



Commissioner's Agenda
Planning & Zoning Commission
Chino Valley Town Hall
202 N. State Route 89
January 4, 2022, 6:00 p.m.

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. CONSENT CALENDAR – All items listed under the Consent Calendar will be approved by one motion. There will be no separate discussion of these items unless the Commission or a member of the audience wishes to speak about an item. In which case, the Chair will pull the item from the Consent Calendar to be heard.
- C.1 APPROVAL OF MINUTES – NOVEMBER 16, 2021 STUDY SESSION AND DECEMBER 7, 2021 REGULAR MEETING
- C.2 WITHDRAWALS BY APPLICANT – NONE
- C.3 TIME EXTENSIONS – NONE
- C.4 CONTINUANCES – NONE
- C.5 APPROVALS – NONE
- D. PUBLIC HEARINGS - ONE
- D.1 **C-21-02:** This is a request by Craig Helsing (Brown Homes) on behalf of CGX Life Sciences, for approval of a conditional use permit for a Temporary Model Home Complex for property located at the northeast corner of the intersection of East Perkinsville Road and North Road 1 East.
- E. ACTION ITEMS – NONE
- F. INFORMATION ITEMS
- F.1 Staff
- Council Action on prior P&Z Cases
 - Discussion regarding the creation of ½ and ¼ acre zoning districts
- F.2 Commission
- F.3 Public
- G. ADJOURN

A copy of the agenda packet is available for viewing 12 days prior to the Planning Commission Public Hearing date, at the Marion Lassa/Chino Valley Library, 1020 W. Palomino Road, Chino Valley, Arizona.

The Town endeavors to make all public meetings accessible to persons with disabilities. With 72 hours advance notice, special assistance can also be provided for sight and/or hearing impaired persons at public meetings. Please call 636-2646 (voice) or use 711 (Telecommunications Arizona Relay Service) to request accommodation to participate in this meeting.

Planning and Zoning Commission Meeting Minutes Study Session - November 16, 2021

A study session meeting of the Town of Chino Valley Planning and Zoning Commission was held at 6:00 pm on Tuesday, November 16, 2021, at the Town of Chino Valley Council Chambers, 202 N. State Route 89, Chino Valley, Arizona.

PLANNING AND ZONING COMMISSION MEMBERS present: Chair Chuck Merritt, Vice-Chair Pasciak, Commissioner Teena Meadors, Commissioner Robert Switzer, Commissioner William Welker, Commissioner Ron Penn, Commissioner David Somerville was absent.

STAFF MEMBERS present: Laurie Lineberry, Development Services Director; Will Dingee, Senior Planner; Bethan Heng, Planner; Dee Dee Moore, Customer Service Supervisor.

Laurie Lineberry, Development Service Director, presented each commissioner with a Planning & Zoning Handbook. Within this book the following sections were identified and an overview was provided during this study session: What is Planning?, P&Z By-Laws; Planning Commission, Meetings, Staff Reports, Ethics, Case Review Schedule and the Land Use/General Plan. Additional topics can be added to the handbook at future study sessions.

Discussion: SR-0.16 Zoning District: Staff is working on an UDO text amendment to ensure that the SR-0.16 zoning district can not be applied to any new properties, with or without the PAD.

Discussion: 1/2-acre Zoning District: Staff shared that discussion will take place during the December 2021 Planning and Zoning Commission meeting regarding the creation of smaller zoning districts which could also include ¼-acre lots.

Discussion: Guest Home Rentals: Lineberry shared that the current code does not allow guesthouses to be rented. An amendment to the definition could allow these units to be rented. Staff would support this only if the property owner is also in residence on the property. Campers and RV's can not be rented. Discussions regarding this topic will be ongoing and definitions will need to be created.

Discussion: Conex Boxes: Lineberry stated that conex boxes, if used as storage buildings only, should not require a building permit, only a land use permit, which checks the placement for setbacks. Many aspects of prior Commission/Council concerns were shared by Dingee. More discussion on this topic is planned.

