

MINUTES OF THE WORK SESSION OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA HELD TUESDAY, MARCH 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>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>
	Vacant	<u> </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 17, 2009:

Vice Chairman Irwin clarified page two of the Work Session should read, "...outline of rezoning procedures." She noted line three should indicate the Fisher Pond project.

STAFF REPORTS:

Paul Esparza said Joe Russell submitted his letter of resignation yesterday to be effective immediately. Chairman Forbeck wanted to thank Mr. Russell for the time he served on the Commission and stated he researched information very well. She congratulated Vice Chairman Irwin on her election to the Town Council.

Mr. Esparza said due to Mr. Russell's resignation and Vice Chairman Irwin's transition to the Town Council, staff wanted to advertise for the vacancies. He said perhaps the Commission could consider new applicants for the vacancy and then consider an applicant in May to fill Vice Chairman Irwin's seat. Commissioner Ingels asked if staff requests individuals to apply or if there is retention of letters that are reviewed for consideration to the Commission. Chairman Forbeck asked if staff could include a statement in the notice indicating there would be upcoming vacancies. Mr. Esparza said he would examine the format of the notice. Commissioner Ingels asked if an applicant can be automatically included for consideration in the

upcoming vacant seats. Vice Chairman Irwin said an applicant would have to reapply. Chairman Forbeck said they could submit the same letter.

Mr. Esparza said Pinetop Retreat would be coming before the Commission soon. He indicated it has had a Development Review Committee meeting and would be going to the Open Space Committee.

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

Dated this 24th day of March 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, MARCH 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>	_____
Vacant	_____	_____

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 17, 2009:

VICE CHAIRMAN IRWIN MOVED TO APPROVE THE MINUTES OF THE WORK SESSION AND THE REGULAR MEETING HELD FEBRUARY 17, 2009 WITH PAGE TWO, LINE TWO, OF THE WORK SESSION TO READ, "...for zoning procedures." AND LINE THREE TO READ, "...Fisher Pond would..." COMMISSIONER JARCHOW SECONDED THE MOTION AND IT CARRIED UNANIMOUSLY.

ITEM NO. 4, PUBLIC PARTICIPATION:

There was no public participation.

ITEM NO. 5, TEXT AMENDMENTS TA 2009-01 AND TA 2009-02:

Chairman Forbeck said she requested staff to present all current text amendments to the Commission one more time before they host a public hearing. Mr. Esparza said the next meeting would include a public hearing of the text amendments.

Brian McCabe reviewed the changes included in the packet. He said he removed the reference to "nonconforming." Commissioner Jarchow asked if the Town Attorney would review the amendments. Mr. McCabe said she would. Commissioner Jarchow suggested Section 17.80.10 should read, "...permits shall be authorized." He said the way it is written it could be interpreted to mean another body or administration would have the authorization to approve Conditional Use Permits (CUP). Mr. McCabe noted Section 17.80.080(A) indicates a CUP will be null and void after two years. The Commission debated if two years was enough time for a CUP. Commissioner Gilbert said he would agree if it were an administrative decision.

Mr. McCabe reviewed the changes to Chapter 17.128, noting Section 17.128.030(C) requiring a narrative and item (G) requiring a distance of 300 feet. He stated the CUP criteria has been incorporated into the Zoning Map amendments, which include open ended questions and specific questions. The Commission approved.

ITEM NO. 6, STONEBRIDGE PREVIEW:

Mr. Esparza said the project is formerly known as Fisher Pond and stated they went before the Town Council but did not get approved. He said Mark Kahlich indicated changes have been made to the project and said they held a neighborhood meeting on March 11. Commissioner Jarchow asked when the project would come before the Commission. Mr. Esparza said it would be within the next 30 days. Commissioner Ingels stated he hopes the applicant would have all the information necessary before the public hearing. Mr. Esparza said it would be a complete

resubmission. Commissioner Jarchow clarified it is a code amendment rezone and not a Site Plan approval. Mr. Esparza said that is correct.

