

Planning and Zoning Commission Meeting Minutes March 7, 2023

A regular meeting of the Town of Chino Valley Planning and Zoning Commission was held on Tuesday, March 7, 2023, at the Town of Chino Valley Council Chambers, 202 N. State Route 89, Chino Valley, Arizona.

PLANNING AND ZONING COMMISSION MEMBERS present were; Chair Chuck Merritt; Vice-Chair Gary Pasciak, Commissioner Teena Meadors, Commissioner Ron Penn, Commissioner Robert Switzer, Commissioner William Welker; Commissioner Richard Zamudio. Alternate Commissioner Rachelle Fernow was in attendance.

STAFF MEMBERS present were Laurie Lineberry, Development Service Director; Will Dingee, Assistant Director; Bethan Heng, Associate Planner; Frank Marbury, Public Works Director; Dee Dee Moore, Process Coordinator; Laurence Diggs, Audio/Video.

CALL TO ORDER: Chair Merritt called the meeting to order at 6:00 p.m. Commission meeting began with the Pledge of Allegiance led by Commissioner Zamudio.

ELECTION OF OFFICERS – Merritt transferred the election process to Vice Chair Pasciak for the election for the position of Chairman. Pasciak opened the nominations for Chairman. Commissioner Switzer made a motion to nominate Chuck Merritt for the position of Chairman. Commissioner Meadors seconded that motion. Pasciak asked for any other nominations, there were none. The motion was voted on and passed with a 6-0 vote (Merritt abstained). Merritt took this opportunity to thank the commissioners for their confidence in him to do this job. He stated he has been on the Commission for 10-11 years.

Pasciak returned the meeting to the Chair. Merritt opened the nominations for Vice-Chair. Commissioner Welker made a motion to nominate Gary Pasciak, Commissioner Switzer seconded that motion. There were no other nominations for Vice-Chair. The motion passed unanimously by a 6-0 vote (Pasciak abstained).

CONSENT CALENDAR – A motion was made by Commissioner Meadors to accept the consent agenda items as written. The motion was seconded by Switzer and passed unanimously by a 7-0 vote.

PUBLIC HEARING #D.1 - CASE# TA-2023-01 – *This is a request to amend the Town of Chino Valley Unified Development Ordinance, Chapter 154 Section 4.5 Yard, Lot and Area Requirements – to allow for shared access flag lots.*

Chair Merritt asked the Commission if anyone had a disclosure regarding this project to declare. There were none.

Will Dingee, Assistant Director presented the staff report for case TA-2023-01 and recommended approval.

Switzer asked if an existing flag lot has a 50-foot flag, would another flag lot be allowed adjacent to that flag or would wording be needed to allow the new owner another 25-feet which would generate a 75-foot flag. Meadors asked if the additional 25-feet would then turn that flag into an easement. Merritt mentioned that you can't limit access and landlock a parcel. He also asked if the parcel with the 50-foot easement if 25-feet would go back to the property owner that gave up that access to begin with.

Dingee responded that an easement would create a subdivision as defined in 2020. Also, flag lots are not allowed within subdivisions. The Planning Department has current procedures in place that can accommodate property line adjustments if requested.

Merritt opened the public hearing. There were no comments from the public.

Merritt closed the public hearing.

MOTION - A motion was made by Commissioner Switzer and seconded by Commissioner Meadors to approve TA-2023-01, as presented by staff. This motion passed with a 7-0 vote.

ACTION ITEMS: There were no action items for this meeting.

INFORMATION ITEMS – FROM STAFF: COUNCIL ACTION OF PRIOR P&Z CASES: **Dingee** stated that the two cases, Old Hwy 89 Subdivision and the Mini-storage/Commercial Retail will be heard at the March 14, 2023 Town Council meeting. The February 28, 2023 meeting time was used for the joint Planning & Zoning – Town Council General Plan Meeting.

INFORMATION ITEMS – FROM THE COMMISSIONERS: There were no items from the commissioners.

INFORMATION ITEMS – FROM THE CHAIRMAN: **Merritt** reiterated his thanks for the opportunity to serve again as Chair. He stated that he had asked staff to include an information item from the chairman. He stated he has been working with staff to generate Guidelines for the Planning Commission to use when reviewing cases. **Merritt** discussed the Planning and Zoning Case Review Guidelines for rezone cases that **Lineberry** distributed to each of the commissioners. **Merritt** stated that the Guidelines are beneficial and pointed out the item regarding a case that has split votes. He stated that now, all commissioners will provide their reasons for their vote, not just the nay votes. This request would be at the Chairs' discretion. This will provide information that the Town Council can use to fully understand the reasoning behind the Commission's decision. **Merritt** shared that **Lineberry** is currently working on other Guidelines for other case types.

INFORMATION ITEMS – FROM THE PUBLIC: There were no comments from the Public.

ADJOURN – A motion was made by Meadors and seconded by Pasciak to adjourn the meeting at 6:18 p.m.



Charles Merritt
Chair



Dee Dee Moore
Prepared By