



CITY OF SIERRA VISTA
PLANNING AND ZONING COMMISSION
MAY 16, 2023
CITY COUNCIL CHAMBERS
1011 N. CORONADO DRIVE

REGULAR MEETING.....5:00 PM

CALL TO ORDER

ROLL CALL

ACCEPTANCE OF AGENDA

ACCEPTANCE OF MINUTES

1. December 12, 2022

CHAIR COMMENTS

CALL TO THE PUBLIC

OLD BUSINESS

NEW BUSINESS

3. Resolution 1188
Independence Village
Preliminary Plat
Lots 1-376
4. Resolution 1189
Appointment of Chair
5. Resolution 1190
Appointment of Vice-Chair

Discussion Item

Approach to involving additional Commissions on the General Plan Update.

FUTURE DISCUSSION ITEMS, COMMISSION REQUESTS, AND ANNOUNCEMENTS

INFORMATION

Update on Projects

CITY COUNCIL LIAISON COMMENTS

Update on City Council Items

ADJOURNMENT

SIERRA VISTA PLANNING AND ZONING COMMISSION

December 13, 2022
CITY COUNCIL CHAMBERS
Meeting Minutes

The regular meeting of the Sierra Vista Planning and Zoning Commission was called to order at 5:00 p.m. in the City Council Chambers.

Members Present: Bradley Snyder, Chair
Daniel Coxworth, Vice-Chair
Leslie Thomas
Daman Malone

Members Absent: None

Staff Present: Matt McLachlan, Director, Department of Community Development
Jeff Pregler, Senior Planner

Council Present: Councilmember Umphrey

Others Present: None

ACCEPTANCE OF THE AGENDA:

Ms. Thomas made the motion to accept the agenda. The motion was seconded by Mr. Malone.

VOTE: Approved by a vote of 4-0.

ACCEPTANCE OF THE MINUTES:

1. Mr. Coxworth made the motion to accept the November 15, 2022 minutes. Mr. Malone seconded the motion.

VOTE: Approved by a vote of 4-0.

CHAIR COMMENTS

Mr. Snyder had no comments.

CALL TO THE PUBLIC

No public - None.

OLD BUSINESS:

None.

NEW BUSINESS

2. PUBLIC HEARING

Resolution 1187

Development Code Amendments to the following:

Administration and Enforcement-

Article 151.03

Unattended Donation Boxes-

Section 151.02.004

Section 151.06.012

Section 151.22.006

Site Plan Review Processes-

Article 151.18

Lot Coverage and Setbacks-

Section 151.22.009

Section 151.22.010

Section 151.22.011

Mr. Coxworth made the motion recommending Resolution 1187 to the Mayor and City Council. Mr. Malone seconded the motion.

Mr. Pregler made the staff presentation. *The Community Development Department regularly reviews current code provisions and procedures to identify ways in which the staff and the City can improve efficiencies, clarify requirements and help residents and business owners move through the system more easily. The proposed text amendments will be providing flexibility and clarifying existing code language which is consistent with the City Council initiatives.*

The first amendment to discuss is Administration and Enforcement 151.04 which provides standards for processing Building Permits, Zoning Compliance Forms, Certificates of Occupancy and Occupancy Permits. Much of this language has not been amended since the late 1970's. Therefore, an update to the current language which reflects the current day-to-day review and approval practices is needed. These amendments would establish two separate Zoning Compliance Certificate issuance processes, Zoning Compliance Certificate for Existing Premises Established Pursuant to an Approved Site Plan and Zoning Compliance Certificates for Existing Premises with no Record of Prior Site Plan Approval. A Zoning Compliance form will be issued after ensuring conformity with either an existing site plan or compliance with current Building and Development Code requirements.

The next amendment clarifies the issuance of Certificates of Occupancy and Occupancy Permits. The existing language requires the issuance of an Occupancy Permit prior to the use or occupancy of a new building or change of use of an existing building. However, the amendment, which reflects current practice, will now require the issuance of a Certificate of Occupancy, not an Occupancy Permit, to allow building occupancy. The Occupancy Permit, will now be issued for existing buildings which are legally occupied but do not have a Certificate of Occupancy after a finding that the building is considered safe and suitable for the authorized use.

