



TOWN OF SPRINGERVILLE PLANNING AND ZONING COMMISSION WORK SESSION

TUESDAY, SEPTEMBER 10, 2024, at 5:00 PM
TOWN OF SPRINGERVILLE COUNCIL CHAMBERS
418 E. MAIN STREET SPRINGERVILLE, AZ 85938

Pursuant to A.R.S. Section 38-431.02, notice is hereby given to the members of the Springerville Planning and Zoning Commission and to the general public, that the Commission will hold a meeting open to the public at the Springerville Town Hall Council Chambers, 418 E. Main St., Springerville, Arizona. The Planning and Zoning Commission reserves the right to adjourn into Executive Session in accordance with Arizona Revised Statutes Section 38-431.03 (A)(1)(3)(4) and (7) for legal consultation on any of the following agenda items.

1. **CALL MEETING TO ORDER:** Chairwoman Shove called the meeting to order at 5:03 pm.
2. **ROLL CALL:** Members of the Planning and Zoning Commission or Legal Counsel that are unable to be present in person at a scheduled Commission meeting, may participate in the meeting by telephone or video conference.

Present: Chairwoman Terry Shove; Commissioner Teresa Becker; Commissioner Bill Lucas; Commissioner Tony Contreras

Absent: Commissioner Brian Hayes

A quorum is present.

Staff Present: Planning and Zoning Director Stormy Palmer

WORK SESSION

3. Discussion and possible direction to staff regarding review and possible updates to the adopted Planning and Zoning Commission Rules of Procedure. Chairwoman Shove stated that the Commission would be discussing the Rules during this work session and that a draft with the changes would be presented at a subsequent meeting. Ms. Palmer clarified the staff report for this session and which document would be reviewed, and that Rules of Procedure are required

under the Planning and Zoning Commission section of Title 17. The Commission reviewed each item in order, suggested changes are as follows:

- I. Organization
 - a. Change elections from every January to every November
 - b. Add "for that meeting," to last sentence where a temporary Chairperson can be appointed for a meeting where neither the Chair and Vice-Chair are present.
 - f. There was discussion on the need for, or the ability to form, committees from the Commission and possibly removing this section. After brief discussion it was decided to leave it in the event it would ever be needed.
- II. Meetings
 - B. The adopted rules state that meetings are held the second Thursday at 7:00 PM, the Commission currently holds its meetings on the second Tuesday at 6:00 PM. Ms. Palmer stated that Town of Eagar currently has their meetings on the same day and time and asks the Commission if they would like to change their meetings. Discussion follows about which days and times would be more convenient for commissioners, and not conflict with other meetings. It was decided to move the meetings to the first Wednesday of the month at 6:00 PM. This change would take effect once the new Rules have been adopted.
 - D. There was discussion regarding Executive Sessions, and concerns about anything discussed in the executive sessions not being made public. Staff was directed to edit the item to include reference to Arizona state statutes regarding executive sessions.
 - F. There was discussion regarding attendance, staff was directed to ensure that it matched what is already in code.
 - G. Discussion was held regarding rules and regulations and following Robert's Rules of Order. Staff was directed to get a copy of Robert's Rules and have it on hand at meetings, in case questions or concerns arose.
 - H. Discussion was held regarding conflicts of interest; staff was directed to change/add to the section stating that Commissioners would not have to leave the room as written but would need to vacate their commission seat and go to the back of the audience area.
 - I. Order of Business, staff was directed to check over this section and ensure that it conformed to how the agenda was written.
 - J. Public Hearing Applications: the Commission read through this section and staff was directed to draft the following changes; remove "through the Chair" in any section where questions could be directed, and to clarify #6, stating that staff may present final statements "regarding code." Staff was also requested to clean-up and clarify section #7.

At this time, it was the start of the regular meeting, Chairwoman Shove directed the Commission to review the last page on their own and direct any suggestions or changes to her or Me. Palmer. Ms. Palmer was directed to bring back a draft for the Commission to review at a later meeting date.

4. ADJOURNMENT:

Motioned by: Commissioner Lucas; **seconded by:** Commissioner Contreras to adjourn the work session.

AYE: Chairwoman Shove, Commissioner Becker, Commissioner Lucas, Commissioner Contreras

4-0 Passed – Unanimously

Terry Shove Chairperson

ATTEST:

Planning & Zoning Administrator

I hereby certify that the foregoing is a true copy of the minutes of the Springerville Planning and Zoning Commission in a work session held on September 10, 2024. I further certify that the meeting was duly called, and a quorum was present.

Dated this ____ day of _____, 20____

Planning & Zoning Administrator

DRAFT