

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

**JANUARY 15, 2019  
6:00 P.M.**

The Planning and Zoning Commission of the Town of Chino Valley met for a Special Meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona.

**1) CALL TO ORDER**

**2) PLEDGE OF ALLEGIANCE**

**3) ROLL CALL**

Present: Chair Chuck Merritt; Vice-Chair Gary Pasciak; Commissioner Tom Armstrong; Commissioner John McCafferty; Commissioner Teena Meadors; Commissioner William Welker; Alternate Welles Geary

Absent: Commissioner Michael Bacon

Staff Human Resource Director Laura Kyriakakis; Finance Director Joe Duffy; Customer

Present: Service Manager JoAnn Brookins; Interim Development Services Director Martin Scribner; Planner Alex Lerma; Community Services Director Scott Bruner; Assistant Community Service Director Cyndi Thomas; Administrative Technician Kathy Frohock (videographer); Deputy Town Clerk/Recorder Vickie Nipper

**4) MINUTES**

- a) Consideration and possible action to approve December 4, 2018 regular meeting minutes.

MOVED by Commissioner Tom Armstrong, seconded by Commissioner Teena Meadors to approve the December 4, 2018 minutes.

AYE: Chair Chuck Merritt, Vice-Chair Gary Pasciak, Commissioner Tom Armstrong, Commissioner John McCafferty, Commissioner Teena Meadors, Commissioner William Welker, Alternate Welles Geary

PASSED - Unanimously

**5) STAFF REPORTS**

Martin Scribner reported on the following:

- There would be staff/commissioner training next week.
- Regular Meeting would be February 5.

**6) PUBLIC HEARING**

- a) Consideration and possible action to adopt Ordinance 2019-862, amending the Town of Chino Valley Unified Development Ordinance, Chapter 154, by amending Section 1, Subsection 1.11, by deleting sub-subsection 1.11.10 in its entirety and amend Subsection 1.6, by amending Subsection 1.6.2 to delete administration of the Town's property maintenance code; and by deleting Section 6 in its entirety, all related to removing property maintenance regulations from the Town's zoning code; providing for repeal of conflicting ordinances; and providing for severability. The content of these deleted sections from the Unified Development Ordinance (UDO) will be reconciled and added to the Chino Valley Town Code so that all of the provisions and requirements related to property maintenance shall remain in full force and effect. (Alex Lerma, Planner)

Martin Scribner discussed the following:

- This section of the code was currently in the Unified Development Ordinance (UDO) and was more operational in nature. Since the Planning Commission did not have jurisdiction over property maintenance, staff recommended it would be appropriate to remove this section of the code from the UDO and put it into a separate ordinance that would become part of the Town code.
- The staff was requesting the Planning Commission forward a recommendation to the Town Council to remove that piece of the code with the condition that it was incorporated into the Town Code.
- The changes to the Code and how it would be handled would be discussed at the upcoming Town Council study session.

Commissioners and Martin Scribner discussed the following:

- The condition that the removed UDO code section be added to the Town code in the Commission's recommendation to the Town Council, there would be no point in time that the code would not be in effect.
- The code would be updated with no portion of the code deleted. Enforcement would be under the jurisdiction of the Town instead of Planning and Zoning.

MOVED by Commissioner Tom Armstrong, seconded by Commissioner John McCafferty

- to forward a recommendation of approval to Town Council to adopt Ordinance 2019-862, amending the Town of Chino Valley Unified Development Ordinance, Chapter 154, by Amending Section 1, Subsection 1.11, by deleting subsection 1.11.10 in its entirety and amend Subsection 1.6, by amending subsection 1.6.2 to delete administration of the Town's property maintenance code; and by deleting Section 6 in its entirety, all related to removing property maintenance regulations from the Town's zoning code; providing for repeal of conflicting ordinances; and providing for severability; subject to the following condition:
  - The content of these deleted sections from the Unified Development Ordinance (UDO) will be reconciled and added to the Chino Valley Town Code so that all of the provisions and requirements related to property maintenance shall remain in full force and effect.

AYE: Chair Chuck Merritt, Vice-Chair Gary Pasciak, Commissioner Tom Armstrong, Commissioner John McCafferty, Commissioner Teena Meadors, Commissioner William Welker, Alternate Welles Geary

PASSED - Unanimously

- 7) **NON-PUBLIC HEARING ACTION ITEMS**
- 8) **DISCUSSION ITEMS**
- 9) **PUBLIC COMMENTS**
- 10) **ADJOURN**

MOVED by Commissioner Tom Armstrong, seconded by Commissioner John McCafferty to adjourn the meeting at 6:08 p.m.

AYE: Chair Chuck Merritt, Vice-Chair Gary Pasciak, Commissioner Tom Armstrong, Commissioner John McCafferty, Commissioner Teena Meadors, Commissioner William Welker, Alternate Welles Geary

PASSED - Unanimously

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Chair Charles Merritt

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Date