

I. PROCEDURES

- A. Call to Order Chairman Williams called the hearing to order at 7:00 p.m.
- B. Pledge of Allegiance Chairman Williams led the pledge
- C. Roll Call Present were Chairman Buck Williams and Commissioners Jim Breihan, Mike DuCharme, John Holst (Vice Chairman), Josh Smiley and Brad Massey. Present from City Staff were Public Works Director/Planner Glenn Cornwell, Chief Building Inspector/Planner Tim Pettit, and Clerk Joanna Pettit.
- D. Adoption of Agenda Commissioner Holst moved to adopt the agenda, Commissioner Smiley seconded and the motion carried 6-0

II. PUBLIC PARTICIPATION – Chairman Williams paused the hearing for public participation. Councilman Frank McNelly extended his appreciation to the Commission for their time and hard work and dedication to our community. He wanted the Commissioners to know that their efforts are recognized and appreciated. Chairman Buck Williams resumed the regular session.

III. C.U.P. 10-02-Kiddie Cottage Day Care: Conditional Use Permit for 323 South 4th Street, Williams, Arizona 86046

A. Recess to Public Hearing

Chairman Williams convened Public Hearing

Applicants Britney Price and Tracy Wygal have met all City, County, and State requirements for a facility with no more than 10 children.

The main concern was the location of the drop-off and pick-up point. Applicants agreed that it should be located on Sheridan. Also, speed limit and other appropriate signage should be in place.

B. Reconvene Regular Session

Chairman Williams recessed the public hearing and reconvened the regular session.

C. Discussion and Decision

Based on the above findings, Commissioner DuCharme moved to approve the Conditional Use Permit. Commissioner Smiley seconded, and the motion carried 6-0.

IV. General discussion regarding staff recommended Zoning Usage Changes

It was determined that a work session should be scheduled to explore these changes. So a work session was scheduled for March 24, 2010 at 6:00 p.m.

- V. ADJOURNMENT:*** Commissioner Massey moved to adjourn, Commissioner Smiley seconded and the meeting adjourned at 7:30 p.m. on a 6-0 vote.

Buck Williams, Chairman

Susan Kerley, City Clerk

I. PROCEDURES

- A. Call to Order Chairman Williams called the work session to order at 6:04 p.m.
- B. Pledge of Allegiance Chairman Williams led the pledge.
- C. Roll Call Present and constituting a quorum were Chairman Buck Williams and Commissioners Jim Breihan, Mike DuCharme, John Holst (Vice-Chairman) (late), Josh Smiley and Brad Massey (late). Present from staff were Public Works Director Glenn Cornwell, Building Inspector Tim Pettit, and City Clerk/HR Director Susan Kerley. Present from City Council was Councilman Frank McNelly.
- D. Adoption of Agenda Commissioner Smiley moved to adopt the agenda, Commissioner DuCharme seconded and the motion carried 4-0.

II. WORK SESSION

- A. Discussion and decision regarding Zoning Usage Changes Chairman Williams asked Tim Pettit what changes should be reviewed and what process should be followed. Tim Pettit had highlighted areas of *Williams City Code, Title 12, Zoning* that need review or editing only and had distributed highlighted copies of Title 12 to Commissioners. Glenn Cornwell reviewed the process for zoning changes which includes crafting a suggested amendment to the appropriate ordinance, publishing public notice twice and holding three public hearings – one before P & Z, one before Council, and one other one.

Commissioner Holst pointed out that any changes must conform to the General Plan, which calls for a CBD (Central Business District). He suggested drawing the community into the process by having Main Street members and owners in the downtown CBD meet to establish what would add to or detract from the area.

Commissioner Smiley asked for clarification of level of authority of certain documents, including Main Street overlay, Focused Future II document, and the General Plan over the downtown CBD. Glenn Cornwell explained zoning must conform to the General Plan which expires in 2013 [must be revised by 2013].

Commissioner DuCharme pointed out that the bottom line is not looking at one specific project but reviewing the whole City which encompasses CBD.

