect to this ordinance.

SECTION 3. All ordinances, resolutions, or motions and parts of ordinances, resolutions, or motions of the Council in conflict with the provisions of this ordinance are hereby repealed, effective as of the effective date of this ordinance.


SECTION 4. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 5. This ordinance is effective on January 1, 2026.

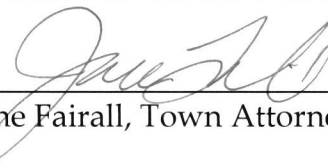
PASSED AND ADOPTED by the Mayor and Council of the Town of Marana, Arizona, this 18th day of November, 2025.

ATTEST:

  
Jill McCleary, Town Clerk

  
Mayor Jon Post

APPROVED AS TO FORM:

  
Jane Fairall, Town Attorney



## MARANA RESOLUTION NO. 2025-110

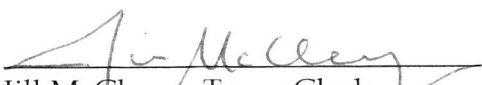
RELATING TO LAND DEVELOPMENT; DECLARING AS A PUBLIC RECORD FILED WITH THE TOWN CLERK THE AMENDMENTS ADOPTED BY ORDINANCE NO. 2025.024, REVISIONS TO TITLE 17 "LAND DEVELOPMENT" OF THE MARANA TOWN CODE, AMENDING CHAPTER 17-3 (ADMINISTRATION AND ENFORCEMENT) BY ADDING NEW SECTION 17-3-4 (DEVELOPMENT PLANS) AND NEW SECTION 17-3-5 (SITE PLANS AND DESIGN REVIEW PLANS); AMENDING CHAPTER 17-5 (SUBDIVISIONS) BY AMENDING SECTION 17-5-2 (PROCEDURES) TO ALLOW ADMINISTRATIVE REVIEW AND APPROVAL OF FINAL PLATS AND PLAT AMENDMENTS; ADDING NEW SECTION 17-5-6 (LOT LINE ADJUSTMENTS, LOT TIES, AND LOT COMBINATIONS); AMENDING CHAPTER 17-19 (SILVERBELL ROAD OVERLAY CORRIDOR DISTRICT) BY AMENDING SECTION 17-19-10 (SILVERBELL ROAD OVERLAY CORRIDOR DISTRICT DEVELOPMENT PLAN PROCEDURES) TO ALLOW ADMINISTRATIVE REVIEW AND APPROVAL OF DEVELOPMENT PLANS IN THE SILVERBELL ROAD OVERLAY CORRIDOR DISTRICT

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, that the revisions to Title 17 "Land Development" of the Marana Town Code adopted by Marana Ordinance No. 2025.024, a copy of which is attached to and incorporated in this resolution as Exhibit A and one paper copy and one electronic copy of which are on file in the office of the Town Clerk, are hereby declared to be a public record and ordered to remain on file with the Town Clerk.

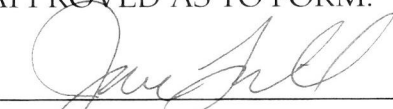
PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, this 18th day of November, 2025.

  
\_\_\_\_\_  
Mayor Jon Post

ATTEST:

  
\_\_\_\_\_  
Jill McCleary, Town Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Jane Fairall, Town Attorney

*EXHIBIT A TO MARANA RESOLUTION NO. 2025-110*  
*Amendments to Marana Town Code, Title 17 "Land Development" pursuant to Marana*  
*Ordinance No. 2025.024*

SECTION 1. Title 17 (Land Development), Chapter 17-3 (Administration and Enforcement), of the Marana Town Code is hereby revised by adding new section 17-3-4 (Development plans) and new section 17-3-5 (Site plans and design review plans), and renumbering existing sections 17-3-4, 17-3-5, 17-3-6, and 17-3-7 to conform to the addition of the new sections, as follows:

**17-3-4 Development plans**

A. Purpose. The purpose of this section is to accomplish the following:

1. Provide an expedited administrative review process for non-residential and multi-family developments.
2. Promote the development of non-residential and multi-family sites that are functional, safe, attractive, and compatible with surrounding uses.
3. Encourage high-quality development that reflects the goals and policies of the general plan.
4. Ensure compliance with local, state, and federal regulations, as well as development agreements, specific plans, and other relevant documents.
5. Incorporate necessary infrastructure improvements into plans for development.

B. Applicability. This section applies to all non-residential, mixed-use, and multi-family developments with a total of five or more dwelling units. Development plan approval must precede the issuance of any building permit related to these types of development.

C. Pre-application meeting. To aid in the preparation of a complete development plan application, a pre-application meeting shall be held not more than two years prior to the date of submitting the full development plan application. The applicant shall submit the following with the request for a pre-application meeting:

1. Submittal fee, per the town's fee schedule.
2. Conceptual development plan that includes the size, height, and location of all proposed structures, existing and proposed points of access, location of drive aisles, and location and number of parking spaces.
3. Location map.
4. Project narrative that includes project name, location, site area, zoning, and background.

