

AGENDA

City of Sedona Planning and Zoning Commission Meeting

4:30 PM

Tuesday, October 5, 2021

NOTICE:

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Planning and Zoning Commission and to the general public that the Planning and Zoning Commission will hold a meeting open to the public on Tuesday, October 5, 2021, at 4:30 pm in the City Hall Council Chambers.

NOTES:

- Meeting room is wheelchair accessible. American Disabilities Act (ADA) accommodations are available upon request. Please phone 928-282-3113 at least 24 hours in advance.
- Planning & Zoning Commission Meeting Agenda Packets are available on the City's website at: www.SedonaAZ.gov

GUIDELINES FOR PUBLIC COMMENT

PURPOSE:

- To allow the public to provide input to the Planning and Zoning Commission on a particular subject scheduled on the agenda.
- Please note that this is not a question/answer session.

PROCEDURES:

- It is strongly encouraged that public input on the agenda items be submitted by sending an e-mail to cmeyer@SedonaAZ.gov in advance of the 4:30 Call to Order.
- Fill out a "Comment Card" and deliver it to the Recording Secretary.
- When recognized, use the podium/microphone.
- State your Name and City of Residence
- Limit comments to 3 MINUTES.
- Submit written comments to the Recording Secretary.

1. CALL TO ORDER, PLEDGE OF ALLEGIENCE, ROLL CALL
2. ANNOUNCEMENTS & SUMMARY OF CURRENT EVENTS BY COMMISSIONERS & STAFF
3. APPROVAL OF THE FOLLOWING MINUTES:
 - a. September 21, 2021 (R)
4. PUBLIC FORUM: *(This is the time for the public to comment on matters not listed on the agenda. The Commission may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.)*
5. Discussion regarding the update of the Sedona Community Plan.
6. Update/Discussion on the decision to suspend completion of the Uptown CFA Plan.
7. Discussion/Possible Direction/Possible Action regarding the Planning and Zoning Commission's Operating Rules and Procedures.
8. FUTURE MEETING DATES AND AGENDA ITEMS
 - a. Tuesday, October 19, 2021
 - b. Tuesday, November 2, 2021
9. EXECUTIVE SESSION
If an Executive Session is necessary, it will be held in the Vultee Conference Room at 106 Roadrunner Drive. Upon a public majority vote of the members constituting a quorum, the Planning and Zoning Commission may hold an Executive Session that is not open to the public for the following purposes:
 - a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).
 - b. Return to open session. Discussion/possible action on executive session items.
10. ADJOURNMENT

Physical Posting: September 30, 2021 By: DJ

Planning & Zoning Commission Meeting Agenda Packets are available on the City's website at: www.SedonaAZ.gov or in the Community Development Office, 102 Roadrunner Drive approximately one week in advance of the meeting.

Note that members of the City Council and other City Commissions and Committees may attend the Planning and Zoning Commission meeting. While this is not an official City Council meeting, because of the potential that four or more Council members may be present at one time, public notice is therefore given for this meeting and/or event.



Planning and Zoning Commission

Meeting Date: October 5, 2021 Work Session
Summary: Discussion regarding the update of the Sedona Community Plan
Report Prepared By: Michael Raber, Senior Planner, and Cynthia Lovely, Principal Planner

OVERVIEW

The Sedona Community Plan [Community Plan | City of Sedona \(sedonaaz.gov\)](http://www.sedonaaz.gov) is the City's general plan required by state law and lays the groundwork for the future of the City and management of its growth. The Plan contains development policies, recommendations for development regulations, specific planning projects, and priorities for capital needs. Although the Community Plan is not an ordinance, zone changes, zoning ordinances and regulations must be consistent with and conform to the Community Plan. Arizona state law requires general plans for cities and towns to be either re-adopted or updated at least every 10 years. The Sedona Community Plan was last updated in 2013. The 10-year anniversary of the last Community Plan update will be in late 2023. Staff recommends that the Community Plan update process be initiated now in order to meet the statutory 10-year timeframe. Staff will request that City Council initiate the Plan update on October 12.

