



**CITY OF BUCKEYE**  
**PLANNING AND ZONING COMMISSION**  
**WORKSHOP MINUTES DRAFT**  
**FEBRUARY 10, 2015**

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City of Buckeye  
530 East Monroe Avenue  
Buckeye, AZ 85326

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL**

Chairperson Carol Kempiak called the workshop to order at 6:00 p.m.

Members present: Commissioner Jim Zwerg, Commissioner Jeffrey Nagy, Chairperson Carol Kempiak, Commissioner Clayton Bedoya, Commissioner Clemmons arrived at 6:03 P.M., Vice Chairperson Nick Hudec, Alternate Thomas Marcinko, Alternate Jesse Knight, Alternate Richard Burrell, Alternate Bill Elliott, Alternate Duane Mitry

Members absent: Commissioner Preston Hundley, Alternate Deanna Kupcik

Staff present: Planning Manager Terri Hogan, Senior Planner Ed Boik, Administrative Assistant Keri Hernandez, Web and Graphics Coordinator Doug Tolf, Management Assistant Margaret Wilson, City Attorney Chris Schmaltz, City Attorney Gary Verburg

**2. APPROVAL OF MINUTES FROM JANUARY 13, 2015 PLANNING AND ZONING COMMISSION REGULAR MEETING**

A motion was made by Commissioner Bedoya and seconded by Vice Chairperson Hudec to approve the minutes of the January 13, 2015 Planning and Zoning Commission Regular Meeting as presented. Motion carried.

**3. WORKSHOP AGENDA**

**3A. MARKETING AND COMMUNICATIONS MASTER PLAN**

Web and Graphics Coordinator Doug Tolf presented a volunteer survey to the Planning and Zoning Commissioners.

**3B. ROBERT'S RULES OF ORDER/MAKING MOTIONS**

City Attorney Chris Schmaltz presented and was available to answer questions from the Commission. Commissioners questioned the process of making motions on agenda items.

**3C. PLANNING AND ZONING COMMISSION BYLAWS**

Planning Manager Terri Hogan presented and was available to answer questions from the Commission. Commissioners questioned the roles and duties of the Commission Alternates, executive session procedure, attendance at meetings, future workshop and regular meeting agenda items, A motion was made by Vice Chair Hudec and seconded by Commissioner Zwerg to adopt the amended Planning and Commission Bylaws. Motion Carried.

**3D. SITE PLAN DEVELOPMENT CODE AMENDMENT DISCUSSION**

Senior Planner Ed Boik presented and was available to answer questions from the Commission. The Commission voiced concerns of their involvement in the site plan process and code update.

**4. COMMENTS FROM THE PUBLIC**

None

**5. REPORT FROM STAFF**

Ms. Hogan informed the Commission that the City of Buckeye Kiosk signs are in the process of being updated.

Ms. Hogan updated the Commission that the Miller Road & I-10 PAD was approved at the City Council meeting on February 3<sup>rd</sup>, 2015 as the Commission had recommended.

**6. COMMENTS FROM THE PLANNING AND ZONING COMMISSION**

Chairperson Kempiak mentioned the Buckeye Air Fair was coming up.

**7. ADJOURNMENT**

With there being no additional questions, the workshop was adjourned at 8:58 PM.

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**Carol Kempiak, Chairperson**

**ATTEST:**

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**Keri Hernandez, Administrative Assistant**

I hereby certify that the foregoing is a true and correct copy of the Planning and Zoning Commission Workshop held on the 10<sup>th</sup> day of February, 2015. I further certify that a quorum was present.

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**Keri Hernandez, Administrative Assistant**