

Tom Armstrong
Mayor

Eric Granillo
Vice-Mayor

John McCafferty
Councilmember

Sherri Phillips
Councilmember

Larry Holt
Councilmember

Robert Switzer
Councilmember

John Stankewicz
Councilmember



TOWN COUNCIL NOTICE & AGENDA

EXECUTIVE SESSION
TUESDAY, MAY 26, 2026
5:30 PM

COUNCIL CONFERENCE ROOM | 202 N. STATE ROUTE 89 | CHINO VALLEY, ARIZONA 86323

AGENDA

- 1. CALL TO ORDER; ROLL CALL**
- 2. An executive session pursuant to A.R.S. §38-431.03(A)(3) for the purpose of discussion or consultation for legal advice with the Town's water rights attorney regarding the Wild & Scenic River Designation.**
- 3. An executive session pursuant to A.R.S. §38-431.03(A)(3) for the purpose of discussion or consultation for legal advice with the Town's attorney regarding a potential development agreement waiving plan review fees.**
- 4. ADJOURNMENT**



TOWN COUNCIL NOTICE & AGENDA

REGULAR MEETING
TUESDAY, MAY 26, 2026
6:00 PM

COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY, ARIZONA 86323

A majority of the Councilmembers may attend a private invocation in the Council Conference Room immediately prior to the Council meeting. No Town business will be discussed.

AGENDA

- 1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL**
- 2. INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS**
 - a. Presentation and update by Katie Pehl, Finance Director, regarding the January-March 2026 quarterly financial report.**

3. CALL TO THE PUBLIC - Individuals requesting to speak, please complete a Speaker Comment Card and return to the Clerk.

Call to the Public is an opportunity for the public to address the Council on any issue within the jurisdiction of the Council. Public comment is at the discretion of the Council and not required by law. Individuals are limited to speak for three (3) minutes, yielding of time will not be permitted. The total time for Call to the Public may be up to 30 minutes per meeting. Council action taken as a result of public comment on items not on the agenda 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. Public comment is invited and encouraged, however, personal attacks on individuals is not appropriate. Disrespectful behavior will not be tolerated; this includes loud outbursts, profanity, and disruptive discussions among our audience.

4. CURRENT EVENT SUMMARIES AND REPORTS

This item is for information only. The Mayor, any Councilmember, or Town Manager may present a brief summary or report of current events. If listed below, there may also be a presentation on information requested by the Mayor and Council and questions may be answered. No action will be taken.

- a. Status reports by Mayor and Council regarding current events.
- b. Status report by Town Manager Terri Denemy regarding Town accomplishments, and current or upcoming projects.

5. CONSENT AGENDA

All those items listed below are considered to be routine and may be enacted by one motion. Any Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.

- a. Consideration and possible action to approve a First Amendment to the Purchase and Sale Agreement between the Town of Chino Valley and Chino Valley Rodeo Drive, LLC extending the closing date.
- b. Consideration and possible action to approve Resolution No. 2026-1310, approving the proposed statements and estimates of expenses of the Town of Chino Valley Street Lighting Improvement Districts for fiscal year 2026-2027 and setting a date for the public hearing on the proposed statements and estimates for June 23, 2026.
- c. Consideration and possible action to approve Resolution No. 2026-1311, approving the proposed statement and estimate of expenses of the Del Sol Maintenance Improvement District for fiscal year 2026-2027, and setting a date for the public hearing on the proposed statement and estimate for June 23, 2026.
- d. Consideration and possible action to appoint members to the Building Advisory Board and the Parks & Recreation Advisory Board.

- e. Consideration and possible action to approve Resolution No. 2026-1308 amending the Call of Election for the 2026 election cycle.
- f. Consideration and possible action to approve the April 27, 2026, study session minutes.
- g. Consideration and possible action to approve the April 28, 2026, regular meeting minutes.

6. ACTION ITEMS

The Council may vote to recess the public meeting and hold an Executive Session on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of discussion or consultation for legal advice with the Town Attorney. Executive sessions are not open to the public and no action may be taken in executive session.

- a. Public hearing, consideration, and possible action on Ordinance No. 2026-968 (ZC-2026-03) for a rezone of three parcels of land totaling approximately 0.94 acres from Agricultural Residential, Minimum 5 Acres (AR-5) to Commercial Light (CL) to accommodate a future retail and fuel station.

Recommended Action: (i) Hold a Public Hearing
(ii) Approve Ordinance No. 2026-968

- b. Public hearing, consideration, and possible action on Ordinance No. 2026-967 (ZC-2026-01) to rezone 4.97 acres from Agricultural Residential, Minimum 5 Acres (AR-5) to Single Family Residential, Minimum 1 Acre (SR-1) for a lot split.

Recommended Action: (i) Hold a Public Hearing
(ii) Approve Ordinance No. 2026-967

- c. Consideration and possible action to approve the First Amendment to the Professional Services Agreement between the Town of Chino Valley and Mark Holmes LLC allowing up to \$75,000.00 for professional services in FY 2026.

Recommended Action: Approve the First Amendment to the Professional Services Agreement between the Town of Chino Valley and Mark Holmes LLC allowing up to \$75,000.00 for professional services in FY 2026.

- d. Consideration and possible action to approve Resolution No. 2026-1317 authorizing the application for a Drinking Water State Revolving Fund loan from WIFA for the Bright Star Water Production Facility PFAS Remediation.

Recommended Action: Approve Resolution No. 2026-1317 authorizing the application for a Drinking Water State Revolving Fund loan from WIFA for the Bright Star Water Production Facility PFAS Remediation.

- e. Consideration and possible action to approve Resolution No. 2026-1309, approving a Tentative Budget for the fiscal year 2026-2027 and proposed expenditure limitation for the same year, in the amount of \$48,345,342, and setting a public hearing date of June 23, 2026,

on the tentative budget and adoption of the final budget.

Recommended Action: Approve Resolution No. 2026-1309 approving a Tentative Budget for the fiscal year 2026-2027 and proposed expenditure limitation for the same year, in the amount of \$48,345,342, and setting a public hearing date of June 23, 2026, on the tentative budget and adoption of the final budget.

- f. Consideration and possible action to approve Resolution 2026-1307, authorizing the submission of a grant application to, and acceptance of grant funds from, the AZ SMART Fund for a Grant for Match Pursuant to Title 28, Chapter 2, Article 2, Arizona Revised Statutes.

Recommended Action: Approve Resolution 2026-1307, authorizing the submission of a grant application to, and acceptance of grant funds from, the AZ SMART Fund for a Grant for Match Pursuant to Title 28, Chapter 2, Article 2, Arizona Revised Statutes.

7. ADJOURNMENT

Dated this 19th day of May, 2026.

By: *Erin N. Deskins, Town Clerk*

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 928-636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request reasonable accommodation to participate in this meeting. Citizens will have access to the meeting room 30 minutes prior to the start time of each meeting.

Council meetings are live-streamed on Town of Chino Valley website, www.chinoaz.net.

| | | |
|---|-------------|--|
| CERTIFICATION OF POSTING | | |
| The undersigned hereby certifies that a copy of this notice was duly posted at Chino Valley South Campus, Chino Valley Post Office, and Chino Valley North Campus in accordance with the statement filed by the Town Council with the Town Clerk. | | |
| Date: _____ | Time: _____ | By: _____ Erin N. Deskins, Town Clerk |



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 5a
MEETING DATE: 5/26/2026
CONTACT PERSON: Maggie Holmberg, Economic Development Manager
ITEM TYPE: Consent Item

AGENDA ITEM TITLE:

Consideration and possible action to approve a First Amendment to the Purchase and Sale Agreement between the Town of Chino Valley and Chino Valley Rodeo Drive, LLC extending the closing date.

SUMMARY:

The Parties entered into the Purchase and Sale Agreement (PSA) dated April 14, 2026, for a tract of approximately 25 acres at Old Home Manor, generally located at 2301 N. Jerome Junction, for the development of an RV Park. Per PSA the the Closing Date was to be scheduled on or before July 13, 2026. This date will not provide enough time for the 90-day Feasibility Period to run. Therefore, the RV Park Developer is asking for the closing date to be extended by 11 days, from July 13, 2026, to July 24th. This first amendment provides for that requested extension.

PREVIOUS ACTION:

At the Town Council meeting on April 14, 2026, Council approved the Purchase and Sale Agreement and the Economic Development Agreement with Chino Valley Rodeo Drive, LLC, for development of an RV Park at Old Home Manor .

STAFF RECOMMENDATION:

Approve a First Amendment to the Purchase and Sale Agreement between the Town of Chino Valley and Chino Valley Rodeo Drive, LLC extending the closing date.

FISCAL IMPACT?

N/A

ATTACHMENTS:

| | |
|----|---|
| 1. | RV Park Purchase and Sale Agreement - Amendment 1 |
|----|---|

**FIRST AMENDMENT
TO THE
PURCHASE AND SALE AGREEMENT AGREEMENT
BETWEEN
THE TOWN OF CHINO VALLEY
AND
CHINO VALLEY RODEO DRIVE, LLC**

THIS FIRST AMENDMENT TO THE PURCHASE AND SALE AGREEMENT (this “Amendment”) is entered into as of May 26, 2026, between the Town of Chino Valley, an Arizona municipal corporation (“Seller”), and Chino Valley Rodeo Drive, LLC, an Arizona limited liability company (“Purchaser”). Seller and Purchaser are the only parties to this Agreement; each is a “Party,” and together they are the “Parties.”

RECITALS

A. The Parties entered into the Purchase and Sale Agreement dated April 14, 2026, for Purchaser to purchase a tract of approximately 25.8934 acres of certain real property generally located at 2301 N. Jerome Junction, Chino Valley, Arizona, comprising portions of Yavapai County Assessor’s Parcel Number 306-02-001X (the “Agreement”).

B. The Closing Date was scheduled for on or before July 13, 2026, which would not provide enough time for the 90-day Feasibility Period to run.

C. The Parties have determined that extending the Closing Date is necessary, and desire to enter into this Amendment to extend it to July 24, 2026.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing introduction and recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller and Purchaser hereby agree as follows:

1. Incorporation of Defined Terms. All capitalized terms not otherwise defined in this Amendment have the same meanings as contained in the Agreement.

2. Extension of Closing Date. The Closing Date is hereby extended up to, but not beyond, July 24, 2026.

3. Effect of Amendment. The Agreement is affirmed and ratified and, except as expressly modified herein, all terms and conditions of the Agreement shall remain in full force and effect.

4. Non-Default. By executing this Amendment, Purchaser affirmatively asserts that (i) Seller is not currently in default, nor has been in default at any time prior to this Amendment,

under any of the terms or conditions of the Agreement, and (ii) any and all claims, known and unknown, relating to the Agreement and existing on or before the date of this Amendment are forever waived.

5. Cancellation. The provisions of Ariz. Rev. Stat. § 38 511 are applicable to this Agreement and are hereby incorporated herein as though set forth in its entirety.

IN WITNESS WHEREOF, the Parties have executed this instrument as of the date and year first set forth above.

“Seller”

TOWN OF CHINO VALLEY,
an Arizona municipal corporation

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Gust Rosenfeld P.L.C., Town Attorney
By: Andrew J. McGuire

“Purchaser”

CHINO VALLEY RODEO DRIVE, LLC,
an Arizona limited liability company

Patrick Cantelme, Sr. Manager



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 5b
MEETING DATE: 5/26/2026
CONTACT PERSON: Katie Pehl, Finance Director
ITEM TYPE: Consent Item

AGENDA ITEM TITLE:

Consideration and possible action to approve Resolution No. 2026-1310, approving the proposed statements and estimates of expenses of the Town of Chino Valley Street Lighting Improvement Districts for fiscal year 2026-2027 and setting a date for the public hearing on the proposed statements and estimates for June 23, 2026.

SUMMARY:

Pursuant to § 48-616, Arizona Revised Statutes, as amended; setting a date for public hearing on the proposed statements and estimates as approved; and providing for notice of the public hearing and publication of the proposed statements and estimates of the expenses of the districts, which shall be provided for by the levy and collection of ad valorem taxes on the assessed value of all the real and personal property in the districts.

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

Approve Resolution No. 2026-1310, approving the proposed statements and estimates of expenses of the Town of Chino Valley Street Lighting Improvement Districts for fiscal year 2026-2027 and setting a date for the public hearing on the proposed statements and estimates for June 23, 2026.

FISCAL IMPACT?

Approval will create a levy to pay for street lighting within the CVSLID. The districts are accounted for in a separate fund by the Town.

ATTACHMENTS:

| | |
|----|--|
| 1. | RES 2026-1310 - CVSLID Tentative Budget FY 2026-27 |
|----|--|

RESOLUTION NO. 2026-1310

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, APPROVING THE PROPOSED STATEMENTS AND ESTIMATES OF EXPENSES OF THE TOWN OF CHINO VALLEY STREET LIGHTING IMPROVEMENT DISTRICTS FOR FISCAL YEAR 2026/2027, PURSUANT TO ARIZONA REVISED STATUTES SECTION 48-616, AS AMENDED; SETTING A DATE FOR PUBLIC HEARING ON THE PROPOSED STATEMENTS AND ESTIMATES OF EXPENSES AS APPROVED; AND PROVIDING FOR NOTICE OF THE HEARING AND PUBLICATION OF THE PROPOSED STATEMENTS AND ESTIMATES OF EXPENSES OF THE DISTRICTS WHICH SHALL BE PROVIDED FOR BY THE LEVY AND COLLECTION OF AD VALOREM TAXES ON THE ASSESSED VALUE OF ALL THE REAL AND PERSONAL PROPERTY IN THE DISTRICTS.

WHEREAS, the provisions of Ariz. Rev. Stat. § 48-616 require the Mayor and Council of the Town of Chino Valley (the “Town Council”) to levy taxes upon all property, real and personal, in municipal street lighting improvement districts to pay the annual expenses of such districts; and

WHEREAS, the Town Council shall make annual statements and estimates of the expenses of each district that shall be provided for by the levy and collection of ad valorem taxes on the assessed value of all the property real and personal in the district, publish notice thereof, have hearings thereon, and adopt said statements and estimates as provided in Ariz. Rev. Stat. §§ 42-17101 through 42-17110; and

WHEREAS, the Town Council desires to approve said statements and estimates for the fiscal year beginning July 1, 2026, and ending June 30, 2027, for the following: (i) Chino Valley, Arizona, CVSLID #1 Lighting Improvement District; (ii) Chino Valley, Arizona, CVSLID #2 Lighting Improvement District; (iii) Chino Valley, Arizona, CVSLID #3A Lighting Improvement District (collectively, the “Lighting Districts”).

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, Arizona, as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The proposed statements and estimates of expenses of the Lighting Districts for Fiscal Year 2026/2027, attached hereto as Exhibit A and incorporated herein by reference, are hereby approved.

SECTION 3. The Town Clerk is authorized and directed to (i) make available the statements and estimates of expenses available for inspection, not later than seven days after the date of this resolution, at the Chino Valley Public Library, at the Chino Valley Town Hall, and on the official Town Website; and (ii) publish the statements and estimates of expenses in the official Town newspaper once per week for two consecutive weeks (a) the official statements and estimates of expenses and (b) a notice of the public hearing of the Town Council to hear taxpayers and make tax levies at designated times and places. The notice shall include the physical addresses of the Chino Valley Public Library and the Chino Valley Town Hall, and the website where the statements and estimates of expenses may be found.

SECTION 4. A public hearing and special meeting to approve the statements and estimates of expenses of the Lighting Districts shall be set for June 23, 2026.

SECTION 5. This resolution shall be effective from and after its passage and approval according to law.

SECTION 6. All resolutions or parts of resolutions in conflict with the provisions of this resolution are hereby repealed.

SECTION 7. If any section, subsection, sentence, clause, phrase, or portion of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 26th day of May 2026.

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld P.L.C.

I hereby certify that the above foregoing Resolution No. 2026-1310 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on May 26, 2026, and that quorum was present thereat and that the vote thereon was ____ ayes, ____ nays, and ____ abstentions. ____ Council members were absent or excused.

Erin N. Deskins, Town Clerk

EXHIBIT A
TO
RESOLUTION NO. 2026-1310

[Statements and Estimates of Expenses]

See following pages.

Town of Chino Valley, Arizona
Street Lighting Improvement Districts

Statements and Estimates of Expenses

Fiscal Year - 2026/2027

| Co. Dist. No. | Town ID No. | Town ID Name | A 2025/2026 Estimated Actual Expenses | B 2025/ 2026 Levy Request | C 2025/2026 Difference on Expenses vs. Levy | D 2026/2027 Projected Expenses | E 2026/ 2027 Levy Request |
|---------------|--------------|--|---|------------------------------------|--|---|------------------------------------|
| 13004 | CVSLID 1 | Chino Valley, Arizona CVSLID #1 Lighting Improvement District | \$ 2,270 | \$ 2,300 | \$ (30) | \$ 2,300 | \$ 2,300 |
| 13005 | CVSLID 2 | Chino Valley, Arizona CVSLID #2 Lighting Improvement District | \$ 1,193 | \$ 1,220 | \$ (27) | \$ 1,220 | \$ 1,220 |
| 13006 | CVSLID 3A | Chino Valley, Arizona CVSLID #3A Lighting Improvement District | \$ 1,103 | \$ 1,130 | \$ (27) | \$ 1,130 | \$ 1,130 |
| Total | | | \$ 4,566 | \$ 4,650 | \$ (84) | \$ 4,650 | \$ 4,650 |



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 5c
MEETING DATE: 5/26/2026
CONTACT PERSON: Katie Pehl, Finance Director
ITEM TYPE: Consent Item

AGENDA ITEM TITLE:

Consideration and possible action to approve Resolution No. 2026-1311, approving the proposed statement and estimate of expenses of the Del Sol Maintenance Improvement District for fiscal year 2026-2027, and setting a date for the public hearing on the proposed statement and estimate for June 23, 2026.

SUMMARY:

Pursuant to § 48-574, Arizona Revised Statutes, as amended; setting a date for public hearing on the proposed statements and estimates as approved; and providing for notice of the public hearing and publication of the proposed statements and estimates of the expenses of the district which shall be provided for by the levy and collection of ad valorem taxes on the assessed value of all the real and personal property in the district.

Estimated expenses for the Del Sol Maintenance Improvement District are higher than previous years because the original assumption included only weed spraying on a quarterly basis; however, to maintain compliance with Town Code, additional landscape maintenance is required, resulting in increased costs. This represents a substantial change to the district's financial projections. Further discussion will occur at the Council meeting on June 23rd to review options and potential offsets to the levy prior to final budget adoption on June 23rd.

The tentative budget sets the maximum allowable levy, but the budget and levy may still be reduced prior to final adoption.

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

Approve Resolution No. 2026-1311, approving the proposed statement and estimate of expenses of the Del Sol Maintenance Improvement District for fiscal year 2026-2027, and setting a date for the public hearing on the proposed statement and estimate for June 23, 2026.

FISCAL IMPACT?

Approval will create a levy to pay for maintenance within the maintenance improvement district. The district is accounted for in a separate fund by the Town.

ATTACHMENTS:

| | |
|----|---|
| 1. | RES 2026-1311 - DSMID Tentative Budget FY 2026-27 |
|----|---|

RESOLUTION NO. 2026-1311

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, APPROVING THE PROPOSED STATEMENT AND ESTIMATE OF EXPENSES OF THE TOWN OF CHINO VALLEY DEL SOL MAINTENANCE IMPROVEMENT DISTRICT FOR FISCAL YEAR 2026/2027, PURSUANT TO ARIZONA REVISED STATUTES SECTION 48-574, AS AMENDED; SETTING A DATE FOR PUBLIC HEARING ON THE PROPOSED STATEMENT AND ESTIMATE OF EXPENSES AS APPROVED; AND PROVIDING FOR NOTICE OF THE HEARING AND PUBLICATION OF THE PROPOSED STATEMENT AND ESTIMATE OF EXPENSES OF THE DISTRICT WHICH SHALL BE PROVIDED FOR BY THE LEVY AND COLLECTION OF AD VALOREM TAXES ON THE ASSESSED VALUE OF ALL THE REAL AND PERSONAL PROPERTY IN THE DISTRICT.

WHEREAS, the provisions of Ariz. Rev. Stat. § 48-574 require the Mayor and Council of the Town of Chino Valley (the "Town Council") to levy taxes upon all property, real and personal, in maintenance improvement districts to pay the annual expenses of such districts; and

WHEREAS, the Town Council shall make annual statements and estimates of the expenses of each district that shall be provided for by the levy and collection of ad valorem taxes on the assessed value of all the property real and personal in the district, publish notice thereof, have hearings thereon, and adopt said statements and estimates as provided in Arizona Revised Statutes title 42, chapter 17, article 3; and

WHEREAS, the Town Council desires to approve such a statement and estimate of expenses for the fiscal year beginning July 1, 2026, and ending June 30, 2027, for the Del Sol Maintenance Improvement District;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, Arizona, as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The proposed statement and estimate of expenses of the Del Sol Maintenance Improvement District for Fiscal Year 2026/2027, attached hereto as Exhibit A and incorporated herein by reference, is hereby approved.

SECTION 3. The Town Clerk is authorized and directed to (i) make available the statement and estimate of expenses available for inspection, not later than seven days after the date of this resolution, at the Chino Valley Public Library, at the Chino Valley Town Hall, and on the official Town Website; and (ii) publish the statement and estimate of expenses in the official Town newspaper once per week for two consecutive weeks (a) the official statement and estimate of expenses and (b) a notice of the public hearing of the Town Council to hear taxpayers and make tax levies at designated times and places. The notice shall include the physical addresses of the Chino Valley Public Library and the Chino Valley Town Hall, and the website where the statement and estimate of expenses may be found.

SECTION 4. A public hearing and special meeting to approve the statement and estimate of expenses for the Del Sol Maintenance Improvement District shall be set for June 23, 2026.

SECTION 5. This resolution shall be effective from and after its passage and approval according to law.

SECTION 6. All resolutions or parts of resolutions in conflict with the provisions of this resolution are hereby repealed.

SECTION 7. If any section, subsection, sentence, clause, phrase, or portion of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 26th day of May 2026.

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

I hereby certify that the above foregoing Resolution No. 2026-1311 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on May 26, 2026, and that quorum was present thereat and that the vote thereon was _____ ayes, _____ nays, and _____ abstentions. _____ Council members were absent or excused.

Erin N. Deskins, Town Clerk

EXHIBIT A
TO
RESOLUTION NO. 2026-1311

[Statement and Estimate of Expenses]

See the following page.

EXHIBIT "A"

TOWN OF CHINO VALLEY, ARIZONA
Maintenance Improvement Districts

Statement and Estimate of Expenses

Fiscal Year - 2026/2027

| | | | A | B | C | D | E |
|---------------|--------------|---|-------------------------------------|------------------------|---|------------------------------|------------------------|
| Co. Dist. No. | Town ID No. | Town ID Name | 2025/2026 Estimated Actual Expenses | 2025/2026 Levy Request | 2025/2026 Difference on Expenses vs. Levy | 2026/2027 Projected Expenses | 2026/2027 Levy Request |
| 28290 | MID-2022-001 | Chino Valley, Arizona, Del Sol Maintenance Improvement District | \$ 9,487 | \$ 2,750 | \$ 6,737 | \$ 14,375 | \$ 14,375 |
| Total | | | \$ 9,487 | \$ 2,750 | \$ 6,737 | \$ 14,375 | \$ 14,375 |



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 5d
MEETING DATE: 5/26/2026
CONTACT PERSON: Erin Deskins, Town Clerk
ITEM TYPE: Consent Item

AGENDA ITEM TITLE:

Consideration and possible action to appoint members to the Building Advisory Board and the Parks & Recreation Advisory Board.

SUMMARY:

The Appointments Subcommittee met on Wednesday, May 6, 2026, to review applications and forward recommendations to the Town Council to fill vacancies on the Building Advisory Board and the Parks & Recreation Advisory Board. Based on the review of the filed applications, the Appointments Subcommittee recommends the following appointments:

Building Advisory Board - Chuck Merritt, Ken Mohn, Sterling Skipper, Eric Ferketich, and Gary Pasciak
Parks & Recreation Advisory Board - Susan Jarvis, Jeffrey Crandell, and Michael Pickett

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

Appoint members to the Building Advisory Board and the Parks & Recreation Advisory Board per the recommendations of the Appointments Subcommittee.

FISCAL IMPACT?

N/A

ATTACHMENTS:

| | |
|-----|-----------------------------|
| 1. | C Merritt redacted |
| 2. | K Mohn redacted |
| 3. | S Skipper redacted |
| 4. | E Ferketich redacted |
| 5. | G Pasciak redacted |
| 6. | S Jarvis redacted |
| 7. | J Crandell redacted |
| 8. | M Pickett redacted |
| 9. | L Guidry redacted |
| 10. | D Armstrong redacted |
| 11. | D Armstrong Resume redacted |

Received

APR 13 2026



CHINO VALLEY

Clerk's Office
By: *[Signature]* 2:39 p.m.

| | |
|--|---|
| <p>Town Clerk 202 N. State Route 89 Chino Valley, AZ 86328 Phone (928) 636-2646 clerks@chinoaz.net; www.chinoaz.net</p> | <p>APPLICATION FOR PUBLIC BODY RE-APPOINTMENT (Council, Commissions, Boards, Committees)</p> |
|--|---|

TO: MAYOR AND COUNCIL
 RE: EXPIRATION OF PUBLIC BODY TERM
 SUBJ: My term on the public body indicated below is expiring. I am requesting re-appointment for another term.

