



PLANNING DIVISION

Community Development Department

CITIZEN ANNEXATION MANUAL

- Annexations

JANUARY 2006

January 1, 2006

Dear Applicant,

Thank you for your interest in annexation to the City of Peoria. In July of 2001, the City Council adopted an Annexation Policy for the City of Peoria. The purpose of the policy is to provide the City Council with the necessary information in order to make an informed annexation decision. Enclosed is a copy of the Annexation Policy and "Citizen Annexation Manual." These documents are designed to provide the citizen with general information about the annexation process.

Annexation is a two step process. The first step is to request annexation into the City. Once the request has been received, City staff will do a preliminary analysis and recommendation. The request will then be considered by the City Council. If the Council elects to proceed, City staff will begin the annexation process. As information, an ALTA survey may be required once the City Council has decided to proceed with the annexation.

If after reading the material, you would like to request annexation into the City please provide the following information for each individual parcel:

- A brief narrative discussing why you want to be annexed into the City
- Owner(s) of Record
- Assessor's Parcel Number
- Land Area in Acres
- Current Zoning
- 8 1/2" X 11" Exhibit of Proposed Annexation
- Metes and Bounds Legal Description

If you have any questions please call the Planning Division at (623) 773-7200.

Respectfully,

Michael Quint
Planning Technician

City of Peoria

City Council

Mayor John Keegan

Palo Verde District - Patricia Dennis
Willow District – Joan Evans
Acacia District – Vicki Hunt

Pine District - Carlo Leone
Mesquite District – Cathy Carlat
Ironwood – Bob Barrett

City Manager

Terrence L. Ellis

Deputy City Managers

Meredith Flinn, Development & Community Services
Prissilla Ferriera, Safety & Administrative Services
John Wenderski, Finance & Economic Development

Planning Division

Chad Daines, Planning Manager
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January 2006

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ANNEXATION BENEFITS

ANNEXATIONS CAN BRING CITIZENS THE FOLLOWING BENEFITS:

- Becoming part of a City that is a unit of government designed and equipped to provide urban services in a cost-effective manner.
- A voice in the affairs of the City. By being a citizen you are eligible to run for City office and serve on citizen Boards and Commissions.
- City water at lower in-city rates and dependable sewer systems to most areas of the City.
- Excellent quality professional fire and paramedic service.
- Well-trained professional police force.
- Regular sanitation pick-up at low cost.
- Environmental and life-style protection through zoning and building ordinances.
- Dedicated streets maintained by the City.
- Access to numerous parks and recreation facilities.

THE CITY OF PEORIA, AS WELL AS MANY OTHER CITIES AND TOWNS, ARE ALSO MOTIVATED TO ANNEX UNINCORPORATED AREAS BECAUSE:

- Creates logical service areas for the provision of effective and efficient local government services at urban levels.
- It will increase the assessed valuation of the city.
- City ad valorem taxes will be assessed and collected based upon assessed valuation of property within the area annexed.
- The increase in population will increase the city's share of state sales tax distributed to cities based on population.
- The increase in population will increase the city's share of motor vehicle fuel taxes distributed to cities.
- City sales tax will be collected in the annexed areas.
- City luxury taxes, if any, will be collected in the annexed areas.
- Revenue-sharing of state income tax, if any, will be apportioned to cities on a population basis.
- Federal revenue-sharing and federal grants, aid, projects, and programs are largely based on population and need.
- The increase in population will increase the city's share of the Local Transportation Assistance Fund (Lottery) distributed to cities.

WHY SHOULD CITIZENS WANT TO BE ANNEXED?

Annexation of unincorporated areas is advantageous, from the long-range viewpoint, to City citizens as well as non-City residents. There are many direct, tangible, and financial benefits available to the residents of the unincorporated area proposed to be annexed. These benefits include the following:

1. Fire Protection and Paramedics

The City of Peoria Fire Department will supply fire protection for your home and/or business. The Peoria Fire Department has a rating of 3 (1 is the highest and 10 the lowest). This rating may reduce your fire insurance premium. In addition, the services of the Fire Department Paramedics will be available to assist with any medical emergencies which may occur. The average response time is four minutes and thirty-seven seconds. Some rural locations within the city may experience delayed response times due to current roadways and station locations.

