



**MINUTES  
OF THE  
TOWN OF CAREFREE  
PLANNING AND ZONING COMMISSION**

**WHEN:** MONDAY, FEBRUARY 14, 2022  
**WHERE:** TOWN COUNCIL CHAMBERS, 33 EASY ST. CAREFREE  
**TIME:** 5:00 P.M.

**MASKS REQUIRED**

*Members of the Planning and Zoning Commission participated by technological means or methods pursuant to A.R.S. §38-431(4).*

**BOARD MEMBERS PRESENT VIA ZOOM:**

Chairperson Tom Cross  
Vice Chairperson Lyn Hitchon  
Commissioner Heather Burgett – via Telephone  
Commissioner Peter Burns  
Commissioner Phil Corso  
Commissioner Dan Davee  
Commissioner Ralph Ferro

**ABSENT:**

None

**STAFF PRESENT VIA ZOOM:**

Planning Director, Stacey Bridge-Denzak; Economic Development Director, Steve Prokopek; Communications Coordinator, Erica Schumaker; Planning Clerk, Samantha Gesell.

Also in attendance: Michael Baker International, Matt Klyszeiko

Chairperson Tom Cross called the meeting to order at 5:02 p.m.

**ITEM #1 APPROVAL of the PLANNING AND ZONING MEETING MINUTES dated NOVEMBER 08, 2021**

Vice Chairperson Hitchon **MOVED** to approve the Planning and Zoning meeting minutes dated November 08, 2021, with corrections. **SECONDED** by Commissioner Ferro. **PASSED** unanimously.

**ITEM #2 A PRESENTATION AND DISCUSSION WITH STEVE PROKOPEK, ECONOMIC DEVELOPMENT DIRECTOR, REGARDING TO THE RECENT APPOINTMENT OF THE PLANNING AND ZONING COMMISSION TO SERVE AS THE ECONOMIC DEVELOPMENT ADVISORY BOARD AS APPROVED BY TOWN COUNCIL ON JANUARY 4, 2022.**

Economic Development Director, Steve Prokopek presented via PowerPoint the purpose of the Planning Commission and the incorporation of the Economic Development Advisory Board. (EDAB). Outlining the rules, responsibilities as well as the rationale as to how this came to fruition.

Mr. Prokopek explained the purpose of his role as Economic Development Director. To look at future funding for public services, and as the Town of Carefree nears maturity, meeting recurring needs for projected increasing operational costs such as Public Safety and Public Amenities. Additionally, creating an appropriate and relevant use of retail and commercial services, to ensure the Town of Carefree has the appropriate mix of commercial uses that support the Town. Also, the revitalization of Town Center. Mr. Prokopek concluded, economic development is a component of the Carefree General Plan and part of the planning function and as we evaluate fire protection and those types of services.

Mr. Prokopek presented information regarding the estimated math associated with Fire Services in Carefree. Adding, the Public Safety Advisory Committee that was formed to evaluate the fire program evaluation, will be presenting their recommendation to the public and Town Council on February 15, 2022. From there it will be a public process to determine what the next steps are for fire services in Carefree.

Carefree Town Administration has been trying to get to a point where discussions can be had, and put out into the public, regarding the tough decisions that may have to be made about how we implement what we can regarding Economic Development vs. what we will have to fund potentially for a property tax.

Economic Development Director Prokopek reminded the Planning and Zoning Commission that their role and responsibilities go beyond that of administrative decision-making regarding codes. It is also to provide comprehensive planning and guidance on development in accordance with the general plan.

The group discussed the future of the 45-Acre State Land Parcel, Town Center Revitalization and the Redevelopment Plan and keeping in accordance with the 24-month Economic Development Work Plan. Mr. Prokopek reminded the Commission that the State Land Parcel was originally set to be a general plan amendment for 2022. It was decided the future of this parcel would best be served by including it in the General Plan Update.

Mr. Prokopek provided clarification regarding Slum and Blight Committees (Redevelopment Committee) and how and why those committees are formed.

Defining the purpose of the Economic Development Technical Advisory Panel, Mr. Prokopek explained that this Panel was created specifically as a professional resource group, allowing evaluation of things being worked on pertaining to Economic Development.

Mr. Prokopek outlined the next steps in the process:

- Planning and Zoning workshops to discuss the Redevelopment Plan and public input process.
  - Includes the Signage, Circulation and Parking Plan
- Amend the Village Center Master Plan to include the required Redevelopment Plan components.
  - Market update

- Entitlement changes
- Identify sites for redevelopment/revitalization and anticipated projects, including Town Hall
- Evaluate infrastructure
- Develop financial assistance programs and guidelines for use of public funds
- Provide a fiscal analysis for anticipated costs and funding sources, as well as outline the evaluation criteria for redevelopment projects
- Evaluate the necessity of a Redevelopment Committee
- Finalize the Signage, Circulation and Parking Plan
- Initiate the General Plan process

Economic Development Director, Steve Prokopek believes we are headed in the right direction and is excited to be moving more into this public process. Reminding the Planning and Zoning Commission that they are at the forefront of the future of this community.

Mr. Prokopek responded to Commissioner Burgett who requested additional information regarding *fiscal analysis for anticipated cost*.

Commissioner Burgett inquired, with the addition to Planning and Zoning of the Economic Development Advisory Board, will this change how the Planning and Zoning Commission functions? Mr. Prokopek explained that he foresees a larger component for workshops as well as looking at how we better engage the public moving forward. Planning Director, Stacey Bridge-Denzak added that when Planning and Zoning holds workshops, they are looking at the broader picture, such as the General Plan Update, discussions regarding vision, and direction as it pertains to land use and in conjunction now with economic development.

Written public comment was received via email and distributed to the Planning and Zoning Commission from Carefree resident, John Mattes. In addition, Mr. Mattes was in attendance and provided public comment addressing his concerns as outlined in his email correspondence.

**ITEM #3** ANNOUNCEMENTS

There were no announcements.

**ITEM #4** ADJOURNMENT

The meeting was adjourned by unanimous consent at 6:34 p.m.

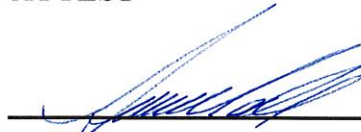
~~PLANNING AND ZONING COMMISSION~~



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Tom Cross, Chairperson

**ATTEST**



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Samantha Gesell, Planning Clerk