Councilman McNelly explained that the project referred to is at the body shop where a group is trying to start a homeless shelter. Existing ordinances would allow a conditional use permit for this project. Council believes that allowing a group home or shelter in the CBD reflects a deficiency in the ordinances and believes it is a good time to look at other things. It will be a good exercise to find glaring inefficiencies without over-analyzing. The goal would be to correct discrepancies or inefficiencies without doing too much.

Judy Givens, a public participant, asked if changes to City Zoning Code were being made that would affect the homeless shelter. Chairman Williams

explained that loopholes in the Zoning Code need to be covered, and Council is asking the P & Z Commission to address them. Councilman McNelly added that the Commission is not here to discriminate against any particular business. The homeless shelter exposed a deficiency in our zoning. When this business was started, it was an allowed business. Commissioner Smiley asked for clarification: Any decisions made to zoning at this time will not affect this business and is it classified as a group home?

Tim Pettit stated that it is classified as “shelter care.” On page 12-26, it is shown as an “allowed use” in a CBD with no parameters. Currently, the homeless shelter has only to meet County and Health Department standards. Commissioner Smiley reiterated that it was being communicated to the Commission that any decisions made will not affect this project.

Councilman McNelly said that this is a process to correct deficiencies, not to target specific businesses. Tonight doesn’t have to be the final outcome. It is imperative that we address this situation because it is impacting us now. John’s [Holst] suggestion to have input from Main Street is a good one as long as it is not a six-month process. Maybe a Main Street meeting could satisfy one of the Public Hearing requirements. Councilman McNelly asked that the most expedient way to correct the deficiencies be followed.

Chairman Williams asked Building Inspector Tim Pettit what he would like to leave the meeting with. Tim Pettit asked if the zoning issues he highlighted were the ones the Commission was planning to amend. Chairman Williams read the description of *Accessory Dwelling Unit* from page 12-9, and Tim Pettit suggested eliminating this usage in the CBD. Commissioner Smiley asked for a point of clarification: Relevant to 12-25, remove the “X” from the chart? Commissioner Holst asked if this would still allow above and behind commercial usage. Tim Pettit responded, “Yes.” Commissioner Smiley asked for another point of clarification: Would this include every district in the City? Commissioner Holst said, “Yes.”

Commissioner Smiley suggested that recommendations should hover more around conditional change because that gives a temporary measure. Glenn Cornwell read the definition of *Conditional Use: A use that requires a special degree of control to make such uses consistent and compatible with other existing or permissible uses in the same district (Ord. 747, 1995)*. Councilman McNelly commented that Conditional Use Permits (CUPS) put conditions on usage, and they have a time limit and come up for review at which time the permit can be revoked if violations occur.

Commissioner Smiley pointed out that he preferred a CUP at this time because HH & Y definitions leave a lot of gray space and will need work to review each item line by line and to clarify usages. Help will be needed from Staff to establish protocol.

Councilman McNelly urged Commissioners to get more work or input if needed. He added that there exists some urgency on some matters, but this project represents more than one night’s work. It’s a challenge to the

Commission and Council to make things better in the future.

Chairman Williams noted that he would like to see different groups represented and would like a written request for changes. Certain businesses would require a Conditional Use Permit. The Commission really doesn't have a definition of what's wanted. They need an explanation of who it is going to affect if zoning is changed. He has a feeling that P & Z is being asked to make a recommendation that anything unusual should require a Conditional Use Permit, having nothing to do with its usage.

Commissioner Smiley pointed out that Commissioners agree on the concept and principle of what needs to be addressed. He suggested that all zoning changes be considered conditional and recommend that to Council. Then, pursue the process of change.

Tim Pettit agreed that Conditional Use Permits would work for C's. EE contains a misprint that will be corrected and a housekeeping change will be made on storage containers. CUPs should work for shelter care recreational vehicles, group care, group home and accessory dwellings.

A motion was made by Commissioner Holst to approve making a recommendation to Council to change to Conditional Use Permits on the above-noted areas. The motion was seconded by Commissioner Massey, and it carried 6-0.