D. Application submittal

1. All applications shall follow the requirements defined in the development plan checklist on file with the development services department. The development plan checklist is an administrative document that is amended from time to time by the planning manager.
2. At a minimum, the following items shall be submitted with the application, unless waived in writing by the planning manager:
  - a. Completed project application, with submittal fee per the town's fee schedule.

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- b. Owner authorization letter, if applicable.
- c. One complete plan set that includes a site plan, landscape plan, building elevations, and a plan for all proposed improvements.
- d. Supporting reports for drainage, soils, traffic, and title, as applicable.
- e. Any other submittal requirements identified at the pre-application meeting.
- f. Any additional information requested based on the complexity and impact of the proposed project.

E. Approval

- 1. After a complete application has been submitted, the documents shall be routed to the appropriate town departments and outside agencies for review and comment. The applicant is responsible for addressing all comments.
- 2. The plan shall be reviewed for compliance with local, state, and federal regulations, as well as for compliance with specific plans, development agreements, and other relevant documents.
- 3. Once all comments have been resolved, the development plan shall be considered administratively approved. An electronic copy of the plan set with an approval stamp shall be forwarded to the applicant.

F. Appeal. An applicant may appeal a final action by the planning manager to the board of adjustment pursuant to subsection 17-2-2(C)(2).

G. Expiration. If a building permit has not been issued within two years from the date of approval of the development plan, the plan shall be considered expired and null and void. An administrative extension of up to one year may be granted by the planning manager upon request and with good cause shown.

**17-3-5 Site plans and design review plans**

- A. Purpose. The purpose of this section is to provide an expedited administrative review process for developments that require a site plan or a design review plan.
- B. Administrative review and approval. Except as otherwise expressly provided in this code, the planning manager shall have the authority to approve, conditionally approve, or deny an application seeking the approval of a site plan, a design review plan, or an amendment to a site plan or design review plan.
- C. Applicability. A site plan or design review plan application must be submitted whenever required by title 17.
- D. Application. All applications shall follow the requirements defined in the applicable checklist on file with the development services department, if any. The checklist is an administrative document that is amended from time to time by the planning manager.
- E. Approval

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1. After a complete application has been submitted, the documents shall be routed to the appropriate town departments and outside agencies for review and comment. The applicant is responsible for addressing all comments.
  2. The plan shall be reviewed for compliance with local, state, and federal regulations, as well as for compliance with specific plans, development agreements, and other relevant documents.
  3. Once all comments have been resolved, the site plan, design review plan, or amendment shall be considered administratively approved. An electronic copy of the plan set with an approval stamp shall be forwarded to the applicant.
- F. Appeal. An applicant may appeal a final action by the planning manager to the board of adjustment pursuant to subsection 17-2-2(C)(2).
- G. Expiration. If a building permit has not been issued within two years from the date of approval of a site plan or design review plan, the plan shall be considered expired and null and void. An administrative extension of up to one year may be granted by the planning manager upon request and with good cause shown.

SECTION 2. Title 17 (Land Development), Chapter 17-5 (Subdivisions), Section 17-5-2 (Procedures) of the Marana Town Code is hereby revised as follows (with additions shown with double-underlining and deletions shown with ~~strikeouts~~):

**17-5-2 Procedures**

A. Overview.

1. Except as provided otherwise elsewhere in this code, the preparation, submittal, review and approval of subdivision plats shall proceed through the following progressive steps:
  - a. Pre-application meeting with the town.
  - b. Preliminary plat submittal, review, and administrative approval.
  - c. The submittal of engineering plans for the required subdivision improvements (submittal and review may occur during preliminary plat review).
  - d. The approval of engineering plans for the required subdivision improvements (must occur prior to final plat approval).
  - e. Final plat submittal, review, and administrative approval ~~by the council~~.
  - f. Recordation of the approved final plat with the county recorder.

[No revisions to subparagraph 2]

3. Subdivisions of ten or fewer lots shall proceed through the following steps:
  - a. Pre-application meeting with the town.
  - b. The submittal and approval of engineering plans for improvements as deemed necessary by the town engineer and planning manager prior to final plat approval.

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- c. Final plat submittal and review, and administrative approval ~~by the council~~.
- d. Recordation of approved final plat with the county recorder.

[No revisions to paragraphs B and C]

D. Final plat

[No revisions to subparagraph 1]

2. Final plat requirements:

[No revisions to subparagraph a]

~~b. The planning manager shall submit the final plat application together with the staff recommendations to the council.~~

[No revisions to existing subparagraph c, which is hereby re-lettered as subparagraph b to conform to the deletion of existing subparagraph b]

~~d.~~ c. All necessary engineering improvement plans shall be approved prior to approval of the final plat ~~the council meeting~~.

~~e.~~ Any information required as part of the final plat submittal shall be shown on the plans in a manner consistent with standard engineering practice and town standards.

[No revisions to subparagraph i]

ii. The following certifications must be included on the final plat:

[No revisions to subparagraphs a) or b)]

c) Certification of plat approval by the planning manager, town engineer (or designated representative), and town clerk ~~and council~~.

