

**CITY OF PHOENIX  
PLANNING COMMISSION MINUTES  
FOR REGULAR MEETING - MONDAY, AUGUST 12, 2013**

**I. CALL TO ORDER/ROLL CALL/INTRODUCTION:**

Chairman Summerhays called the Planning Commission meeting to order at 6:30 p.m. In attendance were Chairman Micki Summerhays, Vice Chairman David Lewin, Commissioner George "Ike" Eisenhower. Absent were Commissioner John Wallace and Commissioner Judy Grillo. Commissioner Grillo notified Planning Director Schulze by email in advance of her absence. There was a quorum. Staff in attendance was Planning Director Dale Schulze.

**II. CHANGES TO THE AGENDA:** None

**III. APPROVAL OF MINUTES:** There were no draft minutes for Commission review.

Chairman Summerhays asked Mr. Schulze if Steffen could create minutes from the recordings. Mr. Schulze answered yes, but with constant interruption in the planning office, it takes a long time.

Commissioner Lewin added if Steffen does not attend the actual meeting, it makes it more difficult.

Chairman Summerhays said the minutes do not need a lot of detail; it is not necessary to take down what everybody thought and said. We legally need only who made the motions and what is done, the votes recorded. Don't make it harder than it is.

**IV. NEW BUSINESS:**

**A. Murphy Partial Garage Conversion – Conditional Use Permit Application and Public Hearing, File Number CUP 13-02**

**Public Hearing:**

Chairman Summerhays opened the public hearing.

She said the applicant is not here and no one is present to speak on the applicant's behalf.

There was no other testimony. Chairman Summerhays closed the public hearing.

**Planner's report:**

Mr. Schulze previously met with the applicant, Katherine A. Murphy, on site at 115 S. "C" Street. He referred many times to his Report and Recommendations, pages 1 through 10, to help the Commission understand zoning and land use of surrounding properties, including maps and exhibits. The report was included in the Commissioners' packets.

Mr. Schulze's report also cited sections of the Phoenix Land Development Code including Chapter 4.4.4 - Criteria, Standards and Conditions of Approval; 4.4.5 - Additional Development Standards for Conditional Use Types; Table 2.2.2 - Land Uses and Building Types Permitted and Conditionally Permitted in the Residential Districts; and others.

Mr. Schulze reminded the Commission that whether or not this is permitted in this zone, other nearby residences have already converted buildings in a similar way on their lots, some before our current codes.

**Commissioners' Deliberations:** The Commission decided that in addition to this Conditional Use Permit Application, the applicant must apply for a variance because of the size of the building. Further, the Commission recommends that Council waive the additional fee for a variance, but not the additional mailing that may be required.

**MOVED BY COMMISSIONER LEWIN, SECONDED BY COMMISSIONER EISENHAUER, TO CONTINUE THIS MATTER UNTIL THE REQUIRED DOCUMENTS ARE UPDATED AND A VARIANCE REQUEST IS SUBMITTED. THE MOTION UNANIMOUSLY PASSED.**

and

**MOVED BY COMMISSIONER LEWIN, AND SECONDED BY COMMISSIONER EISENHAUER, FOR CITY COUNCIL TO WAIVE THE ADDITIONAL FEE FOR A VARIANCE, EXCEPT FOR ADDITIONAL MAILING EXPENSES THAT MAY BE REQUIRED. THE MOTION UNANIMOUSLY PASSED.**

**V. OLD BUSINESS:**

**A. Revision of Downtown Parking Requirements**

Commissioner Lewin, in response to City Council's request for a temporary solution, said while we're waiting for the City Center to be developed, we modify the code for a parking variance in the City Center and review on a case-by-case basis until a plan has been sufficiently developed and a permanent parking requirement is created.

Mr. Schulze said DLCD would have to be notified because it would be a change to the code.

**B. Study Possible Expansion of City Center District**

The Commission voiced the need for someone to make a proposal that identifies which properties should be brought into the City Center Expansion in addition to the historic properties. They see no reason to change anything and want clarification as to what is being requested and why, and by whom.

**VI. PUBLIC COMMENTS: NONE**

**VII. COMMENTS FROM COMMISSIONERS:**

Commissioner Lewin expressed concern for how close it often is to not having a quorum. Without a quorum, a public hearing cannot be conducted. Commissioner Wallace needs to understand the importance of attending these meetings.

Chairman Summerhays asked if ex-councilor Diane Rasmussen would be interested in being on the Planning Commission. No one knew with certainty.

The Commission asked Mr. Schulze to make sure the Planning Commission agenda is posted on the city website.

**VIII. PLANNING DIRECTOR'S REPORT:**

Mr. Schulze talked about the technical advisory group meetings regarding the Urban Renewal Plan. He also discussed Pivot Architecture, the company who did the study. Pivot produced an informative binder of their work thus far, including the major concepts of the City Center Plan and the results of several meetings they held with the public. They also included examples of other cities who have implemented similar plans.

Mr. Schulze said that the City Council talked about PH 3 and PH 5. They discussed the concept that without PH 5, there would be no urban boundary amendment. Commissioner Lewin asked why the Council is interested in PH3. Mr. Schulze said that it may have to do with the idea of expanding the city's tax base. Commissioner Lewin commented that the City was forced into PH3. It will cost the City a lot of money to bring all the utilities up to date.

Commissioner Lewin said that the City has an agreement with Jackson County stating that the City will have a say about new constructions in the Urban Reserves. He thinks that the language we have may be to our disadvantage in comparison to what other cities have. Mr. Schulze said that he has received several notices from the County already about construction projects in PH3.

Mr. Schulze spoke about the owner of a business who questioned the Commission's decision on the name changes for North and South Phoenix Road, North and South Grove Way, and Grove Road. The Commission said the needs of the fire district and police department should be top priority since street names and suffixes should be easy, clear and consistent so emergency personnel can find addresses quickly.

The Commission wants clarification as to what the previous meeting minutes say and how the motion was worded when that was on their agenda. Mr. Schulze said he would provide those minutes at the next meeting or email them to the Commission.

**IX. ADJOURNMENT:** Chairman Summerhays adjourned the meeting at 8:30 p.m.

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Micki Summerhays, Chairman

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Laurel Samson, Interim Planning  
Director