

1. September 15, 2015 - Planning & Zoning Commission - Agenda

Documents: [2015SEP15_PZ_SP_AG.PDF](#)

2. September 15, 2015 - Planning & Zoning Commission - Packet

Documents: [2015SEP15_PZ_SP_PK.PDF](#)

3. September 15, 2015 - Planning & Zoning - Action Taken

Documents: [2015_09_15_PZ_SP_AT.PDF](#)

4. September 15, 2015 - Planning & Zoning - Special Meeting - Draft Minutes

Documents: [2015_09_15_PZ_SP_MND.PDF](#)

5. September 15, 2015 - Planning & Zoning - Regular Meeting - Approved Minutes

Documents: [2015_9_15_PZ_RG_MN.PDF](#)



Town of Chino Valley
MEETING NOTICE
PLANNING AND ZONING COMMISSION

SPECIAL MEETING
September 15, 2015
6:00 P.M.

Council Chambers
202 N. State Route 89
Chino Valley, Arizona

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. MINUTES**
 - a.** Consideration and possible action to approve the June 2, 2015 regular meeting minutes.
- 6. STAFF REPORTS**
- 7. PUBLIC HEARING**
 - a.** Public hearing on request to rezone parcel 306-04-009J located at 206 W. Road 4 North, Chino Valley, Arizona, consisting of approximately 0.5 acres, from Commercial Light zoning district to Single Family Residential (0.16-acre minimum) zoning district to allow for residential development.
- 8. NON-PUBLIC HEARING ACTION ITEMS**
- 9. DISCUSSION ITEMS**
- 10. PUBLIC COMMENTS**
- 11. ADJOURN**

Dated this 8th day of September, 2015.

By: **Ruth Mayday, Development Services Director**

A copy of the agenda and background material provided to the Commissioners is available for public inspection at the Marion Lassa/Chino Valley Library, 1020 W. Palomino Road, Chino Valley, Arizona. Further details may be obtained by contacting Development Services Department at 1982 Voss, Chino Valley, Arizona (928) 636-4427.

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In accordance with Chapter 3, Title 38, Section 38-431.02 Arizona Revised Statutes, public notice is hereby given that four (4) or more members of the Mayor and Town Council may be present at this meeting.



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P&Z Commission Regular

4. a.

Meeting Date: 09/15/2015

June 2, 2015 Draft Minutes

CASE DESCRIPTION:

Consideration and possible action to approve the June 2, 2015 regular meeting minutes.

FACTS:

1. Applicant:.....
2. Owner:.....
3. Parcel Number:.....
4. Site Area:.....
5. Existing zoning:.....
6. Intended Use:.....

ANALYSIS:

RECOMMENDATION

Approve the June 2, 2015 regular meeting minutes.

Attachments

June 2, 2015 Draft Minutes

DRAFT

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, on June 2, 2015.

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

- 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

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**

10) **ADJOURN**

Vote: 5 - 0 PASSED

Chair Gwen Rowitsch

Date

P&Z Commission Regular

7. a.

Meeting Date: 09/15/2015

Day Rezone

CASE DESCRIPTION:

Public hearing on request to rezone parcel 306-04-009J located at 206 W. Road 4 North, Chino Valley, Arizona, consisting of approximately 0.5 acres, from Commercial Light zoning district to Single Family Residential (0.16-acre minimum) zoning district to allow for residential development.

LOCATION:

206 W. Road 4 North, Chino Valley, AZ 86323

FACTS:

1. Applicant:.....Bruce Day
2. Owner:.....Gang Management LLC
3. Parcel Number.....306-04-09J
4. Site Area.....0.5 acres
5. Existing zoning:.....CL
6. Intended Use.....Residence

There is an existing single family residence on the property and its existing use, in spite of the current zoning, is residential.

ANALYSIS:

The purpose of the applicant's request is to change the zoning of the parcel from Light Commercial (CL) to Single Family Residential (0.16 acre minimum) (SR-0.16). The request to rezone reflects the existing use of the property and will not be materially detrimental to persons residing or working in the vicinity adjacent to the property, to the neighborhood, or to the public welfare. The request to rezone is in general conformance with the zoning classifications in the immediate area. Surrounding uses include: CL and AR-5. This zone change will not affect the amount of commercially used land in town, as it is currently used as a residential property.

The parcel is designated as part of a future north mixed-use hub in the Chino Valley General Plan. The rezoning is in conformity and is consistent with the General Plan land use designation.

