



Minutes-Approved
City of Flagstaff
PLANNING & ZONING COMMISSION
4:00 PM– Wednesday, April 11, 2018

City of Flagstaff City Hall, Council Chambers 211 W Aspen Ave.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Tammy Bishop at (928) 213-2611 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.



Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Planning and Zoning Commission and to the general public that, at this meeting, the Planning and Zoning Commission may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

CALL TO ORDER – Commissioner Wheeler called the meeting to order at 4:00 p.m.

COMMISSION MEMBERS: **Present:**

Chairman Margo Wheeler
Marie Jones
Edward Talkington
David Zimmerman

Dr. Alex Martinez
Kyle Anticevich
Vice Chair-Ed Dunn

CITY STAFF: Tiffany Antol, Staff Liaison
Becky Cardiff, Recording Secretary

I. GENERAL BUSINESS

A. PUBLIC COMMENT

(At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.)

None

B. APPROVAL OF MINUTES

- 1) Regular meeting of March 14, 2018.

Motion to approve the minutes from the regular meeting of March 14, 2018 as submitted **Moved by** Commissioner Martinez **Seconded by** Commissioner Jones Motion carried unanimously.

II. WORKSESSION

A. Planning & Zoning Commission Training

1. Roles & Activities of the Planning & Zoning Commission

- 1.1. Duties of the Commission
- 1.2. Relationship to the City Council
- 1.3. Relationship to Staff

2. Planning

- 2.1. Authority for Planning in Arizona

- 2.2. What is a General Plan
- 2.3. What are Specific Plans

3. Implementation of the Regional Plan and Specific Plans

- 3.1. Zoning Code
- 3.2. Subdivision Ordinance
- 3.3. Engineering Design and Construction Standards & Specifications for New Infrastructure

4. Commission Conduct

- 4.1. Public Interest
- 4.2. Ethics
- 4.3. Conflict of Interest
- 4.4. Open Meeting Law
- 4.5. Ex Parte Contact

5. Planning Commission Meetings

- 5.1. Due Process
- 5.2. Responsibilities of the Chair
- 5.3. Making a Decision and the Need for Findings of Fact
- 5.4. Staff Recommendations
- 5.5. Conditions of Approval
 - 5.5.1. Nolan and Dolan

Below list of staff members gave a PowerPoint presentation on the above training topics:

Dan Folke, Planning Director

Sara Dechter, Comprehensive Planning Manager

Alexandra Pucciarelli, Planning Development Manager

Elaine Averitt, Planning Development Manager

Kevin Fincel, Deputy City Attorney

Tiffany Antol, Current Planning Manager

Christina Rubalcava, Deputy City Attorney

III. MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS

Ms. Antol gave an update on future meetings

ADJOURNMENT

Adjourned at 5:45 p.m.