The next amendments would create a new Section in the Development Code that regulates Unattended Donation Boxes. The purpose for these amendments are to minimize the unsightly conditions associated with the Unattended Donation Boxes. According to the proposed definition, Unattended Donation Boxes are any unattended receptacles or containers located outside an enclosed building and designed, intended, or used for collection and temporary storage of donated items and materials. The amendments would not apply to donation boxes that are utilized as part of the normal operations of a business. In terms of a permitted use, donation boxes would be allowed as accessory structures within commercial and industrial zoning districts.

The City originally considered a complete prohibition of Unattended Donation Boxes. However, based on a U.S. Supreme Court decision, it has been determined that speech regarding charitable giving and solicitation is a protected First Amendment activity (Schaumburg v. Citizens for Better Environment), 1980. The Sixth Circuit specifically addressed the prohibition of donation boxes in Planet Aid v City of St. Johns), 2015, and concluded that donation boxes were a form of charitable solicitation which also had constitutional protections. Regarding the ability of local jurisdictions to legislate specific regulations for donation boxes, the Ninth Circuit supported a City of Oakland, California ordinance which enacted appropriate time, place, and manner restrictions (Recycle for Change v. City of Oakland). Based on recent case law and other local jurisdictions, staff is recommending development standards to address the negative effects of Unattended Donation Boxes rather than a use prohibition. The City attorney has reviewed the amendments and found them legally acceptable.

The proposed Development Standards include:

The City Attorney has opined that existing donation boxes would be vested and therefore would not need to meet the development standards, However, any violations of this Section can still be enforced.

The next amendments relate to site plan review processes. The Development Code includes review processes for both administrative site plans and site plans. As currently written, administrative site plans are approved by staff while site plans are approved by the Development Review Committee. The latest proposal would clearly identify the appropriate review process for each new project. The proposed amendment creates a tiered review process with three different levels of review. The Level 1 process (Subthreshold Review) is an expedited review for minor changes to the site that have minimal impact on public facilities and adjacent properties. The Level 2 process (Small Scale Review) is intended to provide an expedited process for evaluating relatively minor changes proposed on previously developed properties that do not warrant a full-scale interdepartmental review based on anticipated minimal degree of impact to public facilities and adjacent properties. The Level 3 process (Full Scale Review) is a full interdepartmental review because of the scale and increased complexity of the project. At the last meeting staff was going to discuss the site improvements threshold with The Public Works Department. There comments have been integrated into the tiered chart.

The next amendment relates to the calculation of future building alterations. Each review level has maximum thresholds to delineate the scope of the projects. Following the review and approval of the project, the developer can pursue additional alterations to the gross floor of the building provided the alternations do not exceed these thresholds. Staff is recommending that the cumulative total alterations after five years comprise the new base gross square footage of the building. As a result, the maximum thresholds will be based on the new square footage and any new alterations will be reset to zero.

The final amendment in this Section allows the two-year validity of site plans to be extended for project phasing or if requested by the applicant.

The next Section of amendments cover both lot coverage and setback reductions. The amendments will provide additional latitude for the placement of structures and make the lot coverage area easier to calculate and enforce. These amendments will be included in the residential district standards sections. The first amendment relates to Lot Coverage area. Currently, the district regulations establish a uniform maximum yard coverage, which calculates the percentage of rear yard that is occupied by accessory structures. Rear yard area is defined as, "the open space extending the full width of the lot between the rear lot line and rear setback line." This is essentially the rear building setback area. Most jurisdictions calculate "lot coverage" rather than "yard coverage" which considers the total lot area and the dimensions of all structures. To be consistent with other municipalities, staff recommends that the measurement be changed to "lot coverage". The maximum lot coverage areas recommended are the product of research from other communities and GIS analysis that identified the average lot coverage areas for principal structures.