2. Police Protection

The City of Peoria has consistently had one of the lowest crime rates in the metropolitan area. Regular patrolling of residential and commercial areas by a competent, trained and well-equipped police force is provided by the Police Department. The average response time for priority one calls is six minutes. In addition, the Peoria Police Department is accredited by the Commission on Accreditation for Law Enforcement Agencies.

3. Water and Wastewater Services

Beginning in May of 1997, Peoria began requiring that all new water and sewer service customers be located within City limits to receive these services. Prior to annexation, property owners should check with the Utilities Department to determine the current availability of City water and sewer services to their area, as well as any costs which might be incurred to receive these services.

The City of Peoria has been designated by the Arizona Department of Water resources as having an "Assured Water Supply." This designation indicates that Peoria has demonstrated that it has adequate water resources to serve its customers today and in the future. Water lines, fire hydrants and related facilities are installed at the expense of the properties served and are operated and maintained by the City of Peoria.

Portions of the City are within the service area of private water companies which are regulated by the Arizona Corporation Commission. Property located within one of these areas will be served by a private water company.

The City of Peoria operates a wastewater (sewer) collection and treatment system. Centralized treatment of wastewater provides for environmentally safe disposal of solids in the waste stream and for the reuse of treated water for a variety of uses including recharging groundwater. Individual sewage disposal systems (septic systems) require periodic maintenance and will eventually need to be replaced. Public collection systems eliminate the need for individual septic systems. Wastewater lines, and related facilities are installed at the expense of the properties served and are operated and maintained by the City of Peoria.

4. Sanitation Service

Regular, scheduled pick-up services for both garbage and other contained refuse is provided twice a week at a low in-City cost. In addition, your uncontained trash is collected once a year without cost to you. The City also offers hazardous waste pick-up twice a year at general locations or you may schedule a hazardous waste pick-up at your home.

5. Zoning and Building Protection

The City provides protection of the environment, your life style, your home, and your property values, through planning, zoning and building ordinances. State law provides that a city annexing an area shall adopt zoning classifications which permit uses and densities no greater than those permitted by the county immediately prior to annexation. (ARS 9-471L) In addition, the City has recently adopted design guidelines that will help protect the quality of life enjoyed by residents.

6. Street Maintenance

All dedicated and improved streets are maintained by the City and all fully improved streets are cleaned regularly.

7. Parks and Library Service

The City provides public park and recreation facilities, and for those residing within the corporate limits of Peoria the fees for youth and adult recreation programs are reduced.

8. Participation in Your City Government

As a resident of Peoria, you will have a voice in the affairs of your City government, including eligibility for City office, the right to vote in City elections, the right to serve on voluntary boards and commissions, and the right to have your say in the way your City is run.

9. Economics

	<u>City of Peoria</u>	<u>Maricopa County</u>
Property Tax	14.6020 per \$100 AV (1)	13.012 per \$100 AV (1)
Tax Levy – City	\$198.75	--
Tax Levy All Other	<u>\$1,626.50</u>	<u>\$1,626.50</u>
Total Tax Levy	\$1,825.25	\$1,626.50
Insurance	\$560.00 w/ \$500 Deductible (2)	_____ (enter amount)
Fire Protection	No Charge	_____ (enter amount) (Rural Metro Estimate \$395)
Trash Service (5)	\$12.49 /month \$149.88 annually	_____ (enter amount)
Totals	\$2,535.13	_____ (enter amount)
Response Time (Fire, Emergency & Medical)	4 – 5 Minutes	15 minutes & longer
Police Patrols	Frequent	Infrequent

1. Assessed Value (AV) is computed as 10% of the Full Cash Value as reported on your property tax statement from the County Assessor's Office. County residents pay \$13.012 per \$100 AV. Annexation into the City will increase the property tax rate to \$14.60 per \$100 AV (adding the City's tax rate of \$1.59 to the 13.01 per \$100 AV currently paid in County). Tax indicated at March 1, 2002 rates.

2. Insurance quote courtesy of Farmers Insurance. Fire Protection rate estimate provided courtesy of Rural Metro.

3. Water Rate Comparison not provided as most developed County areas are either served by a private water company or utilize wells. Upon annexation, water will continue to be provided from existing source.

