

### TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331 (928) 634-7943 FAX (928) 634-0715

Founded 1876 Incorporated 1899

# AGENDA

### SPECIAL JOINT MEETING OF THE JEROME TOWN COUNCIL, PLANNING & ZONING COMMISSION, DESIGN REVIEW BOARD AND BOARD OF ADJUSTMENT

### JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS WEDNESDAY, JANUARY 16, 2019 AT 6:00 P.M.

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Council and above referenced boards and commission, and to the General Public, that the that the above meeting will be held.

Persons with a disability may request an accommodation such as a sign language interpreter by contacting Joni Savage, Deputy Clerk, at 928-634-7943. Requests should be made early enough to allow time to arrange the accommodation. For TYY access, call the Arizona Relay Service at 800-367-8939 and ask for the Town of Jerome at 928-634-7943.

A copy of the full public meeting packet may be reviewed at the offices of Jerome Town Hall and at the Jerome Public Library.

ITEM #1:	CALL TO ORDER/ROLL CALL	
	Mayor to call meeting to order.	
	Town Clerk to call and record the roll for Council.	
	Zoning Administrator to call and record the roll for the Commission and Boards.	
ITEM #2:	PRESENTATION / Q&A WITH TOWN ATTORNEY	
	Town Attorney Bill Sims will provide information and answer questions regarding Arizona's Open Meeting Law, Robert's Rules of	Sponsored by Mayor Alex Barber
	Order, Conflicts of Interest, and the Rezoning process.	Discussion/Possible Direction
ITEM #3:	ADJOURNMENT	

The Town Council may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Town Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 38-431.03 (A)(3).

### **CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before \_\_\_\_\_\_ on \_\_\_\_\_\_, in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk.

970	970 Gulch Road, side of Gulch Fire Station, exterior posting case			
600	Clark Street, Jerome Town Hall, exterior posting case			
120	Main Street, Jerome Post Office, interior posting case			

J. Savage, Deputy Town Clerk



# The a-b-c's of PARLIAMENTARY PROCEDURE



American Institute of Parliamentarians





It's a set of rules for conducting business at meetings and public gatherings.

### PARLIAMENTARY PROCEDURE HAS A LONG HISTORY

### IT ORIGINATED

in the early English Parliaments.



### IT CAME TO AMERICA

with the first European settlers.



### IT BECAME UNIFORM

in 1876, when Henry M. Robert published his manual on Parliamentary Law.





Today, Robert's Rules of Order Newly Revised, 9th Edition, is the basic handbook of operation for many clubs, organizations and other groups.



Note: A glossary and index are on page 14.

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Because it allows everyone to be heard and to make decisions without confusion.

### PARLIAMENTARY PROCEDURE MEANS:



So, it's important for everyone to know these basic rules!

# A FIXED AGENDA,

or order of business, is generally followed by organizations using parliamentary procedure. Here's a typical example:



### I. CALL TO ORDER

If a quorum\* is present, the chair (the person conducting the meeting) says, "The meeting will come to order."

### 2. MINUTES

The secretary reads a record of the previous meeting.

### 3. OFFICERS' REPORTS

This is often limited to a report from the treasurer, but others may report at this time.

### 4. COMMITTEE REPORTS

First come reports from standing (permanent) committees, then from special (temporary) committees.

### 5. SPECIAL ORDERS

This is important business previously designated for consideration at this meeting.

### 6. UNFINISHED BUSINESS

This is business that has come over from the previous meeting.

### 7. NEW BUSINESS

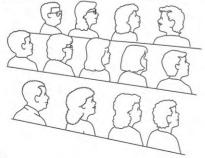
New topics are introduced.

### 8. ANNOUNCEMENTS

These inform the assembly (the people at the meeting) of other subjects and events.

