

**TOWN OF FLORENCE
PLANNING AND ZONING COMMISSION
REGULAR MEETING AGENDA**

Chairman Lonnie Frost
Vice-Chair Kathleen DeRosa
Commissioner Duane Proulx
Commissioner Gordon Leaman
Commissioner Jeffrey Wooley



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

Thursday, April 17, 2025

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, April 17, 2025, at 6:00 p.m., in the Florence Town Council Chambers located at 775 N. Main Street, Florence, Arizona.

Members of the public may submit written comments relating to this meeting to Planner Maricella Benitez by emailing maricella.benitez@florenceaz.gov at any time no later than one hour before the posted start time for the meeting. Please be sure to include your name and address for the record as well as the meeting date (and Agenda Item #, if applicable) in the subject of your email.

To attend the meeting noticed below by technological means, members of the public may:

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/84880163952?pwd=9VbZUDQ1T2Gt3bSS74pxJvBwbVVLxm.1>

Webinar ID: 848 8016 3952

Passcode: 121865

Join via audio:

+1 253 205 0468 US or +1 669 444 9171

If any member of the public has difficulty connecting to the meeting, they are invited to contact the Town of Florence Information Technology Helpdesk at (520) 868-7543.

1. CALL TO ORDER:

2. ROLL CALL: Chairman Frost____, Vice-Chair DeRosa____, Commissioner Proulx____, Commissioner Leaman____, Commissioner Wooley____, Liaison Adam____.

3. PLEDGE OF ALLEGIANCE:

4. 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.

5. APPROVAL/APPROVAL WITH CONDITIONS/DISAPPROVAL of the minutes from the Regular Meeting held on April 3, 2025.

6. NEW BUSINESS:

A. PRESENTATION/DISCUSSION/WORK SESSION of an amendment to the Town of Florence Development Code Chapter 150 regarding the radius of notification for applicable projects

B. PRESENTATION/INFORMATION SESSION/DISCUSSION on the American Planning Association's (APA's) online Planning Officials Training Program: Managing the Meeting.

7. DIRECTOR'S REPORT:

A. Upcoming Projects

8. CALL TO THE COMMISSION- CURRENT EVENTS ONLY:

9. ADJOURNMENT:

THE PLANNING AND ZONING COMMISSION MAY GO INTO EXECUTIVE SESSION AT ANY TIME DURING THE MEETING FOR THE PURPOSE OF OBTAINING LEGAL ADVICE FROM THE TOWN'S ATTORNEY(S) ON ANY OF THE AGENDA ITEMS PURSUANT TO A.R.S. § 38-431.03(A)(3). ONE OR MORE MEMBERS OF THE COMMISSION MAY APPEAR FOR PART OR ALL OF THE MEETING, INCLUDING EXECUTIVE SESSION, TELEPHONICALLY.

POSTED ON APRIL 11, 2025 BY PATRICIA BUCHANAN, 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 THE TOWN OF FLORENCE ADA COORDINATOR, AT (520) 868-8300 OR 711 TDD. REQUESTS SHOULD BE MADE AS EARLY AS POSSIBLE TO ALLOW TIME TO ARRANGE THE ACCOMMODATION. *****

**REGULAR 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:

Chairman Frost	Present
Vice-Chair DeRosa	Present
Commissioner Proulx	Present
Commissioner Leaman	Present
Commissioner Wooley	Present

Note: Council Liaison Adam was present.

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

PLEDGE OF ALLEGIANCE

Commissioner Proulx led the 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.

Chair Frost opened the Call to the Public. Seeing no such comment, Chair Frost closed the Call to the Public.

MINUTES:

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.

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.

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

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).

AJ Monroe, Community Development Director, stated that the Commission voted to deny the preliminary plat at the March 20, 2025 meeting. He stated that Commissioner Wooley submitted the request for reconsideration, which was received by the Town Clerk on March 21, 2025. He stated that the motion to reconsider must be handled at this meeting and requires a majority vote to pass. He stated that if the motion passes, the item will be reopened as if no action was taken on it.

Commissioner Proulx inquired why the commission is being asked to vote on the item again if PUDs cannot be changed.

Clifford Mattice, Town Attorney, stated that this item is procedural based on the request for consideration. He stated that the PUD requires the Commission's approval of the preliminary plat.

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).

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.

Mr. Monroe stated that this item is the reconsideration of the same item that was heard at the March 20, 2025, meeting.

Commissioner Wooley inquired if the developers had reviewed the staff recommendations for this item.