Lineberry provided the commissioners with a form to fill out to apply for Commission membership to the American Planning Association. The Town of Chino Valley will be the sponsor for the Commission. The APA organization provides online planning information, so the commissioners can choose topics to review at their leisure.

Meeting was adjourned at 6:55 pm.

Charles Merritt
Planning & Zoning Chair

Dee Dee Moore
Prepared By

Planning and Zoning Commission Meeting Minutes December 7, 2021

A regular meeting of the Town of Chino Valley Planning and Zoning Commission was held on Tuesday, December 7, 2021, at the Town of Chino Valley Council Chambers, 202 N. State Route 89, Chino Valley, Arizona.

PLANNING AND ZONING COMMISSION MEMBERS present were; Vice-Chair Pasciak, Commissioner Teena Meadors; Commissioner David Somerville; Commissioner Robert Switzer; Commissioner William Welker; Commissioner Penn; Chair Chuck Merritt was absent.

STAFF MEMBERS present were Laurie Lineberry, Development Services Director; Frank Marbury, Public Works Director; Will Dingee, Senior Planner; Bethan Heng, Planner; Dee Dee Moore, Customer Service Supervisor; Lawrence Digges, Audio/Video Technician.

CALL TO ORDER: Vice-Chair Pasciak called the meeting to order at 6:02 p.m., and noted there was a quorum present. Commission began with the Pledge of Allegiance.

CONSENT CALENDAR – A motion was made by Commissioner Switzer and seconded by Commissioner Meadors to approve the items on the Consent Calendar. This motion passed unanimously by a 6-0 vote.

CASE # Z-08-21: *This is a request by Don Roskopf (property owner) to approve the rezoning of approximately 4.55 acres of real property from the AR-5 (Agricultural Residential 5-acre Minimum) to SR-1 (Single Family Residential 1-acre minimum). The property is located approximately 700 feet east of the intersection of North Road 1 West and West Road 1 North with an address of 836 W Road 1 North - APN 306-23-028.*

Will Dingee, Senior Planner, presented the staff report and shared that the Applicant was in attendance for this meeting. Staff is recommending **APPROVAL** with stipulations as stated in Attachment A.

Dingee shared an email received December 7, 2021, voicing no opposition to the rezone, but mentioning concerns regarding water drainage. **Switzer** asked where the town stands in regards to the water flow on W Road 1 North. **Frank Marbury, Public Works Director,** stated that the water flows from the south to the north and that the email was from the residence to the south. There would not be any water flowing south. **Meadors** asked about the culvert overflowing on Road 1 North. **Marbury** stated that during a storm, the water may top over the road. **Switzer** asked about grading on the lots. **Marbury** stated that all town codes are enforced.

Don Roskopf, Applicant, spoke regarding his future plans for himself and his family. Regarding the drainage concerns, he shared that the water drains to the culvert on the north side of W Road 1 North.

A motion was made by Commissioner Switzer and seconded by Commissioner Somerville to approve Zone Change Z-08-21, as presented with stipulations noted in the staff report. The motion carried 6-0.

CASE # T-03-21: *Request to amend the Town of Chino Valley Unified Development Ordinance, Chapter 154, by moving Section 3.12 "SR-0.16" Single Family Residential and placing it in new Section 3.20 Out-Of-Date Zoning Districts.*

Laurie Lineberry, Development Services Director, presented the staff report and explained that the purpose statement for SR-0.16 read,

The purpose of this district is to allow for the regulation, development and redevelopment of existing 7,000 square foot residential lots. It is not the intention of the Town to create any new SR-0.16 zoned property.

Staff has found a location to place this zoning district where it will no longer be available. The new location is Section 3.20 – Out-Of-Date Zoning District. This will not delete the zoning district but will no longer allow new SR-0.16 zoning districts. There is still a need to use District rules in regards to any existing SR-0.16 zoning, but there will be no creation of new areas with this zoning. The UDO subcommittee was charged to create single-family zoning districts smaller than 1-acre.

