



TOWN OF HUACHUCA CITY

The Sunset City

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: tmitchell@huachucacityaz.gov

**HUACHUCA CITY PLANNING AND ZONING MINUTES
REGULAR MEETING AT 7:00^{PM}
WEDNESDAY, DECEMBER 2, 2015**

Present:

Commissioner: Anna Gonzales

Chair: Harold Cole

Vice Chair: Johann Wallace

Commission Members: Randy Keeling
Tiffany Chavez

Zoning Official: Dr. Jim Johnson

Absent: Mary Charlton
Carol Vaughn

A. **Call to Order and Pledge of Allegiance (7:00 PM)**

B. **Roll Call**

C. **Approve Minutes of November 4, 2015**

Motion made by *Mr. Keeling* to approve the minutes, **seconded** by *Mr. Wallace*
4-0 Motion Approved

D. **Zoning Administrator Report**

I went to a seminar in October. There was a class for zoning I attended. The number one thing they are pushing is safety.

E. **Call to the Public [3 minute limit] Agenda Items Only. (See below)**

None

F. **Unfinished Business**

1. **Discussion and/or Action [CHAIR]: General Plan Update status.**

No Action

2. **Discussion and/or Action [CHAIR]: Chapter 18.155 Violations and**

Penalties. Changes to reflect input from Council and Police Department
Motion made by *Mr. Keeling* to open for discussion and or action, **seconded** by
Mr. Wallace
Motion made by *Mr. Keeling* to make the amendments to chapter 18.55 and to
send the proposed changes to council, **seconded** by *Mr. Wallace*

4-0 Motion Approved

G. **New Business.**

1. **Discussion and/or Action [CHAIR]: Planning and preparation for Public Hearing on changes to the Zoning Chapter 18.**

Motion made by *Mr. Wallace* to hold the Public Hearing for changes to the Zoning Code during the regular meeting on March 2, 2016, **seconded** by *Mr. Keeling*

4-0 Motion Approved

2. **Discussion and/or Action [CHAIR]: Public Hearing Training**

No Action

H. **Call to the Public [3 min. limit] Issues within the auspices of the Huachuca City P & Z Committee.**

None

I. **Adjournment (8:10 PM)**

Motion made by *Ms. Chavez* to adjourn, **seconded** by *Mr. Wallace*

4-0 Motion Approved

Approved by Mr. Harold Cole on January 6, 2015

Mr. Harold Cole

Attest: _____
Town Clerk Tammy J. Mitchell, MMC

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Town of Huachuca City held on December 2, 2015. I further certify that the meeting was duly called, and a quorum was present.

Tammy J. Mitchell, MMC, Town Clerk/Administrator



TOWN OF HUACHUCA CITY

The Sunset City

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: titchell@huachucacityaz.gov

**HUACHUCA CITY PLANNING AND ZONING MINUTES
REGULAR MEETING AT 7:00^{PM}
WEDNESDAY, NOVEMBER 4, 2015**

Present:

Commissioner: Anna Gonzales

Chair: Harold Cole

Vice Chair: Johann Wallace

Commission Members: Mary Charlton
Randy Keeling
Tiffany Chavez
Carol Vaughn

Zoning Official: Dr. Jim Johnson

Absent:

A. **Call to Order and Pledge of Allegiance (7:00 PM)**

B. **Roll Call**

C. **Approve Minutes of October 7, 2015**

Motion made by *Ms. Chavez* to approve the minutes, **seconded** by *Mr. Keeling*
6-0 Motion Approved

D. **Zoning Administrator Report**

There will be training session for Open Meeting Law and Public Hearings. Update on D.R. McMillon Project. Call to the public needs full name and address.

E. **Call to the Public [3 minute limit] Agenda Items Only. (See below)**

None

F. **Unfinished Business**

1. **Discussion and/or Action [CHAIR]: General Plan Update status.**

Motion made by *Mr. Wallace* to table item until the department heads are done updating their sections, **seconded** by *Ms. Vaughn*

6-0 Motion Approved

2. Discussion and/or Action [Wallace]: Chapter 18.150 Planning and Zoning Fee Schedule Update

Motion made by *Mr. Keeling* to pass the recommended fees and deposits to Dr. Johnson to send to council, seconded by *Mr. Wallace*

6-0 Motion Approved

3. Discussion and/or action [CHAIR]: Changes to the Huachuca City Town Code referencing sections 12 and 18 as it pertains to parking of RV's, trailers, etc as discussed by Huachuca City Council on September 4, 2015

