

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

Chairman Forbeck called the Work Session to order at 6:15 p.m.

		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 DECEMBER 2, 2008:

Commissioner Jarchow said page two of the Work Session should read, “Plan and the Zoning Codes into conformance...”

STAFF REPORTS:

Paul Esparza said the Community Identity Workshop at the Boards and Commissions Conference was a good session. He said communities divided into groups and reviewed aerial or zoning maps of their cities to identify amenities through various exercises. He said they brought back flipcharts from the session. Commissioner Coble said he liked how they explored different angles of the community and considered the first impressions it portrays. He said it made him think more about making the Town pedestrian friendly. Commissioner Ingels said he valued the idea of looking at the Town from an outside perspective as they prepare for growth. He said assessing and maintaining unique qualities of the community is very important. Mr. Esparza said the Smart Growth Card was essential in assessing the Town’s assets, and stated it would be an incredible investment as they plan to update the General Plan. Commissioner Jarchow said he found one session interesting because it included Commissioners discussing what does and does not work in their community.

Commissioner Jarchow said he noted on the evaluation sheet that the Sun Corridor was getting media coverage, and he would have appreciated a discussion on how other communities are to survive when there is so much focus on the funding of the Sun Corridor.

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

Dated this 13th day of January 2009.

PINETOP-LAKESIDE PLANNING & ZONING COMMISSION

/s/ Lisa Figueroa, Community Development Secretary

Approved by:

/s/ Chairman Gretchen Forbeck

MINUTES OF THE REGULAR MEETING OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA HELD TUESDAY JANUARY 6, 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 NOVEMBER 18, 2008:

COMMISSIONER JARCHOW MOVED TO APPROVE THE MINUTES OF THE WORK SESSION AND REGULAR MEETING HELD DECEMBER 2, 2008 WITH LINE FOUR, PAGE TWO, OF THE WORK SESSION MINUTES TO READ, “Plan and the Zoning Codes into conformance...” COMMISSIONER RUSSELL SECONDED THE MOTION AND IT CARRIED UNANIMOUSLY.

ITEM NO. 4, CALL TO THE PUBLIC:

There was no public participation.

ITEM NO. 5, 2008 BOARDS AND COMMISSIONS CONFERENCE:

This item was discussed during the work session.

ITEM NO. 6, 2009 GOALS:

Chairman Forbeck said the packet includes goals from 2007 and 2008. The Commission reviewed the lists, and deleted Home Occupations and the Noise Ordinance from the 2007 list. Commissioner Jarchow asked why Sexually Oriented Business (SOB) locations have not been completed in two years. Mr. Esparza explained when the SOB Ordinance was developed the locations would be designated within C-2 Zoning Districts. He indicated the Ordinance prohibits an SOB to be located within a certain distance of a church or school. He stated the C-2 Zoning Districts have been developed and house churches, which would not comply with the current regulations. Commissioner Ingels said he would not be comfortable to discuss the issue until staff deems it necessary. The Commission agreed.

Commissioner Jarchow asked why Pedestrian Safety is on the list. Commissioner Gilbert said he thought it should be incorporated into most everything the Commission undertakes. He said a plan has not been formulated but it is an issue he would like to proceed with. Commissioner Ingels said pedestrian paths are economically important to the community and have a long term effect. He said the Commission should consider this issue. Commissioner Coble agreed with Commissioner Ingels and said there were students walking on the highway because of the packed snow on the sidewalk. Chairman Forbeck suggested they review other Ordinances that require the removal of snow along frontages within a certain amount of time after a significant snowfall. Commissioner Ingels asked if the Commission could review this issue within the next couple of months. The Commission agreed to keep this item on the list.

The Commission considered the Access/Corridor Management Plan. Mr. Esparza said that item relates to the Arizona Department of Transportation (ADOT) curb cuts along Highway 260. Commissioner Ingels suggested they review the Town Code to consider limiting any curb cuts off an arterial road, such as Yeager Lane, because of its proximity to the Highway.