- | | |
|---|---|
| <input type="checkbox"/> Town Council | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Planning & Zoning Commission | <input type="checkbox"/> Board of Adjustment |
| <input checked="" type="checkbox"/> Building Advisory Board | <input type="checkbox"/> Capital Improvement Program Citizen's Advisory Committee |
| <input type="checkbox"/> Other | |

NAME Chuck Merritt
 RESIDENCE ADDRESS [REDACTED]
 MAILING ADDRESS Same
 PHONE #s [REDACTED]
 EMAIL [REDACTED]@decarolcompany.com

List any **new** experience, skills, and qualities you would bring to this position
 Elected Chairman of the Yavapai County Advisory Board in March of 2026

[Signature] 4-13-26
 SIGNATURE DATE

Return application to Town Clerk's Office, 202 N. State Route 89, Chino Valley, or email scanned application to clerks@chinoaz.net

Office Use Only:

| | | |
|-------------------|-------------|-----------------------|
| Appointment Date: | Term Start: | Resignation/Term End: |
|-------------------|-------------|-----------------------|

Received

APR 12 2026



CHINO VALLEY
A R I Z O N A

Clerk's Office
By: *[Signature]* 5:49pm.

| | |
|---|---|
| Town Clerk 202 N. State Route 89 Chino Valley, AZ 86323 Phone (928) 636-2646 clerks@chinoaz.net; www.chinoaz.net | APPLICATION FOR PUBLIC BODY RE-APPOINTMENT (Council, Commissions, Boards, Committees) |
|---|---|

TO: MAYOR AND COUNCIL

RE: EXPIRATION OF PUBLIC BODY TERM

SUBJ: My term on the public body indicated below is expiring. I am requesting re-appointment for another term.

- | | |
|---|---|
| <input type="checkbox"/> Town Council | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Planning & Zoning Commission | <input type="checkbox"/> Board of Adjustment |
| <input checked="" type="checkbox"/> Building Advisory Board | <input type="checkbox"/> Capital Improvement Program Citizen's Advisory Committee |
| <input type="checkbox"/> Other | |

NAME sterling skipper

RESIDENCE ADDRESS [Redacted] prescott,az 86305

MAILING ADDRESS [Redacted] prescott,az 86301

PHONE #s [Redacted]

EMAIL [Redacted]@pselectricaz.com

List any **new** experience, skills, and qualities you would bring to this position

[Signature]
SIGNATURE

04/08/2026
DATE

Return application to Town Clerk's Office, 202 N. State Route 89, Chino Valley, or email scanned application to clerks@chinoaz.net

Office Use Only:

| | | |
|-------------------|-------------|-----------------------|
| Appointment Date: | Term Start: | Resignation/Term End: |
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CHINO VALLEY

A R I Z O N A

Town Clerk's Office
BY: Livi

Town Clerk

202 N. State Route 89
Chino Valley, AZ 86323
Phone (928) 636-2646
clerks@chinoaz.net; www.chinoaz.net

**APPLICATION FOR PUBLIC BODY
RE-APPOINTMENT**
(Council, Commissions, Boards, Committees)

TO: MAYOR AND COUNCIL

RE: EXPIRATION OF PUBLIC BODY TERM

SUBJ: My term on the public body indicated below is expiring. I am requesting re-appointment for another term.

- Town Council
- Parks & Recreation Advisory Board
- Planning & Zoning Commission
- Board of Adjustment
- Building Advisory Board
- Capital Improvement Program Citizen's Advisory Committee
- Other _____

NAME Eric Ferketich

RESIDENCE ADDRESS _____

MAILING ADDRESS _____

PHONE #s _____

EMAIL _____

List any **new** experience, skills, and qualities you would bring to this position

I HAVE BEEN IN THE CONSTRUCTION/BUILDING BUSINESS OVER 40 YEARS. MY KNOWLEDGE IS IN CONCRETE, FRAMING, FOUNDATIONS, FINISH WORK AND CABINETS.

EJH

03/29/2026

SIGNATURE

DATE

Return application to Town Clerk's Office, 202 N. State Route 89, Chino Valley, or email scanned application to clerks@chinoaz.net

Office Use Only:

| | | |
|-------------------|-------------|-----------------------|
| Appointment Date: | Term Start: | Resignation/Term End: |
|-------------------|-------------|-----------------------|

Received

MAR 31 2026

Clerk's Office
By: JEB 8:00a.m.



CHINO VALLEY
A R I Z O N A

| | |
|---|---|
| Town Clerk 202 N. State Route 89 Chino Valley, AZ 86323 Phone (928) 636-2646 clerks@chinoaz.net; www.chinoaz.net | APPLICATION FOR PUBLIC BODY RE-APPOINTMENT (Council, Commissions, Boards, Committees) |
|---|---|

TO: MAYOR AND COUNCIL

RE: EXPIRATION OF PUBLIC BODY TERM

SUBJ: My term on the public body indicated below is expiring. I am requesting re-appointment for another term.

- | | |
|---|---|
| <input type="checkbox"/> Town Council | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Planning & Zoning Commission | <input type="checkbox"/> Board of Adjustment |
| <input checked="" type="checkbox"/> Building Advisory Board | <input type="checkbox"/> Capital Improvement Program Citizen's Advisory Committee |
| <input type="checkbox"/> Other | |

NAME Gary L. Pasciak

RESIDENCE ADDRESS [REDACTED]

MAILING ADDRESS Same as above

PHONE #s [REDACTED]

EMAIL [REDACTED]

List any **new** experience, skills, and qualities you would bring to this position

Gary L. Pasciak
SIGNATURE

March 31, 2026
DATE

Return application to Town Clerk's Office, 202 N. State Route 89, Chino Valley, or email scanned application to clerks@chinoaz.net

Office Use Only:

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|-------------------|-------------|-----------------------|
| Appointment Date: | Term Start: | Resignation/Term End: |
|-------------------|-------------|-----------------------|



CHINO VALLEY

A R I Z O N A

Received

APR 13 2026

Clerk's Office
By: *[Signature]* 11:51am

| | |
|---|---|
| Town Clerk 202 N. State Route 89 Chino Valley, AZ 86323 Phone (928) 636-2646 clerks@chinoaz.net; www.chinoaz.net | APPLICATION FOR PUBLIC BODY RE-APPOINTMENT (Council, Commissions, Boards, Committees) |
|---|---|

TO: MAYOR AND COUNCIL

RE: EXPIRATION OF PUBLIC BODY TERM

SUBJ: My term on the public body indicated below is expiring. I am requesting re-appointment for another term.

- Town Council
- Parks & Recreation Advisory Board
- Planning & Zoning Commission
- Board of Adjustment
- Building Advisory Board
- Capital Improvement Program Citizen's Advisory Committee
- Other

NAME Susan Jarvis

RESIDENCE ADDRESS [REDACTED]

MAILING ADDRESS SAA

PHONE #s [REDACTED]

EMAIL [REDACTED]@verizon.net

List any new experience, skills, and qualities you would bring to this position

*3 years Park & Rec, Board member
CV Chamber, WCA, Chino Valley Pickleball*

Susan Jarvis
SIGNATURE

March 30 2026
DATE

Return application to Town Clerk's Office, 202 N. State Route 89, Chino Valley, or email scanned application to clerks@chinoaz.net

Office Use Only:

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|-------------------|-------------|-----------------------|
| Appointment Date: | Term Start: | Resignation/Term End: |
|-------------------|-------------|-----------------------|

Received

APR 06 2026

Clerk's Office
By: *JCB* 4:31pm



CHINO VALLEY

A R I Z O N A

| | |
|---|---|
| Town Clerk 202 N. State Route 89 Chino Valley, AZ 86323 Phone (928) 636-2646 clerks@chinoaz.net; www.chinoaz.net | APPLICATION FOR PUBLIC BODY RE-APPOINTMENT (Council, Commissions, Boards, Committees) |
|---|---|

TO: MAYOR AND COUNCIL

RE: EXPIRATION OF PUBLIC BODY TERM

SUBJ: My term on the public body indicated below is expiring. I am requesting re-appointment for another term.

- | | |
|---|---|
| <input type="checkbox"/> Town Council | <input checked="" type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Planning & Zoning Commission | <input type="checkbox"/> Board of Adjustment |
| <input type="checkbox"/> Building Advisory Board | <input type="checkbox"/> Capital Improvement Program Citizen's Advisory Committee |
| <input type="checkbox"/> Other | |

NAME Jeffrey Crandell

RESIDENCE ADDRESS [REDACTED]

MAILING ADDRESS Same

PHONE #s [REDACTED]

EMAIL [REDACTED]

List any **new** experience, skills, and qualities you would bring to this position

Have been on the Board for 3 years.

Jeffrey Crandell
SIGNATURE

04/05/2026
DATE

Return application to Town Clerk's Office, 202 N. State Route 89, Chino Valley, or email scanned application to clerks@chinoaz.net

Office Use Only:

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|-------------------|-------------|-----------------------|
| Appointment Date: | Term Start: | Resignation/Term End: |
|-------------------|-------------|-----------------------|

Received

APR 01 2026



CHINO VALLEY ARIZONA

Clerk's Office By: JED O'Sa.m.

| | |
|---|--|
| Town Clerk 202 N. State Route 89 Chino Valley, AZ 86323 Phone (928) 636-2646 clerks@chinoaz.net ; www.chinoaz.net | APPLICATION FOR PUBLIC BODY RE-APPOINTMENT (Council, Commissions, Boards, Committees) |
|---|--|

TO: MAYOR AND COUNCIL

RE: EXPIRATION OF PUBLIC BODY TERM

SUBJ: My term on the public body indicated below is expiring. I am requesting re-appointment for another term.

- | | |
|---|---|
| <input type="checkbox"/> Town Council | <input checked="" type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Planning & Zoning Commission | <input type="checkbox"/> Board of Adjustment |
| <input type="checkbox"/> Building Advisory Board | <input type="checkbox"/> Capital Improvement Program Citizen's Advisory Committee |
| <input type="checkbox"/> Other | |

NAME Michael Pickett

RESIDENCE ADDRESS [REDACTED]

MAILING ADDRESS [REDACTED]

PHONE #s [REDACTED]

EMAIL [REDACTED]

List any **new** experience, skills, and qualities you would bring to this position

 SIGNATURE 1 April 2026
 DATE

*Return application to Town Clerk's Office, 202 N. State Route 89, Chino Valley, or
 email scanned application to clerks@chinoaz.net*

Office Use Only:

| | | |
|-------------------|-------------|-----------------------|
| Appointment Date: | Term Start: | Resignation/Term End: |
|-------------------|-------------|-----------------------|

Received

From: noreply@civicplus.com
Sent: Thursday, April 23, 2026 2:16 PM
To: Clerks
Subject: Online Form Submittal: Application for Public Body Appointment

APR 23 2026

Clerk's Office
By: *[Signature]* 2:16 p.m.

Application for Public Body Appointment

Step 1

Public Body Applying For Parks & Recreation Advisory Board

Other Public Body Applying For (not in drop down list) *Field not completed.*

First Name Larry

Last Name Guidry

Residence Address [REDACTED] Chino Valley, AZ 86323

Mailing Address [REDACTED] Chino Valley, AZ 86323

Phone Number(s) [REDACTED]

Email Address [REDACTED]@yahoo.com

Is your residence within Town limits? Yes

How long have you lived in the Chino Valley area? 2 2/3 Mos

Are you a qualified to vote even if not registered? Yes

Are you related to any Town employee No

If yes, what is the employee's name? *Field not completed.*

Step 2

| | |
|---|---|
| <p>Have you ever served on a municipal public body? If yes, please note the name of the public body, the municipality served in, and length of time served.</p> | <p>San Bernardino, CA. Parks, Recreation, Public Services Commission. Served 2+ years until I moved out of the area.</p> |
| <p>Why would you like to be appointed to this position?</p> | <p>I bought a home when I moved here, and have attended a number of Town Council meetings. I intend to become involved in the town, and I feel it's a good Commission for me to become involved with.</p> |
| <p>What do you believe is the key responsibility of this position?</p> | <p>As I understand, it is strictly a non-voting advisory position. I'll definitely be open to any way I'm permitted to participate.</p> |
| <p>What experience, skills, and qualities would you bring to this position?</p> | <p>I have the time, desire and previous experience serving on a similar Commission as mentioned above.</p> |
| <p>To help our review committee get to know you better, please attach a RESUME or SUMMARY of previous training, skills, and experience.</p> | <p><i>Field not completed.</i></p> |
| <p>Date Application Submitted</p> | <p>4/23/2026 2:15 PM</p> |

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
Sent: Thursday, April 16, 2026 9:39 PM
To: Clerks
Subject: Online Form Submittal: Application for Public Body Appointment

APR 16 2026

Clerk's Office
By: *[Signature]* 9:39 p.m.

Application for Public Body Appointment

Step 1

Public Body Applying For Parks & Recreation Advisory Board

Other Public Body Applying For (not in drop down list) *Field not completed.*

First Name Donna

Last Name Armstrong

Residence Address [Redacted]

Mailing Address [Redacted] CV

Phone Number(s) [Redacted]

Email Address [Redacted]@msn.com

Is your residence within Town limits? Yes

How long have you lived in the Chino Valley area? 18-20 yrs

Are you a qualified to vote even if not registered? Yes

Are you related to any Town employee? Yes

If yes, what is the employee's name? Mayor

Step 2

| | |
|---|---|
| <p>Have you ever served on a municipal public body? If yes, please note the name of the public body, the municipality served in, and length of time served.</p> | <p>Park and Rec Board General Plan Committee UDO Rewrite Committee</p> |
| <p>Why would you like to be appointed to this position?</p> | <p>I enjoyed being on the PRAB Board in the past. I am currently the CV Historical Society Rep between the outside committees and Town when needed.</p> |
| <p>What do you believe is the key responsibility of this position?</p> | <p>Being open-minded enough to support what is in the future for the Town and Parks. & Rec.</p> |
| <p>What experience, skills, and qualities would you bring to this position?</p> | <p>I have organizational skills to set priorities to get a project underway and completed in a timely manner. Also to continue my role as liaison between the Fred Harvey & State Farm unities s I do currently</p> |
| <p>To help our review committee get to know you better, please attach a RESUME or SUMMARY of previous training, skills, and experience.</p> | <p><u>PRAB Resume.docx</u></p> |
| <p>Date Application Submitted</p> | <p>4/16/2026 9:45 AM</p> |

Email not displaying correctly? [View it in your browser.](#)

[REDACTED]
Chino Valley AZ 86323
[REDACTED]

April 16, 2026

RE: Parks & Recreation Board Opening

I was an active member of the PRAB a few years ago but had to leave because life got in the way. Now I would love to come back and be an active member again. I have been very active in many events and on different committees for the Town. Some of the events I was part of was the Mud Run and the Wind Festival through the PRAB and the. Some of the different committees would include the 50th Anniversary of Chino Valley, the General Planning Committee that was approved by Council and was voted on by the residents of Chino Valley and the UDO Rewrite Committee that is going in front of the Council hopefully this year. I also sat as a co-chair on a committee that rewrote the Dog Laws for Chino Valley that was approved by Council.

I am now the CV Historical Society as a Representative for different events and for Town. I feel this will allow the Town and myself a good liaison between all of the different parts of making the Fred Harvey Farm a great addition to the Town and the State Park.

Even though I have a great interest in the FHF I also want to be an active member of the PRAB, holding an open mind and working with like-minded people who care about this Town and looking for more affordable ways to have recreation for the children and families of Chino Valley.

Thank YOU for your time

Donna Armstrong



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 5e
MEETING DATE: 5/26/2026
CONTACT PERSON: Erin Deskins, Town Clerk
ITEM TYPE: Consent Item

AGENDA ITEM TITLE:

Consideration and possible action to approve Resolution No. 2026-1308 amending the Call of Election for the 2026 election cycle.

SUMMARY:

With the recent filing of the referendum petition, staff is requesting to amend the call of election approved on February 24, 2026, to amend the purpose of the general election to include Proposition 410. Although amending the call of election is not required by law, staff feels it necessary in order to keep records clear, consistent, and transparent.

PREVIOUS ACTION:

Approved Resolution No. 2026-1299 on February 24, 2026.

STAFF RECOMMENDATION:

Approve Resolution No. 2026-1308 amending the Call of Election for the 2026 election cycle.

FISCAL IMPACT?

N/A

ATTACHMENTS:

| | |
|----|---|
| 1. | RES 2026-1308 - Amended Call of Election, English (001) |
|----|---|

CALL OF ELECTION

RESOLUTION NO. 2026-1308

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, AMENDING RESOLUTION NO. 2026-1299 REGARDING DESIGNATING ELECTION DATES AND PURPOSE, VOTER REGISTRATION DEADLINES, AND THE PLACE AND LAST DATE FOR CANDIDATES TO FILE NOMINATION PAPERS.

WHEREAS, on February 24, 2026, the Mayor and Common Council of the Town of Chino Valley ("Town Council") passed and adopted Resolution No. 2026-1299 (the "Prior Resolution"), designating, among other things, the purpose of the Primary and General Elections on July 21, 2026, and November 3, 2026, respectively; and

WHEREAS, the Town Council desires to amend the Prior Resolution to include Proposition 410 in the purpose of the General Election.

BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, Arizona, as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. Section 2 of the Prior Resolution (Election Purpose) is amended to read as follows:

Election Purposes.

A. The Primary Election will be held to nominate candidates for Mayor and three Councilmember positions, whose names shall, if necessary, appear on the ballot at the General Election. Any candidates receiving a majority of all the votes cast at the Primary Election will be declared elected and will not appear on the ballot in the General Election.

B. The General Election will be held for the following purposes:

1. To elect candidates, if any, who did not receive a majority of all the votes cast at the Primary Election.

2. To submit to the qualified electors the question of whether to approve or reject Ordinance 2026-965 (Proposition 410).

SECTION 3. The Mayor, the Town Manager, the Town Clerk, and the Town Attorney are hereby authorized to take such actions and execute such documents as are necessary to carry out the purpose and intent of this resolution.

(SIGNATURES FOLLOW)

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 26th day of May 2026.

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld P.L.C.

I hereby certify that the above foregoing Resolution No. 2026-1308 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on May 26, 2026, and that quorum was present thereat and that the vote thereon was ____ ayes, ____ nays, and ____ abstentions. ____ Council members were absent or excused.

Erin N. Deskins, Town Clerk



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 5f
MEETING DATE: 5/26/2026
CONTACT PERSON: Erin Deskins, Town Clerk
ITEM TYPE: Consent/Minutes

AGENDA ITEM TITLE:

Consideration and possible action to approve the April 27, 2026, study session minutes.

STAFF RECOMMENDATION:

Approve the April 27, 2026, study session minutes.

ATTACHMENTS:

| | |
|----|---------------------------------|
| 1. | 2026 04 27 CC SS BUDGET MND wWM |
|----|---------------------------------|

**MINUTES OF THE STUDY SESSION OF THE
TOWN COUNCIL OF THE TOWN OF CHINO VALLEY
MONDAY, APRIL 27, 2026**

5:00 PM

**COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY,
ARIZONA 86323**

1. CALL TO ORDER, ROLL CALL

Mayor Armstrong called the meeting to order at 5:01 p.m.

Present: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Larry Holt, Councilmember Robert Switzer

Absent: Councilmember Sherri Phillips

Staff Present: Town Manager Terri Denemy, Executive Analyst Jessi Sorteberg, Executive Assistant Mike Coomer, Finance Director Katie Pehl, Utilities Manager Jesse Holyfield, Fleet Manager Matthew Green, Community Services Director Cyndi Thomas, Economic Development Manager Maggie Holmberg, Audio Visual Technician Nicholas Harwick, Deputy Town Clerk Sara Burchill, Town Clerk Erin N. Deskins

2. DISCUSSION ITEMS

- a. Consideration and discussion regarding the Fiscal Year 26/27 budget.

Terri Denemy, Town Manager, presented the following:

- Last budget session was productive and the points and changes discussed during the last meeting would be further discussed tonight.
- Yavapai Regional Transit (YRT) and Yavapai Plan — Regional Planning Organization (YPlan) will be presenting to address their budget requests.
- Fleet will also be presenting regarding steps they are taking to make more data-driven decisions.

Tom Stultz, YRT Director, presented the following:

- Gave an overview of YRT's current financial position including revenue, donations, and expenses. Funds have had to be pulled from the reserve account to cover some overhead but were looking to replace them with some reimbursements from ADOT.
- Explained that YRT does not charge for rides. He explained that if YRT were to charge for rides, those funds would be deducted from ADOT's reimbursement. Charging for rides would result in a loss of \$3,800 to \$4,200 per year due to administrative costs.
- The Paulden Plunge will be discontinued. YRT is asking for that \$3,000 be reallocated to YRT.

Council and Mr. Stultz discussed the following:

- Councilmember McCafferty clarified that YRT wanted \$3,000 added to their budget in lieu of the Paulden Plunge.
 - Mr. Stultz stated that is correct.

Vincent Gallegos, YPlan Executive Director, presented the following:

- Discussed the relationship between the Town and YPlan and described YPlan as an extension of the Town staff.
- Discussed the increase in YPlan's budget and redistricting which increased the Town's contribution. Discussed the percentage of the Town's budget this contribution would require.
- Gave a breakdown of each municipality's contribution amounts.
- Stated that YPlan is now directly managing YavaLine which increased YPlan's budget and how this serves local municipalities.
- Discussed federal tax dollars and how they come back to the area.
- Gave a brief overview of federal tax dollar allocation and how they have become direct investments in Chino Valley via YPlan.
- Provided a breakdown of the services the Town benefits from by contributing to YPlan including federal funding access, regional advocacy, transit connectivity, etc.
- Discussed strategic plans and project goals for the next 25 years. Further discussed specific plans for the next fiscal year that will directly impact the Town.
- Provided projections for Town contributions over the next two budget years.

Council, Mr. Gallegos, and staff discussed the following:

- Councilmember Holt inquired about the FY25 payment which Mr. Gallegos's presentation states was \$84,526.
 - Staff stated it was not paid yet and is coming to Council.
- Councilmember McCafferty clarified that, in actuality, the Town's budget was \$24 million. Regarding the RTA, he mentioned that an RTA-type organization for water may be a competing interest in the region. He inquired if the increase in contribution was to subsidize the YPlan bus operations.
 - Mr. Gallegos appreciated the heads-up regarding water.
 - The most significant factor in the jump is due to federal regulations that dictate how acquired funding is spent.
- Councilmember McCafferty inquired how viable the State Route 89 project from Road 3 North to Road 5 North is.
 - Mr. Gallegos stated that the state budget is not looking good. The organization had been averaging \$5.5 per year and the proposed project is \$40 million. State Representatives were looking at other methods to get the project done.
- Councilmember McCafferty inquired if YPlan is in a position to serve as an advocate to lessen burdens causing the Town economic downfall.
 - Mr. Gallegos stated that the Town, and other municipalities, are losing business due to a lack of communication, and very strict and hard policy on behalf of ADOT. YPlan is setting up a meeting with ADOT, Chino Valley, Prescott Valley leadership to work through the issue. They are hoping to facilitate an outcome that is beneficial to the region.

- Vice-Mayor Granillo asked for an update from Maggie Holmberg, Economic Development Manager, on the tour regarding fixing economic development hardships.
 - Staff stated they are still touring and discussing creating some sort of district along the highways so they can figure out a creative solution to help the businesses with the money it costs to put in things like turn lanes, etc. Staff stated that they were told that Chino Valley is number one on their list.
- Vice-Mayor Granillo inquired if the RTA went to the voters if the Town would still have to pay the contribution, and what the rate on an RTA typically is.
 - Mr. Gallegos stated it depends on the strategy for the region. The rate is typically 1/4 to 1/2 cent sales tax.
- Vice-Mayor Granillo inquired if \$1 Billion in 25 years would actually happen.
 - Mr. Gallegos stated that he does not anticipate an RTA carrying 100% of that \$1 billion.
- Mayor Armstrong inquired about how many staff the Town would not have to hire by contributing to YPlan and the dollar value of such.
 - Mr. Gallegos stated that all YPlan staff is available to the Town including a Planning Manager, two Planners, a Regional Grants Manager, etc. A rough dollar value would be about \$500,000.
- Mayor Armstrong inquired if there was a timeline for connecting YavaLine to YRT.
 - Mr. Gallegos stated that they are currently buying two vehicles which would help to connect Prescott and Prescott Valley. He hoped to have an improved schedule between now and August.
- Mayor Armstrong inquired if YPlan thought YRT would be able to continue not charging for rides.
 - Mr. Gallegos interpreted the mayor's question as being about stewardship of tax dollars, being efficient, and honoring the limited resources that are available and these were the goals they would hope to achieve by consolidating services. YavaLine is charging for rides. YPlan would be paying for a short-term transit plan which would cover YRT and would evaluate all the points brought up by Council.
- Mayor Armstrong stated that he spoke with Representative Bliss who reported that State Representatives would not be receiving any funding for projects.
 - Mr. Gallegos stated that he asked the State for \$400,000 for a design concept report to make the project more eligible for federal funding. They are looking at how to make small advances.
- Mayor Armstrong stated that he spoke to the new director at ADOT who seemed more amenable to changes.
- Councilmember Switzer inquired where transit fell during survey periods.
 - Staff stated they didn't know off the top of their heads.
- Further discussion ensued regarding ways to keep tax dollars in the area.

Matthew Green, Fleet Manager, presented the following:

- Reviewed the Town's RTA Fleet software to track maintenance, parts and labor applied to each vehicle.
- Discussed how staff is using the software to rotate and reassign vehicles so they receive maximum utilization over their lifetime.

Council and staff discussed the following:

- Mayor Armstrong mentioned that Yavapai County was recently getting rid of some vehicles and asked if there was anything that was of interest to the Town.
 - Staff stated there was not.

