TOWN OF FLORENCE PLANNING AND ZONING COMMISSION REGULAR MEETING AGENDA

Chairman Gary Pranzo
Vice-Chair Lonnie Frost
Commissioner Robert Smidt
Commissioner Andrew Simmonds
Commissioner Duane Proulx



Florence Town Hall 775 N. Main Street Florence, AZ 85132 (520) 868-7575 www.florenceaz.gov Meets 1st and 3rd Thursdays

Thursday June 6, 2019

6:00 PM

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the Town of Florence Planning and Zoning Commission and to the general public that a Regular Meeting of the Florence Planning and Zoning Commission will be held on Thursday, June 6, 2019, at 6:00 p.m., in the Florence Town Council Chambers, located at 775 N. Main Street, Florence, Arizona.

- 1. CALL TO ORDER
- **2. ROLL CALL:** Chairman Pranzo____, Vice-Chair Frost____, Commissioner Smidt____, Commissioner Simmonds____, Commissioner Proulx____.
- 3. PLEDGE OF ALLEGIANCE
- **4. DISCUSSION/APPROVAL/DISAPPROVAL** of the minutes of the regular meetings conducted on March 7, 2019 and May 16, 2019
- 5. NEW BUSINESS
 - A. PZID-19-01 A request by the Cindy Sills, representing the property owner, to utilize the Town Core Infill Incentive Plan to approve limited deviations from development standards on property located at 155 West 11th Street, Pinal County Assessor Parcel Number 200-44-069. The Planning and Zoning Commission may recommend Approval/Approval with Conditions/Denial of the request.
- 6. PRESENTATIONS
 - A. FUTURE AGENDA ITEMS/INFORMATION ONLY

Staff will inform the Commission of upcoming agenda items.

7. CALL TO THE PUBLIC/COMMISSION RESPONSE:

Planning and Zoning Commission Regular Meeting Agenda June 6, 2019 Page **1** of **2** Call to the Public for public comment on issues within the jurisdiction of the Planning and Zoning Commission. Individual Commission members may respond to criticisms made, may ask staff to review a matter raised or may ask that a matter be put on a future agenda. However, members of the Commission shall not discuss or take action on any matter during an open call to the public unless the matters are properly noticed for discussion and legal action.

8. CALL TO THE COMMISSION- CURRENT EVENTS ONLY.

9. ADJOURNMENT

POSTED ON MAY 31, 2019 BY MARIA HERNANDEZ, DEPUTY TOWN CLERK, AT 775 NORTH MAIN STREET, FLORENCE, ARIZONA, AND AT WWW.FLORENCEAZ.GOV.

*** PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA), THE TOWN OF FLORENCE DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY REGARDING ADMISSION TO PUBLIC MEETINGS. PERSONS WITH A DISABILITY MAY REQUEST REASONABLE ACCOMMODATIONS BY CONTACTING TOWN OF FLORENCE ADA COORDINATOR, AT (520) 868-7574 OR (520) 868-7502 TDD. REQUESTS SHOULD BE MADE AS EARLY AS POSSIBLE TO ALLOW TIME TO ARRANGE THE ACCOMMODATION.

TOWN OF FLORENCE PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

MINUTES OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF FLORENCE MEETING HELD ON THURSDAY, MARCH 7, 2019, AT 6:00 P.M., IN THE TOWN COUNCIL CHAMBERS, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.

1. CALL TO ORDER

Chairman Pranzo called the meeting to order at 6:00 pm

2. ROLL CALL:

Chairman Pranzo Present
Vice-Chair Frost Present
Commissioner Smidt Present
Commissioner Simmonds Present
Commissioner Proulx Absent

Council Liaison Hawkins was absent.

- 3. PLEDGE OF ALLEGIANCE
- **4. DISCUSSION/APPROVAL/DISAPPROVAL** of the minutes of the regular meetings conducted on January 17, 2019.

On motion by Commissioner Smidt, seconded by Commissioner Simmonds, and carried by a 4-0 vote, to approve the January 17, 2019 Regular Meeting minutes.

5. PUBLIC HEARINGS

A. PZ-19-15 A Zone Change request by Alfred Celaya to change the zoning on approximately .21 acres, located at the southwest corner of Main Street and 20th Street, from Neighborhood Office (NO) to Highway Business Commercial Zoning District (B-2). (APN 202-09-0010). The Planning and Zoning Commission may recommend Approval/Approval with Conditions/Denial of the request.