The next amendment proposed in this section is a reduction of residential setbacks. The amendments incorporate elements of neighborhood design that will provide greater flexibility and creativity in the layout of residential development, while creating a more diverse and visually aesthetic streetscape. One of the proposed reductions is to rear yard setbacks. The Planning & Zoning Commission at their work session on June 28, recommended both a reduced and uniform rear yard setback for single family homes. The proposal, therefore, is to reduce the rear yard setback in the SFR zoning districts to 20 feet. Another proposed setback reduction is from the interior side setback. Local homebuilders have requested that there be a reduction in the side yard setbacks to accommodate the housing trend of constructing three-car garages. As a result, staff is proposing a reduction to the side yard setbacks. Castle & Cooke has stated that they have no issues or concerns regarding the amendments. R.L. Workman Homes also provided a letter of support which is attached as Attachment A.

The intent of the Urban Infill Incentive District is to incentivize investment and encourage development that utilizes urban design patterns and principals. One of the elements of urban design is the siting of buildings that harmonize visually with surrounding development and create a built environment that is safe and aesthetically pleasing. As such, staff is proposing building setback reductions for apartments within the Urban Infill Incentive District. The reductions would allow for design flexibility, pedestrian oriented development, and create a more diverse and visually aesthetic streetscape.

Mr. Malone asked for verification regarding the compliance of existing unattended donation boxes. Mr. Pregler clarified that the existing boxes are vested would be considered legal non-conforming structures. However, the City could still enforce the negative visual impacts associated with the boxes.

Mr. Malone asked if there were any safety issues associated with the reduced setbacks. Mr. Pregler stated that the building code requires a minimum of 10-foot separation between residential homes. The 5-foot setback to property lines will still allow for the minimum separation.

Mr. Coxworth asked if the donation box code amendment was due to citizen complaints or the City being proactive in their enforcement. Mr. McLachlan stated it was a combination of both.

VOTE: Unanimous to approve 4-0.

FUTURE DISCUSSION ITEMS, COMMISSION REQUESTS, AND ANNOUNCEMENTS

Mr. Coxworth asked about the deadline for the General Plan approval. Mr. McLachlan stated it is scheduled to be on the 2024 November ballot. Mr. Pregler further stated that, per state law, the City is required to adopt the General Plan six months prior to the vote. Mr. McLachlan reiterated that the City Commissions may be restructured to follow the format of the General Plan. The Commissions will then provide comments which will be integrated into the General Plan. The public engagement component of the General Plan will kick off in January and will include the use of videos, public meetings, and social media, and public engagement tools.

INFORMATION

Mr. Pregler provided an update on the following projects:

Taco Bell-new building in Canyon De Flores Commercial Center is under construction.

Tractor Supply on SR 90 will be adding a garden center and green house.

Freddy's and Popeye's Chicken are both approved but have not picked up their building permits.

Casa Del Sol Apartments, Phase 2, is under construction at the corner of S. Carmichael Avenue and Timothy Lane Park.

Sierra Vista Sports Complex is under construction and will consist of resurfacing the track, upgrading the football field, tennis courts, and baseball fields.

Tombstone Brewery on N. Garden Avenue is under construction.

Sierra Vista Surgical Center, at the southwest corner of Wilcox Drive and Coronado Drive is under construction.

Old Sears Building, the building has been sold but do not know what business will be occupying the space.

Dunkin Donuts in Walmart is now open.

IHOP is under contract.

CITY COUNCIL LIASION COMMENTS

Councilmember Umphrey stated that the Council will start their 2-year strategic planning process in January.

January 12 will be the swearing in ceremony for the newly elected Mayor and Council members.

The City hired 5 new dispatchers and 5 new full-time police officers.

The donation from the historical society can be used for a new museum.

The City finished \$2.7 million above expected revenues. The money will be used for a number of projects to include road improvements, hiring incentives, and capital improvements.

ADJOURNMENT

The meeting was adjourned at approximately 5:45 pm.

