



**Planning and Zoning Commission**  
**Monday, November 8, 2021**  
**5:30 PM**  
**Library Auditorium**  
**7401 E. Skoog Blvd.**

----- Minutes -----

**I. Call to Order**

Acting Chairperson Griffis called the November 8, 2021, public meeting of the Planning and Zoning Commission to order at 5:30 p.m.

**II. Invocation**

✚ Invocation given by Commissioner Gary Roberts.

**III. Pledge of Allegiance**

**IV. Attendance**

Acting Chairperson Griffis asked for roll call attendance to be taken. Members present: Acting Chairperson Griffis, Commissioner Roberts, Commissioner Laney, and Commissioner King. Members absent: Chairperson Zurcher, Vice-Chairperson Renken, and Commissioner Rutherford. Staff Present: Wayne Balmer, Interim General Plan Consultant and Kristi Jones, Administrative Support II.

**V. Approval of Minutes**

Acting Chairperson Griffis asked if the Commission had amendments to the minutes from the October 11, 2021, Work-Study Session. No revisions were submitted; thus, Acting Chairperson Griffis called for a motion to approve the minutes. Commissioner Laney made the MOTION, seconded by Commissioner Roberts to approve the minutes from the October 11, 2021, Planning Commission Work-Study Session.

MOTION carried 3:0 by voice call vote as follows: Commissioner Roberts YES, Acting Chairperson Griffis YES, Commissioner King ABSTAIN and Commissioner Laney YES.

**MOTION carried with 3 ayes and 1 abstained.**

Acting Chairperson Griffis asked if the Commission had amendments to the minutes from the October 11, 2021, regular meeting. No revisions were submitted; thus, Acting Chairperson Griffis called for a motion to approve the minutes. Commissioner Roberts made the MOTION, seconded by Commissioner Laney to approve the minutes from the October 11, 2021, Planning Commission regular meeting.

MOTION carried 3:0 by voice call vote as follows: Commissioner Roberts YES, Commissioner Laney YES, Acting Chairperson Griffis YES and Commissioner King ABSTAIN.

**MOTION carried with 3 ayes and 1 abstained.**

## VI. Announcements

- ✚ Acting Chairperson Griffis introduced new Commissioner, Brie King, and welcomed her to the Planning Commission.

## VII. Public Hearing Items

1. **GPA21-001.** Discussion, consideration, and possible adoption of the *Town of Prescott Valley General Plan 2035* draft document.

Wayne Balmer, Interim General Plan Consultant, reported that there had been so much feedback received due to the joint session with the Town Council on November 4, he wasn't able to compile all the suggestions and changes received into a revised draft. Therefore, he recommended continuing the discussion and possible adoption of the draft document to the December 13, 2021, meeting. Mr. Balmer noted that the consensus is that the draft needed more refinement before it moves forward. He informed the Commission that the updated draft will be mailed with the Commission packets on Wednesday, November 24, 2021.

Mr. Balmer provided the Commissioners with a packet that illustrated some of the updates following the joint session with the Town Council. He noted that there is a new cover page to differentiate from the original draft to the updated draft. The packet included a map that lists all the schools within Prescott Valley whether they are public or charter including all elementary schools, middle schools, high schools, and colleges. He noted that there was a lot of discussion regarding the PAD's (Planned Area Development) that incorporate State Land and the best method to designate them on the fold-out land use map. Mr. Balmer indicated that they are adding another map that clearly defines the State Land areas utilizing a page originally marked "intentionally left blank."

Continuing, Mr. Balmer advised that a section has been added to the Parks and Recreation area about Tree City USA including the Memorial Tree program. He noted that information regarding the library has been added as well. Mr. Balmer reported that a map depicting the library location along with two potential branch library locations has been added to the draft. He shared that the table of contents had been updated to move chapters 13 and 14 closer to the front of the draft document and explained that the change will affect all the color-coded sections and those will be updated accordingly. Mr. Balmer indicated that the appendix will include details regarding the surveys and the respective results.

Acting Chairperson Griffis opened the item to questions or comments from the Commission.

Commissioner Roberts commented that Staff has done a fantastic job.

Commissioner Laney concurred with Commissioner Roberts. She asked if the updated draft would be printed again in its entirety or whether they could just replace any updated pages.

