



# TOWN OF HUACHUCA CITY

*The Sunset City*

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## HUACHUCA CITY PLANNING & ZONING MINUTES REGULAR MEETING AT 7:00<sup>PM</sup> MARCH 7, 2018

A. The Meeting was called to Order at 7:00 p.m. and the Pledge of Allegiance was recited.

B. Roll Call and Determination of Quorum.

### Present:

Chairperson: Tiffany Chavez  
Vice-Chair: John Meister

Members: Nicole Hardas  
Mary Charleton

Commissioner: Joy Banks

Also Present: Dr. Jim Johnson

C. Approval of Minutes from the October 4, 2017 Regular Planning & Zoning Meeting. Minutes were not completed for the October 4, 2017 meeting. Postponed until later date.

D. Zoning Administrator Report.  
Dr. Johnson reported the Council did approve dropping the number of required members on the Commission from 7 to 5, effective for the April meeting.

E. Call to the Public [3 min. limit] Agenda Items Only  
*P&Z Commission may make and open call to the public during a public meeting. Individual P&Z Commissioners may respond to criticism made by those who have addressed the Commission, they may ask staff to review a matter or they may ask that the matter be put on a future agenda. Commissioners shall not discuss or take legal action on matters raised during an open call to the public unless the matters have been properly noticed on the agenda for discussion and legal action A.R.S. 39-731.01 (G). In order to*

*Speak during Call to the Public, please specify what you wish to discuss when completing the call to the Public form but can be scheduled under future unfinished business.*

None.

**F. Unfinished Business:**

**Motion to open Unfinished Business was made by the Chair and seconded.**

**Motion Carried**

**1. Discussion and/or Action [Chair]: Updates to Mobile Home & Recreational Vehicle Parks Regulations.**

There was some discussion regarding the parking of vehicles in the storage area. It was decided the regulation would include language to prohibit vehicles of any type that are not registered and/or licensed.

Dr. Johnson also commented that the word “obscure” should be included when discussing fencing.

A question was raised regarding the 10 feet between lots and the concern regarding fire safety. This is a draft revision and it was suggested that the Commission make the changes and recommendations they want and then the various town departments will make their determinations.

There was discussion regarding the guest parking and additional parking spaces and the desire to keep junked vehicles out of the spaces. The question was raised if the parking needs to be ADA compliant. Dr. Johnson advised that would be the responsibility of the park developer.

There was a question regarding lighting; the Commission feels there should be specific regulations regarding the height, brightness and distance between poles or posts.

**2. Discussion and/or Action [Chair]: Sign Code Update – Model Code from Chandler.**

A comment was made regarding a sign on Patton Street impeding the ability to see oncoming traffic.

Currently, the pole sign height maximum is 20 feet. A free standing monument sign is generally 6-14 feet; most are about 10. It is the recommendation of Dr. Johnson to make the standard 10 feet. The approval for the General Plan was 4 feet; should the Commission choose to go with 10 feet, the General Plan will have to be amended.

A question was brought up regarding “temporary” signs. There is currently no definition for “temporary”. One of the members wanted to know about yard sale signs and real estate signs. Dr. Johnson advised they do not require permits and therefore they do not fall under the regulations. A comment was made that realtors need to be

responsible for their signs. In going through the code, it was discovered that "temporary" is thirty days.

The dimensions will also be combined and simplified.

**Chairperson Chavez made a motion to close F Unfinished Business, Items 1 & 2 Updates to Mobile Home & Recreational Vehicle Parks Regulations and Sign Code Update to be further discussed at the April 4 meeting. The motion was seconded.**

**Motion Carried**

**G. New Business:**  
None.

**H. General Plan Maintenance**

**Motion to open General Plan Maintenance was made by the Chair and seconded.**

**Motion Carried**

- a. Amendments (Reviewed once a year in February) – NO AMENDMENTS SUBMITTED FOR REVIEW
- b. Performance Measure/Changed Conditions – Due to the absence of a quorum, the quarterly reviews were not completed; neither were the Performance Measures. Dr. Johnson called the Commission's attention to goals 2.1 and 2.3. 2.3 is being completed through the Building Department. 2.1 is currently underway through inspections by the Building Official and Fire Marshal. 5.1 is also being worked on. The Town is working heavily on goal objective 5.2, working on codes and ensuring compliance. Another goal objective being addressed is 5.4.
- c. Quarterly Review – Scheduled for April 2018

**Chairperson Chavez made a motion to close H General Plan Maintenance, seconded.**

**Motion Carried**

A request to add to April meeting agenda, to revisit the day of the month for the regularly scheduled meeting.

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

None.

**J. Adjournment**

**Chair motioned to adjourn, motion was seconded.**

**Motion Carried**

**Meeting was adjourned at 9:01PM**

Approved by Tiffany Chavez on April 4, 2018



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Chair, Tiffany Chavez

Attest:   
Jennifer A. Fuller, Town Clerk



**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Planning and Zoning Meeting for the Town of Huachuca City held on March 7, 2018. I further certify that the meeting was duly called, and a quorum was present.



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Jennifer A. Fuller, Town Clerk