Katie Pehl, Finance Director, presented the following:

- Gave a comparison of revenue from the prior fiscal years since FY24/25 and projections for FY26/27.
- Staff offered additional options to Council regarding a personnel freeze, including a soft freeze and no freeze. Staff changed their recommendation to a soft freeze, meaning each position would be funded, but the Town Manager and Finance Director would monitor revenues and if revenue capacity allows, and they find it operationally necessary to fill those positions, they will have the ability to do so.
- Discussed the Brightstar PFAS treatment plant and recent discussions with ADEQ regarding funding.
- Gave an updated summary with recommendations and pointed out the items making the budget larger than it was last year, including the PFAS treatment plant (although the Town will only pay \$500,000 they have to show spending capacity for \$5 million), YPlan contribution, YRT contribution.
- Provided an updated net budget with recommendations.
- Reviewed next steps in the budget process with the final budget approval scheduled for June 23, 2026.

Council and staff discussed the following:

- Councilmember Switzer inquired if staff forecast a bump in TPT over the summer.
 - Staff stated that they see a bump each quarter, and the fourth quarter is usually fairly strong.
- Councilmember Holt inquired about the drop in investment earnings.
 - Staff stated those are the State's investment pool and is based on liquidity and safety over yield. They are very secure investments and the Town can draw on funds whenever they need. Due to the drop in interest rates, staff is anticipating a \$42,000 drop.
- Councilmember McCafferty inquired about the difference in cost when considering the revenue increase of 1.5%.
 - Staff estimated about 3% more in costs.
- Discussion ensued regarding the pros and cons of freezing positions and focusing funds on other areas and needing to potentially fund positions from contingency.
- Councilmember Switzer inquired if any recent testing for PFAS has been done at Bright Star and inquired if the amount could have possibly gone down.
 - Staff stated it's possible, but unlikely.
- Councilmember McCafferty inquired if the Town would take out a loan for the \$500,000 contribution to the WIFA treatment plant loan, or just pay it out of contingency.
 - Staff stated they would have to do the loan to get the grant. As it stands, they're looking at a debt service of about \$35,000 per year for a 20-year period. Paying it off at once would have to come from the Water Fund and staff would not recommend doing that.
 - Staff further discussed the current state of the water fund and creating spending capacity.

- Councilmember Switzer inquired about the difference between Chino Valley and Prescott and Prescott Valley water rates.
 - Staff stated they need to look at the Town's again as it has been three years since the last rate study.
- Councilmember Holt inquired about a timeframe on the 90/10 forgivable loan/grant.
 - Staff stated they have put in an application and the Town is on the list.
 - Staff stated Mark Holmes, Town Water Consultant, will be giving a presentation on May 12th and will give a full overview of the Brightstar PFAS Treatment plant.
- Councilmember McCafferty inquired if there were any budgeted match funding for the UTV staging area design grant that staff applied for.
 - Staff stated there is no match required. Future stages are to be determined.
- Councilmembers discussed their personal opinions regarding the transit items and whether the Town should contribute the full requested amounts or some other amount as decided by Council.
 - Further discussion ensued regarding the Town's IGA with YPlan and the contribution amounts of surrounding areas.
 - Staff recommended Council choose a fund amount for YRT and give staff direction to work on the IGA.
 - Council suggested \$20,000 for each organization.
- Councilmember McCafferty inquired about debt service payments for the EQ Basin expansion.
 - Staff stated those are the orange portions of the "Additional WIFA Loan Impact" slide.
- Councilmembers discussed statements from state agencies regarding halting development due to water restrictions.
- Councilmember McCafferty inquired how many pay periods the Town's current reserve would cover.
 - Staff stated they spend approximately \$500,000 per month.
- Councilmember McCafferty inquired if there has been any public input on the Town budget.
 - Staff stated other than the survey that went out in December, they have not received anything.
 - Councilmember Switzer stated that YavaLine would have been low on the list.
 - Staff stated they did not ask that specifically this year, but could include it in future surveys.
- Mayor Armstrong inquired if anyone had seen a redistricting plan from ADOT for Economic Development along the highway.
 - Staff stated they have not seen it yet, but discussions should begin upon completion of the tour that was mentioned previously.

3. ADJOURNMENT

Mayor Armstrong adjourned the meeting at 7:05 p.m.

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Study Session of the Town Council of the Town of Chino Valley, Arizona held on the 27th day of April, 2026. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2026.

Erin N. Deskins, Town Clerk

DRAFT



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 5g
MEETING DATE: 5/26/2026
CONTACT PERSON: Erin Deskins, Town Clerk
ITEM TYPE: Consent/Minutes

AGENDA ITEM TITLE:

Consideration and possible action to approve the April 28, 2026, regular meeting minutes.

STAFF RECOMMENDATION:

Approve the April 28, 2026, regular meeting minutes.

ATTACHMENTS:

| | |
|----|--------------------------|
| 1. | 2026 04 28 CC RG MND wWM |
|----|--------------------------|

**MINUTES OF THE REGULAR MEETING OF THE
TOWN COUNCIL OF THE TOWN OF CHINO VALLEY**

TUESDAY, APRIL 28, 2026

6:00 PM

**COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY,
ARIZONA 86323**

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL

Mayor Armstrong called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Present: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Larry Holt, Councilmember Robert Switzer

Absent:

Staff Present: Town Manager Terri Denemy, Town Attorney Andrew McGuire, Officer Dylan Wilhide (Sgt. at Arms), Executive Analyst Jessi Sorteberg, Executive Assistant Mike Coomer, Development Services Director Laurie Lineberry, Assistant Development Services Director Will Dingee, Senior Planner Jessica Barragan, Fleet Manager Matthew Green, Community Services Director Cyndi Thomas, IT Technician Sandra Santos, Audio Visual Technician Nicholas Harwick, Deputy Town Clerk Sara Burchill, Town Clerk Erin N. Deskins

2. INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

- a. Administer the Oath of Office to John Stankewicz for an appointment to fill the vacancy on the Town Council with the appointment expiring December 2026.

Erin Deskins, Town Clerk, administered the Oath of Office to John Stankewicz.

Councilmember Stankewicz joined the Council on the dais.

- b. Presentation by Central Arizona Fire and Medical Authority (CAFMA) regarding their adoption of the 2024 International Fire Code.

Daryl Tirpak, Fire Marshal, presented the following:

- Reported that this process of adopting an updated Fire Code happens every few years. This year's update included changes and additions such as electric vehicles, lithium-ion batteries, 3D printing, and CO hazards.
- Reviewed some of the significant changes that came out of this code adoption, including fire safety evacuation plans, sprinkler systems, powered devices like rental scooters, etc.
- Further reviewed locally adopted amendments such as requiring two ways in and out of local streets.
- Various codes were clarified and tailored to the nearby communities.

Council and Mr. Tirpak discussed the following:

- Councilmember Switzer inquired when the code would be adopted.
 - Mr. Tirpak stated the new code should be adopted at the Fire Board's May meeting.
- Councilmember McCafferty inquired if two ways in and out was equal to four ways of travel.
 - Mr. Tirpak stated you can look at it that way.
 - Councilmember McCafferty inquired what size development that standard would be applied to.
 - Mr. Tirpak stated it would apply to anything over 35 homes.

- c. Annual presentation and update to Town Council from the Chino Valley Equestrian Association.

Jessi Sorteberg, Executive Analyst, presented the following:

- Announced the Chino Valley Equestrian Association (CVEA).
- The Town leases 78 acres at Old Home Manor (OHM) to the Park and their lease would be up in December.

Trudy Ruth, CVEA President, and Mary Henry, CVEA Treasurer, presented the following:

- Discussed some of the events the association has held and have coming up later this year.
- Gave a list of the organization's affiliates including 4H groups, Prescott Saddle Club, LASER, Horses with Heart, etc.
- Provided an update on membership over the years. They have continued to see an increase each year.
- Discussed the organization's volunteer force.
- Gave a breakdown of 2025 events and attendance (both participants and spectators).
- Provided a list of sponsors.
- Discussed improvements made to the park over the last year.
- Briefly discussed community outreach.
- Provided an overview of the organization's financial report including income and expenses.
- Gave a list of events scheduled for the remainder of the year.
- Discussed holding Town Events at the equestrian park.
- Paetyn Powell and Jessica Daugherty with 4H, and Greg Valenti with LASER, presented letters of support for the equestrian park.

- d. Presentation of Proclamation for Economic Development Week.

Terri Denemy, Town Manager, presented the following:

- Discussed the creation of Economic Development Week by the IDEC.
- Discussed economic development and its function, what it looks like in practice, and why it's important.

Sheri Heiney, Chamber of Commerce President, and Corey Christians, Yavapai County Librarian, offered words of support and partnership in Economic Development.

Mayor Armstrong read and presented the proclamation for Economic Development Week.

3. CALL TO THE PUBLIC - Individuals requesting to speak, please complete a Speaker Comment Card and return to the Clerk.

Call to the Public is an opportunity for the public to address the Council on any issue within the jurisdiction of the Council. Public comment is at the discretion of the Council and not required by law. Individuals are limited to speak for three (3) minutes, yielding of time will not be permitted. The total time for Call to the Public may be up to 30 minutes per meeting. Council action taken as a result of public comment on items not on the agenda 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. Public comment is invited and encouraged, however, personal attacks on individuals is not appropriate. Disrespectful behavior will not be tolerated; this includes loud outbursts, profanity, and disruptive discussions among our audience.

Erin Deskins, Town Clerk, stated there were no requests to speak.

4. CURRENT EVENT SUMMARIES AND REPORTS

This item is for information only. The Mayor, any Councilmember, or Town Manager may present a brief summary or report of current events. If listed below, there may also be a presentation on information requested by the Mayor and Council and questions may be answered. No action will be taken.

- a. Status reports by Mayor and Council regarding current events.

Councilmember Holt presented the following:

- May 15th is the National Peace Officer's Memorial at the 9/11 Memorial at 10:00 a.m.

Councilmember Switzer presented the following:

- He stated he is looking forward to first town event at the Equestrian Park.

Mayor Armstrong presented the following:

- The Chino Valley Canine Training Club held their annual dog walk to support the Chino Valley Police Department K-9 Officer and raised about \$1,000, and they are looking for more donations to come in.

- b. Status report by Town Manager Terri Denemy regarding Town accomplishments, and current or upcoming projects.

Terri Denemy, Town Manager, presented the following:

- Coffee with cops on will be held on Wednesday, April 29th at 8:00 a.m. at the Chino Valley Senior Center.

- Citizens Academy applications are available. See how the Town operates on Wednesdays, May 6th — June 9th, from 5:30 to 7:30 p.m. Participants must be 18 years or older and live, own property, or run a business in Chino Valley.
- The free Touch a Truck event will be held on May 9th, from 9:00 a.m. - Noon at Community Center park.
- Community Cleanup days will be held at Old Home Manor on Friday, May 15th, and Saturday, May 16th from 9:00 a.m. to 3:00 p.m.
- Invited residents to attend the National Peace Officers Memorial Event.
- The Town Clerk is accepting write-in applications for the July 21, 2026, Primary Election. Applications must be filed by 5:00 p.m. on May 22nd.

5. CONSENT AGENDA

All those items listed below are considered to be routine and may be enacted by one motion. Any Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember John McCafferty to approve Consent Agenda items a, b, and c.

AYE: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Larry Holt, Councilmember Robert Switzer, Councilmember John Stankewicz

NAY: None

7 - 0 Passed - Unanimously

- Consideration and possible action to award FY 2026 On-Call Professional Services contracts.
- Consideration and possible action to approve the April 2, 2026, special meeting minutes.
- Consideration and possible action to approve the April 13, 2026, study session minutes.

6. ACTION ITEMS

The Council may vote to recess the public meeting and hold an Executive Session on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of discussion or consultation for legal advice with the Town Attorney. Executive sessions are not open to the public and no action may be taken in executive session.

- Public hearing, consideration, and possible action on Ordinance No. 2026-966 (ZC-2026-02) to rezone two parcels totaling approximately 3.06 acres from Commercial Light (CL) to Commercial Heavy (CH) to accommodate the continued use of an existing mobile home retail sales and storage operation.

Recommended Action: (i) Hold public hearing. (ii) Approve Ordinance No. 2026-966 for a rezoning of two parcels totaling approximately 3.06 acres from Commercial Light (CL) to

Commercial Heavy (CH) to accommodate the continued use of an existing mobile home retail sales and storage operation.

Jessica Barragan, Senior Planner, presented the following:

- Gave the location of the property, current zoning, proposed zoning, and history of the site. Approving the proposed rezone would bring the property into compliance without needing a conditional use permit.
- Presented a conceptual plan of the site to build a sales office.
- Planning & Zoning unanimously recommended approval.

There was no discussion on this matter.

Mayor Armstrong opened the public hearing.

There were no requests to speak.

Mayor Armstrong closed the public hearing.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Sherri Phillips to approve Ordinance 2026-966 to rezone two parcels totaling approximately 3.06 acres from Commercial Light to Commercial Heavy to accommodate the continued use of an existing mobile home retail sales and storage operation.

AYE: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Larry Holt, Councilmember Robert Switzer, Councilmember John Stankewicz

NAY: None

7 - 0 Passed - Unanimously

- b. Consideration and possible action to approve Resolution Number 2026-1306, authorizing the submission of a grant application to, and acceptance of grant funds from, the Fort McDowell Yavapai Nation Arizona Benefits Fund for the construction of a public safety training facility restroom.

Recommended Action: Approve Resolution Number 2026-1306, authorizing the submission of a grant application to, and acceptance of grant funds from, the Fort McDowell Yavapai Nation Arizona Benefits Fund for the construction of a public safety training facility restroom.

Jessi Sorteberg, Executive Analyst, presented the following:

- This resolution would acknowledge the application to the Fort McDowell Yavapai Nation 2026 Benefits Fund.
- Gave a brief overview of the funds available via Prop 202.
- Discussed the proposed project for a restroom facility at the police training shooting range.

There was no discussion on this item.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Robert Switzer to approve Resolution No. 2026-1306 authorizing the submission of a grant application to, and acceptance of grant funds from, the Fort McDowell Yavapai Nation Arizona Benefits Fund for the construction of a public safety training facility restroom.

AYE: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Larry Holt, Councilmember Robert Switzer, Councilmember John Stankewicz

NAY: None

7 - 0 Passed - Unanimously

7. ADJOURNMENT

MOVED by Councilmember Sherri Phillips, seconded by Councilmember Larry Holt to adjourn the meeting at 6:55 p.m.

AYE: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Larry Holt, Councilmember Robert Switzer, Councilmember John Stankewicz

NAY: None

7 - 0 Passed - Unanimously

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 28th day of April, 2026. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2026.

Erin N. Deskins, Town Clerk



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 6a
MEETING DATE: 5/26/2026
CONTACT PERSON: Will Dingee, Assistant Development Services Director
ITEM TYPE: Action Item

AGENDA ITEM TITLE:

Public hearing, consideration, and possible action on Ordinance No. 2026-968 (ZC-2026-03) for a rezone of three parcels of land totaling approximately 0.94 acres from Agricultural Residential, Minimum 5 Acres (AR-5) to Commercial Light (CL) to accommodate a future retail and fuel station.

SUMMARY:

This is a request by Maverik, Inc., on behalf of Richard J. Cold and Carolyn L. Trust, for a rezone of three parcels of land totaling approximately 0.94 acres from Agricultural Residential, Minimum 5 Acres (AR-5) to Commercial Light (CL) to accommodate a future retail and fuel station. The properties are generally located at 780 E Road 3 North, Chino Valley, Arizona. Kindly refer to the detailed project information provided to the Planning and Zoning Commission on May 5th, 2026, included in Attachment 3 - "Planning and Zoning Staff Report."

PREVIOUS ACTION:

On May 5, 2026, the Planning and Zoning Commission forwarded a recommendation of APPROVAL for ZC-2026-03. For a detailed record of the discussion and staff analysis, please refer to the attached meeting minutes (Attachment 2) and staff report (Attachment 3).

STAFF RECOMMENDATION:

- (i) Hold a Public Hearing
- (ii) Approve Ordinance No. 2026-968

FISCAL IMPACT?

N/A

ATTACHMENTS:

| | |
|----|---|
| 1. | Attachment 1 - ZC-2026-03 - ORD 2026-968 |
| 2. | Attachment 2 - ZC-2026-03 P&Z Minutes |
| 3. | Attachment 3 - ZC-2026-03 - Signed Staff Report |

When recorded, return to:

Town Clerk
Town of Chino Valley
202 N. State Route 89
Chino Valley, Arizona 86323

ORDINANCE NO. 2026-968

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, APPROVING A CHANGE OF ZONING AND AMENDMENT TO THE OFFICIAL ZONING MAP FOR APPROXIMATELY 0.94 ACRES OF REAL PROPERTY GENERALLY LOCATED AT 780 E ROAD 3 NORTH (APNs 306-14-017A, 306-14-017G, AND 306-14-018), FROM AGRICULTURAL RESIDENTIAL, MINIMUM 5 ACRES (AR-5) TO COMMERCIAL LIGHT (CL).

WHEREAS, the Mayor and Common Council of the Town of Chino Valley (the "Town Council") desires to amend the Town of Chino Valley (the "Town") Official Zoning Map for approximately 0.94 acres of real property generally located at 780 E Road 3 North (Yavapai County Assessor Parcel Nos. 306-14-017A, 306-14-017G, and 306-14-018), as described in Exhibit 1 and shown on the zoning map in Exhibit 2, both attached hereto and incorporated herein by reference, from Agricultural-Residential, Minimum 5 Acres (AR-5) to Commercial Light (CL) (the "Zoning Map Amendment"); and

WHEREAS, the Town Council has determined that this Zoning Map Amendment conforms with the Make it Chino! 2040 General Plan and any applicable specific area plan, neighborhood plan, or other plan, any overlay zoning district, and the standards and design requirements contained in the Unified Development Ordinance of the Town of Chino Valley (the "UDO"); and

WHEREAS, all required public notice was provided, and all required public meetings and hearings were held, in accordance with applicable state and local laws; and

WHEREAS, the Town's Planning and Zoning Commission recommended approval of the Zoning Map Amendment (ZC-2026-03); and

WHEREAS, in accordance with Article II, Sections 1 and 2 of the Constitution of Arizona, the Town Council has considered the individual property rights and personal liberties of the residents of the Town before adopting this ordinance; and

WHEREAS, in accordance with A.R.S. § 9-462.01, the Town Council has considered a housing impact statement that includes the information required by A.R.S. § 9-462.01(J)(1)-(3).

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Common Council of the Town of Chino Valley, Arizona, as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The Zoning Map Amendment is hereby approved, and the Official Zoning Map is hereby amended for property consisting of approximately 0.94 acres, as described in Exhibit 1 and shown on the Zoning Map in Exhibit 2, to rezone the property from AR-5 to CL,

subject to the requirements of the Chino Valley Town Code (“Town Code”), the UDO, and the following stipulations:

1. The property owner shall comply with all conditions, codes, rules, fees, and regulations applicable to this action.
2. The property owner signed a Waiver of Claims form, which was recorded with the Yavapai County Recorder’s Office prior to the public hearing and the Town Council’s final decision on this item.
3. The property owner shall dedicate right-of-way in accordance with UDO Section 5.3.2 to ensure a minimum of 40 feet of right-of-way north of the centerline for East Road 3 North.

SECTION 3. The Town Manager is authorized and directed, upon the effective date of this ordinance, to cause the Official Zoning Map to reflect the Zoning Map Amendment as applicable to the property, indicating the zoning is subject to compliance with the stipulations provided herein.

SECTION 4. If any provision of this ordinance is for any reason held by any court of competent jurisdiction to be unenforceable, such provision or portion hereof shall be deemed separate, distinct, and independent of all other provisions, and such holding shall not affect the validity of the remaining portions of this ordinance.

SECTION 5. The Mayor, the Town Manager, the Town Clerk, and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this ordinance.

(SIGNATURES FOLLOW)

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 26th day of May 2026.

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld P.L.C.

I hereby certify that the above foregoing Ordinance No. 2026-968 was duly passed by the Council of the Town of Chino Valley, Arizona, at a meeting held on May 26, 2026, and that quorum was present, and that the vote thereon was ___ ayes, ___ nays, and ___ abstentions. ___ Council members were absent or excused.

Erin N. Deskins, Town Clerk

EXHIBIT 1
TO
ORDINANCE 2026-968

[Property Description]

APN 306-14-017A

Parcel No. 1

A portion of the Southeast Quarter of Section 10, Township 16 North, Range 2 West of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, more particularly described as follows:

Commencing at the Southeast corner of Section 10, marked with a General Land Office brass capped pipe monument set 18 inches below the road surface;

Thence South 89°52'47" West along the south line, a distance of 1004.00 feet to the True Point of Beginning;

Thence North 02°33'30" East, parallel with the easterly right-of-way line of U.S. Highway 89 (basis of bearings), a distance of 153.00 feet to a 1/2 inch rebar;

Thence South 89°46'08" West, a distance of 163.00 feet to a point (per record of survey recorded in Book 11 of Land Surveys, Page 64);

Thence South 02°33'30" West, a distance of 153.00 feet to a point on the south line of Section 10;

Thence North 89°52'47" East, a distance of 163.00 feet to the True Point of Beginning.

Parcel No. 2

A portion of the Southeast Quarter of Section 10, Township 16 North, Range 2 West of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, more particularly described as follows:

Commencing at the Southeast corner of Section 10, marked with a General Land Office brass capped pipe monument set 18 inches below the road surface;

Thence South 89°52'47" West along the south line, a distance of 1004.00 feet to a point;

Thence North 02°33'30" East, parallel with the easterly right-of-way line of U.S. Highway 89 (basis of bearings), a distance of 153.00 feet to a 1/2 inch rebar at the northeast corner of property described in Book 19790 of Official Records, Page 475, being the True Point of Beginning;

Thence continuing North 02°33'30" East, a distance of 3.50 feet to a 1/2 inch rebar;

Thence South 89°46'08" West, a distance of 163.01 feet to a point (per record of survey recorded in Book 11 of Land Surveys, Page 64);

Thence South 02°33'30" West, a distance of 3.18 feet to a 1/2 inch rebar;

Thence North 89°52'47" East, a distance of 163.00 feet to the True Point of Beginning.

APN 306-14-017G

A piece of land located in Section 10, Township 16 North, Range 2 West of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, described as follows:

Beginning at a point on the south line of said Section 10, distant 1167 feet west of the southeast corner of said section, said point being the beginning of the lot herein described;

Thence North 153 feet to a point;

Thence West 100 feet parallel with the said section line;

Thence South 153 feet to a point on said section line;

Thence East 100 feet, along said line to the point of beginning.

APN 306-14-018

Parcel No. 1

A portion of the Southeast quarter of Section 10, Township 16 North, Range 2 West of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, more particularly described as follows:

Commencing at the Southeast corner of Section 10, marked with a General Land Office brass capped pipe monument set 18 inches below the road surface;

Thence South 89 Degrees 52 Minutes 47 Seconds West along the South line, a distance of 1004.00 feet to the TRUE POINT OF BEGINNING;

Thence North 02 Degrees 33 Minutes 30 Seconds East, parallel with the Easterly right-of-way line of U.S. Highway 89, (Basis of Bearings) a distance of 153.00 feet to a half inch rebar;

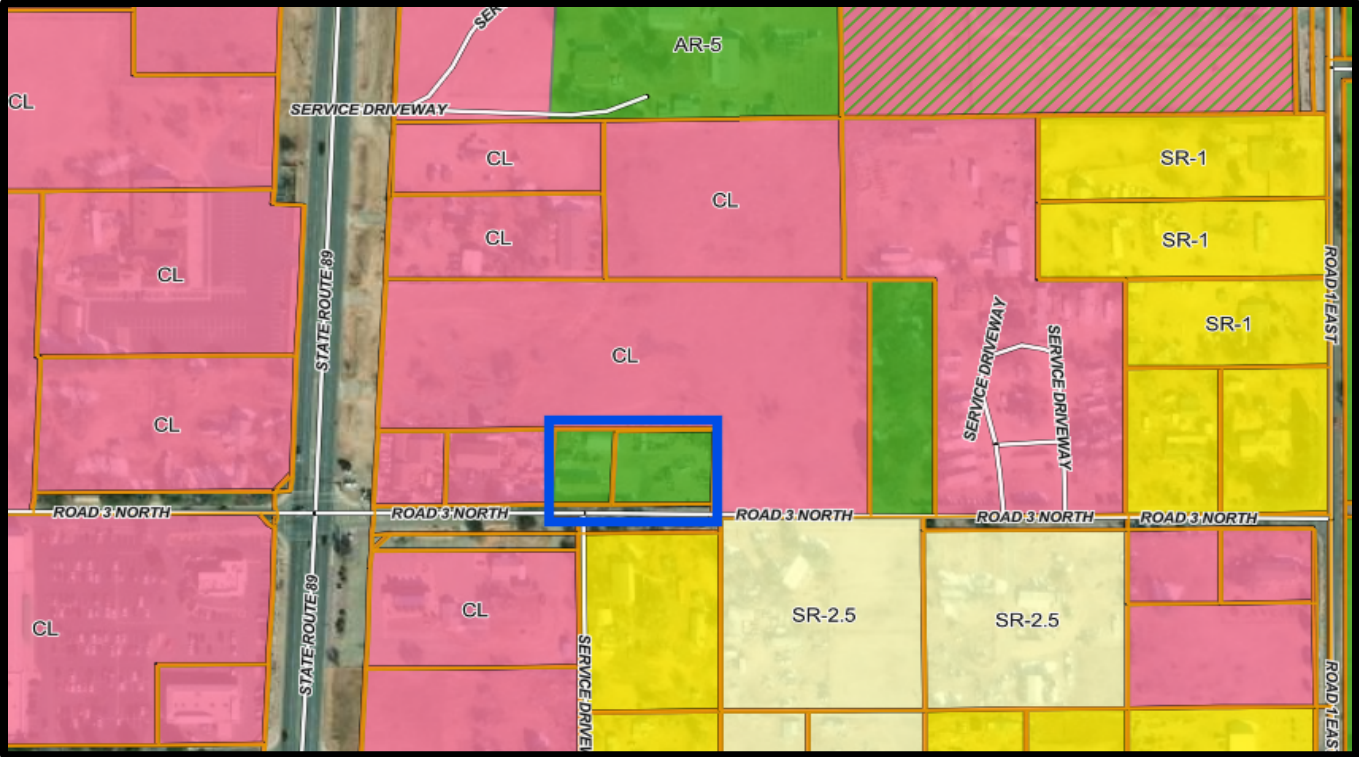
Thence South 89 Degrees 46 Minutes 08 Seconds West, a distance of 163.00 feet to a point (per Record of Survey recorded in Book 11 of Land Surveys, Page 64);

Thence South 02 Degrees 33 Minutes 30 Seconds West, a distance of 153.00 feet to a point on the South line of Section 10;

Thence North 89 Degrees 52 Minutes 47 Seconds East, a distance of 163.00 feet to the TRUE POINT OF BEGINNING.

