

A. [20-116](#)**Recommendation of Noticing for Application Requests**

Paul Michaud, Planning Manager, provided background on the item. He reviewed the new mailing radius recommendations for legislative applications, administrative applications, and the reasons behind each of those recommendations. He asked what size mailing radius the Commission would recommend for non-administrative Special Use Permit (SUP) land modifications.

Commissioner Campbell expressed he preferred lowering it to a 1,000-foot radius.

Commissioner Georgelos indicated that she would like to error on the higher end of things and keep the mailing radius at a 1,500-foot radius.

Chairman Wainwright and Commissioner Covington stated they were in support of a 1,000-foot radius. Commissioner Wastchak and Commissioner Anton both indicated they agreed.

Mr. Michaud continued his presentation on mailing radiuses for administrative applications. He reviewed suggestions for sign posting date recommendations and the reasons behind those recommendations. Mr. Michaud provided information concerning sign posting size recommendations and provided some examples of what those would look like. He briefly reviewed possible sign posting content.

Commissioner Wastchak asked if the Commission could discuss the posting of signs further. He expressed having concerns with how long signs are left out. He suggested that having some signs out longer could be beneficial.

Mr. Michaud responded that if the Commission wanted to encourage earlier notification that would be good to state, and that early notification could be discussed further at the Council level.

Mr. Knapp noted that staff was in support of earlier notification and suggested the Commission to include support of earlier notification in their motion.

Commissioner Wastchak stated he would like to include earlier notification, specifically an earlier notification on the property, in their recommendation to Council.

Commissioner Campbell, Chairman Wainwright, Commissioner Georgelos, Commissioner Anton and Commissioner Covington voiced their support for Commissioner Wastchak's recommendation.

Commissioner Campbell motioned to forward the noticing recommendations included in their packets with the adjustment to the SUP non-administrative category to a 1,000-foot radius and encourage Council to additionally require signage earlier in the process that is not limited to hearing notifications.

A motion was made by Commissioner Campbell, seconded by Commissioner

Wastchak, to recommend forwarding to the Town Council the mailing notice radius and property posting as described in Attachment A, Proposed Noticing Table. In summary, this includes the following:

1. Lowering the mailing radius for properties outside the Town limits to match the typical mailing radius for that community (300' Phoenix, 300' Maricopa County, 750' Scottsdale). The applicant may use the Town's mailing radius distance or the neighboring jurisdiction mailing radius for the application type for properties outside Town limits, whichever is lower. The Community Development Director may require a modified mailing radius based on the potential impact of the application request;
2. Maintaining the typical 1,500' mailing radius for legislative applications due to the major changes from the existing condition and/or non-residential nature of most legislative applications. Also, adding a notification policy for annexation;
3. Reducing the mailing radius for most administrative applications approved by the public body. Specifically, having a 1,000' mailing radius for Conditional Use Permits, Minor Special Use Permits, and Non-Administrative Land Modifications for Special Use Permit-zoned property (e.g. replats, lot splits) due to their predominant non-residential nature and having a 500' mailing radius for residential plat/land modifications;
4. Maintaining the mailing radius for administrative applications approved by staff at adjoining property owners or no mailing notice depending on the application type;
5. Specifying when an application requires a site posting that the applicant use a sign that is 6 square feet in size (2' x 3') at 6' tall in front yard and along any other yard with street frontage, not placed in the right-of-way. Requiring a larger 16 square-foot sign (4' x 4') for Major and Intermediate Special Use Permit applications; and
6. Encouraging the Town Council to examine signage earlier in the application process.

The motion carried by the following vote:

Aye: 6 - Chairman Wainwright, Commissioner Covington, Commissioner Georgelos, Commissioner Wastchak, Commissioner Campbell, and Commissioner Anton

Absent: 1 - Commissioner Lewis

standards.

The motion carried by the following vote:

Aye: 6 - Commissioner Wainwright, Commissioner Anton, Commissioner Campbell, Commissioner Covington, Commissioner Georgelos and Commissioner Wastchak

Absent: 1 - Commissioner Lewis

6. ACTION ITEMS

A. [20-116](#) Recommendation of Noticing for Application Requests

Mr. Knapp pointed out that Council would be delaying this on their agenda, so they did not need to discuss it at this time unless they wanted to. He then recommended continuing the Item to a future date.

A motion was made by Commissioner Wastchak, seconded by Commissioner Georgelos, to continue the noticing for application requests item to a future date.