BACKGROUND

1991 Plan. When Sedona incorporated in 1988, the highest immediate priority was to adopt its first general plan. The City retained two consulting firms in a combined joint venture to prepare the Plan over a two-year period. It was the public participation process, however, that was most significant, involving hundreds of Sedona's citizens in formulating the Plan, resulting in its adoption in November 1991. All subsequent versions of the Community Plan have been done "in-house" and not with consultants.

1998 Plan. The Community Plan was first updated in 1998, following the year-long work of a Citizens Growth Advisory Committee, resulting in several new land use policy recommendations.

2002 Plan. In early 2001, the City began updating the Community Plan once again to address key community issues and to comply with the new state legislation known as "Growing Smarter". This new legislation required cities and towns with a population of 10,000 or more or a growth rate of more than 2% per year to include a number of new Plan elements and, for the first time, required citizens to vote to ratify the City Council's adoption of the Plan. The newly updated Plan was adopted by the City Council in December 2002 and voted on by Sedona's citizens in May 2003.

2013 Plan. In March 2010, the City Council initiated the most recent state-mandated Community Plan update. At that time and over the next several months, the planning process and public outreach were proceeding in a similar manner as the 1998 and 2002 Community Plan updates, including outside contract assistance with meeting facilitation and outreach in the 2002 effort. However, in response to initial community feedback and the Council's emphasis on citizen involvement, the planning process was expanded to include a Citizens Steering Committee and a focus on re-visiting the community's

vision for Sedona, rather than on a basic plan update. This included a public participation effort more like the original approach in 1989-1991. This most recent Community Plan (our current plan) was adopted in November 2013 and voted on in March 2014.

2021-2023 COMMUNITY PLAN UPDATE

One of the key reasons to periodically re-evaluate our Community Plan is to address changing conditions and priorities. One significant change since the last Community Plan update is Sedona's year-round population. In 2000, Sedona's population was 10,192. By 2010 it had declined to 10,031 and is now 9,684 according to the 2020 census. Since our population is now under 10,000 and our growth rate is less than 2%, this Community Plan update will not require an election to ratify the City Council's adoption of the updated Community Plan.

The 2010-14 community planning effort involved an extensive committee and citizen-driven process focused on the community vision and goals that resulted in a completely new Community Plan. This Community Plan update will review the overall vision but may focus more on the key issues and conditions that have changed since the last Community Plan update. Staff anticipates spending the first year of the 2021-23 Community Plan update process:

- Helping the community understand the vision themes of the current Community Plan and what has been implemented since the last update.
- Understanding the key issues.
- Researching background data and understanding what has changed since the last update.

The second year will be devoted to preparing the Draft Plan and the public hearing process Staff anticipates regular updates to the Planning and Zoning Commission and City Council on the Plan Update process. This general planning process is preliminary and is intended to remain flexible as more detail and specific timeframes are expected to be added.



Communication and Outreach:

As currently envisioned, communication will center on a wide range of outreach techniques including mailers, community-wide meetings, meetings with community organizations, a working group, focus groups, a website, social media, e-mail updates, press releases, and Planning and Zoning Commission and City Council meetings.

During the first phase of the update, a website will be created to both present information and provide for public comment. Residents would read about the process, engage with other residents and staff, submit comments, and sign up for updates. A questionnaire or survey could be employed early in the process. At least one City-wide mailing and community-wide meeting would be anticipated during this phase to explain the purpose of the update, the planning process, and engage participants to help identify the main community issues that will be the focus of the update. Focus groups would be created to discuss and provide input on specific topical areas. Focus groups can involve a large number of citizens over several topical areas.

During the later phases of the Plan update, many of these outreach techniques would continue to be employed with feedback on specific draft documents also solicited.

Staff is suggesting that a Working Group be formed comprised of a small group of citizens, including those from the City's Citizen Engagement data base, to provide feedback to staff on the Community Plan outreach process and community issues during the development of the Plan update. This working group would be appointed by the City Manager and would operate by consensus, not by formal votes.

