

**APPROVED by P&Z Commission**

Date: 5-14-2024

P&Z Office: R. [Signature]

## MINUTES

REGULAR MEETING  
PLANNING AND ZONING COMMISSION  
SAN LUIS COUNCIL CHAMBERS  
1090 E. UNION STREET  
MARCH 12, 2024  
6:00 p.m.

**1. CALL TO THE ORDER /ROLL CALL:** Chairman George Amaya called the meeting to order at 6:00 p.m.

### PRESENT:

Chairman George Amaya  
Vice Chairman Javier Barraza  
Commission Member Hugo Garcia  
Commission Member Veronica Zavala (via Zoom)  
Commission Member Ruben Walshe  
Commission Member Angelica Ortiz

### ABSENT:

Commission Member Marco A. Pinzon

### OTHERS PRESENT:

Jose A. Guzman, Director of Development Services  
Antonio Maldonado, Video Production Specialist  
Juan Tejeda, Associate Planner  
Antonio Martinez, MCAS Yuma  
Alberto Leon, Resident  
Jonathan Klein, Core Engineering  
Najeh K. Edais, Edais Engineering, Inc.  
Nieves Riedel, Riedel Holdings, LLC.

## 2. PLEDGE OF ALLEGIANCE

Commission Member Hugo Garcia led the Pledge of Allegiance.

## 3. CONSENT AGENDA

### 3. A. APPROVAL OF MINUTES

- Regular Planning and Zoning Commission meeting held on February 13, 2024.

**MOTION: Vice Chairman Javier Barraza / Commission Member Ruben Walshe approved the consent agenda as presented. The motion passed unanimously.**

The vote was as follows:

Chairman George Amaya	Aye
Vice Chairman Javier Barraza	Aye
Commission Member Hugo Garcia	Aye
Commission Member Veronica Zavala	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. 2024-0046P. A request by Vega & Vega, on behalf of Comite de Bienestar, for the approval of Bienestar Estates 10 Townhome Subdivision preliminary plat. The property is located at the southeast corner of Avenue F and County 24<sup>th</sup> Street in San Luis, Arizona.**

### A. Staff Presentation

**Jose A. Guzman, Director of Development Services,** summarized the staff report recommending approval of Subdivision Case No. 2024-0046P with the following conditions:

1. The applicant must address comments from Comment Letter dated 3-8-2024.
2. Landscaping plans shall be submitted prior to presenting this item to City Council.

**B. Action on Subdivision Case No. 2024-0046P**

**MOTION: Vice Chairman Javier Barraza / Commission Member Ruben Walshe** move to approved Subdivision Case No. 2024-0046P Preliminary Plat for Bienestar Estates 10 Townhome subdivision with conditions as presented by staff. The motion passed unanimously.

The vote was as follows:

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

**4. B. Discussion and possible action on any and all matters regarding Subdivision Case No. 2024-0047F. A request by Vega & Vega, on behalf of Comite de Bienestar, for the approval of Bienestar Estates 10 Townhome Subdivision final plat. The property is located at the southeast corner of Avenue F and County 24<sup>th</sup> Street in San Luis, Arizona.**

**A. Staff Presentation**

**Jose A. Guzman, Director of Development Services,** summarized the staff report recommending approval of Subdivision Case No. 2024-0047F with the following conditions:

1. The applicant must address comments from Comment Letter dated 3-8-2024.
2. Landscaping plans shall be submitted prior to presenting this item to City Council.

**B. Action on Subdivision Case No. 2024-0047F**

**MOTION: Commission Member Hugo Garcia / Commission Member Ruben Walshe** move to forward Subdivision Case No. 2024-0047F to the City Council with the recommendation of approval with conditions as presented by staff. The motion passed unanimously.

The vote was as follows:

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

**5. PUBLIC HEARINGS**

**5. A. Public hearing followed by discussion and possible action on any and all matters regarding Conditional Use Permit Case No. 2024-0039. A request by Riedel Holdings LLC., owner for a Conditional Use Permit from Section 18.35.30 (C)(10) of the City of San Luis Zoning Ordinance to allow a mini storage. Assessor's parcel number 227-11-004, located at 4834 E. 24<sup>th</sup> Street in San Luis, Arizona.**

**A. Open public hearing**

**MOTION: Chairman George Amaya / Vice Chairman Javier Barraza** will open the public hearing for the remainder of the meeting and close the public hearing through a separate motion during the last item 5C. The motion passed unanimously.