Mr. Kahlich said the development includes condominiums and single family lots. He stated the primary access is off of Highway 260 and the second one is located off of Osprey. He indicated some of the neighbors did not like the condos near the residential lots, so they relocated the condos near the lake and removed the Townhomes. He said they have tried to accommodate the neighbor's requests. He indicated he has met with the Open Space Committee and created a trail that emerges near Woodland Road. He said the property would be thinned out in compliance with the Fire Wise Ordinance. He said the development originally included 167 units, but has been decreased to 143 units. He said the Open Space Committee requested the lake be made smaller, and indicated he would meet with the Corps of Engineers before he makes his decision. He said his goal is to reestablish the habitat around the area of the lake as it used to be. Commissioner Jarchow indicated Mr. Kahlich should stick to a rezone request and not make it a Site Plan issue. Mr. Kahlich said the width of the trail was increased to 15-feet and increased the open space in one area to 13%, which totals about 32% open space overall. He said they have included another access into the development and modified units in the Southwest area of the development from a third-acre into one-acre lots. He said he plans to create a roadscape that would blend into the walkways of the development. Chairman Forbeck asked where Tracts "S" and "T" are on the map. Mr. Kahlich said Tract "S" is the right-of-way. Will Flake said Tract "T" is a 40-foot right-of-way and they had to dedicate an additional ten-feet. Commissioner Jarchow indicated that is a Site Plan issue and not a rezone issue. Chairman Forbeck agreed, but said she could not find it illustrated on the map.

Vice Chairman Irwin asked how many property owners attended the neighborhood meeting. Mr. Kahlich said there were only four property owners, and stated they are planning to have another meeting.

Commissioner Jarchow asked staff how many adjacent property owners are seasonal residents. Mr. Esparza said staff knows who they are but do not know where they reside. Commissioner Jarchow suggested having a meeting during the summer may produce more feedback.

Mr. Kahlich said he met with The Planning Center in Tucson to discuss water harvesting procedures. He said the landscaping would already be designed to catch water for use within the project. He noted various plants can be planted and would absorb some of the metals from the harvested water, which would decrease the amount of metals going into the lake. Commissioner Jarchow said rainwater harvesting in the development would be a first for the Town. Commissioner Coble commended Mr. Kahlich in his efforts to cooperate with the adjoining neighbors. He said it can be difficult for some people to visualize the end result, but said he thinks the project could benefit the community. Commissioner Ingels said the interaction has been beneficial to the project and stated he feels the Site Plan is relevant to the Zoning request. He said he thinks the third access is crucial to this project. He expressed concern that some of the elements seem to indicate high end housing, and said he would like to see more affordable housing. Commissioner Ingels expressed concerns about the inconsistency of the lot sizes in the materials provided to staff. Mr. Kahlich assured the Commission that would be corrected before

the public hearing. Chairman Forbeck said the Commission would analyze the design criteria more during the Site Plan review.

ITEM NO. 7, STAFF REPORTS:

Mr. Esparza said he is working with the Planning Technician to customize a flow chart for several zoning procedures. He said their intention is to be able to provide an outline to someone wanting to know procedurally what is to be done and indicated some procedures may require a public hearing.

Chairman Forbeck suggested the Code Enforcement Officer attend a meeting to discuss enforcement procedures. Vice Chairman Irwin said there have been comments in the newspaper regarding the appearance of the Town. Commissioner Jarchow asked if there is a procedure to confirm the stipulations imposed on a project have been completed. Mr. Esparza said Notice of Actions are processed and used to assess if the applicant is being compliant. Chairman Forbeck agreed the Town needs more proactive enforcement. Commissioner Ingels said he would like to understand the process better. Mr. Esparza encouraged the Commissioners to contact staff immediately if they see someone or something not in compliance, and suggested they not wait until a meeting to address it.

Vice Chairman Irwin asked what is happening at McDonald's and Ace Hardware. Mr. Esparza said McDonald's is remodeling the interior. Mr. McCabe said there is an approximate 800 square foot shed being installed at Ace Hardware. Commissioner Ingels noted the dumpster at Ace Hardware has been sitting in the public right-of-way.

Commissioner Ingels stated he would like to see discussion on the Strategic Management Plan and the General Plan as they relate to the Commission. He suggested a joint meeting with Show Low and Navajo County. Mr. McCabe said Show Low and Navajo County may participate on the General Plan Advisory committee. The Commission discussed possible agenda items.

ITEM NO. 8, ADJOURNMENT:

THE MEETING WAS ADJOURNED AT 7:45 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 17th day of March 2009. I further certify that the meeting was duly called and held and a quorum was present.

Dated this 24th day of March 2009.

PINETOP-LAKESIDE PLANNING & ZONING COMMISSION

/s/ Lisa Figueroa, Community Development Secretary

Approved by:

/s/ Chairman Gretchen Forbeck