Community Plan Elements:

Since Sedona's population is now below 10,000, by state law, only two Plan Elements are required: Land Use and Circulation. During this update, staff proposes consolidation and streamlining of the current Plan elements since many elements are not required. This could result in a more focused, succinct, and meaningful Plan. The following are Plan elements that are required and those in the current Community Plan.

Elements Required by State Law (and included in the Community Plan)

- Land Use
- Circulation

Additional Elements in Current Community Plan (not required)

- Housing and Growth (combined with Land Use)
- Environment
- Water Resources (included under Environment)
- Parks, Recreation and Open Space
- Economic Development
- Community
- Cost of Development

Statutory requirements for public participation/notification

- The City Council must adopt written procedures to provide effective, early and continuous public participation.
- The City must consult and provide opportunity for comment from:
 - Public Officials and Agencies
 - Yavapai and Coconino Counties
 - School Districts
 - Northern Arizona Council of Governments
 - US Forest Service
 - State Land Department
 - Other appropriate jurisdictions
 - Public utilities
 - Civic, educational, professional and other organizations
 - Property owners
 - Citizens in general
- 60-Day Review – At least 60 days prior to the public notice for a public hearing with the Planning and Zoning Commission, the proposed Plan shall be sent to the Planning and Zoning Commission and City Council and to the following for review and comment:
 - Coconino and Yavapai Counties
 - Northern Arizona Council of Governments
 - Arizona Commerce Authority
 - Arizona Department of Water Resources
 - Anyone requesting a copy
- Notice of Public Hearing (Both Planning and Zoning Commission and City Council)
 - 15 to 30-day notice in the newspaper
 - Any other manner deemed appropriate (e.g. The City requires a ¼-page newspaper ad and a City-wide notice mailed to all residents and property owners).

Possible Community Issues to be Addressed

- Short-term rentals and impact on housing opportunities and sense of community
- Workforce retention impacted by lack of housing
- Need for affordable housing
- Traffic congestion and alternative transportation
- Visitation Impacts
- Lodging growth
- Climate change and sustainability

Some Topical Areas to Re-evaluate in the Community Plan

- Housing Density and clarification
- Lodging Area Limits

- Updates based on plans/studies (e.g. Climate Action Plan)
- Consolidation of goals and actions
- Re-evaluate Major Amendment criteria
- Approach for CFA's and clarification of Specific Plan adoption process
- Re-visit Planned Area designations

DISCUSSION

For the October 5 meeting, the following questions are a starting point for Commission discussion:

- What are the potential key community issues?
- What elements should be included in the Plan?
- Are there particular aspects of the community outreach process that should be emphasized?



Planning and Zoning Commission

Meeting Date: October 5, 2021 Work Session

[Link to P&Z meeting materials.](#)

Other P&Z Meetings: May 18, 2021 Public Hearing
April 20, 2021 Work Session
April 6, 2021 Work Session
January 19, 2021 Work Session

City Council Meetings: [Link to City Council meeting information](#)
September 14, 2021
June 23, 2021

Summary: Update on the decision to suspend completion of the Uptown CFA Plan

Report Prepared By: Cynthia Lovely, Principal Planner

On September 14, 2021, staff presented City Council with a proposal to suspend completion of the Uptown CFA Plan. Council agreed to not move forward with finalizing the CFA plan, recognizing that the update to the Community Plan is just getting started. The planning process for the update will provide direction on Uptown and other CFA planning areas.

Uptown CFA Planning and Planning and Zoning Commission Review

Initial planning for the Uptown CFA began in 2018, and although interrupted by the pandemic, the planning process continued until a full draft of the plan was released for public comment in the Spring of 2021. The Planning and Zoning Commission held work sessions in January and April of 2021 and conducted a public hearing on the plan in May 2021. At this hearing, the Commission recommended City Council adoption of the Uptown CFA in a unanimous vote (6-0, one vacancy).

