



**TOWN OF PATAGONIA
PLANNING AND DEVELOPMENT MEETING MINUTES
JANUARY 13, 2026, 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 Laurie Monti at 6PM.
2. ROLL CALL: Present: Gary Retherford, Victor Romo, Laurie Monti, Nancy McCoy, Kevin McKay
Absent: Georgette Larroury
Staff present: Town Manager Ron Robinson, Library Clerk Deborah Robinson
Public present: Mary Tolena
3. PLEDGE OF ALLEGIANCE: The Committee recited the Pledge of Allegiance.
4. APPROVAL OF MINUTES FROM NOVEMBER 04, 2025, MEETING
A motion to approve the minutes was made by Nancy McCoy, seconded by Victor Romo, and approved unanimously.
5. 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.

There were no speakers for Call to the Public.

OLD BUSINESS

6. REPORTS AND DISCUSSION FROM WORKING GROUPS: TOWN ORDINANCES, USE PERMIT, HOUSING NEEDS ASSESSMENT.

Nancy McCoy shared a revised version of the *Application for Use Permit: General Instructions*. It includes five steps an applicant must complete before a Use Permit is granted, as well as the items the Committee requested be included at the last meeting. County guidelines for parking will be used for larger developments. The revised *Application for Use Permit: General Instructions*, the Planning and Development Committee site visit checklist, and a request for a \$69 Use Permit application fee will be sent to the Town Council for approval.

Victor Romo said that he met with Town Manager Robinson to continue working on the subdivision checklist for contractors and developers. The checklist will include more general information at the

beginning and then more detailed information about what the Town expects from developers. More technical information will be added, as well as green incentives and Firewise information.

Laurie Monti presented the findings from the Senior Housing Assessment. Results indicated that informal support is important for seniors, and that it is also important to find resources to help people stay in their homes. The next step will be to put together a summary including information for future planning and resources available in the region. A study session with Town Council may also be planned. The survey results will be submitted to Mayor Wood.

NEW BUSINESS

7. DISCUSSION ON POTENTIAL WORKING GROUP TO PROPOSE DESIGN GUIDELINES FOR PATAGONIA CORE AREA AND PUBLIC SPACE?

The Committee discussed what the process should be for placing art in public spaces. The need for more public input and participation was raised. It was suggested that the Tree and Park Committee, which has been tabled, might be the committee to handle this.

8. 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.

There were no reports.

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

There will be continuing reports on the Senior Housing Assessment and guideline revisions for developers. The next meeting will be February 3rd at 6PM in the Town Council chambers.

11. ADJOURN

A motion to adjourn was made by Nancy McCoy, seconded by Victor Romo, and approved unanimously. The meeting was adjourned at 7:25PM.