EXHIBIT 2
TO
ORDINANCE 2026-968

[Zoning Map]



Jessica Barragan, Senior Planner, presented the staff report and shared a slide of the subject property vicinity, zoning, and compatibility with the Town's 2040 General Plan. She stated that a Neighborhood Meeting was held on April 2, 2026, with four neighbors in attendance. The staff received no concerns or opposition over the proposed rezone. She showed the proposed Site Plan and explained that the overall site would be approximately 9.7 acres. **Barragan** explained that the applicant would need to apply for a Site Plan review to move forward if the rezone was approved. She shared that the applicant was present, had nothing further to add, and was available for questions. Staff recommended holding a public hearing and that the Commission forward a recommendation of approval to the Town Council.

Merritt asked the Commission if they had any questions for staff.

Ditta asked if fuel station meant diesel fuel for RVs and large trucks.

Barragan replied that there would be an option at the rear of the property to the east for larger vehicles.

Ditta asked how traffic would enter off State Route 89.

Barragan replied that transit studies were underway which may change the site plan to conform with Arizona Department of Transportation (ADOT) standards and the Town's current engineering standards.

Pasciak added that the Site Plan showed an access point, ingress and egress, at the north end of the site. Also, on the south boundary were three access points on E Road 3 North with an existing traffic light.

Lineberry explained that the applicant submitted their requested Site Plan, which had not gone through vetting with ADOT yet. Staff anticipated ADOT requesting road widening, the Site Plan could change with comments from agencies during the Site Plan review process and will need to meet the requirements of those agencies.

Merritt asked if the approval was just for the zone change at this time, and would the Commission see the Site Plan review.

Lineberry replied that the Commission would only be approving the zone change, and staff would administratively review the Site Plan once submitted. She stated that during the Site Plan review, staff could address any concerns that the Commission wished to raise.

Meadors asked if the site would be monitored carefully for gas leaks considering what occurred at the Circle K in Town, with better measurements if gas was missing from the tanks.

Lineberry replied that monitoring did not occur until a leak was detected. She explained that a new fuel facility had the most modern and up-to-date technology with monitoring.

Pasciak stated that there were Federal requirements for underground storage tanks that would have to be complied with.

Merritt added that the plans would all need to be approved by the Town Engineer as well.

Barragan explained that the applicant's Engineer stated at the Neighborhood Meeting that they had measures in place in case of an incident.

Merritt asked the Commission if they had any questions for the applicant. There were none.

Merritt opened the meeting for public comments. There were no comments from the public.

Merritt closed the public portion of the meeting.

Motion was made by Pasciak, seconded by Meadors, to approve ZC-2026-03, as presented, subject to the staff report, and information provided during the hearing, and the conditions of approval in Attachment A. A roll-call vote was taken and the motion passed with a 7-0 vote.



TOWN OF CHINO VALLEY
Planning Commission Staff Report
 May 5, 2026
 File Number ZC-2026-03
 Rezone

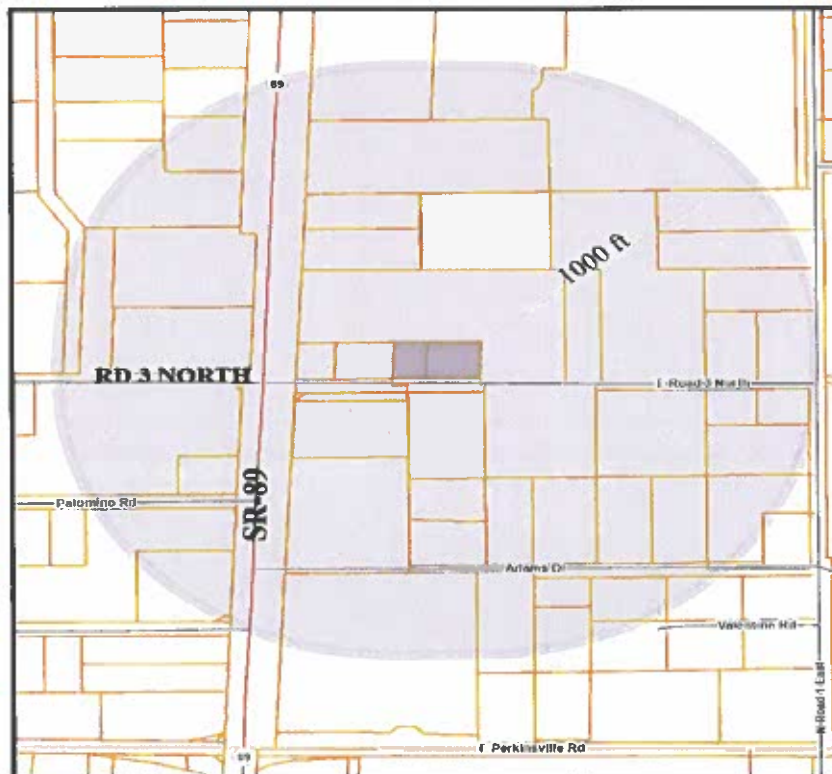
PROJECT DESCRIPTION

This is a request by Maverik, Inc, on behalf of Richard J. Cold and Carolyn L Trust, for a rezone of three parcels of land totaling approximately 0.94 acres from Agricultural Residential, Minimum 5 Acres (AR-5) to Commercial Light (CL) to accommodate a future retail and fuel station. The properties are generally located at 780 E Road 3 North, Chino Valley, Arizona.

LOCATION DATA

| | Existing Zoning | Use(s) on-site | General Plan Designation |
|-------|---|---|---|
| Site | "AR-5" – Agricultural/Residential | Single-Family Residence | "NC" – Neighborhood Commercial |
| North | "CL" Commercial Light | Vacant | "NC" – Neighborhood Commercial |
| South | "CL" Commercial Light/"SR-1" – Single Family Residential (Min 1 ac) | Chino Valley Community Church/ Single- Family Residence | "HMU" -Horizontal Multi-Use (<8 du/ac)/"RR" - Rural Residential |
| East | "CL" Commercial Light | Vacant | "NC" – Neighborhood Commercial |
| West | "CL" Commercial Light | Service Garage/Contractors Yard & Offices | "NC" – Neighborhood Commercial |

LOCATION MAP



PRIOR SITE ACTIONS: None

Land Division History - None

STAFF RECOMMENDATION: Staff recommends that the Planning and Zoning Commission forward to the Town Council a recommendation of **APPROVAL** for the Maverik Fuel Station Rezone with Conditions of Approval found in Attachment A.

SUGGESTED MOTION: Move to **APPROVE** Zone Change ZC-2026-03 as presented, subject to the staff report and information provided during this hearing, and the Conditions of Approval in Attachment A

EFFECT OF THE APPROVAL: By approving this Zone Change, the Planning and Zoning Commission is recommending approval to Town Council for the rezone of 3-parcels from AR-5 to CL, located at the 780 E Road 3 North, subject to the staff report and information provided during this hearing, and affirmatively finds that the request is in conformance with the General Plan.

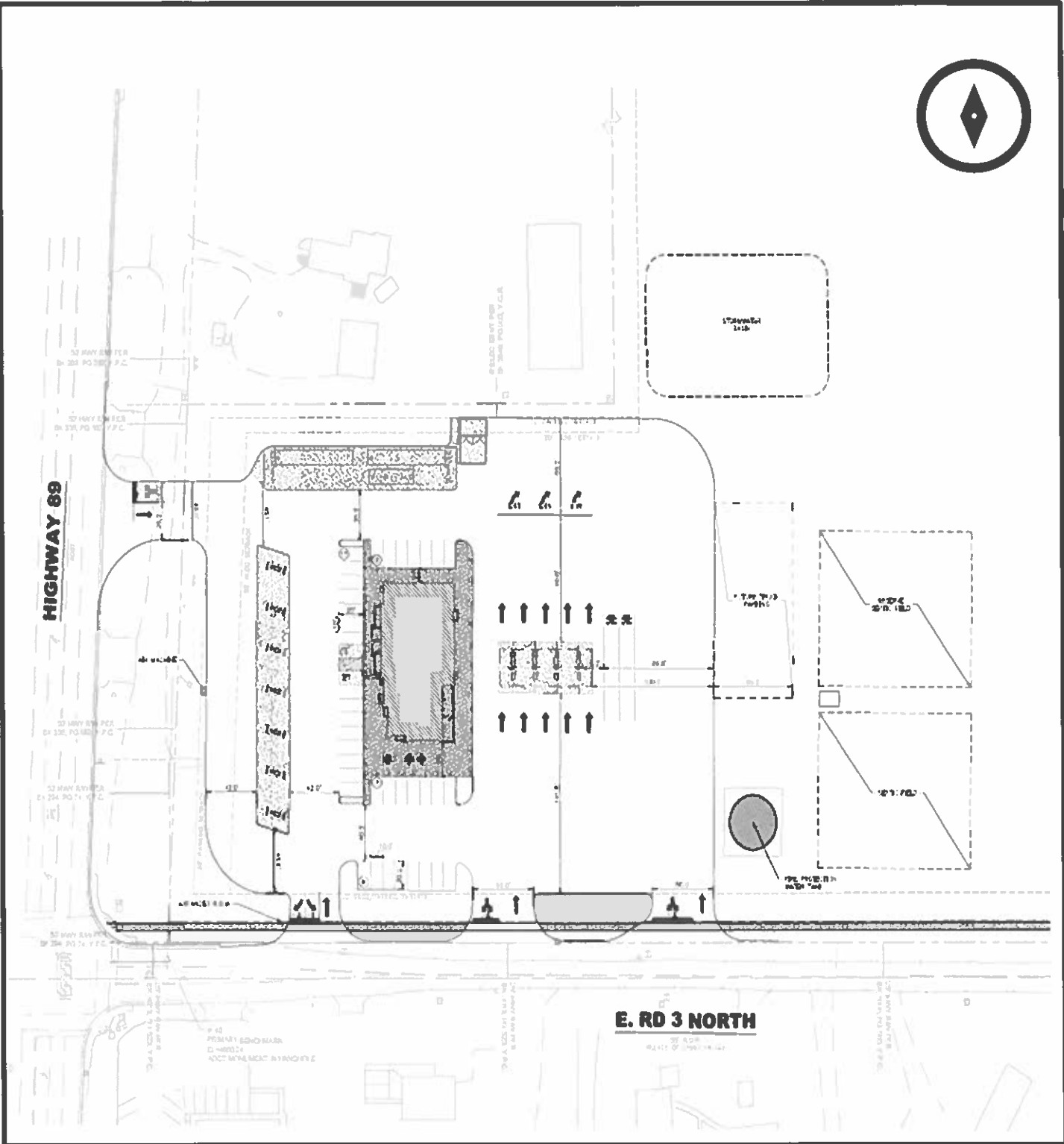
Staff Analysis:

The applicant requests rezoning of three specific parcels; 306-14-017A (0.01 acres), 306-14-017G (0.36 acres), and 306-14-018 (0.57 acres) , totaling 0.94 acres, currently zoned AR-5 to CL. This rezoning is required before lot consolidation of the overall 9.7-acre site can be processed, as the Unified Development Ordinance does not allow consolidation across different zoning districts. Lot consolidation is necessary to create a single, developable parcel for the proposed Maverik convenience store and fuel station.

The conceptual site plan submitted with this application illustrates the general development footprint and is provided solely for the purposes of this rezoning request. Once the rezone is approved, the Maverik representative shall submit all required items for a Site Plan review.



Proposed Site Layout Submitted by The Applicant at Point of Submittal



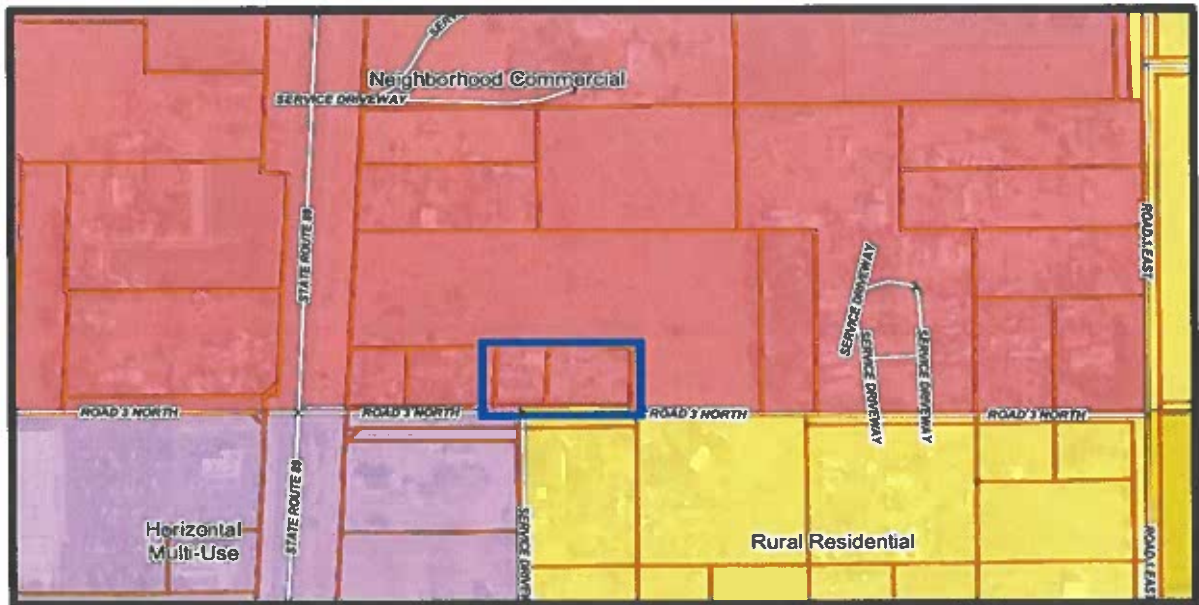
Zoning

Section 3.15 of the Unified Development Ordinance list “Gasoline service stations” as a Permitted Use in the CL zone. The applicants requested CL zoning is consistent with the immediately adjacent parcels to the north, east, and west.



General Plan

The 2040 General Plan designates the subject property Neighborhood Commercial (NC). This designation envisions low to moderate intensity commercial uses, including fueling stations, along major corridors such as SR 89. The requested rezoning to Commercial Light (CL) is consistent with the NC land use designation and supports the General Plan’s vision for orderly commercial development in this area.



PUBLIC COMMENTS RECEIVED: None

EXTERNAL AGENCY COMMENTS: See Attachment B

NEIGHBORHOOD MEETING COMMENTS: See Attachment C

**PROPOSED CONDITIONS DELIVERED (4/15/2026)
TO APPLICANT ON:**

- Applicant agreed with all of the conditions of approval on (4/21/2026)
- Applicant did not agree with the following conditions of approval: (See Attachment A)
- If the Planner is unable to make contact with the applicant – describe the situation and attempts to contact.

ATTACHMENTS:

| A | B | C | D | E |
|------------------------|--------------------------|-------------------------------|----------------------|----------------|
| Conditions of Approval | External Agency Comments | Neighborhood Meeting Comments | Site Plan & Exhibits | Staff Research |

PREPARED BY:

DATE:

JESSICA BARRAGAN, SENIOR PLANNER
JBARRAGAN@CHINOAZ.NET
928-636-3473

4/15/2026

APPROVED BY:

LAURIE LINEBERRY, AICP
DEVELOPMENT SERVICES DIRECTOR

**ATTACHMENT A
CONDITIONS OF APPROVAL**

The following conditions have been found to have a reasonable nexus and are roughly proportionate to the impact of the proposed rezone for the site:

Development Services Comments: Laurie Lineberry, Director, 928-636-3471

1. The Applicant shall comply with all conditions listed below, along with all applicable State, County, and Town codes, rules, fees, and regulations that are applicable to this action.
2. The Applicant shall sign a Waiver of Claims form, which the Town will provide and record with the Yavapai County Recorder's Office, prior to the public hearing and final decision of this item by the Town Council.

Public Works/Engineering: Stephen Sullivan, Town Engineer, 928-636-3401

3. The developer shall dedicate right-of-way in accordance with UDO Section 5.3.2 to ensure a minimum of 40 feet of right-of-way north of the centerline for East Road 3 North.

Any questions or comments regarding the Conditions of Approval as stated above should be directed to the staff member who provided the comment. Name and phone numbers are provided.

ATTACHMENT B
EXTERNAL AGENCY COMMENTS

| | | | | | |
|---------|---------|-------|---------------|--------|---------------------------------------|
| DATE: | 4/13/26 | NAME: | RICHARD PEREZ | TITLE: | NORTHWEST DISTRICT PERMITS SUPERVISOR |
| AGENCY: | ADOT | | | EMAIL: | NORTHWESTPERMIT@AZDOT.GOV |

ADOT has no objections with the planning and zoning but for all developments affecting state highways, ADOT will require the applicant to go through the ADOT Development Process. Please reach out to Northwestpermit@azdot.gov to schedule a pre-application meeting to begin the development process.

ADOT's comments may not be all inclusive. ADOT reserves the right to comment further when Parcel #306-14-017A/G and 306-14-018 develops. The applicant shall submit a TGP 240-A to determine if any traffic analysis is necessary. I am also providing a link to ADOT's Traffic Engineering Guidelines and Processes (TEGP), Section 240. [Traffic Engineering Guidelines and Processes \(TGP\)](#) The preparer of the traffic study shall contact the appropriate ADOT Regional Traffic Engineer to discuss the scope of the analysis, methodology, and level of detail required for the specific project prior to beginning the analysis. See Exhibit 240-A, Traffic Impact Analysis Pre-Submittal Form, to be used to compile information for the analysis.

ADOT respectfully request that the Town of Chino Valley Development Services keep ADOT included in all reviews and any other future meetings moving forward with this development.

ADOT's comments may not be all inclusive. ADOT reserves the right to comment further when the Maverik Fuel Station development moves forward and to comment on any other future meetings regarding the above mentioned development. Please contact the Northwest District Permits department if you have any questions or concerns.

ATTACHMENT B
EXTERNAL AGENCY COMMENTS

| | | | | | |
|---|------------------|-------|-------------|--------|---------------|
| DATE: | 4/18/2023 | NAME: | MARK HOLMES | TITLE: | WATER ADVISOR |
| AGENCY: | MARK HOLMES, LLC | | | PHONE | 928-277-5253 |
| <p>Mark Holmes Consulting mark.holmes.llc@gmail.com</p> <p>1) The owner shall provide a plan for the site that will ensure fuels and other hazardous materials will be contained on site via appurtenances based on industry best management practices and engineering. Also, the plan will detail spill clean up procedures and monitoring of infrastructure and procedures that ensure soil and groundwater contamination is protected. Also, plans should address emergency and other contingencies in best management plans and practices regarding releases and or other emergencies and contingency plans.</p> <p>2) The applicant mentioned the possibility of multiple wells in the vicinity and any wells not in use and abandoned shall be abandoned in a manner (ADWR abandonment of wells procedures outlined within the WQARF of other abandonment procedures) that will prevent a conduit of hazardous materials entering the soils or groundwater system including stormwater carrying spills from the site. Septic system(s) will require a setback of 100 feet from all water wells and water appurtenances and will require a permit issue by Yavapai County Environmental Services.</p> <p>See attachment in portal and below are links for Maverick and should not be considered all inclusive.</p> <p>P2 Toolkit ADEQ</p> <p>Permit(s) needed for a Gasoline Station ADEQ</p> | | | | | |

| | | | | | |
|---|--------------------------------------|-------|-----------------|--------|----------------|
| DATE: | 04/01/2026 | NAME: | CINDY J DANIELS | TITLE: | SUPERINTENDENT |
| AGENCY: | Chino Valley Unified School District | | | PHONE | 928-442-5408 |
| <p>No Concerns Expressed over the rezone. Below find comments from conceptual plan review. CVUSD will not be directly impacted by this project. However, we do have bus routes that heavily rely the traffic light at that intersection and this project, so close to the intersection will create a significant amount of congestion.</p> <p style="text-align: center;">Please coordinate with this agency regarding this project.</p> | | | | | |

ATTACHMENT B
EXTERNAL AGENCY COMMENTS

| | | | | | |
|---------|---|-------|--------------|--------------|--------------------|
| DATE: | 4/18/2023 | NAME: | KEVIN O'NEIL | TITLE: | FIRE INSPECTOR III |
| AGENCY: | CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY(CAFMA) | | PHONE | 928-277-5253 | |

No Concerns Expressed over the rezone. Below find comments from conceptual plan review.
Please refer to the Central Arizona Fire and Medical Authority (CAFMA) fire comments below.

1. Provide fire extinguishers in accordance with 2018 IFC Section 906.
2. Knox Company e-core key box, locking FDC cps, pad locks, and key switch for automatic gates are required for access in to building. Knox products can be purchased at: www.knoxbox.com. (2018 IFC Section 506)
3. New and existing buildings shall have approved address numbers, building numbers or building identification placed in a position that is high on the corner of the structure, plainly legible and visible from any street(s) or road(s) fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 6 inches high with a minimum stroke width of 0.5 inch. Address numbers should be proportionate to building size and larger numbers may be required by the fire code official to facilitate emergency response.
4. An approved water supply capable of supplying the required fire flow for fire protection shall be provided. This requirement shall be met by fire hydrants, fire sprinkler system or water tanks in accordance with NFPA 1142 where municipal water supply is not available. (2018 IFC Chapter 5, Appendix B and Appendix C)
5. An automatic fire sprinkler system is required. It shall be designed, installed, and tested in accordance with the 2018 IFC with local amendments and the NFPA Standards referenced by the 2018 IFC.
6. Automatic sprinkler systems having more than twenty sprinklers shall be supervised in an approved manner for water flow and against tampering (2016 NFPA 13 Section 7.3.2.4)
7. Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 feet (122 m) from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official. (2018 IFC Section 507.5.1)
8. Fire hydrants shall be installed per fire flow and spacing requirements specified for the type of development and in accordance with Table C102.1 unless otherwise modified by the Fire Code Official or designee (2018 IFC Appendix C)
9. Where fire hydrants are subject to impact by a motor vehicle, guard post or other approved means shall comply with section 312 of the IFC. (2018 IFC Section 507.5.6)
10. Private fire hydrants shall be installed and maintained according to the International Fire Code (IFC), National Fire Protection Association Standard (NFPA) 24, and the local water authority having jurisdiction.
11. A Type I hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors (2108 IFC Section 607.2)
12. Commercial cooking system shall comply with 2018 IFC Section 904.12
13. Insulated liquid carbon dioxide systems used in beverage dispensing applications shall comply with 2018 IFC Section 5307

Note, additional comments will arise based on additional information provided. For any questions or clarification, please contact me using the information below.

See our website at cazfire.org for permit and fee details. Any required fire sprinkler, fire alarm, kitchen/industrial fire protection system, gas detection system and/or LPG/above grade fuel tank plans shall be a deferred submittal to CAFMA.

ATTACHMENT B
EXTERNAL AGENCY COMMENTS

| | | | | | |
|---------|---------------------------------------|-------|-----------|--------|---------------|
| DATE: | 4/1/2026 | NAME: | MAX KAMEN | TITLE: | WATER ADVISOR |
| AGENCY: | YAVAPAI COUNTY – ENVIRONMENTAL HEALTH | | | PHONE | 928-442-5408 |

No Concerns Expressed over the rezone. Below find comments from conceptual plan review.

It appears that an Onsite Wastewater System (septic system) is going to be utilized for this facility.

- Please follow the Arizona Administrative Code (AAC) Title 18, Chapter 9, for all Rules and Regulations for On-Site Wastewater Systems.
- A Site Investigation will be required for each individual wastewater system. **AAC R18-9-A310(B)** Site investigation. An applicant shall ensure that an investigator qualified under subsection (H) conducts a site investigation consisting of a surface characterization under subsection (C) and a subsurface characterization under subsection (D). The applicant shall submit the results in a format prescribed by the Department.
- Need to confirm the design flow. Please supply a Letter of Intent that shows the calculations for the design flow. The design flow is based on the type of use not the number of water using fixture units. See Attached Table 1 Unit Design Flows for calculating the Design Flow required.
- The wastewater flowing into the septic tank needs to meet the definition of typical sewage. **AAC R18-9-A101(49)** "Typical sewage" means sewage conveyed to an on-site wastewater treatment facility in which the total suspended solids (TSS) content does not exceed 430 mg/l, the five-day biochemical oxygen demand (BOD5) does not exceed 380 mg/l, the total nitrogen does not exceed 53 mg/l, and the content of oil and grease does not exceed 75 mg/l.
- This appears to be a system over 3000 Gallon per Day (GPD). Follow all the regulations in **AAC R18-9-E323**. An Arizona-registered professional engineer will be required for design documents and the performance assurance plan.
- It appears that there is an existing septic system on the parcel. From the meeting, it sounds like it will be abandoned. **AAC R18-9-A306(A)(4)** If the discharge is from an on-site wastewater treatment facility authorized under a Type 1.09 or 4.02 through 4.22 General Permit, the permittee shall comply with the closure requirements in R18-9-A309(D).