The vote was as follows:

Chairman George Amaya	Aye
Vice Chairman Javier Barraza	Aye
Commission Member Hugo Garcia	Aye

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

**1. Staff presentation**

**Jose A. Guzman, Director of Development Services,** summarized the staff report recommending approval of Conditional Use Permit Case No. 2024-0039 subject to the following conditions:

1. Development shall comply with the City of San Luis Zoning Regulations, Building Code Requirements, Public Works Standards, and any applicable regulations for commercial development.
2. The applicant/owner shall submit a Trip Generation Memo for the proposed development to determine if the proposed use generates 100 or more trips during the peak hour. If 100 or more trips are generated during the peak hour, the applicant/owner shall submit a traffic study, during the building permit review, and all improvements recommended by the traffic study, that are caused by the proposed development, shall be constructed by the developer to the satisfaction of the Public Works Director.

**2. Call to the public on this item.**

There were no public comments.

**C. Action on Conditional Use Permit Case No. 2024-0039**

**MOTION: Commission Member Hugo Garcia / Commission Member Ruben Walshe** to forward Conditional Use Permit Case No. 2024-0039 to the city council with a recommendation of approval subject to the conditions of approval recommended by staff. The motion passed unanimously.

The vote was as follows:

Chairman George Amaya	Aye
Vice Chairman Javier Barraza	Aye
Commission Member Hugo Garcia	Aye

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

**5. B. Public hearing followed by discussion and possible action on any and all matters regarding Conditional Use Permit Case No. 2024-0040. A request by Core Engineering Group on behalf of RL Jones Properties LLC for a Conditional Use Permit from Section 18.40.20 (C)(1) and (10) of the City of San Luis Zoning Ordinance to allow a truck stop with a gas station and convenience store. Assessor's parcel number is 227-23-023, located at the southwest corner of Vaughan Street and Port Authority Avenue in San Luis, Arizona.**

Chairman Amaya stated that this item is open to the public.

#### **A. Open public hearing**

##### **1. Staff presentation**

Jose A. Guzman, Director of Development Services, summarized the staff report recommending approval of Conditional Use Permit Case No. 2024-0040 subject to the following conditions:

1. Development shall comply with the City of San Luis Zoning Regulations, Building Code Requirements, Public Works Standards, and any applicable regulations for commercial development.
2. The applicant/owner shall submit a Trip Generation Memo for the proposed development to determine if the proposed use generates 100 or more trips during the peak hour. If 100 or more trips are generated during the peak hour, the applicant/owner shall submit a traffic study, during the building permit review, and all improvements recommended by the traffic study, that are caused by the proposed development, shall be constructed by the developer to the satisfaction of the Public Works Director.

##### **2. Call the public on this item.**

**Jonathan Klein, Core Engineering, Group, 200 E. 16<sup>th</sup> Street, Yuma, AZ 85364**, thanked the Chairman, Vice Chairman, and the Commissioners for their time and consideration. **Mr. Klein** also stated that they had several site plan changes from our last conditional use permit to include some solar on the structures that will cover the fueling areas. Given that this is a two-phase development, we would also like to ask the city council to approve this conditional use permit to be valid for three years instead of one year so that phase one can be constructed, and then the passenger vehicle fueling and commercial or convenience store are to be built as merited by the development of the industrial park. Both the truck fueling and the passenger vehicle fueling are intended to serve the industrial park and traffic that naturally passes. It is not intended to bring in anybody from the proper city, further north in the city, or anywhere else in the town. We are not expecting to generate much traffic. I believe the staff recommendation was a trip generation memo to be produced by Core Engineering Group, which we were happy to comply with.

**Chairman Amaya** asked if there will be a traffic study that will be provided to staff for review. **Mr. Klein** responded yes, as required by staff.

**Vice Chairman Barraza** asked staff about the time limits on this particular use permit. Is that in the zoning ordinance? Or is that something the staff has recommended? Instead of one year, the applicant is stating that it is three years. **Mr. Guzman** responded the regulations state that the conditional uses are valid for one year. Once it is established, the building permit is established or used, but the City Council has the authority to approve conditional use with a different time frame. **Barraza** asked if they have a provision for a request for an extension on that conditional use or not. **Guzman** responded that if the Council does not approve the time frame, they would have to reapply for conditional use, so any extension of existing conditional use has to go through the same process. **Commission Member Hugo Garcia** asked the applicant why it was going to take you guys three years to build it. **Mr. Klein** responded that it would not take us three years to do phase one, but once phase one is constructed, it will be just the commercial truck fueling for the trucks that naturally pass right now. We do not believe there is enough demand in the industrial part, given there are only a few sites developed so far and not enough employees in the area to merit the convenience store and the passenger

