



**MINUTES OF THE  
 HUACHUCA CITY TOWN PLANNING AND ZONING  
 WORK SESSION HELD  
 THURSDAY, AUGUST 7, 2019 AT 6:00 PM  
 HUACHUCA CITY TOWN HALL-500 N. GONZALES BLVD.  
 HUACHUCA CITY, AZ 85616**

**AGENDA**

**A. Call to Order**

**Chair**

- Pledge of Allegiance
- Roll Call and Ascertain Quorum

**The meeting was called to order at: 6:00 pm**

**The Pledge of Allegiance was led by: Tiffany Chavez**

**Roll Call: Town Liaison Banks**

<b><i>Present:</i></b>		<b><i>Absent:</i></b>
Tiffany Chavez- Chair	Dr. Jim Johnson- Building Official	Mary Charlton- Committee Member
Jeffrey Ferro- Committee Member	Joy Banks- Town Liaison	
	Town Manager- Matthew Williams	
Jean Post- Committee Member		

**B. Call to the Public**

**Chair**

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.

**C. Business before the Commission**

**Chair**

**C.1 Discussion only (Chair): Open Meeting Law Training by City Manager Matthew Williams**

<b>Motion C: Open Item for discussion and/or action</b>		<b>Action: Open</b>
<b>Moved by: Chair Chavez</b>	<b>Seconded by: Committee Member Ferro</b>	

**Matthew Williams:** Open meeting law discussion. All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. All public bodies shall provide for the taking of written minutes or a recording of all their meetings, including executive sessions. For meetings other than executive sessions, the minutes or recording shall include: 1. The date, time and place of the meeting. 2. The members of the public body recorded as either present or absent. 3. A general description of the matters considered. 4. An accurate description of all legal actions proposed, discussed or taken, including a record of how each member voted. The minutes shall also include the names of the members who propose each motion and the names of the persons, as given, who make statements or present material to the public body and a reference to the legal action about which they made statements or presented material. The minutes or a recording of a meeting shall be available for public inspection three working days after the meeting. The public bodies of the counties shall conspicuously post a statement on their website stating where all public notices of their meetings will be posted, including the physical and electronic locations, and shall give additional public notice as is reasonable and practicable as to all meetings.

**Open Meeting laws can be found on:** <https://www.azoca.gov/open-meeting-and-public-records-law/open-meetings/>

**Jeffrey Ferro:** Can we get a copy of the presentation? What funding does this committee get?

**Matthew Williams:** I will email the presentation. The committee gets facility use, employee time, agendas.

**C.2 Discussion only (Chair): Planning & Zoning Commissioner Duties Training by Zoning Administrator Dr. Jim Johnson**

<b>Motion C: Open Item for discussion and/or action</b>		<b>Action: Open</b>
<b>Moved by: Chair Chavez</b>	<b>Seconded by: Committee member Ferro</b>	

**Dr. Johnson:** What is the purpose of Planning and Zoning? To create and maintain a desirable environment for business and residents. To work to meet the aims, goals and ambitions of the businesses and residents of the Town. Community members working together to ensure the town reaches its vision. What is zoning? It is the way government controls physical use of the land. The Committee is there to advise the Council. Committee members need to be unbiased.

<b>Motion C: Training continued to next month</b>		<b>Action: Approved</b>
<b>Moved by: Chair Chavez</b>	<b>Seconded by: Committee Member Ferro</b>	

**I. Adjournment: 7:00 pm**

<b>Motion: to Adjourn</b>		<b>Action: Approved</b>
<b>Moved by: Chair Chavez</b>	<b>Seconded by: Committee Member Ferro</b>	

Meeting was adjourned at 7:00 pm August 7, 2019.

Approved by Mary Charlton, October 2, 2019

Mary Charlton  
Mary Charlton, Vice Chair

Attest:

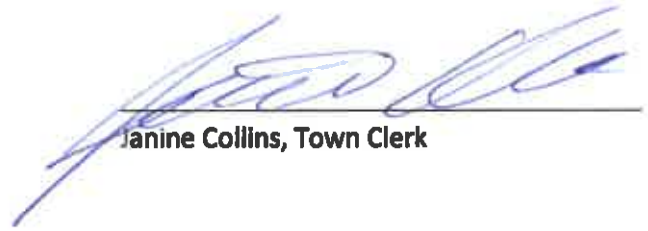
Janine Collins, Town Clerk

Seal:



**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on October 2, 2019. I further certify that the meeting was duly called and a quorum was present.



Janine Collins, Town Clerk

