

**APPROVED** by P&Z Commission  
Date: July 11, 2023  
P&Z Office: [Signature]

**MINUTES**

SPECIAL MEETING  
PLANNING AND ZONING COMMISSION  
SAN LUIS COUNCIL CHAMBERS  
1090 E. UNION STREET  
JUNE 20, 2023  
6:00 p.m.

**1. CALL TO THE ORDER /ROLL CALL** The meeting was called to order at 6:00 p.m. by Vice Chairman Javier Barraza.

**PRESENT:**

Chairman Marco A. Pinzon  
Vice Chairman, Javier Barraza  
Commission Member Hugo Garcia  
Commission Member Veronica Zavala  
Commission Member George Amaya  
Commission Member Ruben Walshe  
Commission Member Angelica Ortiz

**ABSENT:**

**OTHERS PRESENT:**

Jose A. Guzman, Director of Planning and Zoning  
Kay Macuil, City Attorney (via Zoom)  
Roman Pacheco, Planning Technician  
Antonio Maldonado, Video Production Specialist  
Domingo Sosa, Graphics and Media Specialist  
Jenny Torres, Assistant City Manager  
Juan Tejeda, Associate Planner  
Elizabeth Carpenter, Long Realty  
Harold Cardona, Long Realty  
Jaime McGalliard, Long Realty  
Tom DuBose, DuBose Design Group

## **2. PLEDGE OF ALLEGIANCE**

Vice Chairman Javier Barraza led the Pledge of Allegiance.

## **3. CONSENT AGENDA**

### **3. A. APPROVAL OF MINUTES**

- Regular Planning and Zoning Commission meeting held May 9, 2023

**MOTION: Commission Member George Amaya / Commission Member Hugo Garcia** to approve the consent agenda as presented. The motion passed unanimously.

The vote was as follows:

Chairman Marco A. Pinzon	Aye
Vice Chairman Javier Barraza	Aye
Commission Member Hugo Garcia	Aye
Commission Member Veronica Zavala	Aye
Commission Member George Amaya	Aye
Commission Member Ruben Walshe	Aye
Commission Member Angelica Ortiz	Aye

## **4. ITEMS REQUIRING DISCUSSION AND/OR ACTION**

**4. A. Discussion and possible action on any and all matters regarding Subdivision Case No. 2023-0194P. A request by Tom DuBose of DuBose Design Group, on behalf of multiple property owners, for the preliminary plat approval of Orchidea Park Subdivision. The property is located south of County 24th Street between Avenue E and Avenue D in San Luis, Arizona.**

**Jose A. Guzman, Director of Planning and Zoning,** summarized the staff report recommending approval of Subdivision Case No. 2023-0194P subject to the following condition:

1. The applicant must address all comments on the June 1, 2023 review comments letter.

2. Applicant must provide a sewer master plan for the whole development at the time of the first final plat submittal.
3. Applicant must submit documentation for single ownership through a partnership or corporation between all the current property owners at the time of the first final plat submittal.
4. Applicant understands that a conditional approval of a preliminary plat shall not constitute approval of the final plat. Rather, it shall be deemed an expression of approval to the layout submitted on the preliminary plat as a guide to the preparation of the final plat, which will be submitted for approval of the Commission and the City Council upon fulfillment of the requirements of the Subdivision Regulations, any other applicable City regulations, and the conditions of approval.
5. A Development Agreement will be required at the time of the final plat approval of any phase to establish the phasing of the development including a schedule of improvements required.

**Tom DuBose, Dubose Design Group**, stated that they have agreed to the recommended conditions.

**Commission Member Hugo Garcia** asked if they would build a lift station or sewer plant before they start building.

**Jose A. Guzman, Director of Planning and Zoning**, responded that when the applicant submits the final plat. We want to require a master plan for the sewer for the whole property. It is a way to ensure that they will have sewer service for all the lots within this area. Based on the master plan, the applicant will determine whether any infrastructure will be needed.

**Commission Member George Amaya** asked whether the City of San Luis or the developer will maintain the infrastructure for water and sewer. **Mr. Guzman** responded by the city, and this type of infrastructure is done in the final plat phases, just as in any other residential subdivision.