Motion made by *Mr. Wallace* to forward on back to council with the recommended changes to chapter 18 setback to include the definitions, seconded by *Mr. Keeling*

6-0 Motion Approved

**G. New Business.
None**

H. Call to the Public [3 min. limit] Issues within the auspices of the Huachuca City P & Z Committee.

I. Adjournment (8:00 PM)

Motion made by *Mr. Keeling* to adjourn, seconded by *Mr. Wallace*

6-0 Motion Approved

Approved by Mr. Harold Cole on December 2, 2015

Mr. Harold Cole

Attest: _____
Town Clerk Tammy J. Mitchell, MMC

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Town of Huachuca City held on November 4, 2015. I further certify that the meeting was duly called, and a quorum was present.

Tammy J. Mitchell, MMC, Town Clerk/Administrator



TOWN OF HUACHUCA CITY

The Sunset City

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: tmitchell@huachucacityaz.gov

**HUACHUCA CITY PLANNING AND ZONING MINUTES
REGULAR MEETING AT 7:00^{PM}
WEDNESDAY, OCTOBER 7, 2015**

Present:

Commissioner: Anna Gonzales

Chair: Harold Cole

Vice Chair: Johann Wallace

Commission Members: Mary Charlton
Randy Keeling
Tiffany Chavez
Carol Vaughn - late

Town Clerk:

Zoning Official: Dr. Jim Johnson

Absent: Tammy Mitchell

A. **Call to Order and Pledge of Allegiance (7:00 PM)**

B. **Roll Call**

C. **Approve Minutes of September 2, 2015**

Motion made by *Mr. Keeling* to approve the minutes, **seconded** by *Ms. Charlton*
5-0 Motion Approved

D. **Call to the Public [3 minute limit] Agenda Items Only. (See below)**

Mr. Cole called on Zoning Administrator Dr. Jim Johnson

E. **Unfinished Business**

1. **Discussion and/or Action [CHAIR]: General Plan Update status.**

Motion made by *Mr. Keeling* to table item until next meeting, **seconded** by *Mr. Wallace*

6-0 Motion Approved

2. **Discussion and/or Action [Wallace]: Chapter 18.150 Planning and Zoning Fee Schedule Update**

Motion made by *Mr. Keeling* to table item until next meeting, seconded by *Ms. Charlton*

6-0 Motion Approved

3. **Discussion and/or action [CHAIR]: Changes to the Huachuca City Town Code referencing sections 12 and 18 as it pertains to parking of RV's, trailers, etc as discussed by Huachuca City Council on September 4, 2015**

Motion made by *Mr. Wallace* to send modified package 1 back to the council, seconded by *Ms. Chavez*

5-1 Motion Approved
Mr. Keeling Voting No

F. **New Business.**

1. **Discussion and/or Action [CHAIR]: Residential Site Plan Review for Ortega/Peercy (Parcel 106-47-003)**

Motion made by *Ms. Vaughn* to approve the Residential Site Plan and recommend it to the Council, seconded by *Ms. Charlton*

6-0 Motion Approved

2. **Discussion and/or action [CHAIR]: Violations of Chapter 18 Provision**

Motion made by *Mr. Wallace* to forward Chapter 18.155 to City Council for review, seconded by *Ms. Charlton*

5-0 Motion Approved
Mr. Keeling Abstained

G. **Call to the Public [3 min. limit] Issues within the auspices of the Huachuca City P & Z Committee.**

Cynthia Butterworth spoke regarding bringing businesses into Huachuca City at the expense of residents and noise ordinance.

She also spoke on a traffic light funneling traffic down First St instead of stopping at the light.

H. **Adjournment (8:00 PM)**

Motion made by *Mr. Keeling* to adjourn, seconded by *Mr. Wallace*

6-0 Motion Approved

Approved by Mr. Harold Cole on November 4, 2015

Mr. Harold Cole

Attest: _____
Town Clerk Tammy J. Mitchell, MMC

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Town of Huachuca City held on September 2, 2015. I further certify that the meeting was duly called, and a quorum was present.