Community Development Director Larry Harmer gave a presentation on a request to rezone Mr. Celaya's property from a Neighborhood Office designation to a Highway Business Commercial Zoning. He gave some background on the current use and the current condition of the buildings. He said the building has two empty suites and the rezoning would permit more uses to fill those suites. He said Staff recommends the approval with conditions because the rezoning would help redevelopment and adhere to the General Plan. Mr. Harmer noted that the property owner has yet to sign the Proposition 207 form. He would have the owner sign it before the next Council Meeting.

Meeting Date: March 7, 2019

Chairman Pranzo asked about future ADA parking spaces on the lot. Mr. Harmer said more ADA parking can be added in the future. The Commission agreed the rezoning would help with the value of the property. The Commission asked when the land was zoned for Neighborhood Office. Mr. Harmer said he did not know when the zoning happened, but the current uses are legal non-conforming. Chairman Pranzo opened the floor for a Public Hearing. No residents came forward. He closed the Public Hearing.

On a motion by Vice-Chair Frost, seconded by Commissioner Smidt, and carried by a 4-0 vote, to approve with conditions PZ-19-15 and to forward the Planning and Zoning Commission's recommendation to the Town Council.

6. PRESENTATIONS

A. FUTURE AGENDA ITEMS/INFORMATION ONLY

Staff will inform the Commission of upcoming agenda items.

No agenda items. Mr. Harmer stated several dormant Planned Unit Developments were resurfacing and going through the pre-application process.

7. CALL TO THE PUBLIC/COMMISSION RESPONSE:

Call to the Public for public comment on issues within the jurisdiction of the Planning and Zoning Commission. Individual Commission members may respond to criticisms made, may ask staff to review a matter raised or may ask that a matter be put on a future agenda. However, members of the Commission shall not discuss or take action on any matter during an open call to the public unless the matters are properly noticed for discussion and legal action.

8. CALL TO THE COMMISSION- CURRENT EVENTS ONLY.

Vice-Chair Frost commented on the success of the Historic Home Tour and how he enjoyed seeing Chairman Pranzo's home, which was on the tour.

9. ADJOURNMENT

On motion by Commissioner Smidt, seconded by Vice-Chair Frost, and carried by a 4-0 vote, to adjourn the meeting at 6:14 pm.

POSTED ON MARCH 22, 2019 BY MARIA HERNANDEZ, DEPUTY TOWN CLERK, AT 775 NORTH MAIN STREET, FLORENCE, ARIZONA, AND AT WWW.FLORENCEAZ.GOV.

Meeting Date: March 7, 2019

Gary Pranzo, Chairman	Date	

TOWN OF FLORENCE PLANNING AND ZONING COMMISSION

REGULAR MEETING MINUTES

MINUTES OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF FLORENCE REGULAR MEETING HELD ON THURSDAY, MAY 16, 2019, AT 6:00 P.M., IN THE TOWN COUNCIL CHAMBERS, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.

1. CALL TO ORDER

Chairman Pranzo called the meeting to order at 6:00 pm

2. ROLL CALL:

Chairman Pranzo Present
Vice-Chair Frost Present
Commissioner Smidt Present
Commissioner Simmonds Absent
Commissioner Proulx Present

Council Liaison Hawkins was absent

3. PLEDGE OF ALLEGIANCE

4. **DISCUSSION/APPROVAL/DISAPPROVAL** of the minutes of the Joint Meeting with the Parks and Recreation Advisory Board meeting conducted on April 16, 2019.

On motion by Commissioner Smidt, seconded by Commissioner Proulx, and carried by a 4-0 vote, to approve the April 16, 2018 Joint Meeting minutes.

5. NEW BUSINESS

a. Presentation and Discussion of the Development Code Reorganization and Schedule

Planning Consultant Mr. Dana Burkhardt stated the purpose of reorganizing the Development Code was to correct discrepancies, address statutory changes, and to make it easier to add new sections. There will be no regulatory changes. He noted this will help new developers find regulations and make the code more user friendly.

