

Town Of Mammoth

PLANNING AND ZONING

MINUTES OF A REGULAR MEETING

TUESDAY, AUGUST 9, 2016

6:30 PM

MINUTES OF THE REGULAR MEETING OF THE TOWN OF MAMMOTH
PLANNING AND ZONING HELD AUGUST 9, 2016 PURSUANT TO THE
NOTICE REQUIRED BY LAW.



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- 1) **CALL TO ORDER** Diane Theobald 6:37PM
- 2) **PLEDGE OF ALLEGIANCE** Sharon Christiansen
- 3) **ROLL CALL**
- a. Planning and Zoning Members
- | | | |
|--------------------|---------------------|---------|
| 1. Chairperson, | Diane Theobald | Present |
| 2. Vice Chair, | Sharon Christiansen | Present |
| 3. Secretary, | Walter Jones | Absent |
| 4. Member, | Joe Dietz | Present |
| 5. Vacant Seat | | |
| 6. Council Liaison | Rogina Medina | Present |

According to Arizona Law, unless an actual emergency exists the Planning & Zoning Commission can act only on the items that appear on today's agenda. Anyone wishing to address the Commission should stand and be recognized by the Chairperson, state your name so that your comments may be properly recorded and limit your comments to three (3) minutes or less. Matters presented to the Commission at this time may be referred to the Town Clerk for placement on a future agenda.

- 4) **CALL TO THE PUBLIC** NONE

Handicapped individuals with special accessibility needs may contact the ADA Coordinator for the Town of Mammoth, at (520) 487-2331 (V/TDD)

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(520) 487-2331 V/TDD

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5) **APPROVAL OF MINUTES**

a. Approval of Minutes for the **JULY 19th, 2016** Meeting,

i. Motion to Approve Sharon Christiansen

ii. Second Joe Dietz
Motion Passed

6) **STUDY SESSION**

Opened at 6:45P

a. Rules and Regulations Review-Update-Need 1 other commissioner, desired result: Paid in Full Certificate & Handbook for Rules and Regulations. Diane Theobald discussed the need for another commissioner to sign on for the updating of the Cemetery Rules and Regulations. Joe Dietz accepted that role. Diane also discussed the need for a Paid in Full Certificate once a plot has been completely paid. She also discussed place all Town of Mammoth Rules and Regulations into a 5x7 Hand book that may be passed out to those who purchase plot in our cemetery. There was also a short discussion on providing a glossary of terms in the beginning of the handbook to ease understanding of Rules and Regulations. Some areas may warrant revision during this process.

b. Policy and Procedure for Occupied Properties, Reference 14-14 Nuisance etc. Sharon Christiansen discussed the use of the investigation form in association with citing occupied or vacant homes. She also discussed procedure in the form of pictures needed, parcel numbers, and current tax roll information. There was a short discussion on the division of work amongst the commissioners, by dividing the town into 4 areas and one commissioner responsible for each. The secretary will be responsible for issuing all letters of violation.

STUDY SESSION WAS CLOSED AT 7:10PM

7) **NEW BUSINESS – DISCUSSION AND/OR ACTION ON THE FOLLOWING:**

a. NONE

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8) **OLD BUSINESS – DISCUSSION AND/OR ACTION ON THE FOLLOWING:**

a. NONE

9) **COMMISSIONER COMMENTS** – Sharon Christiansen thanked the members for their help in completing the 14-14 and 14-25 revisions, and expressed the ability of the commission to move forward with the Quality of Life Program. Diane Theobald again praised the commission for the cohesive abilities this group has and how far we have come. She also expressed her wish to continue the course we are on. Our hopes as a commission are to revive the appearance of Mammoth.

10) **ADJOURN**

a. **MOTION TO ADJOURN AT 7:17PM**

- | | | |
|-----|-------------------|---------------------|
| i. | Motion to Adjourn | Sharon Christiansen |
| ii. | Second Motion | Joe Dietz
Passed |

I certify that the preceding is a true and correct copy of the minutes taken from the Planning and Zoning Regular Meeting held on August 9, 2016. I further certify that the meeting was duly called and held.

Planning and Zoning Vice-Chair _____

Sharon Christiansen

Planning and Zoning Chair _____

Diane Theobald