4. Sewer Rate Comparison not provided as most developed County areas are served by private septic systems. Upon annexation, sewer service will continue to be provided by private systems, subject to City Code Chapter 25.

State Law permits continuance of private trash service after annexation.

Note: In the City, you will continue to pay the same County property taxes that you currently pay as a resident of Maricopa County. In addition, there will be a City property tax. However, this amount is generally offset by the reduced cost of services provided by the City, and is tax deductible. Additionally, the City property tax provides for police and fire protection, parks, library services and other urban services and facilities.

10. Additional Benefits

There are, of course, added benefits which do not relate directly to City government, but are attractions because of the growth and stability provided by City government. These include: cultural events, Major League Baseball Spring Training, Lake Pleasant Recreation Area, Dial-a-Ride and tourism. All these elements emphasize the fact that Peoria is a growing, vital community with a lot more than just sun.

WHY SHOULD THE CITY WANT TO ANNEX?

Why might the City of Peoria be interested in annexing an area that includes your neighborhood? The answer is largely economic. If annexed, your property taxes and other revenues will come to the City, boosting its revenues. With this money, the City will furnish you with services, which in unincorporated areas usually cost you more than the increased taxes. The added revenues, of course, work in other ways to make the whole City a better place.

Additional reasons for cities may want to annex properties include:

1. Effectively Managing Urban Development
2. Protecting valuable resources
3. Allowing for the efficient provision of services
4. Managing traffic circulation
5. Protecting the City's revenue base by bringing into the City additional sources of revenue
6. Protecting the natural environment
7. Creating a stronger community
8. Protecting the City's borders

The main concern of the City Council in authorizing an annexation is whether that annexation represents a fair trade, services for taxes, and stands to put the City in a better position to meet future growth and the resulting increase in needed services.

No city is capable of undertaking limitless growth. Carefully planned and structured growth is, however, a source of true viability. Growth Management is addressed in goal B of the Peoria Comprehensive Master Plan. It states: Carefully Manage and Control Development to Achieve Orderly Municipal growth. Annexations are one tool that Cities use to manage and control growth. With increased urbanization predicted into the foreseeable future, it behooves a forward-looking city to acquire the land base necessary to accommodate additional population.

In 1987, Peoria adopted a plan for orderly growth and today ranks as the eighth largest city in Arizona. Peoria is part of a greater metropolitan area consisting of a number of independent city governments, and various unincorporated areas of Maricopa County. The growth of these areas, incorporated or unincorporated, will impact the growth of Peoria itself.

ANNEXATION PROCEDURES

1. City goal
2. Annexation policy and procedures
3. Citizen interest established
4. Meeting scheduled
5. Boundaries determined
6. Owners and values calculated
7. Council authorization to file granted
8. Notification to property owners and County Board of Supervisors
9. Public hearing
10. Petition circulation
11. Adoption of ordinance
12. Publication
13. Services extended
14. Census conducted

City Goal

The City of Peoria's goal for annexations is to provide for the efficient delivery of urban services, protect the health and safety of our citizens and extend Peoria's urban planning through the annexation of county islands and appropriate adjacent lands.

Annexation Policy and Procedures

Once the Council has given its authorization to proceed, the annexation effort becomes a full-time project. There is a great deal of meticulous paperwork necessary to bring about a legal annexation. The procedures outlined in this manual are of utmost importance if the annexation is to be done properly. Annexation is not a quick process. Therefore, these guidelines and instructions are to citizens and City staff members working on annexations and will be maintained as standard operating procedures for future annexations unless altered to meet unique issues. Our ultimate goal is to assure that annexations are fully in compliance with Arizona State Statutes. The possibility of legal challenges to annexations are ever present.

In July of 1998 the City of Peoria adopted a new annexation policy designed to provide a clear analysis of the issues relating to the impact on City functions and responsibilities within the proposed annexation.

Each annexation will be analyzed by various departments to address the specific issues related to the annexation. These studies will provide the City Council and residents with the land use, environmental, infrastructure and fiscal data that is needed to make informed annexation decisions. Most studies will consist of four sections: conceptual planning, service and facility needs assessment, economic analysis and working with the individual land owner.

Each individual land owner will receive a copy of the annexation report and an annexation fact sheet. The annexation fact sheet will contain specific information, a personalized economic analysis and frequently asked questions discussing how the annexation will affect them. The annexation study and fact sheet will be sent to the individual property owner prior to public meetings being held.

