SPECIAL WORKSHOP MINUTES
CITY OF GLENDALE PLANNING COMMISSION

CITY HALL CONFERENCE ROOM 2A
GLENDALE, ARIZONA 85301

THURSDAY, AUGUST 15, 2013
5:30 PM

CALL TO ORDER
The meeting was called to order at approximately 5:35pm.

ROLL CALL
Commissioners Present: Chairperson Petrone (Cholla), Commissioner Molina (Ocotillo), Vice Chairperson Larson (Mayoral), Commissioner Penilla (Sahuaro), Commissioner Lenox (Barrel), Commissioner Aldama (Yucca/Ocotillo) and Commissioner Johnston (Cactus)

City Staff Present: Jon M. Froke, AICP, Planning Director, Thomas Ritz, AICP, Senior Planner, Tabitha Perry, Assistant Planning Director, Karen Stovall, Senior Planner, James Gruber, Assistant City Attorney, Remigio Cordero, Planner, Diana Figueroa, Recording Secretary Planning Division, Mike Conlin, GIS Coordinator, Jessica Eastman, Planning Technician.

ITEM

1. TRAINING

Staff conducted a review of procedures and discussed the role that commission members play in the planning and development process.

Mr. James Gruber, Assistant City Attorney, introduced himself. He reviewed the Planning Commission's rules and procedures in the member handbook. He noted that the portion of the rules and procedures that stood out to him as most useful was the Public Hearing section. He stated this gave a good example of what the commission is going to do and breaks it down into its basic form. He explained the procedure staff uses to conduct a planning commission hearing. He noted this procedure is like a trial since the terms revolve around closing statements and the commission rendering their independent decision.

Mr. Gruber also discussed the importance of removing themselves should there be a conflict of interest. Additionally, he briefly talked about cases involving rezoning, conditional use permits and preliminary plats, zoning text amendment, zoning administration, and general plan amendments.

Mr. Jon M. Froke, AICP, Planning Director, continued explaining staff's intentions to update the text and mapping of the current General Plan to reflect current conditions in the city as well as what each staff member works on a daily basis.

Mr. Gruber stated that the handbook was a great resource and encouraged them to use and review it often.

Chairperson Petrone thanked Mr. Gruber for his presentation. He went on to commend the current commission. He shared that he has been told by other city officials how well they work together and what a great commission they had seated. He talked about the great dedication and effort it takes to make up a competent and knowledgeable commission.

Vice Chair Larson commented on how it would be helpful to go over stipulations when discussing a case. Mr. Froke agreed and went over some examples.

Commissioner Aldama talked about a case where stipulations were involved and the commission tabled the matter until further research. He added that some cases get very emotional. He asked if those cases should come before a workshop first and who makes those decisions. Mr. Froke replied that he was the one who makes those decisions, however, he never knows until he gets before a hearing meeting which way it will go. He noted that everything looks different on paper. The commission discussed the Escuda Road case as well as other complex cases.

Commissioner Penilla agreed with Mr. Froke to not negotiate from the podium when in a public hearing. He said that was not the time for an applicant to start negotiating stipulations. Tabitha Perry, Assistant Planning Director, agreed and said the appropriate measure was to table the case for a later time so that staff has an opportunity to go back and do their research and assessment and to work with the applicant as needed. Ms. Perry reviewed the stipulation aspect further adding that commissioners should voice their opinion so it could be on record especially when they are against an issue or voting nay on a motion.

Ms. Perry stated staff was there to assist them in any way they can and encouraged them to contact them with concerns or questions. This will give staff time to research the item before the hearing.

Mr. Froke said staff was there as a resource and to provide assistance.

Commissioner Johnston commented on open meeting laws and their importance.

The Commission asked for Mr. Gruber's thoughts regarding site visits. Mr. Gruber stated it was best to visit the site and to go alone.

Chairperson Petrone said he likes to visit the sites and introduce himself to the owners. Ms. Perry stated she encourages them to visit sites so they can be prepared. However,

she would discourage going in groups to avoid a negative perception. Additionally, any discussion with the owners should be disclosed at the public hearing.