City Council September 14, 2021 Agenda Bill

City Council was presented with the draft plan on June 23, 2021, and in July, staff chose to pause the planning process to assess current circumstances as well as upcoming plans and projects in relation to the proposed CFA Plan.

This CFA Plan is in the final stages of review at a time of transition. After nearly two years of a pandemic, there have been significant changes to the economy, the community, and the environment that could not have been anticipated when the Uptown CFA planning process started. The Community Plan ten-year update will be launched next month with an assessment of the changing conditions and community priorities.

Over the last two months staff has been discussing how the following factors may affect the relevancy of this draft plan today, and over the next ten years. The following issues were taken into consideration in determining the next steps for this CFA Plan.

- Short-term vacation rentals
- Increased tourism (in part due to changing trends and Covid-19 pandemic)
- Community sentiment towards development
- The type and number of development proposals submitted in the last 4 months, and others expected in the next few months
- The experience of implementing other CFA Plans
- Planned projects in Uptown such as the Forest Rd extension, parking garage, and future transit.
- The update to the Community Plan that will determine community priorities for the next ten years.

Considering all these issues, staff has concluded that it may be in the community's best interest to not finalize the plan at this time. The next steps for this CFA can be addressed during the Community Plan process.

City Council was in agreement with not moving forward with the CFA plan.

Staff Report
Planning and Zoning Commission
Operating Rules and Procedures



Community Development Department
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 • www.sedonaaz.gov/cd

Meeting Date: October 5, 2021

Summary: Discussion/Possible Direction/Possible Action regarding the Planning and Zoning Commission’s Operating Rules and Procedures

Report Prepared by: Cari Meyer, Planning Manager

Attachments: Planning and Zoning Commission Operating Rules and Procedures, as adopted by City Council, November 10, 2020

This agenda item has been placed on the Planning and Zoning Commission’s October 5, 2021 agenda at the request of the Commission and provides for discussion/possible action/possible direction regarding the Planning and Zoning Commission Operating Rules and Procedures (Rules). A copy of the Commission’s current Rules is attached.

As the current Rules were adopted in November 2020, and staff is not recommending changes. However, this agenda item allows for the Commission to ask questions of Staff, including clarifying the roles and responsibilities of the Commission, and potentially propose changes to the Rules. Any proposed changes would be required to be presented to City Council for review and potential approval.

RECOMMENDATION

Staff is not recommending any changes to the Rules at this time.

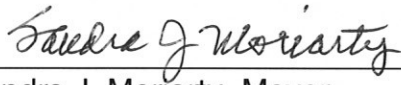
RESOLUTION NO. 2020-22

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SEDONA,
ARIZONA, APPROVING THE PLANNING AND ZONING COMMISSION'S
OPERATING RULES AND PROCEDURES.**

WHEREAS, the Planning & Zoning Commission has reviewed and updated their Operating Rules and Procedures and the City Council must approve these revisions.

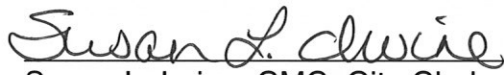
BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF SEDONA, ARIZONA that the Planning & Zoning Commission Operating Rules and Procedures attached hereto are approved by the City Council.

PASSED AND ADOPTED this 10th day of November, 2020 by the Mayor and Council of the City of Sedona, Arizona.



Sandra J. Moriarty, Mayor

ATTEST:



Susan L. Irvine, CMC, City Clerk

APPROVED AS TO FORM:



Kurt W. Christianson, City Attorney

RESOLUTION NO. 2020-22
CITY OF SEDONA
PLANNING AND ZONING COMMISSION

OPERATING RULES AND PROCEDURES

Be it resolved that pursuant to City of Sedona Ordinance 88-6, the Planning and Zoning Commission of the City of Sedona (hereinafter called the Commission) adopts the following amended Operating Rules and Procedures as its by-laws to govern its conduct and function.

