



# City of Kingman, AZ

## Zoning Ordinance Update

### Monthly Update – July 2019

**August 6, 2019**

This update summarizes work completed by Lisa Wise Consulting Inc. (LWC) specific to Task 1 – Background and Technical Analysis for the project to update the City of Kingman Zoning Ordinance.

#### **May and June 2019**

- LWC worked with City staff to finalize the budget, schedule, and contract for the work on the Zoning Ordinance Update. The contract was approved by the Kingman City Council on June 18, 2019.
- LWC also gathered preliminary information germane to the project from the City's website, including downloading and printing relevant reports (e.g. the Planning and Zoning Annual Report 2018), the City's General Plan, Subdivision Regulations, and Zoning Ordinance.
- In cooperation with City staff, LWC prepared for the kick-off meetings and stakeholder interviews and developed draft agendas, meeting schedules, interview questions, etc.

#### **July 2019**

- LWC prepared final agendas and the schedule for the July 10/11 kick-off meetings in Kingman.
- LWC also completed a preliminary review with notes of the existing Zoning Ordinance as well as a preliminary analysis of applicable goals and policies in the Kingman General Plan. Work also commenced on developing detailed spreadsheets summarizing land uses by zone, development standards by zone, and a table analyzing the current sign standards.
- July 10, 2019:  
LWC participated in a project kick-off meeting with City staff and discussed, for example, project goals, budget and schedule; communication protocols; invoicing procedures; strengths and weaknesses with the existing Zoning Ordinance; and



development issues within the City. LWC conducted a stakeholder interview with the mayor, vice-mayor and city manager and after lunch toured Kingman with City staff to see first-hand the issues with drainage, public improvements, traffic circulation, and development patterns within the City. The day wrapped-up with a meeting with City staff to summarize the day's activities and clarify questions.

- July 11, 2019:  
LWC participated in stakeholder interviews with the following groups:
  - Representatives from the Planning and Zoning Commission, Historic Preservation Commission and Economic Development Advisory Commission;
  - Representatives from local developers and contractors;
  - Representatives from local business associations; and
  - Representatives from local sign companies.
- Following the July 10<sup>th</sup> and 11<sup>th</sup> kick-off meetings and stakeholder interviews, LWC completed the following tasks:
  - Summary notes from the meetings with City staff and the tour of the City;
  - Summary notes from all stakeholder interviews;
  - Summary notes of all responses received from City staff in other departments who use the Zoning Ordinance as part of their work (e.g. City Engineering, Public Works and Building Departments); and
  - Preparation of a Draft Public Outreach Plan for review by staff.
- LWC and City staff have established a bi-weekly call schedule to check in on progress, answer questions, and ensure that the progress on the Zoning Ordinance update continues on time and on budget.

### **Next Steps**

- Complete the Zoning Ordinance Audit and Recommendations Report so that an administrative draft can be submitted to City staff on August 16, 2019.