

**MEETING MINUTES OF
THE CITY OF ELOY
PLANNING AND ZONING COMMISSION
Regular Meeting
Wednesday, February 21, 2018
6:00 p.m.**

I. CALL TO ORDER

Chairperson Marlo Schuh called the meeting to order at 6:01 p.m.

II. ROLL CALL

*One or more members of the Planning and Zoning Commission may attend by telephonic means.

Members present: Chairperson Marlo Schuh, Vice-Chairperson Larry Brown, Commissioner John Peterson, Commissioner Steve Paulson (excused absence), and Ex-Officio Daniel Snyder.

Staff present: Jon Vlaming, Community Development Director, Belinda Cota, Planner, and Kevin Kugler, Michael Baker International (Zoning Ordinance Consultant).

Others present: J.W. Tidwell, Eloy City Council, Mark Benner, Eloy Chamber of Commerce.

III. INVOCATION

Chairperson Schuh led the Invocation and requested a moment of silence.

IV. PLEDGE OF ALLEGIANCE

Chairperson Schuh led the recitation of the Pledge of Allegiance.

V. MOTION TO APPROVE THE JANUARY 17, 2018 MEETING MINUTES OF THE PLANNING AND ZONING COMMISSION.

Chairperson Schuh asked for a motion to approve the meeting minutes of the Planning and Zoning Commission. Commissioner Peterson made a motion to approve the January 17, 2018 meeting minutes. Vice-Chairperson Brown seconded the motion. The motion was approved with a vote of 3-0.

VI. NEW BUSINESS: POSSIBLE DISCUSSION AND/OR ACTION ON THE FOLLOWING:

NONE.

VII. INFORMATIONAL ITEM:

- A. ELOY ZONING ORDINANCE AND SUBDIVISION REGULATIONS UPDATE. THE CITY WILL BE UNDERTAKING A SUBSTANTIAL UPDATE OF ITS ZONING ORDINANCE AND SUBDIVISION REGULATIONS TO INCREASE ITS TECHNICAL ACCURACY, UPDATE INFORMATION TO RESPOND TO DEVELOPMENT/ECONOMIC DEVELOPMENT OBJECTIVES, AND TO MAKE THEM CONSISTENT WITH THE CITY'S ADOPTED GENERAL PLAN. THIS UPDATE IS EXPECTED TO REQUIRE A 10-MONTH PLANNING PROCESS AND WILL ADDRESS EVERY ONE OF THE 18 ARTICLES THAT ARE A PART OF CHAPTER 21-ZONING AND CHAPTER 15-SUBDIVISION OF THE ELOY CITY CODE. FOR THIS MEETING, THE FOLLOWING COMPONENTS WILL BE REVIEWED AND DISCUSSED: SUBDIVISION ORDINANCE-CHAPTER 15.**

Mr. Vlaming introduced himself as the Community Development Director and mentioned that during the previous meeting, the Commission has been hearing about the Zoning Code update and that tonight's work session is focused on discussing and reviewing the Subdivision Ordinance. He added, the existing Subdivision Ordinance has not been updated since 2004 and that the update is moderate (updating the requirements, minor tweaking, augmentations for certain provisions making them more useable and more beneficial for the City and for the applicant) and making it consistent with the Zoning Ordinance as it is currently being proposed. In terms of what Staff sent with the meeting packets, the contents also included the existing Subdivision Code in "Track Changes" mode. Mr. Vlaming noted that during tonight's meeting; there will be a power point presentation from the consultant, Kevin Kugler with Michael Baker International.

Mr. Kevin Kugler with Michael Baker International introduced himself and commented that it was good to be present to review the last draft installment of the project this evening. He commented, as Mr. Vlaming mentioned, that the notion for the Subdivision Ordinance is to have continuity of this document in response to the changes being proposed for the Zoning Ordinance. Mr. Kugler reviewed the PowerPoint agenda and the efforts so far to enhance where the Zoning Ordinance has been currently to where it is going in an effort to conduct a complete modernization of the Zoning Ordinance itself and the corresponding changes to the Subdivision Ordinance. He added that the process is focused on a shared understanding of the project expectations and information gathering, identifying the issues, analyzing and diagnosing changes to make both documents enhanced and modernized. He noted that the Commission, Staff and Consultant have collectively waded through the process of drafting each Module. He also added that the last part of the process is to conduct the Community Open Houses which will occur at the end of this month and beginning of March. He then presented an overview of each of the Modules that have been prepared in draft form and reviewed