**Chairman Marco A. Pinzon** stated these are three owners and that if no one wanted to sell to each other, that was not an option. **Mr. DuBose** explained that all ownerships are within the same family and partnership with Elizabeth Carpenter,

and the Loo family are just different names. There are in the process of, and they had hoped to be done by now, but they will form one entity that would own the properties. They are going to comply that it is in the process. It just did not get done by today, but it is very close.

**Elizabeth Carpenter, Long Realty**, stated that we are putting in a new lift station regarding the sewer question. All the work done with the development to the north of us will serve this area; north of 24 ½, that lift station will be sufficient. Then the stuff that will be developed south of 24 ½ will be done by the lift station that is already existing on Avenue D and County 25<sup>th</sup>. This is something that we have been working on for a long time to make sure that the capacity is there.

As you did on Belleza Del Desierto, **Garcia** asked if the lots would be sold to the public or primarily to Housing America. **Mrs. Carpenter** responded no, whoever wants to buy lots will be able to. We will have more available to the people that we have in Belleza. The plan is to develop 40 acres at a time. We will have more to offer to the other builders in the area than when we just did a 20-acre piece.

**Commission Member Amaya** asked if the applicant could explain the general comment from the city engineer regarding the subdivision plat or multiple plats on that comment letter. **Mr. Guzman** stated that staff met with the applicant and the city engineer about that comment and explained the project's phasing. So, this comment asked whether they would be doing the preliminary plat as shown for the final or if they would do phases and applicant explained the proposed phasing of the project. They submitted the revised comment letter, and the engineer was okay with that response.

**MOTION: Chairman Marco A. Pinzon / Commission Member George Amaya to approve Subdivision Case No. 2023-0194P preliminary plat for Orchidea Park Subdivision with the conditions as presented by staff. The motion passed unanimously.**

The vote was as follows:

Chairman Marco A. Pinzon	Aye
Vice Chairman Javier Barraza	Aye
Commission Member Hugo Garcia	Aye

Commission Member Veronica Zavala	Aye
Commission Member George Amaya	Aye
Commission Member Ruben Walshe	Aye
Commission Member Angelica Ortiz	Aye

#### **4. B. Discussion and possible action on any and all matters regarding the Downtown Redevelopment Plan.**

**Jose A. Guzman, Director of Planning and Zoning**, summarized the staff report and stated that by State Statute, the commission has 30 days to provide a recommendation. Unfortunately, last week we did not hold a meeting due to a lack of quorum. However, the staff thinks it is essential for the commission to provide comments or recommendations to the City Council. We will present this item to City Council on June 28<sup>th</sup> because of tonight's special meeting. We are providing the opportunity to offer comments on a recommendation to the council.

**Commission Member Angelica Ortiz** stated that I was reading when she was looking at the renderings of Main Street. I did not see where it says, like on Main Street and B Street, is that going to have a four way stop, or if it will continue to be two, the east and west sides.

**Jenny Torres, Assistant City Manager**, explained that a traffic signal was being planned for that intersection. When we started the Redevelopment Plan, we were also working on the circulation study because of the impact of the port. We were trying to combine both plans; those consultants were working to ensure that whatever was recommended by the circulation study was reflected in the downtown redevelopment. There are some options in the circulation study, but the city will push to have a traffic signal at that intersection.

**Chairman Marco A. Pinzon** stated that his only concern is an issue with the semi-trucks, which I hope will be addressed. **Mrs. Torres** said that this Downtown Redevelopment Plan would give us the starting point or where we want our downtown to be. We will be addressing issues such as the circulation and the signaling, but we will also hopefully address some other requirements that we would want for the downtown. For example, we did a downtown drainage study because right now, there is a requirement that any development around that area

must do on-site drainage. Now the lots are residential, which limits the amount of space for somebody to come in and build a commercial building there. We have addressed some of that and are working on a second one. Eventually, we want to take that requirement off for any downtown development. The other ones are parking. We are working on another study to address the parking. Again, this is just the baseline for what we want our downtown to become. It will have to handle many different requirements that we have now and make it more attractive for people to come in and develop more commercial development in that area. **Ortiz** mentioned that when you are on Cesar Chavez Street heading towards B Street, a lot of the parking there or the cars are parked almost on the corner. People stop almost in the middle of the street because you cannot see cars traveling east and west. There has been, and I do not know if you have contemplated that, but there needs to be precise because there are almost accidents ready to happen in that area. **Mrs. Torres** mentioned that she does not know if we have discussed this in the past but let me take it back to Public Works and Police Department and see if that is something we can address now. This process will take years to get where we want the downtown redevelopment to be, but items like that might be able to be addressed now versus later.