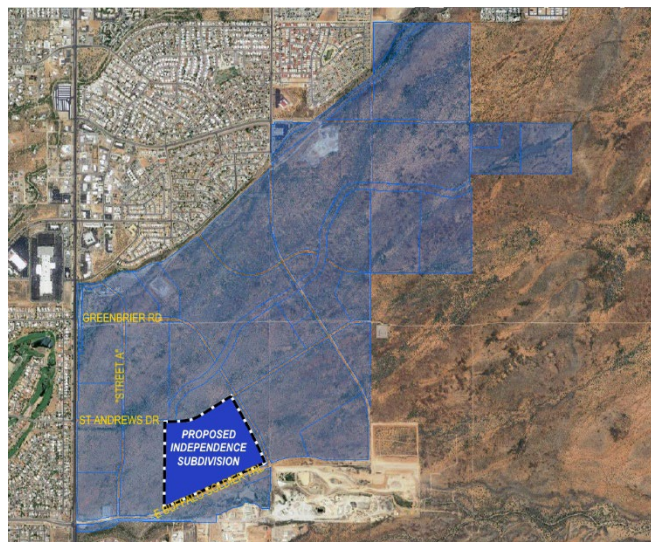
STAFF MEMORANDUM

TO:	Planning and Zoning Commission
FROM:	Jeff Pregler AICP, Senior Planner
THRU:	Matt McLachlan, AICP, Community Development Director
MEETING DATE:	May 16, 2023
SUBJECT:	Preliminary Subdivision Plat Independence Village, Lots 1-376
REQUESTED ACTION:	I move that Resolution 1188, the preliminary plat for Independence Village, Lots 1-376, as shown in Exhibit A, be recommended for approval to the Mayor and City Council.

BACKGROUND:

Location: This property is in a portion of the northeast quarter of Section 19, Township 22 South, Range 21 East
Owner: Castle & Cooke Arizona, Inc.
Engineer: McIntosh & Associates

Castle & Cooke is proposing to construct 376 detached single-family homes in Independence Village. The subdivision will encompass 109.25 acres will be developed in a total of 12 phases. Although the first three phases will be developed concurrently. This is the first residential development within the Tribute Specific Plan. As such, the development standards such as setbacks and roadway widths will be per the Specific Plan Development Standards and not the Development Code standards.



A. *Future Land Use Designation:* Tribute Specific Plan

B. *Zoning Designation/Lot Size:* Medium Density Residential. As identified in the Tribute Specific Plan, the lot sizes range from 6,000 to 9,375 square feet, which is consistent with the zoning designation. The total density is 3.44 homes per acre.

C. *Building Height/Setbacks:*

According to the Tribute Specific Plan, the maximum building height for medium density residential structures is 28 feet. This is consistent with the height requirement in the Development Code.

Minimum building setbacks as prescribed in the Specific Plan are as follows:

Front-10 feet to property line. However, homes need to be placed a minimum of 20 feet from the edge of sidewalk to allow for vehicle parking in the driveway.

Interior Side- 5-foot

Street Side-10-foot

Rear yard-10-foot

D. Utilities

Water service will be provided by Pueblo Del Sol; Gas by Southwest Gas; and Electric by SSVEC.

E. Drainage

All drainage will travel east, toward the eastern edge of the subdivision. Two detention basins are proposed along the eastern property line to detain all water runoff. Temporary basins will be constructed during development of the early phases of the subdivision until such time as the permanent basins have been completed. The City will maintain all detention basins within the site.

F. Solid Waste

All homes within the subdivision will be served by City sanitation and sewer services. The Developer is responsible for extending all sewer lines and connecting each home to the sewer system.

G. Access

The Development Code requires two accesses into a subdivision when developing 1-100 lots. One additional access is required for each additional 100 lots. For example, 101-200 lots requires three accesses and 201-300 requires four accesses. The number of accesses

beyond 301 lots is determined by the City. Regarding Independence, the City has agreed that the maximum number of access points into the subdivision will be four.

