

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

**FEBRUARY 4, 2020
6:00 P.M.**

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

1) CALL TO ORDER

Chair Chuck Merritt called the meeting to order at 6:04 p.m.

2) PLEDGE OF ALLEGIANCE

Commissioner McCafferty led the Pledge of Allegiance.

3) ROLL CALL

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

Absent: Alternate David Somerville

Staff Development Services Director Joshua Cook; Assistant Planner Will Dingee; Public

Present: Works Director/Town Engineer Frank Marbury; Administrative Technician Kathy
Frohock (videographer); Deputy Town Clerk Erin Deskins

4) MINUTES

- a)** Consideration and possible action to approve the November 7, 2019, regular meeting minutes.

Due to a date conflict for the minutes under Item 4(a), Chair Merritt asked to continue the item to the next meeting.

5) STAFF REPORTS

6) PUBLIC HEARING

- a)** Consideration and possible action regarding a request for approval for Craftsman Court preliminary plat to subdivide approximately ten (10) acres into 45 lots with an average lot size of 5,334 square feet, developed in two (2) phases. (Joshua Cook, Development Services Director)

Mr. Cook presented the following:

- Explained that this was an approval on a preliminary plat and there should be no discussion on lot sizes, setbacks, etc. Those items had been considered, set and approved by the Council and went into effect on January 19, 2020.
- The discussion should revolve around whether the preliminary plat needed a conceptual drawing of the approved Planned Area Development (PAD) and if all the requirements were met as specified in the Code Section 5.2.3.

Mr. Dingee presented the following:

- The item first appeared before P&Z in November as a zone change with a (PAD). It went to Town Council on December 10th and was approved and the zoning change took effect in January 2020.
- The property was located on Juniper Drive and North Road 1 East. The surrounding developments around the subject property were highlighted.
- The property was ten acres and the current use was single family residential.
- The preliminary plat had been reviewed by Development Services and the Public Works Department to ensure it followed UDO standards. Staff concurred that it was in line with the Town Ordinance and the approved PAD. There were a few small corrections staff wanted to see addressed during the technical review of the final plat.
 - The Setback Table was no longer proposed, as it had been adopted through the zone change and the PAD.
 - The sidewalks and landscape items on Road 1 East needed to be shown on the plat.
 - An error on the staff report regarding sidewalk construction on Road 1 East being deferred was incorrect, and staff corrected the item, pointing out the developer was still held to the UDO standard requirements of six-foot sidewalks and an eight-foot landscaping strip. A recorded statement of a previous employee during the November meeting was played for the Commission to clear up possible confusion. Staff further explained that on the Craftsman Court Plat there was an omission of sidewalks and landscaping along Road 1 East. The error was made by staff, who thought those two items would be deferred but part of the approval by the Commission included those items and they needed to be included on the Plat.
- Staff recommended the Commission forward a recommendation of approval for the Craftsman Court Phase one and Phase two preliminary plat to the Town Council.

Commission and staff discussed the following:

- The plat noted there was a one-foot nonvehicle access easement on Juniper Drive but the plat did not specifically show it, which would be an easy fix for the engineer. Staff stated it would be addressed before being presented to Council.
- Mr. Marbury stated that engineering had a couple questions regarding the technical aspects of the survey portion of the plat. He did not think it would affect the layout of the plat, but he wanted to ensure the boundary dimensions were accurate. Staff would work with the applicant to straighten the issues out prior to Council consideration of the final plat. Several items, including emergency access, school bus access and utility access, would be fully addressed during the technical review.

Paul Aslanian, Arizona Development Company presented the following:

- Introduced himself as the representative for the project and his partner Shirley Nelson.
- Thanked the Commission for catching the omissions of the non-vehicle access item on the preliminary plat.
- He said the condition of the sidewalks and landscaping on Road 1 East had been stated clearly as part of the approval process and stated that the conditions would be followed whether it was made part of the final plat and PAD.
- He appreciated working with the Town and stated they had been easy to work with on the project.

MOVED by Vice-Chair Tom Armstrong, seconded by Commissioner Teena Meadors to forward a recommendation of approval to the Town Council for approval of phase one and phase two of Craftsman Court preliminary plat to subdivide approximately ten (10) acres into 45 lots with an average lot size of 5,334 square feet, and in Section 13, the developer must provide a one foot wide nonvehicle access along Road 1 East and Juniper Drive.

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

7 - 0 PASSED - Unanimously

7) NON-PUBLIC HEARING ACTION ITEMS

8) DISCUSSION ITEMS

9) PUBLIC COMMENTS

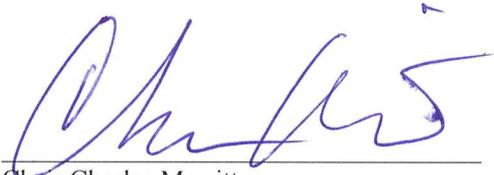
Call to the Public is an opportunity for the public to address the Commission on any issue within the jurisdiction of the Commission that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 30 minutes 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 Commissioner Gary Pasciak to adjourn the meeting at 6:22 p.m.

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

7 - 0 PASSED - Unanimously



Chair Charles Merritt

3-3-2020

Date