



**MINUTES OF THE  
HUACHUCA CITY PLANNING & ZONING COMMISSION  
MEETING HELD  
WEDNESDAY, JUNE 5, 2019 AT 7:00PM  
HUACHUCA CITY TOWN HALL-500 N. GONZALES BLVD. HUACHUCA CITY,  
AZ 85616**

**AGENDA**

**A. Call to Order**

Madam Chairman

- Pledge of Allegiance

*The meeting was called to order at 7:00pm. The Pledge of Allegiance was led by Chair Tiffany Chavez.*

**Roll Call**

*Board Members Tiffany Chavez, Mary Charlton and Jeffrey Ferro were present. Non-voting members Joy Banks and Dr. Jim Johnson were also in attendance. A quorum was present.*

**B. Call to the Public**

Madam Chairman

No calls were presented.

**C. Approve the Consent agenda.**

*Motion to open for discussion: Chair Chavez. 2<sup>nd</sup> by Commissioner Charlton*

*Motion to approve May 01, 2019 minutes: Chair Tiffany Chavez, 2<sup>nd</sup> by Commissioner Ferro. 3-0 Vote.*

**D. Unfinished Business before the Commission**

**D.1 Discussion and/or action: [Chair Chavez] Allowable uses in the business district.**

*Motion to open for discussion: Chair Chavez. 2<sup>nd</sup> by Commissioner Charlton.*

Commissioner Ferro opened the discussion regarding the need to include provision for adult entertainment in Town code when they were already in state law. Dr. Johnson responded it is required by law. Commissioner Ferro also asked about laws regarding marijuana cultivation vs marijuana dispensary. Lastly Commissioner Ferro asked about the board of adjustments and who was part of the board of adjustments. Dr. Johnson responded the Board of Adjustments was Town Council.

Motion to moved allowable uses in the business district to July 3, 2019 agenda. Motion: Chair Tiffany Chavez, 2<sup>nd</sup> by Commissioner Charlton.

**E. New Business before the Council**

Madam Chairman

**E1. Discussion and/or Action [Chair Chavez]: Review Applications for Planning & Zoning Board vacancy. Candidates Lonnie Brock and E. Jean Post will be discussed.**

Motion to open for discussion: Chair Chavez. 2<sup>nd</sup> by Commissioner Charlton.

Lonnie Brock who lives at 311 Huachuca Blvd expressed his interest on serving on P&Z. Mr. Brock has lived in Huachuca City for two years. Chair Chavez noted that Mr. Brock did not use computers or email. Mr. Brock requested notification by telephone if selected.

E. Jean Post who lives at 118 E. Pima expressed her interest in serving on P&Z. Ms. Post has lived in Huachuca City for 2 years and is retired. Ms. Post retired as a Community Manager of home owner's associations in the Phoenix area.

Motion to recommend Lonnie Brock & E. Jean Post as Planning & Zoning Committee Members to Town Council. Motion: Chair Chavez. 2<sup>nd</sup> by Commissioner Charlton.

**E.2 Discussion and/ or Action [Chair Chavez] Possible Re-schedule of July 3, 2019 meeting due to 4<sup>th</sup> of July Holiday.**

Motion to open for discussion: Chair Chavez. 2<sup>nd</sup> by Commissioner Charlton.

All commissioners said they were available for the regular scheduled July 3 meeting, so there would be no reason to reschedule the meeting.

Dr. Johnson advised the commissioners on July 3, there will be a CUP work session at 6:00pm, a hearing for the CUP at 6:30pm and the regular meeting at 7:00pm.

**E.3 Discussion and/or action [Manager Williams] Planning and Zoning Commission Meeting formatting.**

Motion to open for discussion: Chair Chavez. 2<sup>nd</sup> by Commissioner Charlton.

Town Manager Williams discussed multiple issues with formatting on meetings. These issues included the need to motion & 2<sup>nd</sup> to open an item for discussion and the need to 2<sup>nd</sup> on an item, or the motion dies. The need for only 1 call to the public or 1 call per item as well as the consent agenda was discussed. The Town Manager stressed the importance of P&Z as an advisory committee and how the committee was going to get busier as the Town ramped up economic development. Issues of decorum were also discussed.

Chair Chavez asked why the Zoning administrator's report was moved to the end of the agenda, the other members expressed preference in having it earlier on the agenda. Town Manager Williams agreed to move it back on the agenda.

**F. Zoning Administrator Report-** Dr. Johnson agreed with the Town Manager about the importance of the committee with upcoming economic development and thanked the committee for their service.

Dr. Johnson spoke about the sale and improvement of multiple commercial properties including the Fenimore and dollar store building.

**G. Reports of current events by committee members**- Councilmember spoke about SVMPO and SLRP. SVMPO will be paying for the installation of an emergency traffic signal at School road and hwy 90 as well as a street assessment to grade conditions of roads in Huachuca City.

**H. Items to be placed on future agendas**- After some discussion there were no additional items other than the allowable uses in the business district.

**I. Adjournment**

Motion to adjourn-Chair Chavez. 2<sup>nd</sup> by Commissioner Charlton. Meeting adjourned at 8:02pm.

**Approved by Chair Tiffany Chavez on July 3, 2019.**

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**TIFFANY CHAVEZ, MADAM CHAIRMAN**

Attest \_\_\_\_\_  
**MATTHEW WILLIAMS, INTERIM TOWN CLERK**

Seal:

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Planning & Zoning Committee held on June 5, 2019. I further certify that the meeting was duly called and a quorum was present.

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Matthew Williams, Interim Town Clerk