Mr. Burkhardt went over the existing outline structure. The purpose is to make things easier to cite. He mentioned the technical codes will be referenced along with impact fees, but they are separate entities from the code. Mr. Burkhardt stated inconsistencies will be removed. One example is two different diagrams showing two

Meeting Date: May 16, 2019

different site visibility triangles. He noted most definitions and terms should stay the same, but the State has been redefining certain terms such as group homes. He reiterated that there will be no regulatory changes unless necessary.

Mr. Burkhardt said there will be four modules. He went over the modules and what each one focuses on. Mr. Harmer said this can clarify the subdivision section, which does not address lot splitting or merging. Mr. Burkhardt showed a timeline for public outreach along with the possible dates. Staff have a couple of outreach resources and want to encourage participation. Outreach will include citizen review and joint work sessions between Commission and Council.

Commissioner Smidt asked if this reorganization of the code would help new business owners. Mr. Harmer said Community Development has been working on a one-stop-shop system. Staff has worked on formalizing preapplication meetings, courtesy walkthroughs, and the permitting process. The code organization is one part that helps the process go smoother. Chairman Pranzo asked about the Downtown area and how this relates to the code. Mr. Harmer mentioned the part on the Downtown will be reviewed during the process.

Mr. Burkhardt took the Commission through some of the notable changes. Vice Chair Frost asked a question about the dates in section 150.003. Mr. Harmer clarified this as a historic date. Mr. Burkhardt explained the other dates are past changes. Vice-Chair Frost asked about a section in the Board of Adjustment. Mr. Harmer clarified the role of the Commission in the Board of Adjustment and appeals.

Mr. Burkhardt said Staff plans to review the modules within the next meetings. Chairman Pranzo stated that the plan was to start with what was introduced, then go over the information, and bring forward changes and be introduced to the next module. Mr. Burkhardt agreed that this was the process. He explained each meeting will start by covering the module the Commission received previously and Staff will go through the comments and questions.

Chairman Pranzo said he is concerned about knowing which part of the code is up to date. He suggested that when parts are changed, to distribute the new pages in hard copy. He encouraged the date of all final revisions show on the page. Staff agreed the goal was to track all changes in the final product, maybe through an index. Vice-Chair Frost asked about plot plans for certain developments and Staff said they could make a note of the item.

Chairman Pranzo asked if this will be presented to Council in tandem with the Planning and Zoning Commission's work. Mr. Harmer said the Council will get basic information, but the Commission will be doing their part separately. Chairman Pranzo reviewed the possible timeline. He asked if the Commission could get a finished, non-red lined packet after their review. He recommends each module come back unmarked, so the Commission can review a clean copy.

Meeting Date: May 16, 2019

6. PUBLIC HEARINGS

No New Items

7. PRESENTATIONS

a. Redevelopment Plan Update and Planning and Zoning Commissions Role

Mr. Harmer introduced the Redevelopment Plan. He said the current Redevelopment Plan was long and had obsolete data. Chairman Pranzo mentioned the first Redevelopment Plan was made in the infancy of the Planning and Building departments. Mr. Harmer said the intent is to keep the plan short, practical, meaningful and realistic. He showed the existing Redevelopment Area, and he said the area will stay the same. Mr. Harmer stated the plan will take into account the new roadway construction. Vice-Chair Frost asked if the construction was a roundabout. Mr. Harmer said yes. He discussed the public review process and introduced the consultant team, Plan/et.

b. Future Agenda Items/Information Only

Staff has three public hearings. One from Florence Gardens, one from Caliente, and one is a rezoning for a parcel in the South. He said the hearings are tentative for June 20th. He mentioned an Infill Incentive request came in for a property on Willow. This may come forward in the next meeting.

CALL TO THE PUBLIC/COMMISSION RESPONSE:

Call to the Public for public comment on issues within the jurisdiction of the Planning and Zoning Commission. Individual Commission members may respond to criticisms made, may ask staff to review a matter raised or may ask that a matter be put on a future agenda. However, members of the Commission shall not discuss or take action on any matter during an open call to the public unless the matters are properly noticed for discussion and legal action.

8. CALL TO THE COMMISSION- CURRENT EVENTS ONLY.

Vice-Chair Frost stated his appreciation for code compliance on weeds within the Town.