Citizen Interest

The greatest inducement to annexation will always be self-motivated citizen interest. Of course, there must be sufficient interest in a neighborhood to warrant the time and money necessary to conduct a petition drive. Interested parties should have an idea of the size of the area to be annexed and some idea of interest by neighbors in being annexed.

Any person or neighborhood group interested in annexation should write the Planning Manager of the City of Peoria. The address is:

Planning Manager
City of Peoria
8401 West Monroe Street
Peoria, AZ 85345
Phone: (623) 773-7200

The letter should indicate the exact location of the property to be annexed, as well as the name, address and telephone number of the person requesting annexation.

Meeting Scheduled

Preliminary maps and ownerships will be prepared by the annexation staff. Maps prepared will reflect the general area surrounding the annexation request. A meeting will then be scheduled with the interested parties to discuss the annexation process, answer questions and coordinate with other departments regarding servicing the area. At this meeting, the requestors will be given a list of property owners within the area to contact in order to determine the approximate amount of interest for annexation.

Certain conditions must be met before the Planning Manager can authorize the preliminary work to begin. Efforts must be made to determine if the proposal meets these conditions. No area may be legally annexed to the City unless it has a boundary in common with the established limits of the City of Peoria. There are several long-established covenants on land use in the Salt River Valley; the annexation will not affect these covenants.

Boundaries of Annexation Established

ARS 9-471 A.5 provides:

“No alterations increasing or reducing the territory sought to be annexed shall be made after a petition has been signed by a property owner.”

Since a petition cannot be altered after the official petition circulation has begun, it is important that the area described in the petition has a high probability of being successfully annexed. This will avoid unnecessary staff time and other expenses connected with the notification requirements imposed by the law. To determine the probability of success in a particular area, an informal poll of the property owners may be necessary in order to find out the level of support for annexation and establish the exact annexation boundaries. The boundaries should not consist of a piecemeal pattern.

Ownership and Valuation Calculated

A successful annexation effort requires petition signatures by more than one half of the property owners and one-half or more of the assessed value in the area of property subject to taxation.

Staff from the Planning Division of the Community Development Department will identify the area to be annexed on a map and obtain the apparent property ownerships from the Maricopa County Assessor's tax rolls. The records supplied by the Maricopa County assessor contain the assessed value of each parcel of property, the name and address of the owner and the mailing address if it is different than the property address.

The unsecured personal property tax rolls are also supplied by the Maricopa County Assessor's office. Unsecured personal property assessments include (but are not limited to): businesses leasing a building and land, farm machinery, mobile homes, and moveable equipment placed on real estate owned by other than the owner of the equipment.

Council Authorization Requested

After careful consideration of the proposed annexation by the City Manager's office, a request to file a blank (unsigned) petition is presented to the City Council. This presentation may include general information stating why the annexation is being requested, the economic benefit to both the City and the Residents who propose to be annexed, general development in the area, and any foreseeable problems the annexation might encounter. These problems may include such items as opposition on the part of other cities near the area, independent water companies serving the area, or the opposition of the property owners within the area.

The City Council may choose one of three alternatives:

1. Authorize work to proceed on the annexation proposal;
2. Defer the proposal; or
3. Reject the proposal.

Notification Given

Within 30 days after a blank (unsigned) petition has been filed with the County Recorder's office, a public hearing must be held. Each property owner is notified by first class mail of the public hearing for the proposed annexation. The County Board of Supervisors and the County Assessor are also notified by first class mail. Notice of the public hearing is published in a newspaper circulated within the proposed area to be annexed and posting of the notice of the public hearing is also made in a least three conspicuous places within the proposed annexation area.

Public Hearing

Within 30 days after a blank (unsigned) petition has been filed with the County Recorders, the Peoria City Council will hold a public hearing to discuss the annexation proposal.

No action is taken at the public hearing. The hearing gives the Council the opportunity to answer questions and gather information from proponents and opponents of the annexation.