Article 1: Membership

- 1.1 Each member of the Commission (Member) shall be selected and shall serve as provided in City of Sedona Ordinance 88-6, Section 2.
- 1.2 Because the participation of all Members is necessary to carry out the duties of the Commission in the best interest of the citizens of Sedona, consistent attendance by the Members is of the utmost importance. For this reason, and pursuant to Section 2(D) of Ordinance 88-6, a member may be removed at any time by the City Council for:
 - 1.2.1 Failure to attend three meetings during a 12-month period or the number of meetings necessary to be efficient in their duties as determined by the City Council; or,
 - 1.2.2 A Member may also be removed by the City Council at any time for inefficiency, neglect of duty or malfeasance.
- 1.3 Removal by City Council may be without the necessity of a hearing or notice and such action shall be final.

Article 2: Officers

- 2.1 A Chair and Vice-Chair shall be elected annually from among the Commission's membership at the first regular meeting in January and at such other times as these offices may become vacant.
- 2.2 The Vice-Chair shall serve in the absence of the Chair. In the absence of both the Chair and Vice-Chair, the Commission shall elect an Acting Chair.

Article 3: Chair

- 3.1 The Chair shall preside at all public hearings and other meetings of the Commission and decide points of order or procedure.
- 3.2 The Chair is a voting member and shall have the right to make and second motions.
- 3.3 The Chair shall work with the Director to coordinate the work of the Commission and shall perform all other duties required by law, ordinance and these Operating Rules and Procedures.

Article 4: Vice-Chair

- 4.1 The Vice-Chair shall perform all duties of the Chair in the absence of the Chair.
- 4.2 If the Chair vacates the office before completing his/her term, the Vice-Chair will assume the office and serve the remainder of the term. A new Vice-Chair will then be elected at the next regularly scheduled meeting.

Article 5: Community Development Director

- 5.1 The Community Development Director (Director) or his/her designee shall attend all Commission meetings; shall attend to official correspondence of the Commission; shall cause written minutes to be kept of all meetings; shall maintain files of official records, findings and decisions of the Commission and its rules and regulations; shall supervise clerical work and technical preparations necessary to disposition of business before the Commission; and shall perform all other duties required by law, Ordinance and these Operating Rules and Procedures.
- 5.2 The Director shall approve all Commission expenses.

Article 6: Legal Counsel

- 6.1 The Commission shall be advised by the City Attorney or his/her designee who shall act as its Legal Counsel. Legal Counsel shall attend unless excused by the Director
- 6.2 The Commission shall act in accordance with opinions of its Legal Counsel regarding points of law.
- 6.3 Except in the case of Executive Sessions, advice of Counsel shall be recorded in the minutes of the meeting before disposition of any question of law or matter requiring legal interpretation or advice.

Article 7: Other Advisors

- 7.1 The Commission may request any department head, officer of the City, or any consultant retained by the City to attend any Commission meeting as appropriate.

Article 8: Creation of Committees

- 8.1 A Committee of not more than three Members may be created by the Chair , or by a majority vote of the Commission, to study a report on planning and zoning matters and make recommendations to the Commission.
- 8.2 Meetings of committees shall be properly noticed, agendized and appropriate minutes taken.
- 8.3 Any committee shall be formed for a specific time period after which it shall dissolve, unless extended by the Chair or by vote of the Commission.

