

# Town Of Mammoth



Town of Mammoth  
Planning and Zoning  
Minutes of a Regular Meeting  
Tuesday JUNE 13, 2017  
6:30 PM

MINUTES OF THE REGULAR MEETING OF THE TOWN OF MAMMOTH PLANNING AND ZONING HELD MAY 09, 2017 PURSUANT TO THE NOTICE REQUIRED BY LAW.

**\*\*NOTE TO MINUTES—THE RECORDER WAS NOT OPERATING CORRECTLY AND MEETING DID NOT RECORD\*\***

1. CALL TO ORDER
  - a. S. CHRISTIANSEN CALLED THE MEETING TO ORDER AT 6:34pm
2. PLEDGE OF ALLEGIANCE
  - a. LEAD BY S. CHRISTIANSEN
3. ROLL CALL
  - a. PLANNING AND ZONING MEMBERS PRESENT
    - i. DIANE THEOBALD – CHAIR PERSON
    - ii. SHARON CHRISTIANSEN – VICE CHAIR PERSON
    - iii. WALTER JONES – SECRETARY
    - iv. KIM LEE -- MEMBER
    - v. ROGINA MEDINA – COUNCIL LEASION
  - b. PLANNING AND ZONING MEMBERS ABSENT
    - i. VACANT SEAT
4. CALL TO THE PUBLIC-NONE

ACCORDING TO ARIZONA LAW, UNLESS AN ACTUAL EMERGENCY EXISTS THE PLANNING AND 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 RECORDED AND LIMIT YOUR COMMENTS TO THREE (3) MINUTES OR LESS. MATTERS PRESENTED TO THE COMMISSION AT THIS TIME MAY VBE REFERRE TO THE TOWN CLERK FOR PLACEMENT ON A FUTURE AGENDA

LARRIMORE BRETT—110 S CLARK ST.—Mr. Larrimore has requested a letter from the town of Mammoth concerning the rehabilitation of the garage building on the back of his property. Once this building is complete he wishes to use it as a living facility while the main residence is under construction. He came to us several months ago with the request that there would be no additions just remodeling and updating of the garage and main residence. We informed him that we would be willing to write the letter that this arrangement is okay with the Town providing that all permits are complied with through the county and that he comes to Planning and Zoning in the month of July to be placed on the agenda for a variance and a 12 month permissible stay during construction.

5. APPROVAL OF MINUTES
  - a. May 9, 2017
    - i. MOTION: W. Jones      SECOND: K. Lee
    - ii. VOTE YES-4    NO-0    PASSED
6. STUDY SESSION Opened at 6:42PM

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

Telephone  
(520) 487-2331 V/TDD

Mailing: P.O. Box 130, Mammoth, Arizona 85618  
Street: 125 N. Clark Street, Mammoth, Arizona 85618

FAX  
(520) 487-2152

- a. This study session is to set guidelines for citation issues, separate duties, and reorganize staff. It is determined that Kim Lee will be Investigator for Vacant Properties and will complete all paperwork deadlines, and citations for these properties. Sharon Christiansen will investigate all Occupied Properties and Walter Jones will complete all paperwork deadlines and citations for these properties. Diane Theobald will remain as primary researcher and zoning coordinator. All properties will contain, parcel search, pictures, investigation report, original letter of violation, follow up or 2<sup>nd</sup> letter within two weeks, and full compliance within 30 days, unless special qualification allow for an extension of time. All invoicing for fines must be sent within 10 days of the first show of non compliance.

Motion to Close the Study Session at 7:02pm

- i. MOTION: S. CHRISTIANSEN SECOND: W. JONES
- ii. VOTE YES-4 NO-0 PASSED

Study Session is Closed and the Regular Meeting will resume at 7:02pm

#### 7. NEW BUSINESS

- a. Diane Theobald to STEP DOWN as Chairperson and nomination of Sharon Christiansen to fill this position.
  - i. Diane Theobald-Stepping down due to personal health problems associated with her husband and the need for full time care for him. She has nominated Sharon Christiansen to be her replacement.

Motion to Accept D. Theobald request to step down and nominate S. Christiansen as Chairperson and D. Theobald will take the Vice Chairperson Position.

- i. MOTION: W. JONES SECOND: K. LEE
- ii. VOTE YES-4 NO-0 PASSED

#### 8. OLD BUSINESS

- i. NONE

#### 9. COMMISSIONER COMMENTS

- i. Walter Jones Thanked Diane for all her service and her continued support within the Planning and Zoning Department.
- ii. Diane Theobald thanked the entire commission for all their hard work and acknowledged the work done by S. Christiansen.
- iii. Sharon Christiansen Thanked the entire commission, stating that we have a good communication with each other and our work ethics are in sync. This should allow us to move forward and progress with the Quality of Life Program and help to clean up and better the Town of Mammoth for all its residents.

#### 10. ADJOURNMENT

- i. MOTION TO ADJOURN AT 7:24pm
- ii. MOTION: D. THEOBALD SECOND: K. LEE
- iii. VOTE YES-4 NO-0 PASSED
- iv. MEETING ADJOURNED AT 7:24PM

I CERTIFY THAT THE PRECEDING IS A TRUE AND CORRECT COPY OF THE MINUTES OF THE MAMMOTH PLANNING AND ZONING REGULAR MEETING HELD ON JUNE 13, 2017, I FURTHER CERTIFY THAT THE MEETING WAS DULY CALLED AND HELD.

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SHARON CHRISTIANSEN PLANNING/ZONING CHAIRPERSON