

**TOWN OF PAYSON
PLANNING AND ZONING COMMISSION
MINUTES OF THE PUBLIC MEETING
March 2, 2015**

Chairman Loyd called the duly posted public meeting of the Planning and Zoning Commission to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: John Swenson, James Scheidt, Lori Meyers, Jeff Loyd, and Scott Helmer.

ABSENT: Dan Jaeger, and Clark Jones

STAFF PRESENT: Sheila DeSchaaf, Planning and Development Director, LaRon Garrett, Assistant Town Manager, Bobby Davis, Economic Development Specialist, Doni Wilbanks, Planning Specialist, Trever Fleetham, Planning Technician, and Chris Floyd, Executive Assistant.

A. APPROVAL OF MINUTES

1. Public Meeting 12-8-14 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. S15-001 Preliminary Plat (Heather Estates)
Filed by: Jeff Vaughn Homes, LLC
Location: 1210 North Heather Circle
Purpose: For an 11 lot single family residential subdivision.

Ralph Bossert, Verde Engineering, stated that the applicant agreed with the staff report.

Sheila DeSchaaf, Planning and Development Director, summarized the staff report. Staff recommends approval with the following conditions:

1. The final plat shall be in substantial conformance with the preliminary plat submitted, sealed 2/13/15 and shall not exceed a total of 11 lots.
2. A final plat shall be submitted within 12 months of Planning & Zoning Commission approval of this preliminary plat.
3. The property shall be annexed into the Northern Gila County Sanitary District and shall design adequate sanitary facilities in accordance with the 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. A landscape plan/tree preservation plan shall be submitted with the final plat improvement plans.
6. All other provisions of the Unified Development Code shall be met.

Chairman Loyd opened the public hearing.

Chairman Loyd closed the public hearing.

Motion: To approve S15-001, a preliminary plat request for an 11 lot single family residential subdivision on 4.77 acres at 1210 North Heather Circle subject to the conditions listed in the staff report.

Moved by Lori Meyers, seconded by Scott Helmer.

Vote: Motion carried 4 - 1

Yes: John Swenson, Lori Meyers, Jeff Loyd, and Scott Helmer.

No: James Scheidt.

Absent: Dan Jaeger, and Clark Jones.

2. A15-001 Abandonment Request

Filed by: Town of Payson

Location: Between 1101 N. Heather Circle & 1215 N. Heather Circle

Purpose: For the abandonment of a 27 foot wide roadway easement along the east property lines of these parcels (currently undeveloped).

LaRon Garrett, Assistant Town Manager, summarized the staff report. Staff recommends moving forward with the abandonment request.

Chairman Loyd opened the public hearing.

Chairman Loyd closed the public hearing.

Motion: To recommend to the Town Council approval of the abandonment of the 27 foot wide roadway easement located on the east 27 feet of the

North 1293 feet of West one-half of the Southeast one quarter of the Southwest one quarter of Section 26, T 11 N, R 10 E, G&SRM.
Moved by James Scheidt, seconded by Lori Meyers.

Vote: Motion carried 5 - 0

Yes: John Swenson, James Scheidt, Lori Meyers, Jeff Loyd, and Scott Helmer.

Absent: Dan Jaeger, and Clark Jones.

3. P14-006 Amendment to Unified Development Code
Filed by: Town of Payson
Location: Could affect all of Payson
Purpose: To amend the Unified Development Code provisions pertaining to the Design Review Process and Planning and Zoning Commission duties.

Sheila DeSchaaf, Planning and Development Director, summarized the staff report. She gave an overview on how the design review guidelines were created.

Chairman Loyd opened the public hearing.

Jim Garner read a statement he prepared regarding his concerns with combining the Commission and the Design Review Board.

Chairman Loyd asked questions of Mr. Garner and staff.

Commissioner Swenson asked if the Commission had the same diverse expertise then why couldn't they handle the design review. Mr. Garner replied that they could but it wasn't a requirement of the Commission at present time. He stated that the difference between the two (2) boards was the Commission is function and the Board is look.

Barbara Underwood stated that she was open to combining the Commission and the Design Review Board. She felt that staff had the tools needed to approve projects.

There was a lengthy discussion regarding the design guidelines and the function of the Design Review Board.

Chairman Loyd closed the public hearing.

Motion: To recommend to the Town Council approval of P14-006 an amendment to the Development Review process to (a) make design review submittals an administrative process with appeals heard by the Planning & Zoning Commission; (b) allow the Planning & Zoning Commission to handle all other responsibilities of the Design Review Board, (c) consider all current members of the Commission and Design Review Board as well as

community members that have submitted Board or Commission applications to serve on the Planning and Zoning Commission.

Moved by James Scheidt, seconded by Scott Helmer.

Vote: Motion carried 3 - 2

Yes: John Swenson, James Scheidt, and Scott Helmer.

No: Lori Meyers, and Jeff Loyd.

Absent: Dan Jaeger, and Clark Jones.

4. P15-001 Amendment to Unified Development Code
Filed by: Town of Payson
Location: Could affect all of Payson
Purpose: To amend Section 154-14 of the Unified Development Code provisions pertaining to Home Occupations.

Doni Wilbanks, Planning Specialist, summarized the staff report.

Chairman Loyd asked questions which were answered by staff.

Chairman Loyd opened the public hearing.

Chairman Loyd closed the public hearing.

Motion: To recommend to the Town Council approval of P15-001, an application to amend the Unified Development Code provisions pertaining to Home Occupations as recommended by staff, attached hereto as Exhibit A.

Moved by Lori Meyers, seconded by John Swenson.

Vote: Motion carried 5 - 0

Yes: John Swenson, James Scheidt, Lori Meyers, Jeff Loyd, and Scott Helmer.

Absent: Dan Jaeger, and Clark Jones.

D. SCHEDULED DISCUSSION/POSSIBLE ACTION

1. Meeting calendar for 2015 and January 2016

Chairman Loyd explained the changes to the calendar which included changing the time to 5 p.m. and to the first Monday of the month.

It was suggested that the time be changed to 6 or 6:30 p.m.

Commissioner Swenson noted that changing the time affects the staff.

Commissioner Helmer suggested staying with 5 p.m.

Commissioner Swenson moved, seconded by Commissioner Scheidt, to accept the Planning & Zoning Commission schedule for 2015 and January 2016 as listed.

Motion carried 5-0.

2. Accessory/exempt structures

Sheila DeSchaaf, Planning and Development Director, explained that the UDC and the proposed updates to the building codes don't currently agree with respect to accessory structures. These would be structures that are technically exempt from the building codes. With the newly adopted building codes the standard is 200 sq. ft. or less are exempted whereas the zoning code exempts 144 sq. ft. or less.

Commissioner Scheidt felt that it should be in compliance with the building codes.

This item will be brought forward on a future agenda.

E. ELECTION OF OFFICERS

Commissioner Meyers nominated Jeff Loyd for Chairman and John Swenson for Vice-Chairman. This was seconded by Commissioner Helmer.

Motion carried 5-0.

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

G. INFORMATION TO COMMISSION (Not for Discussion)

Adjournment - 7:03 p.m.

Jeff Loyd, Chairman

Approved

Chris Floyd, Executive Assistant