Article 9: Meetings

- 9.1 All meetings shall be held in full compliance with the provisions of Arizona Open Meeting Law, the Commission's Handbook, the Commission's Operating Rules and Procedures and any other applicable regulation or provision.
- 9.2 Meetings of the Commission shall be scheduled on the first and third Tuesday of each month at 4:30 p.m. or at a time set in advance so as to ensure reasonable public notice and participation. Meetings may include both action and/or non-action items.
- 9.3 Such meetings shall be held in the City Council Chambers or at such place as the Commission may otherwise direct on its notices.
- 9.4 Special meetings may be called by the Chair, the Director or by three or more Members, subject to legal requirements. The reason(s) for calling any special meeting shall be stated at the time of notification.
- 9.5 At regular and special meetings of the Commission, Robert's Rules of Order (revised) shall, to the extent practical, be observed except where they may conflict with other provisions of the Commission's Operating Rules and Procedures, or with any City ordinance, provision or Arizona statute.
- 9.6 All meetings and hearings of the Commission shall be open to the public; except that the Commission may hold executive sessions for the purposes and under the conditions set forth in ARS §38-431.03 and Amendments thereto.
- 9.7 The Commission may approve, conditionally approve, deny or continue any item on its agenda. In the event an applicant is not present, the Commission may or may not decide to continue the item until the applicant is present.
- 9.8 A Commission meeting may be continued to a time and place certain by a vote of the Commission.
- 9.9 Any requests for continuance received after legal notice for public hearing has been given shall be acted on by the Commission at the noticed hearing. Any request for continuance received by staff less than five business days prior to the noticed hearing date shall not be approved by the Commission unless extenuating circumstances are found to exist.
- 9.10 The Director, in consultation with the Chair, may cancel the meeting due to a lack of substantive agenda items to be addressed, meeting location scheduling conflicts, emergency conditions, inclement weather, or other acts of nature beyond the City's control.
- 9.11 The Commission may table an agenda item until a later date to enable additional public comment to be heard, a site visit, or for other good cause by an affirmative vote of a majority of the Members present.

Article 10: Quorum and Voting

- 10.1 A majority of the current membership of the Commission shall constitute a quorum and a quorum shall be required to conduct business of the Commission. If a quorum cannot

be obtained, the names of members present shall be recorded and the meeting shall be rescheduled.

- 10.2 Any vote may be taken by a voice vote and a show of hands. If the vote is not unanimous, a roll call vote shall be taken.
- 10.3 No Member present may abstain from voting unless a conflict of interest exists according to Arizona Revised Statutes §38-501 to 38-511.
- 10.4 Any motion for approval which fails to carry shall be considered a denial of the proposal. However, any action may be reconsidered if a motion to reconsider, made by a member who voted in the affirmative, is passed. Any motion for denial which fails to carry shall not be considered an approval of the proposal. When a motion for denial fails, a positive motion or a motion for approval must be made and considered for any official action. Official actions shall be accomplished only by an affirmative vote of a majority of members present unless otherwise specified.

Article 11: Agenda

- 11.1 All agendas shall be prepared by the Director for each meeting of the Commission.
- 11.2 If a Member wants to place an item on the agenda for discussion, it must be related to the powers and duties of the Commission. The Member shall contact the Director for consultation with the Director and the Chair. In consultation with the Chair, the Director will determine if the item is appropriate for Commission discussion.
- 11.3 During the course of any meeting, the Chair may change the order of agenda items to avoid inconvenience or delays to the public.
- 11.4 The agenda for each regular and special meeting, except for executive sessions and work sessions, shall consist of the following:

- Call to order, pledge of allegiance, roll call
- Approval of minutes of previous meeting(s)
- Announcements & Summary of Current Events by Commissioners & Staff
- Agenda items
- Future meeting dates
- Adjournment

Article 12: Public Comment

- 12.1 The public is encouraged to submit written statements for the record; such statements shall be kept with the minutes of the meeting at which time they are received.
- 12.2 Any person present at a Commission meeting, other than an executive session, may address the Commission on any matter before the Commission upon being recognized by the Chair.
- 12.3 Persons shall not address the Commission on any agenda item or present evidence without first having filled out an information card and presented same to the Director.

- 12.4 Time limits and other restrictions may be imposed by the Chairperson after review of the agenda and an estimate of the duration of the meeting.
- 12.5 The Chair may require that comments be pertinent and non-repetitive, and that decorum be maintained.