Tammy J. Mitchell, MMC, Town Clerk/Administrator



TOWN OF HUACHUCA CITY

The Sunset City

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: tmitchell@huachucacityaz.gov

**HUACHUCA CITY PLANNING AND ZONING MINUTES
REGULAR MEETING AT 7:00^{PM}
WEDNESDAY, SEPTEMBER 2, 2015**

Present:

Commissioner: Anna Gonzales

Chair: Harold Cole

Vice Chair: Johann Wallace

Commission Members: Carol Vaughn
Mary Charlton

Town Clerk:

Building Official: Dr. Jim Johnson

Absent: Randy Keeling
Tammy Mitchell

- A. **Call to Order and Pledge of Allegiance (7:00 PM)**
- B. **Roll Call**
- C. **Approve Minutes of July 1, 2015 and August 5, 2015 Regular Planning and Zoning Meeting**
Motion made by *Ms. Vaughn* to approve the minutes, **seconded** by *Ms. Charlton*
4-0 Motion Approved
- D. **Call to the Public [3 minute limit] Agenda Items Only. (See below)**
None
- E. **Unfinished Business**
 - 1. **Discussion and/or Action [CHAIR]: Review and forward recommended changes to the Huachuca City Town Code for approval by the Mayor and Council reference sections 12 and 18 as it pertains to establishing a conditional use permit process for trailers/accessory vehicles; as defined.**
Motion made by *Mr. Wallace* to submit packet B to Council for review and

approval the modifications to town code to allow the parking of RV's, trailers, etc by code through an application process and fee without a conditional use permit, seconded by Ms. Vaughn

4-0 Motion Approved

2. **Discussion and/or Action [Wallace]: A review and update of the P&Z “Roles and Responsibilities” that exists within the current P&Z handbooks to more accurately reflect what is outlined within Huachuca City’s Town Ordinance 2.45.**

Motion made by Mr. Wallace to approve the update of the P&Z roles and responsibilities, seconded by Ms. Vaughn

4-0 Motion Approved

3. **Discussion and/or action [CHAIR]: General Plan Update schedule and procedures.**

Postponed

4. **Discussion and/or action [CHAIR]: Chapter 18.150 Planning and Zoning Fee Schedule Review**

Postponed

F. **New Business.**

1. **Discussion and/or Action [CHAIR]: Presentation by Dr. Jim Johnson, new Zoning Administrator**
Presentation by Dr. Johnson

2. **Discussion and/or action [CHAIR]: Alteration of Huachuca City Town Code, Title 18.105.070(H); to clarify surfacing requirements for parking lots and add Decomposed Granite as a surfacing material where authorized by code.**

Motion made by Mr. Wallace to forward the suggested alteration of Huachuca City Town Code Title 18.105.070(H) to Council for review and approval, seconded by Ms. Vaughn

4-0 Motion Approved

G. **Call to the Public [3 min. limit] Issues within the auspices of the Huachuca City P & Z Committee.**

None

H. **Adjournment (8:30 PM)**

Motion made by Mr. Cole to adjourn, seconded by Mr. Wallace

4-0 Motion Approved

Approved by Mr. Harold Cole on October 7, 2015

Mr. Harold Cole

Attest: _____
Town Clerk Tammy J. Mitchell, MMC

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Town of Huachuca City held on September 2, 2015. I further certify that the meeting was duly called, and a quorum was present.

Tammy J. Mitchell, MMC, Town Clerk/Administrator



TOWN OF HUACHUCA CITY

The Sunset City

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: titchell@huachucacityaz.gov

**HUACHUCA CITY PLANNING AND ZONING MINUTES
REGULAR MEETING AT 7:00^{PM}
WEDNESDAY, AUGUST 5, 2015**

Present:

Commissioner: Anna Gonzales

Chair: Harold Cole

Vice Chair: Johann Wallace

Commission Members: Carol Vaughn
Randy Keeling

Town Clerk: Christopher Hart for Tammy Mitchell, MMC

Building Official:

Absent: Harold Cole
Mary Charlton

A. Call to Order and Pledge of Allegiance (7:00 PM)

No Quorum

B. Roll Call

C. Approve Minutes of July 1, 2015 Regular Planning and Zoning Meeting

D. Call to the Public [3 minute limit] Agenda Items Only. (See below)

E. Unfinished Business

- 1. Discussion and/or Action [CHAIR]: Review and forward recommended changes to the Huachuca City Town Code for approval by the Mayor and Council reference sections 12 and 18 as it pertains to establishing a conditional use permit process for trailers/accessory vehicles; as defined.**
- 2. Discussion and/or Action [Wallace]: A review and update of the P&Z “Roles and Responsibilities” that exists within the current P&Z handbooks**

to more accurately reflect what is outlined within Huachuca City's Town Ordinance 2.45.