Ms. Perry stated staff receives a list of addresses where the applicant sent out their notifications. She explained that the commission does not receive a copy of the letters in order to save paper since at times the list is lengthy. Chairperson Petrone said all commissioners should get a copy of the letter.

Commissioner Penilla suggested the applicant pay for the cost of the mailings. He said city staff should send them out and then there will not be a question of having "the fox in the hen house" perception. He asked if that was allowable under the law. Ms. Perry asked Ms. Figueroa to explain the process. Ms. Figueroa stated she will include the commissioners in the applicant's mailings list so every time an applicant sends out a mailing, the commissioners will received it. Chairperson Petrone was not satisfied since the applicant can easily send out only those pertaining to the commission. He reiterated his question if there was anything under the law that would negate the city mailing those letters. Ms. Perry responded it could be done. However, she explained the process further adding that the public actually does receive a postcard from the city about the public hearing but not in detail as the one the applicant is required to send.

Commissioner Aldama remarked the process still needs to be refined because he thinks something was not working properly with the current system. Mr. Froke agreed to work on the issue.

Mr. Froke asked Mr. Mike Conlin, GIS Coordinator and Ms. Jessica Eastman, Planning Technician to explain what they do as well as discuss some of the components of the city map.

Chairperson Petrone asked what they have on the plan that they cannot get from the county. Mr. Thomas Ritz, AICP, Senior Planner, stated one thing was information on utilities.

2. GENERAL PLAN UPDATE

Mr. Jon M. Froke, AICP, Planning Director, provided an overview of the general plan. He explained this will be a long process and staff will be asking the commission to participate extensively. He noted they will have to hire a planning consultant to assist with the plan. He said an RFP was sent out with a response time of September 13, 2013.

Mr. Thomas Ritz, AICP, Senior Planner provided information about the framework and working title for the update of the City's General Plan. He noted that state law states that a general plan, with any amendments, is effective for up to ten years from the date the plan was initially adopted and ratified. The General Plan was adopted by the City Council on May 28, 2002 and ratified by the votes with 86% approval on November 5, 2002. Council adoption and voter approval is required for the update as well. He said staff intends to update the text and mapping of the current plan to reflect conditions such

as the Sports and Entertainment District and Northern Parkway as well as add new elements and sections now required by state statutes.

New elements now required include an energy element and a neighborhood preservation and revelation element. He explained new sections to be added as required by state law to include aggregates, building setbacks and house numbers, conservation and removal of slum and blight, and evacuation routes.

He noted the goal would be to begin the preparation of the draft text and mapping later this year, and begin the citizen participation efforts in late 2013 and early 2014.

The Planning Commission recommendation and City Council adoption is anticipated in 2014, with the new plan proposed to be referred to the voters for voter ratifications on either of the regularly scheduled elections of August or November 2014.

Chairperson Petrone asked what would be some of the minor changes to the plan that might occur. Mr. Ritz noted there will be general issues such as streets and transit systems.

Commissioner Aldama asked what is meant by the house numbers subject. Mr. Ritz stated the city follows the Maricopa County statute therefore that was not an issue since Glendale complies with house number regulations.

Vice Chair Larson inquired as to any updates to specific plans and if that was part of the General Plan. Mr. Froke replied no. He added specific plans are only referenced. Vice Chair Larson asked if there were any concerns with Prop. 207. Mr. Ritz responded no. He explained some of the issues pertaining to it.

OTHER BUSINESS

Chairperson Petrone called for Other Business.

Mr. Froke distributed a press release stating that the City Council will change their meeting start time to 6:00 p.m. from 7:00 p.m. He asked the commissioners if they would like to do the same. He said he did not need a reply tonight and would like them to think about it.

Chairperson Petrone thanked everyone for their presentations tonight.

ADJOURNMENT

The meeting adjourned at 7:04 p.m.