Commissioner Switzer mentioned that the smallest zoning district available would be a 1-acre lot and anything smaller would need to be created. **Lineberry** stated that staff has been working on smaller lot sizes such as ½ or ¼ acre lot zoning and are anticipating adoption in early 2022.

A motion was made by Commissioner Switzer and seconded by Commissioner Meadors to approve Text Amendment T-03-21, as presented in the staff report. The motion carried 6-0.

ACTION ITEMS: THERE WERE NO ACTION ITEMS

INFORMATION ITEMS – FROM STAFF: Town Council approved F-21-03 Perkinsville 44 with the addition of a 4-way stop at the corner of Perkinsville and Road 1 East and also including a crosswalk with flashing lights to the east of the development approximately lined up with the entrance to the dog park. Z-21-16 was approved by Town Council as recommended. Town Council also voted to place the UDO Sub-Committee on hiatus until after completion of the General Plan.

Lineberry presented information regarding new zoning districts of approximately ½ & ¼ acres in size. Discussion followed regarding actual lot square footages, street dedications, ingress/egress easement and right-of-way effects on overall lot size. Sample Zoning District guidelines were shown for both sizes of lots, covering items such as setbacks, allowable uses, etc. The goal is to have the lot size equal to or greater than the applied zoning district. **Lineberry** asked if the commissioners could share their opinions of the various lot sizes presented and added that these dimensions were an average of other cities with like-sized zoning.

Meadors felt the frontages on a ¼ acre size lot should be 70-feet and a ½ acre lot should be 75 feet, rather than the 80 feet noted in the presentation. She voiced concerns for the lot size when right-of-way is required by the town. **Marbury** stated that it is the Town Council that makes the decision to accept right-of-way and road dedications. He also shared that a subdivision will identify and dedicate roadway prior to plotting the subdivision, so the internal lot sizes would not be affected by the road.

Each commissioner shared their thoughts and staff will incorporate those opinions, concerns and details in the final draft to present to the commission in early 2022.

INFORMATION ITEMS – FROM COMMISSION: None

INFORMATION ITEMS – FROM THE PUBLIC: None

ADJOURN – A motion and second were made to adjourn the meeting at 7:05 p.m.

Charles Merritt
Chair

Dee Dee Moore
Prepared By



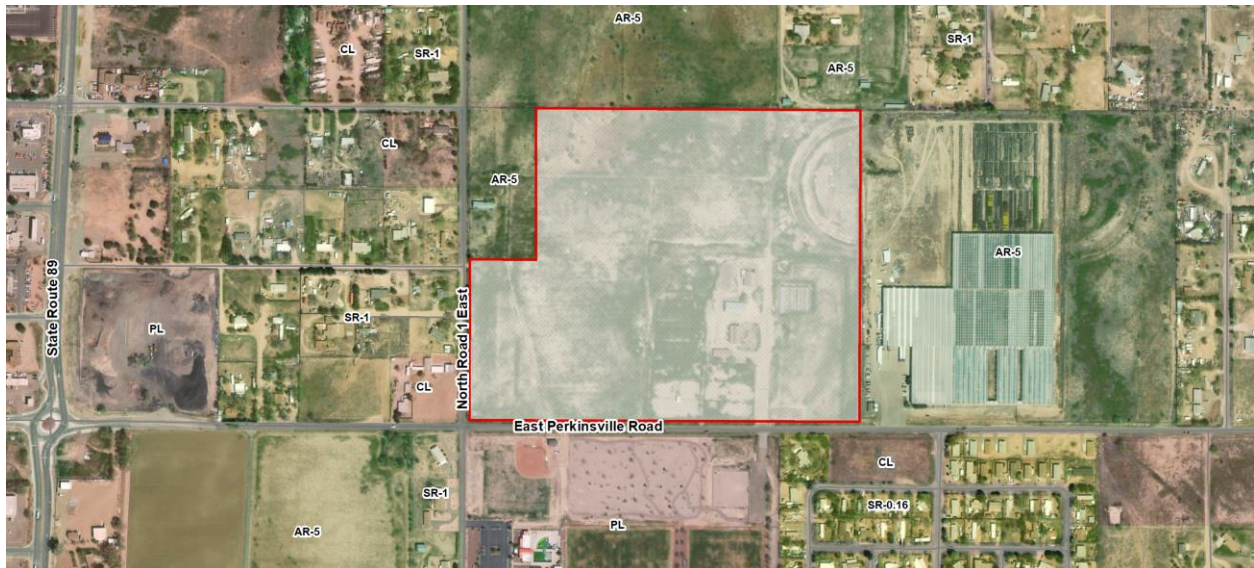
TOWN OF CHINO VALLEY
Planning Commission Staff Report
January 4th, 2022
File Number C-21-02
Conditional Use Permit