vehicle fueling yet, but as time goes on, we believe that Industrial Park will become more developed and those uses will become warranted. Garcia asked what are you going to build on the first phase? Mr. Klein responded that they had seven truck fueling spots there and then two dry-piped ones in case they wanted to add two more and the underground fuel storage tanks. Then, the building to run all that and one building to hold the electrical infrastructure within the footprint of the future buildings, so they can just be expanded upon. **Chairman Amaya** asked if the applicant had inquired with the Arizona Department of Environment Quality about any potential permitting for underground storage tanks. **Mr. Klein** responded yes, we have done that, so we have been referred to the underground storage tank permitting, and we are going through that process as we do our plans. We have also inquired about the generator for the backup electrical source just in case there are any interruptions to power. So that the site can run entirely without power for a while if needed. The first time we requested information was that we had a 100-kilowatt generator. We expect to have to upsize that a little bit based on the electrical requirements for the site. We are in the process of coordinating ADEQ to see if we will need a permit for that as well.

### **C. Action on Conditional Use Permit Case No. 2024-0040**

**MOTION: Commission Member Hugo Garcia / Commission Member Ruben Walshe** will forward Conditional Use Permit Case No. 2024-0040 to the City Council with a recommendation of approval, subject to the conditions of approval recommended by staff. The motion passed unanimously.

**Commission Member Angelica Ortiz** stated that she would abstain from voting on this item due to having a conflict of interest.

The vote was as follows:

Chairman George Amaya	Aye
Vice Chairman Javier Barraza	Aye
Commission Member Hugo Garcia	Aye
Commission Member Veronica Zavala	Aye

Commission Member Ruben Walshe  
Commission Member Angelica Ortiz

Aye  
Abstain

**5. C. Public hearing followed by discussion and possible action on any and all matters regarding P&Z Case No. 2023-0002. A request by the City of San Luis to consider the adoption of the San Luis Parks, Paths & Trails Master Plan. (Item continued from the Planning and Zoning Commission Meeting held February 13, 2024.)**

**A. Open public hearing**

**1. Staff presentation**

**Jose A. Guzman, Director of Development Services**, stated that this item was continued from the February 13, 2024 meeting. However, this item was brought to the commission twice before this meeting. It has been a long process, and we finally have the updated draft of the master plan. It includes the recommendations from the City Council, which are the dog parks, exercise equipment, and requirements for land dedication for parks on any future development. Staff recommends that the commission approves the master plan and staff will present it to the City Council for adoption.

**Chairman Amaya** asked the staff if there had been any changes to the plan since the previous meeting on this item. **Guzman** mentioned that the map looks a little bit low in resolution in the actual documents. Still, we have a high-resolution map that we will incorporate before presented to the City Council. **Barraza** said he had a chance to go through the plan and liked the plan. This plan has a lot of statistical and fascinating information, and we think that this will be an essential guide for the future. Furthermore, **Amaya** stated that the plan promotes a healthy lifestyle in San Luis and provides a mechanism for physical activity.

**3. Call to the public on this item**

There were no public comments on this item.

**B. Action to close public hearing**

**MOTION: Vice Chairman Javier Barraza / Commission Member Hugo Garcia to close the public hearing item. The motion passed unanimously.**

The vote was as follows:

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

**C. Action on P&Z Case No. 2023-0002**

**MOTION: Commission Member Ruben Walshe / Commission Member Hugo Garcia to forward P&Z Case No. 2023-0002 to the City Council with the recommendation of approval for the adoption of the San Luis Parks, Paths & Trails Master Plan. The motion passed unanimously.**

The vote was as follows:

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

## 6. ADJOURNMENT

**MOTION: Vice Chairman Javier Barraza / Commission Member Ruben Walshe will adjourn the meeting at 6:22 p.m. The motion passed unanimously.**

The vote was as follows:

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

APPROVED:



George Amaya, Chairman

ATTEST:

  
\_\_\_\_\_  
Roman Pacheco, Planning Coordinator

CERTIFICATION

I HEREBY CERTIFY THAT THE FOREGOING MINUTES ARE A TRUE AND CORRECT COPY OF THE MINUTES OF THE REGULAR PLANNING AND ZONING COMMISSION MEETING OF THE PLANNING AND ZONING COMMISSION, SAN LUIS, ARIZONA, HELD ON MARCH 12, 2024. I FURTHER CERTIFY THE MEETING WAS DULLY CALLED AND HELD, AND A QUORUM WAS PRESENT.

  
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Roman Pacheco, Planning Coordinator