TOWN OF PAYSON
PLANNING AND ZONING COMMISSION
MINUTES OF THE PUBLIC MEETING
July 11, 2016

Chairman Jones called the duly posted public meeting of the Planning and Zoning Commission to order at 3:10 p.m. in the Town Council Chambers.

PLEDGE OF ALLEGIANCE

ROLL CALL
PRESENT: Barbara Underwood, Clark Jones, Jennifer Smith, and Joe Klein.
ABSENT: Dan Jaeger, and John Swenson
STAFF PRESENT: Sheila DeSchaaf, Planning & Development Director, Doni Wilbanks, Planning Specialist, Trever Fleetham, Planning Technician, Bobby Davis, Economic Development Specialist, Curtis Ward, Town Engineer, Hector Figueroa, Town Attorney, and Chris Floyd, Executive Assistant.

Commissioner Smith was present telephonically.

A. APPROVAL OF MINUTES

1. Public Meeting 6-6-16 Pages 1-5

   Commissioner Underwood moved, seconded by Commissioner Klein, to approve the minutes as submitted.

   Motion carried 4-0.

B. PUBLIC COMMENTS - Comments concerning items not on the agenda. Note: Those wishing to address the Planning and Zoning Commission during this time need not request permission in advance. Action taken as a result of public questions and comments shall be limited to directing staff to study the matter or rescheduling the matter and decision at a later date. There shall be no discussion regarding any issues presented.

There were no public comments.

C. SCHEDULED HEARING(S)

1. A16-002 Abandonment Request
   Filed by: Denzil Leon Sutton, property owner

Location: 902 West Bridle Path Lane
Purpose: To abandon the northernmost 10 feet of a 30 foot drainage easement along the front property line.

Sheila DeSchaaf, Planning and Development Director, summarized the area of the abandonment.

Curtis Ward, Town Engineer, stated that when the subdivision was recorded in 1967 it had a 30' drainage easement on the front 30' of these lots. Mr. Sutton owns two (2) lots and applied to abandon 10' of the 30' easement to build a garage. The owner was asked to support his abandonment request with a drainage analysis, which the engineered, obtained by the owner, confirmed the remaining 20' was sufficient to convey the runoff flows. Mr. Ward stated that the abandonment request was sent to 65 property owners and there were no negative comments.

Staff recommends approval of the abandonment request.

Chairman Jones asked if the culvert in the area would have to be realigned.

Ralph Bossert, Verde Engineering, stated that the drainage plan showed that there were no adverse impacts to abandoning the northerly 10' of that easement. He said the culverts in the area were not impacting the proposed plans.

Chairman Jones opened the public hearing.

Chairman Jones closed the public hearing.

Motion: To recommend to the Town Council approval of the abandonment request of a 10' portion of the drainage easement on Lots 214 and 215 of the Payson Ranchos Unit Three subdivision.
Moved by Barbara Underwood, seconded by Joe Klein.

Vote: Motion carried 4 - 0
Yes: Barbara Underwood, Clark Jones, Jennifer Smith, and Joe Klein.

Absent: Dan Jaeger, and John Swenson.

2. CUP16-002 Conditional Use Permit
Filed by: Dimitru & Virginia Hiticas, property owners; Jose Arellano Coronel & Avdiel Torres, agents
Location: 707-709 South Beeline Highway
Purpose: To allow minor vehicle repair (tire shop) use in a C-2 General Commercial Zoning District.

Doni Wilbanks, Planning Specialist, summarized the staff report.

Staff recommends approval with the conditions listed below:
1. All repair/maintenance/tire changing shall be done within the building(s) and not on the exterior of the premises.
2. Any building signage shall obtain a sign permit.
3. Proposed future building shall require Design Review approval prior to building permit submittal. Expanded use shall not require consideration for approval as part of this permit.
4. Existing exempt structure located at the rear of the property proposed as a bathroom shall only be used for storage.
5. Existing pole sign shall be replaced with low-profile sign that conforms to the current zoning code.
6. Existing wood fence shall be repaired, removed or replaced with Design Review approved material.
7. The length of this Conditional Use Permit shall run concurrent with the use of this property. That is, as long as the vehicle repair and service use at 707 and 709 South Beeline Highway conforms to the above conditions, this CUP is valid. Change in uses or additional uses shall require approval through the CUP process.

