

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

**June 2, 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.

**1) CALL TO ORDER**

Chair Rowitsch 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:** Chair Gwen Rowitsch; Commissioner Gary Pasciak; Commissioner Chuck Merritt; Commissioner Florence Sloan; Commissioner Corey Mendoza

**Staff Present:** Development Services Director Ruth Mayday; Deputy Town Clerk Liz Hart; Town Clerk Assistant Amy Lansa (recorder)

**4) MINUTES**

- A)** Consideration and possible action to approve the May 5, 2015 meeting minutes.

MOVED by Commissioner Gary Pasciak, seconded by Commissioner Chuck Merritt to approve the May 5, 2015 regular meeting minutes.

**Vote:** 4 - 0 PASSED

Other: Chair Gwen Rowitsch (ABSTAIN)

**5) STAFF REPORTS**

Elyse DiMartino accepted a position with the City of Phoenix and is no longer with Development Services. Director Mayday is hoping to replace her position soon.

At the Special Town Council meeting on Thursday May 28, 2015, Annie Lane and Michael Bacon were appointed to the Planning & Zoning Commission. Claude Baker was appointed as the alternate.

**6) PUBLIC HEARING**

- A) Conduct a Public Hearing regarding proposed text amendments to Chapter 1, Administration, Section 1.7 Site Plan Review Process, 1.8 Enforcement, and 1.9 Review and Approval Process; consideration and possible action to forward the proposed amendments to Town Council with a recommendation for approval.

Director Mayday reviewed the proposed text amendments:

- 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 process can take 150 days to complete the site plan review without a permit being issued.
- The timeline for the new process is a maximum of 75 days with the permit being issued by the end of the process. Staff would not have to take the entire time allowed to perform the Completeness and Substantive review.

Commissioner Merritt commented that he liked the proposed changes.

Director Mayday addressed Commissioner Mendoza concerns about Section 4.26.5 which allows for alternative landscaping stating the intent was that if a contractor could not accommodate certain landscaping requirements they could be placed someplace else. The text amendments would give the zoning administrator some discretion in applying the landscape requirements.

Chair Rowitsch opened and closed the public hearing at 6:26 p.m. No one spoke.

MOVED by Commissioner Chuck Merritt, seconded by Commissioner Florence Sloan to forward 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 to Council with the recommendation of approval as written.

**Vote:** 5 - 0 PASSED - Unanimously

- B) Conduct Public Hearing to consider amendments to the text of UDO Section 1.9.2 (E) Protests; consideration and possible action to forward text amendments to Town Council with a recommendation of approval.

The amendment to UDO 1.9.2 would require that all written protests be submitted to the Town Clerk's office no later than three (3) days prior to the date of the public hearing. This would allow staff to review the letter, verify information and provide copies to the applicant.

Chair Rowitsch opened and closed the public hearing at 6:29 pm. No one from the public spoke.

MOVED by Commissioner Gary Pasciak, seconded by Commissioner Chuck Merritt to forward the proposed text amendment of the UDO 1.9.2 (e) to Town Council with a recommendation for approval.

**Vote:** 5 - 0 PASSED - Unanimously

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

- A) Presentation and discussion of Open Meeting Law (OML), Robert's Rules of Order, and related topics

Presentation by Director Mayday to review with Commission members about Open Meeting Laws, Conflicts of Interest, Unified Development Ordinance and Chino Valley Town Code as well as Robert's Rules of Order which govern Planning and Zoning meetings.

Director Mayday provided copies of this information to Commission members.

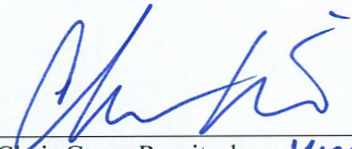
9) **PUBLIC COMMENTS**

No public comments were made.

10) **ADJOURN**

MOVED by Commissioner Florence Sloan, seconded by Commissioner Corey Mendoza to adjourn.

**Vote:** 5 - 0 PASSED - Unanimously

  
Chair Gwen Rowitsch **VICE CHAIR**  
**9-15-2015** **CHARLES MERRITT**  
Date