Article 13: Minutes and Records

- 13.1 The Director or his/her designee shall keep official written minutes of all meetings and maintain an audio recording of all meetings in accordance with State laws.
- 13.2 The minutes shall show the vote of each Member on every Commission action, or if a Member fails to vote shall so indicate and show the reason for such failure to vote.
- 13.3 Members shall advise the Director or his/her designee of any changes or corrections in the minutes, so they can be recorded before the meeting. Simple errors in spelling, punctuation, etc. may be corrected at any time as long as no change in meaning or substance is involved.
- 13.4 Other official records, including Commission findings, decisions and other official actions, shall also be maintained by the Director as required by state law.

Article 14: Conduct of Members

- 14.1 Commission Members shall follow the provisions of the Arizona Open Meeting Law, the general Commission handbook, and the Planning and Zoning Commission's handbook as well as the Commission's Operating Rules and Procedures and any other applicable regulation or provision.
- 14.2 Conflict of Interest: Commission Members shall abide by the provisions of Arizona Revised Statutes §38-501 to 38-511. When a Member determines that he has a conflict of interest, he shall declare such conflict, refrain from discussion or voting on the matter, and step down from the dais until completion of the item.
- 14.3 Conflict of Office: If a Member has been elected or appointed to another public office, and a conflict of office emerges in the Commission's deliberation of specific matters, the member shall declare such conflict for the record. The Member may then participate in discussions of the matter but shall abstain from voting on the matter.
- 14.4 Ex-parte contacts: (a) Whenever any party initiates contact with a Member regarding a filed application, the Member shall refer that party to the staff. (b) Whenever an external contact persists in offering information, the Member shall report the information, identity of the source, and date of the contact to the Commission for inclusion in its formal record. (c) Written information transmitted to a Member shall be forwarded directly to the staff for review and incorporation into its report. (d) Members may seek information from the Director, the Legal Counsel, or staff prior to a meeting, but no Member shall discuss any application with any other party prior to the hearing or express any bias, prejudice, or individual opinion on proper judgment of the application prior to its hearing and determination.

- 14.5 Appearance before Council: Members shall not appear to speak before the City Council on Commission matters unless explicitly invited by the Council, or directed by a majority vote of members, to do so.
- 14.6 Representation by Members: No Member shall represent an applicant or an appellant before the Commission or the Council on matters related to Commission business.

Article 15: Hearing of Applications

Public hearings shall be guided by the following format:

- a. Staff presentation and recommendation.
- b. Questions to staff by Commission.
- c. Applicant presentation.
- d. Questions to the Applicant by Commission.
- e. Open to comments from the public regarding that agenda item.
- f. Close public participation.
- g. Discussion and additional questions by Commission.
- h. Open for a motion.
- i. Discussion of motion by Commission.
- j. Vote on motion.

Article 16: Instruments of Commission Action

The instruments by which the Commission shall officially report its work include:

- 16.1 Official notice of meetings as provided by these Operating Rules and Procedures and required by Arizona Law.
- 16.2 Agenda of meetings as described in the Commission's Operating Rules and Procedures and required by Arizona Law.
- 16.3 Staff reports prepared by the Director.
- 16.4 Minutes of meetings as described in Arizona Law.
- 16.5 Resolutions or other official actions approving or denying an Agenda items.

Article 17: Amendments

The Commission or the Director may recommend to City Council amendments to these Operating Rules and Procedures at any regular or special meeting by a majority vote of its Members. If, following presentation discussion of proposed amendments to these Operating Rules and Procedures, the Commission declines to make an affirmative recommendation to City Council, the Director may nonetheless forward those amendments to City Council for consideration. Recommended amendments are subject to final approval by the City Council.

Article 18: Severability

These Operating Rules and Procedures are declared to be severable. If any article or portion thereof is for any reason held to be legally invalid, such holding shall not affect the validity of remaining portions.

Adopted: P&Z Commission – Sept. 6, 1988 – By CC – R1988-36, 1988
Revised: R1989-32, November 1, 1989
Revised: R1991-05, February 20, 1991
Revised: R2018-18, April 10, 2018
Revised R2020-22, November 10, 2020