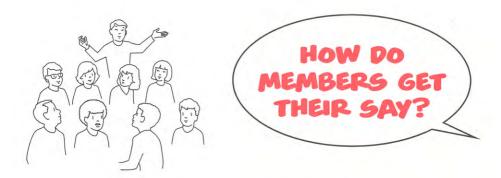
### 9. ADJOURNMENT

The meeting ends by a vote or by general consent (or by chair's decision if time of adjournment was prearranged by vote).



### \*A QUORUM

is the number or percentage of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws.



They make motions. A motion is a proposal that the assembly take a stand or take action on some issue. Members have a right to:

### PRESENT MOTIONS

(make a proposal)

### SECOND MOTIONS

(express support for discussion of another member's motion)



**DEBATE MOTIONS** (give opinions on the motion)





### VOTE ON MOTIONS

(make a decision).



# THERE ARE 5 GENERAL TYPES OF MOTIONS

### **0** MAIN MOTIONS

These introduce subjects for consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.

For example:



### O SUBSIDIARY MOTIONS

These change or affect how the main motion is handled. (They are voted on before the main motion.) For example:



# 1 move we adjourn ...

### These concern special or important matters not related to

O PRIVILEGED MOTIONS

pending business. In general, they are considered before other types of motions. For example:

### O INCIDENTAL MOTIONS

These are questions of procedure that arise out of other motions. They must be considered before the other motion. For example:



### **B** MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

These enable certain items to be reconsidered. In general, they are brought up when no business is pending. For example:



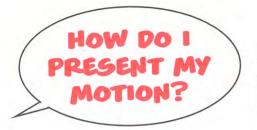
# PARLIAMENTARY PROCEDURE AT A GLANCE

Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	Do you need A second?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move that we adjourn."	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for"	NO	YES	NO O	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege."	YES	NO	NO	NO	NO VOTE	NO
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion."	NO	YES	NO	NO	MAJORITY	NO 🛛
END DEBATE AND AMENDMENTS	"I move the previous question."	NO	YES	NO	NO	2/3	YES 3
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until"	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee."	NO	YES	YES	YES	MAJORITY	YES 🗿
AMEND A MOTION	"I move to amend the motion by"	NO	YES	YES 🗿	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that"	NO	YES	YES	YES	MAJORITY	YES

### THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE. BELOW, THERE IS NO ORDER ...

		the state of the state of the state					
PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE 6	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision."	YES	YES	YES	NO	MAJORITY	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that"	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion."	YES	NO	NO	NO	⅔ 🧭	YES 3
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division," or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table"	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on"	YES 🧿	YES	YES 💿	NO	MAJORITY	NO
NOTES: • Unless moved when no question is pending. • Affirmative votes may not be reconsider	vote on committee has motion to be question already taken amended is	Unless the chair submits to the assembly for decision.	✓ A ⅔ vote in negative is needed to considerati the main m	prevent not ion of del	ly if the main estion has been pated yet.	Only if the speaker has the floor but has not actually begun to speak.	C Unless the motion to be reconsidered is not debatable.



Here's what happens when you want a motion considered:

### O YOU OBTAIN THE FLOOR

- Wait until the previous speaker is finished.
- Rise and address the chair. Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
- Give your name. The chair will recognize you by repeating it.



### YOU MAKE YOUR MOTION

- Speak clearly and concisely.
- State your motion affirmatively. Say, "I move that we do..." instead of "I move that we do not..."
- Stay on the subject and avoid personal attacks.



### YOU WAIT FOR A SECOND

- Another member will say, "I second the motion."
- Or, the chair will call for a second.
- If there is no second, your motion will not be considered.

Motions made at the direction of a board or committee (of more than one person) do not require a second.



### g you expand on your motion

- As the person who made the motion, you are allowed to speak first.
- Direct all comments to the chair.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a ½ vote.



### O THE CHAIR STATES YOUR MOTION

- The chair must say, "It is moved and seconded that we..."
- After this happens, debate or voting can occur.
- Your motion is now "assembly property," and you can't change it without consent of the members.



