

**MINUTES OF THE WORK SESSION OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA HELD TUESDAY, FEBRUARY 17, 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>	<u>          </u>
Vice Chairman Stephanie Irwin	<u>X</u>	<u>          </u>
Brian Gilbert	<u>          </u>	<u>X</u>
John Jarchow	<u>X</u>	<u>          </u>
Rob Ingels	<u>X</u>	<u>          </u>
Mark Coble	<u>X</u>	<u>          </u>
Joe Russell	<u>X</u>	<u>          </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 FEBRUARY 3, 2009:**

There were no corrections to the minutes.

**STAFF REPORTS:**

Vice Chairman Irwin said there was an article in the Arizona Republic stating the League of Arizona Cities and Towns won the lawsuit against the State over municipalities having to give back state shared revenues.

Mr. Esparza said Mark Kahlich, owner of the Fisher Pond project, plans to come back to the Commission. He said Mr. Kahlich is determined to bring it forward and indicated the project name may change to Stone Bridge. Commissioner Jarchow asked if there is a possibility to get some of the adjoining property owners to agree to the project. Mr. Esparza said Mr. Kahlich realizes there is work to be done, and said he is planning to meet and cooperate with the neighboring owners.

Commissioner Coble asked about the status of the Sierra Blanca Nursing Home. Mr. Esparza said they are aware of their timeline and are eager to begin the project. He stated once their financing is secured, they would pull a building permit.

Commissioner Ingels said there used to be an outline highlighting the steps for a Zone Request or a Site Plan Review, and stated he would like to see an outline for zoning procedures. Mr. Esparza said Fisher Pond would need to start over and request a Zone change. Commissioner Russell asked if there is financial assurance from Sierra Blanca indicating there is backing from the bank in case the project comes to a stand still. Mr. Esparza said a financial assurance is not required on a commercial project as it is for a Subdivision Plat. Commissioner Coble stated he could not see an owner pulling away from such a profitable business.

Commissioner Jarchow asked for an on update on Aspen Meadows. Mr. Esparza said the assurance agreement is being reviewed and they have completed some work. He said their schedule is under evaluation, but said they are committed to the project. Commissioner Jarchow asked if there is a timeline for that project. Mr. Esparza said the timeline could extend up to 2013, as the adjustments allowed for the market conditions.

Mr. Esparza said there are several text amendments that staff would like to package together to bring before the Commission by April for changes to the Town Code.

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

**Dated this 25<sup>th</sup> day of February.**

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, FEBRUARY 17, 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>	_____
Rob 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 FEBRUARY 3, 2009:

**VICE CHAIRMAN IRWIN MOVED TO APPROVE THE MINUTES OF THE WORK SESSION AND THE REGULAR MEETING HELD FEBRUARY 3, 2009 AS PRESENTED. COMMISSIONER JARCHOW SECONDED THE MOTION AND IT CARRIED UNANIMOUSLY.**

ITEM NO. 4, PUBLIC PARTICIPATION:

There was no public participation.

ITEM NO. 5, OPEN SPACE:

Brian McCabe said the packet includes information comparing densities within Multi-Family Zoning Districts, allowable densities in the General Plan, and Open Space definitions. He said the densities are comparable to other Arizona municipalities. He said other jurisdictions contain low, medium, and high rural densities. He noted the General Plan allows three densities; less than one, less than four and less than twenty. He said staff is concerned with higher densities and indicated they may consider creating two categories. He said he included every definition of open space contained in the Town Code. He stated the calculation of open space within the Zoning Ordinances allows for detention basins, retention basins, drainage, and sidewalks as part of the tract in the Town Code. He said he could only find broad definitions of open space in other municipalities. Commissioner Ingels asked if the Planned Unit Development (PUD) Zoning District maximum is 20 units per acre (u/acre). Mr. McCabe said that is the assumption based on the Land Use Category. Commissioner Ingels said he feels 20 u/acre is a high density. Chairman Forbeck said nothing is granted close to 20 u/acre. Mr. Esparza said the PUD chapter does not match the specified density in the General Plan. Chairman Forbeck asked how the Commission would like to proceed with the definitions while the Town proceeds with the General Plan revision. Vice Chairman Irwin stated the Planning & Zoning Commission suggested modifications to the Subdivision definitions and Design Standards some time ago and suggested those changes be incorporated into the Town Code. Chairman Forbeck noted Oro Valley's definitions, and said they identify frontage, natural, and landscaped open space. Commissioner Russell suggested identifying and reserving a percentage of meaningful open space within the PUD. Chairman Forbeck said the Town has not seen any subdivisions lately to consider meaningful open space. Commissioner Jarchow said they must create definitions before they consider designating percentages. He agreed with Vice Chairman Irwin in regards to

