

MINUTES OF THE WORK SESSION OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA HELD TUESDAY, FEBRUARY 3, 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>X</u>	<u> </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 JANUARY 20, 2009:

There were no corrections to the Minutes.

Commissioner Jarchow reviewed the information provided for item number five and noted that Section 17.80.090(A)(2) should read, "...more than thirty (30)...", Commissioner Russell said Section 17.128.030(G) should read, "...three hundred (300) feet, a..."

STAFF REPORTS:

Paul Esparza updated the Commission on the Town Council retreat. He said it was an opportunity for the Town Council to interact with department heads. He said they gathered into groups and went through a desert survival scenario as a team building exercise. He said the bulk of the retreat was to review the existing goals of the Strategic Management Plan and determine if any goals need to be added. He indicated they considered whether the action steps needed to be adjusted. He said staff would be meeting next week to refine the action steps.

Commissioner Jarchow said he has heard that the Town must tighten their budget. Mr. Esparza said the budget is being evaluated and the Town Council will be considering a four-day work week. Commissioner Gilbert asked if there may be any relief from the stimulus package. Mr. Esparza said Kelly Udall, the Town Manager, submitted a proposal. He said many grants that the Town has applied for have been inactivated. Commissioner Russell said there is

consideration that the stimulus package would not give money to the states from the federal level. Commissioner Jarchow said that decision has not been determined yet. Chairman Forbeck said the state legislature considered mandating cities and Towns to give back a portion of the state shared tax revenues. Commissioner Ingels asked if the Commission would have a role in regards to the Strategic Management Plan, and stated he would like an update in the next few weeks. Mr. Esparza said he was excited to see the Town moving toward implementing policies for affordable housing for all Town residents.

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

Dated this 11th day of February 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, FEBRUARY 3, 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>	<u> </u>
Vice Chairman Stephanie Irwin	<u>X</u>	<u> </u>
Brian Gilbert	<u>X</u>	<u> </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 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 20, 2009:

VICE CHAIRMAN IRWIN MOVED TO APPROVE THE MINUTES OF THE WORK SESSION AND THE REGULAR MEETING HELD JANUARY 20, 2009 AS PRESENTED. COMMISSIONER RUSSELL SECONDED THE MOTION AND IT CARRIED UNANIMOUSLY.

ITEM NO. 4, PUBLIC PARTICIPATION:

There was no public participation.

ITEM NO. 5, CHAPTER 17.80 CONDITIONAL USE PERMITS AND CHAPTER 17.128 ZONING MAP AMENDMENT PROCEDURES:

Brian McCabe referenced the changes made to the Town Code Sections suggested by the Commission. Commissioner Russell asked for clarification on the uses granted by conditional use only and asked why a Conditional Use Permit (CUP) is necessary. Chairman Forbeck said the issue has been clarified several times. Mr. Esparza said uses are specifically permitted or granted by conditional use, but stated if they are not listed then it would not be allowed. Commissioner Russell said he had the impression that the listed uses are automatic. Chairman Forbeck said the applicant must prove that they meet the criteria for a conditional use in that zoning district. Commissioner Ingels said the applicant is responsible to meet the criteria, otherwise, the CUP would not be granted. He indicated if the public feels the Commission did not do the right thing by granting the CUP, there is an opportunity for appeal.

Mr. McCabe reviewed the changes made to Chapter 17.128, Zoning Map Amendment criteria. He said Section 17.128.030(C) references the correct Section now. He said Section 17.128.040(A) asks for a "Narrative" and the criteria matches the CUP criteria. Chairman Forbeck suggested 17.128.030(C) read, "A narrative of..." so it is consistent within the stipulations. Commissioner Russell said he would like to include an item (N) to Section 17.128.040 stating, "require large scale developments (fifty units or more) to provide a fiscal impact evaluation for the project(s)." He suggested omitting, "For projects containing 50 dwelling units or more, the applicant should also evaluate the following question:", and "Has the applicant completed a market study for the proposed project?" He said a market study would only address the dynamics of the area. Vice Chairman Irwin disagreed with Commissioner Russell and stated a market study may provide information on developments such as Woodland Pines Condominiums that there is a market for that product. She said it could prevent a development from sitting without any progress and becoming an eyesore in the community. Commissioner Russell said a market study is similar to fiscal impact. Vice Chairman Irwin said a fiscal impact analysis would illustrate sales tax dollars the project would generate, or how many employees it would include. She said a market study would help the Town consider if they need that kind of project or development. Commission Jarchow said developers routinely perform market studies and indicated a fiscal impact analysis could be completed by staff. Commissioner Gilbert said some communities require an evaluation of a project during the development process. Commissioner Jarchow said this is a zoning amendment, and a specific stipulation like that this early in the process could impede the developer or the project. Commissioner Ingels asked if the statement, "Does the proposal comply with the Town's Design Guidelines (I.E., building height, architectural theme, and color palette) should be omitted. Mr. McCabe agreed with Commissioner Russell, and said the applicant should be considering those issues during this stage. He indicated he is looking for elevations and assurance that the applicant would comply with the Design Review Guidelines. Commissioner Ingels suggested staff create an outline describing the procedure as part of the application so an applicant can be aware of the steps that need to be completed. Mr. Esparza said he has already directed staff to work on something similar to that suggestion. Commissioner Jarchow suggested item 17.128.040(L) read, "...cultural, wildlife, or natural resources."