Chairman Forbeck said the Commission Bylaws have been adopted and can be removed from the list. She said the Forest Modification Plan needs some more review. She said the Community Foresters began to modify the Ordinance. Mr. Esparza said he would ask them to review the

Ordinance one more time before they move forward with any text amendments. Chairman Forbeck said enforcement of the tree policy is part of the review process. Commissioner Coble said staff has increased their involvement during the construction process. The Commission removed that item from the list.

Chairman Forbeck said they would be reviewing some type of Mixed-Use Zoning for the Nodal Developments. Commissioner Russell said he thinks there are too many terms that are getting mixed up and cause confusion. He said the General Plan includes two types of Planned Unit Developments (PUD), which are a Neighborhood and a Residential PUD. He said a Residential PUD only covers residences. Chairman Forbeck said it would be heavier density in a concentrated area. Vice Chairman Irwin suggested they discuss it as an agenda item. Chairman Forbeck said she has been trying to bring back discussion in regard to dwelling units per acre. Mr. Esparza said they have also discussed net versus gross acreage. Commissioner Russell said there was an equation that was written into the proposed PUD that should be considered.

Commissioner Ingels suggested they map certain areas that have been identified for preservation. Commissioner Jarchow asked Mr. Esparza what the Open Space Committee is doing about the conflicts the Open Space Assessment brought up in terms of definitions. Mr. Esparza said the Committee is working on identifying conflicts. Commissioner Russell said he was asked to compare the Town Code to the Town Plan regarding Open Space for the next Open Space Committee meeting.

ITEM NO. 7, CHAPTER 17.80 CONDITIONAL USE PERMITS AND CHAPTER 17.128 ZONING MAP AMENDMENT PROCEDURES:

Brian McCabe said he made amendments based on the recommendations from the last meeting. He said Purpose of Conditional Use Permits (CUP) would state, “may be authorized by the Town.” There would be clarification in the text regarding “nonconforming” uses, would extend the approval period from one year to two years, and would allow the established use to be associated with the issuance of a building permit rather than a Certificate of Occupancy. Commissioner Jarchow asked if a CUP could be approved administratively. Mr. McCabe said it would require a public hearing before the Commission. Commissioner Jarchow said he is comfortable as long as the Code clarifies the established use occurs at the time of the issuance of the permit. He said he thinks Section 17.80.090(1) should read as, “...been established when the permit has been issued.” He suggested 17.80.90(2) should add up to 30 months, and item (2)(B) should be omitted. Chairman Forbeck said item (2)(B) covers all other permits that may be issued. Commissioner Russell agreed with Commissioner Jarchow’s suggestion. Commissioner Russell asked if the amendment would affect Site Plan reviews, which have a one year limitation. Commissioner Jarchow said the logic was due to the complexity of the approval processes, and stated one-year was not reasonable in that situation. Chairman Forbeck suggested they consider the limitations of a CUP for other uses. Vice Chairman Irwin suggested using the word “applicable.” The Commission decided it should read, “...been established when the appropriate permit has been issued...”

The Commission reviewed the Zoning Map Amendment criteria. Mr. McCabe said he tried to incorporate the CUP criteria into the Zoning Map Amendments. He said he included open ended questions and specific questions. He noted 17.128.040(B) states there must be a compatibility

