



PLANNING AND ARCHITECTURAL (P&A) COMMITTEE CHARTER

2018 Draft under Review

Purpose: The Planning and Architectural Committee (“P & A”) of the GVC was combined in 2009 to review the regulation and specific use of the land by ordinances (Zoning), Architecture and Site Planning considerations of new developments, and future use of property in Green Valley (Planning). This Committee is charged with the responsibility of reviewing all Zoning, Architectural Design Review and Planning projects for Green Valley and recommending actions to the Pima County Development Services Department prior to any formal action by the County Planning & Zoning Commission and Board of Supervisors.

Responsibilities

1. Establish annual goals consistent with GV Council’s annual goals. Track and report accomplishments annually.
2. Support Council Vision and Mission Statements; uphold Council’s Values.
3. Provide written materials electronically to the Executive Board Liaison for web page, email distribution, flyers, and other marketing materials using Council templates as guidance.
4. Act as Ambassadors for the Council, educating committee members and the community on Council activities.
5. Proactively identify problems and seek solutions to issues affecting the Community. Submit recommendations requiring action to the Executive Board.
6. Champion the GV Community Plan, documenting Committee activities that further Plan objectives.
7. Attend the monthly Board of Representatives meetings and present information periodically to both the Executive Board and the Board of Representatives.

8. Develop and manage the Committee budget; work with the Executive Board to see if grants, local sponsors, or other sources of revenue are possible for specified projects.
9. Ensure community (residents, property owners, and investors) members are represented and heard in committee meetings and public hearings.
10. Zoning Responsibilities:
 - a. Review petitions for rezoning and variance requests and hold public hearings.
 - b. Send specific recommendations on all Zoning requests to the Pima County Development Services Department before future entitlements are considered by the County.
11. Architectural Design and Planning Responsibilities:
 1. Evaluate proposed General Plan Amendments in Green Valley and make recommendations.
 2. Review proposed Building and Site Development, hold public hearings, and make recommendation on such plans to Pima County Development Services before County acts on such plans.
 3. Ensure designs are in character with the existing southwestern architectural style of Green Valley and are:
 1. Compatible with existing development in the surrounding area.
 2. Sensitive and contain an architectural and landscape primarily desert design/theme.
 3. Compatible with local issues that are important in Green Valley (flood control, solar and lighting concerns, native plant preservation, traffic circulation, open space buffers, topographic and grading concerns, etc.) and can demonstrate Pima County Development Staff concurrence with appropriate design elements of the plans.
12. Provide specific submittal requirements information on website and in written form.

Reporting Requirements:

1. Submit recommendations for action to the Pima County Development Services Department. Advise the GVC Executive Board of such recommendations.
2. Present Committee Goals for next calendar year and evaluation of the committee's performance in achieving the goals for current year for approval at the February Executive Board meeting.
3. Submit Minutes and Agendas electronically to the Council's Administrative Secretary as follows:

- a. Agenda and last meeting minutes required one week prior to next meeting.
- b. Approved and/or corrected minutes no later than 24 hours following the meeting.
- 4. Budget submissions:
 - a. All annual reports are submitted in time for the November Executive Board meeting. Submit annual budget spending plan for a line of credit that is determined by the Executive Board annually.
 - b. If any planned expenditure of an amount over 10% of the annual budget should change, submit to Executive Board for approval.
- 5. Monthly summaries of volunteer hours expended to Council Administrative Secretary.

Committee Composition:

The Chair is responsible for selecting the committee members and should determine the number of members and community representation needed to operate effectively. Total membership shall be not less than three (3) nor more than nine (9) voting members. Chair may appoint no more than 3 ex-officio members. Expertise in the areas of architectural design, engineering, residential or commercial development, for some, but not all, committee members is recommended. Committee voting members will include the following:

- 1. Chair
- 2. Vice Chair
- 3. Information Specialist
- 4. GVC President (or other designated Executive Board liaison)
- 5. Green Valley/Sahuarita Chamber of Commerce representative
- 6. Green Valley Fire Board representative
- 7. Pima County representative

Approved By:

 Chair, Planning and Architectural
 Committee

 Date

Approved By:

 President, Green Valley Council

 Date