3. Discussion and/or action [CHAIR]: General Plan Update schedule and procedures.
4. Discussion and/or action [CHAIR]: Chapter 18.150 Planning and Zoning Fee Schedule Review

E. New Business.

1. Discussion and/or action [CHAIR]: Alteration of Huachuca City Town Code, Title 18.105.070(H); to clarify surfacing requirements for parking lots and add Decomposed Granite as a surfacing material where authorized by code.

F. Call to the Public [3 min. limit] Issues within the auspices of the Huachuca City P & Z Committee.

G. Adjournment ()

Approved by Mr. Harold Cole on September 2., 2015

Mr. Harold Cole

Attest: _____
Town Clerk Tammy J. Mitchell, MMC

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Town of Huachuca City held on June 3, 2015. I further certify that the meeting was duly called, and a quorum was present.

Tammy J. Mitchell, MMC, Town Clerk/Administrator



TOWN OF HUACHUCA CITY

The Sunset City

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: titchell@huachucacityaz.gov

**HUACHUCA CITY PLANNING AND ZONING MINUTES
REGULAR MEETING AT 7:00^{PM}
WEDNESDAY, JULY 1, 2015**

Present:

Commissioner: Anna Gonzales

Chair: Harold Cole

Vice Chair: Johann Wallace

Commission Members: Mary Charlton
Carol Vaughn
Randy Keeling

Town Clerk: Christopher Hart for Tammy Mitchell, MMC

Building Official: Dr. Jim Johnson

Absent:

- A. **Call to Order and Pledge of Allegiance (7:00 PM)**
- B. **Roll Call**
- C. **Approve Minutes of May 6, 2015 and June 3, 2015 Regular Planning and Zoning Meeting**
Motion made by *Mr. Keeling* to approve the minutes, **seconded** by *Mr. Wallace*
5-0 Motion Approved
- D. **Call to the Public [3 minute limit] Agenda Items Only. (See below)**
None
- E. **Unfinished Business**
 - 1. **Discussion and/or Action [CHAIR]: Review and forward recommended changes to the Huachuca City Town Code for approval by the Mayor and Council reference sections 12 and 18 as it pertains to establishing a conditional use permit process for trailers/accessory vehicles; as defined.**
Dr. Johnson spoke on changes needed for Town Code sections 12 and 18.

Motion made by *Mr. Keeling* to table item until August Planning and Zoning Meeting, seconded by *Mr. Wallace*

5-0 Motion Approved

Discussion and/or Action [Wallace]: A review and update of the P&Z “Roles and Responsibilities” that exists within the current P&Z handbooks to more accurately reflect what is outlined within Huachuca City’s Town Ordinance 2.45

Motion made by *Mr. Keeling* to table item until August Planning and Zoning Meeting to allow all members to review the changes suggested, seconded by *Mr. Wallace*

5-0 Motion Approved

2. **Discussion and/or action [CHAIR]: General Plan Update schedule and procedures.**

Motion made by *Mr. Keeling* to table item until August Planning and Zoning Meeting, seconded by *Mr. Wallace*

5-0 Motion Approved

3. **Discussion and/or action [CHAIR]: Chapter 18.150 Planning and Zoning Fee Schedule Review**

Motion made by *Mr. Wallace* to table item until August Planning and Zoning Meeting, seconded by *Mr. Keeling*

5-0 Motion Approved

F. **New Business**

1. **Discussion and/or action [CHAIR]: Elizabeth Piccolo Potential Business Plan**

Mrs. Piccolo gave a presentation on R&R Wine Station

Motion made by *Mr. Wallace* to move forward requesting more information from Mrs. Piccolo regarding site plans, seconded by *Mrs. Charlton*

5-0 Motion Approved

2. **Discussion and/or action [CHAIR]: D.R. McMillion A-AXA Self Storage**

Mr. McMillion gave a presentation on A-AXA Self Storage and requested permission to start grubbing to allow a better site survey

Motion made by *Mr. Wallace* to allow Mr. McMillion to proceed grubbing and requested site survey, engineer drawings and additional information, seconded by *Mr. Keeling*

5-0 Motion Approved

- G. **Call to the Public [3 min. limit] Issues within the auspices of the Huachuca City P & Z Committee.**

None

- H. **Adjournment (8:31 PM)**

Motion made by *Mr. Keeling* to adjourn, seconded by *Ms. Vaughn*

5-0 Motion Approved

Approved by Mr. Harold Cole on August 5, 2015

Mr. Harold Cole

Attest: _____
Town Clerk Tammy J. Mitchell, MMC

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Town of Huachuca City held on June 3, 2015. I further certify that the meeting was duly called, and a quorum was present.

