

Summary Minutes
City of Sedona
Planning & Zoning Commission Retreat
Schnebly Conference Room, 102 Roadrunner Drive, Sedona, AZ
Tuesday, January 9, 2018 - 10:00 a.m.

1. CALL TO ORDER & ROLL CALL

The Chair called the retreat to order at 10:00 a.m.

Roll Call:

Planning & Zoning Commissioners Present: Chair Marty Losoff, Vice Chair Kathy Levin and Commissioners Randy Barcus, Eric Brandt, Larry Klein and Gerhard Mayer. Commissioner Kinsella was unexcused.

Staff Present: Warren Campbell, Robert Pickels Jr. and Donna Puckett

2. DISCUSSION REGARDING THE PLANNING AND ZONING COMMISSION'S

a. Accomplishments

The Commission's accomplishments were acknowledged, including work on the Wireless Master Plan, Sign Code, the apartment complex with higher density, and the use of digital packets.

b. Source and Scope of Authority

The sources and scope of authority contained in the Common Law, AZ Constitution, Arizona Revised Statutes, Sedona Land Development Code and the Operating Rules of Procedure were discussed.

Proposed changes to the Operating Rules & Procedure being presented to the City Council were briefly highlighted and the specific powers and duties of the Planning & Zoning Commission were reviewed.

c. Purpose

The Commission's purpose in A.R.S. § 9-461.02 (creation and limitations) and Ordinance 88-6, the General Plan (Community Plan), Specific Plans (CFAs), Zoning Subdivision Plats, Non-specific Uses, Capital Improvement Plan and Rules of Governance (Operating Rules & Procedures) were discussed.

A suggestion was made for staff to provide the Commission with summaries of what is going on in some of the external groups, such as the Fire District and School District, so the Commission is aware of land uses, etc., and can take all of those things into account.

d. Other Legal Aspects

Other legal aspects were discussed, including the Commission's advisory responsibilities to the City Council and the Council's final decision-making authority, A.R.S. § 38-446 regarding the applicability of the immunity statute, and legal considerations regarding communications with Council and third parties (ex parte) were reviewed.

e. Roles and Responsibilities

The roles and responsibilities of the City Council, Commission and staff were discussed, as well as developmental training for Commissioners.

f. Rules and Procedures

Highlights of the Articles in the Rules and Procedures that will be reviewed by City Council were reviewed.

g. Overview of the Purpose of Meetings

The purpose of Conceptual Reviews, Work Sessions, Regular Meetings, Special Meetings, Site Visits and Continuances were discussed, in addition to general expectations for Commissioners.

h. Organizational Expectations

Organizational expectations for Commissioners were presented.

i. Communications/Interactions between Commissioners, Staff, Council, Public and Applicants

General guidelines regarding communications/interactions between staff and Commissioners were highlighted.

j. Projects Update

Anticipated upcoming projects were identified, including the Land Development Code Update, Sedona Charter School CUP, and the Foothills South Plat, Jordan Road Condos, Small Animal Clinic, Arizona Water Tank, Marriott Residence Inn and the Oxford Hotel.

3. DISCUSSION REGARDING STAFF REPORTS, COMMISSION PACKETS AND STAFF PRESENTATIONS

Suggestions to improve Staff Reports, Commission Packets, etc., were discussed, including preferences for paper or electronic packets, checklists and the use of additional links.

4. DISCUSSION REGARDING LONG-RANGE PLANNING EFFORTS AND DEVELOPMENT PROPOSALS

The policy and regulatory framework was explained from the level of the citywide Sedona Community Plan to development proposals, including Plan Amendments, Rezonings and Development Reviews.

5. FUTURE MEETING DATES AND AGENDA ITEMS

- a. Tuesday, January 16, 2018; 3:30 pm (Work Session)
- b. Tuesday, January 16, 2018; 5:30 pm (Regular Meeting)
- c. Tuesday, February 6, 2018; 3:30 (Work Session)
- d. Tuesday, February 6, 2018; 5:30 (Regular Meeting)

The Commission was advised that the work session on the 16th is the LDC Update part two, and the regular meeting is the Sedona Charter School; that is all that is scheduled now.

Staff was asked to give an update on what we are going to do with the traffic study, and asked how many units in Sedona are being offered by night, how that traffic correlates with the number of people renting by night, and what impact that has. Another request was to hear what kinds of planning staff relationships we have with other Verde Valley counties and communities, and there was a request to have a joint meeting with Council.

6. ADJOURNMENT

Chair Losoff called for adjournment at 1:40 p.m., without objection.

I certify that the above is a true and correct summary of the retreat of the Planning & Zoning Commission held on January 9, 2018.

Donna A. S. Puckett, *Administrative Assistant*

Date