The motion carried by the following vote:

Aye: 6 - Commissioner Wainwright, Commissioner Anton, Commissioner Campbell, Commissioner Covington, Commissioner Georgelos and Commissioner Wastchak

Absent: 1 - Commissioner Lewis

7. CONSENT AGENDA

A. [20-129](#) Approval of February 18, 2020 Planning Commission Minutes

A motion was made by Commissioner Campbell, seconded by Commissioner Wastchak, to approve the February 18, 2020 minutes. The motion carried by the following vote:

B. [20-130](#) Approval of March 3, 2020 Planning Commission Minutes

A motion was made by Commissioner Campbell, seconded by Commissioner Wastchak, to approve the March 3, 2020 minutes. The motion carried by the following vote:

Aye: 6 - Commissioner Wainwright, Commissioner Anton, Commissioner Campbell, Commissioner Covington, Commissioner Georgelos and Commissioner Wastchak

Absent: 1 - Commissioner Lewis

8. STAFF REPORTS

Mr. Knapp stated that they are working to keep as many of their services open as possible while still protecting the health and safety of the staff and Town residents. He added that they are all available by e-mail and phone.

Chairman Wainwright commended them all for quickly adapting to the changes.

C. 20-085

Discussion of a Minor Special Use Permit Amendment
Mountain Shadows Resort (SUP-20-01). 5445 E. Lincoln Drive.

Mr. Burton presented an overview, including background information and the scope of the request.

Commissioner Anton asked who would pay for everything if it was approved.

Mr. Burton stated that the applicant would be responsible. He then shared some photos to better clarify the location of the proposed left-hand turn.

Commissioner Lewis expressed concern with the traffic safety in the area and suggested the Town repaint the lines at a minimum.

Mr. Mood commented that they felt the traffic impact analysis met all requirements from a traffic engineering stand point. He added that the Town had plans to do mill and overlay on all of Lincoln Drive and make median improvements in 2021.

Mr. Burton indicated they would like to add signs and a turn arrow striped in the lane to clarify that drivers cannot make a left hand turn into west bound traffic out of the entrance.

The Applicant commented that often people miss the entry and can cause problems trying to turn around. He then pointed out how the addition of the left-hand turn would help direct people into the front entry.

No Reportable Action

D. 20-101

Discussion of Noticing for Application Requests

Mr. Michaud presented suggestions for a new mailing radius that was done in a multi-tiered system with newly proposed radiuses of 1,500, 1,000, and 500 feet. Staff also suggested lowering the mailing radius in neighboring jurisdictions to 300 feet in Maricopa County, 300 feet in Phoenix and 750 feet in Scottsdale.

Commissioner Anton asked why they gave Scottsdale 750 feet and the other jurisdictions 300 feet.

Mr. Michaud indicated the radiuses matched the respective jurisdictions requirements. He then shared further details on the legislative applications, which he noted mostly remained the same.

Commissioner Anton asked what group lot splits belonged to.

Mr. Michaud responded it would be under the next grouping administrative applications by public body. He noted this group had the most changes. He then pointed out specific changes including the reduction of plats and lot splits to a radius of 500 square feet and minor special use permits to a radius of 1,000 square feet.

Commissioner Georgelos asked if there was an appetite for accelerated noticing.

Mr. Knapp replied that Council was looking for a recommendation on planning radiuses from the Planning Commission which would be considered in addition to timing and signage changes.

Mr. Michaud explained that for the third category administrative applications by staff there were no changes. He then briefly reviewed the changes made to all three categories. He then gave examples of how the reduction of the radius would look in the number of mailings sent out.

Mr. Michaud presented the sign posting changes proposed by staff. It was noted that signs would include the name and contact information of the contractor in case someone had a question or concern.

Commissioner Anton asked where the signs needed to be posted.

Mr. Michaud indicated that generally staff indicates where the sign should be located and may require more than one sign if it is a large property. He noted that they would see this item again on March 17, 2020 where they can give formal recommendation to Council.

No Reportable Action

6. PUBLIC HEARINGS

None

7. CONSENT AGENDA

None

8. STAFF REPORTS

None

9. PUBLIC BODY REPORTS

Chairman Wainwright noted that after the meeting on the March 17, 2020 they will make a toast to Commissioner Anton and celebrate his last day on the Planning Commission.