Commissioner Smiley encouraged Main Street to address larger situations where deficiencies are found in the Code. The Commission can initiate that process and make recommendations to Council. They are doing this as a CUP temporarily because it is a work in process.

Councilman McNelly is the liaison from City Council to the Planning and Zoning Commission. He would appreciate a reciprocating representative from the Commission to City Council. Chairman Williams agreed that the Chairman of the Commission would be the liaison to Council and attend Council meetings; however any other Commissioners are welcome to attend.

Chairman Williams asked Commissioner Holst to schedule a work session that would include representatives from the Historic Commission and Main Street.

III. ADJOURNMENT: Commissioner Massey moved to adjourn, Commissioner Smiley seconded, and the meeting adjourned at 7:32 p.m. on a 6-0 vote.

Buck Williams, Chairman

Susan Kerley, City Clerk

I. PROCEDURES

- A. Call to Order Chairman Williams called the hearing to order at 7:02 p.m.
- B. Pledge of Allegiance Chairman Williams led the pledge
- C. Roll Call Present were Chairman Buck Williams and Commissioners Gabe Ayala, Jim Breihan, John Holst (Vice-Chairman), Josh Smiley and Brad Massey. Present from staff were Public Works Director Glenn Cornwell, Building Inspector Tim Pettit, and Human Resources Director Susan Kerley.
- D. Adoption of Agenda Commissioner Massey moved to adopt the agenda, Commissioner Smiley seconded and the motion carried 5-0.
- E. Approval of Minutes of March 24, 2010 Commissioner Holst noted a correction in the Work Session minutes in Section II, Item A. *Discussion and decision regarding Zoning Usage Changes, Paragraph 9, Sentence 5:* add missing elements to “if this would still allow above and behind commercial usage” to correct it to “if this would still allow residential use above and behind commercial usage.” Commissioner Massey moved to accept the minutes as corrected, Commissioner Breihan seconded and the motion carried 5-0.

II. PUBLIC PARTICIPATION – Chairman Williams paused the hearing for public participation. As no one wished to speak on any item not on the agenda, he resumed the regular session.

III. THE CITY OF WILLIAMS Minor Zoning Changes and Amendments

- A. Report to the Planning & Zoning Commission Tim Pettit and Glenn Cornwell presented Staff’s recommendations for amending permitted uses in the following Zoning Districts:
- Storage containers and trailers*** –
Zoning uses chart states that this is an allowed usage in RR, AR, R1-43, ER, R1-7, R-3, CBD, CR & HC then references paragraph (ee) which says it is not an allowed use, except for temporary during construction only. This is an oversight and Staff recommends removing the X for allowed in the chart and leaving (ee) for reference only.
- Recreational Vehicle Park*** –
Zoning uses chart shows this as a Conditional use in HC & I-1 districts. We have a total of 4 RV parks in the City. Three out of the four are in the CBD District and our zoning usage chart doesn’t allow the usage in this district. All of the RV Parks have gone through the process and received Conditional use permits. Staff recommends that we change the usage to a Condition use in the CBD district.

Congregate Care –

Zoning uses chart shows this is a Conditional use in the R-2 zoning and an allowed use in the R-3, CBD and CR districts.

Group Home –

Zoning uses chart shows that this use is allowed in all residential zoning districts and CBD, CR and HC.

Shelter Care –

Zoning uses show this use as a Conditional use in the R-3 zoning and an allowed use in the CBD & HC. Staff has received many concerns and issues with these types of permanent and transient facilities within the Commercial districts. These concerns are negative impact on surrounding businesses, effect of sale and property values, disrupting the continuity of the tourist activity through town, etc. Staff and the community feel that these usages are important, but the location of these facilities is more important. Staff recommends that these three usages be a Conditional use in all the Commercial Districts.

