

**CITY OF WILLCOX**  
**MAYOR AND CITY COUNCIL MEETING**  
**WORK SESSION MEETING**  
**AGENDA**

**Monday, August 16, 2010**

**NOTE TIME: 6:00 p.m.**

**City Council Chambers**  
**300 W. Rex Allen Drive**  
**Willcox, AZ**

(Mayor or Designee will read only **BOLD** print of each agenda item,  
except for Public Hearings, Petitions and Communications.)

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE TO THE FLAG**

**4. DECLARATION ON CONFLICT OF INTEREST**

The Council members and staff have a right to declare a conflict of interest. The declaration of a conflict of interest must be made prior to discussion of any agenda item in which Council members or staff may have a conflict of interest.

**5. ADOPTION OF THE AGENDA**

The Council will at this time either adopt the agenda as presented by the City Clerk or may remove or table any of the listed agenda items. Tabled items, unless otherwise directed, will appear on the next regular agenda. Council may not add any items to the agenda at this time. Should staff have any recommendations concerning the exclusion or tabling of agenda items they will voice these recommendations at this time.

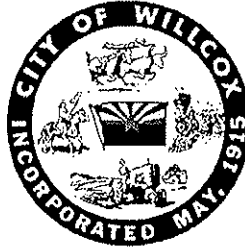
**6. DISCUSSION REGARDING THE INFILL INCENTIVE PROGRAM**

Consideration and/or discussion regarding the Infill Incentive Program.

**7. ADJOURN**

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**NOTE:** People with disabilities may request reasonable accommodations. Requests must be made 48 hours prior to the meeting by contacting City Hall at 384-4271, ext. 4204, during regular business hours 8:00 a.m. to 4:30 p.m., Monday through Friday.



## NOTICE OF MEETING

### CITY COUNCIL

In accordance with Resolution No. 370 of the City of Willcox, and Section §38-431.01 of the Arizona Revised Statutes **NOTICE IS HEREBY GIVEN** that the **MAYOR AND COUNCIL** of the City of Willcox, County of Cochise, Arizona, will hold a **JOINT WORK SESSION MEETING WITH THE PLANNING & ZONING COMMISSION** on **MONDAY** the **16<sup>th</sup>** day of **AUGUST** 2010, at **6:00 P.M.**, at the **CITY COUNCIL CHAMBERS, 300 W. REX ALLEN DRIVE, WILLCOX, AZ.**

Item for consideration and/or discussion relating to:

## INFILL INCENTIVES

All members of the public are invited to attend such meeting.

DATED AND POSTED this 12<sup>TH</sup> day of AUGUST 2010, at 2:30 P.M.

CITY OF WILLCOX, ARIZONA

/s/CRISTINA G. WHELAN, CMC  
City Clerk Cristina G. Whelan, CMC

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*"Mine, Yours, Ours"*

**WILLCOX  
INFILL INCENTIVE OVERLAY  
HOUSING DISTRICT  
PLAN**

**WILLCOX INFILL INCENTIVE OVERLAY HOUSING DISTRICT  
PLAN**

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## STAFF REPORT ON INFILL INCENTIVE DISTRICT

An Infill Incentive District Program can be a great development tool for the City of Willcox. This program would help revitalize already urbanized areas where infrastructure and services are in place. These areas often suffer from a general absence of development and investment activity, a loss of population, a large number of vacant lots and a prominent occurrence of dilapidated buildings. There is also an incentive for the demolition of existing substandard homes that are then replaced with new homes. This has the added effect of making our neighborhoods much more visually appealing and may even raise property values for existing surrounding homes. Another advantage may be existing homeowners taking more pride in the appearance of their homes and yards.

## **What Is Infill Development?**

Infill development involves building and developing in vacant or underutilized areas in cities or suburbs. Infill typically means using land that can easily and efficiently be served by public facilities and services, thus limiting costs of extending infrastructure into newly developing areas. As an alternative to greenfield development, infill development can reduce the loss of land to new development by focusing on the development of vacant parcels within or near existing neighborhoods. Infill projects may present some design challenges, particularly to ensure that the character and scale of new development is consistent with that of the established neighborhood. Infill standards typically apply to all lots and parcels that are adjacent to developed land on two or more sides. Infill development is a key ingredient to accommodating growth and redesigning our communities to be environmentally and socially sustainable.<sup>1</sup>

## **Why Is Infill Development Important?**

...increase tax revenues and property values.

...provide both affordable and market rate housing, underutilized areas and infill near job centers.

...benefit businesses by increasing activity and more efficient use of land resources, demand for goods and services.