St. Andrew's Drive will be extended from Highway 92 and provide the first access into the subdivision. Two additional accesses from Greenbrier and one access from Francis Lewis Street will combine for the remaining three access points and will be constructed at the time the adjacent phases are developed. St. Andrew's Drive will terminate just east of the main subdivision access, Thomas Jefferson Circle, until such time as the future phases are developed. A temporary secondary access from St. Andrew's Drive will be provided within Lot 12, and function as a secondary access for the initial phases of the subdivision. Having at least two accesses through all phases of the project is necessary for faster emergency service response times. All roads will be owned and maintained by the City of Sierra Vista.

H. Transportation

The right-of-way width for St. Andrew's Drive will vary from 80-feet to 102 feet. The wider right-of-way is prescribed from the Highway 92 intersection to Street A, as this section will serve the commercial properties in the Tribute and generate the most traffic. This section of St. Andrews will also include a center median and provide a roundabout at the St. Andrew's/Street A intersection. The roadway width for the entire length of the roadway will be 48 feet and include a 10-foot-wide multi-use path along both sides of the roadway. Only half of the St. Andrew's roadway width will be constructed and improved during the initial phases of the subdivision. The full extent of the roadway will be developed when traffic warrants require the need for additional roadway capacity.

Greenbrier will have a total right-of-way width of 80 feet and a roadway width of 52 feet with a 4-foot sidewalk on both sides of the roadway. Again, only half of the roadway width will be constructed until adjacent phases completed.

The width of all internal roadways will be as prescribed in the Specific Plan. The right-of-way width will be 56 feet and the interior roads will have a width of 28 feet with an adjacent 4-foot sidewalk. However, Thomas Jefferson Circle, which is the main access into the subdivision, will have a greater roadway width at the entryway into the subdivision with widths from 19.5 to 31.5 feet.

I. Natural Environment/Landscaping

According to the Specific Plan, the developer will be required to landscape both the St. Andrew's and Greenbrier Road rights-of-way, to include medians where constructed. All plantings will be low-water and drought tolerant.

J. Flood Zone

The project site is entirely located in Zone X outside the 100-year floodplain according to FIRM Panel No. 04003C2163F, dated October 28, 2008.

General Plan Compliance

The Specific Plan is referenced and identified in VISTA 2030. All land use designations in the Specific Plan are consistent with the designations in the General Plan. In addition, the Specific Plan meets the following goal and strategy in the VISTA 2030:

- ✓ **Goal 5-1 Strategy (1)** – Encourage the use of Specific Plans for development in future growth areas.

Development Review Committee

The Development Review Committee voted unanimously to recommend the Independence Village preliminary plat to the Mayor and City Council.

Findings of Fact

That the following findings shall support the preliminary plat approval:

1. The design of the subdivision is consistent with VISTA 2030, the Tribute Specific Plan, and applicable Development Code requirements.
2. The property being subdivided is physically suitable for residential use.
3. The subdivision is not likely to cause substantial environmental damage.
4. The subdivision is not likely to cause serious public health problems.

RESOLUTION 1188

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; REAFFIRMING THE GOALS AND POLIIES OF VISTA 2030, THE CITY OF SIERRA VISTA GENERAL PLAN; RECOMMENDING APPROVAL OF THE PRELIMINARY SUBDIVISION PLAT FOR INDEPENDENCE VILLAGE, LOTS 1-376, AS SHOWN ON EXHIBIT A; AND DIRECTING THE EXECUTIVE SECRETARY TO TRANSMIT THE PLANNING AND ZONING COMMISSION'S RECOMMENDATION AND COMMENTS TO THE CITY COUNCIL.

WHEREAS, the Tribute Specific Plan, approved by City Council July 13, 2006, includes development standards for subdivision plats within the Specific Plan area; and

WHEREAS, in accordance with the provisions of Article 151.19 of the Development Code of the City of Sierra Vista, the developer of the Independence Village subdivision plat, Lots 1-376, has submitted a preliminary subdivision plat; and

WHEREAS, the Independence Village preliminary plat, Lots 1-376, is in compliance with the Tribute Specific Plan and the applicable Development Code provisions; and

WHEREAS, the preliminary subdivision plat has been reviewed and its approval was recommended by the Development Review Committee at their meeting on May 10, 2023; and;

