



**TOWN OF CAREFREE**  
**WORK SESSION of the PLANNING AND ZONING COMMISSION**  
**MINUTES**

**WHEN:** MONDAY, MARCH 28, 2022

**WHERE:** CAREFREE TOWN COUNCIL CHAMBERS  
33 EASY STREET, CAREFREE, AZ 85377

**LIVESTREAM:** [HTTPS://ZOOM.US/](https://zoom.us/)  
MEETING ID 322 972 9660  
PASSCODE 12345

**TIME:** 5:00 P.M.

**CALL TO ORDER**

**ROLL CALL**

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

**COMMISSIONERS PRESENT:**

Chairperson Tom Cross  
Commissioner Peter Burns  
Commissioner Phil Corso  
Commissioner Dan Davee  
Commissioner Ralph Ferro

**COMMISSIONERS ABSENT:**

Vice Chairperson Lyn Hitchon  
Commissioner Heather Burgett

**STAFF PRESENT:**

Planning Director, Stacey Bridge-Denzak; Economic Development Director, Steve Prokopek;  
Planning Clerk, Samantha Gesell;

**PLEDGE OF ALLEGIANCE**

**ITEM #1** A PRESENTATION AND DISCUSSION WITH STEVE PROKOPEK, ECONOMIC DEVELOPMENT DIRECTOR, REGARDING UPDATING THE VILLAGE CENTER MASTER PLAN TO INCLUDE THE ELEMENTS REQUIRED FOR A REDEVELOPMENT PLAN AS REQUIRED BY ARIZONA REVISED STATUTE 36-1479. *NO ACTION WILL BE TAKEN AT THIS TIME.*

Chairman Cross called the work session to order at 5:04 p.m. and introduced Steve Prokopek, Town of Carefree Economic Development Director. Mr. Prokopek gave a brief overview and history the Village Center Masterplan and outlined the focus of the evening's discussion.

Mr. Prokopek introduced Matt Klyszeiko, AICP with Michael Baker International who assisted in the facilitation of the work session.

Mr. Klyszeiko began his remarks by explaining, in 2015 there was extensive public outreach and expert analysis regarding the Village Center Master Plan, which laid out the need, challenges and recommendations for revitalization of the Carefree Village Center. The next part of that process was the *Finding of Necessity* which completed the formal process of surveying and assessing the proposed Redevelopment Area Boundary. Economic Development Director, Steve Prokopek noted that Planning and Zoning along with Town Council public hearings have been conducted to establish a redevelopment area and concurrently designate a single central business district as specified in Arizona Revised Statutes. Concluding, for preparation for the approval of the Redevelopment Plan, the existing Carefree Town Village Center Master Plan must be updated in a manner that meets Arizona Revised Statutes for the preparation of a Redevelopment Plan. Public hearings will be conducted with both the Planning and Zoning Commission and Town Council, to establish a Redevelopment Plan.

Outlining how the Village Center Master Plan will be organized, Mr. Klyszeiko explained, the introduction will present the project purpose, process, and context.

- *Carefree today*, how the plan addresses historical background and existing conditions across land use, urban form, mobility, market, and organization. There will be an update to existing conditions and relocate Market Analysis to the appendix.
- *The Vision* outlines public involvement and establishes a unifying vision statement, guiding principles and plan. This will be revised to reflect current development, conceptual development conditions, as well as identify specific redevelopment sites.
- *Master Plan for Action* defines specific strategies to achieve the vision, recommendations as to where planning efforts should be directed, and specific actions to advance each recommendation. Rename strategies to objectives and recommendations to strategic initiatives. Update all recommendations to account for completed actions, preferred revisions to proposed actions and/or desired additional actions.
- *Implementation Guide* will be the matrix to help clarify timeline, partners, and funding sources. There will be an update to the implementation table and document the estimated cost, proceeds and funding methods of facilitating the Redevelopment Plan.