Tammy J. Mitchell, MMC, Town Clerk/Administrator



TOWN OF HUACHUCA CITY

The Sunset City

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: tmitchell@huachucacityaz.gov

**HUACHUCA CITY PLANNING AND ZONING MINUTES
REGULAR MEETING AT 7:00^{PM}
WEDNESDAY, JUNE 3, 2015**

Present:

Commissioner:

Chair: Harold Cole

Vice Chair: Johann Wallace

Commission Members:

Town Clerk: Tammy Mitchell, MMC

**Absent: Mary Charlton
Carol Vaughn
Randy Keeling**

NO QUORUM

- A. **Call to Order and Pledge of Allegiance (7:00 PM)**
- B. **Roll Call**
- C. **Approve Minutes of May 6, 2015 Regular Planning and Zoning Meeting**
- D. **Call to the Public [3 minute limit] Agenda Items Only. (See below)**
None
- E. **Unfinished Business**
 - 1. **Discussion and/or Action [CHAIR]: Consideration of Amending Zoning 18.35.030 (Formally 17-7-3) to Establish Criteria for granting variance requests to allow parking of RVs in conflict with current Zoning Ordinances and Regulations**
 - 2. **Discussion and/or Action [Wallace]: A review and update of the P&Z “Roles and Responsibilities” that exists within the current P&Z handbooks to more accurately reflect what is outlined within Huachuca**

City's Town Ordinance 2.45.

3. **Discussion and/or action [CHAIR]: General Plan Update schedule and procedures.**
4. **Discussion and/or action [CHAIR]: Chapter 18.150 Planning and Zoning Fee Schedule Review**

F. New Business

1. **None**

G. Call to the Public [3 min. limit] Issues within the auspices of the Huachuca City P & Z Committee.

H. Adjournment (7:40 PM)

Approved by Mr. Harold Cole on July 1, 2015

Mr. Harold Cole

Attest: _____
Town Clerk Tammy J. Mitchell, MMC

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Town of Huachuca City held on June 3, 2015. I further certify that the meeting was duly called, and a quorum was present.

Tammy J. Mitchell, MMC, Town Clerk/Administrator
Page 2 of 2



TOWN OF HUACHUCA CITY

The Sunset City

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: titchell@huachucacityaz.gov

**HUACHUCA CITY PLANNING AND ZONING MINUTES
REGULAR MEETING AT 7:00^{PM}
WEDNESDAY, MAY 6, 2015**

Present:

Commissioner:

Chair: Harold Cole

Vice Chair: Johann Wallace

Commission Members: Randy Keeling
Carol Vaughn
Rod Pieren
Rex Compton

Town Clerk: Tammy Mitchell, MMC

Absent: Mary Charlton

A. **Call to Order and Pledge of Allegiance (7:00 PM)**

B. **Roll Call**

C. **Approve Minutes of April 1, 2015 Regular Planning and Zoning Meeting**
Motion made by *Mrs. Vaughn* to approve the minutes, **seconded** by *Mr. Keeling*
6-0 Motion Approved

D. **Call to the Public [3 minute limit] Agenda Items Only. (See below)**
None

E. **Unfinished Business**

1. **Discussion and/or Action [CHAIR]: Consideration of Amending Zoning 18.35.030 (Formally 17-7-3) to Establish Criteria for granting variance requests to allow parking of RVs in conflict with current Zoning Ordinances and Regulations**
Motion made by *Mr. Wallace* to table item until the council has made a decision on how to handle special use vs. variance requests, **seconded** by *Mrs. Vaughn*

6-0 Motion Approved

2. **Discussion and/or Action [Wallace]: A review and update of the P&Z “Roles and Responsibilities” that exists within the current P&Z handbooks to more accurately reflect what is outlined within Huachuca City’s Town Ordinance 2.45.**

Motion made by *Mr. Wallace* to table item until draft can be reviewed, seconded by *Mrs. Vaughn*

6-0 Motion Approved

3. **Discussion and/or action [CHAIR]: General Plan Update schedule and procedures.**

Item tabled until after meeting on May 9, 2015

F. **New Business**

1. **Discussion and/or action [CHAIR]: Chapter 18.150 Planning and Zoning Fee Schedule Review**

Motion made by *Mr. Wallace* to table item until next meeting to allow members to look at and research fees, seconded by *Mrs. Vaughn*