WHEREAS, it is the policy of the City of Sierra Vista to only approve those plats which: a) provide for the orderly growth and harmonious development of the City of Sierra Vista; b) secure adequate traffic circulation through a coordinated street system in relation to major thoroughfares, adjoining subdivisions and public facilities; c) achieve individual property lot lots with optimum utility and livability; d) secure adequate provision for water supply distribution, drainage and flood control, sanitary sewerage, street lights, and other health and safety requirements; e) ensure and facilitate provisions of sites for schools, recreation and other public purposes; and f) conform to the applicable provisions of the City Development Code and Specific Plans; and

WHEREAS, A.R.S. § 9-463-01 and Title 3 of the Sierra Vista City Code require the Planning & Zoning Commission to review and make recommendations on subdivision plats to the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA, AS FOLLOWS:

SECTION 1

That the following findings shall support the preliminary plat approval:

1. The design of the subdivision is consistent with VISTA 2030, the Tribute Specific Plan, and applicable Development Code requirements.
2. The property being subdivided is physically suitable for residential use.
3. The subdivision is not likely to cause substantial environmental damage.
4. The subdivision is not likely to cause serious public health problems.

SECTION 2

That the preliminary subdivision plat for Independence Village, Lots 1-376 as shown on Exhibit A, be and hereby is, recommended to the City Council for approval.

SECTION 3

That the Executive Secretary be, and hereby is, directed to transmit the Planning and Zoning Commission's recommendation and comments to the City Council.

RECOMMENDED FOR APPROVAL BY THE CHAIRPERSON AND MEMBERS OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF SIERRA VISTA, ARIZONA THIS 16TH DAY OF MAY 2023.

BRAD SNYDER
Chairperson

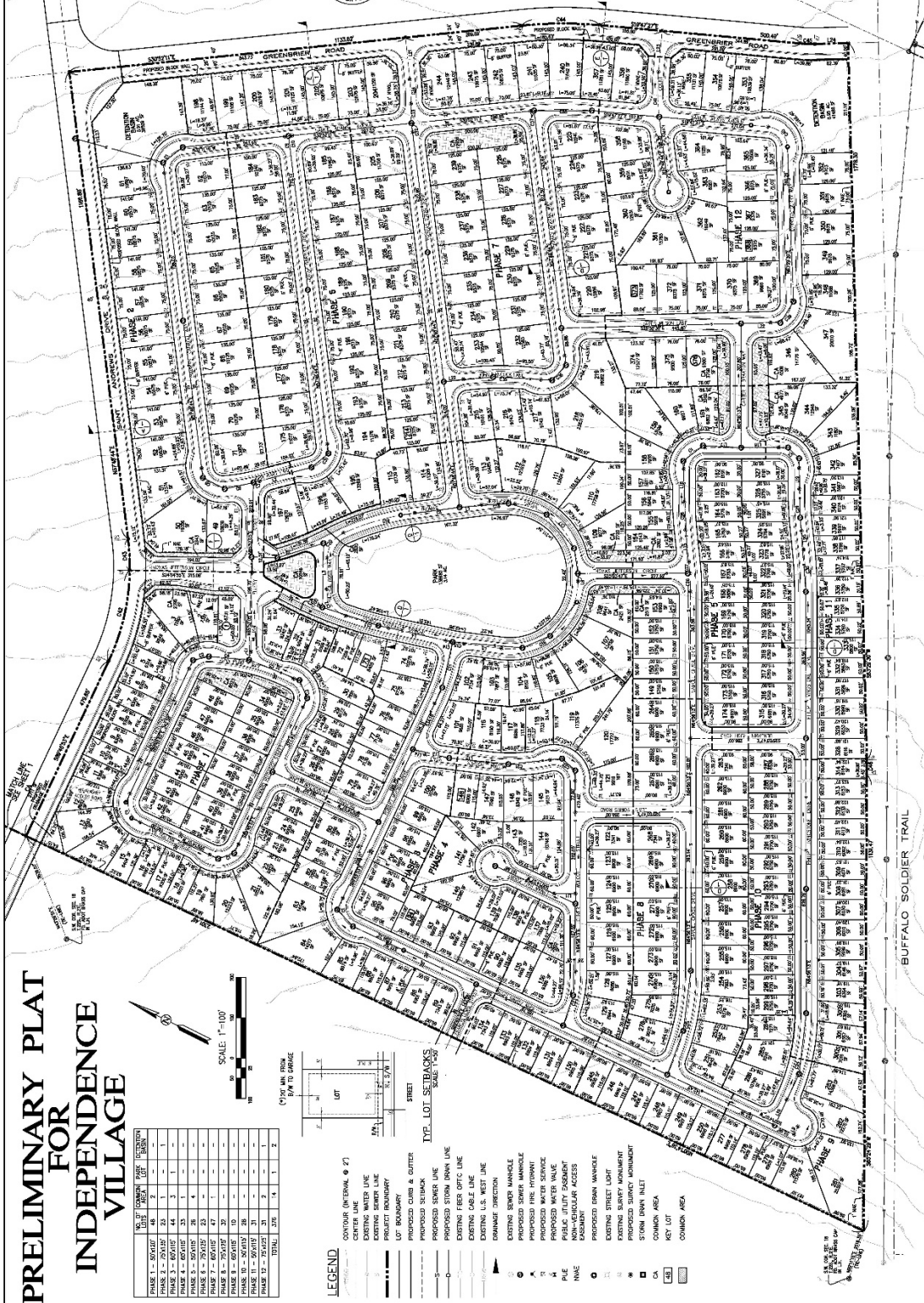
APPROVED AS TO FORM:

