

**TOWN OF FLORENCE  
PLANNING AND ZONING COMMISSION  
REGULAR MEETING ACTION MINUTES**

**ACTION MINUTES OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF FLORENCE  
MEETING HELD ON THURSDAY, APRIL 3, 2025, AT 6:00 P.M., IN THE FLORENCE TOWN COUNCIL  
CHAMBERS LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.**

**CALL TO ORDER**

**Chairman Frost called the meeting to order at 6:00 PM.**

**ROLL CALL:**

<b>Chairman Frost</b>	<b>Present</b>
<b>Vice-Chair DeRosa</b>	<b>Present</b>
<b>Commissioner Proulx</b>	<b>Present</b>
<b>Commissioner Leaman</b>	<b>Present</b>
<b>Commissioner Wooley</b>	<b>Present</b>

**Note: Council Liaison Adam was present.**

**Staff: Andrew Birkelbach, Maricella Benitez, AJ Monroe, Cliff Mattice, and Bruce Walls.**

**PLEDGE OF ALLEGIANCE**

**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.

**MINUTES:**

- A. APPROVAL/APPROVAL WITH CONDITIONS/DISAPPROVAL** of the minutes from the Regular Meeting held on March 6, 2025.

**On a motion by Vice-Chair DeRosa, seconded by Commissioner Wooley, carried by a 5-0 vote, to approve the minutes for the Regular Meeting held on March 6, 2025.**

- B. APPROVAL/APPROVAL WITH CONDITIONS/DISAPPROVAL** of the minutes from the Work Session held on March 17, 2025.

**On a motion by Commissioner Proulx, seconded by Commissioner Wooley, carried by a 5-0 vote, to approve the minutes for the Work Session held on March 17, 2025.**

**C. APPROVAL/APPROVAL WITH CONDITIONS/DISAPPROVAL** of the minutes from the Regular Meeting held on March 20, 2025.

**On a motion by Commissioner Leaman, seconded by Commissioner Wooley, carried by a 5-0 vote, to approve the minutes for the Regular Meeting held on March 20, 2025.**

## **UNFINISHED BUSINESS**

**A. DISCUSSION/APPROVAL/DISAPPROVAL** reconsideration of the action taken at the March 20, 2025, Planning and Zoning Commission Meeting regarding the Preliminary Plat for the Planned Unit Development known as Anthem at Merrill Ranch located east of Felix Road and north of Hunt Highway (PZ-24-37).

**On a motion by Commissioner Wooley, seconded by Commissioner Leaman, carried by a 5-0 vote, to approve the reconsideration of the action taken at the March 20, 2025, Planning and Zoning Commission meeting regarding the Preliminary Plat for the Planned Unit Development known as Anthem at Merrill Ranch located east of Felix Road and north of Hunt Highway (PZ-24-37).**

**B. APPROVAL/APPROVAL WITH CONDITIONS/DISAPPROVAL** of a Preliminary Plat for the Planned Unit Development known as Anthem at Merrill Ranch located east of Felix Road and north of Hunt Highway (PZ-24-37). This is a continuation from the February 20, 2025, meeting.

**On a motion by Commissioner Leaman, seconded by Vice-Chair DeRosa, carried by a 5-0 vote, to approve the Preliminary Plat for the Planned Unit Development known as Anthem at Merrill Ranch located east of Felix Road and north of Hunt Highway (PZ-24-37), with the following conditions:**

- 1. Development of the subdivision shall comply with all applicable Town codes, including all applicable planning, building, fire, and engineering requirements.**
- 2. Final plans for right-of-way and easement dedications and/or abandonments, which may be provided via the Final Plat or other means, are subject to the review and approval of the Town Engineer prior to the Final Plat approval by the Town Council.**
- 3. Developer/Property owner may reduce the number of lots or widen lots within the subject preliminary plat area prior to submittal of a final plat without requiring additional Town approvals, provided there is no net increase in the subdivision density, no reduction in open space.**

- 4. All turf in common areas is to be usable and playable, and a Homeowner's Association (HOA) shall be responsible for the maintenance of all park and open space tracts within Anthem at Merrill Ranch.**

#### **DIRECTOR'S REPORT**

- A. General Plan Work Session Calendar**
- B. Development Impact Fees**

#### **CALL TO THE COMMISSION- CURRENT EVENTS ONLY.**

#### **ADJOURNMENT**

**On a motion by Commissioner Wooley, seconded by Commissioner Leaman, carried by a 5-0 vote, to adjourn the meeting at 6:35 PM.**

**Posted this 4<sup>th</sup> day of April 2025, on the Town of Florence website at [www.florenceaz.gov](http://www.florenceaz.gov) by Patricia Buchanan, Deputy Town Clerk.**