

MINUTES
TOWN OF QUARTZSITE
465 NORTH PLYMOUTH AVE, QUARTZSITE AZ 85346
REGULAR MEETING of the
PLANNING AND ZONING COMMISSION
TUESDAY, OCTOBER 18, 2016 at 3:00 P.M.

CALL TO ORDER: 3:02 p.m.

INOVATION AND PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was said.

ROLL CALL:

Chairperson: David Collier, present
Commissioner: Jim Murphy, absent
Commissioner: Dennis Dole, present
Commissioner: vacant

Vice Chairperson: Jesse Hearne, absent
Commissioner: Dennis Kuehl, present
Commissioner: Steve Schue, present

CALL TO THE PUBLIC AND COMMUNICATIONS FROM CITIZENS:

Dan Heaton, Quartzsite resident, spoke about the Planning & Zoning Commission open house meeting held in April or May 2016. He said there was a discussion of zoning the BLM land that is directly west of Quail Trail and Kofa.

Chairperson Collier replied that it was just discussion and he had not heard anything further on the matter.

Dan Heaton said the Call to the Public was for matters not on the agenda.

Town Manager Ferguson said that was correct.

Starr BearCat spoke about the need for the installation of automatic doors at Town Hall and the Library.

BUSINESS:

1. Discussion and review temporary structures in regards to swap meet vendors.

Chairperson Collier explained that the reason the item was on the agenda was that some vendors have extended the six-month time limit and some people are putting structures up that should not be up.

2. Discussion on coordinating with Quartzsite Fire District for inspections and enforcement of building and fire codes.

Jose Lizarraga, Assistant Chief of the Quartzsite Fire Department, said the issue has been a problem for Quartzsite for a number of years. He said the International Fire Code that was passed

by the voters of the Fire District, of which Quartzsite is within, along with the Town of Quartzsite. He said the problem is enforcement. He explained that when the Fire Department of the Town goes out to enforce something, unless it is actually written in Town Code and there is an offense or something with which someone could be charged, there is really nothing to do. He said, "We can write them a ticket or red tag their building, we can do anything, but if they want to they can just continue without any repercussion." Assistant Chief Lizarraga said, "We don't have the authority to shut them down, and I don't believe the Town does either, unless it's actually a Life Safety code." He said unless there is an A.R.S. statute or something in the Town Code with a punishment for that not happening, then they can just continue to operate with no problems or issues because nothing is in place to take care of it.

Town Manager Ferguson said the Town has talked to the Town Prosecutor and Town Attorney about it and looking at some recommended changes in the Town Code to put in more strength to enforce it. He said the laws need to be changed at a higher level as well as locally.

Commissioner Dole asked if the people requesting Vendor Permits receive any direction regarding what is allowed and how things are supposed to be set-up.

Tonya Hoogerwerf, Code Enforcement Officer and Building Inspector for the Town, said she had just received the Vendor Requirements for Alternative Structures of the 2003 International Fire Code from the Fire Department. She said moving forward she would give copies out to applicants for Vendor Permits.

3. Discussion and review Planning and Zoning permit process.

Tonya Hoogerwerf said this is basically for commercial projects. She said she had provided the Commission with copies in their agenda packets. Ms. Hoogerwerf explained that new projects that come in would receive those same documents to speed up the process.

Commissioner Dole suggested that a timeline be added to the information in the packet given to the people planning new projects.

Commissioner Kuehl asked if pre-construction meetings were conducted.

Town Manager Ferguson said there is a project review process that will be used. He explained that if there were a commercial project then there would be a pre-construction meeting as well. Mr. Ferguson said the Fire Department would be involved in anything of a construction nature. He said that sometimes there are pre-planning meetings for everyone to be able to come to the same understanding of the proposed project.

Assistant Chief Lizarraga said changes of occupancy require plan review also.

4. MINUTES – Consider approval of the minutes of the Planning and Zoning Commission from the meeting of September 20, 2016.

Commissioner Dole moved to approve the draft minutes of the Town of Quartzsite Planning and Zoning Commission Meeting of Tuesday, September 20, 2016 and Commissioner Kuehl seconded the motion. The vote was unanimous. Motion Carried.

FUTURE AGENDA ITEMS – Direction to staff regarding future agenda items.

Chairperson Collier asked that the necessity of placement of addresses on every building in the Town of Quartzsite be listed on a future agenda.

Town Manager Ferguson said he would like to review and discuss the Zoning Code. He would also like to have a discussion and review within the next couple of meetings of flood management, flood plains and flood zones and how they impact our real estate.

Commissioner Dole moved to adjourn, and Commissioner Schue seconded the motion. All were in favor. Motion Carried.

ADJOURNMENT: 4:02 p.m.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the meeting held on October 18, 2016, of the Planning & Zoning Commission of Quartzsite, Arizona and a quorum was present.

Dated this _____ day of _____, 2016

Tina Abriani, Town Clerk for
Tonya Hoogerwerf

APPROVED:

David Collier, Chairperson
Planning & Zoning Commission