

# CITY OF WILLIAMS PLANNING & ZONING (P&Z) COMMISSION

**REGULAR MEETING  
FEBRUARY 16, 2023  
7:00 P.M.**



## AGENDA

**CITY COUNCIL CHAMBERS  
113 S. FIRST STREET  
WILLIAMS, ARIZONA**

PURSUANT TO A.R.S. #38-431.02, NOTICE IS HEREBY GIVEN TO THE MEMBERS OF THE PLANNING AND ZONING COMMISSION AND THE GENERAL PUBLIC THAT THE COMMISSION WILL HOLD A MEETING OPEN TO THE PUBLIC **THURSDAY, FEBRUARY 16, 2023, AT 7:00 P.M.** IN THE CITY COUNCIL CHAMBERS, 113 S. FIRST STREET, WILLIAMS ARIZONA.:

### **I. PROCEDURES**

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call

\_\_\_\_\_ Chairman Williams  
\_\_\_\_\_ Commissioner Glen  
\_\_\_\_\_ Commissioner Massey  
\_\_\_\_\_ Commissioner Brutvan

\_\_\_\_\_ Commissioner Mason  
\_\_\_\_\_ Commissioner Moede

- D. Adoption of Agenda

- A. Approval of Minutes: December 15, 2022 Minutes

### **II. OPEN HOUSE – PUBLIC HEARING – GENERAL PLAN**

- *The Planning and Zoning Commission and City Staff will be presenting maps and information about the Current General Plan and will solicit information from the public pertaining to the planning elements of the General Plan, for the 2023 GENERAL PLAN UPDATE.*
- *Discussion and Decision*

### **II. STAFF REPORT**

### **III. ADJOURN**

#### *Certification of Posting*

The undersigned hereby certifies that a copy of this notice was duly posted at Williams City Hall interior board and exterior board in accordance with the statement filed by the City Council with the City Clerk.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_  
Sue Bennett, Deputy City Clerk

**I. Procedures**

**A. Call to Order 7:00 PM**

Chairman Buck Williams called the meeting to order

**B. Pledge of Allegiance**

**C. Roll Call**

**Present:** Chairman Williams, Commissioner Moede, Glenn, Brutvan, Massey and Commissioner Mason

**D. Adopt Agenda**

**Motion:** To adopt the agenda as presented.

**Approve:** Approved.

**Moved by:** Commissioner Massey **Seconded by:** Commissioner Brutvan

Motion passed unanimously

**E. Approval of Minutes: September 15, 2022**

**Approve Minutes**

**Motion:** To approve the minutes of September 15, 2022.

**Approve:** Approved.

**Moved by:** Commissioner Mason **Seconded by:** Commissioner Moede

Motion passed unanimously

**II. PUBLIC PARTICIPATION - None**

**III. Request to rezone APN 202-11-003V from a Commercial Residential (CR) zoned parcel to a Single Family Residential (RI-7) zoning. (Steve Iverson).**

**• Report to the Planning & Zoning Commission**

Tim Pettit presented the request for rezoning from CR to RI-7, city staff recommends approval of the rezoning for APN: 202-11-003V. This approval will correspond with future subdivision submittals and is a reduction in density. Mr. Iverson is available if Commissioners have any questions.

Robin Eckels lives by the project and asked if there are any benefits for Iverson, Mr. Iverson stated he has no benefits for this projects, other than consistent

zoning.

- **Reconvene Regular Planning and Zoning Session**

*Commissioner Mason said it sounds good to him. Commissioner Moede asked for a time frame for this project, around March or April of 2023. Commissioner Glenn asked has any of this project began, not at this time. Commissioner Moede asked about the waste water. All the following utilities will be constructed by the developer and services will follow; Water, Sewer, Police Protection & trash Collection – City of Williams. Commissioner Moede asked if any lots would be available for “Habitat for Humanity” or other affordable housing opportunities. Mr. Iverson stated yes, he has contacted Habitat for Humanity and other donations such as the City for affordable housing options, such as rentals available for City residents only. Commissioner Mason asked about vacation rentals, Mr. Iverson stated that in the current CC&R, no vacation rentals. Glenn asked if this is a HOA, not this project.*

*Commissioner Massey asked about HOA, does all lots have to be sold before they HOA goes into effect. Tim stated no.*

**Motion:** To approve the request as presented

**Approve:** Approved

**Moved by:** Commissioner Moede **Seconded by:** Commissioner Mason

*Motion passed unanimously*

**STAFF REPORT** – Tim Pettit addressed the Commissioners on the updating of the General Plan. Per ARS 9-461.06 municipalities are required to have and update their General Plan every ten years. General Plan updates will incorporate the past ten years of amendments and will establish a long range vision for development. Our updated General Plan needs to be approved and adopted by resolution by our City Council by December 2023. For municipalities our size 12 months is typically the appropriate time frame to complete an updated General Plan, typically taking between 6 and 12 months. Tim anticipates our taking around 8 months.

\* November 2022 – City Staff had our General Plan Kick-off meeting.

\* December 2022 – Planning and Zoning General Plan Kick-off – General Plan will be available on the City Website or a hardcopy that can be picked up at City Hall. We are hiring a fulltime Fire Chief and expect having a staffed Fire Department, keep this in mind as you go through the General Plan.

\* January 2023 – City Staff will send out Public Notices for public participation.

\* February 2023 – Open House Meeting – Display current and updated maps.

\* April 2023 – Planning & Zoning Meeting – Review rough preliminary draft

\* May 2023 – Planning & Zoning Meeting – Review housing study and discussion.

*\*June 2023 – Planning & Zoning Meeting – Review Preliminary draft with the inputs of the Housing Study*

*\*July 2023 – Planning & Zoning Meeting – Final review of General Plan draft, make recommendation to City Council for approval.*

*\*August 2023 – City Council Meeting – Approve General Plan*

**V. ADJOURN: 7:24 PM**

ATTEST

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Buck Williams, Chairman

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Sue Bennett, Deputy City Clerk



# NOTICE OF PUBLIC HEARING

## GENERAL PLAN

Notice is hereby given that the City of Williams Planning and Zoning Commission will hold a public hearing on Thursday, February 16, 2023 at 7:00 p.m. in City of Williams Council Chambers located at 113 S. First Street, Williams, Arizona, 86046.

The following public matter will be heard: The Planning and Zoning Commission and City Staff will be holding an open house meeting presenting maps and information about the current General Plan and will be soliciting information from the public pertaining to the planning elements of the General Plan, for the 2023 GENERAL PLAN UPDATE:

The public can access the General Plan through the City Website at [www.williamsaz.gov](http://www.williamsaz.gov) or a hard copy can be picked up at the front lobby of City Hall.

All General Plan comments may be submitted to the Planning and Zoning Commission and or City Staff in the following manner: 1) Submit written comments to the Commission/City Staff at the above address. 2) Drop of comments at City Hall "General Plan" drop off box. 3) Or email comments to Joanna Dahm [jdahm@williamsaz.gov](mailto:jdahm@williamsaz.gov).

If you have any other question please contact Tim Pettit, City Manager, 928-295-5449 or e-mail [tpettit@williamsaz.gov](mailto:tpettit@williamsaz.gov) .