

**PLANNING AND ZONING COMMISSION MINUTES
CITY OF PEORIA, ARIZONA
COUNCIL CHAMBERS
SEPTEMBER 21, 2017**

A Meeting of the Planning and Zoning Commission of the City of Peoria, Arizona, convened at 8401 W. Monroe Street, Peoria, AZ in open and public session at 6:30 p.m.

Members Present: Chair Shawn Hutchinson, Vice-Chair Jeff Nelson, Secretary Jay Otlewski and Commissioner Clay Allsop

Members Absent: Commissioners Bill Louis and Bryan Patterson

Others Present: Adam Pruett – Planning Manager, Melissa Sigmund – Principal Planner, Cody Gleason – Senior Planner, Jennifer Fostino – Planner, David Benton – Assistant City Attorney and Della Ernest – Executive Assistant

Opening Statement: The Opening Statement was read by Chair Hutchinson

Call for speaker request forms.

Audience: none

Note: The order in which items appear in the minutes is not necessarily the order in which they were discussed in the meeting.

CONSENT AGENDA

All items listed with a “C” are considered to be routine by the Planning and Zoning Commission, and were enacted by one motion.

1C Disposition of Absence

Discussion and possible action to approve/excuse the absences of Secretary Jay Otlewski and Commissioner Bill Louis from the Planning and Zoning Commission meeting held on September 7, 2017.

2C Minutes

Discussion and possible action to approve the minutes of the Planning and Zoning Commission meeting held on September 7, 2017.

COMMISSION ACTION: Vice-Chair Nelson moved to approve the Consent Agenda. The motion was seconded by Commissioner Allsop and upon vote, passed unanimously.

REGULAR AGENDA

3R **TA17-01: Wireless Communication Facility Text Amendment**

A public hearing was held to consider a city-initiated amendment to definitions within Section 21-202, as well as a comprehensive amendment to Section 21-813, Wireless Facilities, City Code.

The staff report was presented by Mr. Cody Gleason, Senior Planner.

COMMISSION COMMENTS:

Chair Hutchinson asked about the increase in non-residential setbacks.

Mr. Gleason stated the increase provides for a change in boundary conditions.

COMMISSION ACTION: Secretary Otlewski moved to recommend approval of item 3R, TA17-01 Wireless Communication Facility Text Amendment. The motion was seconded by Vice-Chair Nelson and upon vote, passed unanimously.

4R **TA17-04: Mobile Food Vendors – Food Trucks**

A public hearing was held to consider a city-initiated proposal, amending Sections 21-200, 21-322, 21-500, and 21-801 of the City Code in order to create allowances and regulations for Mobile Food Vendors, including those uses commonly referred to as “Food Trucks”.

The staff report was presented by Ms. Melissa Sigmund, Principal Planner.

COMMISSION COMMENTS:

Commissioner Allsop asked if the vendors are regulated by the health department.

Ms. Sigmund confirmed the vendors are regulated by the county health department and the city only regulates land use and required permits.

Commissioner Allsop asked if vendors would need separate permits if they travel to different areas.

Ms. Sigmund stated that if they travel around to private properties and are generally at a location for less than one hour, they would need a business license.

Commissioner Allsop asked for clarification of paved surfaces. Would a lot that is covered in decomposed granite be considered unpaved?

Ms. Sigmund stated currently a paved surface is a solid surface and would not include decomposed granite or other gravel type surfacing.

Commissioner Allsop asked for clarification on the tent restrictions.

Ms. Sigmund stated that for vendors that are operating on a recurring basis, they would not be permitted to set up a tent.

Vice-Chair Nelson asked for clarification on removing the trash daily. Could the vendor take it to the dumpster located on the property they are operating out of or would they need to take it elsewhere?

Ms. Sigmund stated it would be dependent on the agreement the vendor has with the property owner.

Vice-Chair Nelson asked if staff sought input from mobile food vendors when the text amendment was being drafted.

Ms. Sigmund stated at the time businesses came to the counter or sought a Temporary Use Permit, staff mentioned the process being undertaken and informally sought feedback. No formal stakeholder meetings were held.

Chair Hutchinson asked if vendors are ok to be at a construction location on undeveloped properties and unpaved roads.

Ms. Sigmund stated the difference with that situation is that an in progress construction site does not function like a developed site. There are building permits that are issued and other City oversight such as inspections that can ensure the site functions appropriately for what it is, an in-progress construction site. Mobile vendors would be a typical part of an in-progress construction site.

Vice-Chair Nelson stated he would like to hear from the Commissioners that aren't present before voting on the item.

COMMISSION ACTION: Vice-Chair Nelson moved to continue item 4R TA17-04 Mobile Food Vendors – Food Trucks to a future Planning and Zoning Commission meeting. The motion was seconded by Commissioner Allsop and upon vote, passed unanimously.

5R **PlanPeoriaAZ – General Plan 2040**

Staff presented the City's ongoing efforts to update the Peoria General Plan. This item is for discussion only, no action was taken.

The update was presented by Ms. Lorie Dever, Senior Planner.

COMMISSION COMMENTS:

Chair Hutchinson asked if there were any responses and survey questions for the small businesses.

Ms. Dever stated outreach to the small businesses was specifically through the business forums as one on one, face-to-face interaction is more productive. Surveys don't allow for follow up communication.

Vice-Chair Nelson asked for a definition of neighborhood as it pertains to the online survey questions.

Ms. Dever stated that is different for everyone as it could mean their private neighborhood, or a master planned development like Vistancia, or the entire city as a whole thus survey answers were based on individual's definition of neighborhood.

CALL TO THE PUBLIC ON NON-AGENDA ITEMS:

None

UPDATES FROM STAFF:

Mr. Adam Pruett informed the Commission the next Planning and Zoning Commission meeting will be held on October 19th.

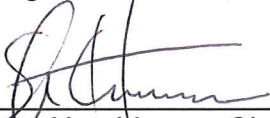
Mr. Pruett notified the Commission that Ms. Sigmund is moving to North Carolina to start the next chapter of her life. Mr. Pruett noted that her impact to the city will be felt for years to come and wished her well.

UPDATES AND REPORTS FROM THE PLANNING AND ZONING COMMISSION:

Vice-Chair Nelson thanked Ms. Sigmund for her service to the city and wished her luck.

Secretary Otlewski echoed Vice-Chair Nelson's comments and noted how much Ms. Sigmund assisted him as a new Commissioner and losing any staff is a big loss to the city.

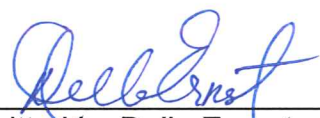
ADJOURNMENT: There being no further business to come before the Planning and Zoning Commission, the meeting adjourned at 8:12 p.m.



Shawn Hutchinson, Chair

10/19/17

Date



Submitted by Della Ernest

10-19-17

Date