Please coordinate with this agency regarding this project.

ATTACHMENT B
EXTERNAL AGENCY COMMENTS

| | | | | | |
|----------------|--------------------------|--------------|--------------|---------------|----------------|
| DATE: | 04/01/2026 | NAME: | Amanda Hardt | TITLE: | SUPERINTENDENT |
| AGENCY: | YPlan – (Formally CYMPO) | | | PHONE: | 928-442-5737 |

No Concerns Expressed over the rezone. Below find comments from conceptual plan review.

Yavapai Plan staff reviewed the project narrative, concept materials, site plan, and ADOT Northwest District permit comments and attended the pre-application meeting to provide transportation-related input. The following recommendations are offered to support long-term mobility, safety, and infrastructure readiness while recognizing the project's commercial objectives.

1). Recommendation: Pedestrian Safety & Sidewalk Enhancements be incorporated into the site design, particularly along frontage and primary access points. Yavapai Plan acknowledges and supports ADOT's comments requiring traffic and drainage analyses with continued coordination due to the project's proximity to SR-89. Findings from these analyses may result in adjustments to recommended transportation or site design considerations.

- Gas station and convenience store sites generate frequent turning movements that increase pedestrian-vehicle conflict.
- Sidewalk continuity supports safe access for customers, employees, nearby residents, and students.
- Limit/relocate site driveways to avoid conflict with school bus turns and queues.

2). Recommendation: Electric Vehicle (EV) Charging Infrastructure or EV-ready design into the project, either at initial construction or through future-ready provisions.

Shared Benefit:

- Benefit to the Town of Chino Valley
 - Supports evolving transportation trends and statewide EV adoption.
 - Positions the Town competitively for future economic development and tourism.
 - Reduces future retrofit impacts on the roadway and site.
- Benefit to Maverik
 - Aligns with Maverik's role as a modern fueling and travel-support facility.
 - Attracts longer-dwell customers who are more likely to make in-store purchases.
 - Provides flexibility as vehicle fleets and consumer demand shift over time.

Potential Funding and Grant Opportunities:

- Federal Alternative Fuel Infrastructure Tax Credit (30C)
 - Provides tax credits for EV charging equipment in eligible census tracts.
- Arizona Electric Utility Make-Ready Programs
 - APS and other utilities periodically offer incentives for EV infrastructure.
- Federal Discretionary Programs (as applicable)
 - FHWA Carbon Reduction Program (CRP)
 - State or regional clean transportation initiatives as they become available.

3). Stormwater Management and Drainage Considerations, the applicant should consider enhanced stormwater management practices that complement required drainage standards and support long-term infrastructure protection.

- Fueling and high-traffic commercial sites can generate runoff with increased pollutant potential.
- Proactive stormwater treatment reduces downstream impacts and long-term maintenance obligations.
- Enhanced stormwater practices can improve coordination with state and local drainage requirements, particularly given the site's proximity to a state highway.

Potential Stormwater Strategies (as feasible)

- Incorporation of low-impact development (LID) techniques such as bioswales, vegetated drainage areas, or landscaped retention basins.
- Design of stormwater facilities that provide both functional drainage and visual enhancement.
- Treatment of runoff prior to discharge to reduce sediment and pollutant loading.
- Coordination of drainage design with pedestrian facilities to prevent ponding at sidewalks, crossings, and building entrances.

These recommendations are intended to enhance the project's long-term compatibility with Chino Valley's transportation system while providing operational and economic benefits to the applicant. Incorporating EV-ready infrastructure, pedestrian safety measures, and stormwater management solutions at the rezone and concept stage allows flexibility, reduces future costs, and supports shared community goals.

Please coordinate with this agency regarding this project.

**ATTACHMENT D
SITE PLAN AND EXHIBITS**

DATE MEETING HELD: APRIL 2, 2026

LOCATION: 780 E Road 3 North

ATTENDEES:

APPLICANT/DEVELOPER: DAVID SOLTYSIK, APPLICANTS AGENT AND BRIAN HARELEZ, REAL ESTATE AGENT

TOWN STAFF: JESSICA BARRAGAN, SENIOR PLANNER.

NUMBER NEIGHBORS IN ATTENDANCE – 4 ATTENDEES; MR. AND MRS. HANES, MR. BECK AND MS. REANDES

ALL ATTENDEES EXPRESSED GENERAL SUPPORT FOR THE REZONE AND WERE PLEASED THAT THE SITE WILL BE CLEANED UP.

SUMMARY OF ATTENDEE(S)' COMMENTS RELATED TO THE PROJECT:

- QUESTIONS ABOUT WHERE THE PROJECT WILL CONNECT TO TOWN WATER AND SEWER SYSTEMS OR USE INDIVIDUAL WELLS AND SEPTIC.
- CONCERNS REGARDING WATER QUALITY, FUEL SPILL PREVENTION, MITIGATION, AND CONTAINMENT MEASURES (REFERENCING A RECENT LARGE FUEL SPILL).
- CONCERNS OVER INCREASED TRAFFIC AND IMPACTS TO THE ROAD QUALITY, INCLUDING THE NEED FOR PAVING.
- DESIRE FOR WATER-EFFICIENT LANDSCAPING TO MAKE THE CORNER MORE ATTRACTIVE.
- CONCERNS REGARDING LIGHTING AND THE IMPLEMENTATION OF DARK SKY FRIENDLY MEASURES.

**ATTACHMENT E
STAFF RESEARCH**



STAFF RESEARCH – MAVRIK FUEL STATION

CASE #: ZC-2026-03

CASE PLANNER: JESSICA BARRAGAN

PROJECT NARRATIVE: This is a request by Maverik, Inc, on behalf of Richard J. Cold and Carolyn L Trust, for a rezone of three parcels of land totaling approximately 0.94 acres from Agricultural Residential, Minimum 5 Acres (AR-5) to Commercial Light (CL) to accommodate a future retail and fuel station. The properties are generally located at 780 E Road North, Chino Valley, Arizona.

I. PROJECT DATA

| | | | | | |
|--|--|---|----|-------------------------------------|--|
| Project Location: | 780 E Road 3 North - Northeast corner of N State Route 89 and E Road 3 North, Chino Valley, Arizona | | | | |
| Parcel Number(s): | 306-14-017A, 306-14-017G and 306-14-018 | | | | |
| Parcel Size(s): | 306-14-017A (0.01 acres / 436 SF), 306-14-017G (0.36 acres / 15,682 SF), 306-14-018 (0.57 acres / 24,829 SF) | | | | |
| Total Acreage: | (0.94 acres collectively to be rezoned/ 40,947 SF) | | | | |
| Proposed Dwelling Units: | 0 | | | | |
| Address: | 780 E Road North | | | | |
| Applicant: | Maverik, Inc. (Kum & Go, L.C.) on behalf of Cold Richard J & Carolyn L Declaration of Trust | | | | |
| Applicant's Agent: | Ryan Halder (Agent) | | | | |
| Conforms to G.P. Land Use Conformity Matrix: | Yes | | No | X | Rezoning for overall site conformity |
| Zoning Overlay | PAD | N/A | | | |
| Within ½ Mile of SR89? | Yes | X | No | | If yes, Property is restricted – site-built only |
| | Existing Zoning | Use(s) on-site | | | General Plan Designation |
| Site | "AR-5" – Agricultural/Residential | Single-Family Residence | | | "NC" – Neighborhood Commercial |
| North | "CL" Commercial Light | Vacant | | | "NC" – Neighborhood Commercial |
| South | "CL" Commercial Light/"SR-1" – Single Family Residential (Min 1 ac) | Chino Valley Community Church/ Single- Family Residence | | | "HMU" -Horizontal Multi-Use (<+8 du/ac)/"RR" - Rural Residential |
| East | "CL" Commercial Light | Vacant | | | "NC" – Neighborhood Commercial |
| West | "CL" Commercial Light | Service Garage/Contractors Yard & Offices | | | "NC" – Neighborhood Commercial |
| Prior Cases or Related Actions: | PA-2026-05 | | | | |
| Type | | | | Cases, Actions or Agreements | |
| Pre-Annexation Agreement | Yes | No | X | N/A | |
| Annexation | Yes | X | No | September 21, 1970 - Original Town | |

| | | | | | |
|-------------------------|-----|---|----|-----|---|
| General Plan Amendment | Yes | | No | X | N/A |
| Development Agreement | Yes | | No | X | N/A |
| Rezone | Yes | x | No | X | Current Request ZC-2026-03 |
| Subdivision | Yes | | No | X | N/A |
| Conditional Use Permit | Yes | | No | X | N/A |
| Pre-Application Meeting | Yes | X | No | | PA-2026-05 |
| Enforcement Actions | Yes | x | No | | File: 25-000460 (Last Inspection 3/3/26 by FS) |
| Land Division Status: | Yes | x | No | | Overall Site Parcels (for consolidation contingent upon rezone): 306-14-019D, 306-14-019E, 306-14-011F, 306-14-017F, 306-14-017A, 306-14-017G, 306-14-018 (combined 9.53 acres / 415,069 SF per ALTA/NSPS Survey) |
| Irrigation District: | | | | N/A | |

II. TOWN OF CHINO VALLEY GENERAL PLAN

| | | | | | |
|--|--|------------------------|----------------|--------------|-----------------|
| Land Use Element: | | | | | |
| Land Use Designation: | "NC" – Neighborhood Commercial | | | | |
| Is Project larger than 25 AC or 50 d.u.? | L.U. Policy 2.1 | N/A | PRN Policy 2.8 | N/A | |
| Issues: | None | | | | |
| Circulation Element: | | | | | |
| Road Classification | State Highway & Local | Existing Row | Y | Required Row | Y |
| Issues: | Coordinate with Engineering & ADOT for exact additional required ROW along SR-89 and E Rd 3 North. | | | | |
| Parks, Recreation, and Natural Resources Element: | | | | | |
| Closest Park: | Community Center Park | | | | |
| Within 1 mile of the Peavine Trail? | No | | | | |
| Flooding? | FEMA Flood Plain Designation | N/A | Town Flood Map | N/A | |
| Issues: | No | | | | |
| Community Services and Facilities Element: | | | | | |
| Water Source: | Town | Well | x | Prescott | Private System: |
| Sewer: | Town | Septic | x | | |
| Issues: | None | | | | |
| Economic Development Element: | | | | | |
| SR-89 Corridor? | Yes | Enhancement: Goal ED-6 | Yes | | |
| Old Home Manor? | No | Goal ED-2 | N/A | | |
| Issues: | None | | | | |

NOTIFICATION

- Legal Ad Published: (04/07/2026)
- (1000') Vicinity Mailing: (03/16/2026)
- Reviewing Agencies Noticed: (03/16/2026)
- Neighborhood Meeting: (04/02/2026)
- Hearing Dates: (PZ on 05/05/2026) & (TC on 05/26/2026)
- Comments Due: (04/06/2026)

| <i>External List (Comments)</i> | Response Received | Date Received | "No Comment" | Written Comments | Comments Attached |
|---|--------------------------|----------------------|------------------------|---------------------------|--------------------------|
| Colleen Boge – APS | X | 3/23/26 | X | | |
| Richard Perez - A.D.O.T. | X | 4/14/26 | | X | X |
| Ralph Baker – C.V.I.D. | X | 3/23/26 | X | | |
| Kevin O’Neil - CAFMA | X | 4/1/26 | X | X | X |
| Max Kamen – YC ENV | X | 3/23/26 | | X | X |
| Monica Kriner – YC Health | X | 3/23/26 | X | | |
| Lauren Hildebrand – ADEQ | X | 3/23/26 | x | | |
| SparkLight Cable | | | | | |
| LUMEN (Previously Centurylink) | | | | | |
| <i>External List (Comments)</i> | Response Received | Date Received | "No Comment" | Written Comments | Comments Attached |
| Unisource Gas | X | 3/23/26 | | | |
| CVUSD | X | 3/23/26 | | X | X |
| United States Postal Service | X | 3/23/26 | X | | |
| Mark Holmes – Water Advisor | X | 3/23/26 | | X | X |
| Amanda Hardt - Yplan | X | 4/1/26 | | X | X |
| | | | | | |
| <i>Town of Chino Valley Internal List (Conditions)</i> | Response Received | Date Received | "No Conditions" | Written Conditions | Comments Attached |
| Jessica Barragan – Senior Planner – Development Services | X | 4/13/26 | | X | X |
| Will Dingee – Assistant Director – Development Services | X | 3/23/26 | X | | |
| Laurie Lineberry – Director – Development Services | X | 4/13/26 | | X | X |
| Steve Sullivan – Town Engineer – Public Works | X | 4/14/26 | | X | X |
| Dan Trout – Chief Building Official – Development Services | X | 3/23/26 | X | | |
| Glenn Dally – Code Enforcement – Development Services | X | 3/23/26 | X | | |
| Josh McIntire – Chief of Police - Police | X | 3/23/26 | X | | |



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 6b
MEETING DATE: 5/26/2026
CONTACT PERSON: Will Dingee, Assistant Development Services Director
ITEM TYPE: Action Item

AGENDA ITEM TITLE:

Public hearing, consideration, and possible action on Ordinance No. 2026-967 (ZC-2026-01) to rezone 4.97 acres from Agricultural Residential, Minimum 5 Acres (AR-5) to Single Family Residential, Minimum 1 Acre (SR-1) for a lot split.

SUMMARY:

This is a request by Richard Brussat and Roseanna R. Boyce for a rezone of approximately 4.97 acres of land from Agricultural Residential, Minimum 5 Acres (AR-5) to Single-Family Residential, Minimum 1 Acre (SR-1) for a lot split. The property is located at 629 North Road 1 East, Chino Valley, Arizona. Kindly refer to the detailed project information provided to the Planning and Zoning Commission on May 5th, included in Attachment 3 - "Planning and Zoning Staff Report."

PREVIOUS ACTION:

On May 5th, 2026, the Planning and Zoning Commission forwarded a recommendation of APPROVAL for ZC-2026-01. For a detailed record of the discussion, please refer to the attached meeting minutes (Attachment 2) and the Staff Report (Attachment 3).

STAFF RECOMMENDATION:

- (i) Hold a Public Hearing
- (ii) Approve Ordinance No. 2026-967

FISCAL IMPACT?

N/A

ATTACHMENTS:

| | |
|----|---|
| 1. | Attachment 1 - ZC-2026-01 - ORD 2026-967 |
| 2. | Attachment 2 - ZC-2026-01 P&Z Minutes |
| 3. | Attachment 3 - ZC-2026-01- Signed Staff Report - REDACTED |

When recorded, return to:

Town Clerk
Town of Chino Valley
202 N. State Route 89
Chino Valley, Arizona 86323

ORDINANCE NO. 2026-967

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, APPROVING A CHANGE OF ZONING AND AMENDMENT TO THE OFFICIAL ZONING MAP FOR APPROXIMATELY 4.97 ACRES OF LAND LOCATED AT 3280 N STATE ROUTE 89 (APN 306-24-003G) FROM AGRICULTURAL RESIDENTIAL, MINIMUM 5 ACRES (AR-5) TO SINGLE-FAMILY RESIDENTIAL, MINIMUM 1 ACRE (SR-1).

WHEREAS, the Mayor and Common Council of the Town of Chino Valley (the "Town Council") desires to amend the Town of Chino Valley (the "Town") Official Zoning Map for approximately 4.97 acres of real property (Yavapai County Assessor Parcel No. 306-24-003G) located at 3280 N State Route 89, as described in Exhibit 1 and shown on the zoning map in Exhibit 2, both attached hereto and incorporated herein by reference, from Agricultural-Residential, Minimum 5 Acres (AR-5) to Single-Family Residential, Minimum 1 Acre (SR-1) (the "Zoning Map Amendment"); and

WHEREAS, the Town Council has determined that this Zoning Map Amendment conforms with the Make it Chino! 2040 General Plan and any applicable specific area plan, neighborhood plan, or other plan, any overlay zoning district, and the standards and design requirements contained in the Unified Development Ordinance of the Town of Chino Valley (the "UDO"); and

WHEREAS, all required public notice was provided, and all required public meetings and hearings were held, in accordance with applicable state and local laws; and

WHEREAS, the Town's Planning and Zoning Commission recommended approval of the Zoning Map Amendment (ZC-2026-01); and

WHEREAS, in accordance with Article II, Sections 1 and 2 of the Constitution of Arizona, the Town Council has considered the individual property rights and personal liberties of the residents of the Town before adopting this ordinance; and

WHEREAS, in accordance with A.R.S. § 9-462.01, the Town Council has considered a housing impact statement that includes the information required by A.R.S. § 9-462.01(J)(1)-(3).

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Common Council of the Town of Chino Valley, Arizona, as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The Zoning Map Amendment is hereby approved, and the Official Zoning Map is hereby amended for property consisting of approximately 4.97 acres, as described in Exhibit 1 and shown on the Zoning Map in Exhibit 2, to rezone the property from AR-5 to SR-1,

subject to the requirements of the Chino Valley Town Code (“Town Code”), the UDO, and the following stipulations:

1. The property owner shall comply with all conditions, codes, rules, fees, and regulations applicable to this action.
2. The property owner signed a Waiver of Claims form, which was recorded with the Yavapai County Recorder’s Office prior to the public hearing and the Town Council’s final decision on this item.
3. Approval and map recordation of the property owner’s proposed lot split are contingent upon approval of the property’s rezoning classification.
4. The Town has an 8” water main at the north-east corner of the property in Peppertree Pl. Connection by the easterly resultant lot is required.
5. An ingress, egress, and public utility easement over the east 25’ of the property is required.
6. The Town of Chino Valley Area Drainage Master Study indicates that the property is subject to flooding. For new construction in the sheet flow, a grading and drainage plan prepared by an Arizona-registered civil engineer is required.

SECTION 3. The Town Manager is authorized and directed, upon the effective date of this ordinance, to cause the Official Zoning Map to reflect the Zoning Map Amendment as applicable to the property, indicating the zoning is subject to compliance with the stipulations provided herein.

SECTION 4. If any provision of this ordinance is for any reason held by any court of competent jurisdiction to be unenforceable, such provision or portion hereof shall be deemed separate, distinct, and independent of all other provisions, and such holding shall not affect the validity of the remaining portions of this ordinance.

SECTION 5. The Mayor, the Town Manager, the Town Clerk, and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this ordinance.

(SIGNATURES FOLLOW)

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 26th day of May 2026.

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld P.L.C.

I hereby certify that the above foregoing Ordinance No. 2026-967 was duly passed by the Council of the Town of Chino Valley, Arizona, at a meeting held on May 26, 2026, and that quorum was present, and that the vote thereon was ___ ayes, ___ nays, and ___ abstentions. ___ Council members were absent or excused.

Erin N. Deskins, Town Clerk

EXHIBIT 1
TO
ORDINANCE 2026-967

[Property Description]

All that portion of the Northwest quarter of Section 23, Township 16 North, Range 2 West, of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, described as follows:

COMMENCING at the Northwest corner of Section 23, being a brass monument;

Thence South 00 degrees, 00 minutes, 00 seconds East, along the West line of said Section 23, 1862.23 feet to the TRUE POINT OF BEGINNING;

Thence North 88 degrees, 28 minutes, 38 seconds East, 363.00 feet;

Thence North 00 degrees, 00 minutes, 00 seconds East, 61.95 feet;

Thence North 88 degrees, 28 minutes, 38 seconds East, 967.77 feet;

Thence South 00 degrees, 21 minutes, 05 seconds East, 181.92 feet to a found rebar. L.S. 12005;

Thence South 88 degrees, 28 minutes, 38 seconds West, 1331.88 feet to a point on the West line of said Section 23;

Thence North 00 degrees, 00 minutes, 00 seconds East, along said West line, 120.00 feet to the TRUE POINT OF BEGINNING.

EXCEPTING therefrom the following described strip of land:

The West 25 feet of the following described parcel;

All that portion of the Northwest quarter of Section 23, Township 16 North, Range 2 West, of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, described as follows:

COMMENCING at the Northwest corner of Section 23, being a brass monument;

Thence South 00 degrees, 00 minutes, 00 seconds East, along the West line of Section 23, 1862.23 feet to the TRUE POINT OF BEGINNING;

Thence North 88 degrees, 28 minutes, 38 seconds East, 363.00 feet;

Thence North 00 degrees, 00 minutes, 00 seconds East, 61.95 feet;

Thence North 88 degrees, 28 minutes, 38 seconds East, 967.77 feet;

Thence South 00 degrees, 21 minutes, 05 seconds East, 181.92 feet to a found rebar, LS. 12005;

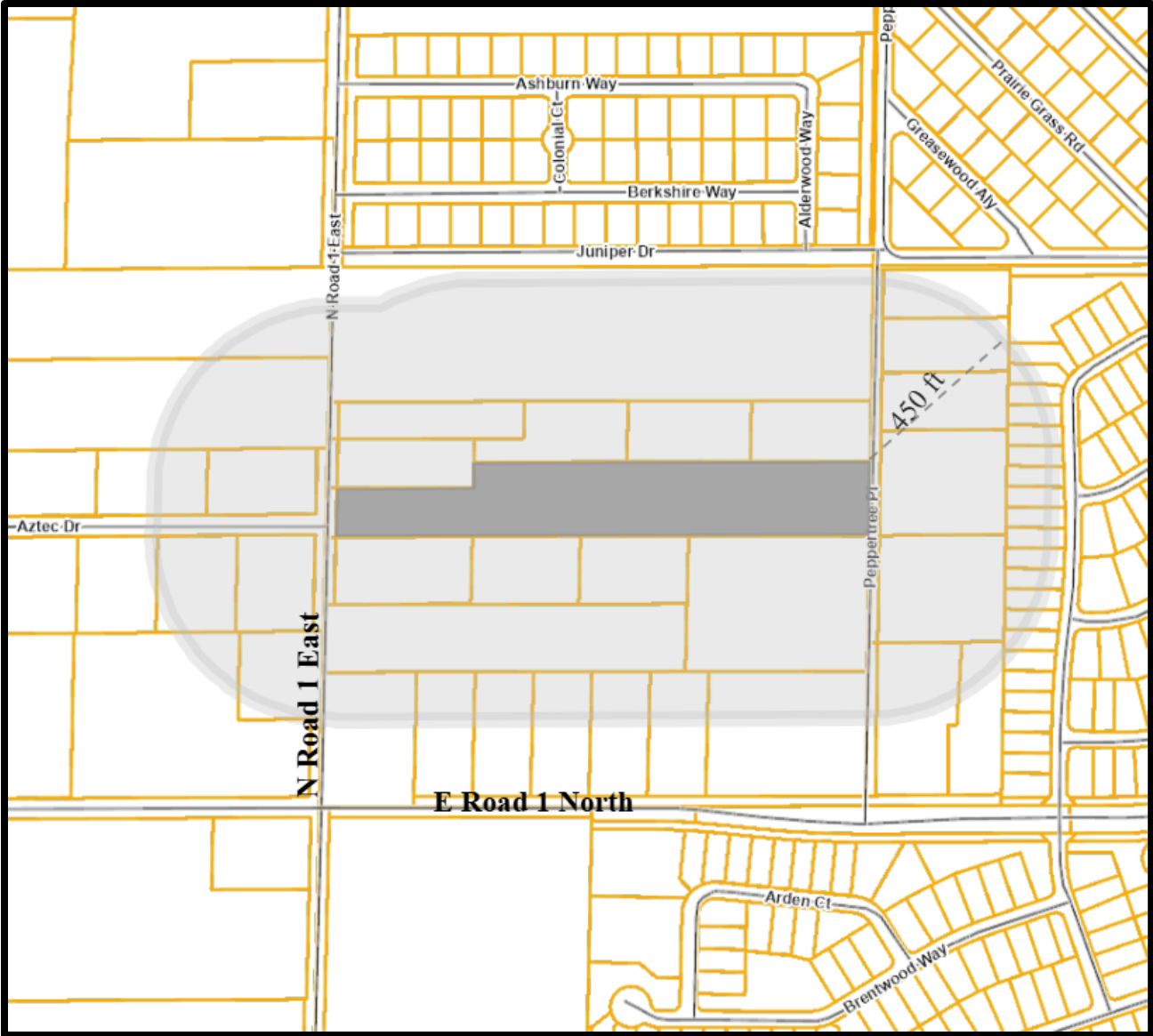
Thence South 88 degrees, 28 minutes, 38 seconds West, 1331.88 feet to a point on the West line of said Section 23;

Thence North 00 degrees, 00 minutes, 00 seconds East, along said West line, 120.00 feet to the TRUE POINT OF BEGINNING.

ALL EXCEPT all coal, oil, gas and other minerals as reserved from said land.

EXHIBIT 2
TO
ORDINANCE 2026-967

[Zoning Map]



Will Dingee, Assistant Director, presented the staff report and explained the requested zone change was from Agricultural/Residential 5-acre minimum (AR-5) to Single-Family Residential 1-acre minimum (SR-1), and would divide the property roughly in half. He showed a slide of the vicinity map which outlined the subject parcel and showed the requested zoning would be compatible with the surrounding areas.

Dingee shared that the applicant originally wanted to request a zone change to Single-Family Residential – 12,000 sq. ft. (SF-12,000) based on the Neighborhood Residential designation in the Town's 2040 General Plan. However, after the Neighborhood Meeting held on March 5, 2026, at which neighbors expressed concerns about development less than 1-acre, the applicant clarified their intent for 1-acre or larger lots. Staff reevaluated the best zoning approach, and concluded that SR-1 provided the cleaner, more direct zoning path. He shared the Conditions of Approval, stated that the applicant was present, had nothing further to add, and was available to answer any questions the Commission may have. Staff recommended holding a public hearing and that the Commission forward a recommendation of approval to the Town Council.

