

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

**TUESDAY, JULY 6, 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 Somerville led the Pledge of Allegiance.

3) ROLL CALL

Present: Chair Chuck Merritt; Vice-Chair Gary Pasciak; Commissioner John McCafferty; Commissioner Teena Meadors; Commissioner Robert Switzer; Commissioner William Welker; Commissioner David Somerville

Staff Present: Public Works Director Frank Marbury; Senior Planner Will Dingee; Audio/Visual Technician Lawrence Digges; Town Clerk Erin Deskins

Attendees: Councilmember Eric Granillo, Councilmember Tom Armstrong

4) MINUTES

- a)** Consideration and possible action to approve the June 1, 2021, regular meeting minutes.

There was concern regarding the summarization of a letter written by Debbie Finley for Item 6(a) at the June 6, 2021, meeting, which said that Ms. Finley was voicing her concerns for the current rezone application and high density rezones in the future. It was unclear to Members how a public comment could be made that was continued onward for future meetings and based on the way Ms. Finley's email was written, her comments would need to be considered for all future high density rezones. A request was made for staff to determine if a blanket comment could be made that would continue forever. Staff would contact the Town attorney for clarification.

MOVED by Vice-Chair Gary Pasciak, seconded by Commissioner David Somerville to move the June 1, 2021, regular meeting minutes to the next meeting on August 3, 2021.

AYE: Chair Chuck Merritt, Vice-Chair Gary Pasciak, Commissioner John McCafferty, Commissioner Teena Meadors, Commissioner Robert Switzer, Commissioner William Welker, Commissioner David Somerville

7 - 0 PASSED - Unanimously

5) STAFF REPORTS

6) PUBLIC HEARING

- a) Consideration and possible recommendation to Town Council of approval to rezone approximately 12.78 acres of real property located approximately 500 feet west of the intersection of West Center Street and North Road 1 West on the north side of West Center Street from SR-1 (Single Family Residential 1-Acre Minimum) to SR-0.16 with a PAD (Planned Area Development) to develop 20 half-acre lots. APN 306-21-011E. Applicant, Rosie Soto. (Will Dingee, Senior Planner)

Will Dingee presented the following:

- The applicant had requested that Item 6(a) be continued to the August 3, 2021, Planning and Zoning meeting. The decision was made after the neighborhood meeting in which the applicant received constructive criticism for the proposal and wanted to take that into consideration before it was presented to the Commission.
- Applicant gave the Commissioners paperwork with the layout of the subdivision, and the type of homes she would be building. During the neighborhood meeting, she received suggestions and critiques, which she wanted to take into consideration to try and achieve everything they wanted to be happy. She also wanted to meet her goals of putting in sewer and Town water. She would be flipping the houses around to face the opposite direction. She wanted to provide site-built homes with sewer and Town water, and as much acreage per lot as she could, which would be approximately .53 acres each. She also wanted a park, and she was unclear if it would be gifted to the Town, or if the neighbors would maintain it. She needed a continuance so that she could meet with her civil engineer to rearrange plans.

MOVED by Commissioner William Welker, seconded by Commissioner Teena Meadors to move item 6(a) to the next meeting on August 3, 2021 per applicant's request.

AYE: Chair Chuck Merritt, Vice-Chair Gary Pasciak, Commissioner John McCafferty, Commissioner Teena Meadors, Commissioner Robert Switzer, Commissioner William Welker, Commissioner David Somerville

7 - 0 PASSED - Unanimously

- b) Request to rezone approximately 2.21 acres of real property from CL (Commercial Light) to CH (Commercial Heavy) with a PAD (Planned Area Development) to develop a Recreational Vehicle Park. APN 306-23-003B Applicant: Meurs Contry West LLC

Will Dingee presented the following:

- The application was for the new Country West development phase, which was for an RV Park.
- An overview of the subject property location and surrounding properties was provided.
- The property was currently vacant, but when the current owner/applicant purchased the property in February 2020, it was an established RV park through a conditional use permit issued in 1988. Once the applicant purchased the property, they demolished all the structures and improvements because of the disrepair and returned it to the current vacant state.
- The General Plan land use designation and the surrounding parcels was community core, which was defined as a concentrated area of Town that supported various residential and mixed uses. The request of CH zone and the requested use conformed to the General Plan.
- The area supported the restrictive RV park use associated with the zone change. The properties to the east and west was the existing Country Homes mobile home park.
- The surrounding property zones were reviewed. There was existing CH property to the northeast that did not have a PAD attached, and it was open to all CH uses.
- The requested use and zone change was in conformance with the general area and surrounding zoning.
- As required, the applicant submitted a conceptual level plan for the PAD. The plan included 31 sites, with all sites graveled with a dust free material. A concrete pad for outdoor dining or activities was included at each site.
- Access to the sites would be through an asphalted one way drive through the exiting owned property of Country West, with no direct highway access.
- The property would be served by Town water and sewer.
- The PAD restricted the property use to only an RV park and all other auxiliary and CH uses would not be permissible. Any changes to the use would require an application going through the public hearing process again to request the changes.
- The only deviation from development standards was the wall height. The developer was requesting a ten-foot tall split faced CMU wall for sound attenuation along State Route (SR) 89 that would help mitigate sound for future tenants. The property was currently two feet below the grade of the road. Town code restricted wall height to eight feet. With the two feet below grade property, the wall would present more as an eight-foot wall. The wall would not be placed on the western portion of the property.
- To offset the requested deviation, the RV Park would have access to the existing Country West community center, which housed a community center, library, meeting hall and outdoor horseshoe pits. The applicant was also proposing a heavily treed frontage along SR89, which included multiple ten foot tall Italian Cypress trees.
- All property owners within 300 feet were notified, and notices were published as required.
- A neighborhood meeting was held on June 30, 2021, in which no member of the public attended. Staff had not received any written or verbal comments.
- Town staff recommended the Commission forward a recommendation of approval to Town Council with the following stipulations:
 1. The project must conform substantially to the provided conceptual plan.
 2. The use on this property was restricted solely to an RV Park; any subsequent

