

COB - BOSAIR FORM

01/13/2026 11:26 AM (MST)

Submitted by Robert.Donaldson@pima.gov



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Award Type: Agenda Item

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 02/03/2026

Project Title / Description: Delegation of Final Plat and Assurances to Development Services Director

Agenda Item Report

Introduction / Background: At the December 2, 2025, Board of Supervisors Public Hearing, the Board approved a text amendment amending Pima County Code Chapter 18.69.030 (General Regulations), to allow the Development Services Department Director to approve final plats and assurances. This text amendment was initiated after the Arizona State Legislature amended A.R.S. §§ 11-269.27 and 11-822 to allow counties to adopt an ordinance to authorize administrative personnel to approve plats and assurances on behalf of a county's Board of Supervisors.

Discussion: To implement the approved text amendment, staff is proposing the adoption of a new Board of Supervisors policy that formally delegates final plat and assurances approval authority to the Development Services Department Director, or their designee. This delegation will streamline the subdivision approval process by eliminating the need to bring routine final plat approvals to the Board of Supervisors for action. The policy ensures that once approved by the Director, final plats will still be sent for signature by the Chair of the Board of Supervisors through the Clerk of the Board. This approach maintains appropriate oversight while reducing processing time and encouraging housing development in Pima County.

Conclusion: The proposed policy formalizes the administrative delegation authorized by the December 2025 text amendment and state legislation. Staff will continue to process final plats in accordance with all applicable regulations and standards.

Recommendation: It is recommended that the Pima County Board of Supervisors approve the attached Board of Supervisors Policy - Delegation of Final Plat and Assurances Approval Authority, to become effective upon adoption.

Fiscal Impact: No additional fiscal impact is anticipated.

Support of Prosperity Initiative: 1. Increase Housing Mobility and Opportunity

Provide information that explains how this activity supports the This policy supports the Prosperity Initiative by streamlining the development approval process, reducing government processing time, and encouraging housing

selected Prosperity Initiative

construction in Pima County. By delegating routine final plat approvals to the Development Services Director, the County can more efficiently facilitate residential and commercial development, increasing the housing supply and helping to lower the cost of housing in Pima County.

Board of Supervisor District:

- 5
- 4
- 3
- 2
- 1

Department:

Development Services Division

Name:

Rob Donaldson

Telephone:

520-724-9516

Department Director Signature:



Date:

1/15/2024

Deputy County Administrator Signature:



Date:

1/14/2024

County Administrator Signature:



Date:

1/20/2024



DATE: February 3, 2026

TO: Board of Supervisors

FROM: Chris Poirier, Director
Development Services Department

A handwritten signature in black ink that reads "Chris Poirier".

SUBJECT: Board of Supervisors Policy - Delegation of Final Plat and Assurances Approval Authority

Background

At the December 2, 2025, Board of Supervisors Public Hearing, the Board approved a text amendment amending Pima County Code Chapter 18.69.030 (General Regulations), to allow the Development Services Department Director to approve final plats and assurances.

This text amendment was initiated after the Arizona State Legislature revised A.R.S. §§ 11-269.27 and 11-822 to allow counties to adopt an ordinance to authorize administrative personnel to approve plats and assurances on behalf of a county's Board of Supervisors.

Policy

To encourage more housing, aid government efficiency, and reduce development timelines, the attached Board of Supervisors policy authorizes the Development Services Department's Director, or their designee, to approve plats and assurances on the Board's behalf.

Once the subdivision plat has been approved by the Development Services Director, or their designee, the final plat shall be sent for signature by the chair of the Board of Supervisors for acceptance through the Clerk of the Board of Supervisors.

Recommendation

It is recommended that the Board of Supervisors approve the attached policy delegating authority to the Development Services Department Director to administratively approve final plats and assurances.

cc: Tom Drzazgowski, Deputy Director
Rob Donaldson, Deputy Planning Official



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

<u>Subject:</u> Delegation of Final Plat and Assurances Approval to the Development Services Department Director	Policy Number	Page
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Purpose

To allow the Director of the Development Services Department to administratively approve final plats with assurances in lieu of sending the plat to the Board of Supervisors for approval.

Background

At the December 2, 2025, Board of Supervisors Public Hearing, the Board voted unanimously to approve a text amendment amending the Pima County Code Chapter 18.69.030 (General Regulations), to allow the Development Services Department Director to approve final plats and assurances.

This text amendment was initiated after the Arizona State Legislature amended A.R.S. §§ 11-269.27 and 11-822 to allow counties to adopt an ordinance to authorize administrative personnel to approve plats and assurances on behalf of a county's Board of Supervisors.

Policy

1. To encourage more housing, aid government efficiency and reduce development timelines the Board of Supervisors authorizes the Development Services Department's Director, or their designee, to approve plats and assurances on its behalf.
2. Once the subdivision plat has been approved by the Development Services Director, or their designee, the final plat shall be sent for signature by the chair of the Board of Supervisors for acceptance through the Clerk of the Board of Supervisors.

Adopted Date: February 3, 2026
Effective Date: February 3, 2026