

Work Session

Commission Workshop

Planning and Zoning Commission
May 13, 2026



Agenda

- By-Laws
- Open Meetings
- Land Use
- Discussion

By-Laws

By-Laws

- “The functions, duties and responsibilities of the Commission are defined in the Commission Ordinance. In order that the functions, duties, responsibilities of the Commission may be carried out in an orderly and consistent fashion with full public knowledge of the procedures involved, the following by-laws and rules of procedures are adopted.”
- 9 members (3 from each District)
 - 1 member per District may reside in a city/town
- Staggered 4-year terms
- Can be amended any time

By-Laws

- Annual elections
- Attendance
- Conflict of Interest
- Quorum Call
- Agendas
- Amendments

Rules of Order

- Robert's Rules of Order (1876)
 - Henry Martyn Robert
 - Formal meeting procedures
 - Numerous revisions
- Parliamentary Procedure at a Glance (1933)
 - O. Garfield Jones
 - Summary of motions and common rules
 - Referenced in by-laws
- Subject to Commission Chair discretion and interpretation

Open Meetings

What is a meeting?

“Means the gathering, in person or through technological devices, of a quorum of the members of a public body at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to that action.”

One-way electronic communication by a member sent to five or more Commissioners proposing a legal action.

An exchange of electronic communications among a quorum of Commissioners involving discussion, deliberation, or taking a legal action as a body concerning a matter likely to come before the public body for action.

Open meeting requirements?

- Notice
- Agenda
- Public
- Call to the Public
- Executive Sessions
- Minutes
- Resources

Why have open meeting laws?

- Protect the public
- Protect public officials
- Maintain government integrity
- Better informed citizenry
- Build and maintain public trust

DEVELOPMENT SERVICES

Arizona Ombudsman Citizens' Aide

- <https://www.azoca.gov/>

Open Meeting Law 101

- <https://www.azoca.gov/wp-content/uploads/OML-101.pdf>

ARS Title 38 – Public Officers and Employees

- <https://www.azleg.gov/arsDetail/?title=38>

ARS Title 11 – Counties

- <https://www.azleg.gov/arsDetail/?title=11>

ARS Title 9 – Cities and Towns

- <https://www.azleg.gov/arsDetail/?title=9>

Land Use

Planning and Zoning

- Authority
- Ordinances and Resolutions
- Growth and physical development
- Sound and orderly fashion
- Prosperity, health, safety, convenience, and general welfare
- Consistent and compatible

DEVELOPMENT SERVICES

Comprehensive Plan Amendment Factors

1. Infrastructure and Services
2. Land Use Patterns
3. Compatibility with Surrounding Areas
4. Development Plans
5. Tribal Coordination
6. Community Input

Rezoning Factors

1. Land use/concept plan
2. Comply with site development standards
3. Adjacent districts capable of development
4. Does not create nonconforming uses
5. Compatible with existing development
6. Rezone to more intense zoning district
7. Adequate services and infrastructure
8. Traffic circulation
9. Development along major streets

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Rezoning Factors (cont.)

10. Infill compatibility
11. Unique topographic features
12. Water conservation
13. Public input
14. Hazardous materials
15. Consistent with plans and planning policies

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Special Use Authorization Factors

1. Compliance with adopted plans
2. Compliance with zoning district purpose
3. Development along major streets
4. Traffic circulation
5. Adequate services and infrastructure
6. Significant site development standards
7. Public input
8. Hazardous materials
9. Off-site impacts
10. Water conservation

Discussion

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