

MINUTES OF THE WORK SESSION OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA HELD TUESDAY, JANUARY 20, 2009 AT 6:15 P.M. IN THE COUNCIL CHAMBERS.

Chairman Forbeck called the Work Session to order at 6:15 p.m. Roll call was taken, and a quorum was present.

	Present	Absent
Chairman Gretchen Forbeck	<u>X</u>	_____
Vice Chairman Stephanie Irwin	<u>X</u>	_____
Brian Gilbert	<u>X</u>	_____
John Jarchow	<u>X</u>	_____
Robert Ingels	<u>X</u>	_____
Mark Coble	<u>X</u>	_____
Joe Russell	<u>X</u>	_____

STAFF PRESENT:

Paul Esparza, Community Development Director; Brian McCabe, Town Planner; and Lisa Figueroa, Community Development Secretary.

ITEM 3, CONSIDERATION AND APPROVAL OF THE MINUTES OF THE WORK SESSION AND REGULAR MEETING HELD JANUARY 6, 2009:

There were no corrections to the minutes.

STAFF REPORTS:

Chairman Forbeck asked when the March election would be held. Lisa Figueroa said she does not know the date. The Commission discussed election dates that could conflict with regular meetings. The Commission discussed the Commission Decision Request for item number five. Chairman Forbeck stated the motion would reschedule the meetings if elections were to be scheduled. Vice Chairman Irwin asked if they could reschedule it to a particular date. Ms. Figueroa said she did not include a date because other conflicts may come up.

Paul Esparza said the Town Council did not pass the zone request for Fisher Pond. Vice Chairman Irwin asked if Mr. Kahlich would be working on any other projects. Commissioner Russell asked if Aspen Meadow was granted an extension, and if so, when it was granted. Mr. Esparza said an extension was granted in April or May of last year. Commissioner Russell asked if Pine Creek Condos has a performance bond and stated the property has not been maintained. Mr. Esparza said the Town does require an Assurance Agreement with developers and said he would need to follow up on that project. Vice Chairman Irwin asked on the status of Woodland

Pines. Mr. Esparza said staff is still trying to meet with Peggy Noonan to discuss the details of the project.

The Committee reviewed the Code of Conduct. Chairman Forbeck noted page nine should read, "...opinions concerning conflicts of interest." She said page 14 should read, "...fellow official considers offensive." Commissioner Russell suggested page four should read, "...honor decisions of the Commission." Chairman Forbeck asked if other Committees have adopted the Code of Conduct also. Mr. Esparza said a Code of Conduct is going before the 2020 Vision Committee next month.

THE WORK SESSION WAS ADJOURNED AT 6:30 P.M.

Dated this 26th day of January 2009.

PINETOP-LAKESIDE PLANNING & ZONING COMMISSION

/s/Lisa Figueroa, Community Development Secretary

MINUTES OF THE REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA HELD TUESDAY, JANUARY 20, 2009 AT 6:30 P.M. IN THE COUNCIL CHAMBERS.

ITEM NO. 1, CALL TO ORDER, AND ASCERTAIN QUORUM:

Chairman Forbeck called the Regular Meeting to order at 6:30 p.m. Roll call was taken and a quorum was present.

	Present	Absent
Chairman Gretchen Forbeck	<u>X</u>	_____
Vice Chairman Stephanie Irwin	<u>X</u>	_____
Brian Gilbert	<u>X</u>	_____
John Jarchow	<u>X</u>	_____
Robert Ingels	<u>X</u>	_____
Mark Coble	<u>X</u>	_____
Joe Russell	<u>X</u>	_____

STAFF PRESENT:

Paul Esparza, Community Development Director; Brian McCabe, Town Planner; and Lisa Figueroa, Community Development Secretary.

ITEM NO. 2, PLEDGE OF ALLEGIANCE:

Chairman Forbeck led the Pledge of Allegiance.

ITEM NO. 3, CONSIDERATION AND APPROVAL OF THE MINUTES OF THE WORK SESSION AND MEETING HELD JANUARY 6, 2009:

COMMISSIONER JARCHOW MOVED TO APPROVE THE MINUTES OF THE WORK SESSION AND THE REGULAR MEETING HELD JANUARY 6, 2009 AS PRESENTED. COMMISSIONER COBLE SECONDED THE MOTION AND IT CARRIED UNANIMOUSLY.

ITEM NO. 4, PUBLIC PARTICIPATION:

There was no public participation.

ITEM NO. 5, 2009 CALENDAR:

Chairman Forbeck reviewed the discussion during the work session.

VICE CHAIRMAN IRWIN MOVED TO RESCHEDULE OR POSSIBLY CANCEL THE PLANNING & ZONING COMMISSION REGULAR MEETINGS FOR TUESDAY, MAY 19, TUESDAY, SEPTEMBER 1, AND TUESDAY, NOVEMBER 3, 2009 IF A CONFLICT ARISES DUE TO ELECTIONS HELD BY NAVAJO COUNTY OR THE TOWN OF PINETOP-LAKESIDE. COMMISSIONER COBLE SECONDED THE MOTION AND IT CARRIED UNANIMOUSLY.

