

**TOWN OF PAYSON  
PLANNING AND ZONING COMMISSION  
MINUTES OF THE PUBLIC MEETING  
September 12, 2011**

**Chairman Goddard called the duly posted meeting of the Planning and Zoning Commission to order at 3:00 p.m. in the Town Council Chambers.**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PRESENT:** James Scheidt, Russell Goddard, Joel Mona, Lori Meyers, Jeff Loyd, and Clark Jones.

**ABSENT:** Mark Waldrop

**STAFF PRESENT:** Sheila DeSchaaf, Zoning Administrator, LaRon Garrett, Assistant Town Manager, Tim Wright, Deputy Town Attorney, and Chris Floyd, Executive Assistant.

**A. APPROVAL OF MINUTES**

**1. Public Meeting 6-13-11 Pages 1-4**

The minutes were approved as submitted.

**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. S11-002 Preliminary Plat for Tuscany Estates**

Filed by: Patrick and Barbara Underwood, property owners

Location: 1601 East Underwood Lane

Purpose: For a preliminary plat approval of a 12 lot residential subdivision.

Ralph Bossert, Verde Engineering, gave a brief overview of the proposed preliminary plat for Tuscany Estates.

Chairman Goddard opened the public hearing.

Chairman Goddard closed the public hearing.

Sheila DeSchaaf, Zoning Administrator, read the conditions for the proposed preliminary plat, which are:

1. The final plat shall be in substantial conformance with the preliminary plat submitted, sheet one sealed 8-24-11 and sheet two sealed 8-30-11 and shall not exceed a total of 12 lots.
2. A final plat shall be submitted within 12 months of Council approval of this preliminary plat.
3. A note shall be included on the final plat equivalent to the following: "Any adjustment to a building envelope will require a study to determine if the adjusted envelope makes the lot a "Hillside" lot needing to meet all the requirements of Section 15-07-002H of the Unified Development Code."
4. The final plat shall include a minimum lowest finish floor elevation for all lots containing a drainage easement.
5. On the final plat Note No. 14 shall be corrected to read, "Section 15-07-002H" of the Unified Development Code.
6. On the final plat the subtitle needs to say "A Resubdivision of Lot 20B of Payson Three...."
7. The final plat shall include a tie, including bearing and distance, to an acceptable government corner with full description of the corner.
8. A note shall be added to the final plat stating, "Driveway widths outside the building envelope, on all lots, shall be limited to a maximum of 14 feet wide unless a greater width is needed to meet Fire Department requirements."
9. Adequate sanitary facilities shall be designed in accordance with Northern Gila County Sanitary District standards prior to submittal of the final plat.
10. Storm water detention/retention shall be provided in accordance with the Town of Payson Requirements.
11. If a subdivision sign is planned, a sign easement shall be created on the lot where the subdivision sign will be placed.
12. A landscape plan/tree preservation plan shall be submitted with the final plat improvement plans.
13. All other provisions of the Unified Development Code shall be met.

Motion: Recommend to the Town Council approval of S11-002, a preliminary plat request for a 12 lot single family subdivision on 15.04 acres at 1601 East Underwood Lane subject to the 13 conditions so read by staff and listed in the staff report. Moved by James Scheidt, seconded by Clark Jones.

Vote: Motion carried 5 - 1

Yes: James Scheidt, Russell Goddard, Joel Mona, Jeff Loyd, and Clark Jones.

No: Lori Meyers.

Absent: Mark Waldrop.

2. P11-003 Unified Development Code Amendment  
Filed by: Town of Payson  
Location: Could affect all of Payson  
Purpose: To amend the Unified Development Code provisions related to Industrial Zoning District Lot Development Standards.

Sheila DeSchaaf, Zoning Administrator, summarized the staff report.

The Commission asked questions, which were answered by staff.

Chairman Goddard opened the public hearing.

Chairman Goddard closed the public hearing.

Motion: Recommend to the Town Council approval of P11-003, a request to prepare the appropriate Unified Development Code amendments that would amend Section 15-02-006, Industrial Districts (M1 & M2).

Moved by Lori Meyers, seconded by Clark Jones.

Vote: Motion carried 6 - 0

Yes: James Scheidt, Russell Goddard, Joel Mona, Lori Meyers, Jeff Loyd, and Clark Jones.

Absent: Mark Waldrop.

3. P11-004 Unified Development Code Amendment  
Filed by: Town of Payson  
Location: Could affect all of Payson  
Purpose: To amend the Unified Development Code provisions related to Part IV of Section 15-02-014 amending the Design Review guidelines for Multi-family Zoning Districts.

Sheila DeSchaaf, Zoning Administrator, summarized the staff report. Ms. DeSchaaf stated that the recommendations were being brought forward from the Design Review Board.

Chairman Goddard opened the public hearing.

Bernie Lieder, Chairman of the Design Review Board, stated that this was to add clarity to the multi-family component of the design review guidelines. He commented that it gave developers/owners a little more latitude in the residential field as opposed to commercial.

Commissioner Mona commented that he felt it was good to let the professionals deal with items related to visual quality so he was going to defer to the professional's

opinion related to visual quality.

Chairman Goddard closed the public hearing.

Motion: Recommend to the Town Council approval of P11-004, an amendment to the Unified Development Code Section 15-02-014 - Design Review Overlay District, creating design guidelines for multifamily residential uses as outlined in the attached staff report.

Moved by James Scheidt, seconded by Clark Jones.

Vote: Motion carried 6 - 0

Yes: James Scheidt, Russell Goddard, Joel Mona, Lori Meyers, Jeff Loyd, and Clark Jones.

Absent: Mark Waldrop.

**D. SCHEDULED DISCUSSION/POSSIBLE ACTION**

1. There are no items for this section.

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

**F. INFORMATION TO COMMISSION (Not for Discussion)**

Sheila DeSchaaf, Zoning Administrator, stated that there would likely be a meeting next month (October).

**Adjourned 3:24 p.m.**

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Russell Goddard, Chairman

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Approved

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Chris Floyd, Executive Assistant