

OFFICE OF BOARD OF SUPERVISORS
YAVAPAI COUNTY, ARIZONA

Prescott, Arizona

December 14, 2000

The Board of Supervisors met in special session on December 14, 2000.

Present: Chip Davis, Chairman; Gheral Brownlow, Vice Chairman; John Olsen, Member; Bev Staddon, Clerk.

Also present: Jim Holst, County Administrator; Mike Rozycki, Planning & Building Director; Enalo Lockard, Assistant Planning & Building Director; Lorna Street, Supervisor-Elect, District 2; and Randy Schurr, Deputy County Attorney.

ITEM NO. 1. Discussion regarding Planning & Building Department. Chairman Davis opened the session by saying he just wanted to talk with Mr. Rozycki about what the Board should look for in a new Planning & Building Director and to brainstorm the direction of the department, adding that there had been some talk about the possibility of separating the building safety and planning and zoning functions. Supervisor Brownlow said he had discussed several things with Mr. Rozycki and that he believed the Board needed to listen to Mr. Rozycki and to what he would envision for the department in the future. He said he did not think that any one person could fill Mr. Rozycki's shoes. Mr. Rozycki said he appreciated the opportunity to discuss these matters with the Board, and that he had invested a great deal of time and energy in the department and wanted to see it be successful. He told the Board he had great confidence with Mr. Lockard as Assistant Director in the Verde Valley, and that he felt the same about Senior Planner Elise Link in the Prescott office. He said he questioned the wisdom of separating the functions of the department because building, planning and zoning go hand in hand and to separate them would likely be detrimental to the Board's stated goal of providing the best possible customer service. He said that in hiring a new Director it would be important to have someone who could work with other departments and who is able to encourage the setting aside of departmental policies or regulations when necessary in order to resolve problems. Mr. Rozycki said that taking away authority from the Director would reduce that person's ability to find solutions. Mr. Schurr said he agreed, saying that sometimes it could be a building issue and other times it could be a planning issue and that someone had to be able to jump in and say "this is what we are going to do." Supervisor Olsen said he agreed, and that someone needed to be in charge of coordinating the various departments under one jurisdiction. He added that there were problems with building process that he did not think were warranted, and that there should be someone who could say it was okay to bypass some procedural hang-ups. Mr. Rozycki said he had always known that the decisions he made were appealable to the Planning & Zoning Commission, the Board of Supervisors, or the Board of Adjustment and Appeals. He noted that over the years the Planning & Zoning Ordinance had grown, and that the permitting process was pretty good but still had a long way to go in terms of setting up a tiered system for permits. He said it would be important to continue working on simplifying a number of the permitting processes. Mr. Holst said he believed it worked both ways, and that if the functions now under Planning & Building were separate departments there would be a need to have someone coordinating them and that there was no one other than he who would be the next person in the loop. He said that Planning & Building, the Flood Control District, and Environmental Services were together for a reason and that it allowed for coordination and that regardless of what direction the Board wished to move in the coordination between the three departments would be critical. There was brief discussion regarding other departments which might need to be involved in coordination efforts, during which Mr. Rozycki said that his office manager, Kathy Houchin, had made a world of difference in keeping communication open between the departments. In response to a comment from Supervisor Brownlow regarding the possibility of more involvement by Public Works, Mr. Rozycki said there were development review meetings scheduled for staff to review applications and proposals, but that communication at that stage could be improved. There was brief discussion regarding salaries in the Planning & Building Department and turnover, during which Mr. Rozycki said that the Records Technicians and administrative staff members in both the Prescott and Verde offices had been there for five to ten years and that they were very knowledgeable but that there was a need for ongoing training. Supervisor Olsen asked where things stood with the County's compliance with the Growing Smarter Act. Mr. Rozycki said things had not moved very far. He said he had been prepared to offer the Senior Planner position to deal with that to someone but thought it would be unfair to hire someone and then leave. He said there had been a number of changes in the requirements and that he had prepared an assessment of what he believed would need to be done in order to comply. He added that Mr. Schurr was most familiar with what would be necessary for compliance, saying that the first step would probably be to have a study session to specifically discuss it and that the new Planning & Building Director's first step should be to hire a Senior Planner. Mr. Rozycki said that even with the Senior Planner position filled, it might still be necessary to contract out some services related to compliance with the Act. Chairman Davis asked if it might be possible to have interns from the universities on a short-term basis to