...contribute to unmet commercial, economic, social, parkland and green space.

...enhance circulation and walkability of a community which included extensive participation by replacing vacant sites with vibrant land uses.

...reduce growth pressure on rural areas

...improve quality of life in older communities.

...capitalize on existing community assets

...take advantage of existing capacity rather than where centers of population and providing duplicative public investments in roads, employment already exist, public water and sewer lines, schools and other facilities and infrastructure are more infrastructure.

## **A.R.S. 9-499.10**

### **Infill Incentive District Policy**

A. Purpose. To encourage new development and redevelopment within areas meeting the criteria for infill incentives.

B. Interpretation and Application. Arizona Revised Statute enables the governing body of a city or town to designate an infill incentive district in an area in the city or town that meets at least three of the following requirement

1. There is a large number of vacant older or dilapidated buildings or structures.
2. There is a large number of vacant or underused parcels of property, obsolete or inappropriate lot or parcel sizes or environmentally contaminated sites.
3. There is a large number of buildings or other places where nuisances exist or occur.
4. There is an absence of development and investment activity compared to other areas in the city or town.
5. There is a high occurrence of crime.
6. There is a continuing decline in population.

If the governing body establishes an infill incentive district, it shall adopt an infill incentive plan to encourage redevelopment in the district. The plan may include:

- a. Expedited zoning or rezoning procedures.
- b. Expedited processing of plans and proposals.
- c. Waivers of municipal fees for development activities as long as the waivers are not funded by other development fees.
- d. Relief from development standards.

C. Lands to Which This Section Applies. Those areas are delineated on an official map of the city described as "Infill Incentive Districts". Please see attached Infill Incentive District Map.



# WILCOX Infill Incentive Overlay Housing District Program

On \_\_\_\_\_ the City Council approved Ordinance \_\_\_\_\_ establishing the Infill Overlay Housing District Program.

The goals of the Infill Overlay Housing District Program include the following:

Encourage development of vacant, orphaned, or underutilized land located in the mature portions of Willcox AZ.

Encourage quality construction through higher development standards in an attempt to deter blight and decay.

## How to Qualify

To qualify, all potential projects and/or new house sites must comply with all of the following:

Infill Overlay Housing District Program Boundary

Infill eligibility criteria requirements (staff will review for compliance)

Infill Development Standards (all plans must incorporate and/or show compliance with development standards)

Satisfy all current zoning requirements as outlined in the Willcox Zoning Ordinance

If you qualify, you may receive Infill Housing Program Incentives.

## Definitions

"Developed Ready" means lots and/ or parcels that have the following City of Willcox services with adequate capacity located at the property line: public water, public sanitary sewer, and public natural gas, if gas appliances are to be used, and fronting a public street.

## Criteria

To qualify for the Infill Overlay Housing District Program, your property must fall within the Infill Overlay Housing District Program boundary **and** meet the following criteria:

### Yes No Criteria

1. Lot or parcel falls within Willcox Infill Incentive District. (see zoning map)
2. Project is in Properly Zoned.
3. The parcel to be developed must be "development ready" and connect directly to existing City water, sewer line, and gas line if gas appliances are to be used.

## Incentives

**Note:** The following incentives will be available at the time of building permit issuance;

1. a. Waive 50% of labor costs in the current Residential Connection Fees for water and gas.  
b. Commercial Zones-Waiver of water and gas connection fees will be determined upon completion of project.
2. Waive all Sewer Connection fees. Sewer connections fees are determined by fixture units.
3. Waive demolition fee. (New structure permit within 18 months of dated demolition permit.)
4. The number of fee waivers shall be limited to 25 lots per subdivision at a maximum of \$1,000 per house.

## Development Standards

All building plans submitted for review and approval through the Infill Program must adhere to the City of Willcox adopted Building codes and Zoning ordinances.

# How to Apply

Please review the following as part of the submittal process:

## **Step #1: General Due Diligence - Please check to determine if your property is affected by any of the following requirements:**

Due Diligence Recommended background research that customers should perform before preparing and submitting plans for review and approval.

For submittal requirements, contact the Development Services Department at (520) 384-6419. Approval is required before submitting plans to the Infill Housing Program.

Water, Sewer, and Gas Development Issues.

Certain areas of Willcox have unique water and sewer development issues that may affect your development. If you fall within these areas, you may not qualify for infill incentives. Please contact the Development Services Department, 300 W. Rex Allen Drive or call (520)766-4224.

Historic Preservation areas of Willcox have unique development requirements that could affect your development. Historic approval is required before submitting plans to the Infill Housing Program. Please contact Development Services Department at (520) 766-4224.