10. FUTURE AGENDA ITEMS

Mr. Knapp stated the March 17, 2020 included a public hearing on the EPCOR booster pump station, continued work study on the St. Barnabas minor amendment, and discussion on the public mailing notification

Commissioner Campbell explained that he believed the site was left open around the transformers, so they could be easily accessed and there was likely not room for additional hedges or fences.

No Reportable Action

B. 20-081 Discussion of Noticing for Application Requests

Mr. Michaud provided a brief overview of the item.

Mr. Knapp explained why the item was on the agenda and noted that they would eventually like a recommendation for Council.

Commissioner Wastchak asked if they follow Arizona Revised Statutes and how they could modify from there.

Mr. Michaud responded that they had to at least meet minimums of state statutes but could make more stringent regulations in addition if they desired. Mr. Michaud then reviewed the current Town noticing. He then provided an overview of what was included in Arizona Revised Statutes on noticing. He reiterated that current Town Code met Arizona Revised Statutes.

Mr. Michaud provided information on other communities noticing policies. He noted that most have a much smaller noticing radius than Paradise Valley and they applied to fewer application types. He added that sign postings in other cities were generally larger than Paradise Valley's. Mr. Michaud then provided some direction on how to move forward.

Commissioner Lewis asked how many days prior to the meeting a sign needed to be posted.

Mr. Michaud replied that it was generally 15 days and stayed up for the duration of the decision being made and had to be removed 10 days after a decision had been made.

Commissioner Wastchak asked if the Planning Division had suggestions of how and when to reduce the planning radius on certain applications.

Mr. Knapp explained that they could give some recommendations with direction from the Commission.

Commissioner Lewis inquired who paid for the signage.

Mr. Knapp replied that currently the Town provides the signs and if they moved to another type of posting the applicant would have to pay for and acquire themselves. He added that mailing was done by the applicant as well.

Commissioner Lewis asked how many properties would be included in a 1,500-foot radius in an area with single acre lots.

Mr. Michaud shared that one 1,500-foot radius included 212 parcels while another 1,500-foot radius resulted in 630 parcels.

Commissioner Campbell commented that he liked a multi-tiered option that increased or decreased the noticing radius based on the complexity of an application.

Commissioner Wastchak and Chairman Wainwright indicated they agreed with Commissioner Campbell.

Commissioner Georgelos recommended they also look at noticing outside of the Town limits.

Commissioner Campbell stated that at a minimum they should always notice lots outside the Town if these lots are adjacent to the subject property.

Chairman Wainwright suggested following the minimum stated statute for mailing notices to people outside Town boundaries.

Discussion was made on what was required by Arizona State Statute for neighboring communities.

Mr. Knapp recommended a minimum of 300 feet mailing radius outside of the Town boundaries. He added that this item was scheduled for their next two meetings and he would like to have a recommendation from the Planning Commission by the March 17, 2020 meeting.

Chairman Wainwright commented that he felt there was a consensus that they would like to see a reduction in mailings with a multi-tiered system and an increase in signage.

Commissioner Georgelos asked if they should consider earlier noticing requirements.

Mr. Knapp responded that they have discussed tying the noticing to the first work study session and following up with additional notices on major amendments, though several notices may not be appropriate for minor amendments.

Commissioner Wastchak left the meeting.

No Reportable Action

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

None

7. CONSENT AGENDA

A. 20-068 Approval of January 21, 2020 Planning Commission Minutes

A motion was made by Commissioner Anton, seconded by Commissioner Covington, to approve the January 21, 2020 Planning Commission minutes. The motion carried by the following vote:

Aye: 6 - Commissioner Wainwright, Commissioner Anton, Commissioner Campbell, Commissioner Covington, Commissioner Georgelos and Commissioner Lewis

Absent: 1 - Commissioner Wastchak

B. 20-082 Approval of February 4, 2020 Planning Commission Minutes

February 4, 2020 Planning Commission Meeting notes amended on page 2, comment (9) to remove the word "that" and replace with "to have".

A motion was made by Commissioner Campbell, seconded by Commissioner Georgelos, to approve the February 4, 2020 Planning Commission minutes. The motion carried by the following vote:

Aye: 6 - Commissioner Wainwright, Commissioner Anton, Commissioner Campbell, Commissioner Covington, Commissioner Georgelos and Commissioner Lewis

Absent: 1 - Commissioner Wastchak

8. STAFF REPORTS

None

9. PUBLIC BODY REPORTS

None