(Module 1: Zoning Districts and Maps; Single Residence Districts, Multiple Residence Districts, Commercial Zoning Districts, Industrial Zoning Districts, Open Space Zoning Districts and Overlay Zoning Districts, Module 2: Supplemental Use Standards and Parking Provisions; Module 3: Wireless Communications, Nonconforming Uses and Signage Provisions; Module 4: Title, Purpose and Scope, Administration, Zoning Procedures and Landscape Standards; Module 5: Zoning Definitions and Outdoor Lighting; and Module 6: Subdivision Regulations.

Mr. Kugler presented the draft Subdivision Ordinance. The Subdivision Ordinance is being updated to: Reflect and/or respond to corresponding changes being made in the Zoning Ordinance, Update text with new technologies in the process (i.e. remove “PMT and add “PDF”), Augment and/or replace graphics (charts, sketches) with new imagery. He noted that this project does not include a complete update/re-write of these regulations, but has incorporated some “best practices language” based on past experiences. He continued that the draft Subdivision Ordinance presented to the Planning and Zoning Commission represents a working draft in a “track changes” format. He added that the consultant and staff are still working through a series of changes that require additional research and coordination and will obtain additional feedback from the Commission. Kevin also reported that he and his team have reorganized the Chapter/Section numbering/sequencing to fit the new Zoning Ordinance protocol. A total of two chapters were eliminated, as they were now irrelevant and /or redundant with the Zoning Ordinance (former Article III and Article V). His summary also identified that the requirement for a public hearing for Preliminary Plats was removed, but there were no changes in the approval authority for plats- Planning and Zoning Commission and City Council still review and approve Preliminary Plats, and the City Council still reviews and approves Final Plats. He added that both Jurisdiction and Severability provisions were added because they were not previously included (15.1.5, 15.1.6) as well as Administration and Compliance provisions, which were not previously included (15.2.1. and 15.2.2). In addition, Circumvention provisions were added, because they were not previously included (15.2.6) as well as provisions for vacating plats, because they were not previously included (15.2.8).

An updated Subdivision process flow chart has also been added for ease of reference and Commissioner Peterson suggested changing the word “sketch” to “schematic”. The revised flow chart also adjusted language for the platting process and plat submittal requirements to reflect Development Review Committee process/practices. The text was also revised to extend the term of Preliminary Plat approval from 12 months to 18 months- a common practice in the current marketplace. However the text was maintained for the Preliminary Plat extension of one year from initial City Council approval, as well as the Final Plat approval at 12 months and a one year extension from initial City Council approval. Kevin noted that a new provision for Preliminary Plat Appeals, Re-subdivision and re-filing sections (15.3.3 (A) 7) have been included. He also continued that streetscape landscape requirements have been added for continuity with the Zoning Ordinance (15.4.3 C-F). A provision clarifying that property owners must maintain landscaping into the front setbacks and right-of-way (15.4.4) is now identified. Another new requirement is for one (1) tree and two (2) shrubs to be planted in the front yard with

every **new** single family home (15.4.5). He continued that multiple family and commercial land use landscaping requirements have also been added to match the Zoning Ordinance. Mr. Kugler also described that his staff is also in the process of preparing updated schematics for wall and fence types (15.4.9) and updated roadway cross sections (15.4.12). Mr. Kugler commented that he is collaborating with Jon and Public Works/Engineering Staff to review them and see if there is a need to update. He indicated that they will create better schematics than what is currently in the existing code. He finished that the last component is the definitions module, which will compare definitions between the Zoning Ordinance and Subdivision Ordinance and match commonly used definitions for consistency.