## **Step #2: Preparing your Application – Submit the following to the Development Services Department 300 W. Rex Allen Drive or call (520)766-4224:**

Type of submittal (select one)

Site Plan - A plot plan can be submitted if you have an approved standard plan already on file with the City.

Custom House Plan - Normally a custom house is built for a specific lot or owner and is unique.

Standard Plan - A standard plan submittal indicates your desire to build the same house in multiple locations within the City of Willcox. The first review of the house will take a bit longer, but subsequent permit applications will generally only take 3 days for a building permit.

Infill Housing Program - Permit Application Form

Building Plans

Site Plan showing front yard landscaping

Floor Plan

Elevation Plan

Schematic Plan

Building Calculations/soils report

## **Step #3: Screening your application and submitting building plans - Development Services Department will screen your application and plans to ensure you qualify for the Infill Housing Program.**

The - Development Services Department will screen your plans, to determine eligibility into the Infill Housing Program. If you qualify for the Infill Housing Program, Development Services Department will stamp your application and/or plans with a stamp. No stamp will be given to non-qualifying projects. All plans will be submitted to the Development Services Department, 300 W. Rex Allen Drive, Willcox, Arizona, 85643. Plans will be checked for completeness per the handout. Infill plans will be reviewed by Development Services Department.

## Willcox Infill Program Application

<b>Project Name</b>		
<b>Property Location/Address</b>		<b>City, State, Zip Code</b>
<b>Legal Description</b>		
<b>Tax Parcel Number(s)</b>		<b>Gross Acreage</b>
<b>Applicant/Firm Name</b>		<b>Contact Person</b>
<b>Mailing Address</b>		<b>City, State, Zip Code</b>
<b>Phone Number</b>	<b>Fax Number</b>	<b>E-mail Address</b>
<b>Developer (if different from above)</b>		<b>Contact Person</b>
<b>Mailing Address</b>		<b>City, State, Zip Code</b>
<b>Phone Number</b>	<b>Fax Number</b>	<b>E-mail Address</b>
<b>Property Owner (if more than one, add separate sheet of paper and identify each by tax parcel number)</b>		
<b>Mailing Address</b>		<b>City, State, Zip Code</b>
<b>Phone Number</b>	<b>Fax Number</b>	<b>E-mail Address</b>

### WILLCOX INFILL INCENTIVE DISTRICT PLAN

# Infill Program Application

Signature(s) of property owner(s) or representative (representative must submit the attached authorization form):

\_\_\_\_\_

Print name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

# Infill Program Application

## Property Owner Authorization

Please accept an application to receive financial awards for in-fill development for property located at

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As owner(s) of this property, I/we \_\_\_\_\_ authorize  
\_\_\_\_\_ to act on my/our behalf.

I certify that the above information is true and correct.

\_\_\_\_\_  
Property Owner (print name)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Property Owner (print name)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Property Owner (print name)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Property Owner (print name)

\_\_\_\_\_  
Signature Date

# City of Willcox General Plan, 2008-page 13

## HOUSING

### **GUIDING PRINCIPLE**

It is fundamental to the citizens of Willcox that a variety of housing options be available for all socio-economic levels. There is also a general observation that much of the area housing is older and in need of upgrade, repair or replacement. As new employment opportunities are generated, additional housing will be required. It is a guiding principle of this General Plan to diversify and encourage a complete range of new housing opportunities within the community.

### **BACKGROUND**

The Willcox 2001/2003 Housing Strategy, facilitated for the community by the Arizona Department of Commerce, calls for a six-point action program to enhance residential choice in the City. The issues at that time were:

⌚ **Substandard housing (585 units 53% of total)**

⌚ Elderly households (20% headed by persons over 65)

⌚ Rental opportunity (lack choice for moderate and high income)

⌚ **Infill existing lots (nearly 300 vacant)**

⌚ Appoint an Organization to oversee the implementation of the Housing Strategy.

To date the housing strategy has not been updated. Code enforcement, housing assistance, **and development incentives** are key strategy principals that coincide with General Plan housing goals.

### **OBJECTIVES**

⌚ Improve community appearance, encourage property clean-up, and strengthen code enforcement efforts.

⌚ Promote residential construction as an economic development tool that offers housing opportunities for all income levels.

⌚ **Consider incentives and programs to construct or renovate substandard housing for sale or rent.**

⌚ Initiate a partnership with Cochise County to encourage broader housing opportunities in the incorporated area of Willcox and its Planning Area.

⌚ Provide routine updates to the Willcox Housing strategy in order to remain current with the Community's housing needs.