Mr. Klyszeiko provided information why a Redevelopment Plan is necessary and outlined specifically what the Arizona State Statues require when establishing one. Explaining, State Law is prohibitive to the use of public funds for private use as well as disposition of public property. Specifically, a Redevelopment plan enables a special set of tools, where communities then can use public resources to leverage private investment. These tools allow for:

- Ability for municipalities to have greater control over the disposition of real estate
- The ability to enter into public/private partnerships, allowing public sector investment in revitalization of private property.

- Enhanced rules for bond financing of municipal improvements
- Access to federal grants and loans.

Economic Development Director Prokopek provided clarification to questions from Commissioner Corso regarding condemnation of property.

Mr. Klyszeiko further explained State Statutes requirements:

- *ARS 36-1471.16* definition of a Redevelopment Plan; A plan for the acquisition, clearance, reconstruction, rehabilitation, or future use of a redevelopment area.
- *ARS 36-1479.B* outlines what the plan *shall* include:
  - Statement of boundaries of the redevelopment area
  - Map showing existing uses and conditions of property
  - Land use plan showing proposed uses of property
  - Information capture in population density, land coverage and building intensity
  - Proposed changes to zoning, street layout or building codes
  - Type and number of site improvements and additional utilities required to support new development
  - Method and estimated cost of acquisition and prepare project areas, financing methods, and estimated proceeds.

Commissioner Ferro asked if the development of the Glendale Arena was under a redevelopment plan. Mr. Klyszeiko was not certain.

The group discussed powers and municipalities, regarding covenants, restrictions and conditions as defined in Arizona State Statute regarding the sale of town owned property.

Mr. Klyszeiko presented a slide depicting the Redevelopment Area that was established back in August 2021. Pointing out the two main distinctions between the Master Plan and the Redevelopment Area:

1. One, is the inclusion of Mariachi Plaza
2. The entire right of way of Cave Creek Road and Tom Darlington Drive

The group had discussions surrounding the following specific requirements that need to be included in the Plan to convert the Master Plan to a Town Center Redevelopment Plan:

- Statement of boundaries of the redevelopment area
- Map showing existing uses and conditions of property
- Land use plan showing proposed uses of property
- Information capturing population density, land coverage and building intensity
- Proposed changes to zoning, street layout or building codes
- Type and number of site improvements and additional utilities required to support new development
- Method and estimated cost of acquisition and preparation of project areas, financing methods, and estimated proceeds.

The *Carefree Village Center Master Plan* strategies were outlined and detailed for the group to discuss:

- Strategy 1: Improve the village Center's visibility and access
- Strategy 2: Foster development of a a strong retail, residential, entertainment, and service core in the Village Center.
- Strategy 3: Enhance the Village Center experience
- Strategy 4: Market and promote the Village Center
- Strategy 5: Develop a strong organization structure

Economic Development Director Prokopek explained, this is a first step of the redevelopment planning process which will include further public engagement. Mr. Klyszeiko will work on initial edits to the document, to include the necessary elements, prior to the next P&Z work session with a date to be determined. Mr. Prokopek noted, the Signage, Circulation Plan is a component to the overall Redevelopment Plan and does not need to be completed prior to the completion of the Redevelopment Plan. Concluding, Planning and Zoning can make further recommendations for items to update in the current Village Center Master Plan to be added to the Redevelopment Plan.

Following discussions on the next steps, Chairman Cross thanked everyone for their participation.

**ITEM #2 ANNOUNCEMENTS**

There were no announcements

**ITEM #3 ADJOURNMENT**


Commissioner Burns **MOVED TO ADJOURN** the work session at 7:10 p.m. **SECONDED** by Commissioner Ferro. **CARRIED** unanimously.

DATED this 28<sup>th</sup> day of March 2022.

TOWN OF CAREFREE

*Samantha J. Gesell*

Samantha Gesell, Planning Clerk

  
Chairperson, Tom Cross

*This work session was broadcasted via our Town of Carefree Zoom channel*