6-0 Motion Approved

G. **Call to the Public [3 min. limit] Issues within the auspices of the Huachuca City P & Z Committee.**

Mr. Goad: Building permits issued by Town Hall/Town Clerk regarding Sunset Saloon

Also spoke about RV’s being a safety issue in the Town Limits

Questioned the Planning and Zonings role with the Building Inspector

H. **Adjournment (7:40 PM)**

Motion made by *Mrs. Keeling* to adjourn, seconded *Mrs. Vaughn*

5-0 Motion Approved

Approved by Mr. Harold Cole on June 3, 2015

Mr. Harold Cole

Attest: _____
Town Clerk Tammy J. Mitchell, MMC

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Town of Huachuca City held on April 1, 2015. I further certify that the meeting was duly called, and a quorum was present.

Tammy J. Mitchell, MMC, Town Clerk/Administrator



TOWN OF HUACHUCA CITY

The Sunset City

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: debterry76@gmail.com

**HUACHUCA CITY PLANNING AND ZONING MINUTES
REGULAR MEETING AT 7:00^{PM}
WEDNESDAY, APRIL 1, 2015**

Present:

Commissioner: Terry Hobbs
Chair: Harold Cole
Vice Chair: Johann Wallace
Commission Members: Randy Keeling
Carol Vaughn
Rod Pieren

Town Clerk:

Absent: Rex Compton
Mary Charlton

- A. **Call to Order and Pledge of Allegiance (7:02 PM)**
- B. **Roll Call**
- C. **Approve Minutes of February 11, 2015 Regular Planning and Zoning Meeting**
- D. **Call to the Public [3 minute limit] Agenda Items Only. (See below)**
Neil Josephson spoke about the variance and definitions
Robert Foster spoke about the variance
- E. **Unfinished Business**
1. Discussion and/or Action [CHAIR]: Consideration of Amending Zoning 18.35.030 (Formally 17-7-3) to Establish Criteria for granting variance requests to allow parking of RVs in conflict with current Zoning Ordinances and Regulations
Motion made by *Mr. Pieren* to open for discussion and/or action, **seconded** by *Mr. Wallace*
Motion made by *Mrs. Vaughn* to table item until next meeting for new definitions to be reviewed, **seconded** by *Mr. Wallace*

5-0 Motion Approved

2. Discussion and/or Action [CHAIR]: Election of Planning and Zoning Chairperson
Motion made by *Mr. Keeling* to nominate Mr. Cole as Chairperson, seconded by *Mrs. Vaughn*
5-0 Motion Approved

F. **New Business**

1. Discussion and/or action [CHAIR]: Appoint Vice Chairperson
Motion made by *Mr. Pieren* to nominate Mr. Wallace as Vice Chairperson, seconded by *Mr. Keeling*
5-0 Motion Approved
2. Discussion and/or action [CHAIR]: General Plan Update schedule and procedures.
Motion made by *Mr. Wallace* to postpone agenda item until May 6th meeting to speak with the Mayor regarding the General Plan, seconded by *Mr. Pieren*
5-0 Motion Approved
3. Discussion and/or Action [Wallace]: A proposed change to the meeting schedule of the P&Z Committee from just the first Wednesday of every month to the First and Third Wednesdays of every month.
Motion made by *Mr. Wallace* to change the meeting schedule to the First and Third Wednesday of every month, seconded by *Mr. Pieren*
3-2 Motion Failed
4. Discussion and/or Action [Wallace]: A review and update of the P&Z “Roles and Responsibilities” that exists within the current P&Z handbooks to more accurately reflect what is outlined within Huachuca City’s Town Ordinance 2.45.
Motion made by *Mr. Wallace* to move item to unfinished business so that a draft can be made, seconded by *Mr. Cole*
5-0 Motion Approved

G. **Call to the Public [3 min. limit] Issues within the auspices of the Huachuca City P & Z Committee.**

Robert Foster spoke about the General Plan

H. **Adjournment (7:40 PM)**

- Motion made by *Mrs. Vaughn* to adjourn, seconded *Mr. Wallace*
5-0 Motion Approved

Approved by Mr. Harold Cole on May 6, 2015

Mr. Harold Cole

Attest: _____
Town Clerk Tammy J. Mitchell, MMC

Seal:
Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Town of Huachuca City held on April 1, 2015. I further certify that the meeting was duly called, and a quorum was present.

