

**TOWN OF PATAGONIA**

**PLANNING AND DEVELOPMENT MEETING MINUTES**

**DECEMBER 5, 2023, 6:00 P.M.**

**Zoom Meeting I.D. 957-511-4862 Password 338501**

1. CALL TO ORDER: The meeting was called to order by Chairperson Patrick O’Neal at 6PM.
2. ROLL CALL: Present: Gerry Isaac, Kevin McKay, Patrick O’Neal, Laurie Monti, Nancy McCoy, Steve Finch (via Zoom). Absent: Georgette Laurouy.
3. PLEDGE OF ALLEGIANCE: The Committee recited the Pledge of Allegiance.
4. APPROVAL OF MINUTES FROM NOVEMBER 7, 2023, MEETING

A motion to approve the November 7, 2023 minutes was made by Nancy McCoy, seconded by Laurie Monti, and approved unanimously.

1. CALL TO THE PUBLIC A. R. S. §38-431-01(H): AT THIS TIME, THE PUBLIC WILL ONLY BE RECOGNIZED TO SPEAK ON AGENDA ITEMS LISTED FOR PUBLIC INPUT PURSUANT TO TOWN CODE SECTION 2-5-6. ANY MEMBER OF THE PUBLIC IS ALLOWED TO ADDRESS THE COMMITTEE, SUBJECT TO A REASONABLE TIME SET BY THE COMMITTEE PURSUANT TO THE ARIZONA OPEN MEETING LAW. AT THE CONCLUSION OF THE CALL TO THE PUBLIC, INDIVIDUAL MEMBERS OF THE COMMITTEE MAY RESPOND TO CRITICISM MADE BY THOSE WHO HAVE ADDRESSED THE COMMITTEE, MAY ASK STAFF TO REVIEW THE MATTER, OR MAY ASK THE MATTER BE PLACED ON A FUTURE AGENDA. HOWEVER, MEMBERS OF THE COMMITTEE SHALL NOT DISCUSS OR TAKE LEGAL ACTION ON MATTERS RAISED DURING AN OPEN CALL TO THE PUBLIC UNLESS THE MATTERS ARE PROPERLY NOTICED FOR DISCUSSION AND LEGAL ACTION.

The meeting was attended by Robert Gay, Summer Smith, and Philip Brister (via Zoom).

Robert Gay spoke about climate change and how specifically this could impact design, building, and remodeling in Patagonia. He grouped these design considerations into two categories: energy, electricity, and site considerations as one category, and fire and flood as the other. Mr. Gay will email a copy of his handout to Ms. McCoy who will email it to the Committee members.

**OLD BUSINESS**

NONE

**NEW BUSINESS**

1. DISCUSS AND POSSIBLE ACTION FOR A DRAFT PLAN FOR LOW AND MODERATE INCOME HOUSING TO BE SENT TO PATAGONIA TOWN COUNCIL FOR THEIR CONSIDERATION.

The motion was made by Nancy McCoy and seconded by Patrick O’Neal.

Ms. McCoy shared a document that summarized the possible low-to-moderate housing guidelines discussed at the November meeting. It also included income guidelines for households from one to five people.

Ms. McCoy reported on Section 8 Housing vouchers. An applicant with a voucher can apply to rent any apartment, with the federal government subsidizing the applicant’s rent. Housing being rented by Section 8 voucher renters must be inspected yearly for maintenance and upkeep. Section 8 vouchers seem to be difficult to obtain in Arizona at this time. It is unlikely that there would be Section 8 applicants for Town owned apartments.

Steve Finch presented a draft site plan for two apartments, a two-bed two-bath unit, and a two-bath three-bedroom unit, on the lot located at the corner of Sonoita Avenue and Second Avenue. The building site is about 150’ by 125’ and power lines are located on the Town right-of-way. The parcel has a four-foot berm along the Sonoita Creek. A corner of the lot is reserved for a possible third Town well. The plan includes parking, storage, yard space, and separate driveways for each unit. If the site is in the floodway, building is prohibited, so this needs to be checked out before proceeding.

A discussion ensued about how to present this information to the Town Council, whether to present it formally at a meeting or to give the information to each Council member. The Town Manager would then report back to the Committee with their comments. It was decided to formally present to the Council as an agenda item the concept of Town owned low-to-moderate income rental apartments. If the Council approves, the Committee can go forward with more detailed work.

The motion was amended to send to the Council only the first page of the document up to “Floor Plans” along with the two sentences from the “Funding” section about the cost per square foot and the Town reserves.

The amended motion was approved unanimously.

1. DISCUSS AND POSSIBLE ACTION ON THE REVIEW OF CACTUS FLOWER LLC USE PERMIT AND ITS BUSINESS LICENSING PROCESS.

The motion was made by Steve Finch and seconded by Nancy McCoy.

This business will no longer need to be reviewed every year to have its business license renewed as there have been no complaints filed against it in the past two years. All other Town requirements for retaining a business license will still apply. Gerry Isaac will write up the modification of the use permit to go to the Town Council for approval.

The motion was approved unanimously.

1. DISCUSS PUBLIC SAFETY RELATED TO HARSHAW ROAD TRAFFIC.

Laurie Monti was concerned about the recent accident involving a cyclist and a road grader on Harshaw Road and wondered if there were any actions the Committee could take to be proactive about safety on this road, especially as traffic increases in the future. Are safety protocols in place, and can the Town get a baseline traffic count to compare with future traffic use? The Forest Service owns Harshaw Road and the County maintains it. The maintenance is currently being paid for by South 32. To get a baseline traffic volume count, the Town or County would have to put out counter strips. The Town Manger estimated that there are about 75 vehicles a day on the section of Harshaw Road in Town. “Cyclists ahead” signs may help. The best long-term solution would be a bike lane. Ms. Monti will continue to look into this.

1. STAFF OR MEMBER REPORTS: AT THIS TIME THE TOWN STAFF OR A COMMITTEE MEMBER MAY REPORT ON ITEMS OF INTEREST TO THE COMMITTEE. SUCH ITEMS MAY NOT BE ACTED UPON BY THE COMMITTEE AT THIS TIME, BUT MAY BE SCHEDULED AS A FUTURE AGENDA ITEM.

Town Manager Robinson said that at least some of the Chapter 14 changes requested by the Committee had been approved by the Town Council and would be in affect as of December 15th of this year.

Summer Smith, Intern Assistant to the Town Manager/Clerk, shared with each Committee member a copy of a new P&D Committee handbook. Members should get in touch with Ms. Smith about any changes or additions. Ms. McCoy will supply a mission statement.

1. FUTURE AGENDA ITEMS: AT THIS TIME THE COMMITTEE MAY BRING FORTH TOPICS FOR FUTURE AGENDAS AND SET THE DATE FOR THE NEXT MEETING.

There were no future agenda items. The next meeting will be January 9th at 6 PM in the Council Chambers.

ADJOURN: A motion to adjourn was made by Kevin McKay, seconded by Patrick O’Neal, and approved unanimously. The meeting was adjourned at 7:18 PM.