

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

**February 2, 2016
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 Merritt called the meeting to order at 6:00 pm.

2) PLEDGE OF ALLEGIANCE

Commissioner Baker led the Pledge of Allegiance.

3) ROLL CALL

Present: Chair Chuck Merritt; Vice-Chair Gary Pasciak; Commissioner Michael Bacon;
Commissioner Claude Baker; Commissioner Annie Lane; Alternate Commissioner
Julie Van Wuffen

Absent: Commissioner Florence Sloan

Staff Associate Planner James Gardner; Town Clerk Assistant Amy Lansa (recorder)
Present:

4) MINUTES

- a) Consideration and possible action to approve the January 5, 2016 regular meeting minutes.

MOVED by Vice-Chair Gary Pasciak, seconded by Commissioner Michael Bacon to approve the January 5, 2016 regular meeting minutes.

Vote: 6 - 0 PASSED - Unanimously

6) STAFF REPORTS

- a) Consideration and possible action to recommend approval of Ordinance 16-813 to the Town Council, amending the Unified Development Ordinance Chapter 4, General Regulations, Section 4.22 Off-Street Parking and Loading, Subsection 4.22.5 Parking Standards for Non-Residential and Mixed Uses, Sub-subsections 4.22.5(E) Joint Use Parking for PAD?, and Subsection 4.22.8 Determination of Required Parking, by deleting Sub-subsections (B) and (H) and renumbering the remaining subsections to conform, and amending the Table. The proposed amendments include: expansion of Joint Use Parking to non-Planned-Area-Development uses (4.22.5(E)), and removal of maximum parking requirements as well as the removal of requirements for Recreational Vehicle (RV) parking at apartment and condominium complexes (4.22.8).

Planner Gardner presented the proposed amendments to the UDO regarding parking.

Proposed amendments
UDO Section 4.22.5 (E)

- E. Joint Use Parking ~~for PAD~~
- If an applicant ~~for a mixed use PAD~~ can demonstrate through a parking study supplied by the applicant and approved by the Development Services Director, or his/her designee, that the peak parking demand for the JOINT ~~mixed~~ uses will be less than the sum of the parking spaces required for each use served, a reduction in spaces may be allowed.

UDO Section 4.22.8(B&H) Maximum Parking Allowed

- B. The maximum number of parking spaces provided shall not exceed the minimum number of spaces and an additional twenty (20) percent of parking spaces, except as otherwise provided in this Ordinance.
- H. Alternative Design Standards: To provide flexibility in design and development of projects, alternative design standards are provided. The total number of parking spaces may be increased by ten (10) percent, above the maximum, however in no case may the total number of parking spaces be increased by more than forty (40) percent above the base maximum allowed.

The above maximum parking limitations would be removed from the UDO, effectively lifting maximum parking limits from future projects.

Effect of Proposed Amendment

- Currently, a maximum limit is set on the number of parking spaces each development may have.
- Current provisions conflict with each other
- Removing both would allow for clarity in the UDO, as well as an approach that allows the market to dictate the amount of parking business owners provide
- Example: A business owner wants to provide 7 parking spaces for her customers, but the minimum is 5, under current code, it is unclear whether she is allowed to do so.
- UDO Section 4.22.8 Table

Burden to property managers

- Requiring RV parking at apartment complexes is a burden to property managers in a number of ways:
 - Enforcement of a time limit
 - Removal of RV from premise upon time expiration
 - Monitoring RV
 - Expenditure for pavement of actual spots as well as widening turning radii and travel lanes to accommodate RV

- b) Consideration and possible action to recommend approval of Ordinance 16-812 to the Town Council, amending the Unified Development Ordinance Chapter 1, Administration and Procedures, Section 1.9 Review and Approval Process, Subsection 1.9.5 Citizen Review Process. The proposed amendment would remove the requirement for the Zoning Administrator or his/her designee to attend neighborhood meetings.

Planner Gardner presented the proposed amendments to the UDO regarding the the Citizen Review Process.