Carolyn Oberholtzer, Partner at BFSO Law, stated that the staff recommendations have been reviewed and are acceptable to the applicant.

Vice-Chair DeRosa thanked the developer (Pulte) for attending the meetings and expressed her hope that they took in the comments of residents of Anthem Merrill Ranch.

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

General Plan Work Session Calendar

Mr. Monroe suggested that these work sessions be held at the regular Commission meetings and recommended starting at the first meeting in May. He stated that the scope of the General Plan covered at the meetings will be directed by the Commission.

Mr. Monroe and the Commission discussed their plan of attack, choosing to cover the introduction and "Our Community" sections of the General Plan at the first meeting in May.

Commissioner Leaman requested a discussion on how deep the General Plan goes versus the depth of the General Plan that the Commission should consider when making decisions or suggestions to change the General Plan.

Commissioner Wooley inquired about starting the meeting early to give time to address the information.

Mr. Monroe stated that the regular meetings must start at 6 PM as published in the meeting notice.

Development Impact Fees

Mr. Monroe stated that the Development Impact Fees (DIF) were last updated in August 2024. He stated that DIFs cannot be collected early and that the time they are collected is when a permit is issued. He stated that the DIF collected may vary from house to house and is dependent on the location of the development within the community.

Chair Frost inquired if the developers who are planning to construct both water and wastewater facilities would get a reduced DIF for their development.

Mr. Monroe stated that the specific example referenced is for El Dorado's property east of Anthem Merrill Ranch and noted that the development has a development agreement and land use agreement laying out the construction of those facilities.

Vice-Chair DeRosa inquired how the Town's DIF compares to other municipalities and if the Town is charging DIF for similar items compared to surrounding municipalities.

Mr. Monroe stated that he couldn't say specifically but noted that state law requires DIF to be determined through a rate study. He stated that the Town charges DIF for Transportation, Police, Fire & Medical, Parks, and Water/Wastewater. He noted that fees will be different based on the location of the development as well as any development or land use agreements in place.

Mr. Mattice stated that items that are allowed to be charged as DIF are defined in state statute.

Vice-Chair DeRosa inquired if employee salaries are items eligible for DIF.

Chair Frost stated that employee salaries are not included in DIF and that they are typically for infrastructure.

Commissioner Leaman inquired if roadway improvements done by developers would open up DIF collected from their development to be used elsewhere.

Mr. Monroe stated that an ordinance regarding public notifications will be presented at the April 17, 2025, meeting. He stated that the Technical Advisory Committee will be reviewing the Attaway Crossing pre-plat and Mesquite Trails Phase III & IV pre-plats. He stated that there are upcoming neighborhood meetings for a conditional use permit for Desert Rock Church and a Planned Unit Development for Sky View Farms. He stated that there will be another training session at the April 17, 2025, Commission meeting. He stated that there are 19 final plats in review.

CALL TO THE COMMISSION- CURRENT EVENTS ONLY.

Commissioner Wooley reminded everyone to attend the 50-year anniversary of L&B Cantina.


Vice-Chair DeRosa reminded everyone to attend Road to Country Thunder.

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.

Lonnie Frost, Chairman

Date

	TOWN OF FLORENCE P & Z COMMISSION ACTION FORM	<u>AGENDA ITEM</u> 6A
<p>MEETING DATE: April 17, 2025</p> <p>DEPARTMENT: Community Development</p> <p>STAFF PRESENTER: Andrew Birkelbach, Planner</p> <p>SUBJECT: Radius of Notification Code Amendment Work Session</p>		<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <div style="margin-left: 40px;"> <input type="checkbox"/> Regulatory <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading </div> <input type="checkbox"/> Other

RECOMMENDED MOTION/ACTION

This item is a work session between the Planning and Zoning Commission and staff regarding the radius of notification for neighborhood meetings and public hearing mailers. No action will be taken tonight. However, a public hearing will be held on May 1, 2025. Upon receiving a recommendation from the Planning and Zoning Commission, this item will then be presented to the Town Council.

BACKGROUND

The Planning and Zoning Commission requested an update to the Town of Florence's Development Code Chapter 150 regarding the radius of notification for mailers of applicable public hearings and neighborhood meetings. The Town of Florence Development Code states that all property owners within a minimum of 300 feet of the subject parcel must be notified of a public hearing. The Planning and Zoning Commission requested research be conducted on how other nearby municipalities notify their residents.