ITEM NO. 6, DWELLING UNITS PER ACRE:

Mr. Esparza said staff compared the Town's dwelling units per acre (du/acre) information with other communities and said a matrix is included in the packet. Mr. McCabe said the density is closely related to the minimum lot size. He indicated it could be difficult to include 40 units per acre because of the multi-family zoning districts. Commissioner Ingels said he perceives the public is uncomfortable with 20 units per acre. Commissioner Forbeck said it is difficult for a developer to include 20 du/acre because of the setbacks and other requirements. Commissioner Jarchow noted there are also height limitations and parking regulations the applicant must comply with. Commissioner Russell asked how the Town calculates the du/acre in the zoning districts. Commissioner Jarchow said that issue has been addressed by Mr. McCabe. Commissioner Jarchow said net acreage is used when lot coverage or open space is involved, and gross acreage is used to calculate du/acre. He said using gross acreage is the standard practice. Commissioner Gilbert said using the net acreage includes many variables. Commissioner Jarchow said the du/acre will decrease as the developer goes through the process and tries to adhere to all the regulations. Commissioner Gilbert said the community has a legacy of having premium lots, but said now that is not going to be an enterprise. He said the Town does not have many economic tools they can control, but stated they can control density.

ITEM NO. 7, OPEN SPACE:

Chairman Forbeck said this is just a discussion tonight, and noted the packet did not include open space terms as addressed in the Town Code. Mr. Esparza said the information includes other communities' definitions of open space. He said the Town requires 30% open space in a Planned Unit Development. Commissioner Jarchow said they are still missing the point, and indicated there are different intents. He noted Safford's definition of open space is any parcel or area of unimproved land set aside, dedicated, designated or reserved for public or private use or enjoyment. He indicated they need to clearly state the difference between developed and undeveloped open space in the Town Code. He said the Code does not require any undeveloped open space. The Commission debated the difference between the two definitions. Commissioner Jarchow asked if the pond in the proposed Fisher Pond project would be undeveloped open space. Commissioner Russell said no, because the developer had to create the pond. Commissioner Jarchow said that is why they need to define different kinds of open space. Mr. Esparza suggested a project may be able to include both kinds of open space, but limit the percentage of each type. Vice Chairman Irwin said she thinks developed open space includes items such as a playground or a tennis court. Chairman Forbeck asked staff to include sections of the Town Code definitions for the next discussions. Chairman Forbeck said she liked Oro Valley's definitions of open space. Commissioner Ingels said the Open Space Committee had a handout that included all the open space sections from the Town Code. Commissioner Coble said they do not want to take away from affordable housing. Mr. McCabe said Oro Valley has calculations that include landscaped islands, but do not include walkways. Commissioner Russell said the Commission has not seen any solid open space plans. Commissioner Jarchow said that detail will come after the definitions are in place.

ITEM NO. 8, STAFF REPORTS:

Chairman Forbeck said staff reports were covered during the work session.

ITEM NO. 9, ADJOURNMENT:

THE MEETING WAS ADJOURNED AT 7:53 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 3rd day of February 2009. I further certify that the meeting was duly called and held and a quorum was present.

Dated this 11th day of February 2009.

PINETOP-LAKESIDE PLANNING & ZONING COMMISSION

/s/ Lisa Figueroa, Community Development Secretary

Approved by:

/s/ Chairman Gretchen Forbeck