Tammy J. Mitchell, MMC, Town Clerk/Administrator



TOWN OF HUACHUCA CITY

The Sunset City

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: debterry76@gmail.com

**HUACHUCA CITY PLANNING AND ZONING MINUTES
REGULAR MEETING AT 7:00^{PM}
WEDNESDAY, MARCH 4, 2015**

Present:

Commissioner: Terry Hobbs

Chair:

Commission Members: Harold Cole
Randy Keeling
Carol Vaughn
Rex Compton
Mary Charlton

Town Clerk:

Absent:

- A. **Call to Order and Pledge of Allegiance (7:00 PM)**
- B. **Roll Call**
- C. **Approve Minutes of February 11, 2015 Regular Planning and Zoning Meeting**
- D. **Call to the Public [3 minute limit] Agenda Items Only. (See below)**
None
- E. **Unfinished Business**
 1. Discussion and/or Action [CHAIR]: Consideration of Amending Zoning 18.35.030 (Formally 17-7-3) to Establish Criteria for granting variance requests to allow parking of RVs in conflict with current Zoning Ordinances and Regulations
Tabled until April 1, 2015 Meeting
- F. **New Business**
 1. Discussion and/or action [CHAIR]: Appoint new members to Planning and Zoning

Motion made by *Ms. Vaughn* to appoint Rod Pieren and Johann Wallace to the Planning and Zoning Commission, **seconded** by *Ms. Charlton*

5-0 Motion Approved

2. Discussion and/or action [CHAIR]: Elect new Chairperson
Motion made by *Mr. Keeling* to table item until April 1, 2015 meeting, **seconded** by *Ms. Charlton*

5-0 Motion Approved

3. Discussion and/or action [CHAIR]: Jim Johnson roles and responsibilities in relationship with the Planning and Zoning Commission

No Action

- G. **Call to the Public [3 min. limit] Issues within the auspices of the Huachuca City P & Z Committee.**

None

- H. **Adjournment (7:36 PM)**

Motion made by *Mr. Keeling* to adjourn, **seconded** *Ms. Charlton*

5-0 Motion Approved



TOWN OF HUACHUCA CITY

The Sunset City

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: bdebterry76@gmail.com

**HUACHUCA CITY PLANNING AND ZONING MINUTES
REGULAR MEETING AT 7:00^{PM}
WEDNESDAY, FEBRUARY 11, 2015**

Present:

Commissioner:

Chair:

Commission Members: **Harold Cole
Randy Keeling
Carol Vaughn
Rex Compton**

Town Clerk:

Absent: **Mary Charlton**

A. Call to Order and Pledge of Allegiance (7:00 PM)

B. Roll Call

C. Approval of Minutes of January 7, 2015 and February 4, 2014 Regular Planning and Zoning Meetings

Motion made by *Mr. Cole* to approve the meetings minutes, **seconded** by *Mr. Keeling*

Motion Approved 3-0
Ms. Vaughn Abstained

D. Call to the Public [3 minute limit] Agenda Items Only. (See below)

1. Neil Josephson: You should be able to have a 360 degree view when you walk out of your front yard. There shouldn't be a RV in the way.
2. Jim Goad: Building Permits, I requested you to go through the permits making sure that all the information is there with the site plans. Mr. Goad brought up concerns regarding parking lots in town. He also brought up information on other properties in Huachuca City.

E. Unfinished Business

None

F. **New Business**

1. **Discussion and/or Action [CHAIR]: Election of New Planning & Zoning Chairperson**

Motion made by *Mr. Cole* to serve as acting Chairperson until there are more members on the P&Z, seconded by *Ms. Vaughn*

Motion Approved 4-0

2. **Discussion and/or action [CHAIR]: Biltroy Group Special Use Permit at 209 Huachuca Blvd**

Motion made by *Mr. Cole* to forward this to the Council with P&Z approval, seconded by *Mr. Keeling*

Motion Approved 4-0

3. **Discussion and/or Action [CHAIR]: J&D Recycling Plan for Fencing the property**

Motion made by *Mr. Keeling* to take no action, seconded by *Ms. Vaughn*

Motion Approved 4-0

4. **Discussion and/or Action [CHAIR]: Consideration of Amending Zoning 18.35.030 (Formally 17-7-3) to Establish Criteria for granting variance requests to allow parking of RVs in conflict with current Zoning Ordinances and Regulations**

Motion made by *Mr. Keeling* to table item until next meeting, seconded by *Ms. Vaughn*