ATTEST:

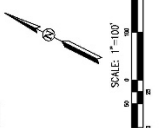
NATHAN WILLIAMS
City Attorney

JILL ADAMS
City Clerk

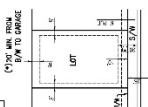
PREPARED BY:
Jeff Pregler, AICP,



PRELIMINARY PLAT FOR INDEPENDENCE VILLAGE



PHASE	NO. OF LOTS	TOTAL ACRES
PHASE 1 - SOUTH	48	2.1
PHASE 2 - SOUTH	23	1.1
PHASE 3 - SOUTH	1	0.0
PHASE 4 - SOUTH	33	1.5
PHASE 5 - SOUTH	38	1.7
PHASE 6 - SOUTH	23	1.0
PHASE 7 - SOUTH	23	1.0
PHASE 8 - SOUTH	25	1.1
PHASE 9 - SOUTH	10	0.5
PHASE 10 - SOUTH	39	1.7
PHASE 11 - SOUTH	31	1.4
TOTAL	232	11.3



- LEGEND**
- CONTOUR (INTERVAL @ 2')
 - EXISTING WATER LINE
 - EXISTING SANITARY LINE
 - PROJECT BOUNDARY
 - LOT BOUNDARY
 - PROPOSED CURB & GUTTER
 - PROPOSED SEWER
 - PROPOSED STORM DRAIN LINE
 - EXISTING FEEDER OPTIC LINE
 - EXISTING CABLE LINE
 - DRAINAGE DIRECTION
 - EXISTING STORM MANHOLE
 - PROPOSED STORM MANHOLE
 - PROPOSED FIRE HYDRANT
 - PROPOSED WATER VALVE
 - EXISTING WATER VALVE
 - NON-CIRCULAR ACCESS EASEMENT
 - PROPOSED IRON MANHOLE
 - EXISTING STREET LIGHT
 - EXISTING SIGN MOUNTMENT
 - STORM DRAIN INLET
 - COMMON AREA
 - KEY LOT
 - COMMON AREA

STAFF MEMORANDUM

TO:	Planning & Zoning Commission
FROM:	Jeff Pregler, AICP, Senior Planner
THRU:	Matt McLachlan, AICP, Community Development Director
MEETING DATE:	May 16, 2023
SUBJECT:	Appointment of Chair
REQUESTED ACTION:	I move that Resolution 1189, appointing _____ as Chair of the Planning & Zoning Commission said term to expire on December 31, 2023, be, and hereby is, approved.