RECOMMENDATION

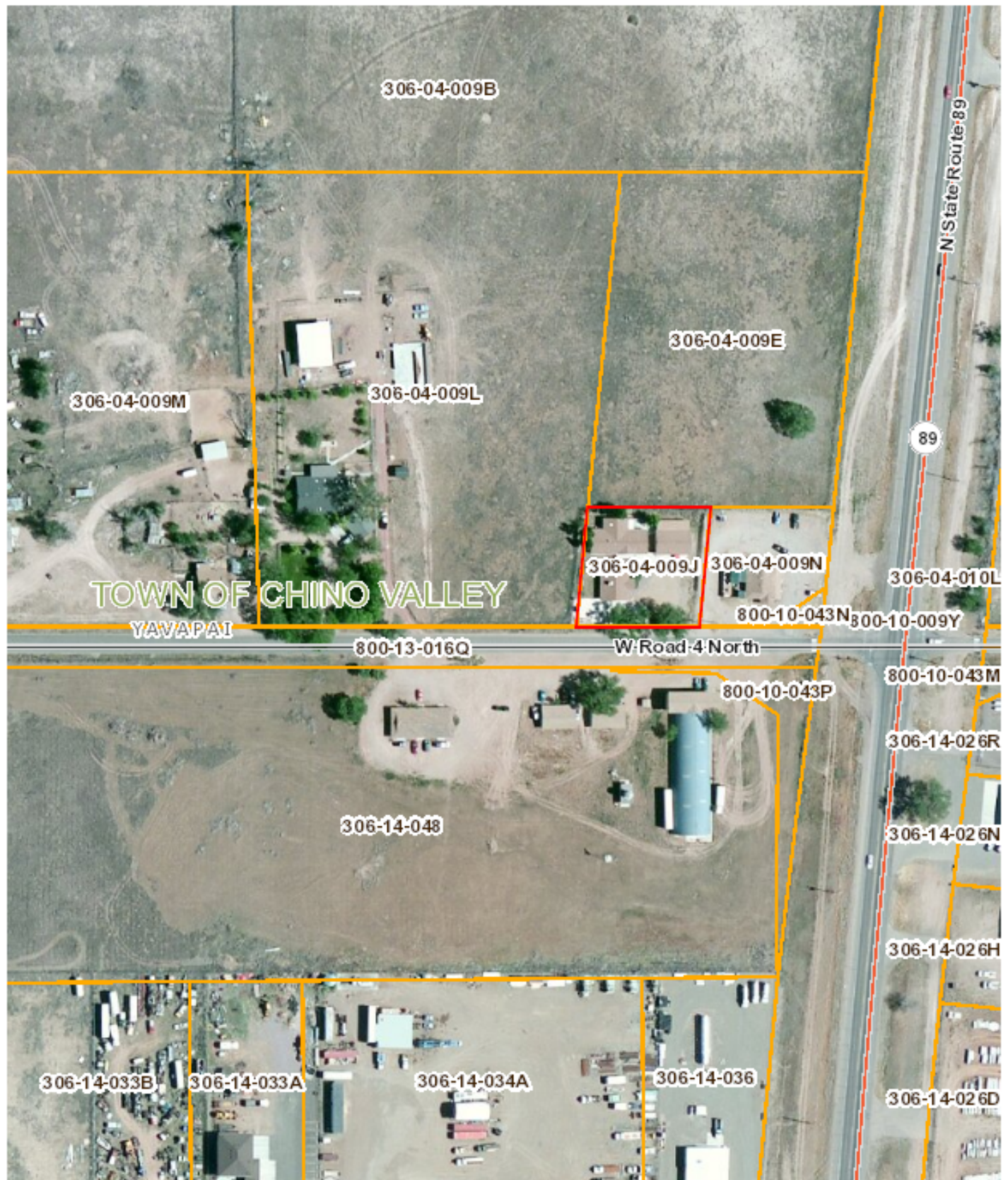
Staff recommends holding the public hearing and then forwarding the application on to Town Council with the recommendation of approval because the request is consistent with the existing use and is in conformance with the Town's General Plan.