### O THE CHAIR PUTS THE QUESTION

- The chair asks, "Are you ready for the question?"
- If there is no more debate, or if a motion to stop debate is adopted, a vote is taken.
- The chair announces the results.



# THE METHOD OF VOTING ON A MOTION

depends on the situation and on the bylaws of your organization. You may vote by:

### VOICE

The chair asks

those in favor to say "aye"

and those

opposed to say "no" (for majority votes

Aye! only). A member may

### ROLL CALL

move for an exact count.

If a record of each person's vote is needed, each member answers "yes," "no" or "present" (indicating the choice not to vote) as his or her name is called.



### SHOW OF HANDS

Members raise their hands to verify a voice vote, or as an alternative to it. This does not require a count. A member may move for an exact count.

BYLAWS m



### BALLOT

Members write their vote on a slip of paper.

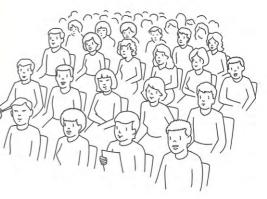
This is done when secrecy is desired



### GENERAL CONSENT

When a motion isn't likely to be opposed, the chair says, "If there is no objection... Members show consent by their silence.

If someone says, "I object," the matter must be put to a vote.





# MORE ABOUT VOTING

Are we ready for the question?

### A MOTION TO LAY ON THE TABLE

This motion is used to lay something aside temporarily to take care of a more urgent matter. It should not be used to prevent debate or to kill a question.

Members can "take from the table" a motion for reconsideration. This must happen by the end of the current or next session (depending on how soon the next session is scheduled).



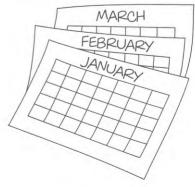
A question (motion) is pending when it has been stated by the chair but not yet voted on.

The last motion stated by the chair is the first pending.

The main motion is always the last voted on.

### A MOTION TO POSTPONE INDEFINITELY

This is parliamentary strategy. It allows members to dispose of a motion without making a decision for or against. This is useful in case of a badly chosen main motion for which either a "yes" or "no" vote would have undesirable consequences.



# glossary And index



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### QUORUM

Number or percentage of members that must be present to conduct business legally......4

### SECOND

### VOTING

500--

## PARLIAMENTARY PROCEDURE HELPS GET THINGS DONE

A MAKE MOTIONS that are in order.

✓ OBTAIN THE FLOOR properly.

SPEAK clearly and concisely.

