

Resolution No. 2022-001

COCONINO COUNTY
PLANNING AND ZONING COMMISSION

COMMISSION OPERATING RULES AND REGULATIONS

Be it resolved that pursuant to Arizona Revised Statutes (A.R.S.) § 11-802(J)(3), the Operating Rules and Policies of the Coconino County Planning and Zoning Commission are amended to read as follows:

SECTION 1: Pursuant to A.R.S. § 11-802(J) the officers of the Commission shall consist of a Chairperson and Vice-Chairperson elected at the regular monthly meeting in June of each year, to hold office for one year, effective July 1st, to service until June 30th of the following year, or until their respective successors are elected. Any officer not elected at such time may be elected at any subsequent regular meeting or special meeting called for that purpose.

SECTION 2: The Chairperson shall preside at the meeting of the Planning and Zoning Commission and may appoint such standing subcommittees to perform such duties as may be deemed necessary and expedient by the Chairperson. The Chairperson shall coordinate the work of the Commission and shall exercise such other duties as are required.

SECTION 3: The Vice-Chairperson shall perform the duties described in Section 2 in the absence of the Chairperson.

SECTION 4: The terms of the members of the Commission (Commissioners) shall be four years and shall be set by the Coconino County Board of Supervisors at the time the appointment is made. Pursuant to A.R.S. § 11-802(G), vacancies occurring other than by expiration of the term shall be filled by appointment by the Board for the unexpired portion of the term. Each Supervisor shall appoint two Commissioners and shall make every effort to maintain a full complement of appointees. Pursuant to A.R.S. § 11-802(F), an alternate member may be appointed by the appointing Supervisor for each Commissioner. Alternate members shall serve in the absence of the Commissioner they were appointed to replace. Alternate members may be appointed from any supervisory district in the county. During any meeting of the Commission, if the regularly appointed Commissioner becomes available, the alternate member shall conclude any action on the agenda item under consideration and the regularly appointed Commissioner shall be seated for the remaining items.

SECTION 5: The Director of Community Development, or his or her designee, shall serve as Executive Secretary to the Planning and Zoning Commission and attend to all official correspondence of the Commission; shall prepare the minutes of all meetings of the Commission; and shall cause to be filed or recorded all copies of such minutes, its rules and regulations, its findings and decisions, the same to constitute a “public record” open for public inspection. The Director shall approve all expense and purchase vouchers prior to their submittal to the County Finance Director.

Amendment to the Planning & Zoning Commission Operating Rules

SECTION 6: The regular meeting date of the Planning and Zoning Commission shall be the last Wednesday of each calendar month, said meeting to be held in the Board of Supervisors' Meeting Room and/or through web-based technology commencing at 5:30 P.M, unless otherwise specified by the Chairperson at the immediately preceding meeting. Special meetings may be held if called by the Chairperson, by six (6) or more members, or by Community Development Staff. When a special meeting is called, notice of such meeting shall be made in writing and sent to the members at least five (5) days prior to the date of said meeting. The Commission as an action at any regular meeting may set special meetings. If so, absent members shall be notified of such action. All regular or special meetings may be continued by a majority vote of the Commission to another specified date, hour and place.

SECTION 7: Pursuant to A.R.S. § 11-802(K) a quorum of the Commission for transaction of County business shall be a majority of the full Commission, regardless of vacancies. A majority vote of the quorum shall be required for any official action. The Chairperson shall vote in all matters, except as provided in A.R.S. Title 38.

SECTION 8: PUBLIC HEARING PROCEDURES: The Staff shall prepare and make available to the public a document that outlines the process for filing, hearing and appealing an application for conditional use permits or other matters to be heard by the Commission in accordance with the Coconino County Zoning Ordinance. The public hearing process shall be as follows:

- A. The Chairperson shall call the meeting to order and provide an explanation of the hearing process and the purposes and expectations associated with the public hearing process. In the absence of a specific procedure directed by the Chairperson, the Commission shall follow Robert's Rules of Order.
- B. Applications shall be placed on the agenda in the order that they were received by the Community Development Department or as determined by the Community Development Director. The Chairperson may change the order that applications are heard at the hearing.

SECTION 9: In the conduct of the meeting, a motion for approval which fails to carry shall be considered a denial of the proposal. A tie vote on a motion for approval shall be considered a denial of the proposal. A motion for denial that fails to carry shall not be considered approval. When a motion for denial fails, a motion for approval must be made for final action of the Commission.

SECTION 10: The details of public hearings, postings and legal advertisements, as required by state law or county ordinances, shall be arranged by the Director of Community Development, or his or her designee.

SECTION 11: Requests for continuances received after legal advertising for public hearings has occurred shall be specifically acted on by the Commission at the appointed and advertised time. The Commission may or may not grant continuances that were received less than five business days prior to the hearing date. The Commission shall take into account public participation and

Resolution No. 2022-001
Amendment to the Planning & Zoning Commission Operating Rules

the potential consequences of delaying the hearing when deciding whether or not to grant a late request for a continuance.

SECTION 12: If any Commissioner misses four (4) regular meetings during a twelve (12) month period, Community Development Staff shall advise the appropriate member of the Board of Supervisors for consideration of replacement. Pursuant to A.R.S. § 11-802(G) the Board of Supervisors may remove a Commissioner for cause, including excessive absences, as defined as four (4) or more regular meetings in a twelve (12) month period.

SECTION 13: These rules and regulations and several parts thereof are hereby declared to be severable. If any section, sub-section, sentence, clause, word or phrase of these rules and regulations is for any reasons held to be legally invalid, such holdings shall not affect the validity of the remaining portions of these rules and regulations.

ADOPTED and APPROVED this 26th day of January 2022.



Chairperson, Coconino County
Planning and Zoning Commission

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Planning and Zoning Commission of Coconino County at a regular meeting thereof held on the 26th day of January 2022, by the following vote of the Commission:

AYES: Ontiveros, Walters, Ruggles, Burton, Best, Williams, Clifford

NAYS: NA

ABSTENTIONS: NA

ABSENT: Baca



Secretary, Coconino County
Planning and Zoning Commission