- B. Recess to Public Hearing
Chairman Williams recessed the regular session for a public hearing. One member of the public, Mrs. Patty Williams, commented that these changes sound good to her. Commissioner Holst asked Tim Pettit if he had received any responses to the Public Notice. Tim said that he had received one letter and some phone calls that are on the public records list. He received no response that disagrees with the regulation of uses in CBD, and all comments support some control of uses in CBD.
- C. Reconvene Regular Session
Chairman Williams recessed the public hearing and reconvened the regular Planning and Zoning session.
- D. Discussion & Decision
Based on the above findings, Commissioner Holst moved that the Planning & Zoning Commission pass on to City Council its recommendation approving recommendation of amendments to Planning & Zoning Uses. The Public Hearings had no negative feedback, and this is a good first step. Commissioner Smiley seconded, and the motion carried 5-0.
- E. Old/New Business
Commissioner Holst reported that Main Street has had several meetings recently and lots of hours have been put into their effort. Another meeting is planned for 5.04.10. At that time a Work Session with P & Z will be planned. The process is on-going.
- Tim Pettit mentioned a couple of potential projects. Bruce Bennett will be bringing in another plan for the Old School – an assisted-living facility. An industrial mall is being proposed for the Cureton property across the street from Old Trails that would include a 100' x 300' building with a loading dock on the

frontage.

Chino Valley has put a moratorium on impact fees for 14 months. Our City Council may be looking into some other arrangement as well.

Commissioner Holst noted that an incubator situation has been talked about here for 30 years with four potential locations discussed over the years. Glenn Cornwell added that one driving force behind this project is the construction of the extension of Morse Avenue (Rodeo Road).

Commissioner Holst commented that, sooner or later, Grand Canyon Railway will come for a major expansion. Hopefully, they will arrange for a thoroughfare through their property rather than all traffic being dumped on Grand Canyon Boulevard.

Tim Pettit announced that another master plan would be upcoming: Williams Ranch.

IV. ADJOURNMENT: Commissioner Massey moved to adjourn, Commissioner Holst seconded and the meeting adjourned at 7:29 p.m. on a 5-0 vote.

Buck Williams, Chairman

Susan Kerley, City Clerk

I. PROCEDURES

- A. Call to Order Chairman Williams called the meeting to order at 7:00 p.m.
- B. Pledge of Allegiance Chairman Williams led the pledge
- C. Roll Call Present were Chairman Buck Williams and Commissioners Gabe Ayala, Jim Breihan, John Holst (Vice-Chairman), Josh Smiley and Brad Massey. Present from staff were Public Works Director Glenn Cornwell, Building Inspector Tim Pettit, and City Clerk/Human Resources Director Susan Kerley.
- D. Adoption of Agenda Commissioner Massey moved to adopt the agenda, Commissioner Smiley seconded and the motion carried 6-0
- E. Approval of Minutes of April 21, 2010 Commissioner Smiley moved to accept the minutes as presented, Commissioner Holst seconded and the motion carried 6-0.

II. PUBLIC PARTICIPATION – Chairman Williams paused the hearing for public participation. As no one wished to speak on any item not on the agenda, he resumed the regular session.

III. DMP-2010-Williams Ranch

- A. Report to the Planning & Zoning Commission Glenn Cornwell reported that the developer has paid all appropriate fees and has submitted the necessary applications and plans. Mason Cave of TMD was at the meeting, representing the owner of the property. Public notice has been posted and no letters, phone calls or personal comments from property owners near the subject property have been received.
- B. Recess to Public Hearing Chairman Williams recessed the regular session for a public hearing. Mr. Cave assured Commissioners they have no intention of hooking to City water or sewer; instead, they will have it as a package and will handle their own utilities on site. Tim Pettit pointed out that all nearby uses are commercial. Glenn Cornwell assured Commissioners that, the next step, having their Development Agreement approved, would control usage of the property.
- Commissioner Holst voiced his major concern: having something from the Forest Service that approves the use of the Forest Service entry road onto the property so that fire control, etc., do not become City issues. Chairman Williams explained that, in order to get the process started to go to the Forest Service, the developer needs an agreement from Planning & Zoning that they would change the zoning when the developer's plans become firm and access is granted by the Forest Service.
- After additional discussion concerning the possible time frame for a sunset clause that might be included in an approval, the topics of maintaining the current water flow through the property and the most appropriate zoning for the property were discussed. Mr. Cave said that the current water flow would be incorporated into a water feature and the inflow and outflow could be metered.