The Commission asked questions, which were answered by staff.

Chairman Jones opened the public hearing.

Chairman Jones closed the public hearing.

Commissioner Smith commented that she would like to see added to the motion a condition for landscaping and buffering.

Commissioner Underwood questioned the pole sign and the status of legal non-conforming. Hector Figueroa, Town Attorney, replied that once the use is changed it could be a requirement to change. Chairman Jones noted that the sign issue was addressed in condition #5 of the staff report.

Motion: To approve CUP16-002, a request to allow minor vehicular repair use in a C-2 zoning district at 707 and 709 South Beeline Highway subject to the conditions recommended by staff with the addition of condition #7 'Landscaping and buffering shall be added in accordance to Design Review guidelines' and the current #7 becoming condition #8.

Moved by Barbara Underwood, seconded by Joe Klein.

Vote: Motion carried 4 - 0
Yes: Barbara Underwood, Clark Jones, Jennifer Smith, and Joe Klein.

Absent: Dan Jaeger, and John Swenson.

3. P16-007 Unified Development Code Amendment
Filed by: Town of Payson

Location: Could affect all of Payson
Purpose: To amend Section 154-09-016 and related provisions of the Town of Payson Unified Development Code to streamline the Abandonment process.

Sheila DeSchaaf, Planning and Development Director, summarized the staff report.

Chairman Jones opened the public hearing.

Chairman Jones closed the public hearing.

Motion: To recommend to the Town Council approval of P16-007, an amendment to the Unified Development Code to streamline the abandonment process as presented in Exhibit A.
Moved by Barbara Underwood, seconded by Joe Klein.

Vote: Motion carried 4 - 0
Yes: Barbara Underwood, Clark Jones, Jennifer Smith, and Joe Klein.

Absent: Dan Jaeger, and John Swenson.

D. SCHEDULED DISCUSSION/POSSIBLE ACTION

1. S16-005 - Preliminary Plat application for Timber Ridge subdivision

Sheila DeSchaaf, Planning and Development Director, explained that the Preliminary Plat for Timber Ridge was originally approved in 2014. An extension was approved by the Commission which expired in January 2016.

Staff recommends approval with the following conditions:
1. The final plat shall be in substantial conformance with the preliminary plat submitted, sealed 10/02/2014 and shall not exceed a total of 150 dwelling units.
2. A final plat shall be submitted no later than July 10, 2017.
3. Adequate sanitary facilities shall be designed in accordance with Northern Gila County Sanitary District standards prior to submittal of the Final Plat.
4. Storm water detention/retention shall be provided in accordance with the Town of Payson requirements.
5. All other provisions of the Unified Development Code and the approved Planned Area Development plan for this property shall be met.

Motion: To approve S16-005, a preliminary plat request for a 150 lot and 19 tract single family residential subdivision on 26.8 acres at 300 West Rumsey Drive, subject to the conditions listed in the staff report.
Moved by Barbara Underwood, seconded by Joe Klein.

Vote: Motion carried 4 - 0

Yes: Barbara Underwood, Clark Jones, Jennifer Smith, and Joe Klein.

Absent: Dan Jaeger, and John Swenson.

E. REQUESTS TO STAFF FOR THE PLACEMENT OF ITEMS ON FUTURE PLANNING & ZONING COMMISSION AGENDAS

F. INFORMATION TO COMMISSION (Not for Discussion)

Sheila DeSchaaf, Planning and Development Director, stated that there will be a meeting next month. She also noted that the abandonment process amendment would be on both Council meetings in August for first and second readings. She also commented that construction has begun on our trail along the American Gulch between Sawmill and Westerly.

Adjournment - 3:45 p.m.

Clark Jones, Chairman

9/12/16
Approved

Chris Floyd, Executive Assistant