

**NOTICE OF THE SPECIAL MEETING OF THE  
PIMA TOWN COUNCIL  
July 7, 2022**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Town Council of the Town of Pima and the general public that the Town Council will hold a work session on **Thursday, July 7, 2022, beginning at 7:00pm, at location of 110 W Center Pima, Arizona 85543**

**Call to Order:**

**Those Present:**

**COUNCIL BUSINESS:**

- 1. Discussion regarding sick leave:** Discussion and possible decision to adjust sick leave in town code for part time and seasonal employees (First Reading) (Vernon Batty)
- 2. Potential Revisions to Town Code:** Discussion regarding potential revisions to the Town Code to address owners of 4-H swine. (First Reading) (Vernon Batty)
- 3. Presentation of two recommendations from Planning & Zoning:** Recommend to the Council revisions to Town Code regarding tiny homes and multi-family housing- (First Reading) (Jimmie Lofgreen)

**ADJOURNMENT:**

- Sick Leave Policy: ~~Full-time~~ Employees who become ill or are injured away from work are entitled to sick leave with full pay for varying amounts of time, depending on the employees length of service, status and previous use of sick leave. Sick leave is a privilege granted by the Town so that an illness or injury will not impose an undue hardship on the employee. Sick leave will not be granted for illness to family members. It is not a form of additional leave and will not be paid in cash upon separation. Misuse of sick leave is cause for disciplinary action or dismissal from employment. Full-time employees accrue sick leave at the rate of 1 day per month or 12 days per year up to a maximum of 120 days. Part-time employees accrue sick leave at the rate of ½ day per month. Seasonal employees accrue sick leave at the rate of ½ days per month while they are employed. There shall be no accrual or sick leave days in excess of 120 days. The following policy shall govern sick leave:
  - No sick leave shall be granted until an employee has been a full-time employee for 30 consecutive days.
  - When an employee is sick or injured and unable to work he shall report to the Town Manager as soon as practical, preferably within 2 hours from their normal report time, the fact that he will not be able to work and the length of time which he expects to be off. Failure to report may be grounds for withholding sick pay, and disciplinary action.
  - The Town may request an employee to provide a doctor's certificate at the employees own expense, to support sick leave after the third consecutive day of absence. If any employee is injured, whether on Town business or on their personal time a doctor's certificate at the employees own expense must be obtained stating that they are at capacity to practice and perform their required duties. If there is reason to suspect injury or disability the Town can still request a note from a doctor at the individual's expense. The employee may expect and be subject to a call or visit from his supervisor or other employee of the Town of Pima to verify a sickness or injury.
  - For an extended confinement, sick leave shall be requested as much in advance as the condition and circumstances permit and shall be submitted in writing to the Town Manager.
  - Sick leave shall be taken in units of ½ days.

12-3-2.B.6. The temporary pasturing of livestock.

12-3-2.B.7. Fences, walls and hedges not exceeding six feet in height, except in the front yard or within a triangle measuring thirty feet from the corner of a lot fronting on two streets or within a triangle measuring ten feet from the intersection of a street and alley. Within a front yard or within a triangle measuring thirty feet from the corner of a lot fronting on two streets or within a triangle measuring ten feet in height is permitted and a wire fence or other see-through fence not more than four feet in height is permitted.

Fences, walls or hedges shall not at any time interfere with neighboring properties having a clear view of the street.

12-3-2.B.8. Signs pertaining to the home occupations or the sale of residential property provided they do not exceed eight square feet in size and provided such signs are constructed and maintained in harmony with residential character of the zone. All signs or parts thereof shall be set back from public streets a minimum distance of ten feet.

12-3-2.B.9. Customary household pets.

12-3-2.B.10. Agriculture.

12-3-2.B.11. The maintenance under dry-lot conditions of a limited number of domestic animals and chickens for purposes of home consumption (family food production) or recreational uses, in numbers not to exceed four animal units for each one acre or forty-three thousand five hundred sixty square feet of fenced (lot) area. All animals shall be kept in an enclosure. No swine shall be permitted. For purposes of this paragraph:

- 1 horse equals 1 unit
- 1 cow equals 1 unit
- 2 yearling calves equals 1 unit
- 2 sheep equals 1 unit
- 2 dairy goats equals 1 unit (only 1 Billy goat allowed)
- 1 billy goat equals 1 unit
- 25 chickens equals 1 unit
- 25 rabbits equals 1 unit
- 1 Swine equals 1 unit (upon approval and registration)**

**12-3-2.B.11.a. an exception may be granted to individuals involved in programs such as, but not limited to, 4-H and County Fair Livestock Shows. Such individuals would need to register those animals with Town Hall. The purpose of registration would be to notify the code enforcement officials of the exception so that code violation citations are not issued for excess or otherwise not allowed animals.**