Petition Circulation

Signatures on petitions for annexation cannot be obtained during the waiting period of 30 days after filing the blank (unsigned) petition with the County Recorder. After the 30 day waiting period has elapsed, property owners in the proposed annexation area will be asked to sign the petition for annexation. The circulators of these petitions will have information pertinent to each annexation area. When the signatures of more than half of the property owners in the area, including the owners of one half or more of the assessed valuation of the area subject to taxation have been obtained, the petition may be filed with the County Recorder and staff will prepare an annexation ordinance to be presented to City Council for adoption.

Adoption of Ordinance

The City Council will meet in formal session at a regular or special meeting to vote on the annexation ordinance. Both proponents and opponents of the measure are permitted to express their views at this time. Opponents should note that the Council is far more likely to be influenced by the majority of homeowners in favor of the annexation as represented by the annexation petition, than by minority interests opposed to the majority will. This does not mean, however, that all protests will be ignored. It does mean that the Council is interested in annexing the area in question, since they have authorized the investment of taxpayer funds to the annexation effort.

The annexation shall become final after the expiration of thirty days from the adoption of the ordinance. If the Council does not adopt the ordinance, it may be for reasons touched upon in formal debate at the Council hearing. The decision as to whether or not to adopt the annexation ordinance is entirely that of the City Council.

Publication of Ordinance

After the annexation ordinance is signed into law by the Mayor, copies are sent to *The Peoria Times* for publication, and to the County Recorder for recording.

Services Extended

By state law, the annexation cannot become effective for 30 days after the annexation ordinance is adopted by Council. City services into the newly annexed area will, therefore, begin on the 31st day after the effective date of the ordinance. Police and fire protection will be the first services new residents will become aware of on their first day as official City residents.

Employees from the Planning Division of the Community Development Department will distribute letters from the Mayor, City Council and City Manager, welcoming the new residents. In addition, information on sanitation service, parks and branch libraries, zoning, business licenses, etc. will also be furnished.

Census Conducted

After the annexation goes into effect staff from the Planning Division of the Community Development Department will conduct an unofficial census of the area. The census is used by the City for forecasting future needs in the area.

LEGAL REQUIREMENTS

SYNOPSIS OF PROCEDURES REQUIRED BY A.R.S. 9-471 TO EXTEND AND INCREASE THE CORPORATE LIMITS OF A CITY OF TOWN BY ANNEXATION:

1. The territory proposed to be annexed must be contiguous to the annexing city or town.
2. A blank (unsigned) petition containing the legal description and an accurate map of all the exterior boundaries, including all county rights-of-way and roadways with no taxable value, of the territory proposed to be annexed shall be filed with the County Recorder.
3. If state land is included in the territory, written approval of the State Land Commissioner and the Selection Board shall also be filed with the County Recorder with the blank (unsigned) petition.
4. Signatures for annexation shall not be obtained for 30 days after the filing of the blank (unsigned) petition.
5. A public hearing must be held within the last 10 days of the 30-day waiting period.
6. Notice of public hearing must be published in a newspaper of general circulation at least six days prior to the hearing and at least fifteen days before the end of the 30-day waiting period.
7. Notices of the public hearing must be posted in at least three conspicuous public places in the territory proposed to be annexed.
8. Notice of the public hearing must be sent by first class mail to the Chairman of the County Board of Supervisors.
9. Notice of the public hearing, along with an accurate map of the proposed annexation area, must be mailed first class to each owner of real and personal property subject to taxation by the city or town in the event of annexation.
10. No alterations increasing or decreasing the proposed annexation area can be made after a petition has been signed by a property owner.
11. The County Recorder shall not accept a filing for annexation of any part of the same territory for which a filing of a signed petition for annexation has already been made and is in process.
12. Signatures by the owners of one-half or more in value and more than one-half of the persons owning real and personal property, as would be subject to taxation by the city or town upon annexation, must be filed in the office of the County Recorder within one year after the last day of the 30-day waiting period following the filing of the blank petition.
13. When all annexation requirements have been complied with, an ordinance for annexation may be presented to the City Council for consideration.

Boundaries (-471-H1, 2, 3)

1. Territory is not contiguous for the purposes of subsection A, paragraph 1 of this section unless:
 - a. It adjoins the exterior boundary of the annexing city or town for a least three hundred feet.
 - b. It is, at all points, at least two hundred feet in width, excluding rights-of-way and roadways.