Attachments

Vicinity Map

Zoning Map

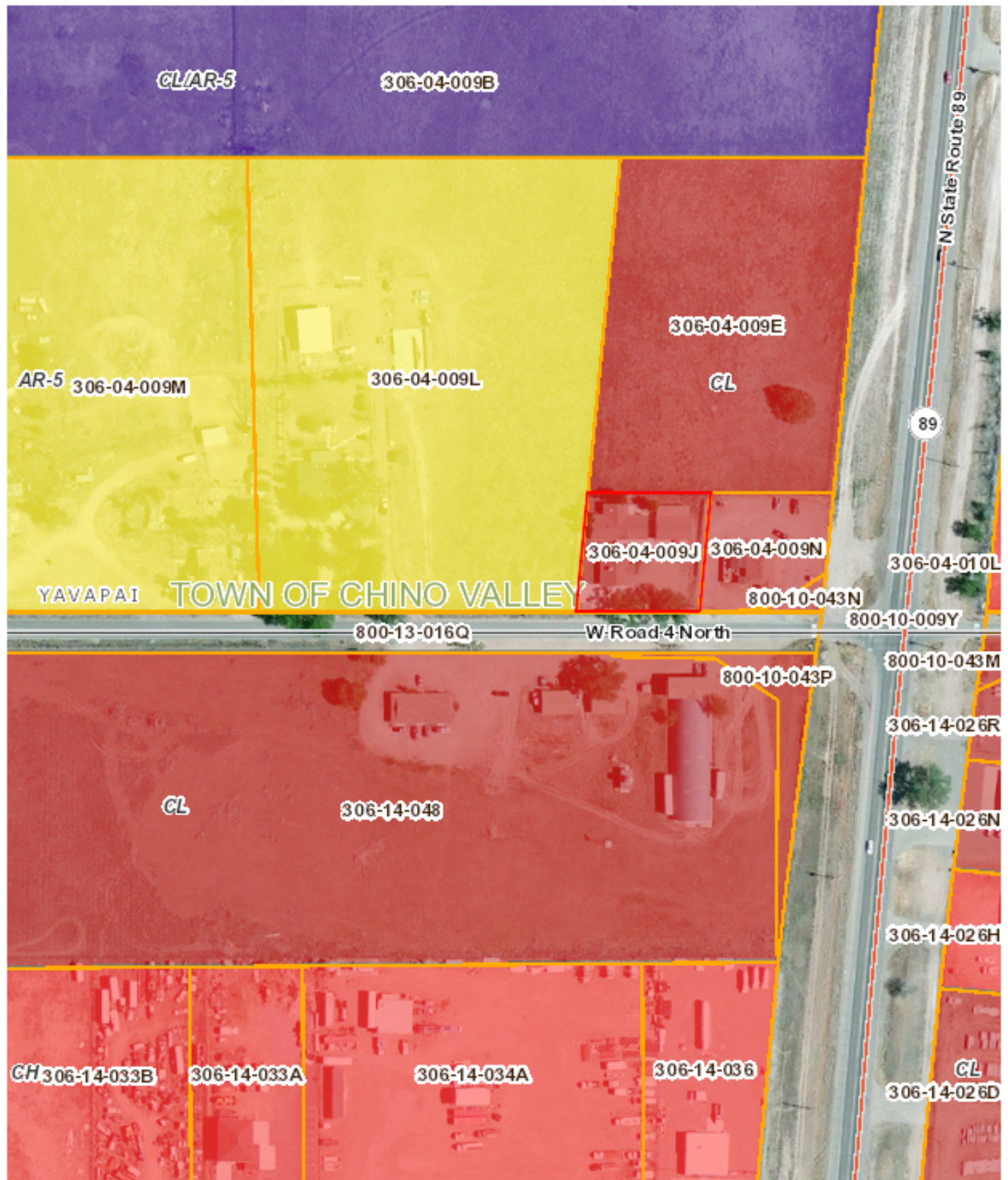
206 W. Rd. 4 N. Zoning Map



Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.

Map printed on: 8.12.2015

206 W. Rd. 4 N. Zoning Map



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MEETING NOTICE
PLANNING AND ZONING COMMISSION

SPECIAL MEETING
September 15, 2015
6:00 P.M.

Council Chambers
202 N. State Route 89
Chino Valley, Arizona

AGENDA

ACTION TAKEN

- | | | |
|------------|---|----------------------|
| 1. | CALL TO ORDER | |
| 2. | PLEDGE OF ALLEGIANCE | |
| 3. | ROLL CALL | |
| 4. | MINUTES | |
| a. | Consideration and possible action to approve the June 2, 2015 regular meeting minutes. | APPROVED |
| 6. | STAFF REPORTS | HEARD |
| 7. | PUBLIC HEARING | |
| a. | Public hearing on request to rezone parcel 306-04-009J located at 206 W. Road 4 North, Chino Valley, Arizona, consisting of approximately 0.5 acres, from Commercial Light zoning district to Single Family Residential (0.16-acre minimum) zoning district to allow for residential development. | REFERRED |
| 8. | NON-PUBLIC HEARING ACTION ITEMS | NONE
HELD |
| 9. | DISCUSSION ITEMS | NONE
HELD |
| 10. | PUBLIC COMMENTS | NONE
HELD |
| 11. | ADJOURN | |

Dated this 8th day of September, 2015.
(Action Taken dated September 16, 2015.)

By: Ruth Mayday, Development Services Director

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DRAFT

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

September 15, 2015
6:00 P.M.

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

1) **CALL TO ORDER**

Vice-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: Commissioner Gary Pasciak; Commissioner Annie Lane; Vice-Chair Chuck Merritt;
Commissioner Florence Sloan; Commissioner Claude Baker

Absent: Chair Gwen Rowitsch

Staff Development Services Director Ruth Mayday; Associate Planner James Gardner;

Present: Town Clerk Assistant Amy Lansa (recorder)

4) **MINUTES**

- a) Consideration and possible action to approve the June 2, 2015 regular meeting minutes.