with the surrounding land uses and identifying adjoining parcels. Commissioner Jarchow suggested the question under item (L) should be listed under drainage issues. He said floodplain and topographical issues fall under drainage improvements. He said he is not sure he is comfortable with item (N) School Facilities. He noted item (O) is a Site Plan issue and should not be included in a zoning request. Mr. McCabe said he could omit that item. The Commission considered the need for a Market Study. Chairman Forbeck noted Section 17.128.030(C) references the wrong section of the Code. She stated it should reference Section 17.128.040. She suggested Section 17.128.040 read, "Zoning Map Criteria. A discussion of the Zoning Map Amendment Criteria shall be part of the application process..." She said the current Section 17.128.040(C) was not included in the proposed text amendments, and asked if it was because spot zoning is not allowed. Mr. McCabe said he intended to omit that option. Chairman Forbeck said item 17.128.040(F) was not included in the text amendments. Mr. McCabe said the applicant should be focusing on transitional land use. Commissioner Ingels asked if a neighborhood meeting would be required prior to a public hearing. Commissioner Jarchow said it would be based on each individual project. He said he is concerned with imposing too many requirements. Mr. Esparza suggested a statement could be included to make the applicant aware a neighborhood meeting may be required. Commissioner Jarchow said the Commission included a neighborhood meeting into the motion on the Fisher Pond project before the applicant went before the Town Council. Commissioner Russell suggested they require large scale developments (50 units or more) to provide a fiscal impact evaluation for their projects as stated under Section 4.1-25 of the Land Use Element in the General Plan. Chairman Forbeck suggested Section 17.128.040 include "The applicant should evaluate the following questions if 50 units or more are under consideration." Commissioner Jarchow asked if that only applies to dwelling units. Commissioner Russell said it does not indicate what kind of units. The Commission considered including the statement. Vice Chairman Irwin said a fiscal impact is different from a market study because it implies revenues that are generated into the community. Chairman Forbeck reviewed the suggested changes.

ITEM NO. 8, TOWN NODAL DEVELOPMENT CONCEPTS:

Mr. McCabe presented a PowerPoint to the Commission. He said it is an initial view of issues of the Town Plan, and how they can implement the Town Plan. He said it would focus on how they can implement the Nodal concept and whether the Town should consider a policy document or a regulatory document. He indicated State Law allows for the creation of Specific Plans. He said the Town may recommend Zoning Ordinances, Subdivision regulations, determine the location of infrastructure and ensure the execution of the General Plan. He stated the Town Plan was not adopted by the Town Council, but said it is a vision for the community and a Land Use Plan. He indicated it does have the potential to become a Specific Plan according to Arizona Statute 9-461.08. Commissioner Jarchow asked Mr. McCabe if there is any Specific Plan that is as large as Pinetop-Lakeside that is in effect. Mr. McCabe said he is concerned if the Town would implement a Specific Plan for each Node or create guidelines that would affect all of the Nodes. He said another option would be an Overlay District, which would include regulations which modify regulations in another district. He said sometimes conflicts occur with an Overlay District. He said a new Zoning District may have to be created. Commissioner Ingels said most PUDs in the Town are higher density, but said he envisions incorporating many uses within a single zoning district. Mr. Esparza said staff is trying to explore all options. Commissioner Jarchow said they should consider having a developer furnish them with a Specific Plan. The

Commission considered the steps needed to begin implementing the Town Plan. Chairman Forbeck said she liked the idea of having individual purposes of the Nodes.

ITEM NO. 9, STAFF REPORTS:

Mr. Esparza said the 2020 Vision Committee and the Town Council would be meeting for a joint session at 6:00 p.m. on Monday, January 12. He indicated they would discuss the purpose of the 2020 Committee and how the Vision Plan relates to the General Plan and the Town Plan.

Mr. Esparza updated the Commission on the Fisher Pond project. He said the applicant is going before the Town Council on January 15, and there are 22 lots on the Northwest corner that would be 10,000 square foot single family home sites. Commissioner Ingels asked if there would be a Conference Center. Commissioner Jarchow said there may be a Conference Center but on a smaller scale.

Mr. McCabe said he is working on the Request for Qualifications for the General Plan update, but said he is not sure when the funding would be available.

ITEM NO. 10, ADJOURNMENT:

THE MEETING WAS ADJOURNED AT 8:20 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 6th day of January 2009. I further certify that the meeting was duly called and held and a quorum was present.

Dated this 13th day of January 2009.

PINETOP-LAKESIDE PLANNING & ZONING COMMISSION

/s/ Lisa Figueroa, Community Development Secretary

Approved by:

/s/ Chairman Gretchen Forbeck