- c. The distance from the existing boundary of the annexing city or town where it adjoins the annexed territory to the furthest point of the annexed territory from such boundary is no more than twice the maximum width of the annexed territory.
2. A city or town shall not annex territory if, as a result of such annexation, unincorporated territory is completely surrounded by the annexing city or town.

State Land Approval (9-471-A1)

1. If state trust land is included, written approval of the State Land Commissioner and the Selection Board (Governor, Attorney General and State Treasurer) shall be filed with the County Recorder.

Public Hearing (9-471-A3)

1. A public hearing shall be held within the last ten days of the thirty day waiting period following the filing of the blank (unsigned) petition.

Notification (9-471-A3, A3a, A3b, A3c, A3d)

1. The following notices of the public hearing to discuss the annexation proposal shall be given at least six days before the hearing:
 - a. Publication at least once in a newspaper of general circulation, within the territory proposed to be annexed, at least fifteen days before the end of the waiting period.
 - b. Posting in at least three conspicuous public places within the territory proposed to be annexed.
 - c. Notice by first class mail sent to the chairman of the Board of Supervisors of the county in which the territory proposed to be annexed is located.
 - d. Notice by first class mail of the territory proposed to be annexed, along with an accurate map of the territory, sent to each owner of the real and personal property subject to taxation by the city or town in the event of annexation.

Circulation (9-471-A4)

1. Within one year after the last day of the thirty day waiting period a petition, in writing, signed by the owners of one-half or more in value of the real and personal property and more than one-half of the persons owning real and personal property may be circulated and filed in the office of the County Recorder.

Percentage Requirements (9-471-A4, E1, E2, F1-4)

1. Method of determining sufficiency of percentage of property values:
 - a. For property assessed by the County Assessor values shall be the same as shown by the last assessment of the property.
 - b. For property valued by the Department of Revenue values shall be appraised in the manner provided by law for municipal assessment purposes.
2. Method of determining sufficiency of percentages of property owners:
 - a. The number of property owners shall be as shown on the last assessment of the property, if the property is assessed by the County Assessor.

- b. In the case of property valued by the Department of Revenue, the number of persons owning property shall be as shown on the last valuation of the property.
- c. Undivided parcels owned by multiple owners shall be deemed as one owner.
- d. A person owning multiple parcels of property shall be deemed as one owner.

Alterations (9-471-A5)

- 1. No alterations increasing or reducing the territory sought to be annexed shall be made after a petition has been signed by a property owner.

Passage of Ordinance (9-471-C)

When all the procedures for annexation have been complied with, the request for annexation is presented to the City Council in formal session. Both proponents and opponents of the measure are permitted to express their views at this time. The annexation shall become final after the expiration of 30 days from the adoption of the ordinance. The decision on the passage of the annexation ordinance is the City Council's. The opponents of annexation have 30 days after adoption of the ordinance in which to question the validity of the annexation.

Zoning (9-471-L)

A city or town annexing an area shall adopt zoning classifications which permit densities and users no greater than those permitted by the county immediately before annexation.

City of Peoria Annexation Policy

GOAL: *To provide for the efficient delivery of urban services, protect the health and safety of our citizens and extend Peoria's urban planning through the annexation of county islands and appropriate adjacent lands.*

Background

The purpose of annexation policy for the City of Peoria is to identify a process that the City will follow in making annexation decisions. By employing a prescribed process, the Council will have the pertinent information to determine whether an individual annexation request will be in the best interest of the City of Peoria.

This policy will provide a visible annexation process. It will also provide a clear analysis of issues relating to impacts on critical City functions and responsibilities within the proposed annexation.

Annexations

Annexations are one tool that Cities use to manage and control growth.

Annexations can be defined as the action by which cities increase their geographical area. There are many reasons for a city to add new properties, including:

1. Effectively Managing Urban Development
2. Protecting valuable resources
3. Allowing for the efficient provision of services
4. Managing traffic circulation
5. Protecting the City's revenue base by bringing into the City additional sources of revenue
6. Protecting the natural environment
7. Creating a stronger community
8. Protecting the City's borders

Annexations do have their costs. New residents will expect the same level and quality of services that other residents receive. Often times these services tend to be more expensive to provide in out-lying areas. The establishment of infrastructure, such as streets and water and sewer service, can also be a large expense. When considering annexations, it is important to consider not only the short-term cost, but also the long-term benefits of the proposed annexation.