Mr. Balmer confirmed that the updated draft will be printed in its entirety. He noted that the copies would be available for the Commission, Town Council, and Town Staff and there may be CD's available to the public as the cost of printing hard copies is expensive.

Commissioner King thanked Mr. Balmer for all the hard work that has gone into the General Plan 2035 draft and for meeting with her last week. Commissioner King inquired how the guiding principles, goals and policies were determined.

Mr. Balmer stated that many of the goals and policies are continued from the current General Plan 2025. He noted that other goals have been added at the request of specific departments.

Commissioner King explained that she wanted to ensure that Staff was aware of the goals, guiding principles and policies.

Mr. Balmer reported that Department Heads have reviewed the applicable chapters that pertain to their respective departments.

Commissioner King remarked that Chapter 7 has a lot of valuable information and asked if reference links could be added to provide citizens with additional resources and in-depth information regarding the topics within the chapter.

Mr. Balmer indicated that more reference links can be added to Chapter 7.

Acting Chairperson Griffis thanked Mr. Balmer for the time he has taken compiling the feedback from the Commissioners and Council. She had a question regarding Air Aware (referenced in Chapter 7) as she has never heard of the program.

Mr. Balmer stated that Air Aware is a program that encourages citizens to be sensitive about air pollution.

Acting Chairperson Griffis asked if Mr. Munderloh, Water Resources Manager, had reviewed the content pertaining to water management.

Mr. Balmer reported that Mr. Munderloh wrote most of Chapter 7.

Acting Chairperson Griffis applauded the fact that the survey participation information will be included in the General Plan.

Mr. Balmer noted that using a tool such as Survey Monkey is an effective resource as citizens can only answer the questions once from the same computer whereas if questions/comments were obtained from public meetings, the same citizens may show up to each meeting and answer the same questions, thus skewing the results.

Acting Chairperson Griffis suggested that the survey QR codes as well as the news release be removed from the final draft as citizens may think they could still participate in the surveys.

Mr. Balmer indicated that verbiage will be added noting that the surveys are no longer active.

As there were no further questions for the applicant, Acting Chairperson Griffis opened the item to questions or comments from the public.

Chris Hinze, 3148 N. Truwood Dr., Prescott Valley, addressed the Commission. Mr. Hinze suggested that a page or section with information regarding the citizen's academy and the police academy be added to the draft and include a group photo of the graduating classes.

Mr. Balmer stated that a page regarding citizen opportunities will be included in the final draft.

Frank Daurio, 13024 E. Madrid St., within the Quailwood community, addressed the Commission. Mr. Daurio asked how much commonality is there between the 2025 and 2035 plans as there are a lot of great sections that should be preserved.

Mr. Balmer reported that the principles, goals, and policies of the previous plan have all been kept the same except ones that have been updated by Town Staff (primarily in the Parks area and Circulation area.) He noted that there are some new items proposed in the draft.

There was no further public comment; therefore, Acting Chairperson Griffis closed public comment and brought the item back to the Commission for comments or a motion to continue the General Plan 2035 (GPA21-001) to December 13, 2021, meeting.

#### **Action GPA21-001**

**Commissioner Roberts moved to continue GPA21-001 (General Plan 2035) to the December 13, 2021, meeting.** Commissioner Laney seconded the motion.

MOTION unanimously by roll call vote as follows: Commissioner Roberts YES, Commissioner King YES, Acting Chairperson Griffis YES and Commissioner Laney YES.

**MOTION carried with 4 ayes and 0 nays.**

#### **VIII. Action Items**

✚ There were no action items.

#### **IX. Call to the Public**

Acting Chairperson Griffis called for further public comment. She stated that those wishing to address the Planning and Zoning Commission need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

#### **X. Adjournment**

There was no further public comment related to any item presented during this meeting; therefore, Acting Chairperson Griffis called for a motion for adjournment.

Commissioner Roberts made the MOTION, seconded by Commissioner Laney to adjourn by voice call vote.

Commission members voted as follows: Commissioner Roberts YES, Commissioner King YES, Acting Chairperson Griffis YES and Commissioner Laney YES.

**MOTION carried with 4 ayes and 0 nays.**

The November 8, 2021, meeting of the Planning and Zoning Commission adjourned at 6:07 p.m.



Chairperson Zurcher