12-3-2.B.12. Barns, pens coops and feed storage facilities for the care and keeping of permitted domestic animals, provided that all barns, pens, coops and feeding facilities are located in the rear part of the lot and that no barn, corral or coops shall be constructed closer that 50 feet from

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**Article 12-3                      Establishment of Zones**

**Section 12-3-1      Division of Zones**

In order to carry out the purposed of this chapter, the Town of Pima, Arizona is hereby divided into zones as follows:

- 12-3-1.A. AR (Agricultural Residential)      Zone
- 12-3-1.B. MH (Manufactured Housing)      Zone
- 12-3-1.C. CC (Central Commercial) Zone
- 12-3-1.D. AG (Agricultural) Zone

**Section 12-3-2      AR (Agricultural Residential) Zone**

12-3-2.A. Characteristics. The AR (Agricultural Residential) Zone covers that portion of the town best suited for residential development. Even so, it can be expected that a certain amount of odor and dust will be present in the zone, and people who construct dwelling or live therein should bear this in mind.

12-3-2.B. Permitted used. The following uses are permitted outright in the AR Zone:

12-3-2.B.1. Single family, [REDACTED], two-family and multiple-family dwellings, including apartments.

12-3-2.B.2.a Accessory buildings, including a private garage for the storage of vehicles owned by persons residing on the premises, greenhouses for private use only, porches on accessory buildings, building for storage of personal effects, provided that they shall not be closer than ten feet to the main building and that they shall not encroach on any required front or side yards.

12-3-2.B.2.b Unattached sheds require a minimum of three feet setback on all sides.

12-3-2.B.3. Parks, playgrounds, and other community facilities designated to serve the residents of the zone, but not including privately owned amusement parks or recreation grounds.

12-3-2.B.4. Schools, churches, hospitals, clinics, daycare nurseries or rest homes, provided that sufficient open space in the form of front and side yard setbacks, playgrounds, parking areas, etc. has been provided as determined by the board of adjustment.

12-3-2.B.5. Swimming pools for private residential use only.

12-3-2.B.14. Utility buildings and structures such as water, sewer and electric buildings and structures, upon approval of the board of adjustment. The board of adjustment shall set forth specific conditions for approval, as may be necessary to protect surrounding property values and residential amenities.


12-3-2.B.15. In-Home Occupations shall be allowed in the A/R and Agriculture Zone provided they meet specifications listed in Section 12-2-3.C.3 regarding Home Occupations. Out of Home Businesses shall be allowed at the discretion of the Board of Adjustments. All Business Licenses shall be reviewed on an annual basis for conformity to codes.

12-3-2.C. **Development Standards.**

12-3-2.C.1. Maximum building height: Two stories (not to exceed thirty-four feet)

12-3-2.C.2. Lot sizes:

- a. 7000 square feet for a single family dwelling
- b. 8000 square feet for a two-family dwelling (duplex)
- c. 7000 square feet plus two square feet of lot area for each square foot of building floor space above 500 square feet in the case of a multi-family dwelling (three or more). i.e. a tri-plex with three 700 square foot dwellings would require a minimum of 9700 square feet ( $700 \text{ ft}^2 \times 3 = 2100 \text{ ft}^2$ .  $2 \text{ ft}^2 \times 200 \text{ ft}^2 \times 3 = 600 \text{ ft}^2$ .  $7000 \text{ ft}^2 + 2100 \text{ ft}^2 + 600 \text{ ft}^2 = 9700 \text{ ft}^2$ )
- d. 10,890 square feet per single family dwelling where domestic animals or chickens (except household pets) are to be maintained in accordance with the requirements of section 12-3-2.B.11 above.

  
f. Domestic animals (except household pets) not allowed on multi-family lots.

g. A minimum of 2 off street parking spaces shall be provided per livable unit.

12-3-2.C.3. Minimum lot width (measured at the front [nearest street facing] building line):

- a. Sixty linear feet for single family dwelling.

- b. Seventy linear feet for a two-family dwelling (duplex).
- c. Sixty linear feet for first unit, plus five linear feet for each additional dwelling in the case of multi-family dwelling.

[REDACTED]

12-3-2.C.4. Minimum front yard setback: Twenty feet, except that the setback for any dwelling located between two existing buildings shall be the average of the setbacks of the two existing buildings, provided the existing buildings are on the side of the street and are located within one hundred fifty feet of each other.

12-3-2.C.5.a Minimum side yard setbacks: Ten feet, except where lots have a double frontage (corner lots), then the required front yard setback (twenty feet) shall be provided on both streets.

