



MEMORANDUM

Date: April 13, 2005

To: Planning and Zoning Commission
Conservation Acquisition Commission

From: 
Nicole Fyffe
Executive Assistant to the
County Administrator

Re: **Joint Planning and Zoning Commission/Conservation Acquisition Commission
Meeting March 30, 2005**

This memorandum is to summarize the problem discussed at the joint Planning and Zoning and Conservation Acquisition Commission meeting held on March 30th, 2005, as well as presenting a solution.

Problem

Pima County's Planning and Zoning (P&Z) Commission will be faced with making recommendations on development proposals involving properties included in the 2004 Open Space Bond Program. When such a development proposal is considered by the P&Z Commission, the Commission needs to have an understanding of whether this property is actively being pursued for purchase by the Conservation Acquisition Commission (CAC) and the County, whether the CAC has taken action on the property, whether County staff has conversed with the property owner about the opportunity to apply for acquisition of the property by the County, and whether the property owner is willing to sell the property to the County.

Solution

The following actions will be implemented to provide the P&Z Commission with as much information as possible on development proposals involving 2004 Open Space Bond Program properties:

- During the initial contact between Development Services staff and an individual initiating a development proposal involving a 2004 Open Space Bond Program, Development Services staff will notify the individual of potential bond funds available for purchasing such properties.
- Within 48 hours of the initial contact reference above, Development Services staff will send a notice to the County Administrator's Office summarizing the proposal and providing contact information for the owner and representative, if available.

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- The Coordinator for the CAC will then contact the owner to discuss the County's application process for the sale of open space. If the property owner is unavailable, the representative will be contacted.
- The Coordinator will then send a letter to Development Services staff confirming that the property owner/representative has been notified of the application process. Any further correspondence will also be provided to Development Services staff.
- Development Services staff will continue to provide regular updates to the CAC on development activities involving 2004 Open Space Bond Program.
- The CAC Coordinator will provide Development Service staff with letters updating any actions taken by the CAC with regard to such properties.
- Development Services staff will provide all correspondence regarding these properties, to the P&Z Commission prior to the P&Z Commission's consideration of development proposals on such properties.

The overall goal here is to determine, to the maximum extent possible, that a property on the P&Z Commission's agenda is not being actively pursued for acquisition by the County or the CAC, and that the owner is not willing to enter the County's application for sale of open space process. These actions will also act to inform landowners about the conservation acquisition option prior to entering into the formal development process.

Please contact me at 740-8149 or Sherry Ruther of Development Services at 740-6800 if you have any questions or comments.

NF/dr

c: The Honorable Chair and Members, Pima County Board of Supervisors
C.H. Huckelberry, County Administrator
John Bernal, Deputy County Administrator – Public Works
Carmine DeBonis, Development Services Director
Christina Biggs, Real Property Services Manager
Arlan Colton, Planning Official, Development Services
Sherry Ruther, Environmental Planning Manager, Development Services