9. ADJOURNMENT

On motion by Vice-Chair Frost, seconded by Commissioner Smidt, and carried by a 4-0 vote, to adjourn the meeting at 7:11 pm.

Gary Pranzo, Chairman	Date
Planning and Zoning Commission Minutes	Meeting Date: May 16, 201



Planning and Zoning Commission Staff Report

June 6, 2019 Agenda Item (5A)

Project Name: Town Core Infill Incentive Plan Request

155 West 11th Street – APN 200-44-069 110 North Willow Street – APN 200-44-0700

Prepared By: Larry Harmer

Community Development Director

REQUEST:

A request by the Cindy Sills, representing the property owner, to utilize the Town Core Infill Incentive Plan to approve limited deviations from development standards on property located at 155 West 11th Street, Pinal County Assessor Parcel Number 200-44-069. Items to be addressed with this request are as follows:

- Reduction of the minimum lot width for APN 200-44-0690
- Reduction of Front Yard Setback (current condition) for APN 200-44-0690
- Reduction of Interior Side-Yard Setback for adjacent property (improvement from current 'negative' setback) APN 200-44-0700

RECOMMENDED MOTION:

Motion to forward to the Mayor and Town Council a favorable recommendation for this case, subject to any conditions recommended by the Planning and Zoning Commission.

OWNERS:

Leslie Darling SCT Investment Properties Hobson, LLC APN 200-44-0690 APN 200-44-0700
155 West 11th Street 110 North Willow Street

BACKGROUND:

The Town has many tools to facilitate redevelopment and encourage new development within the core area of Town where smaller lots, older structures and various nonconforming situations can present challenges. These tools help to merge the need to preserve the past while understanding the necessity of moving forward and adapting

to ongoing market changes. These tools include, but are not limited to, the: Downtown Redevelopment Plan; Town Core Infill Incentive Plan; and Adaptive Reuse Program.

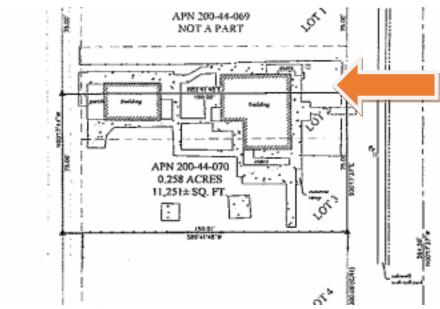
When an existing situation was recently brought-to-light on a downtown property within the Historic District, staff recognized the need to use Town resources to facilitate useful improvements to the site, and to remedy existing private improvements and other site nonconformities.

While attempting to market the historic property located at 110 North Willow, it was discovered that the existing structure encroaches approximately 11 feet into the subject property located at 55 West 11th Street. Currently, both properties have a lot width of 75' facing Willow Street. The request is to allow the adjustment of their common lot line in a manner that places 110 North Willow Street entirely on its own individual lot. The owner of 55 East 11th Street has agreed to sell enough of their property to accomplish this. The resulting adjustments would be as follows:

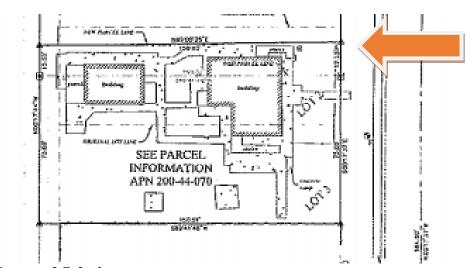
- 55 West 11th Street
 - Reduction of lot width from 75' to 57.67'
 - Reduction of required front yard setback from 20' to 5' (this is the existing condition)
- 110 North Willow Street
 - Reduction of the required side yard setback from 12' to 6' (currently sits approximately 11' on 55 North 11th Street property)



Existing Condition



Existing Condition



Proposed Solution

ANALYSIS:

The intent of the Infill Incentive District Plan is to encourage new investment, stabilize property values and to help a defined area retain or improve its character. Staff contends that the granting of this request would encourage investment within the Infill Incentive District as the owners seek to improve the properties. Furthermore, approval of this request, combined with the owner's investment helps to preserve a potentially historic structure, reduce vacancy rates within the core of Florence and hopefully will stimulate new investment in the area.

PUBLIC PARTICIPATION:

Public hearings are not required for this case, but this case has been placed on the agendas of the Planning and Zoning Commission and Town Council and said agendas have been lawfully posted.

