



## TOWN OF SPRINGERVILLE PLANNING AND ZONING COMMISSION

TUESDAY, September 12, 2023, at 6:00 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 6:00 pm.
2. **PLEDGE OF ALLEGIANCE**: Town Manager Tim Rasmussen led the Pledge of Allegiance.
3. **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; Vice-Chairwoman Teresa Becker; Commissioner Trinity Raymer; Commissioner Dan Torres; Commissioner Brian Hayes

A quorum is present.

**Absent**: None

**Staff Present**: Planning and Zoning Director Travis Udall; Town Manager Tim Rasmussen; Town Clerk Kelsi Miller

4. **PUBLIC PARTICIPATION**: This portion of the agenda is set aside for the public to address the Commission regarding items, whether they are listed on the agenda for discussion or not. However, the Commission cannot engage in discussion regarding any item that is not officially listed on the agenda for discussion and/or action. (A.R.S. §38-431.02(H)).

No public participation.

5. **CONSENT ITEMS**:

A. Consider approval of the June 13, 2023, Planning and Zoning Commission meeting minutes.

Motioned by: Vice Chairwoman Becker; seconded by: Commissioner Raymer to approve consent item 5A. as presented.

AYE: Chairwoman Shove, Vice Chairwoman Becker, Commissioner Raymer, Commissioner Torres, Commissioner Hayes

#### **5-0 Passed – Unanimously**

6. **ZONING ADMINISTRATORS REPORT:** Mr. Udall explained he has been training and learning the position. Code enforcement has ramped up, especially with weeds and addressing the parking of vehicles on the roads. Next, he updated that we are addressing the dilapidated signs coming into Springerville and people living in travel trailers. Maverick has applied for some permits; the ICC will be doing the review of the building permit design and review. The Town cannot issue a permit until they are the owners of the property. The commission will review some items on Collins Park in October. The dispensary is possibly having a soft opening this week.
7. **LIAISON REPORT:** Councilor Henderson gave the liaison report from the last Town Council meeting. This included the tabling of the resolution to appoint a destination marketing organization, passing tourism tax dollars for the fall festival, renewing a lease with the presbyterian church for the park by the post office, passing an update to the title VI plan for the community services department, and discussion of legal services for a more local Town Attorney.

#### **OLD BUSINESS**

Continued discussion and direction to Staff regarding clarification of Springerville Municipal Town Code Chapter 17.12, Planning and Zoning Commission

Discussion: The commission read the section of the Town Code. Chairperson Shove suggested language be added that the vice-chairperson take over as the chair each year and the commission will only hold an election of the vice-chairperson in November. They looked at the below language as to add that this section.

“17.12.030 - Selection of officers.

A. The commission shall elect a chairman and vice-chairman from among its own members, who shall serve for one year and until their successors are elected and qualified. The chairman shall preside at all meetings and exercise all the usual rights, duties and prerogatives of the head of any similar organization.

B. The chairman shall have the power to administer oaths and take evidence. The vice-chairman shall perform the duties of the chairman in the chairman's absence or disability. Vacancies created by any cause shall be filled for the unexpired term by a new election.”

The commission is requesting section C be added with this additional language making the vice-chairperson the successor and moving the last sentence of B to the end of section C. The commission is asking staff to draft an Ordinance with these suggested changes and would an election to take annually at the November meeting.

**NEW BUSINESS**

**8. Code of Ethics Modified Discussion**

The updated Code of Ethics for elected/appointed Councilors/Commissioners was given to all commissioners. It was explained that the only change that was made was regarding nepotism. The nepotism section was removed from the policy as the Town Employee Manual already covers nepotism and this was not in line with that policy. No commissioners had questions or concerns.

**9. ADJOURNMENT:** Motioned by: Vice Chairwoman Becker; seconded by: Commissioner Torres to adjourn the meeting at 6:28 pm.

AYE: Chairwoman Shove, Vice Chairwoman Becker, Commissioner Raymer, Commissioner Torres, Commissioner Hayes

**5-0 Passed – Unanimously**

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Terry Shove Chairperson

ATTEST:

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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 regular meeting held on June 13, 2023. I further certify that the meeting was duly called, and a quorum was present.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Planning & Zoning Administrator