**OBEY** the rules of debate.



### LET'S IMPROVE

### Leadership and meeting skills by our effective use of these tools:

### Fundamentals of Parliamentary Law and Procedure

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# ZONING, LAND USE CLAIMS AND DEVELOPMENT AGREEMENTS

How to Avoid Liability When Approving Land Use Matters

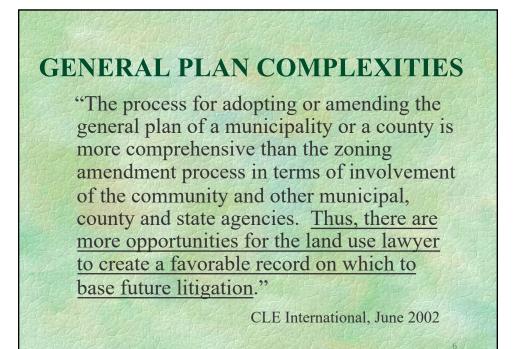
> Town of Jerome January 16, 2019

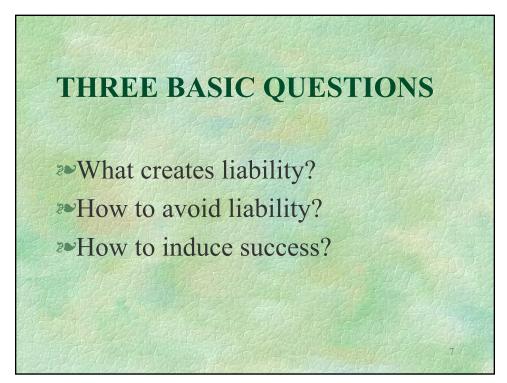


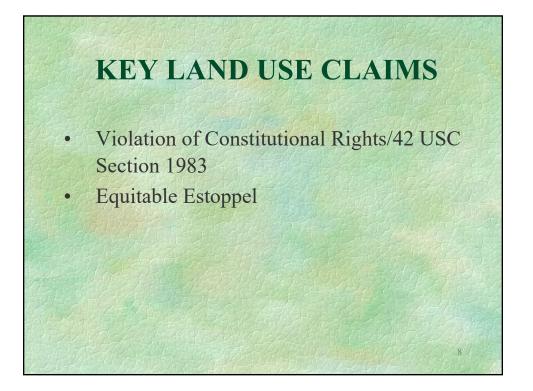


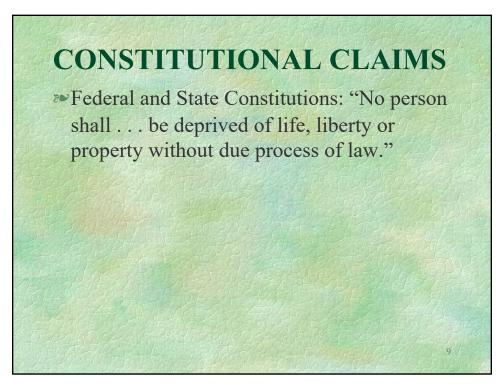


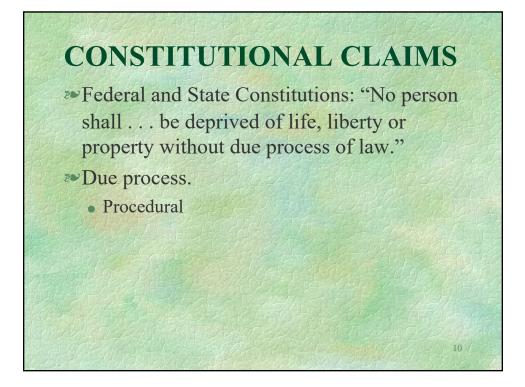








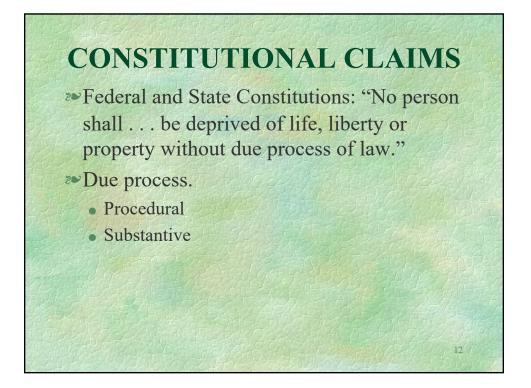


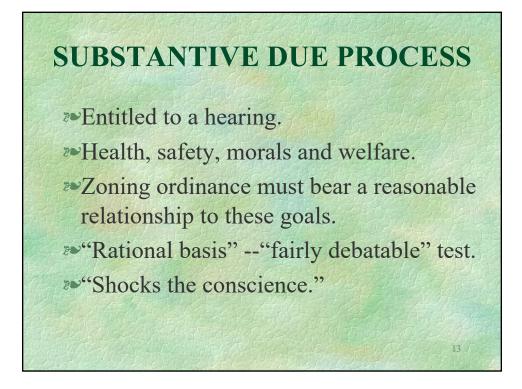


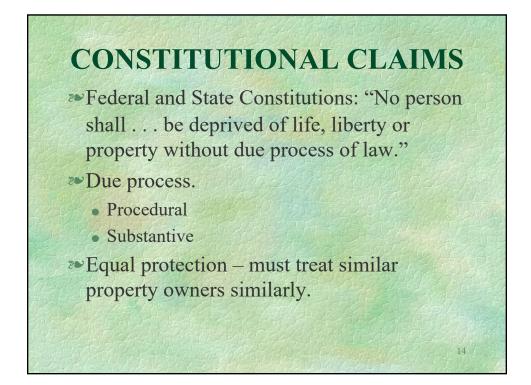
# PROCEDURAL DEFECTS EXAMPLES

Public notice of ordinance failed to include proper explanation – fatal and therefore unconstitutional.

