

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

**WEDNESDAY, MARCH 10, 2021
6:00 P.M.**

**CHINO VALLEY COUNCIL CHAMBERS
202 N. STATE ROUTE 89, CHINO VALLEY, AZ**

1) CALL TO ORDER

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

2) PLEDGE OF ALLEGIANCE

Commissioner Switzer led the Pledge of Allegiance.

3) ROLL CALL

Present: Chair Chuck Merritt; Vice-Chair Gary Pasciak; Commissioner Teena Meadors;
Commissioner Robert Switzer; Commissioner William Welker; Alternate Dianna
Voegelé (remotely)

Absent: Commissioner John McCafferty; Commissioner David Somerville

Staff Development Services Director Joshua Cook; Planner Will Dingee; Chief Building
Present: Official Dan Trout; IT Manager Spencer Guest (Videographer); Audio/Video
Technician Laurence Digges (Videographer); Deputy Town Clerk Traci Lavelle
(recorder)

Attendees: Councilmember Tom Armstrong, Observation

4) MINUTES

5) STAFF REPORTS

6) PUBLIC HEARING

- a) Consideration and possible recommendation to Town Council of approval to amend the Town of Chino Valley Unified Development Ordinance, Chapter 154, by amending section 2.1 Meanings of Words and Terms, by amending definitions relating to Manufactured Homes. (Will Dingee, Planner)

Joshua Cook presented the following:

- Staff worked closely with the Town Attorney to amend the definitions of manufactured homes, and related definitions to park model trailers, guest houses, factory built buildings, modular homes, motor homes, portable campers, recreational vehicles, travel trailers, and truck campers.
- The definitions were modified in the code or had been added as they were missing. The amendments and additions were in line with State Statute.

Commission and staff discussed the following:

- It was questioned why park model trailers were not allowed as an accessory for caretakers quarters. It was explained they were not a permanent structure and are considered a recreational vehicle.
- Park model trailers were allowed by Yavapai County, but not within Town limits. It was suggested the Town not annex the County area in the future.

Chair Merritt opened the meeting up to public speakers. No one spoke at that time. The public meeting portion on this item was closed.

MOVED by Commissioner Robert Switzer, seconded by Vice-Chair Gary Pasciak to forward a recommendation of approval to Town Council to amend the Town of Chino Valley Unified Development Ordinance, Chapter 154, by amending section 2.1 Meanings of Words and Terms, by amending definitions relating to Manufactured Homes.

AYE: Chair Chuck Merritt, Vice-Chair Gary Pasciak, Commissioner Teena Meadors, Commissioner Robert Switzer, Commissioner William Welker, Alternate Dianna Voegelé (remotely)

6 - 0 PASSED - Unanimously

7) NON-PUBLIC HEARING

a) Selection of Chair and Vice-Chair.

Chair Merritt stated he would like to nominate the Vice-Chair first, so the Vice-Chair may nominate the Chair. Chair Merritt nominated Vice-Chair Pasciak to continue in his position as Vice-Chair. A roll call vote was done, and the vote passed to have Vice-Chair Pasciak continue in his position as Vice-Chair. Chair Merritt turned the meeting over to Vice-Chair Pasciak for selection of Chair.

Vice Chair Pasciak nominated Chair Merritt to continue in his position as chair. The meeting was turned back over to Chair Merritt.

MOVED by Vice-Chair Gary Pasciak, seconded by Commissioner Teena Meadors to nominate Chair Merritt to continue as Chair, and Vice-Chair Pasciak to continue as Vice-Chair.

AYE: Chair Chuck Merritt, Vice-Chair Gary Pasciak, Commissioner Teena Meadors,
Commissioner Robert Switzer, Commissioner William Welker, Alternate Dianna
Voegelé (remotely)

6 - 0 PASSED - Unanimously

8) DISCUSSION ITEMS

9) PUBLIC COMMENTS

Call to the Public is an opportunity for the public to address the Commission on any issue within the jurisdiction of the Commission that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 30 minutes per meeting. Commission action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism.

10) ADJOURN

MOVED by Vice-Chair Gary Pasciak, seconded by Commissioner Teena Meadors to adjourn the meeting at 6:09 p.m.

AYE: Chair Chuck Merritt, Vice-Chair Gary Pasciak, Commissioner Teena Meadors,
Commissioner Robert Switzer, Commissioner William Welker, Alternate Dianna
Voegelé (remotely)

6 - 0 PASSED - Unanimously


Chair Charles Merritt

4-6-2021
Date

AYE: Chair Chuck Merritt, Vice-Chair Gary Pasciak, Commissioner Teena Meadors,
Commissioner Robert Switzer, Commissioner William Welker, Alternate Dianna
Voegelé (remotely)

6 - 0 PASSED - Unanimously

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Chair Charles Merritt

Date