PROJECT DESCRIPTION This is a request by Craig Helsing (Brown Homes) on behalf of CGX Life Sciences, for approval of a conditional use permit for a Temporary Model Home Complex for property located at the northeast corner of the intersection of East Perkinsville Road and North Road 1 East.

LOCATION DATA

	Existing Zoning	Use(s) on-site	General Plan Designation
Site	SR-0.16/PAD	Abandoned Single Family Residence and several agricultural buildings	Medium Density Residential (2 ac or less)
North	AR-5	Vacant Land	Medium Density Residential (2 ac or less)
South	PL, SR-016 & CL	Town of Chino Valley Community Center & Chino Meadows Unit 1	Public Land & Medium Density Residential (2 ac or less)
East	AR-5	Bonnie Plants Commercial Greenhouse	Medium Density Residential (2 ac or less)
West	CL & SR1	Single Family Residential (Lot Split Subdivision)	Commercial/Multifamily

LOCATION MAP



Prior site actions: April 24, 2018 - Council adopted Ordinance No. 18-844 rezoning the 44.3 acre subject property (306-18-009H) from AR-5 to SR-0.16 with a Planned Area Development to develop 159 homes on 7,000 square foot lots. (Attachment B).

October 27, 2020 – Town Council approved the Preliminary Plat for Perkinsville 44, at the time referred to as Perkinsville 40, to develop 161 lots. (Attachment C).

November 9, 2021 – Final Plat of Perkinsville 44 Phase 1, 2, 3, & 4 received approval with stipulations from Town Council.

Staff Recommendation: Staff recommends that the Planning and Zoning Commission forward to the Town Council a recommendation of **APPROVAL** for the Perkinsville 44 Conditional Use Permit for a Temporary Model Home Complex to include two (2) model homes, sales office within the garage of first model and a parking lot, with Conditions of Approval found in Attachment A.

Suggested Motion: Move to **APPROVE** Conditional Use Permit C-21-02 as presented, subject to the staff report and information provided during this hearing, and the Conditions of Approval in Attachment A.

Effect of the Approval: By approving this Conditional Use Permit, the Planning and Zoning Commission is recommending approval to Town Council to approve the Perkinsville 44 Conditional Use Permit for a Temporary Model Home Complex to include two (2) model homes, sales office within the garage of first model and a parking lot, subject to the staff report and information provided during this hearing, and affirmatively finds that the request is in conformance with the previously approved zoning (Ordinance No. 18-844) and the Town of Chino Valley's General Plan.

Staff Analysis:

The applicant is applying for a CUP to allow the use of a temporary Model Home Complex to include two (2) model homes, sales office within the garage of first model and a parking lot. The Model Home Complex will be used for the sales of homes within the Perkinsville 44 subdivision. The sales office will be constructed within the garage of the model home located on Lot 76 and will feature a side entry and exit. The Model Home Complex will not contribute significant disturbance to the development of the surrounding neighborhood.

