

**CITY OF BUCKEYE
COUNCIL WORKSHOP
MAY 19, 2015
MINUTES**

**City Council Chambers
530 E. Monroe Ave.
Buckeye, AZ 85326
3:45 p.m.**

1. Call to Order/Roll Call

Mayor Meck called the meeting to order at 3:49 p.m.

Members Present: Councilmember Hess, Councilmember McAchrn (excused at 5:29 p.m.; returned at 5:41 p.m.), Councilmember Heustis, Vice Mayor Orsborn, and Mayor Meck.

Members Absent: Councilmember Garza and Councilmember Strauss.

Departments Present: City Manager Stephen Cleveland, City Attorney Shiela Schmidt, City Clerk Lucinda Aja, Deputy City Clerk Summer Stewart, Assistant to Council Christine Grundy, Development Services Director George Flores, City Engineer Scott Zipprich, Public Works Director Scott Lowe, Information Technology Director Greg Platacz, Planning Manager Terri Hogan, Government Relations Manager George Diaz, and Marketing and Communications Manager Jennifer Rogers.

2. Development Services 101

**Staff Liaison: George Flores, Development Services Director
District No. All**

Mr. Flores provided an overview of the Development Services and Engineering departments. The development process is intended to be a one-stop shop; customers come through the development services department and are assigned a primary contact. Mr. Copeland provided a summary of the development process and defined each step. A process overview of the Jones Ford Buckeye Dealership was addressed in an interactive table-top exercise; Mr. Ron Jones (Jones Ford), staff, and Council reviewed and discussed conceptual designs, site plans, as-built drawings, and inspection reports and standards. Each step of the process was discussed and include: (1) site selection and area planning; (2) pre-application process; (3) entitlement, site plan, comprehensive sign program and subdivision; (4) civil and building plan review (on-site and off-site); (5) inspections and certificate of occupancy. Mr. Jones expressed his appreciation for city staff and the high level of service he received during the entire process. Council expressed their appreciation for a very informative presentation and exercise.

3. Planning Division Update

**Staff Liaison: Terri Hogan, Planning Manager
District No. All**

Ms. Hogan provided an overview of the Planning and Zoning division within the Development Services department. The work program was described and consists of current planning, special projects, on call/front counter duties, and building permits review. Highlights of the last year were presented and include several development projects, CDBG program, transit plan and projects, Gila River restoration, and Development Code update. Future projects include continuing streamlining of processes and code, increase in development applications, Gila River restoration, special census team, commercial annexations, planning internship program, 2018 General Plan update, and 2016 National APA Conference. A definition and summary of a General Plan was provided.

4. Adjournment

A motion was made by Councilmember McAchran and seconded by Vice Mayor Orsborn to adjourn the meeting at 5:48 p.m. Motion passed unanimously.

Jackie A. Meck, Mayor

ATTEST:

Lucinda J. Aja, City Clerk

I hereby certify that the foregoing minutes are a true and correct copy of the Council Workshop held on the 19th day of May, 2015. I further certify that a quorum was present.

Lucinda J. Aja, City Clerk