uses would need to come through the public hearing process for Council approval.

3. All loading spaces, maneuvering areas, driveways, and fire lanes should be paved per UDO §4.22.4(B)(2) and all turning radii should conform to the AASHTO guidelines.
4. A water and sewer agreement would be needed between the Town and property owner.
5. An accessible path between the new development and the existing clubhouse located in parcel #306-23-003B would be required.
6. Per Town Code of Ordinances §150.081, except as exempted in §150.082, all existing and new utility and telephone lines, electric utility distribution lines, cable television lines and all other communication and utility lines adjacent to or within new residential subdivision should be under grounded.

Commissioners and staff discussed the following:

- The PAD was permanent unless the applicant wanted to change it, which would require the same process currently before the Commission.
- The PAD had a plus or minus 10% variation allotment on the site, so the number of sites would 31 plus or minus three sites.
- Mobile homes would be prohibited, and the property would be specifically tied to the use of an RV park and the submitted site plan. Any deviation would need to go through the commission to redefine their entitlements.
- The driveway access points were reviewed.
- The reason they were using the CH zone was because the UDO was incomplete in RV parks. The Town had hired a new staff member who would fill the Interim Director position, and they would begin to fix some issues in the UDO.
- With a conditional use permit, the applicant could have had a 26 site RV park in their current zone.

Commissioners, applicant, and staff discussed the following:

- Meghan Meurs parents had owned Country West for 26 years, and she had worked in the park for five years. Four construction phases had been completed over the last 26 years, which had added 120 mobile homes and 13 RV spaces to the park. This project would be the fifth phase that would expand the existing RV section.
- There was not any gate on either access point, and they had no plans to add one.
- They currently limited the RV stays to 180 days.

There was no public comment.

MOVED by Commissioner John McCafferty, seconded by Vice-Chair Gary Pasciak to forward a recommendation of approval to Town Council to approve the rezoning of approximately 2.21 acres of real property from CL (Commercial Light) to CH (Commercial Heavy) with a PAD (Planned Area Development) to develop a Recreational Vehicle Park with the following stipulations:

1. The project must conform substantially to the provided conceptual plan.
2. The use on this property is restricted solely to an RV Park; any subsequent uses will need to come through the public hearing process for Council approval.
3. All loading spaces, maneuvering areas, driveways, and fire lanes shall be paved per UDO §4.22.4(B)(2) and all turning radii should conform to the AASHTO guidelines.

4. A water and sewer agreement will be needed between the Town and the property owner.
5. An accessible path between the new development and the existing clubhouse located in parcel #306-23-003B will be required.
6. Per Town Code of Ordinances §150.081, except as exempted in §150.082, all existing and new utility and telephone lines, electric utility distribution lines, cable television lines and all other communication and utility lines adjacent to or within new residential subdivision should be undergrounded.

Staff clarified that the intent for the paving was that all areas where vehicles would be moving were required to be paved, but the RV pads could be gravel.

Country West currently had an onsite park manager and would continue to have one. They lived onsite next to the office. There were usually several people on the property to oversee the RV Park.

Commissioner Switzer thought it was a great project. The problem was with the Town not the project. He did not want to see commercial heavy go into spot where there was no commercial heavy. Even with the PAD overlay, Council's changed, and a future Council could approve a commercial heavy zone in the area. He thought a commercial light with 26 sites was better suited. Other members shared the same concerns.

AYE: Chair Chuck Merritt, Vice-Chair Gary Pasciak, Commissioner John McCafferty, Commissioner Teena Meadors, Commissioner William Welker, Commissioner David Somerville

NAY: Commissioner Robert Switzer

6 - 1 PASSED

7) NON-PUBLIC HEARING ACTION ITEMS

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 Commissioner John McCafferty, seconded by Vice-Chair Gary Pasciak to adjourn the meeting at 6:26 p.m.

AYE: Chair Chuck Merritt, Vice-Chair Gary Pasciak, Commissioner John McCafferty, Commissioner Teena Meadors, Commissioner Robert Switzer, Commissioner William Welker, Commissioner David Somerville

7 - 0 PASSED - Unanimously


Chair Charles Merritt

8-3-2021
Date