# City of Willcox General Plan, 2008-page 14

## GROWTH

### GUIDING PRINCIPLE

The City of Willcox understands that its future lies not only in the current city limits but also in the surrounding area. The City recognizes that planning for future growth is essential for a healthy community. It's for that reason that this General Plan acknowledges a Planning Area of approximately 72 square miles.

### BACKGROUND

The General Plan Update process participants recognize that the City must grow and flourish to survive. This plan addresses an overall 72 square miles which area is noted as the Planning Area throughout the document. Willcox seeks, and expects, significant job creation in and near the community. Preparing portions of the City with infrastructure, multi-modal transportation and amenities is intended to draw uses that will boost the economy, attract tourism, expand housing opportunities and deliver desirable, well-paying jobs.

The overriding goal of Growth Areas is to spread community prosperity, not simply to develop key properties. Citizens suggested that a broad area encompassing the land between Interstate 10 and Business 10 could be promoted to attract light industry and tourism. Anchored by the Exit 340 and Downtown nodes, properties throughout the central City can increase in value.

As catalysts for progress, Growth Areas can have positive effects elsewhere: generating revenues for living quality enhancements, encouraging property clean-up beyond City limits, demonstrating the advantages of annexation to owners of adjacent County lands. Selected, larger scale development projects provide momentum for many ancillary community benefits.

### OBJECTIVES:

- ⌚ Consult closely with Cochise County regarding land use decisions within the City's Planning Area.
- ⌚ Work closely with developers proposing new developments to ensure quality and sustainability within the City and the Planning Area.
- ⌚ **Promote in-fill development that utilizes existing infrastructure improvements.**
- ⌚ Coordinate the City's Capital Improvement Program with private investment within the city limits so as to foster economic stability and growth through revenue-generating business, well-paying jobs and residential variety.

# City of Willcox General Plan, 2008-page 16

## **COST OF DEVELOPMENT**

### **GUIDING PRINCIPLE**

The City of Willcox places credence in the old adage that ‘it takes money to make money.’ However, the City also understands that the entire financial burden related to growth should not be placed on the current residents and tax payers. Industrial development proposals should be evaluated on a cost benefit basis.

### **BACKGROUND**

Willcox is preparing for growth with increased utility service capacities for natural gas, water supply distribution, and wastewater treatment. Expenditures are justified by projected growth that will increase demand on these, and other, municipal systems and, at the same time, raise the number of paying customers. The City has recently added an additional well to its water delivery system. In addition, efforts have been made to expand the City’s water area certification and evaluate the wastewater treatment plant capacity.

In the past, infrastructure costs have tended to be relatively high for new construction because of the small scale of most projects; and, often, the expense of having to import materials, specialized labor and equipment that were not readily available in the community. For this reason, Willcox is inviting and encouraging master planned developments that would provide for an “economy of scale” for the construction of necessary infrastructure improvements. The City also looks for opportunities, such as industrial parks, where coordinated improvements can serve multiple land users.

In addition to growth management techniques cited elsewhere (e.g., code regulations and development guidelines, Land Use Element; capital improvement programming, Growth Areas Element), the City is evaluating methods to assess “fair share” contributions from developers. That is, when additional businesses and homes increase demands on City systems or facilities, they should pay a reasonable proportion of the needed costs to provide the services.

Many Arizona jurisdictions address the cost recapture issue through exaction of development impact fees from all new developments or increasing bonded indebtedness. These approaches, however, are more effective where a rapid growth pace has been established. Here, there are concerns that fees might cause investment to go elsewhere and heavy general obligation debt would burden existing taxpayers – with no assurance that others will be coming to help pay it off.

Until a consistent pattern of growth is established, there are other ways for defraying costs that can be tailored to the specific project. Assessment and improvement districts can be used to bring improvements to specific areas.



# City of Willcox General Plan, 2008-page 17

## COST OF DEVELOPMENT

### GUIDING PRINCIPLE

Development agreements can provide negotiated cost allocations between local government and landowners as a condition of annexation or development entitlement. Non-taxpaying entities, such as government agencies, may agree to in-lieu payments to cover municipal costs for services and infrastructure.

### OBJECTIVES

- Encourage in-fill development in areas where off-site infrastructure already exists.**
- Requiring new development to pay for all costs related to providing new infrastructure that specifically benefits their development.
- Consider over-sizing wet utility transmission pipelines in circumstances where addition development is anticipated upstream and costs could be recouped through connection reimbursements.
- Consider requiring reimbursement for direct impacts on existing infrastructure and facilities by new development.
- Consider the use of Development Agreements as a means to extract assurances from new development that reduce financial risk for the City.