City of Peoria Annexation Summary

Because of the variety of issues within each proposed annexation, it is proposed that annexations be classified into two separate categories. The categories are as follows:

- General Area: Annexations of developed or undeveloped land which have a strategic value to the city. These annexations are often accompanied by a pre-annexation agreement.
- County Island: Annexation of areas of land that have been surrounded by earlier annexations, and are under Maricopa County jurisdiction.

General Area Annexations

Often general area annexations offer a strategic value to the City. These annexations occur within the Planning Area Boundary as defined in the Peoria Comprehensive Master Plan and may be accompanied by a pre-annexation agreement. Pre-annexation agreements are contracts between landowners and the city that are used to assure that terms agreed upon by both parties before the annexation occurred will be followed. Topics covered in the agreement can range from land use to the construction of infrastructure. The primary advantage of these agreements is that they can give the city resolution to a wide array of land issues prior to entering the annexation process.

County Islands Annexations

County islands are areas that were passed over in earlier annexations, and are still controlled by Maricopa County. They present a unique problem to the City. The unincorporated areas can complicate the provision of services, facilities and prevent consistent land uses.

The Peoria Comprehensive Master Plan states: The City shall annex only those existing developments which meet City standards with respect to public facilities and services or which can be effectively serviced by the City (Policy B-2c). In order to implement this policy, each county island annexation will have to be evaluated to see if the area meets these requirements.

The following method of classification will be used to help ascertain proposals for meaningful annexations and to help provide more information in the annexation process.

Class I Annexations:	Annexations accompanied by a development or annexation agreement.
Class II Annexations:	Annexations of developed or undeveloped land which have strategic value to the city in terms of revenue generation, extension of transportation or utility systems, open space or recreation, environmental protection or service or access by the City Fire or Police Departments.
Class III Annexations:	Developed or undeveloped property located within a county island which desires to annex to the city.

Recommended Annexation Procedure

The recommended annexation procedure is designed to provide a structure for considering annexations, collecting the data related to the annexation and working with individual land owners throughout the process. The procedure is designed to be flexible. The process can be streamlined when the value of the annexation is obvious, or it can be expanded for complex annexations.

Threshold Analysis

The City Council will receive a copy of each annexation proposal the City receives. Staff will provide a threshold analysis and preliminary recommendation for council consideration before initiating a full annexation study.

Annexation Study

Each annexation will have an annexation study prepared to address the specific issues related to the proposed annexation. These studies will provide the City Council with the land use, environmental, infrastructure and fiscal data that is needed to make informed annexation decisions. Most annexation studies will consist of four sections: conceptual planning, service and facility needs assessment, economic analysis and working with the individual landowner. This format allows for each affected City department to address the proposed annexation.

The *Conceptual Planning* phase allows staff to examine environment and infrastructure constraints, along with land use potential, and existing development patterns within the proposed annexation.

The *Service and Facility Assessment* will use land use options from the conceptual planning phase to predict the demand for City services. These services include: police and fire protection, parks, refuse collection, water, sewer and streets. Both short and long term needs will be discussed.

An *Economic Analysis* is prepared by economic and financial planners and will project revenues and costs for the annexation area. Assumptions will be based on the two preceding components of the annexation study.

Working with the Landowners provides for direct contact between City staff and individual landowners affected by the annexation. Once direction is received from the City Council, individual landowners will be sent a copy of the annexation study and an annexation fact sheet. The annexation fact sheet will contain specific information, a personalized economic analysis and frequently asked questions discussing how the annexation will affect them. The annexation study and fact sheet will be sent to the property owners prior to public meetings being held.

City Initiated Annexations

The City Council may direct City initiated annexations from time to time based on the strategic value of the proposed annexation to the City.

Post Annexation Procedures

The City shall notify each property owner within an annexed area when annexation procedures have been finalized. Property owners shall receive such information as schedules and locations of official city meetings, the dates for initiation of trash pick ups, location of parks, schedule of recreation activities, etc. Properties shall be zoned according to ARS 9-471 (L), which states, "A city or town annexing an area shall adopt zoning classifications which permit densities and uses no greater than those permitted by the county immediately before annexation. Subsequent changes in zoning of the annexed territory shall be made according to existing procedures established by the city or town for the rezoning of land."