Staff researched several additional Cities and Towns in the Phoenix metropolitan area to determine if increasing this radius would better suit the Town of Florence. Staff have prepared the following table of relevant language from other cities and towns regarding the radius of notification.

City	Lingo
<p>Phoenix</p> <p>https://phoenix.municipal.codes/ZO/506</p>	<p>Within ten working days of filing a rezoning application with the Planning and Development Department, mail a notice by first class mail explaining the request and all appropriate review and comment opportunities to real property owners, as shown on the last assessment of the property, within six hundred feet of the site, the nearest resident within the four quadrants to the site, and to neighborhood associations registered with the City which are within a one-mile radius of the site.</p>
<p>Chandler</p> <p>https://library.municode.com/az/chandler/codes/code_of_ordinances?nodeId=PTVIPL_CH_35LAUSZO_ARTXXVIAM_35-2601.1CIREPR</p>	<p>A written notice of the neighborhood meeting shall be mailed to all landowners of property located within six hundred (600) feet of the subject property, and the address of any registered neighborhood organizations located within one-quarter (¼) mile of the subject property, and to such other persons as the Zoning Administrator reasonably determines to be other potentially affected citizens.</p>
<p>Avondale</p> <p>https://library.municode.com/az/avondale/codes/code_of_ordinances?nodeId=CD_ORD_C_H28ZOOR_ART1ADPR_28-13PUNO</p>	<p>The planning division, not less than fifteen (15) calendar days prior to the date of each meeting, shall send a notice by first-class mail to each property owner and Homeowners' Association(s) within one thousand (1,000) feet of the subject property. The applicant is responsible for providing the names and addresses of property owners within this radius in electronic format at the time of application. The public notice shall include a description of the request, the general location of the real property that is the subject of the request, a link to the development plan, if any, and the date, time, and place of the hearing/meeting.</p>
<p>Buckeye</p> <p>https://library.municode.com/az/buckeye/codes/code_of_ordinances?nodeId=CD_ORD_CH_7DECO_ART8REAPPR_8.2CODEREPR</p>	<p>Mailed Notice. When Table 8.2-1 requires that mailed notice be provided, the applicant shall provide the Director or their designee with a current list of applicable property owners and organizations as listed below. The applicant shall deposit notices into first-class mail at least 15 days prior to the scheduled date of the hearing. Written notice shall be provided by the applicant to all persons listed on the records of the county assessor as owners of land subject to the application or as owners of the parcels within 300 feet of the outer boundary of the land</p>

	<p>subject to the application. For any rezoning of an area greater than 20 acres, General Plan Amendments, and CMPs or PADs, the 300-foot requirement shall be 500 feet. The applicant shall provide a written "Affidavit of Mailing" to the Development Services Department certifying that all required notices were timely mailed.</p>
<p>Mesa</p> <p>https://library.municode.com/az/mesa/codes/code_of_ordinances?nodeId=COOR_TIT11ZO_OR_ART7AD_CH67COPR_11-67-5PUNO</p>	<p>Notice of Public Hearing.</p> <p>1. City Council, Planning and Zoning Board, and Planning Hearing Officer. Any applications to the City Council, Planning and Zoning Board or the Planning Hearing Officer shall:</p> <p>A. Provide the same notice of Public Hearing as required by A.R.S. § 9-462.04; and</p> <p>B. Post the subject property no less than 15 days prior to the first scheduled hearing; and</p> <p>C. Provide additional notice by first class mail a minimum of 15-days prior to the first scheduled hearing date to all owners of property located within 500-feet of the exterior boundary of the property that is the subject of the application, based on the last assessment.</p>
<p>Tempe</p> <p>https://library.municode.com/az/tempe/code/s/zoning_and_development_code?nodeId=ZONING_DEVELOPMENT_CODE_PT6_APREPR_C_H4_PUNOSTRE_S6-404NOPUHE</p>	<p>Mailing a hearing notice not less than fifteen (15) calendar days prior to the date of the initial hearing to:</p> <p>a. The applicant or representative and owners of the subject property;</p> <p>b. All property owners of record within six hundred (600) feet of the subject property which are included on the mailing list submitted by the applicant;</p> <p>c. Provide notice by electronic communication, or if not applicable, by other standard means of noticing to the chairperson of the registered neighborhood association(s) and homeowners association(s) within one thousand three hundred twenty (1,320) feet (¼ mile) of the subject property(ies);</p>

