

# DRAFT

## 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 Voegele (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 Lawrence Digges (Videographer); Deputy Town Clerk Traci Lavelle (recorder)

Attendees: Tom Armstrong (Councilmember), Observation

↑ Should read  
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 Voegele (remotely)

**6 - 0 PASSED - Unanimously**

## 7) NON-PUBLIC HEARING

- a) Selection of Chair and Vice-Chair.

Mr. Merritt was nominated to be Chair of the Planning and Zoning Commission. Mr. Pasciak was nominated to be Vice-Chair.

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

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

**6 - 0 PASSED - Unanimously**

I would move the "Chair Merritt opened..." down one space so it sticks out a little better.

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**

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Chair Charles Merritt

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Date