

# DRAFT

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

**JANUARY 7, 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 6:00 p.m.

**2) PLEDGE OF ALLEGIANCE**

Commissioner Welker led the Pledge of Allegiance.

**3) ROLL CALL**

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

Absent: Commissioner John McCafferty; Alternate David Somerville

Staff Present: Development Services Director Joshua Cook; Senior Planner Alex Lerma; Assistant  
Planner Will Dingee; Administrative Technician Kathy Frohock (videographer);  
Deputy Town Clerk Erin Deskins; Town Clerk Jami Lewis

**4) MINUTES**

- a)** Consideration and possible action to approve November 5, 2019, regular meeting minutes.

MOVED by Vice-Chair Tom Armstrong, seconded by Commissioner Gary Pasciak to approve  
the November 5, 2019 minutes.

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

**6 - 0 PASSED - Unanimously**

**5) STAFF REPORTS**

**6) PUBLIC HEARING**

Mr. Lerma presented the following:

- Council adopted the current sign regulation ordinance in 2017, and it was a complete rewrite of the previous code.
- The code had been challenging for both staff and property owners due to unclear or interpretive language.
- In a 2019 study session staff presented Council with sign codes of other communities that ranged from strict to lenient, with the Town down the middle. It was concluded a complete rewrite was not necessary, but some of the code language would be modified to make it clearer to users.
- Draft language was presented to the UDO Subcommittee in June and again in July and August with the subcommittee's requested text amendments, revisions and changes.
- Staff presented Council with the first and third draft versions at an August 2019 study session, in which further changes were discussed by both Council and members of the public.
- It was concluded by Council that staff would revise the code to include the following:
  - All businesses were required to install a permanent sign before any special event or promotional signage could be displayed.
  - "Temporary sign" was a sign installed while a business awaited a permanent sign to be installed. It required a permit and could be displayed for up to six months and could not be renewed.
  - All businesses and institutions that had installed permanent signage were entitled to an amount of square footage based on the zoning of the property. Commercial Light, Heavy and Industrial would be allotted 48 square feet and all other zoning would be allotted 24 square feet. The signage would be called auxiliary signage. Special event and promotional signage could be displayed as long as the total square footage did not exceed the allowed allotted amount.
  - Special event, auxiliary, and promotional signage would not require a permit but was required to stay in good condition.
  - The provisions provided would sunset in two-years.
  - Definitions would be provided for all types of new signage.
- Staff presented the final version update to Council in December 2019 and directed staff to present it to Planning and Zoning.
- Staff briefly explained and gave an example of the revised process using the new sign code.
- The allowed allotted auxiliary signs included banners, feathered flags, A-frames and pennants, which had previously been considered temporary signs.
- Promotional events (sales, grand openings, etc.) and special events (any event that would leave within 15 days, such as rodeos or fairs) could use temporary use auxiliary signs.
- The sunset provision allowed for a trial use of the sign code. If the code was allowed to sunset, the new auxiliary sign standards would end.
- Staff did a Town wide notification on the draft sign language and uploaded it to the Town website, where it would remain until it was adopted by Council. Staff had not received any comments or questions regarding the new language.
- Staff reviewed the definitions and explained that definitions would be further updated to adjust for the new code amendments.
- Staff recommended that Planning and Zoning forward a recommendation of approval to the Town Council.

Commissioners and staff discussed the following:

Political and Election signs were covered by state laws and statutes.

- a) Consideration and possible action to adopt Ordinance 2020-878 to amend the Town of Chino Valley Unified Development Ordinance, Chapter 154, by Amending Section 4.21 Sign Regulations, by amending temporary commercial signs text. (Alex Lerma, Senior Planner)

MOVED by Vice-Chair Tom Armstrong, seconded by Commissioner Robert Switzer to adopt Ordinance 2020-878 to amend the Town of Chino Valley Unified Development Ordinance, Chapter 154, by amending Section 4.21 Sign Regulations, by amending temporary commercial sign text.

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

**6 - 0 PASSED - Unanimously**

**7) NON-PUBLIC HEARING ACTION ITEMS**

**8) DISCUSSION ITEMS**

Mr. Cook explained that the UDO Subcommittee would be meeting to review, update and amend the UDO zoning ordinance chapters one through five. There were three Council members but a Planning Commissioner was needed. Vice Chair Armstrong volunteered for the guest position.

**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.*

- Tom Payne, Tom's Print and Sign, thanked staff for working with him on short notice by answering questions and clearing issues up before the meeting.

**10) ADJOURN**

MOVED by Commissioner Teena Meadors, seconded by Commissioner Gary Pasciak to adjourn the meeting at 6:42 p.m.

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

**6 - 0 PASSED - Unanimously**

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Chair Charles Merritt

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Date