That would probably fall under ADEQ's jurisdiction with regular inspections.

Commissioner Holst read the definition for Highway Commercial (HC) zoning that includes "tourist and highway use," and allows for a mixed use development and multi-family housing.

Glenn Cornwell recommended that approval of the zoning change from RR to HC be given with the stipulation that the developer must return to the Commission with their plat within two years.

The only public response was from Ginny Dean, who commented that this was her first exposure to the process Planning & Zoning follows, and she had no questions about this proposed development.

- C. Reconvene Regular Planning & Zoning Session Chairman Williams reconvened the regular Planning & Zoning session.
- D. Decision on DMP-2010-Williams Ranch Based on the above findings, Commissioner Smiley made a motion and restated it: Motion to change the zoning on the subject property from Rural Residential (RR) to Highway Commercial (HC) for a temporary period of two years attached to the percentages listed in the submitted plat for use [Development Master Plan Williams Ranch Plan, dated June 15, 2006] with the ability of the developer to file for an extension subject to the approval of the preliminary plat for permanent change. Commissioner Massey seconded and the motion carried 6-0.
- V. ADJOURNMENT:** Commissioner Smiley moved to adjourn, Commissioner Holst seconded, and the meeting adjourned at 7:40 p.m. on a 6-0 vote.

Buck Williams, Chairman

Susan Kerley, City Clerk

I. PROCEDURES

- A. Call to Order Chairman Williams called the hearing to order at 705 p.m.
- B. Pledge of Allegiance Chairman Williams led the pledge.
- C. Roll Call Present were Chairman Buck Williams and Commissioners Gabe Ayala and Brad Massey. Present from staff Public Works Director Glenn Cornwell and City Clerk Susan Kerley.
- D. Adoption of Agenda Commissioner Massey made a motion to adopt the agenda, Commissioner Ayala seconded, and the motion carried 3-0.

II. ADJOURNMENT: Commissioner Ayala made a motion to adjourn as there was no quorum present. Commissioner Massey seconded the motion and the meeting adjourned at 7 :16 p.m. on a 3-0 vote. Chairman Williams will survey Commission members to see if they can attend a work session on Thursday, November 4th at 7:00 p.m.

Buck Williams, Chairman

Susan Kerley, City Clerk

I. PROCEDURES

- A. Call to Order Chairman Williams called the hearing to order at 7:00 p.m.
- B. Pledge of Allegiance Chairman Williams led the pledge.
- C. Roll Call Present were Chairman Buck Williams, Vice-Chairman John Holst, and Commissioners Gabe Ayala and Brad Massey. Commissioners Mike DuCharme and Josh Smiley were absent. Present from Staff were Public Works Director Glenn Cornwell and City Clerk/HR Director Susan Kerley.
- D. Adoption of Agenda Commissioner Holst made a motion to adopt the Agenda. Commissioner Ayala seconded, and the motion carried 4-0.

II. WORK SESSION

- A. Review of Main Street Zoning Overlay (on CBD): Thad Johnson
- Thad Johnson, Chairperson of the Main Street Association's Design Committee, explained that the City's General Plan (2003) mentioned a goal of revising the Main Street area. In 2007, the Drakes were retained by Main Street, and they put forward a comprehensive document. The Design Committee did not take the Drakes' plan verbatim. They also referred to the Design Guidelines published by the National Main Street Association. They want flexibility for those who want to invest in downtown while maintaining a certain character.
- The Main Street Zone would not replace the downtown CBD. It is simply an overlay on CBD that stipulates what Main Street wants to see built in this zone.
- If the Zoning Ordinance is passed, MS wants to create a brochure that shows its guidelines.
- Thad Johnson made typographical corrections or clarifications to the draft document on his laptop computer on the following pages:
12-8, 12-24, 12-25, 12-27, 12-34 12-40, 12-43, 12-66, 12-67, 12-69, 12-70, 12-75, 12-94, 12-97.
- Commissioner Holst commended the Main Street Design Committee for its many hours of work.
- Glenn Cornwell noted that after changes to the draft are completed in Work Sessions, two or three public hearings should be held: One at a Planning and Zoning Commission meeting, one at a City Council meeting, and one open workshop.
- Commissioners will read individually and be prepared to discuss *Chapter 12 -19 Main Street Zone* at the next P & Z Work Session on Tuesday, November 16, 2010 at 7:00 p.m. At that time another Work Session date will be selected to review signs.