	<p>d. All tenants, within the boundary of the subject property(ies); and</p> <p>e. Mailing of hearing notices does not apply to Zoning and Development Code text amendments.</p>
<p>Gilbert</p> <p>https://www.gilbertaz.gov/home/showpublisheddocument/42419/638469758752130000</p> <p>Page 416/509 on PDF viewer</p>	<p>For applications for General and Specific Plan amendments, rezoning, conditional and special use permits, preliminary subdivision plats, Design Review Master Site Plans, zoning variances and appeals heard by the Board of Adjustment, the Planning Manager shall prepare a Notice of Public Hearing. The notice shall be subject to the following requirements:</p> <p>1. At least 15 days prior to the date of the public hearing, the applicant shall notify by first-class mail: a. All property owners of record within 300 feet of the property, unless the General Plan, other policy adopted by the Town Council or the Planning Manager requires notification of a larger area due to the potential impact of the project that may extend beyond the required notification boundary. See Town of Gilbert General Plan, Santan Character Area. Town of Gilbert Land Development Code September 1, 2021 Chapter 1 Section 6.2 Common Procedures Page 9 b. All Home Owner's Associations (HOAs) and Property Owner's Associations (POAs) within 1,000 feet of the property c. All neighborhood associations within 1,000 feet of the property.</p>

Based on this research, staff from the Town of Florence believe it would be beneficial to increase the radius of notification from 300ft to 600ft for projects on a parcel of land larger than or equal to 20 acres. The 300 feet radius will be maintained for projects on land under 20 acres. Additionally, all Homeowner's Associations within a quarter mile of the subject property will be notified. The relevant changes to sections in the Town of Florence's Development Code are attached to this staff report.

ATTACHMENTS:

- Draft Ordinance Changes

ORDINANCE NO. XXX-XX

AN ORDINANCE OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING THE FLORENCE TOWN CODE, TITLE XV: LAND USAGE SECTION 150.016 CONDITIONAL USE PERMITS, SECTION 150.017 TEMPORARY USE PERMITS, SECTION 150.022 CITIZEN REVIEW PROCESS, AND SECTION 150.023 APPLICATIONS AND FEES AS DESIGNATED IN EXHIBIT “A” ATTACHED HERETO.

WHEREAS, the Town of Florence Planning and Zoning Commission desires to amend certain sections of the Florence Town Code, Title XV: Land Usage, Chapter 150 (the “Development Code”); and

WHEREAS, the Town of Florence Planning and Zoning Commission desires to modernize and update Title XV to reflect current development trends; and

WHEREAS, Town planning staff have prepared an amendment to the Florence Town Code, Title XV: Land Usage, Chapter 150; and

WHEREAS, public hearings to consider the amendment to the Florence Development Code have been properly advertised and conducted; and

WHEREAS, the Planning and Zoning Commission has conducted a public hearing and has forwarded to the Mayor and Council of the Town of Florence recommendations for the updates to the Development Code; and

WHEREAS, the recommended Development Code Amendments have been considered by the Mayor and Council of the Town of Florence and the recommended amendments have been found to be appropriate and further found to promote the economic health of the Town of Florence.

NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF FLORENCE AS FOLLOWS:

Section 1. The recitals above are hereby incorporated as if fully set forth herein.

Section 2. The Florence Town Code, Title XV: Land Usage, Chapter 150 is hereby amended by the revisions, additions, deletions and replacement of the Development Code text as set forth and described in **Exhibit “A”**, as attached hereto and incorporated herein.

Section 3. **Exhibit “A”** is hereby approved, adopted and incorporated into the Florence Town Code, Title XV: Land Usage, Chapter 150 by reference as if fully set forth in this Ordinance in its entirety.

Section 4. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason to be held invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 5. The Mayor, the Town Manager, the Town Clerk and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Ordinance.

Section 6. This Ordinance shall become effective thirty (30) calendar days after its adoption by the Council and shall continue thereafter in full force and effect until further action of the Council.

PASSED AND ADOPTED by the Mayor and Council of the Town of Florence this ____ day of _____, 2025.

Keith Eaton, Mayor

ATTEST:

APPROVED AS TO FORM:

Lisa Garcia, Town Clerk

Clifford L. Mattice, Town Attorney

EXHIBIT "A"

PROPOSED MODIFICATIONS AND NEW DEFINITIONS AMENDMENTS

CHAPTER 150: DEVELOPMENT CODE

Text Amendment to the Florence Town Code Title XV: Land Usage, Chapter 150: Development Code Sections 150.016, 150.017, 150.022, and 150.023. The proposed new text is shown in red underlined text, and text with a strike-through is proposed for deletion

§ 150.016 CONDITIONAL USE PERMITS.