BACKGROUND:

The term for the Chairperson has expired. A new chair must be elected.

RESOLUTION 1189

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; REAFFIRMING ESTABLISHED POLICY FOR ELECTING A CHAIR TO THE PLANNING & ZONING COMMISSION, ELECTING _____ AS CHAIR OF THE PLANNING & ZONING COMMISSION, SAID TERM TO EXPIRE DECEMBER 31, 2023, AND DIRECTING THE EXECUTIVE SECRETARY TO PERFORM ALL ACTS NECESSARY TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, the City Council has created a Planning and Zoning Commission; and

WHEREAS, Section; § 36.005 of the Code of the City of Sierra Vista requires the Commission to elect a Chair from among its members; and

WHEREAS, it is the policy of the Planning and Zoning Commission to fill vacancies of their officers.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION AS FOLLOWS:

SECTION 1

The Planning and Zoning Commission reaffirms settled policy for electing the Chair of the Commission from among its members by majority vote of the Commission.

SECTION 2

That _____ be, and hereby is, elected as Chair to the Planning & Zoning Commission, said term to expire on December 31, 2023.

SECTION 3

That the Executive Secretary of the Planning & Zoning Commission perform all acts necessary to carry out the purposes and intent of this Resolution.

PASSED AND ADOPTED BY THE CHAIRPERSON AND MEMBERS OF
THE PLANNING AND ZONING COMMISSION OF THE CITY OF SIERRA VISTA,
ARIZONA, THIS 16TH DAY OF MAY, 2023.

BRADLEY SNYDER
Chairperson

ATTEST:

NATHAN WILLIAMS
City Attorney

JILL ADAMS
City Clerk

PREPARED BY:

Jeff Pregler

STAFF MEMORANDUM

TO:	Planning & Zoning Commission
FROM:	Jeff Pregler, AICP, Senior Planner
THRU:	Matt McLachlan, AICP, Community Development Director
MEETING DATE:	May 16, 2023
SUBJECT:	Appointment of Vice-Chair
REQUESTED ACTION:	I move that Resolution 1190, appointing _____ as Vice-Chair of the Planning & Zoning Commission said term to expire on December 31, 2023, be, and hereby is, approved.

BACKGROUND:

The term for the Vice-Chair has expired. A new Vice-Chair must be elected.

RESOLUTION 1190

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF SIERRA VISTA, COCHISE COUNTY, ARIZONA; REAFFIRMING ESTABLISHED POLICY FOR ELECTING A VICE-CHAIR TO THE PLANNING & ZONING COMMISSION, ELECTING _____ AS VICE-CHAIR OF THE PLANNING & ZONING COMMISSION, SAID TERM TO EXPIRE DECEMBER 31, 2023, AND DIRECTING THE EXECUTIVE SECRETARY TO PERFORM ALL ACTS NECESSARY TO CARRY OUT THE PURPOSES AND INTENT OF THIS RESOLUTION.

WHEREAS, the City Council has created a Planning and Zoning Commission; and

WHEREAS, Section; § 36.005 of the Code of the City of Sierra Vista requires the Commission to elect a Vice-Chair from among its members; and

WHEREAS, it is the policy of the Planning and Zoning Commission to fill vacancies of their officers.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION AS FOLLOWS:

SECTION 1

The Planning and Zoning Commission reaffirms settled policy for electing the Vice-Chair of the Commission from among its members by majority vote of the Commission.

SECTION 2

That _____ be, and hereby is, elected as Vice-Chair to the Planning & Zoning Commission, said term to expire on December 31, 2023.

SECTION 3

That the Executive Secretary of the Planning & Zoning Commission perform all acts necessary to carry out the purposes and intent of this Resolution.

PASSED AND ADOPTED BY THE CHAIRPERSON AND MEMBERS OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF SIERRA VISTA, ARIZONA, THIS 16TH DAY OF MAY, 2023.

BRADLEY SNYDER
Chairperson

ATTEST:

NATHAN WILLIAMS
City Attorney

JILL ADAMS
City Clerk

PREPARED BY:

Jeff Pregler