

# Planning and Zoning Board

## *Study Session Minutes*

Mesa City Council Chambers – Lower Level, 57 East 1<sup>st</sup> Street

Date: March 25, 2020 Time: 3:00 p.m.

**MEMBERS PRESENT:**

\*Chair Michelle Dahlke  
\*Vice Chair Dane Astle  
\*Jessica Sarkissian  
Tim Boyle  
\*Shelly Allen  
\*Jeffrey Crockett  
\*Deanna Villanueva-Saucedo

**MEMBERS ABSENT:**

None

(\*Boardmembers participated in the meeting through the use of video conference equipment)

**STAFF PRESENT:**

Nana Appiah  
Tom Ellsworth  
Lesley Davis  
Ryan McCann  
Kellie Rorex  
Rachel Prelog  
Charlotte McDermott  
Rebecca Gorton

**OTHERS PRESENT:**

None

1. Call meeting to order.

Chair Dahlke declared a quorum present and the meeting was called to order at 3:09 p.m.

2. Review items on the agenda for the March 25, 2020 regular Planning & Zoning Hearing.

Staffmember Lesley Davis presented case ZON19-00909 to the Board. Ms. Davis stated the request is for a commercial shopping center within the Cadence Community. The applicant is requesting the site plan be approved prior to approval of the final design of the buildings. The individual buildings will be submitted for approval by the Cadence Architectural Committee as well as the City of Mesa Design Review. According to the applicant, they held a neighborhood meeting in December and the surrounding neighbors were in support. The applicant also conducted an extensive outreach program informing the surrounding neighbors of the request. Boardmember Villanueva-Saucedo inquired about the general tone of the neighborhood meeting. Ms. Davis informed the Board she was unable to attend the meeting. However, the applicant's citizen participation report indicated the neighbors were focused on the potential tenants for the center.

Staffmember Ryan McCann presented case ZON20-00035 to the Board. There was no discussion by the Board.

Staffmember Ryan McCann presented case ZON19-00687 to the Board. Mr. McCann stated this is a request for rezoning to allow the BIZ overlay in order to allow a private drive for development of the property. He informed the Board the City's code requires all development to front a public street, unless alternative standard is approved through a PAD or BIZ. Boardmember Boyle inquired if the property is within the City of Mesa limits.

Staffmember Kellie Rorex presented case ZON19-00706 to the Board. There was no discussion by the Board.

Staffmember Ryan McCann presented case ZON19-00935 to the Board. There was no discussion by the Board.

Staffmember Kellie Rorex presented case ZON19-00960 to the Board. Ms. Rorex stated the request is a modification of an existing PAD to allow the development of a medical office and future pad site. Specifically, the request is to allow a reduction in the required setbacks and modification to the standard for compact parking spaces to be clustered together. She informed the Board that the applicant is providing several superior standards such as more covered spaces for the compact parking area and the building design is also superior to the required design standards. Boardmember Allen inquired if the Design Review Board had any modifications or suggestions to the elevations. Ms. Rorex stated the board was pleased with the design. Boardmember Boyle inquired if the developer is allowed to have 9 parking spaces with a landscape island for every 8 spaces.

3. Review and discuss conceptual framework for City of Mesa Zoning code amendment to allow administrative approval for certain minor site plan reviews.

Staffmember Rachel Prelog presented and discussed staff proposed up-coming text amendments to allow administrative approval for certain site plan reviews. Ms. Prelog informed the Board that the purpose for the proposed change is to continue to improve the City's land use reviews for efficiency, consistency and timeliness of such applications. Ms. Prelog stated the recommendation is to have a major and minor category for site plan reviews. She presented several examples of site plan reviews and approval process from other jurisdictions within the Metro Area and the State.

Vice Chair Astle inquired if staff is considering how certain uses that may cover small areas such as a drive-thru may be considered as a major or minor site plan review. Ms. Prelog responded and informed the Board that any site plan with an outdoor display or storage could be classified as major and if a drive-thru restaurant meets the criteria it would be considered a minor site plan.

Planning Director Nana Appiah informed the Board that most of the site plan reviews that are considered by the Board are typically about the site plan and orientation and not about determining if the use is allowed or not on the property. And the staff recommendation for administrative review will be limited to similar standards. He informed the Board that creating a strong criterion to guide the administrative site plan review will help create a level of consistency and provide clear directions to both staff

and development applicants. The administrative reviews will also help improve the time it takes to review and approve site plans in the City. He also informed the Board that the new Design Guidelines approved by the City Council with the P&Z Board's recommendation is a great tool to guide developments and has removed ambiguity and the level of quality the City seeks.

Boardmember Allen asked for clarification on the timeline for the administrative process compared to the current process. Ms. Prelog responded the administrative review would be 36+ days which would eliminate 28 days of having to go through the public hearing process. Dr. Appiah informed the Board that Planning Division's performance measure requires reviewing administrative permits in 30 days. He also informed the Board that allowing the administrative site plan reviews will enable staff to expedite certain site plan reviews when necessary.

Ms. Allen also inquired about the reason for certain large cities to not have a process to allow administrative approval of site plans. Dr. Appia responded that Phoenix seems to be the only City that does not allow administrative approval, but Tucson which seems to be set up similar to Mesa's review process do allows administrative site plan approval for all site plans. He also informed the Board that Phoenix "Village concept" may be a reason for their review process.

Chair Dahlke asked if there will be neighborhood notification requirements for the administrative site plan reviews. Dr. Appiah responded and informed the Board that there will likely be a requirement to allow staff to require such a neighborhood outreach in certain situations. and staff is still working through the details of such a standard. Dr. Appah stated the overall goal is to provide applicants an opportunity to go through the review process seamlessly and conform to the Standards of the City's Code, including design standards.

#### 4. Planning Director's Updates.

##### a. Review and discuss draft Bylaws for the P&Z Board.

Staffmember Tom Ellsworth presented a draft of the Bylaws for the Planning and Zoning Board. Mr. Ellworth stated staff is looking for feedback from the board and will make any changes after the feedback and send out the final draft. He requested the Boardmembers to email him their recommended changes.

##### b. Update on land use decisions by the Mesa City Council on March 16, 2020.

Dr. Appiah informed the board that the City Council approved the rezoning for the previously designated commercial property in Morrison Ranch to residential. The property is specially located at the corner of Sossaman and Guadalupe.

#### 5. Adjournment.

Boardmember Villanueva-Saucedo motioned to adjourn the meeting at 4:26 pm. The motion was seconded by Vice Chair Astle.

Vote: 7-0 Approved

Upon tabulation of vote, it showed:

AYES –Dahlke, Astle, Sarkissian, Boyle, Allen, Crockett and Villanueva-Saucedo

NAYS – None

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Nana K. Appiah', written over a horizontal line.

Nana K. Appiah, AICP, Secretary  
Planning Director

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***Note: Audio recordings of the Planning & Zoning Board study sessions are available in the Planning Division Office for review. The regular Planning & Zoning Board meeting is “live broadcasted” through the City of Mesa’s website at [www.mesaaz.gov](http://www.mesaaz.gov).***