Mr. Kugler then moved on to ask if there were any Questions or Comments. Chairperson Schuh asked to reconsider the number of trees and shrubs per new home. Mr. Kugler asked if Chairperson Schuh had any recommendations. Chairperson Schuh responded no. Ex-Officio Snyder suggested changing the shrub requirement to plant requirement as there is a broad type of plants that could be selected. Mr. Kugler commented that one tree and two shrubs is the mainstream approach. Commissioner Peterson commented that Robson Ranch requires one tree and ten plants per lot. There was a discussion at what point a Final Plat would be recorded and to be specific as to who would follow up with the signature and recording of Final Plat Mylars. Mr. Kugler was proposing to update the Subdivision Platting Process.

Mr. Kugler added that as they are nearing the end of the process they would also give two opportunities for two Open House Meetings in case there are any stakeholders or anyone interested in this project. The first one is scheduled for Tuesday, February 27, 2018 from 5 PM to 6:30 PM in Eloy at the Eloy Community Services-APS room at 100 E. 7th Street, Eloy, AZ and a second one is scheduled for Thursday, March 1, 2018 from 11:00 AM to 1:00 PM at the Michael Baker International Offices, Phoenix Plaza Tower II, located at 2929 N. Central Avenue, 8th Floor, Phoenix, AZ 85012.

Ex-Officio Snyder asked how do we really promote these meetings so people would know what is going on? He asked what they would expect when they come or what could they do as a City to get their attention. He added it would affect a lot of people but how would they even know. Chairperson Schuh asked how the notices for these two Open Houses were published, were they included in the water bills. Ms. Cota added that the notice of the Open House meetings were published twice in the newspaper as an ad. Mr. Vlaming responded that the notice was not included in the water bill because the audience for this would be the property owners. He continued that they would be the ones who would have an interest in this project. He continued that by taking one of the open house meetings to Phoenix made sense because there are a number of property owners who reside in the Phoenix area. Ex-Officio Snyder made a comment that if only two people showed up, would that be a real representation of an open house meeting, allowing Staff and City Council to move ahead and gets approved. Mr. Vlaming explained that one of the things that has also been part of the process is an email distribution list so at the stage each Module has been prepared in draft form, it has been distributed for review and

comment. Those on the list are individuals who have had entitlement cases (approximately 62 individuals) He added Staff has posted each of the power point presentations as well as the modules to get the word out. Mr. Vlaming clarified that Staff is doing this project as a benefit to enhance clarity, provide minimum interpretation, and updated to making these Codes more efficient and useful. Ex-Officio Snyder suggested Mr. Vlaming invite the Eloy Enterprise and have them write a short article (1/8 of a page) on this. Chairperson Schuh commented that she would be attending the Open House meetings.

VIII. OLD BUSINESS: POSSIBLE DISCUSSION AND/OR ACTION ON THE FOLLOWING:

A. NONE.

IX. COMMUNICATIONS:

Chairperson Schuh asked Mr. Vlaming if he could give an update for the agenda items listed under communications.

A. ELOY TRANSIT FEASIBILITY STUDY – Mr. Vlaming explained that the first technical advisory committee meeting was held late last month and Mr. Snyder is a member of this group.

B. NEW CITY HALL UPDATE - Mr. Vlaming mentioned that they are requesting bids from subcontractors, building plans have been routed for review and the ground breaking would be in April.

C. SAVE THE DATE: BOARDS AND COMMISSION TRAINING: APRIL 6, 2018 – Mr. Vlaming mentioned that the Boards and Commission Training is coming up in April and asked if any of the Commissioners were interested to let Staff know.

D. CITY COUNCIL UPDATE-EX OFFICIO MEMBER REPORT-Council member Daniel Snyder reported that the City Council approved the Minor General Plan Amendment, Rezoning and Conditional Use Permit for the proposed Granada's Bed and Breakfast operation at 108 E. 8th Street. He commented that, at the City Council meeting, there was a lengthy discussion on the number of police calls within an eighteen month period at that address and that there have been no police calls reported in the past six months. The approval of final plans is pending on the owner to submit and receive Staff approval on the Site Plan and obtaining a building permit.

X. MOTION TO ADJOURN.

Chairperson Schuh asked for a motion to adjourn. Vice-Chairperson Brown made a motion to adjourn and was seconded by Commissioner Peterson. The adjournment passed 3-0 and the meeting adjourned at 7:15 p.m.