III. ADJOURNMENT: Commissioner Holst made a motion to adjourn. Commissioner Ayala seconded, and the meeting adjourned at 8:21 p.m. on a 4-0 vote.

Buck Williams, Chairman

Susan Kerley, City Clerk

DRAFT

I. PROCEDURES

- A. Call to Order Chairman Williams called the Work Session to order at 7:00 p.m.
- B. Pledge of Allegiance Chairman Williams led the pledge.
- C. Roll Call Present were Chairman Buck Williams, Vice Chairman John Holst, and Commissioners Gabe Ayala, Jim Breihan, and Josh Smiley. Commissioner Brad Massey was absent. Present from staff was City Clerk/HR Director Susan Kerley.
- D. Adoption of Agenda Commissioner Ayala made a motion to adopt the Agenda. Commissioner Breihan seconded, and the motion carried 4-0.
- E. Approval of Minutes Commissioner Holst made a motion to approve the minutes of November 4, 2010, with the deletion of Commissioner Massey being shown as present when he was, in fact, absent. Commissioner Ayala seconded the motion, and it carried 4-0.

II. WORK SESSION

- A. Review of Main Street Zoning Overlay (on CBD) – *Chapter 12-19 Main Street Zone* Thad Johnson, Chairperson of the Main Street Association's Design Committee, noted that at the November 4th Work Session, questions were raised about the Main Street Association's Board of Directors. Commissioner Holst added that he had reviewed Main Street information where it is stated that anyone from the community may be a member. Some Commissioners indicated that having some qualifications for Board members would add some credibility, and others felt that Board members should be appointed by City Council if Main Street is to operate like a Commission. David Haines, President of the MSA, said that this group is looking to be a part of the process, not the final decision makers. They want to function as an advisory group. Commissioner Holst added that the whole ordinance wants to review changes in the downtown area and to have the ability to stop projects or development in the review process.
- Another question that arose was the area of the proposed Main Street Overlay compared to the Historic Preservation District Overlay. Chairman Williams pointed out that, according to the map, a much larger area almost doubles the size of the initial overlay, and it expands the area that contains businesses. He has talked to business owners at both ends of town who do not want to have MSA or the Chamber of Commerce dictate how they should use their property.
- Commissioner Holst said that, originally, the zone ran 150' either side of the center line of Grand Canyon Blvd, basically one-half block on either side of Grand Canyon Blvd. The expansion takes in more of the Grand Canyon Railway property. This would put a review on a multi-million dollar property. Now, the CBD zoning gives a general pass to

the GCR. David Haines asked if the original layout went to Edison. Commissioner Holst replied that it went to and included Edison because it is the entry into the community from the middle interchange of I-40. Thad Johnson asked if the northern boundary should be brought back to ½ block north of Railroad Avenue. He added that MSA does want to expand one block south to include Grant Avenue.

Thad Johnson made typographical corrections, clarifications, or substantive changes to the draft document on his laptop computer on the following pages:

12-98, 12-19.03 b) (2), 12.19-06, 12-110, 12.19-08 12-34, 12-43

Chairman Williams received a verbal resignation from Commissioner Michael DuCharme. Chairman Williams introduced Harry Schmitz who will be considered by Council on November 18th as a Commissioner to serve the remainder of DuCharme's term.

The next Work Session was scheduled for Wednesday, December 1, 2010, at 6:30 p.m.

V. ADJOURNMENT: Commissioner Smiley made a motion to adjourn. Commissioner Ayala seconded, and the meeting adjourned at 8:51 p.m. on a 4-0 vote.

Buck Williams, Chairman

Susan Kerley, City Clerk