UDO Section 1.9.5 Citizen Review Process

Current Language:

- The Zoning Administrator, upon consultation with the applicant, shall establish a time, date and place for the neighborhood meeting that provides a reasonable opportunity for the applicant, adjacent landowners and those other potentially affected citizens to discuss and express their respective views concerning the application and any issues or concerns that they may have with the zoning or change of zoning and Use Permit proposed by the application. The Zoning Administrator, or his/her designee, shall attend the meeting, but is not required to conduct the meeting. The Zoning Administrator, or his/her designee, shall report the results of the neighborhood meeting to the Commission and Town Council at such time as they take action on the application.

Proposed Language

- The APPLICANT, upon consultation with the ZONING ADMINISTRATOR, shall establish a time, date and place for the neighborhood meeting that provides a reasonable opportunity for the applicant TO INFORM adjacent landowners and other potentially affected citizens OF THE SUBSTANCE OF THE PROPOSED ACTION AND ADJACENT LANDOWNERS AND OTHER POTENTIALLY AFFECTED CITIZENS WILL BE PROVIDED AN OPPORTUNITY to express ANY ISSUES OR CONCERNS THAT THEY MAY HAVE WITH THE PROPOSED zoning or change of zoning OR Use Permit proposed by the application BEFORE THE PUBLIC HEARING. THE CITIZEN REVIEW MEETING SHALL BE HELD NOT LESS THAN FIVE DAYS PRIOR TO THE PUBLIC HEARING ON THE APPLICATION. The Zoning Administrator, or his/her designee, MAY attend the meeting, but is not required to conduct the meeting. The APPLICANT, or his/her designee, shall SUBMIT A WRITTEN REPORT OF THE OUTCOMES OF THE MEETING, TO THE ZONING ADMINISTRATOR, WHO SHALL INCLUDE THEM IN REPORTS to Commission and Town Council at such time as they take action on the application.

Effect of Proposed Language

- Applicant must host the neighborhood meeting, and must report results of the meeting to the Zoning Administrator/Designee (ZA)
- ZA no longer required to attend neighborhood meetings
- Free discussion of the proposed project can take place
- Perception, whether base in reality or rumor, of Town support is removed.

Planner Gardner addressed questions regarding the following:

- Whether Town Hall would be available for neighborhood meetings
- Accountability by the applicant in accurately reporting comments from the meeting
- Request an affidavit to be completed by applicant
- Require sign-in sheet
- Request that applicant stay until 6:30 pm
- Use professional judgment in whether staff needs to attend.
- Will bring the application as well as proposed new forms to the next meeting

7) PUBLIC HEARING

There was no public hearing.

8) NON-PUBLIC HEARING ACTION ITEMS

- a) Consideration and possible action to elect a new Chairperson and Vice-Chairperson.

Chair Merritt moved 8 a. to be the first item discussed. Charles Merritt agreed to assume the role of Commission Chair.

MOVED by Commissioner Michael Bacon, seconded by Commissioner Claude Baker to approve Commissioner Pasciak as vice-chair.

Vote: 4 - 0 PASSED - Unanimously

9) DISCUSSION ITEMS

- a) Discussion of upcoming Unified Development Ordinance amendments with regard to Section 4.21, Sign Regulations.

Planner Gardner advised the Commission that over the course of several meetings he will present proposed amendments to UDO Section 4.21 Sign Regulations, including changes regarding political campaign signs.

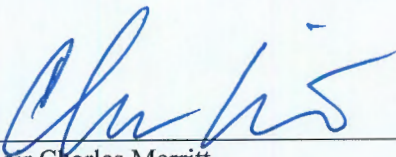
10) PUBLIC COMMENTS

There were no public comments.

11) ADJOURN

MOVED by Vice-Chair Gary Pasciak, seconded by Alternate Commissioner Julie Van Wuffen to adjourn the meeting at 7:02 pm.

Vote: 6 - 0 PASSED - Unanimously



Chair Charles Merritt
3-1-16

Date