

MINUTES OF THE JOINT WORK SESSION OF THE CITY COUNCIL AND THE PLANNING & ZONING COMMISSION AND DESIGN REVIEW BOARD OF THE CITY OF COTTONWOOD, ARIZONA, HELD JANUARY 8, 2009, AT 6:00 P.M. AT THE PUBLIC SAFETY BUILDING, 191 SOUTH SIXTH STREET, COTTONWOOD, ARIZONA.

CALL TO ORDER & ROLL CALL

Mayor Joens called the meeting to order at 5:57 p.m. Roll call was taken as follows:

Council Members Present
Present

Diane Joens, Mayor
Karen Pfeifer, Vice Mayor
Duane Kirby, Council Member
Linda Norman, Council Member
Terence Pratt, Council Member
Absent

Planning & Zoning Commissioners

Terry Fisher
Jake Gonzales
Richard Kevin
Jim Gillespie
Diane Lovett
Darold Smith

Planning & Zoning Commissioners

Council Members Absent

James Chapman, Council Member
Tim Elinski, Council Member

Ed Kiyler

Design Review Board Members Present

Charley Anderson
Raymond Cox
Judd Wasden
Bob Backus
Pat Bartmus
Diane Lovett

Staff Members Present

George Gehlert, Community Development Director

Design Review Board Member Absent

Carol Knowles

DISCUSSION AND POSSIBLE DIRECTION TO STAFF REGARDING COMMISSION/BOARD VACANCIES, AND THE POSSIBILITY OF COMBINING THE PLANNING & ZONING COMMISSION AND THE DESIGN REVIEW BOARD FUNCTION UNDER ONE COMMISSION

Mr. Gehlert stated he wished to address a management issue of having to coordinate meetings with the City Council and two appointed boards. He did not have staff to delegate or oversee all the meetings required. It would be more efficient to deal with a single board rather than two separate ones. Between the two boards there existed overlap and duplication. The types of issues discussed as well as the posting requirements for meetings of the two boards were different. Combining them would standardize record keeping and reduce the number of meetings required as well as staff time required for record keeping. The disadvantages were members of the Planning & Zoning Commission (P&ZC) all must be residents of the city while those of the Design Review Board (DRB) did

not. We would limit the pool of qualified applicants and meeting times could become extended.

Ms. Lovett stated there was duplication between the two boards. Combining the two boards was a good idea so long as the meetings did not become too drawn out.

Mr. Gillespie stated Sedona had combined its two boards and combining our two boards was a good idea. It was important to have diversity, which might not be as successfully fulfilled by requiring all members to be city residents.

Mr. Darold Smith stated several valley cities retained two boards. The hierarchy was: DRB, P&ZC, Council, with each level above DRB getting involved only if required. Also, DRB issues tended to be more technical. DRB gave citizens a way to be heard.

Council Member Kirby expressed concern about the changes possibly preventing current DRB members from continuing to serve and questioned how many would be eliminated.

Mr. Gehlert stated, only Mr. Backus.

Mr. Wasden expressed his support for combining the two boards. He did think the DRB made more thoughtful decisions, particularly with design issues. It was also important for citizens to have forums.

Mr. Bob Oliphant, 330 Desperado, stated the two boards required different expertise. He expressed concern that combining the two would diminish the special skills each possessed.

Mayor Joens stated she preferred having two separate boards, but Mr. Gehlert's concerns of being short staffed had to be considered.

Mr. Backus stated combining the two would combine their separate strengths and help ensure there would always be enough members to conduct scheduled meetings.

Council Member Kirby asked if a sunset clause should be created so that if the combining of the two boards didn't work, the current arrangements of two separate boards would continue.

Mr. Gehlert stated nothing would be lost since he proposed to make the DRB part of the P&ZC. The administrative process would have to be reworded for this to occur. Expertise could be retained and duplication lessened by combining the two boards.

Discussion followed which concluded that a sunset clause was not needed since the Council would, with Mr. Gehlert's input, determine whether to continue to keep the boards combined or to separate them again, if that was found to be desirable.

Council Member Norman stated that as part of the rewriting of the organization of a combined board, authorization could be made to eliminate the requirement for all members to be Cottonwood residents.

Mayor Joens stated Council consensus, and that of the two boards, was to try combining the two boards and move forward and have a plan presented to Council for consideration.

ADJOURNMENT

The joint work session adjourned at 7:22 p.m.

Diane Joens, Mayor

ATTEST:

Richard Smith, Deputy Clerk