MOVED by Commissioner Gary Pasciak, seconded by Commissioner Florence Sloan approve the June 2, 2015 minutes.

Vote: 5 - 0 PASSED - Unanimously

6) **STAFF REPORTS**

Director Mayday introduced newly appointed Commissioners Annie Lane and Claude Baker. Commissioner Michael Bacon, was also appointed by Town Council but was unable to attend the meeting.

Director Mayday also introduced new Associate Planner, James Gardner.

7) **PUBLIC HEARING**

- a) Public hearing on request to rezone parcel 306-04-009J located at 206 W. Road 4 North, Chino Valley, Arizona, consisting of approximately 0.5 acres, from Commercial Light zoning district to Single Family Residential (0.16-acre minimum) zoning district to allow for residential development.

Associate Planner James Gardner presented information regarding the proposed rezoning.

- The subject parcel is currently used as a residence and has been marketed as residence.
- The property has previously been a retail irrigation supply and dance studio.
- Due to the current zoning it has been difficult to obtain funding for a residential loan.
- The current owner would like to list the parcel as a residential property so the buyer would be able to secure funding for a residence.
- The building layout would not change. Nothing on the parcel would change except the zoning.
- The General Plan lists the area as a community core. This area would be a future north mixed-used hub including both residential and commercial uses. The residential use is in compliance with the General Plan. The mixed use hub is slated beyond the 10-year horizon in the current General Plan.
- Staff recommends the commission forward a recommendation of approval to the Town for proposed zone change given its conformity with the General Plan and the fact that it would leave the amount of commercial land in Town the same given that its current use is residential.
- Bruce Day, representing the owner of the property, Gang Management, LLC, stated that he hoped the commission passed the rezoning that has been recommended.
- Commissioner Baker asked if the only reason for the rezone was to ease the financial issues and whether a Conditional Use Permit (CUP) could accomplish the same thing.
- Planner Gardner responded that the property had been listed for three (3) years as a residence but nobody could secure funding to buy the residence.
- It has been difficult to secure funding through a bank given a conditional approval. Many banks do not want to lend on something that is under a CUP if for any reason the Town removes that approval.
- The slated time frame for that area becoming a commercial core is beyond 10 years. In the future it is possible that the area could be rezoned to commercial if appropriate for that area.
- The properties to the west are all residential properties.
- Director Mayday clarified that the closest infrastructure for that end of town for water and sewer is at Road 2 North. Commercial development in that area is still some time away.

Vice-Chair Merritt opened the public hearing at 6:10 pm.

- Christine Taunt, proposed buyer, researched funding and found that other options were not doable. The only thing that made sense was to rezone the property.
- Proposed buyer, Richard Taunt, stated that they presently live in Bouse and wanted to move to milder climate. This place is perfect for what they want. He doubted they will cause any problems for anyone. There is a restaurant next to the property and the rest of the area is residential. The property has been on the open market for 3 years and banks will not finance except for a commercial loan.

Vice-Chair Merritt closed public hearing at 6:14 pm.

MOVED by Commissioner Gary Pasciak, seconded by Commissioner Claude Baker to recommend that a public hearing be held and forward the application to Town Council with the recommendation of approval.

Vote: 5 - 0 PASSED - Unanimously

8) NON-PUBLIC HEARING ACTION ITEMS

There were no non-public hearing action items.

9) DISCUSSION ITEMS

There were no discussion items.

10) PUBLIC COMMENTS

There were no public comments.

11) ADJOURN

MOVED by Commissioner Florence Sloan, seconded by Commissioner Gary Pasciak to adjourn at 6:16 p.m.

Vote: 5 - 0 PASSED - Unanimously

Chair Gwen Rowitsch

Date

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Present: Commissioner Gary Pasciak; Commissioner Annie Lane; Vice-Chair Chuck Merritt;
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Absent: Chair Gwen Rowitsch

Staff Development Services Director Ruth Mayday; Associate Planner James Gardner;

Present: Town Clerk Assistant Amy Lansa (recorder)

4) MINUTES

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MOVED by Commissioner Gary Pasciak, seconded by Commissioner Florence Sloan approve the June 2, 2015 minutes.

Vote: 5 - 0 PASSED - Unanimously

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9) DISCUSSION ITEMS

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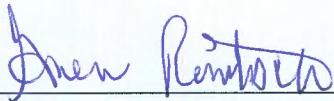
10) PUBLIC COMMENTS

There were no public comments.

11) ADJOURN

MOVED by Commissioner Florence Sloan, seconded by Commissioner Gary Pasciak to adjourn at 6:16 p.m.

Vote: 5 - 0 PASSED - Unanimously



Chair Gwen Rowitsch

11-3-15

Date