

MINUTES OF THE REGULAR PLANNING AND ZONING MEETING OF THE TOWN OF CHINO VALLEY

**May 5, 2015
6:00 P.M.**

The Planning and Zoning Commission of the Town of Chino Valley, Arizona, met for a Regular Meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on May 5, 2015.

1) CALL TO ORDER

Chair Merritt called the meeting to order at 6:00 p.m.

2) PLEDGE OF ALLEGIANCE

Commissioner Pasciak led the Pledge of Allegiance.

3) ROLL CALL

Present: Gary Pasciak, Commissioner; Chuck Merritt, Commissioner; Florence Sloan, Commissioner; Corey Mendoza, Commissioner

Absent: Gwen Rowitsch, Chair

Staff Ruth Mayday, Development Services Director; Elyse DiMartino, Assistant Planner;

Present: Michael Lopez, Assistant Public Works Director; Amy Lansa, Town Clerk Assistant; Liz Hart (recorder), Deputy Town Clerk

4) MINUTES

A) Consideration and possible action to approve the April 7, 2015 regular meeting minutes.

MOVED by Commissioner Corey Mendoza, seconded by Commissioner Florence Sloan to approve the April 7, 2015 study session minutes.

Vote: 4 - 0 PASSED - Unanimously

B) Consideration and possible action to approve the April 7, 2015 study session minutes.

MOVED by Commissioner Gary Pasciak, seconded by Commissioner Corey Mendoza to approve the April 7, 2015 study session minutes.

Vote: 4 - 0 PASSED - Unanimously

5) STAFF REPORTS

No staff reports.

6) PUBLIC HEARING

- A) Request by property owner to rezone subject parcel 306-29-050A, comprised of approximately 7.39 acres, from Agricultural/Residential (5 acre minimum) (AR-5) to Single Family Residential (2 acre minimum) (SR-2) for the purpose of splitting the property into two parcels.

Assistant Planner Elyse DiMartino advised:

- The property owners Todd and Lisa Corbell want to split the lot, sell proposed Parcel A, and build a residence on the adjoining lot, proposed Parcel B.
- The rezoning is not detrimental to neighborhood and is in compliance with zoning classifications in the area.
- Staff recommends forwarding this to Town Council with recommendation to approve the rezoning

The Board confirmed:

- The rezone would fit in with surrounding property.
- The utility easement would act as the access easement.
- The property would be on septic & well.

MOVED by Commissioner Gary Pasciak, seconded by Commissioner Corey Mendoza to forward rezoning case 15-003 to town council with recommendation for approval.

Vote: 4 - 0 PASSED - Unanimously

7) **NON-PUBLIC HEARING ACTION ITEMS**

- A) Consideration and possible action to initiate and conduct public review of text amendments to Chapter 1, Administrations, Section 1.7 Site Plan Review Process, 1.8 Enforcement, and 1.9 Review and Approval Process and to recommend to Council that the proposed amendments be approved.

Director Mayday presented text amendments changes to recommend to Council

- The municipal regulatory bill of rights was adopted in 2011 and amended in 2013, to insure fair and open regulation by municipalities, standardized permitting and licensing processing as well as streamlining the application and approval process.
- The current permit process time line is up to 75 days from pre-application to Council approval without applicant receiving a permit.
- New software provides for expedited permit processing but needs to be added to the code to allow use of software.
- The new process timeline is a maximum of 75 days with permit being issued by the end of the process. Staff does not have to take the whole 30-days to perform the Completeness and Substantive reviews.

Other issues:

- Permitted or by right uses
- Health safety and welfare – no inherent danger in a 5000 square foot building
- Not a site plan review process
- Limited the participant in the number and title of the review

The Board discussed:

- Staff reviewed the UDO and struck every reference to “Site Plan Review” and “Site Plan Review Committee”, including Section 4.21 Sign Regulations.
- Commissioner Merritt commented that words were changed from “committee” to “staff” to reflect doing away with the Site Plan Review Committee.

MOVED by Commissioner Gary Pasciak, seconded by Commissioner Florence Sloan to initiate and conduct a public review of the proposed text amendments to Chapter 1, Administrations, Section 1.7 Site Plan Review Process, 1.8 Enforcement, and 1.9 Review and Approval Process and afterward recommend to Council that the text amendments be approved, including the correction of deleting one strike out and expanding Section 5.2.2(B).

Vote: 4 - 0 PASSED - Unanimously

- B)** Consideration and possible action to initiate and conduct a public review of amendments to the text of UDO Section 1.9.2 (E) Protests and to set a public hearing date for the amendment at the next regular meeting of the Planning and Zoning Commission.

Director Mayday presented the following information:

- Currently there are no time limits for submitting written protests.
- The amendment to UDO 1.9.2, would state that all written protests be submitted to the Town Clerk's office no later than 3 days prior to the date of public hearing at Town Council which would allow staff to verify signatures and ownership of the parcel of the person submitting the written protest.
- Staff could provide Council and applicant with notice of a valid protest requiring a super majority vote for approval.
- Town attorney recommended that the 3-day limit be implemented.

MOVED by Commissioner Gary Pasciak, seconded by Commissioner Florence Sloan to recommend a public review of the revision of amendment to UDO 1.9.2 (e) at the next Planning and Zoning meeting.

Vote: 4 - 0 PASSED - Unanimously

8) DISCUSSION ITEMS

No discussion items.

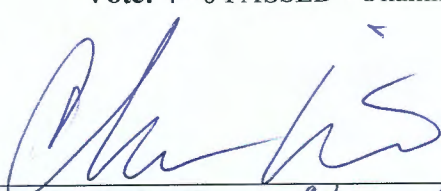
9) PUBLIC COMMENTS

No public comments were made.

10) ADJOURN

MOVED by Commissioner Gary Pasciak, seconded by Commissioner Florence Sloan to adjourn at 6:44 pm.

Vote: 4 - 0 PASSED - Unanimously


~~Chair Gwen Rowitseh~~

CHAIR CHARLES MERGAT

6-2-15
Date