Motion Approved 4-0

G. **Adjournment (7:42 PM)**

Motion made by *Mr. Keeling* to adjourn, seconded by *Ms. Vaughn*

Motion Approved 4-0



TOWN OF HUACHUCA CITY

The Sunset City

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: gmccullough@huachucacityaz.gov

**HUACHUCA CITY PLANNING AND ZONING MINUTES
REGULAR MEETING AT 7:00^{PM}
WEDNESDAY, FEBRUARY 4, 2015**

Present:

Commissioner:

Chair:

Commission Members: **Harold Cole
Randy Keeling
Carol Vaughn**

Town Clerk:

Absent: **Rex Compton
Mary Charlton**

A. **Call to Order and Pledge of Allegiance (7:00 PM)**

B. **Roll Call**

-----No Quorum – Meeting Postponed until February 11, 2015-----

C. **Approval of Minutes from previous Meeting.**

D. **Call to the Public [3 minute limit] Agenda Items Only. (See below)**

E. **Unfinished Business**
None

F. **New Business**

1. Discussion and/or action [CHAIR]: Biltroy Group Special Use Permit at 209 Huachuca Blvd
2. Discussion and/or Action [CHAIR]: Munsey Contracting Building Permit Application for 721 Skyline Dr
3. Discussion and/or Action [CHAIR]: J&D Recycling Plan for

Fencing the property

4. Discussion and/or Action [CHAIR]: Consideration of Amending Zoning 18.35.030 (Formally 17-7-3) to allow Parking on Concrete Permanent Pads for Trailers.

G. Adjournment



TOWN OF HUACHUCA CITY

The Sunset City

500 NORTH GONZALES BOULEVARD • HUACHUCA CITY, ARIZONA 85616

PHONE (520) 456- 1354 • TDD (520) 456-1353 FAX: (520) 456-2230

E-MAIL: gmccullough@huachucacityaz.gov

**HUACHUCA CITY PLANNING AND ZONING MINUTES
REGULAR MEETING AT 7:00^{PM}
WEDNESDAY, JANUARY 7, 2015**

Present:

Commissioner: Gene McCullough

Chair: Terry Hobbs

Commission Members: Mary Charlton
Rex Compton
Harold Cole
Randy Keeling

Town Clerk: Tammy Mitchell, MMC

Absent: Carol Vaughn

- A. **Call to Order and Pledge of Allegiance (7:00 PM)**
- B. **Roll Call**
- C. **Approval of Minutes from previous Meeting.**
- D. **Call to the Public [3 minute limit] Agenda Items Only. (See below)**
- E. **Unfinished Business**
None
- F. **New Business**
 1. Discussion and/or action [CHAIR]: Swear In of new P&Z Member: Randy Keeling
Randy Keeling Sworn in as Planning and Zoning Commission Member
 2. Discussion and/or Action [CHAIR]: General Plan
Motion made by *Mr. Hobbs* to open for discussion and/or action, *no second*
No Action Taken

G. **Call to the Public: [3 min. limit] Issues within the auspices of the Huachuca City P & Z Committee.**

1. **Jim Goad:** I was looking over Town Code and came across the section 3-4-4. **Mr. Goad quoted from Town Code**. The oath that Randy just took said you will uphold the laws. First this is the building permit; here is a copy of the building permit that I received regarding the awning behind George's Bar. The permit is to accompany building documents, do you see any documents? The work can only be performed by a general contractor. Mr. Goad referenced building code 2-2. The town doesn't have a building official, but we do have an IGA with Cochise County. Building permits have to be signed by a building official, the one I gave you is signed by Tammy, and she is not a building official. I would like an investigation on all permits signed by her. I also have a Conditional use permit signed by Mr. Larry Tysiac. Here is also a forged document for a Certificate of Occupancy. I have an email from Larry stating he did not sign this. On October 2014 the county inspector was called to view the awning. It has not passed the final inspection. It has been open 9 months passed the 30 day conditional certificate requirements.

George does not have a building permit for the manufactured home he has on his property. The building is more than 10 years old. It is all rotted out. **Mr. Goad quoted from Town Code 17-20-21**. Tammy Mitchell signed all the permits for the work and placement of that manufactured home. She cannot sign them. According to his application for his home at 701 Patton, he is storing items at his residence; he cannot do that as per Town Code. I'm asking if you're going to uphold your responsibility under the ICC and Town Code. Mrs. Mitchell rents as home from Mr. Nerhan and he bought her a car.

H. **Adjournment (7:30 PM)**

Motion made by *Mr. Hobbs* to adjourn, seconded by *Mr. Compton*

Motion Approved 5-0