ITEM NO. 6, CODE OF CONDUCT:

Chairman Forbeck reviewed the suggested corrections to the Code of Conduct.

VICE CHAIRMAN IRWIN MOVED TO APPROVE THE CODE OF CONDUCT FOR THE PLANNING AND ZONING COMMISSION WITH THE CORRECTIONS TO PAGE FOUR, LINE TWO, "...honor decisions of the Commission." PAGE NINE, LINE SEVEN, "...opinions concerning conflicts of interest." PAGE 14, LINE SIX, "...fellow official considers offensive."

Commissioner Ingels said it is a strong document and suggested they begin to practice calling everyone by their title or last name. He said it sets a new standard and asked if there would be any penalties. Mr. Esparza said a Sergeant-at-Arms is not always present, and stated they may have to police themselves.

COMMISSIONER JARCHOW CALLED FOR THE VOTE AND IT CARRIED UNANIMOUSLY.

ITEM NO. 7, CHAPTER 17.88 DESIGN REVIEW GUIDELINES:

Mr. Esparza referred those present to Section 17.88.060(H)(2), Guideline, and asked if roof materials would include coating or would it apply only to tiles and shingles. Commissioner Jarchow said the components of the Design Theme as noted in the definitions should include all elements. The Commission discussed the Guidelines. Commissioner Coble said there are not a variety of colors to choose from for sealers. Commissioner Jarchow said aluminized sealers do not have many choices but he stated there are pigments to dye other types of sealers. Commissioner Russell indicated the General Plan states the design review process must address the architectural design in Site Improvements proposed for each project. Commissioner Jarchow noted Pinetop Office and Art Supply put on a primer before the sealer. The Commission discussed how they could regulate businesses that do not comply with Site Plan improvements. Commissioner Ingels said considering the project as a whole is important and included detailed visual displays for developers to help meet the goals of the Town. Mr. Esparza said staff is working to develop a binder that would be used as a tool for Site Plan Design. Commissioner Gilbert said he is more concerned with existing businesses and indicated business owners may not be ready for rigid guidelines.

ITEM NO. 8, DWELLING UNITS PER ACRE:

Chairman Forbeck said the agenda item is not listed as she would have liked to discuss and it may have to be brought back for discussion. She said some Zoning districts have 20 units per acre and the Commission has expressed concern of the high density. She stated the agenda lists it as how they would calculate the number of units within an acre. Commissioner Russell said he distributed a handout which calculates dwelling units per acre. He said he supports it and would like to see it included in the General Plan. Chairman Forbeck said that calculation could work for a Planned Unit Development (PUD). She said their intention tonight was to review districts other than a PUD because a commercial lot could have 20 units. The Commission decided to bring the discussion back to review maximum density within Zoning districts other than the PUD and Subdivision Codes. Commissioner Jarchow stated Mr. McCabe presented the Commission the formula to calculate dwelling units per acre. Chairman Forbeck agreed he made the presentation.

ITEM NO. 9, NET VERSUS GROSS AREA:

Chairman Forbeck said this item has been brought back in case anyone did not understand the first presentation. Brian McCabe said there are two items to consider; reviewing for compliance with the Land Use designation in the General Plan and reviewing for compliance with the Zoning district. He said the gross acreage was used to comply with the Land Use category, which included all the right-of-ways, open space, and everything else. He said reviewing for compliance in a Zoning district is calculated by net acreage. He said the Town Code requires open space to be calculated by net acreage. Chairman Forbeck suggested they compare other municipalities' regulations before they consider modifying the Town Code. Mr. McCabe said it is unfair to a developer as they are putting in drainage, and other structures, and are not getting any credit for it. Commissioner Jarchow said he does not know of any municipality that calculates solely on net acreage. Commissioner Ingels said there is a variety in defining Open

Space within the Town Code, and asked if they could review the wording in the Code. Chairman Forbeck said it may be something the Commission could consider.

ITEM NO. 10, STAFF REPORTS:

Mr. Esparza said there is a Town Council retreat next week in Tempe. They will review the Town Plan and the General Plan. He said he would bring back any information to the Commission from the retreat.

ITEM NO. 11, ADJOURNMENT:

THE MEETING WAS ADJOURNED AT 7:25 P.M.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the Minutes of the Regular Meeting of the Planning & Zoning Commission of the Town of Pinetop-Lakeside, Arizona, held on the 20th day of January 2009. I further certify that the meeting was duly called and held and a quorum was present.

Dated this 26th day of January 2009.

PINETOP-LAKESIDE PLANNING & ZONING COMMISSION

/s/Lisa Figueroa, Community Development Secretary