[No revisions to subparagraphs d) or e)]

[No revisions to subparagraphs iii through vi]

3. Final plat approval:

- a. An application for approval of a final plat shall not be filed unless there is an approved, signed, preliminary plat for the proposed subdivision as provided for in subsection 17-5-2(C) ~~D~~ of this chapter. This requirement does not apply to subdivisions of ten or fewer lots.
- b. In addition to the requirements of the preceding paragraphs, the applicant shall provide to the town any additional information, documents, or other material relevant to the application that the planning manager or town engineer reasonably believes is necessary ~~in order for the council~~ to evaluate, analyze, and understand the subject matter of the application.
- c. An application for final plat approval shall not be deemed to have been filed or properly submitted until all of the above-listed requirements have been complied with. The planning manager shall determine compliance.



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d. After a complete application has been submitted, the documents shall be routed to the appropriate town departments and outside agencies for review and comment. The applicant is responsible for addressing all comments.

e. The plat shall be reviewed for compliance with local, state, and federal regulations, as well as for compliance with specific plans, development agreements, and other relevant documents.

f. Once all comments have been resolved, the final plat shall be considered administratively approved and

~~d. Consideration of approval, amendment, or denial of the final plat by the council shall take place in a public meeting, but may be on the consent portion of the agenda.~~

~~i. Approval:~~

~~a) If the council approves the plat, the town clerk shall certify the council's approval on the plat, after determining that the other required certifications and dedications have been duly signed and acknowledged.~~

~~b) g.~~ After council approval of a final plat and compliance with subsection 17-5-3 B, the subdivider shall pay to the town the fee charged by the county recorder for the recordation of the plat, and the town clerk shall then promptly record the plat with the county recorder, pursuant to A.R.S. § 9-463.01(~~fR~~).

~~ii. Amendment: If the council finds that the plat requires revisions, the application shall be tabled until the revisions can be satisfactorily accomplished and the application rescheduled for council action.~~

~~iii. h.~~ Denial: If the council town denies the plat, the ~~minutes~~ town shall state the reasons for the denial in writing. The final plat application may be re-filed at any time if revisions can resolve the reasons for the denial.

E. Plat amendments. An applicant may apply for an amendment to a final plat which shall proceed through the same progressive steps as provided in this section for a final plat.

SECTION 3. Title 17 (Land Development), Chapter 17-5 (Subdivisions), Section 17-5-2 (Procedures) of the Marana Town Code is hereby revised by adding new section 17-5-6 (Lot line adjustments, lot ties, and lot combinations), and renumbering existing section 17-5-6 to conform to the addition of the new section, as follows:)

**17-5-6 Lot line adjustments, lot ties, and lot combinations**

Lot line adjustments, lot ties, and lot combinations may be administratively approved by town staff without a public hearing, subject to application and review procedures established by the planning manager.

SECTION 4. Title 17 (Land Development), Chapter 17-19 (Silverbell Road Overlay Corridor District), Section 17-19-10 (Silverbell Road Overlay Corridor District



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development plan procedures) of the Marana Town Code is hereby revised as follows (with additions shown with double-underlining and deletions shown with ~~strikeouts~~):

**17-19-10 Silverbell Road Overlay Corridor District development plan procedures**

- A. Development plan review. Development plan review is required for any non-single family development within the Silverbell Road Corridor Overlay District.
- B. Application and approval. The application and approval process for a development plan in the Silverbell Road Corridor Overlay District shall be in conformance with the process set forth in section 17-3-4 (Development plans). ~~Planning commission action required.~~ Upon the completion of the development plan review, applications for development within the Silverbell Road Corridor Overlay District shall be scheduled for consideration and action by the planning commission, subject to the requirements of the underlying specific plan or zoning district, as well as the commercial design standards. The commission may, if satisfied that all the objectives of the Marana land development code and town standards have been met, approve the development plan, or approve with conditions. If the commission finds that the development plan requires revision, the plan may be continued pending revision.
- C. Appeal procedure. An applicant may appeal a final action by the planning manager on a development plan review to the board of adjustment pursuant to subsection 17-2-2(C)(2). ~~The action of the planning commission may be appealed to the town council by the applicant. Requests for appeal must be filed on an application form provided by the planning department, and must include the appropriate fee as established by the council. Requests for appeal must be filed within ten days following the date of the planning commission action. The council shall act to affirm or reverse in whole or in part, or modify the commission's decision including the addition or deletion of conditions or restrictions.~~
- D. Modifications. A request to modify, expand, or otherwise change an approved development plan application, not in substantial conformance with the planning ~~commission~~ manager's approval, shall be processed according to the provisions of this title.
  - 1. The following modifications shall require an amended application:
    - a. A request that would significantly alter the design of the site or buildings / structures.
    - b. A request to change or delete a condition approved by the planning manager ~~commission or town council~~.
  - 2. Minor modifications to an approved plan may be approved by the planning manager as specified below:
    - a. Minor relocation of building pads provided that the modification does not significantly alter the site design in terms of parking layouts, vehicular circulation, landscape design and other similar components of the development plan provided that ordinance requirements are still met.
    - b. An increase or decrease in a proposed setback provided that the ordinance requirements are still met.
    - c. A minor change to landscape design and plant material changes.

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- d. A minor change to parking lot / site plan.