

**MINUTES OF THE WORKSTUDY SESSION
OF THE PLANNING AND ZONING COMMISSION
OF THE TOWN OF CHINO VALLEY**

**Tuesday, August 20, 2013
6:00 P.M.**

The Planning and Zoning Commission of the Town of Chino Valley, Arizona, convened for a work study session in the Chino Valley Council Chambers located at 202 N. State Route 89, Chino Valley, Arizona.

Commissioner Gwen Rowitsch called the meeting to order at 6:02 P.M.

Members present: Commissioner Gwen Rowitsch (Chair), Commissioner Michael Edmonds, Commissioner Charles Merritt, Commissioner Robert McCaullay
Members absent: Commissioner Garland Miner, Commissioner Florence Sloan
Staff present: Planner Ruth Mayday, Town Clerk Jami Lewis, Town Clerk Assistant Liz Hart (recorder)

3. APPROVAL OF MINUTES – No minutes to approve.

4. RESERVATIONS FOR AGENDA ITEMS

4A. Planning and Zoning Boot Camp PowerPoint

Ruth Mayday presented a Boot Camp PowerPoint explaining the duties of the Planning and Zoning Commission. She explained the following items:

- Legal standing of the Planning & Zoning Commission
- The difference between a planning agency vs. Planning and Zoning Commission
- Functions of the Planning & Zoning Commission
- Responsibilities of the Planning & Zoning Commission
- Planning & Zoning Commission rules of governing, state law and Unified Development Ordinance (UDO)
- Conditional Use Permit (CUP) vs. Variance
- Variance is purview of Board of Adjustment (BOA)
- BOA functions
- Definition of self-imposed harm
- Projects of Planning & Zoning Commission
- UDO revisions to reorganize document, resolve conflicting codes, and remove portions that contradict state law

Commission discussed the validity of past decisions. Ruth Mayday spoke about Planned Area Development (PAD) Overlays as exceptions to variances.

4B. Text Amendments

The Commission discussed amendments to the text of UDO sections 4.8 Walls and Fences, and 5.5 Modifications, Appeals, and Enforcement.

1) 4.8 Walls and Fences.

Ruth Mayday presented proposed revisions to portions of UDO sections 4.8. The Commission discussed the following modifications:

- Allowance for fence type, clearance, and height
- CUPs are not applicable to fence height and material
- Swimming pool fencing material
- Definition of section 4.2 Non-Conforming Uses and Structures

2) 5.5 Modifications, Appeals, and Enforcement.

The Commission discussed the following modification to the UDO 5.5

- Modification standard for subdivision final plats
- Appeals by Board of Adjustment
- Deleting section 5.5.2 appeals
- Enforcement of division of "real" property

4C. Rules of Order.

Ruth Mayday presented proposed changes, additions, and deletions to the Commission's Rules of Order. The Commission discussed and suggested changes on the following topics:

- Section 1, Code of Ethics
- Section 11, meeting time
- Section 13, Zoning Code change to Unified Development Ordinance
- Section 10, Commission agenda format
- Adding Technical Review minutes in the staff report.

5. PUBLIC HEARING – No public hearing.

6. PETITIONS AND COMMUNICATIONS – no petitions and communications.

7. OLD BUSINESS – No old business.

8. NEW BUSINESS

8A. Joint Session with Town Council regarding Open Meetings Act, September 17, 2013.

The Commission proposed having the Town attorney present Open Meeting Law acts allowable at the September 17, 2013 meeting.

9. STAFF REPORTS – No staff reports.

10. TOWN COUNCIL LIAISON REPORT – No town council liaison report.

11. PUBLIC COMMENTS – No public comments.

12. ADJOURN

Commissioner McCaullay moved seconded by Commissioner Edmonds to adjourn, passed at 6:48 P.M.



Chair Gwen Rowitsch

10-15-13
Date