12-3-2.C.5.b Minimum back yard setbacks: Ten feet

[REDACTED]

12-3-2.C.6. Frontage on a Public Street: At least one side of each lot used as a dwelling site shall abut upon a public street.

12-3-2.C.7. Landscaping: At least seventy percent of all front and side yards of dwellings which front on public streets shall be landscaped.

12-3-.C.8. Dwelling sizes: All new dwellings shall possess a minimum square footage as follows:

- a. Nine hundred (900) square feet for single family dwellings.
- b. six hundred (600) square feet for each dwelling unit in a two family or multi-family dwelling.
- c. The square footage requirements as set forth in this subsection shall be met as the dwelling was initially constructed; e.g., the dwelling may not be added on to in order to reach these minimum square footage requirements.

- d. [REDACTED]

### **Section 12-3-3 MH (Manufactured Housing) Zone**

12-3-3.A. Characteristics. The MH (Manufactured Housing) Zone covers those portions of the town where manufactured housing is or will be permitted land use.

12-3-3.B. Permitted Uses. The following uses are permitted in the MH Zone:

12-3-3.B.1. All uses permitted in the AR Zone, subject to compliance with the regulations and restrictions required therein.

12-3-3.B.2. Manufactured homes located on individually owned lots, except that members of the immediate family may have more than one manufactured home on a single lot provided that each manufactured home meets all minimum requirements for area, width, yard setbacks and any other requirement set forth for manufactured homes on individual lots, not manufactured home parks. Any additional dwelling on a single lot shall not be used as commercial or income property. For purposes of this paragraph, immediate family is defined to include, wife, husband, daughter, son, mother, father, brother, sister, grandmother, grandfather, grandson, granddaughter, mother-in-law, father-in-law, son-in-law, daughter-in-law.

12-3-3.B.3. Manufactured home parks.

12-3-3.B.4. RV parks.

12-3-3.C. Development standards (individual manufactured homes). The following development standards apply to individual manufactured homes not located within a manufactured home park.

12-3-3.C.1. Minimum Lot Width (measured at the front [nearest street facing] building line): Sixty linear feet

12-3-3.C.2. Minimum lot size: Seven thousand (7,000) square feet

12-3-3.C.3. Minimum front yard setback: Twenty (20) feet

12-3-3.C.4. Minimum side yard setbacks: Ten (10) feet

12-3-3.C.5. Minimum back yard setbacks: Ten (10) feet

12-3-3.D. Development standards (general). The following development standards shall apply to all manufactured homes, whether located in a manufactured home park or not.

12-3-3.D.1. Skirting: All manufactured housing shall be skirted with material similar to that of which the manufactured housing is constructed. Exceptions to the type of skirting material must be approved in writing by the zoning administrator prior to installations; e.g., brick, slump block,

same time, whichever requirement is greater. Each required off-street loading space shall be not less than ten feet in width, twenty-five in length and fourteen feet in height.

[REDACTED]

[REDACTED]

**Section 12-4-9 Open Storage of Junk Prohibited**

No front yard or side yard spaces of an existing building shall be used for the storage of junk, debris or unlicensed automobiles.

**Section 12-4-10 Limitation of Junk**

Where otherwise permitted, the storage of unsightly material or junk including unlicensed automobiles, trucks, or other vehicles not in running order, shall be obscured from view from any public right of way or from any neighboring property.



- c. "Dwelling, two-family" means a building containing two or more dwelling units.
- d. "Dwelling, multiple-family" means a building containing three or more dwelling units.



12-7-1.E. Definitions "E" (Reserved)

12-7-1.F. Definitions "F"

12-7-1.F.1. "Fence, sight-obscuring" means a fence having a height of at least six feet above grade, which permits vision through not more than ten percent of each square foot of the fence.

12-7-1.F.2. "Floor area" means the gross floor area, measure from the exterior walls of the building.

12-7-1.G. Definitions "G"

12-7-1.G.1. "Grade" means the average elevation of finished ground surface adjacent to the exterior walls of a building.

12-7-1.H. Definitions "H"

12-7-1.H.1. "Height of building" means the vertical distance from the natural grade to the highest point of the roof.

12-7-1.H.2. "Home occupation" means any occupation conducted within a dwelling and carried on by persons residing in the dwelling.

12-7-1.H.3. "Hospital" means a building in which ten or more ill or injured human beings are offered board and room while being treated for such illness or injury by persons registered to practice the healing arts in the State of Arizona.

12-7-1.I. Definitions "I"

12-7-1.I.1. "Immediate Family" is defined as wife, husband, daughter, son, grandchild, mother, father, brother, sister, grandmother, grandfather, grandson, granddaughter, mother-in-law, father-in-law, son-in-law, daughter-in-law.