help with the project. Mr. Rozycki said he believed that would be possible. He said there had been numerous additions and amendments to the Planning & Zoning Ordinance and that a number of people had asked about when the Ordinance might be streamlined. He said he believed the County's first priority should be a comprehensive plan and that once that is finished it would be time to look at rewriting the Planning & Zoning Ordinance. There was discussion regarding the length of time it might take to hire a new Planning & Building Director, who would then need to hire a Senior Planner. Mr. Rozycki said that December 31, 2001, was the deadline for the County to adopt a comprehensive plan in order to comply with Growing Smarter but that it was not clear what would happen if such a plan was not adopted by that date. He said it was possible that if there was no new plan the Board could just adopt whatever is in place now, adding that there are more areas of the County now with recent community plans. Mr. Rozycki said the comprehensive plan would have to go through the Planning & Zoning Commission and be approved by the Board but that it would be subject to referendum. He said it might be better to simply explain to people that the County would be working on it and that taking the necessary time to develop a good plan was preferable to rushing through something that is not well thought out. Supervisor Olsen asked if there were pressure groups who want to see a new comprehensive plan sooner than later. Mr. Rozycki said he was not aware of any such groups. Mr. Schurr said he believed it was important to use December 31, 2001, as a goal for the new comprehensive plan. He said if it was not possible to have the plan completed by that date it would be okay, but that it should remain the objective. Supervisor Olsen asked Mr. Rozycki if he had a feel for what the end result might be and whether he could foresee growth being restricted in some areas. Mr. Rozycki responded that with the recent election there had been a great deal of talk about growth boundaries. He said that while Growing Smarter did not go so far as growth boundaries, he thought there might be an expectation that there should be regional planning, particularly with regard to what happens at the edges of cities and towns. He said there might also be questions about whether urban type development is appropriate in the unincorporated areas of the County and whether commercial development should be concentrated in cities and towns. Supervisor Olsen said he believed a great deal would depend upon the annexation policies of the cities and towns. During brief discussion regarding developers and PAD zoning, Mr. Rozycki said the Board could say that anything requiring a density higher than two acres in a rural area would require a plan amendment. During discussion regarding what the Board should look for in a new Planning & Building Director, Mr. Rozycki recommended that it seek out someone who has experience in the western United States, and that if at all possible, it would be feasible for the new Director and the new Senior Planner to have experience in Arizona or at least in a western county. In response to a question from Supervisor Brownlow, Mr. Schurr said it was a good idea to advertise for the position, but that if there was a compelling reason to do so the Board could do a direct hire. Mr. Rozycki said he believed it was also important to find someone who not only has planning experience, but also the willingness and the time to advocate planning to the point where it might begin to irritate Board members. He told the Board he believed they would need someone who would push them long and hard to look at future planning. There was brief discussion regarding qualifications for the Director's position, during which Ms. Street said there might be good people who did not possess a college degree and Mr. Holst said that nearly all the County's job descriptions provided for work experience in place of degrees. Mr. Rozycki said that one way to narrow the field of candidates would be to require that the successful candidate be a member of the American Institute of Certified Planners. Supervisor Olsen said he agreed about degrees, and that they are valuable only to the extent that they are backed up by experience. Mr. Holst asked Mr. Lockard if he was planning to apply for the position. Mr. Lockard responded that he was leaving his options open. Discussion turned to management of the department following Mr. Rozycki's departure and prior to the hiring of a new Director. Mr. Rozycki said he believed that with Mr. Lockard in the Verde Valley, Senior Planner Elise Link in the Prescott office to handle the planning activities, and Chief Building Inspector Dick Busby to handle building safety, that, with Mr. Schurr's help, everything would be fine. He said he was not as sure about how to approach keeping things coordinated with the Board. Mr. Holst said he could be available to help answers questions related to logistics. Chairman Davis said he would prefer that Mr. Holst not be the interim director, and suggested that Mr. Lockard move into that role. Mr. Lockard said he was willing to do that, and that it would probably mean he would spend three days a week in Prescott and two days a week in the Verde Valley. Mr. Schurr said he was concerned about the idea of Mr. Lockard being out of the Verde Valley that much and that he believed it would cause the department's Verde operations to suffer. Mr. Rozycki said he believed that Mr. Lockard could act as interim director and stay in the Verde Valley and just be available for people in the Prescott office to contact if they need him. Mr. Schurr agreed, saying that with telephones, email and faxes, it was not necessary for Mr. Lockard to physically be located in Prescott. Ms. Street asked if there was anyone who used to do planning work who might be interested in coming back. Chairman Davis asked if Mr. Schurr could become the department's director. Mr. Schurr said that was possible, but that he was not sure he wanted it. There was brief discussion regarding the NASA program, during which Mr. Rozycki said it was a good program with a great deal of potential, but that if the Board

wanted to complete a comprehensive plan it would need to show some restraint with regard to the NASA program. He said he also believed the Board should identify its priorities with regarding to planning. Chairman Davis asked Mr. Rozycki if he could prepare a list of what he believed those priorities to be, and Mr. Rozycki said he would do so. Chairman Davis asked Mr. Rozycki for his view on Planning & Zoning Commissioners, and whether he thought training for Commissioners would be beneficial. Mr. Rozycki said that in recent years a packet of information for Commissioners had been developed. He said that the Commission members spend more time reading and dealing with issues than any other County volunteer organization and that how the Board interacts with the Commission affects the Planning & Building Director's ability to be effective. He stressed the need for good relations between the Commission and the Board. There was brief discussion regarding the title of the Planning & Building Director's position, with Mr. Holst asking what the title "Community Development Director" would include. Mr. Rozycki said that each county did its own thing and that he would guess that the title of Community Development Director would oversee many different functions, including parks and recreation, planning, and so on. Chairman Davis noted that parks and recreation was playing a role in future development. He asked how the Board could ensure that all appropriate departments or agencies were involved in the planning process without bogging down the system. Mr. Rozycki said there were some cases for which it would be good to have development meetings. He said that sometimes the staff people from other departments who attend such meetings are very proficient technically but not as good on making judgment calls. There was brief discussion regarding changes to the Ordinance, during which Mr. Rozycki said that such changes need to be built from the ground up and that he could identify the areas in the Ordinance that need to be revised. There was general agreement that Mr. Lockard should serve as interim director and that the duties of the Planning & Building Director should remain as they are now. During discussion of the interview process, there was general agreement that Mr. Holst, Mr. Schurr and Human Resources Director Julie Ayers should screen applications. Mr. Rozycki said he believed it was important for candidates to have an interview with the Board.

There being no further business to discuss, the meeting was adjourned.

ATTEST:

_____Clerk _____Chairman