the Subdivision definition of open space. He said any other reference to open space in the Code should be eliminated. Chairman Forbeck stated she liked Oro Valley's subcategories and said something similar should be included into the Town Code. Commissioner Jarchow said the problem will be when they begin to use the definitions. He explained frontage open space falls within the lot coverage open space definition. Commissioner Coble agreed with Commissioner Jarchow. He said there is still landscaping and frontages that need to be included. He stated each project will have characteristics unique to itself with many usages for open space. He said it would be difficult to consider breaking down percentages of each open space definition. Vice Chairman Irwin suggested including a statement saying "a maximum amount of this kind of open space is allowed." Commissioner Russell asked why percentages are needed. Commissioner Jarchow said it is a way to control density. He said he does not consider a two-foot strip of landscape along a walkway as open space, and stated it should be used for the enjoyment of the public. Commissioner Russell said if that were the case, then they would need to remove item 16.24.040(B)(6) because it may be calculated as part of the open space if it is used for pedestrian purposes or landscaping. Commissioner Jarchow said they would modify it to say, "It would not be calculated as part of the lot coverage." Chairman Forbeck suggested designating a minimum width like the eight foot minimum in Prescott. Commissioner Ingels said he likes the idea of improved landscaping and setting a minimum width. He said it would leave enough area for open space, and it could improve pedestrian safety when snow is removed from the highway.

Jim Beck said he appreciates the discussion being considered. He referenced the Vision Plan stating the importance to conserve natural aesthetics. He said the Commission is doing a great job considering all aspects of the issue and trying to simplify the definitions.

Commissioner Jarchow suggested they create some definitions and then proceed from there. Commissioner Ingels suggested they review the Subdivision definitions and consider which ones they wish to keep. Commissioner Jarchow suggested they keep item 16.24.060(82) and anything beyond that should take open space out of the equation. He suggested using the term "lot coverage" because it is a term that they cannot misunderstand. He said 83, 84, and 85 are part of 82. Commissioner Ingels agreed they need to distinguish terms. The Commission debated lot coverage and open space as included in the Town Code. Mr. Esparza stated they would need to clarify setbacks between buildings would not be considered as open space. He said the R-Low Zoning district contains maximum lot coverage of 30% and said they may need to adjust the lot coverage for all the districts. Mr. Esparza said there may be some confusion in the residential districts if they use the term "lot coverage." Commissioner Ingels said he appreciates the discussion Commissioner Jarchow is presenting, but said it could mean there would be some substantial modification to the Code. He said he may not be prepared to make those extensive changes. Commissioner Russell suggested using items 83, 84, and 85 as subtitles to item 82. He said the General Plan states land that cannot be built on because of the topography or its slope would revert to natural open space. Chairman Forbeck said that is included in the Hillside Ordinance. Commissioner Jarchow said they can argue specifics but some of the solution lies in them limiting the open space definition. Commissioner Ingels said he feels they are moving in a positive direction by streamlining the Town Code.

ITEM NO. 6, 2009 PLANNING & ZONING COMMISSION RETREAT:

Chairman Forbeck said the Commission may want to wait until the fall to hold a retreat because there could be new Commissioners. She said she would not be returning because she is on her last term. Commissioner Russell suggested they hold the retreat in the Council Chambers. Commissioner Jarchow said a group training environment is beneficial, but suggested it be held in a different environment. Mr. Esparza said the Commission would be in Town, but he would like to use another venue because he does not want to be interrupted. The Commission discussed possible venues. Commissioner Jarchow said he does not mind if staff handles the task of finding a facility. Commissioner Ingels said he liked Hon-Dah, and felt the price was very reasonable. He said he favored holding the retreat at a different location and asked if they could hold it on the same day as a Commission meeting. Mr. Esparza said staff did look at that, but they may need to revisit it because of their new four day schedule. Chairman Forbeck asked Mr. Esparza when it would be scheduled. Mr. Esparza said possibly late August or September after the new Commissioners are seated.

ITEM NO. 7, STAFF REPORTS:

Mr. Esparza said the Town Council will review text amendments to the Peddler's Permit Code during the Work Session this week. He said there is consideration to limit the amount of permits issued per commercial property. He said there is the question whether they could legally limit the amount of peddler's along the length of White Mountain Boulevard.

Vice Chairman Irwin asked if Summer Haven Lane has been renamed because she saw two hand written signs showing Wolf Lane. Commissioner Ingels said his property fronts that lane and was notified there would be a name change. He said they suggested Wolf Lane to Tom Thomas, Public Works Director, and it was accepted last year but said he has not been able to install the new sign yet. He stated his wife made the hand written signs until the new ones are installed. Mr. Esparza said he would follow up with Mr. Thomas.

ITEM NO. 8, ADJOURNMENT:

**THE MEETING WAS ADJOURNED AT 7:47 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 17<sup>th</sup> day of February 2009. I further certify that the meeting was duly called and held and a quorum was present.

**Dated this 25th day of February 2009.**

PINETOP-LAKESIDE PLANNING & ZONING COMMISSION

/s/ Lisa Figueroa, Community Development Secretary

Approved by:

/s/ Chairman Gretchen Forbeck