Set-back requirement invalid due to failure to provide notice.







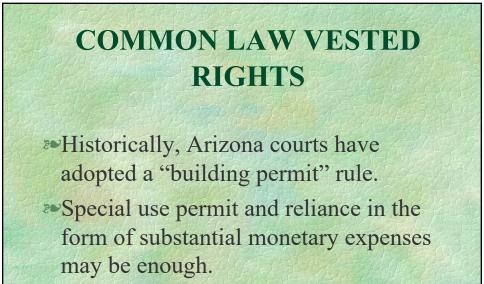
# EQUAL PROTECTION EXAMPLES

No rational basis for treating group homes for mentally challenged and other multi-person homes differently.

There is a rational basis for treating adult theaters and non-adult theaters differently.

# Ways Property Rights Can Be "Taken"

- »Explicit taking/condemnation.
- Regulatory taking/inverse condemnation, but must deprive property owner of "all economically viable use of land."
- Exactions rough proportionality and legitimate government interest.
- Development fees more broadly based, but non-discriminatory.



# **VESTED RIGHTS**

➢Common law.

Development agreement.

Protected development right plans.

William J. Sims III Moyes Storey Ltd. Phoenix, Arizona 18

# LEGISLATIVE ACTS OF COUNCIL

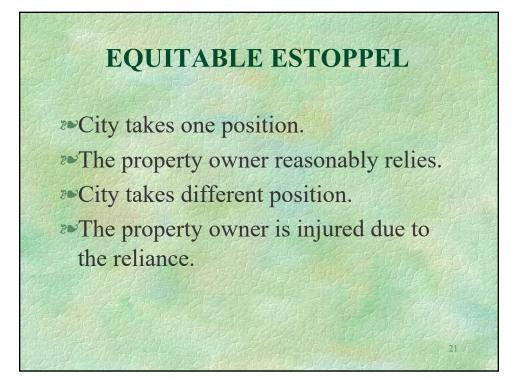
Council acts are typically legislative.

» Judicial deference.

- Arbitrary capricious standard.
- Should be hard to create liability.
- Developer typically cannot trap you.
- » Legislative acts provide greatest flexibility.

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# DETRIMENTAL RELIANCE APPLIED TO GOVERNMENTS

DOR informs taxpayer that "sales tax" does not apply and later changes its position.

City issues billboard building permit that violates zoning code and property owner relies.

# DETRIMENTAL RELIANCE APPLIED TO GOVERNMENTS

- Town issues permit for driveway on hillside.
- Town requires installation of sewer.
- >> Town induces start of construction.
- Town passes hillside preserve ordinance and stops work.

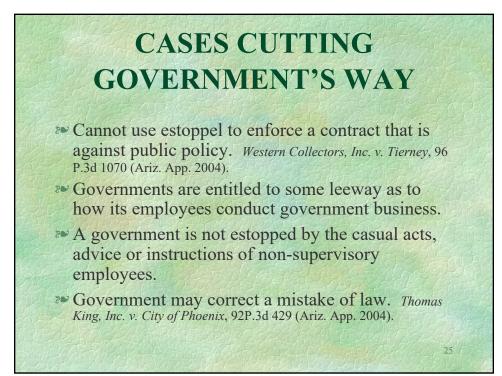
# TO AVOID DETRIMENTAL RELIANCE CLAIMS

Clearly identify "chain of command."

