

**Springerville Planning & Zoning Commission
Work Session Minutes
April 8, 2004**

Present: Betty Amator, Larry Martin, Kay Matthews, and Dan Slaysman.

Absent: Chairman-Moya, Vice Chairman-Lucas, Bridgett Laney

Staff: Kurt Hassler – Zoning Administrator, Michelle Schlosser

Public: Pat and Evelyn Arabie, Jan Burr, Rita Godsey, Chuck and Joan Williams, Peggy Reed, Alan Watkins, Walter Brannan, Memory Jackson, Thea Clemons, Jeff Plucas, Willie Castillo, Dan and Amy Pulsifer, PJ & John Murphy, Roma Watkins, Leonard Garcia, Edde Castillo, Ramon Castillo, Flora Castillo, Bill Will, Linda Castillo, Karen Castillo, Lonnie & Landon Baca, Pete Hunt and Carl Wibel.

1. Call to Order

The meeting was called to order at 6:10pm by Kurt Hassler, Zoning Administrator.

Roll Call:	Present:	Betty Amator Larry Martin Kay Matthews Dan Slaysman
	Absent:	Chairman Arnold Moya Vice Chairman Bill Lucas Bridgett Laney

Kurt: A Commission member needs to be nominated to run meeting as both Chairman and Vice Chairman are absent.

Motion to nominated Kay Matthews by Betty Amator/Larry Martin.

2. Public Participation

None

3. Community Master Plan Review

Discussion of the master plan for the Town of Springerville.

Kurt Hassler: We were asked at the last work session to contact the three State universities to find out if they are interested in having a student possibly produce our master plan; all three are possibly interested but requested an RFP. We have a grant through the Dept. of Commerce; \$10,000.00 from the State, \$10,000.00 match on our part to help us complete the project. To do that we have to follow the Town of Springerville purchasing policy which indicates we have to send out the RFP. Any private firms can submit as well. I recommend we put a halt to any master plan discussion and staff will focus on the RFP.

The reason for that is I have resigned effective June 30, 2004 and it would be difficult for a new Zoning Administrator to come in the middle of this process so, at the next meeting we will make the RFP an agenda item, give all of you a copy to make any changes. A good RFP process usually takes two to three months.

4. **Presentation by Jim Muth**

Presentation by Jim Muth regarding P&Z issues.

Jim Muth: Is there a standard when someone makes a request to P&Z of what they need to submit? issue. Right now I am working on a proposal for the P&Z Comm. to correct the P&Z Map. I personally would like to know, in the next 10 days before I submit the proposal, just what the requirements are.

Kay Matthews: Kurt, don't we have things lined out in the P&Z Admin. office?

Kurt: Yes, for a CUP, rezone, there are forms that need to be filled out. The cup, there are specific questions listed, I think there are some revisions that ought to be made to those. The rezone form does not have that much in the way of questions. The Code book lays out what should be submitted. We can revise those if you want, no problem. If you guys are not getting the information up front that you want, please let me know and we will address that but I have not heard that from this commission that you are not receiving that information ahead of time. If you want to require a survey be added to the paperwork submitted for a CUP, we can provide it. Keep in mind, there is a cost with items requested which could stymie the developers if they feel the upfront costs are too high. You need to determine if it is worth driving away a potential developer due to costs of requested items.

Jim Muth: What does zoning need, to review different types of requests?

Betty Amator: You did the 98-129 zoning code and when that was adopted, all the forms were in there; rezone, subdivision, cup forms. At the last meeting, we didn't have any of that submitted. It was just the application for the Conditional Use Permit. There were no site plans, nothing that was visible enough to make a decision on. Several of the property owners brought up there was going to be a problem with access on the roadway going by Godsey's, Brannan's and the Garcia's, I asked for this extra research. Zoning forms are not being used the same today.

Kurt: Those forms are being used and you got a copy of those at the last meeting.

Betty Amator: Then we asked to have it tabled until we got more info on it.

Kurt: Conditional Use Permit requirements are a series of 5 questions plus documents that are required. A site plan was provided, a vicinity map which is usually in there wasn't this time, a legal description is required and I'm not sure what good a legal description does you as far as P&Z goes. But, if that's what they want then that's something we'll make sure is submitted and a letter of explanation which was also included. There are other materials requested by the Zoning Administrator which I didn't request as it has no bearing on this particular development.

Jim Muth: The forms adopted in 1998 may or may not be complete today. Maybe changes need to be made that may be less intrusive to the applicant.

Betty Amator: I agree but one zone may not require what another would.

Kay Matthews: I'm not so sure we could provide an answer in 10 days. If we want consistency working with the P&Z Admin., we need an opportunity to sit down and go through the documents line for line.

Kay Matthews: I would like to recommend Betty to get with Kurt and see if we can get some sort of check list?

Betty Amator: I'd be happy to.

Kurt: That's okay and then we would bring it back to the Commission for formal approval. One of the things that will make it better for everybody is to have a projector, which we should have next month, where we can have access to flash most of the Springerville area up on the wall to eliminate a lot of questions.

Kay Matthews: What is the time frame on Mr. Muth updating the zoning map?

Kurt: That'll be up to him. He's going to make an application to go through a re-zone.

Jim Muth: I don't think, with the maps, we need to make a rezone, just amend the maps.

Kurt: Jim, where did the 300' come from? I have not found any reference to 300' yet. I'll get with you on.

Betty Amator: Jim, the 300' comes in the annexation in the ordinance, correct? Most of them.

Jim Muth: That's right.

4. **ADJOURNMENT**

Motion to adjourn the meeting by Larry Martin/Betty Amator.

Vote:	Ayes:	Betty Amator Dan Slaysman Larry Martin Kay Matthews
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Nays:	None
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Kay Matthews, Acting Chairman