The schedule for Planning and Zoning and Town Council meetings for this case are as follows:

June 6, 2019 Planning and Zoning Commission (recommendation)

June 17, 2019 (Tentative) Town Council (action)

All meetings will be held at Town Hall Council Chambers – 775 North Main Street.

STAFF FINDINGS:

Staff presents the following findings for the consideration of the Planning and Zoning Commission and Town Council:

- 1. The Town Core Infill Incentive Plan was lawfully adopted and the District created under the rules and guidelines established by the State of Arizona.
- 2. The Town Core Infill Incentive Plan seeks to help remedy situations within the Infill Incentive District pertaining to: undeveloped lots; vacant structures; obsolete/inappropriate parcel configurations; and relatively lower investment activity.
- 3. The subject parcel is within the Infill Incentive District and the conditions and circumstances applicable to this parcel support this request.
- 4. This request supports The Town of Florence 2020 General Plan Housing Element Objectives to:
 - Promote proper maintenance of both private and public properties and educate and assist property owners whose properties do not meet existing standards; and
 - Encourage the redevelopment and/or substantial revitalization of existing residential areas.
- 5. The modifications noted are appropriate and will render both properties marketable and, regarding 55 West 11th Street, legal-nonconforming.
 - 55 West 11th Street
 - i. Reduction of lot width from 75' to 57.67'

- ii. Reduction of required front yard setback from 20' to 5' (this is the existing condition)
- 110 North Willow Street
 - iii. Reduction of side yard setback from 12' to 6' (currently sits approximately 11' on 55 North 11th Street property)

STAFF RECOMMENDATION:

By acting on this case, the Planning and Zoning Commission thereby accept staff's findings made on this request. Based on the findings established for this case, staff recommends that the Planning and Zoning Commission send the Town Council a favorable recommendation for this case, subject to the following conditions:

1. Any conditions deemed necessary by the Planning and Zoning Commission.

Attachments:

Exhibit A – Request Letter

Exhibit B – Surveys

Exhibit C – Authorization Form

Belva's Real Estate

150 N. Main St. - P.O. Box 1188 - Florence, AZ 85132 (520) 868-3520

May 13, 2019

Town of Florence Larry Harmer Community Development Services 224 W. 20th Street Florence, AZ 85132

Darling 11th, LLC – Leslie Darling 155 W. 11th Street, 200-44-069 Re:

Mr. Harmer:

On behalf of the above-referenced property owner, I would like to request utilization of the Town Core Infill Incentive Plan. The current zoning is Neighborhood Multi-Family (R-2) requiring a minimum lot width of 75' and setbacks of 20' front, 10' rear, 12' interior side and 15' street side.

This request is to reduce the required Zoning Code lot width from 75' to 57.67' as well as reduce any setbacks that will not meet the Zoning Code for the above-referenced property. I have attached the proposed survey correcting the property line marked Exhibit 2.

This request is being made to rectify a property line issue with the contiguous property to the South, 110 S. Willow Street, 200-44-070. The current property line runs through the existing structures of the contiguous property rendering the property unusable/unsalable by the current owner as shown on the current survey marked Exhibit 1.

Should you need further information, please let me know.

Cindy L. Sills

Broker

OWNER'S PERMISSION FORM

This sheet must be completed if the applicant for a Variance, is not the owner of the

property.
I/we, the Undersigned, do hereby grant permission to: Cindy 1. Sills Relvas Real Estate L.L.C.
to act on my/our behalf for the purpose of obtaining a Variance on the following described property:
155 W. 114M St. Florence, AZ
Owner(s) Signature
Address Print or Type Name 5451 E. Billings St. Meson, AZ 85705
Telephone 570 414-7763
STATE OF ARIZONA) County of MACICOPA)
On this 26 day of April , 2019, before me, the undersigned Notary Public, personally appeared Leslie Darling, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that Leslie Darling executed the same.
IN WITNESS WHEREOF, I hereto set my hand and official seal.
My commission expires: 06/27/2020 Chock Lyncom Notary Public
OFFICIAL SEAL TINA BYNUM NOTARY PUBLIC - State of Arizona MARICOPA COUNTY My Comm. Expires June 27, 2020

Variance Application

Page 9 of 11