Merritt asked the Commission if they had any questions for staff.

Merritt asked if there was available sewer hookup nearby or was it only water.

Dingee replied that only Town water hookup was nearby, and the closest sewer hookup was too far away for staff to mandate hookup, unless the applicant wanted to develop less than 1-acre parcels.

Merritt asked the Commission if they had any questions for the applicant. There were none.

Merritt opened the meeting for public comments. There were no comments from the public.

Merritt closed the public portion of the meeting.

Motion was made by Pasciak, seconded by Zamudio, to approve ZC-2026-01, as presented, subject to the staff report, and information provided during the hearing, and the conditions of approval in Attachment A. A voice vote was taken and the motion passed with a 7-0 vote.



TOWN OF CHINO VALLEY
Planning Commission Staff Report
 May 5th, 2026
 Rezone # ZC-2026-01

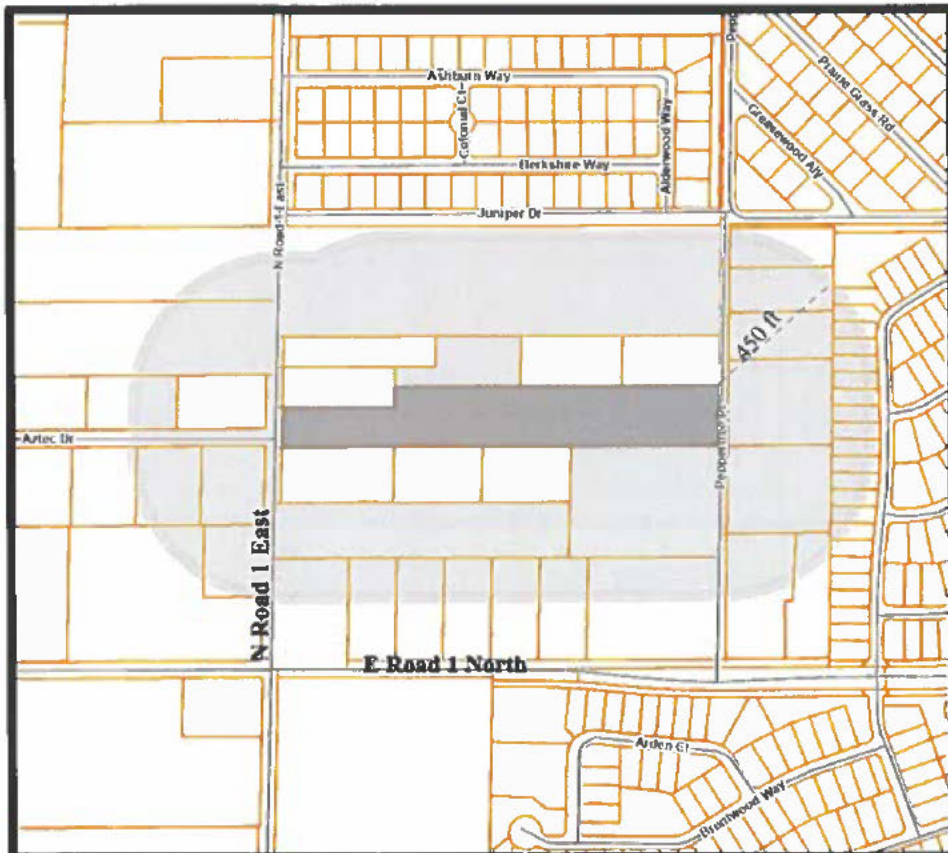
PROJECT DESCRIPTION

This is a request by Richard Brussat and Roseanna R. Boyce for a rezone of approximately 4.97 acres of land from Agricultural Residential, minimum 5 acres (AR-5) to Single-Family Residential, minimum 1 acre (SR-1). The property is located at 629 N Road 1 E, Chino Valley, Arizona.

LOCATION DATA

| | Existing Zoning | Use(s) on-site | General Plan Designation |
|-------|------------------------------------|--------------------------------|---|
| Site | "AR-5" -Agricultural/Residential | Single Family Residential | NR – Neighborhood Residential (4 du/ac) |
| North | "SR-1" – Single Family Residential | Single Family Residential | NR – Neighborhood Residential (4 du/ac) |
| South | "SR-1" & "AR-5" | Single Family Residential | NR – Neighborhood Residential (4 du/ac) |
| East | "SR-1" – Single Family Residential | Single Family Residential | NR – Neighborhood Residential (4 du/ac) |
| West | "SR-1" – Single Family Residential | Walker Estates | NC – Neighborhood Commercial |

LOCATION MAP



PRIOR SITE ACTIONS: Land Division History
None

Rezone History
None

STAFF RECOMMENDATION: Staff recommends that the Planning and Zoning Commission forward to the Town Council a recommendation of **APPROVAL** for the rezoning of approximately 4.97 acres of land from AR-5 Agricultural Residential to SR-1 Single Family Residential (minimum 1 acre), for property located at 629 N Road 1 East, Chino Valley, Arizona, with the Conditions of Approval found in Attachment A.

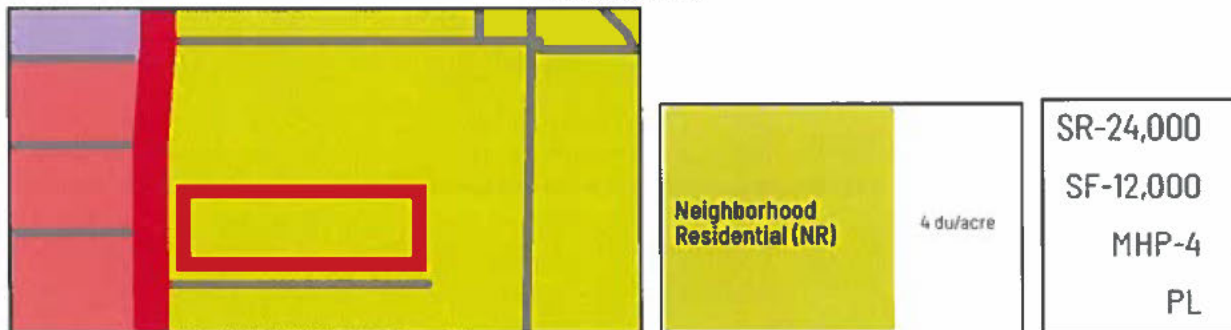
SUGGESTED MOTION: Move to **APPROVE** Rezone ZC-2026-01 as presented, subject to the staff report and information provided during this hearing, and the Conditions of Approval in Attachment A

EFFECT OF THE APPROVAL: By approving this Rezone, the Planning and Zoning Commission is recommending approval to the Town Council for the rezoning of approximately 4.97 acres of land from AR-5 Agricultural Residential to SR-1 Single Family Residential (minimum 1 acre), for property located at 629 N Road 1 East, Chino Valley, Arizona, subject to the staff report and information provided during this hearing.

Staff Analysis:

When the applicant first approached the Town, the proposal was to split off the back acreage of his property which would rezone the property from AR 5 to a residential district that would allow division of the rear portion of the parcel for future sale, while retaining the existing residence on the front portion. During the pre application review process, staff evaluated the request against the Make it Chino! 2040 General Plan. The subject property carries a Neighborhood Residential land use designation, which is intended to accommodate small town residential neighborhoods and allows residential densities of 1 to 4 dwelling units per acre. The General Plan narrative for this category identifies detached single family residential development and references zoning districts including SF 24,000 and SF 12,000:

General Plan

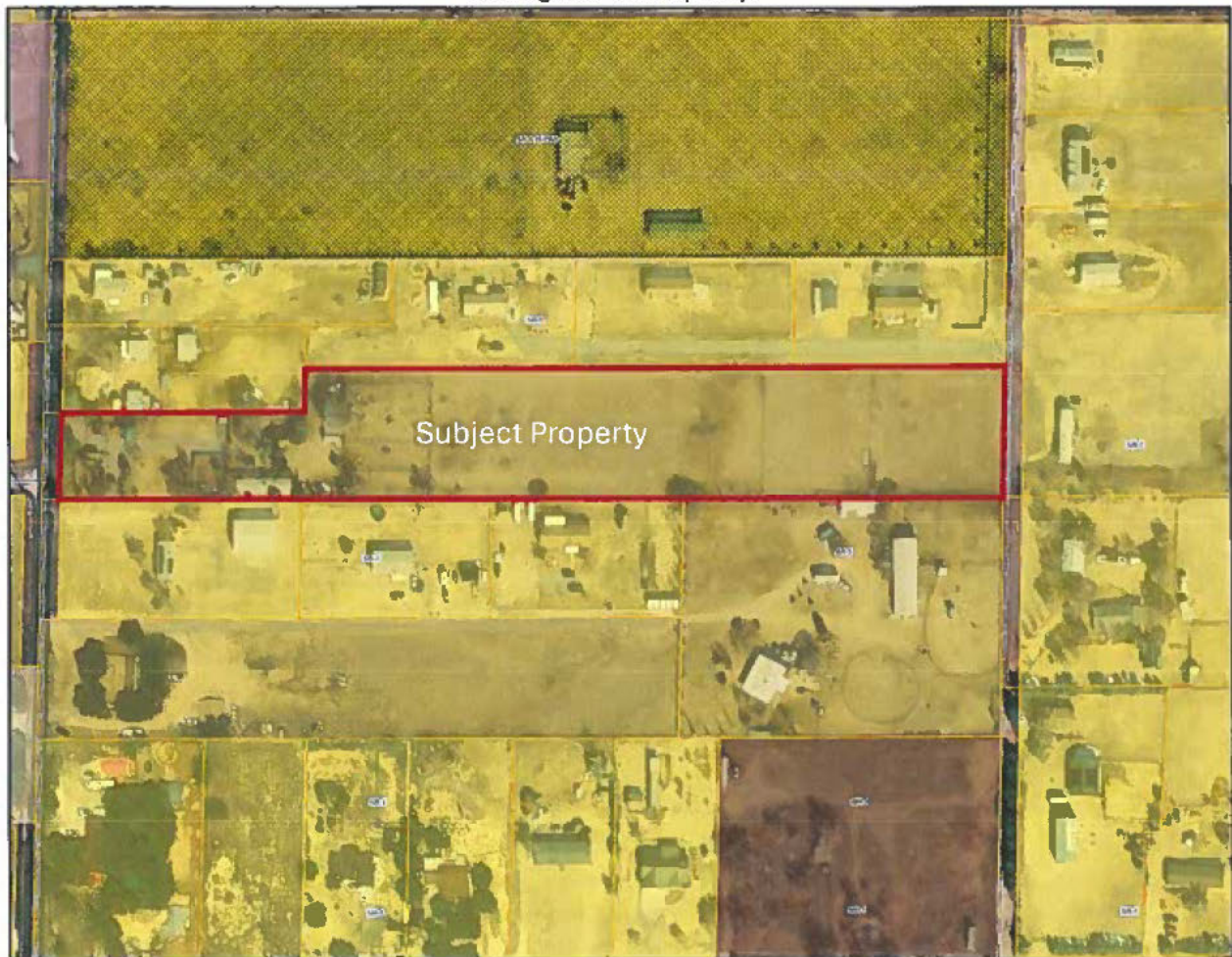


Based on that policy framework, staff initially discussed with the applicant whether a more compact residential zoning pattern should be considered, as the Neighborhood Residential designation is the

Town's most intensive single family residential future land use category. At that time, the applicant was open to exploring that path, even though his actual objective remained relatively modest: retain the existing home site and create additional lots from the balance of the property. As a result, the application was submitted for SF 12,000 zoning, which was supported by the General Plan on its face.

As staff review continued and the project moved into the neighborhood meeting phase, concerns were raised by surrounding property owners regarding lot sizes, neighborhood character, and the perception that the requested zoning could allow a level of future density that would be inconsistent with the existing development pattern in the area. Although the applicant did not intend to develop the property at that intensity, the concerns expressed by neighboring owners caused the owner to commit to a deed restriction of 1 acre parcels on both staff and the applicant to take a step back and re evaluate the most appropriate zoning approach:

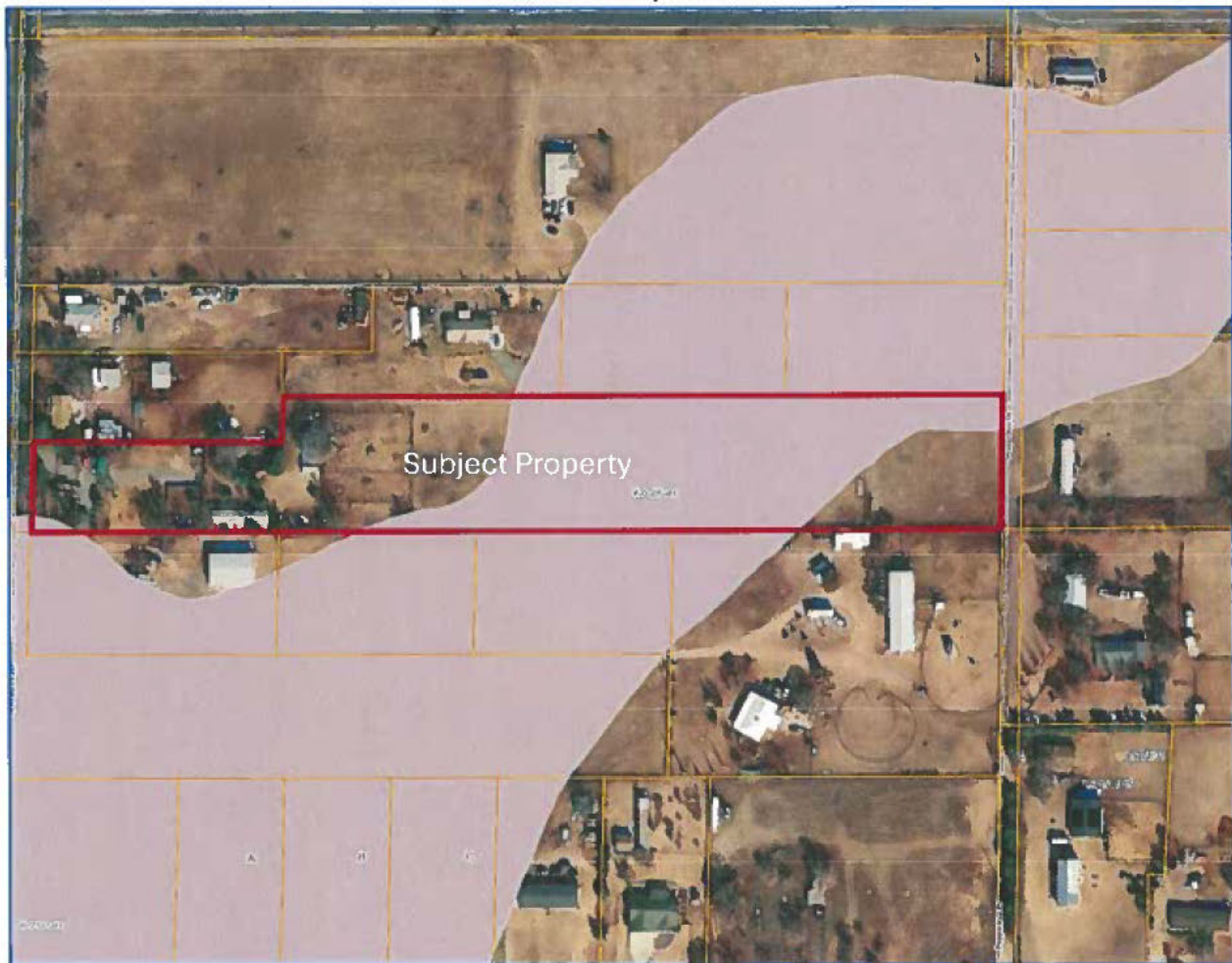
Zoning and Vicinity Map



Following that feedback, staff requested a continuance of the case and undertook additional review of the General Plan, the site's physical characteristics, the existing development pattern, and the improvements already located on the property. As part of that review, staff also considered the presence of substantial sheet flow drainage affecting the eastern portion of the property. This drainage constraint creates a more complicated development environment than would exist on a more typical


residential parcel. While the Neighborhood Residential designation supports a density range of 1 to 4 dwelling units per acre, staff finds that development of this site at the upper end of that density range would likely require significantly more intensive grading, drainage improvements, and stormwater mitigation to safely accommodate additional lots, building pads, access, and runoff conveyance. Staff further finds that greater development intensity on this particular property could increase the potential for downstream drainage impacts if not extensively engineered and mitigated. In that respect, this site presents physical circumstances that materially distinguish it from other properties carrying the same future land use designation.

Local Floodplain



Through that additional review, staff identified that the same practical outcome could be achieved in two different ways. One option would have been to retain a General Plan listed zoning district such as SF 12,000 and rely on private deed restrictions or self imposed survey limitations to ensure future lots remained at or above 1 acre. While that approach may have technically addressed density concerns, it would have created an unnecessarily awkward regulatory result and would have relied on a private restriction to accomplish what zoning can address more directly.

The cleaner and more transparent option is rezoning to SR 1. Although SR 1 is not specifically listed in the General Plan text under the Neighborhood Residential category, the General Plan’s future land use map establishes a density range of 1 to 4 dwelling units per acre for Neighborhood Residential areas.

 NR - Neighborhood Residential (1-4 du/ac)

A 1 acre minimum lot pattern falls within that density framework. In this case, staff finds that SR 1 is consistent with the broader intent of the Neighborhood Residential designation because it still supports detached single family residential development within the mapped density range, while also better reflecting the established lot pattern in the surrounding area.

Staff finds that SR 1 is the more appropriate district for this property because it aligns with the applicant’s actual development intent, responds to neighborhood concerns, avoids unnecessary nonconformities tied to existing site improvements and conditions, and better accounts for the site’s drainage related development constraints. It also provides a straightforward zoning framework that is easier to administer and better matches the surrounding area, than a self restricted SF 12,000 district would. Staff’s recommendation in this case is based on the specific facts of this property and should not be interpreted as a broad determination that SR 1 is appropriate for all properties designated Neighborhood Residential. Rather, this recommendation reflects a site specific evaluation of the General Plan, the established neighborhood pattern, the physical characteristics of the property, and the practical development limitations present here. For those reasons, staff concludes that rezoning the property from AR 5 to SR 1 is consistent with the intent of the General Plan and represents the better planning outcome for this site.

PUBLIC COMMENTS RECEIVED: See Attachment D

AGENCY COMMENTS: See Attachment B

NEIGHBORHOOD MEETING COMMENTS: See Attachment C

PROPOSED CONDITIONS DELIVERED TO APPLICANT ON: March 17, 2026

- Applicant agreed with all of the conditions of approval on (March 19, 2026)
- Applicant did not agree with the following conditions of approval: ()
- If the Planner is unable to make contact with the applicant – describe the situation and attempts to contact.

ATTACHMENTS:

| A | B | C | D | E | F | G |
|------------------------|--------------------------|-------------------------------|--------------------------|----------------------|------------|----------------|
| Conditions of Approval | External Agency Comments | Neighborhood Meeting Comments | Public Comments Received | Applicants Site Plan | Zoning Map | Staff Research |

PREPARED BY:



WILL DINGEE
ASSISTANT DIRECTOR DEVELOPMENT SERVICE
928 636-3472

DATE:

APRIL 22, 2026

APPROVED BY:



LAURIE LINEBERRY, AICP
DEVELOPMENT SERVICES DIRECTOR

DATE:

APRIL 22, 2026

**ATTACHMENT A
CONDITIONS OF APPROVAL**

The following conditions have been found to have a reasonable nexus and are roughly proportionate to the impact of the proposed rezone for the site:

Development Services Comments: Laurie Lineberry, Director, 928-636-3471

1. The Applicant shall comply with all conditions listed below, along with all applicable State, County, and Town codes, rules, fees, and regulations that are applicable to this action.
2. The Applicant shall sign a Waiver of Claims form, which the Town will provide and record with the Yavapai County Recorder's Office, prior to the public hearing and final decision of this item by the Town Council.

Planning: Jessica Barragan, Senior Planner, 928-636-3472

3. The owner agrees that the proposed lot split approval and map recordation shall be contingent upon approval of rezone classification.

Public Works/Engineering: Steve Sullivan, Town Engineer, (928) 636-7140 - x1308

4. The Town has an 8" water main at the north-east corner of the property in Peppertree Pl. Connection by the easterly resultant lot is required.
5. An Ingress, Egress, and Public Utility Easement over the east 25' of the property is required.
6. The Town of Chino Valley Area Drainage Master Study indicates the potential for flooding on the property. For new construction in the sheet flow, a grading and drainage plan by an Arizona Registered Civil Engineer is required.

ATTACHMENT B
EXTERNAL AGENCY COMMENTS

| | | | | | |
|----------------|-------------------------|--------------|--------------------|---------------|----------------------|
| Date: | 3/16/2026 | Name: | Mark Holmes | Title: | Water Advisor |
| Agency: | Mark Holmes, LLC | | | Phone | 928-277-5253 |

Add Water Note to Survey:

"A legal instrument will be affixed to the lands and parcels from this activity whereby it will run with parent parcel and all subsequent parcels or lots now or in the future whereby if future land splits create a 6th parcel or lots for sale then all lots/parcels created from the parent parcel will be required to obtain a Certificate of Assured Water Supplies (CAWS) for all parcels regardless of ownership.

If a CAWS will be needed in the future the following activities will; be required by ADWR: This parcel has been split resulting in fewer than six (6) lots from the parent parcel. Pursuant to Town policy and A.R.S. § 45-576, any future lot splits resulting in a subdivision of this property meaning in a total of six (6) or more lots shall require the submission of a Certificate of Assured Water Supply (CAWS) with the Arizona Department of Water Resources prior to the approval of any land entitlements. This requirement shall apply to all current and future lots created from the parent parcel and shall run with the land in perpetuity."

| | | | | | |
|----------------|---------------------------------|--------------|-----------------------|---------------|-------------------------------|
| Date: | 3/16/2026 | Name: | Tracie Beasley | Title: | Water Resource Manager |
| Agency: | City of Prescott - Water | | | Phone | 928-777-1405 x5012 |

For COP water (CVID), the minimum lot size for SFR connections is 1 acre. If a nonresidential business (allowed by Town code) requests COP water and less than .25AFY is needed by that business, current understanding of the CVID agreement would allow for a smaller commercial parcel but maximum COP water availability for this land area (current parcel ID) is based on the parcel as it existed in 1999 (4.97 acres is 1.24 AFY). Water demand by associated lots would be taken into consideration as part of any commercial WSA application.

| | | | | | |
|----------------|------------------|--------------|------------------|---------------|-------------------------------------|
| Date: | 3/17/2026 | Name: | Max Kamen | Title: | Enviro Health Specialist III |
| Agency: | Max Kamen | | | Phone | 928-442-5408 |

All wastewater generated at a parcel needs to be treated on that parcel. The lot split appears to not be affecting the septic system.

No concerns from Yavapai County Environmental Unit.

The new lot will need to be utilize a septic system for all wastewater treatment.

Please let me know if you have any questions.

ATTACHMENT C
NEIGHBORHOOD MEETING COMMENTS

DATE MEETING HELD: MARCH 5, 2026

LOCATION: ON SITE

ATTENDEES:

APPLICANT/AGENT: RICHARD BRUSSAT, OWNER

TOWN STAFF: JESSICA BARRAGAN, SENIOR PLANNER

NEIGHBORS IN ATTENDANCE: 3 (THREE IN ATTENDANCE)

SUMMARY OF ATTENDEE(S') COMMENTS RELATED TO THE PROJECT:

- NO CONCERN WAS EXPRESSED OVER THE REZONE AND THE OWNERS RIGHT TO SPLIT HIS PROPERTY, AS THE NEIGHBOR HAD REZONED & SPLIT HIS PROPERTY DIRECTLY NORTH.
- CONCERNS WERE RAISED ABOUT THE INTERPRETATION OF THE SF-12,000 ZONING DISTRICT IN RELATION TO THE NEIGHBORHOOD RESIDENTIAL (NR) LAND USE DESIGNATION, WITH THE PERCEPTION THAT IT COULD ALLOW FOR UP TO 18 HOMES.
- THE OWNER EXPRESSED HIS INTENT TO SPLIT THE PROPERTY AND SELF-RESTRICT THE RECORD OF SURVEY TO ENSURE FUTURE LOTS ARE MINIMUM 1 ACRE OR LARGER, CONSISTENT WITH SURROUNDING DEVELOPMENTS, TO AVOID TRIGGERING MANDATORY CONNECTIONS TO CITY WATER SERVICE FOR LAND DIVISIONS EXCEEDING 5 PARCELS.
- NEIGHBORS IN ATTENDANCE WERE SATISFIED WITH OWNERS RESPONSE AND STAFF PROVIDED CLARIFICATION IN THAT THE DISTRICT ALLOW LOTS 12,000 OR LARGE AND THUS ALLOW FOR MORE FLEXIBLE SPLIT IN FUTURE.
- THE NEIGHBORS IN ATTENDANCE WERE IN GENERAL SUPPORT.
- ONE NEIGHBOR INQUIRED ABOUT DEAD TRESS ALONG THE SOUTHERN BOUNDARY, AND THE OWNER AGREED TO REMOVE THEM.