Zoning - Section 3.12.C.3 of the Unified Development Ordinance list “Temporary home and land sale offices, provided they are located within the same subdivision as that land and homes which are offered for sale” as a Conditional Use Permit. The applicant’s proposed use is allowed with a Conditional Use Permit because its purpose is for the sale of homes and land within the same subdivision.

Conditional Use Permit - The Conditional Use Permit is subject to discretionary approval by Council if the location and context of the site is suitable for the requested use. The subject property is located in a residential area with single family residence/agricultural residential zoning to the west, east, and north of the subject property. Staff recommends that the following stipulations be attached to this Conditional Use Permit:

- No vertical construction or storage of combustible material shall occur on-site until water and sewer lines are constructed according to approved plans and authorized for use by the Town of Chino Valley and Yavapai County Development Services.
- All access roads must have a minimum of a dust free surface approved by Central Arizona Fire and Medical Authority.
- The Perkinsville 44 Final Plat must be recorded before the Conditional Use Permit can take effect.
- If the Perkinsville 44 Final Plat is not recorded within one (1) year of this Conditional Use Permits approval, the Conditional Use permit will expire
- The model home complex unit shall be converted back into the original single-family residence with a functional garage.
- Any additional fencing, parking lots, additional sidewalk, porta johns, or other improvements not characteristic to a single-family residence must be removed at the conclusion of the Conditional Use Permit.
- The applicant will need to renew the Conditional Use Permit five (5) years from date of approval if the community is not sold out.

Does the proposed Conditional Use Permit conform to Council’s prior approval of subdivisions for this site?

While Town Council approved the Perkinsville 44 Final Plat on November 9, there are still some stipulations that are required to be met before the Final Plat can be recorded. Once the plat is recorded, the requested conditional use will be in conformance and may take effect. If the Perkinsville 44 Final Plat is not recorded within one (1) year of this Conditional Use Permit approval, the Conditional Use Permit will expire.

Public Comments Received: To date, staff has not received any comments from the public.

External Agency Comments: None Received.

Neighborhood Meeting Comments: Staff notified the surrounding property owners of the date and location of the Planning and Zoning Commission Meeting and Town Council Meeting by letter on November 10th. No neighborhood meeting was held since the proposed Conditional Use was inline with the already publicly notified subdivision. No public comments have been received to date.

Proposed conditions delivered to applicant on: December 1, 2021

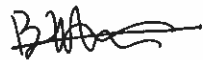
Final staff report delivered to applicant on: December 13, 2021

☒	Applicant agreed with all of the conditions of approval on: (December 13 th , 2021)
☐	Applicant did not agree with the following conditions of approval:
☐	If the Planner is unable to make contact with the applicant – describe the situation and attempts to contact.

Attachments

A	B
Conditions of Approval	Aerial Photo

Prepared By:



Bethan Heng, Planner

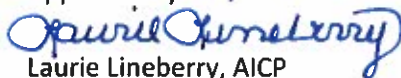
(bheng@chinoaz.net)

(928)636-4427, x1295

Date:

December 13, 2021

Approved By:



Laurie Lineberry, AICP

Development Services Director

ATTACHMENT A

CONDITIONS OF APPROVAL

1. No vertical construction or storage of combustible material shall occur on-site until water and sewer lines are constructed according to approved plans and authorized for use by the Town of Chino Valley and Yavapai County Development Services.
2. All access roads must have a minimum of a dust free surface approved by Central Arizona Fire and Medical Authority.
3. The Perkinsville 44 Final Plat must be recorded before the Conditional Use Permit can take effect.
4. If the Perkinsville 44 Final Plat is not recorded within one (1) year of this Conditional Use Permits approval, the Conditional Use permit will expire
5. The model home complex unit shall be converted back into the original single-family residence with a functional garage.
6. Any additional fencing, parking lots, additional sidewalk, porta johns, or other improvements not characteristic to a single-family residence must be removed at the conclusion of the Conditional Use Permit.
7. The applicant will need to renew the Conditional Use Permit five (5) years from date of approval if the community is not sold out.

ATTACHMENT B
AERIAL PHOTO