- »Periodic review of
  - communications/correspondence
  - concerning key project.

Try to limit communications to written correspondence.

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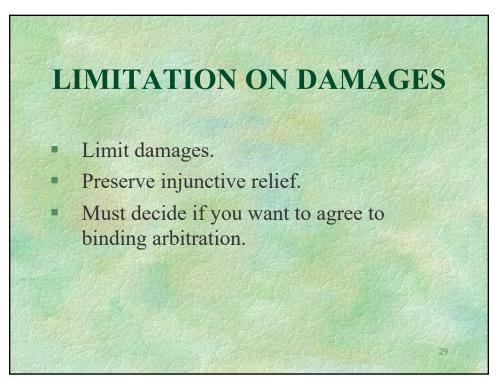
# CONTRACTUALLY REQUIRED MEDIATION

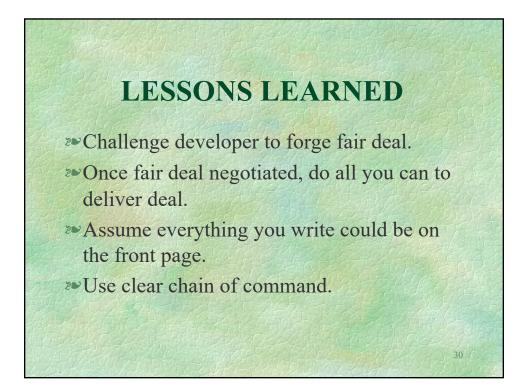
If a dispute arises out of or relates to this Agreement, or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try to settle the dispute through mediation before resorting to arbitration, litigation or some other dispute resolution procedure. In the event that the parties cannot agree upon the selection of a mediator within 7 days, either party may request the presiding judge of the Superior Court to assign a mediator from a list of mediators maintained by [the Arizona Municipal Risk Retention Pool].

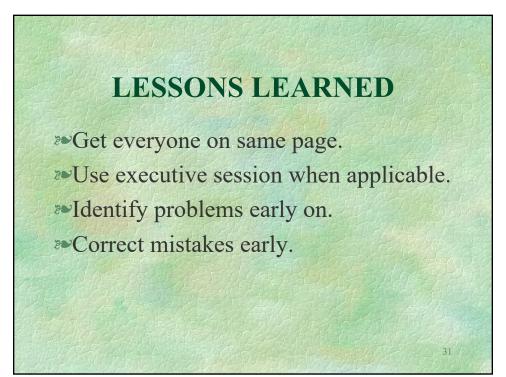
# MEDIATION REQUIRED BY ORDINANCE

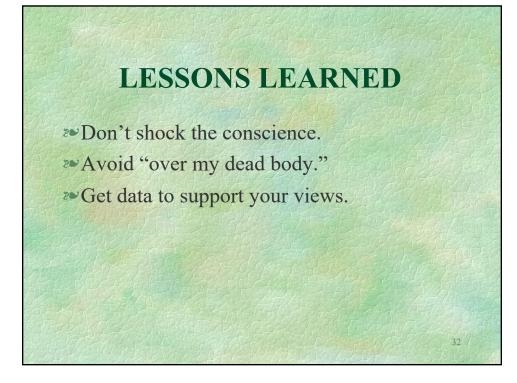
- Accomplish by ordinance what would accomplish via agreement.
- Get the parties before a mediator.
- Subject to approval by appropriate person/body.
- Mandatory hearing.

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WHY ARE LAN CLAIMS ON THE RIS	
DEVELOPER » CITY/TOWN EXPECTATIONS	• TAXPAYER CONCERNS
<ul> <li>City/town officials caught in the Developers are well financed and the Developers are well financed are well fi</li></ul>	
Developers squeezed by mark somebody to blame.	
<ul> <li>Taxpayers are ultimate "deep particular to the second se</li></ul>	pocket."