ATTACHMENT D PUBLIC COMMENTS RECEIVED

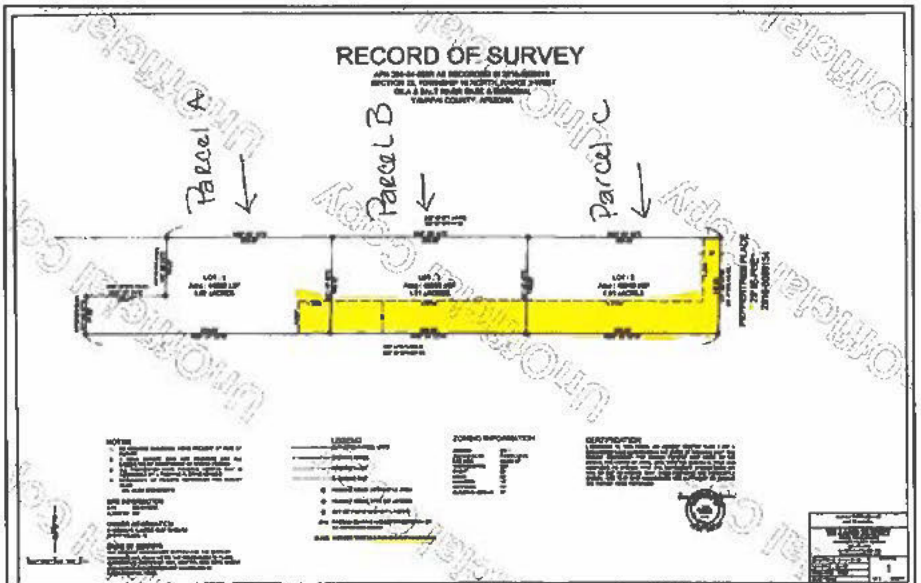
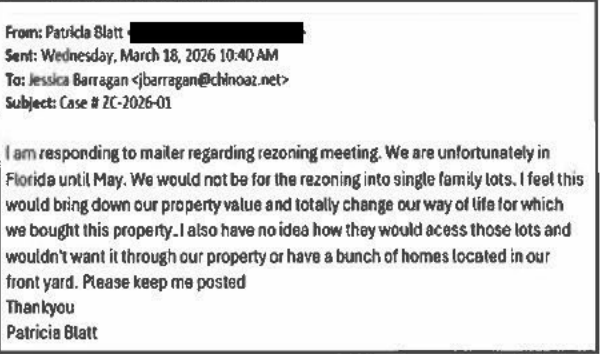
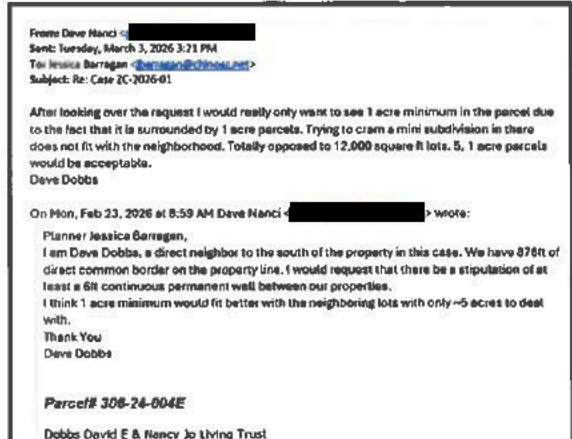
Two written public comments were received regarding Case ZC-2026-01.

Dave Dobbs, owner of the adjacent parcel to the southeast (APN 306-24-004E), expressed a preference for a 1-acre minimum lot size to align with surrounding properties and requested a minimum 6-foot border wall along the shared property line if the property is developed.

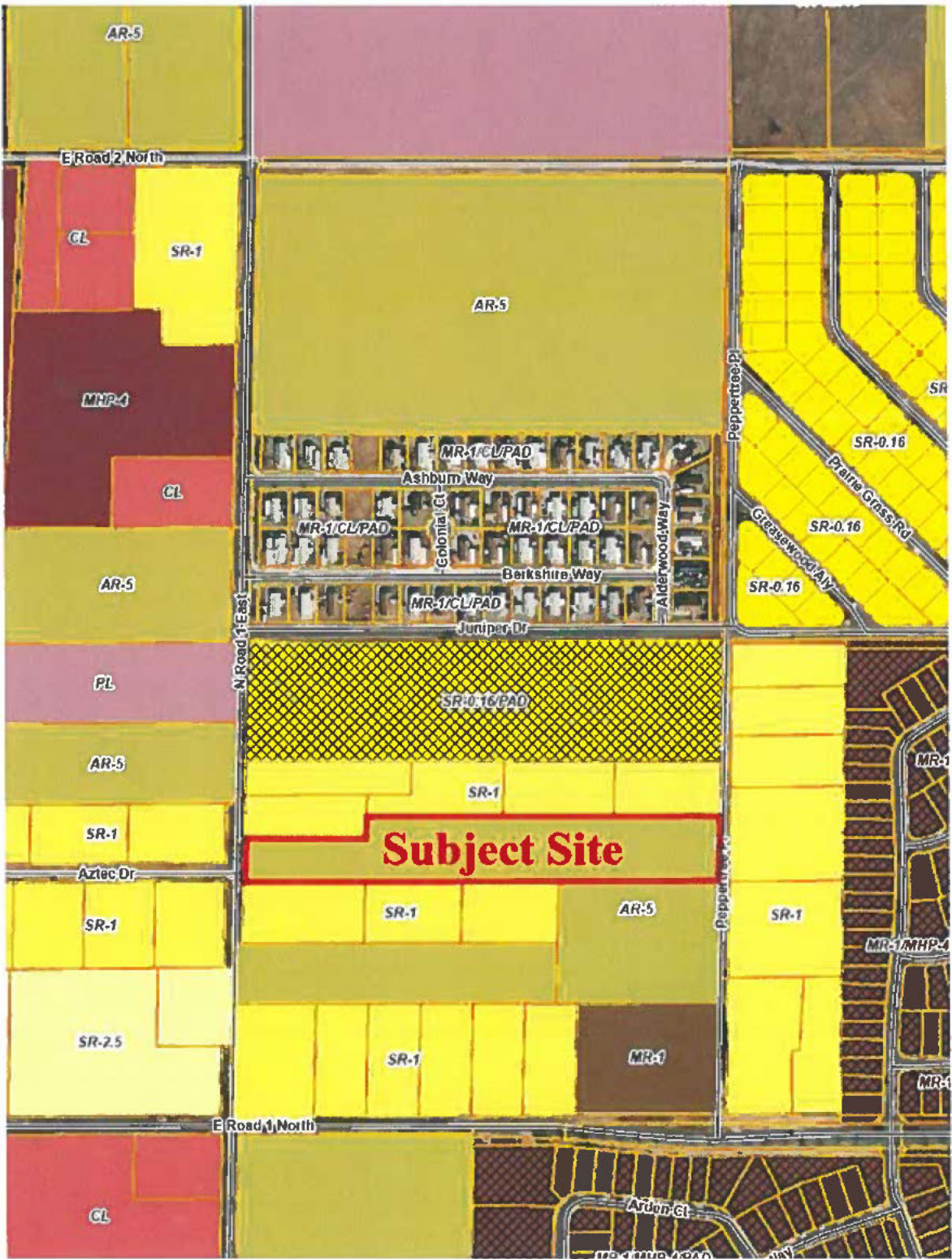
Patricia Blatt, owner of the adjacent parcel directly to the north (APN 306-24-003S), expressed opposition to the rezoning into single-family lots. She stated that the change would decrease property values and alter their way of life. She also expressed concern about how the new lots would be accessed and indicated she would not want access through her property or homes located in her front yard.

Staff has assessed both written correspondence and offer the following determination: Potential impacts to property values are not a factor considered in land use decisions. Regarding access, the official Record of Survey shows an existing public ingress/egress and utility easement serving the subject property. Future access to the resulting lots will utilize this pre-existing public easement and will not traverse through the northern neighbor's property beyond existing easement (APN 306-24-003S).

Staff had previously considered including a condition requiring a 6-foot perimeter privacy wall along the shared property line with APN 306-24-004E at the time of any future development on Lot B should densities less than 1 dwelling unit per acre be proposed. However, because staff is now recommending rezoning to the SR-1 district (1-acre minimum), which aligns with the surrounding lot pattern and the preference expressed by Mr. Dobbs, this provision is no longer necessary.



ATTACHMENT F
APPLICANT SITE PLAN



**ATTACHMENT G
STAFF RESEARCH**



**STAFF RESEARCH – ZC-2026-01
Brussat Rezone**

**CASE #: ZC-2026-01
CASE PLANNER: JESSICA BARRAGAN**

PROJECT NARRATIVE: This is a request by Richard Brussat for a rezone of approximately 4.97 acres of land from Agricultural Residential, minimum 5 acres (AR-5) to Single-Family Residential, minimum 1 acre (SR-1). The property is located at 629 N Road 1 E, Chino Valley, Arizona.

I. PROJECT DATA

| | | | | | |
|--|------------------------------------|-------------------------------------|-------------------------------------|---|--|
| Project Location: | 629 N Road 1 E | | | | |
| Parcel Number(s): | 306-24-003G | | | | |
| Parcel Size(s): | 216,493 sf | | | | |
| Total Acreage: | 4.97 | | | | |
| Proposed Dwelling Units: | 0 | | | | |
| Address: | 629 N Road 1 E | | | | |
| Applicant: | Richard Brussat | | | | |
| Applicant's Agent: | Richard Brussat | | | | |
| Conforms to G.P. Land Use Conformity Matrix: | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | Rezoning for conformity |
| Zoning Overlay | PAD | N/A | | | |
| Within ½ Mile of SR89? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | If yes, Property is restricted – site-built only |
| | Existing Zoning | Use(s) on-site | | General Plan Designation | |
| Site | "AR-5" -Agricultural/Residential | Single Family Residential | | NR – Neighborhood Residential (4 du/ac) | |
| North | "SR-1" – Single Family Residential | Single Family Residential | | NR – Neighborhood Residential (4 du/ac) | |
| South | SR-1 & AR-5 | Single Family Residential | | NR – Neighborhood Residential (4 du/ac) | |
| East | "SR-1" – Single Family Residential | Single Family Residential | | NR – Neighborhood Residential (4 du/ac) | |
| West | "SR-1" – Single Family Residential | <u>Walker Estates</u> | | NC – Neighborhood Commercial | |
| Prior Cases or Related Actions: | PA-2025-36 | | | | |
| Type | | | Cases, Actions or Agreements | | |
| Pre-Annexation Agreement | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | |
| Annexation | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | Original Town 9/21/1970 |
| General Plan Amendment | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | |
| Development Agreement | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | |
| Rezone | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | ZC-2026-01 (Current Request) |
| Subdivision | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | |
| Conditional Use Permit | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | |
| Pre-Application Meeting | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | PA-2025-36 |
| Enforcement Actions | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | |
| Land Division Status: | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | |
| Irrigation District: | None | | | | |

ATTACHMENT G STAFF RESEARCH

II. TOWN OF CHINO VALLEY GENERAL PLAN

| | | | | | |
|--|---|------------------------|----------------|--------------|-----------------|
| Land Use Element: | | | | | |
| Land Use Designation: | NR – Neighborhood Residential (4 du/ac) | | | | |
| Is Project larger than 25 AC or 50 d.u.? | L.U. Policy 2.1 | n/a | PRN Policy 2.8 | n/a | |
| Issues: | None | | | | |
| Circulation Element: | | | | | |
| Road Classification | Arterial | Existing Row | Y | Required Row | N |
| Issues: | None | | | | |
| Parks, Recreation, and Natural Resources Element: | | | | | |
| Closest Park: | Community Center Park | | | | |
| Within 1 mile of the Peavine Trail? | No | | | | |
| Flooding? | FEMA Flood Plain Designation | No | Town Flood Map | Yes | |
| Issues: | None | | | | |
| Community Services and Facilities Element: | | | | | |
| Water Source: | Town | Well | x | Prescott | Private System: |
| Sewer: | Town | Septic | x | | |
| Issues: | None | | | | |
| Economic Development Element: | | | | | |
| SR-89 Corridor? | n/a | Enhancement: Goal ED-6 | n/a | | |
| Old Home Manor? | n/a | Goal ED-2 | n/a | | |
| Issues: | None | | | | |

NOTIFICATION

- Legal Ad Published: (8/6/2026)
- (450)' Vicinity Mailing: (02/17/2026)
- Reviewing Agencies Noticed: (02/18/2026)
- Neighborhood Meeting: (3/5/2026)
- Hearing Dates: (P&Z 04/07/2026 - TC 04/28/2026)
- Comments Due: (3/9/2026)

| External List (Comments) | Response Received | Date Received | "No Comment" | Written Comments | Comments Attached |
|------------------------------|-------------------|---------------|--------------|------------------|-------------------|
| Colleen Boge – APS | x | 3/17/26 | x | | |
| Richard Perez - A.D.O.T. | | | | | |
| Ralph Baker – C.V.I.D. | x | 3/7/26 | x | | |
| Kevin O'Neil - CAFMA | x | 3/2/26 | x | | |
| Max Kamen – YC ENV | x | 3/18/26 | | x | x |
| Monica Kriner – YC Health | | | | | |
| SparkLight Cable | | | | | |
| Tracie Beasley | x | 3/16/26 | | x | x |
| External List (Comments) | Response Received | Date Received | "No Comment" | Written Comments | Comments Attached |
| Unisource Gas | x | 3/5/26 | x | | |
| CVUSD | | | | | |
| United States Postal Service | | | | | |
| Mark Holmes – Water Advisor | x | 3/16/26 | | x | x |

ATTACHMENT G
STAFF RESEARCH

| Town of Chino Valley Internal List (Conditions) | Response Received | Date Received | "No Conditions" | Written Conditions | Comments Attached |
|--|--------------------------|----------------------|------------------------|---------------------------|--------------------------|
| Jessica Barragan – Senior Planner – Development Services | x | 3/19/26 | | x | x |
| Will Dingee – Assistant Director – Development Services | | | | | |
| Laurie Lineberry – Director – Development Services | x | 3/19/26 | | x | x |
| –Director – Public Works | | | | | |
| Steve Sullivan – Town Engineer – Public Works | x | 3/18/26 | | x | x |
| Dan Trout – Chief Building Official – Development Services | x | 3/5/26 | | x | x |
| Glenn Dalley – Code Enforcement – Development Services | | | | | |
| Joshua McIntire– Chief of Police -Police | x | 3/13/26 | x | | |



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 6c
MEETING DATE: 5/26/2026
CONTACT PERSON: Terri Denemy, Town Manager
ITEM TYPE: Action Item

AGENDA ITEM TITLE:

Consideration and possible action to approve the First Amendment to the Professional Services Agreement between the Town of Chino Valley and Mark Holmes LLC allowing up to \$75,000.00 for professional services in FY 2026.

SUMMARY:

The Town of Chino Valley entered into a Professional Services Agreement with Mark Holmes, LLC for professional consulting services related to water issues on June 25, 2024, for an initial one-year term, with up to four successive one-year renewals. The Agreement authorizes compensation in an amount not to exceed \$70,000.00 per term, with a maximum aggregate amount of \$350,000.00 over the life of the Agreement.

- In FY 2024, the Town paid the Consultant \$57,368.36.
- In FY 2025, the Town paid the Consultant \$64,508.49.
- As of May 2026, the Consultant has been paid \$62,386.38 for FY 2026 services.

In the absence of a Public Works Director, Mark Holmes has assumed additional responsibilities in support of Town operations. In addition to his regular contracted scope of services, these responsibilities have included participation in outside committees (such as NAMWAU and YPLAN), coordination of regional efforts, and leadership of the Town's Integrated Water Management Plan (IWMP) process. Although the Town and the consultant are managing activities closely, there may be a need for his consulting services in an amount exceeding the current approved annual maximum.

If approved, the Amended Agreement would increase the FY 2026 annual compensation limit from \$70,000.00 to \$75,000.00. The requested Amended Agreement does not modify the maximum aggregate compensation amount of \$350,000.00.

PREVIOUS ACTION:

Council approved the Professional Services Agreement with Mark Holmes, LLC. on June 25, 2024. The contract was renewed in June 2025.

STAFF RECOMMENDATION:

Approve the First Amendment to the Professional Services Agreement between the Town of Chino Valley and Mark Holmes LLC allowing up to \$75,000.00 for professional services in FY 2026.

FISCAL IMPACT?

The \$5,000 increase for FY 2025-26 can be absorbed by the current Public Works budget. The maximum aggregate compensation of \$350,000.00 will not be altered.

ATTACHMENTS:

| | |
|----|--|
| 1. | Mark Holmes Original Prof. Service Agreement 0724.0625 |
| 2. | AGR - First Amendment to Mark Holmes |

Report Criteria:

Actual amounts
 Only accounts with activity
 Account.Account number = "01745217"

| Date | Journal | Reference Number | Payee or Description | Debit Amount | Credit Amount | Balance | |
|--|---------|------------------|--|--------------|---------------|----------------------|-----------|
| 01-74-5217 WATER RESOURCES CONSULTANT | | | | | | | |
| | | | 07/01/2024 (00/24) Balance | .00 * | .00 * | .00 | |
| 07/31/2024 AP | | 216 | MARK A. HOLMES, LLC | 6,139.23 | | | |
| | | | 08/31/2024 (08/24) Period Totals and Balance | 6,139.23 * | .00 * | 6,139.23 | |
| 08/31/2024 AP | | 3 | MARK A. HOLMES, LLC | 5,462.62 | | | |
| | | | 09/30/2024 (09/24) Period Totals and Balance | 5,462.62 * | .00 * | 11,601.85 | |
| 09/30/2024 AP | | 68 | MARK A. HOLMES, LLC | 6,183.48 | | | |
| 10/14/2024 AP | | 263 | WILLDAN FINANCIAL SERVICES | 3,710.00 | | | |
| | | | 10/31/2024 (10/24) Period Totals and Balance | 9,893.48 * | .00 * | 21,495.33 | |
| 10/31/2024 AP | | 6 | MARK A. HOLMES, LLC | 3,496.12 | | | |
| 11/11/2024 AP | | 148 | WILLDAN FINANCIAL SERVICES | 1,690.61 | | | |
| | | | 11/30/2024 (11/24) Period Totals and Balance | 5,186.73 * | .00 * | 26,682.06 | |
| 11/30/2024 AP | | 9 | MARK A. HOLMES, LLC | 5,252.12 | | | |
| | | | 12/31/2024 (12/24) Period Totals and Balance | 5,252.12 * | .00 * | 31,934.18 | |
| 12/31/2024 AP | | 3 | MARK A. HOLMES, LLC | 3,041.24 | | | |
| | | | 01/31/2025 (01/25) Period Totals and Balance | 3,041.24 * | .00 * | 34,975.42 | |
| 01/31/2025 AP | | 117 | MARK A. HOLMES, LLC | 10,243.64 | | | |
| | | | 02/28/2025 (02/25) Period Totals and Balance | 10,243.64 * | .00 * | 45,219.06 | |
| 02/28/2025 AP | | 11 | MARK A. HOLMES, LLC | 6,913.33 | | | |
| | | | 03/31/2025 (03/25) Period Totals and Balance | 6,913.33 * | .00 * | 52,132.39 | |
| 03/31/2025 AP | | 6 | MARK A. HOLMES, LLC | 1,679.88 | | | |
| | | | 04/30/2025 (04/25) Period Totals and Balance | 1,679.88 * | .00 * | 53,812.27 | |
| 04/30/2025 AP | | 6 | MARK A. HOLMES, LLC | 4,052.44 | | | |
| | | | 05/31/2025 (05/25) Period Totals and Balance | 4,052.44 * | .00 * | 57,864.71 | |
| 05/31/2025 AP | | 14 | MARK A. HOLMES, LLC | 6,925.32 | | | |
| 06/30/2025 AP | | 410 | MARK A. HOLMES, LLC | 5,119.07 | | | |
| | | | 06/30/2025 (06/25) Period Totals and Balance | 12,044.39 * | .00 * | 69,909.10 | |
| YTD Encumbrance | .00 | YTD Actual | 69,909.10 Total | 69,909.10 | YTD Budget | 60,000.00 Unexpended | 9,909.10- |

| | | | | |
|----------------------------|-----------------------|-----------|--------|-----------|
| Number of transactions: 14 | Number of accounts: 1 | Debit | Credit | Proof |
| Total GENERAL FUND: | | 69,909.10 | .00 | 69,909.10 |
| Number of transactions: 14 | Number of accounts: 1 | Debit | Credit | Proof |
| Grand Totals: | | 69,909.10 | .00 | 69,909.10 |

Report Criteria:

Actual amounts
 Only accounts with activity
 Account.Account number = "01745217"

**FIRST AMENDMENT
TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE TOWN OF CHINO VALLEY
AND
MARK HOLMES LLC**

THIS FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT (this “Amendment”) is entered into as of _____, by and between the Town of Chino Valley, an Arizona municipal corporation (the “Town”), and Mark Holmes, LLC, an Arizona limited liability company (the “Consultant”). The Town and the Consultant may each be referred to herein individually as a “Party,” or collectively as the “Parties.”

RECITALS

A. On June 24, 2025, the Parties entered into a professional services agreement for the Consultant to provide as-needed professional consulting services on water-related issues (the “Agreement”). All capitalized terms not otherwise defined in this Amendment have the same meanings as set forth in the Agreement.

B. The Town has determined that additional compensation for the Consultant is warranted.

C. The Parties wish to enter into this Amendment to modify the Consultant’s compensation.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing introduction and recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Modification of Compensation. Section 3 of the Agreement is amended as follows (additions; deletions):

3. Compensation. The Town shall pay Consultant for the Initial Term and for each subsequent Renewal Term, if any, an annual amount not to exceed ~~\$70,000.00~~ \$75,000 for the Services at the unit rates set forth in the Fee Proposal attached hereto as Exhibit B and incorporated herein by reference. The maximum aggregate amount for this Agreement shall not exceed \$350,000.00.

2. Effect of Amendment. The Agreement is affirmed and ratified, and, except as expressly modified herein, all terms and conditions of the Agreement shall remain in full force and effect.

3. Non-Default. By executing this Amendment, the Consultant affirmatively asserts that (i) the Town is not currently in default, nor has been in default at any time prior to this Amendment, under any of the terms or conditions of the Agreement, and (ii) any and all claims, known and unknown, relating to the Agreement and existing on or before the date of this Amendment are forever waived.

4. Conflict of Interest. This Amendment and the Agreement may be canceled by the Town pursuant to ARIZ. REV. STAT. § 38-511.

5. Forced Labor of Ethnic Uyghurs. To the extent applicable under ARIZ. REV. STAT. § 35-394, the Consultant warrants and certifies that it does not currently, and agrees for the duration of the Agreement that it will not use the forced labor, any goods or services produced by the forced labor, or any contractors, subcontractors, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People’s Republic of China.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the date and year first set forth above.

“Town”

“Consultant”

TOWN OF CHINO VALLEY,
an Arizona municipal corporation

Mark Holmes LLC, an Arizona limited
liability company

Tom Armstrong, Mayor

Mark A. Holmes, P.G.

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld P.L.C.



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 6d
MEETING DATE: 5/26/2026
CONTACT PERSON: Steven Sullivan, Assistant Town Engineer, Katie Pehl, Finance Director
ITEM TYPE: Action Item

AGENDA ITEM TITLE:

Consideration and possible action to approve Resolution No. 2026-1317 authorizing the application for a Drinking Water State Revolving Fund loan from WIFA for the Bright Star Water Production Facility PFAS Remediation.

SUMMARY:

The ADEQ-led Bright Star Water Production Facility PFAS Remediation project is necessary to bring the Town into compliance with 2029 federal PFAS regulations. In 2024, the project was estimated to cost approximately \$5.1 million, and to be fully funded by ADEQ. Project design and engineering have been ongoing. With a more defined project scope, the Town was notified that the cost estimates have risen significantly, well beyond available ADEQ funding. To complete the project, it is now necessary for the Town to fund the project costs above and outside ADEQ funding availability.

Fortunately, WIFA is offering a 90% grant / 10% match funding formula for 2029 PFAS compliance municipal water production facility remediation projects. In working with Mark Holmes, our Water Resources Consultant, staff have applied for and have been placed on the WIFA Project Priority List (PPL) for up to \$5 Million in funding for this project. This secures our place in line for the funding, pending Council direction.

This item is the authorization for a formal application to WIFA for up to \$5 million in 90% grant /10% loan funding (which would require up to a \$500,000 Town match). Once the authorization is approved, the project will proceed through additional steps at WIFA, with the final loan documents returned to Council at a later time for acceptance.

It is important to note, that the 90/10 funding formula is not finalized until the WIFA application and funding allocation are approved by WIFA. Although WIFA staff feels confident that the funding formula set forth in this request will be approved, staff and our Consultant wish to make Council aware of the possibility of a different grant/loan ratio. If an alternate funding formula is approved by WIFA, Council will have an opportunity to determine whether to move forward with the project in a future agenda item.

PREVIOUS ACTION:

At the May 12, 2026, Council Study Session, this item was discussed. There was an update on the status of the Water and Wastewater Revenue Funds, highlighting current WIFA debt obligations. Staff, our Water Resource Consultant, ADEQ, and Carollo (the project engineering firm), provided details on the updated project scope and costs, additional project costs not able to be funded through WIFA, and estimated ongoing annual operational costs once the remediation facility comes online.

STAFF RECOMMENDATION:

Approve Resolution No. 2026-1317 authorizing the application for a Drinking Water State Revolving Fund loan from WIFA for the Bright Star Water Production Facility PFAS Remediation.

FISCAL IMPACT?

This item is tentatively included in the FY 2026-27 budget in the amount of \$5,000,000 to ensure budget capacity to complete the project. The amount of potential principal forgiveness is expected to be 90%, but nothing is finalized until the WIFA board approves the percentage through their process. The application authorization is for the full potential loan amount of \$5,000,000 as is required by WIFA. Council will have the opportunity to approve or deny the final loan documents at a future date prior to loan issuance.