**Garcia** mentioned that most people have houses or businesses in the area that is zone commercial/residential do you know when the time frame is that you can decide or understand how we will drain the water out? **Mrs. Torres** responded that the master plan was divided into different sections, and every unit had specific requirements; like on Archibald and Mesa Street, you see that big project under development that will address a portion of it. The second portion you mention requires purchasing land for a retention basin. We did allocate the budget, and the council approved it, and we will proceed. **Amaya** stated that in the review of the report chapter 2, the determination of blight and assessment, there are examples on private property for refuse/debris/junk and excessive outdoor storage. Will the Redevelopment Plan also address these examples used for justification? **Mrs. Torres** explained that a lot of people see that as a negative. For us, it was a matter of ensuring the land was designated because it allowed us to tap into funding to make those improvements. That is another issue that we will have to work with Development Services to try to address through compliance with some of those

issues. This will be one step at a time to address some of that. Eventually, we want to move in that direction. Furthermore, Mrs. Torres mentioned that a copy of the circulation study is on the website, or Mr. Guzman can forward an electronic document to any committee member interested in one. It addresses precise locations; for example, the exiting of the port, which will be on William Brooks and Second Street. We will need a traffic signal there, and the second portion is B Street and Main Street. It will address another traffic signal. Also, it addresses circulation by making certain streets one-way. It addresses Cesar Chavez Boulevard instead of having one left turn going from Cesar Chavez Boulevard going south on Archibald. It requires two left lanes, so we need more right-of-way to address that intersection. It also addresses the circulation down by San Luis Plaza Drive, where it has a connector going up the hill to Mesa Street.

**Commission Member Veronica Zavala** mentioned that the biggest problem we have on Main Street is parking space, and I saw some old buildings and empty lots in that area that could be an excellent place to put a big parking lot. Mrs. Torres stated that there are certain things the city will be committed to doing. We need a Transportation Hub, where the taxi cabs can pick up people and YCAT. There are other things that the private sector might have to come in and develop, like the parking lot that we mentioned that is on federal property; that is our responsibility. That will only address one portion. We need something closer to the downtown. Also, we have a lot of absentee landlords in the downtown, and we will have to look at that to push them to do more development and enhance their buildings. We have ancient buildings; some have invested, and some you know are just collecting rent but unwilling to invest. I mentioned this to the commission because it will probably come up where we might have to be creative and create some regulations that entice them to develop their properties.

**MOTION: Commission Member George Amaya / Chairman Marco A. Pinzon** will forward a recommendation of approval to City Council for adopting the San Luis Downtown Redevelopment Plan. The motion passed unanimously.

The vote was as follows:

Chairman Marco A. Pinzon	Aye
Vice Chairman Javier Barraza	Aye
Commission Member Hugo Garcia	Aye
Commission Member Veronica Zavala	Aye
Commission Member George Amaya	Aye
Commission Member Ruben Walshe	Aye
Commission Member Angelica Ortiz	Aye

## 6. ADJOURNMENT

**MOTION: Commission Member Ruben Walshe / Chairman Marco A. Pinzon to adjourn the Regular Planning and Zoning Commission meeting at approximately 6:30 p.m. The motion passed unanimously.**


The vote was as follows:

Chairman Marco A. Pinzon	Aye
Vice Chairman Javier Barraza	Aye
Commission Member Hugo Garcia	Aye
Commission Member Veronica Zavala	Aye
Commission Member George Amaya	Aye
Commission Member Ruben Walshe	Aye
Commission Member Angelica Ortiz	Aye

APPROVED:

  
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Marco A. Pinzon, Chairman

ATTEST:

  
\_\_\_\_\_  
Roman Pacheco, Planning Technician

CERTIFICATION

I HEREBY CERTIFY THAT THE FOREGOING MINUTES ARE A TRUE AND CORRECT COPY OF THE MINUTES OF THE SPECIAL PLANNING AND ZONING COMMISSION MEETING OF THE PLANNING AND ZONING COMMISSION, SAN LUIS, ARIZONA, HELD ON JUNE 20, 2023. I FURTHER CERTIFY THE MEETING WAS DULLY CALLED AND HELD, AND A QUORUM WAS PRESENT.

  
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Roman Pacheco, Planning Technician