(D) *Public hearing.* After receipt of a completed application form under this division, including filing fee and list of property owners within 300 feet of the property, owners immediately adjacent to the property, or owners within 600 feet of the property if the application is larger than 20 acres, and all homeowners' associations within a quarter of a mile of the land subject to application items shall be placed on the Planning and Zoning Commission's agenda for public hearing within 60 days after receipt of the application.

(E) *Notice.* Notice of the public hearing before the Planning and Zoning Commission shall be given in the manner established in § 150.015. In proceedings that are not initiated by the property owner, notice of the public hearing shall also be mailed to the owners of property ~~within~~ immediately adjacent to the subject property boundary, as well as those within 300 feet of the subject property boundary, as recorded with Pinal County. For applications larger than 20 acres, this radius shall be increased to 600 feet. All homeowners' associations within a quarter of a mile of the land subject to application shall also be notified regardless of acreage. This mailing shall occur at least 15 days prior to the public hearing.

§ 150.017 TEMPORARY USE PERMITS.

(D) *Notice.* Notice of the proposed temporary use permit shall be posted on the subject property for a period of 15 days prior to the date scheduled for final decision of the request. Notice shall also be mailed to property owners ~~within 300 feet of the property boundaries proposed for the temporary use~~ immediately adjacent to the boundaries of the subject property, as well as those within 300 feet of the subject property boundary as recorded with Pinal County. For applications larger than 20 acres, this radius shall be increased to 600 feet. All homeowners' associations within a quarter of a mile of the land subject to application shall also be notified regardless of acreage. Additional notification may be required at the Community Development Director's discretion.

§ 150.022 CITIZEN REVIEW PROCESS.

(C) *Publication.* At the discretion of the Community Development Director, written notice shall be given at least 15 days before the neighborhood meeting in at least one of the following methods:


(1) The notice shall be published once in a newspaper of general circulation published or circulated in the town.

(2) The notice shall be posted upon the sign required in § 150.015 unless waived by the Community Development Director or designee.

(3) The notice shall be mailed in accordance with the same procedures, and delivered in accordance with the provisions of § 150.015. Notice of the public hearing shall be mailed to the owners of property immediately adjacent to subject property boundary, as well as those within 300 feet of the land subject to application as recorded with Pinal County. For applications larger than 20 acres, this radius shall be increased to 600 feet. All homeowners' associations within a quarter of a mile of the land subject to application shall also be notified regardless of acreage. This mailing shall occur at least 15 days prior to the public hearing.

§ 150.023 APPLICATIONS AND FEES.

(2) *Ownership lists.* Typed in the form of mailing labels, containing complete names and mailing addresses of owners and parcel designations immediately adjacent to the subject property boundary, as well as those within a radius of 300 feet of the boundaries of the property. For applications larger than 20 acres, this radius shall be increased to 600 feet. All homeowners' associations within a quarter of a mile of the outer boundary of the land subject to application shall also be notified regardless of acreage.

	TOWN OF FLORENCE P & Z COMMISSION ACTION FORM	<u>AGENDA ITEM</u> 6B
<p>MEETING DATE: April 17, 2025</p> <p>DEPARTMENT: Community Development</p> <p>STAFF PRESENTER: Albert “AJ” Monroe, Community Development Director</p> <p>SUBJECT: Presentation on the American Planning Association’s (APA) training for Commissioners: Managing the Meeting</p>		<input type="checkbox"/> Action <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <div style="margin-left: 40px;"> <input type="checkbox"/> Regulatory <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading </div> <input type="checkbox"/> Other

RECOMMENDED MOTION/ACTION

No action is needed on this matter as it is presented as information only to the Commission and the general public.

BACKGROUND

The American Planning Association offers online training for Planning Officials. Numerous goals are outlined in the training, and after completion, Planning Officials will:

- Gain a deeper understanding of their role and responsibilities
- Explore meeting management practices and techniques
- Comprehend important areas of knowledge for planning
- Implement better decision-making methods and approaches

The training includes several videos and resources that can be accessed by Planning Officials and staff online.

The training session today includes a discussion facilitated by staff with a focus on the management of a meeting. Commissioners were provided with the video resource to watch outside of this meeting. The following information sessions will be a discussion centered around questions based on this video module.