ATTACHMENTS:

| | |
|----|----------------------|
| 1. | Resolution 2026-1317 |
|----|----------------------|

RESOLUTION NO. 2026-1317

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, AUTHORIZING THE APPLICATION FOR A DRINKING WATER STATE REVOLVING FUND LOAN FROM THE WATER INFRASTRUCTURE FINANCE AUTHORITY OF ARIZONA.

WHEREAS, the Mayor and Common Council of the Town of Chino Valley (the "Town Council") has identified a need for a PFAS remediation project at Bright Star Well; and

WHEREAS, pursuant to Ariz. Rev. Stat. § 9-571, the Town may obligate the revenues generated by its water system to repay a loan from the Water Infrastructure Finance Authority of Arizona; and

WHEREAS, the Town Council certifies that the Town of Chino Valley's population is under 150,000 as of the most recent U.S. Census data; and

WHEREAS, the Town of Chino Valley's population at the time of this request is 13,911, which meets the requirement under Ariz. Rev. Stat. § 9-571; and

WHEREAS, it is in the Town of Chino Valley's best interest to pursue and apply for financial assistance from the Water Infrastructure Finance Authority of Arizona in an amount not to exceed \$5,000,000 for PFAS remediation at Bright Star Well;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, Arizona, as follows:

SECTION 1. The recitals above are incorporated as if fully set forth herein.

SECTION 2. The Town Manager is authorized to apply for Drinking Water State Revolving Fund financial assistance from the Water Infrastructure Finance Authority of Arizona in an amount not to exceed \$5,000,000, payable from revenues of the water system and excise tax.

SECTION 3. The Mayor, Town Manager, and Town Attorney are authorized and directed to execute all documents and take all steps necessary to carry out the purpose and intent of this resolution.

SECTION 4. All actions of the officers and agents of the Town that conform to the purpose and intent of this resolution, whether heretofore or hereafter taken, are hereby ratified, confirmed, and approved.

(SIGNATURES FOLLOW)

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 26th day of May 2026.

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld P.L.C.

I hereby certify that the above foregoing Resolution No. 2026-1317 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on May 26, 2026, and that quorum was present thereat and that the vote thereon was _____ ayes, _____ nays, and _____ abstentions. _____ Council members were absent or excused.

Erin N. Deskins, Town Clerk



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 6e
MEETING DATE: 5/26/2026
CONTACT PERSON: Katie Pehl, Finance Director
ITEM TYPE: Action Item

AGENDA ITEM TITLE:

Consideration and possible action to approve Resolution No. 2026-1309, approving a Tentative Budget for the fiscal year 2026-2027 and proposed expenditure limitation for the same year, in the amount of \$48,345,342, and setting a public hearing date of June 23, 2026, on the tentative budget and adoption of the final budget.

SUMMARY:

During the Council meeting held on April 13, 2026, staff presented the initial draft of the FY 2026-2027 budget for the Council's review and consideration. An additional study session was held on April 27, 2025, and the budget was further discussed at the May 12, 2026, Council meeting. Updates were made to the initial draft and estimated rollovers for ongoing projects were incorporated. The revised tentative budget establishes the expenditure cap for the upcoming fiscal year, which totals \$48,345,342.

Per Resolution No. 2026-1309, the Town Clerk is directed to publish the tentative budget, adhering to legal requirements. This involves weekly publications for two consecutive weeks after the Council's approval of the tentative budget.

The community will also have access to the tentative budget schedules for review. It will be available at key public locations, including the Town Hall and the Library, and can also be accessed online on the official town website.

Additionally, the Resolution schedules a public hearing for June 23, 2026. This hearing is a critical part of the budget approval process, providing an opportunity for public input before the final adoption of the budget.

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

Approve Resolution No. 2026-1309 approving a Tentative Budget for the fiscal year 2026-2027 and proposed expenditure limitation for the same year, in the amount of \$48,345,342, and setting a public hearing date of June 23, 2026, on the tentative budget and adoption of the final budget.

FISCAL IMPACT?

This process will enable the Council to subsequently approve the final budget and set the expenditure limit for FY 2026-2027.

ATTACHMENTS:

| | |
|----|--|
| 1. | RES 2026-1309 - Tentative Budget FY 2026-27 |
| 2. | Exhibit A - 2027 City-Town Official Budget Forms |

RESOLUTION NO. 2026-1309

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR 2026/2027; PROPOSING AN EXPENDITURE LIMITATION FOR THE SAME YEAR; AND SETTING A DATE FOR PUBLIC HEARING ON THE TENTATIVE BUDGET AND ADOPTION OF A FINAL BUDGET; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE FROM AND AFTER ITS PASSAGE AND APPROVAL ACCORDING TO THE LAW.

WHEREAS, pursuant to Article 9, Section 20(9) of the Arizona Constitution, and Arizona Revised Statutes (“A.R.S.”) Section 41-563.03(C), (E) and (G), the qualified voters of the Town of Chino Valley (the “Town”), on July 30, 2024, approved Proposition 475, adopting an Alternative Expenditure Limitation for the Town; and

WHEREAS, Proposition 475 provided that, as part of the budget process, the Mayor and Common Council of the Town of Chino Valley (the “Town Council”) shall annually adopt an expenditure limitation to govern the budget, after public hearing; and

WHEREAS, in accordance with A.R.S. Title 42, Chapter 17, Articles 1-5, the Town Council shall make an estimate of the amounts required to meet the public expenditures/expenses for the ensuing year, an estimate of revenues from sources other than direct taxation, and the amount to be raised by taxation upon real and personal property of the Town; and

WHEREAS, in accordance with said chapter of said title, the estimates required to meet the public expenditures/expenses for the ensuing year shall be published according to law, and a public hearing shall be held at which any taxpayer may appear and be heard in favor of or against any of the proposed expenditures/expenses or tax levies; and

WHEREAS, the Town Council desires now to establish a tentative expenditure limitation and budget expenditures for the fiscal year beginning July 1, 2026, and ending June 30, 2027.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, Arizona, as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The tentative expenditure limitation to govern the Town of Chino Valley budget for Fiscal Year 2026/2027 is hereby proposed in an amount not to exceed \$48,345,342.

SECTION 3. The estimates of revenues and expenditures shown in the schedules attached hereto as Exhibit A and incorporated herein by reference are hereby adopted as the tentative budget of the Town of Chino Valley for Fiscal Year 2026/2027.

SECTION 4. The Town Clerk is authorized and directed to (i) make available the tentative budget for inspection, not later than seven days after the date of this resolution, at the Chino Valley Public Library, at the Chino Valley Town Hall, and on the official Town Website; and (ii) publish in the official Town newspaper once per week for two consecutive weeks (a) the official tentative budget and (b) a notice of the public hearing of the Town Council to hear taxpayers and

make tax levies at designated times and places. The notice shall include the physical addresses of the Chino Valley Public Library and the Chino Valley Town Hall, and the website where the tentative budget may be found.

SECTION 5. A public hearing on the tentative budget shall be held on June 23, 2026, during the regularly scheduled Town Council meeting.

SECTION 6. This resolution shall be effective from and after its passage and approval according to law.

SECTION 7. All resolutions or parts of resolutions in conflict with the provisions of this resolution are hereby repealed.

SECTION 8. If any section, subsection, sentence, clause, phrase, or portion of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 26th day of May 2026.

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld P.L.C.

I hereby certify that the above foregoing Resolution No. 2026-1309 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on May 26, 2026, and that quorum was present thereat and that the vote thereon was _____ ayes, _____ nays, and _____ abstentions. _____ Council members were absent or excused.

Erin N. Deskins, Town Clerk

Official Budget Forms

Town of Chino Valley

Fiscal year 2027

Town of Chino Valley

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Fiscal year 2027

Resolution for the adoption of the budget

Schedule A—Summary Schedule of estimated revenues and expenditures/expenses

Schedule B—Tax levy and tax rate information

Schedule C—Revenues other than property taxes

Schedule D—Other financing sources/(uses) and interfund transfers

Schedule E—Expenditures/expenses by fund

Schedule F—Expenditures/expenses by department (as applicable)

Schedule G—Full-time employees and personnel compensation

Town of Chino Valley
Summary Schedule of estimated revenues and expenditures/expenses
Fiscal year 2027

| Fiscal year | S c h | Funds | | | | | | | | | |
|-------------|--|--------------|----------------------|-------------------|-----------------------|----------------|----------------------------|------------------------|-----------------|---|------------|
| | | General Fund | Special Revenue Fund | Debt Service Fund | Capital Projects Fund | Permanent Fund | Enterprise Funds Available | Internal Service Funds | Total all funds | | |
| 2026 | Adopted/adjusted budgeted expenditures/expenses* | E | 1 | 18,064,364 | 5,445,095 | 1,293,732 | 6,627,464 | 0 | 15,285,534 | 0 | 46,716,189 |
| 2026 | Actual expenditures/expenses** | E | 2 | 16,675,093 | 2,075,707 | 1,293,732 | 3,582,264 | 0 | 3,207,062 | 0 | 26,833,858 |
| 2027 | Beginning fund balance/(deficit) or net position/(deficit) at July 1*** | | 3 | 9,574,955 | 2,765,674 | 0 | 3,670,998 | 0 | 1,584,148 | 0 | 17,595,775 |
| 2027 | Primary property tax levy | B | 4 | 0 | | | | | | | 0 |
| 2027 | Secondary property tax levy | B | 5 | | | | | | | | 0 |
| 2027 | Estimated revenues other than property taxes | C | 6 | 16,885,716 | 6,344,068 | 0 | 3,192,872 | 0 | 3,615,536 | 0 | 30,038,192 |
| 2027 | Other financing sources | D | 7 | 0 | 0 | 0 | 0 | 0 | 15,000,000 | 0 | 15,000,000 |
| 2027 | Other financing (uses) | D | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2027 | Interfund transfers in | D | 9 | 0 | 0 | 1,213,802 | 1,500,000 | 0 | 0 | 0 | 2,713,802 |
| 2027 | Interfund Transfers (out) | D | 10 | 0 | 500,000 | 0 | 2,213,802 | 0 | 0 | 0 | 2,713,802 |
| 2027 | Line 11: Reduction for fund balance reserved for future budget year expenditures | | | | | | | | | | |
| | Maintained for future debt retirement | | | | | | | | 1,053,187 | | 1,053,187 |
| | Maintained for future capital projects | | | | | | | | | | 0 |
| | Maintained for future financial stability | | | | | | | | | | 0 |
| | Maintained for future retirement contributions | | | | | | | | | | 0 |
| | | | | | | | | | | | 0 |
| 2027 | Total financial resources available | | 12 | 26,460,671 | 8,609,742 | 1,213,802 | 6,150,068 | 0 | 19,146,497 | 0 | 61,580,780 |
| 2027 | Budgeted expenditures/expenses | E | 13 | 18,590,864 | 6,112,576 | 1,213,802 | 4,282,371 | 0 | 18,145,729 | 0 | 48,345,342 |

| Expenditure limitation comparison | | 2026 | 2027 |
|-----------------------------------|---|---------------|---------------|
| 1 | Budgeted expenditures/expenses | \$ 46,716,189 | \$ 48,345,342 |
| 2 | Add/subtract: estimated net reconciling items | | |
| 3 | Budgeted expenditures/expenses adjusted for reconciling items | 46,716,189 | 48,345,342 |
| 4 | Less: estimated exclusions | | |
| 5 | Amount subject to the expenditure limitation | \$ 46,716,189 | \$ 48,345,342 |
| 6 | EEC expenditure limitation or voter-approved alternative expenditure limitation | \$ 46,716,189 | \$ 48,345,342 |

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes expenditure/expense adjustments approved in the current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts on this line represent beginning fund balance/(deficit) or net position/(deficit) amounts except for nonspendable amounts (e.g., prepaids and inventories) or amounts legally or contractually required to be maintained intact (e.g., principal of a permanent fund). See the Instructions tab, cell C17 for more information about the amounts that should and should not be included on this line.

Town of Chino Valley
Tax levy and tax rate information
Fiscal year 2027

| | 2026 | 2027 |
|--|-------------|-------------|
| 1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A) | \$ _____ | \$ _____ |
| 2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18) | \$ _____ | |
| 3. Property tax levy amounts | | |
| A. Primary property taxes | \$ _____ | \$ _____ |
| Property tax judgment | _____ | _____ |
| B. Secondary property taxes | _____ | _____ |
| Property tax judgment | _____ | _____ |
| C. Total property tax levy amounts | \$ _____ | \$ _____ |
| 4. Property taxes collected* | | |
| A. Primary property taxes | | |
| (1) Current year's levy | \$ _____ | |
| (2) Prior years' levies | _____ | |
| (3) Total primary property taxes | \$ _____ | |
| B. Secondary property taxes | | |
| (1) Current year's levy | \$ _____ | |
| (2) Prior years' levies | _____ | |
| (3) Total secondary property taxes | \$ _____ | |
| C. Total property taxes collected | \$ _____ | |
| 5. Property tax rates | | |
| A. City/Town tax rate | | |
| (1) Primary property tax rate | _____ | _____ |
| Property tax judgment | _____ | _____ |
| (2) Secondary property tax rate | _____ | _____ |
| Property tax judgment | _____ | _____ |
| (3) Total city/town tax rate | _____ | _____ |
| B. Special assessment district tax rates | | |
| Secondary property tax rates—As of the date the proposed budget was prepared, the city/town was operating <u> 4 </u> special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town. | | |

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

Town of Chino Valley
Revenues other than property taxes
Fiscal Year 2027

| Source of revenues | Estimated revenues 2026 | Actual revenues* 2026 | Estimated revenues 2027 |
|--|----------------------------|--------------------------|----------------------------|
| General Fund | | | |
| Local taxes | | | |
| Transaction Privilege Taxes | \$ 8,786,260 | \$ 8,909,813 | \$ 8,961,985 |
| Franchise Taxes | 415,110 | 415,110 | 415,110 |
| Licenses and permits | | | |
| Building Permits | 119,850 | 169,598 | 133,167 |
| Business Licenses | 70,000 | 48,033 | 60,000 |
| Plan Check Fees | 70,000 | 95,098 | 80,000 |
| Other Licenses and Permits | 6,500 | 55,151 | 6,500 |
| Intergovernmental | | | |
| State Shared Transaction Privilege Tax | 2,129,512 | 2,129,512 | 2,091,136 |
| State Shared Income Tax | 2,748,922 | 2,711,488 | 2,927,930 |
| Vehicle License Tax | 1,185,387 | 1,185,387 | 1,229,581 |
| Yavapai County Library Funds | 73,000 | 80,000 | 82,000 |
| Police Dept Grants | 75,000 | 97,500 | 72,500 |
| Senior Nutrition Grant | 125,000 | | |
| Charges for services | | | |
| Engineering Fees | 7,500 | 7,862 | 7,725 |
| Senior Nutrition Program Fees | 350 | 924 | 360 |
| Facility Use Fees | 46,000 | 46,735 | 47,380 |
| Police Report Fees | 7,500 | 10,513 | 7,725 |
| Aquatic Center Fees | 50,000 | 50,172 | 51,500 |
| Other Charges for Services | 5,074 | 2,750 | 5,227 |
| Fines and forfeits | | | |
| Animal Control Fees | 28,000 | 28,000 | 28,560 |
| Library Fines | 1,000 | 2,078 | 1,000 |
| Court Fines and Forfeitures | 140,500 | 140,500 | 143,330 |
| Interest on investments | | | |
| Interest | 500,000 | 496,735 | 458,000 |
| Miscellaneous | | | |
| Sale of Fixed Assets | 10,000 | 5,578 | 25,000 |
| Miscellaneous | 41,115 | 108,551 | 50,000 |
| Total General Fund | \$ 16,641,580 | \$ 16,797,088 | \$ 16,885,716 |

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

Town of Chino Valley
Revenues other than property taxes
Fiscal Year 2027

| Source of revenues | Estimated revenues 2026 | Actual revenues* 2026 | Estimated revenues 2027 |
|---|-------------------------------|--------------------------|-------------------------------|
| Special revenue funds | | | |
| Highway User Revenue | \$ 1,464,860 | \$ 1,464,860 | \$ 1,419,163 |
| Interest | 15,000 | 18,280 | 15,000 |
| Miscellaneous | 3,500 | 5,850 | 3,500 |
| | <u>\$ 1,483,360</u> | <u>\$ 1,488,990</u> | <u>\$ 1,437,663</u> |
| Miscellaneous Grants | \$ 3,500,000 | \$ 472,704 | \$ 4,844,280 |
| | <u>\$ 3,500,000</u> | <u>\$ 472,704</u> | <u>\$ 4,844,280</u> |
| Special Revenue Fund - Court | \$ 28,000 | \$ 23,582 | \$ 28,000 |
| Special Revenue Fund - PD | 5,000 | 5,310 | 5,000 |
| Special Revenue Fund - Cemetery Maintenance | 14,250 | 1,373 | 10,100 |
| Lighting Improvement Districts #1, #2, #3 | 4,650 | 4,650 | 4,650 |
| Del Sol Improvement District | 2,750 | 2,750 | 14,375 |
| | <u>\$ 54,650</u> | <u>\$ 37,665</u> | <u>\$ 62,125</u> |
| Total special revenue funds | <u>\$ 5,038,010</u> | <u>\$ 1,999,359</u> | <u>\$ 6,344,068</u> |
| Capital projects funds | | | |
| Capital Improvements Fund - General Fund | \$ 4,590,071 | \$ 2,701,865 | \$ 3,182,872 |
| Asset Replacement Fund | 5,000 | 12,068 | 10,000 |
| | <u>\$ 4,595,071</u> | <u>\$ 2,713,933</u> | <u>\$ 3,192,872</u> |
| Total capital projects funds | <u>\$ 4,595,071</u> | <u>\$ 2,713,933</u> | <u>\$ 3,192,872</u> |
| Enterprise funds | | | |
| Water Enterprise Fund | \$ 1,091,580 | \$ 1,179,857 | \$ 1,182,512 |
| Wastewater Enterprise Fund | 2,996,655 | 2,396,978 | 2,433,024 |
| | <u>\$ 4,088,235</u> | <u>\$ 3,576,835</u> | <u>\$ 3,615,536</u> |
| Total enterprise funds | <u>\$ 4,088,235</u> | <u>\$ 3,576,835</u> | <u>\$ 3,615,536</u> |
| Total all funds | <u>\$ 30,362,896</u> | <u>\$ 25,087,215</u> | <u>\$ 30,038,192</u> |

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

Town of Chino Valley
Other financing sources/(uses) and interfund transfers
Fiscal year 2027

| Fund | Other financing 2027 | | Interfund transfers 2027 | |
|-------------------------------------|---------------------------------|---------------|-------------------------------------|--------------|
| | Sources | (Uses) | In | (Out) |
| General Fund | | | | |
| Transfer to Cap Asset Replacement | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Total General Fund | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Special revenue funds | | | | |
| HURF Transfer to Streets CIP | \$ _____ | \$ _____ | \$ _____ | \$ 500,000 |
| Total special revenue funds | \$ _____ | \$ _____ | \$ _____ | \$ 500,000 |
| Debt service funds | | | | |
| Trans from General CIP | \$ _____ | \$ _____ | \$ 1,213,802 | \$ _____ |
| Total debt service funds | \$ _____ | \$ _____ | \$ 1,213,802 | \$ _____ |
| Capital projects funds | | | | |
| General CIP Trans to Debt Service | \$ _____ | \$ _____ | \$ _____ | \$ 1,213,802 |
| General CIP Trans to Streets CIP | \$ _____ | \$ _____ | \$ _____ | 1,000,000 |
| Streets CIP Trans from General CIP | \$ _____ | \$ _____ | 1,000,000 | \$ _____ |
| Streets CIP Trans from HURF | \$ _____ | \$ _____ | 500,000 | \$ _____ |
| Total capital projects funds | \$ _____ | \$ _____ | \$ 1,500,000 | \$ 2,213,802 |
| Enterprise funds | | | | |
| Water CIP | \$ 5,000,000 | \$ _____ | \$ _____ | \$ _____ |
| Wastewater CIP | 10,000,000 | \$ _____ | \$ _____ | \$ _____ |
| Total enterprise funds | \$ 15,000,000 | \$ _____ | \$ _____ | \$ _____ |
| Total all funds | \$ 15,000,000 | \$ _____ | \$ 2,713,802 | \$ 2,713,802 |

**Town of Chino Valley
Expenditures/expenses by fund
Fiscal year 2027**

| Fund/Department | Adopted budgeted expenditures/ expenses 2026 | Expenditure/ expense adjustments approved 2026 | Actual expenditures/ expenses* 2026 | Budgeted expenditures/ expenses 2027 |
|-------------------------------------|--|--|--|---|
| General Fund | | | | |
| Community Services | \$ 1,504,417 | \$ | \$ 1,312,167 | \$ 1,361,441 |
| Development Services | 1,706,924 | | 1,435,112 | 1,548,340 |
| Finance | 668,130 | | 658,130 | 686,382 |
| Human Resources | 678,539 | | 648,539 | 663,980 |
| Information Technology Services | 680,593 | 8,536 | 672,665 | 646,943 |
| Mayor and Council | 81,237 | | 77,237 | 78,150 |
| Municipal Court | 438,489 | | 435,739 | 465,377 |
| Non-Departmental | 819,224 | 77,448 | 896,672 | 1,055,920 |
| Police | 5,983,855 | | 5,891,605 | 6,260,550 |
| Public Works | 3,666,947 | | 3,491,947 | 3,619,891 |
| Town Clerk | 483,541 | | 468,041 | 531,992 |
| Town Manager | 707,239 | | 687,239 | 731,898 |
| Contingency | 934,000 | (374,755) | | 940,000 |
| Total General Fund | \$ 18,353,135 | \$ (288,771) | \$ 16,675,093 | \$ 18,590,864 |
| Special revenue funds | | | | |
| Highway User Revenue Fund | \$ 1,588,215 | \$ 90,384 | \$ 1,621,349 | \$ 1,158,233 |
| Miscellaneous Grants Fund | 3,636,025 | | 323,887 | 4,863,818 |
| Special Revenue Fund - Court | 17,200 | 42,112 | 59,312 | 57,200 |
| Special Revenue Fund - Police | 5,000 | 49,459 | 54,459 | 5,000 |
| Special Rev Fund - Cemetery | 9,300 | | 9,300 | 9,300 |
| Lighting Improvement Districts | 4,650 | | 4,650 | 4,650 |
| Del Sol Improvement District | 2,750 | | 2,750 | 14,375 |
| Total special revenue funds | \$ 5,263,140 | \$ 181,955 | \$ 2,075,707 | \$ 6,112,576 |
| Debt service funds | | | | |
| Debt Service Fund | \$ 1,293,732 | \$ | \$ 1,293,732 | \$ 1,213,802 |
| Total debt service funds | \$ 1,293,732 | \$ | \$ 1,293,732 | \$ 1,213,802 |
| Capital projects funds | | | | |
| General Fund CIP | \$ 3,308,441 | \$ 197,200 | \$ 460,441 | \$ 2,102,371 |
| Asset Replacement Fund | | 121,823 | 121,823 | 180,000 |
| Streets CIP | 3,000,000 | | 3,000,000 | 2,000,000 |
| Total capital projects funds | \$ 6,308,441 | \$ 319,023 | \$ 3,582,264 | \$ 4,282,371 |
| Enterprise funds | | | | |
| Water Enterprise Fund | \$ 824,736 | \$ 90,384 | \$ 777,120 | \$ 891,659 |
| Water CIP | 2,175,000 | | 18,845 | 5,156,155 |
| Wastewater Enterprise Fund | 2,792,564 | (302,591) | 2,103,973 | 2,564,655 |
| Wastewater CIP | 9,705,441 | | 307,124 | 9,533,260 |
| Total enterprise funds | \$ 15,497,741 | \$ (212,207) | \$ 3,207,062 | \$ 18,145,729 |
| Total all funds | \$ 46,716,189 | \$ | \$ 26,833,858 | \$ 48,345,342 |

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

Town of Chino Valley
Expenditures/expenses by department
Fiscal year 2027

| Department/Fund | Adopted budgeted expenditures/ expenses | Expenditure/ expense adjustments approved | Actual expenditures/ expenses* | Budgeted expenditures/ expenses |
|---|--|--|---|--|
| | 2026 | 2026 | 2026 | 2027 |
| Community Services: | | | | |
| General Fund | \$ 1,504,417 | \$ | \$ 1,312,167 | \$ 1,361,441 |
| Department total | \$ 1,504,417 | \$ | \$ 1,312,167 | \$ 1,361,441 |
| Development Services: | | | | |
| General Fund | \$ 1,706,924 | \$ | \$ 1,435,112 | \$ 1,548,340 |
| Department total | \$ 1,706,924 | \$ | \$ 1,435,112 | \$ 1,548,340 |
| Finance: | | | | |
| General Fund | \$ 668,130 | \$ | \$ 658,130 | \$ 686,382 |
| Department total | \$ 668,130 | \$ | \$ 658,130 | \$ 686,382 |
| Human Resources: | | | | |
| General Fund | \$ 678,539 | \$ | \$ 648,539 | \$ 663,980 |
| Department total | \$ 678,539 | \$ | \$ 648,539 | \$ 663,980 |
| Information Technology Services: | | | | |
| General Fund | \$ 680,593 | \$ 8,536 | \$ 672,665 | \$ 646,943 |
| Department total | \$ 680,593 | \$ 8,536 | \$ 672,665 | \$ 646,943 |
| Mayor and Council: | | | | |
| General Fund | \$ 81,237 | \$ | \$ 77,237 | \$ 78,150 |
| Department total | \$ 81,237 | \$ | \$ 77,237 | \$ 78,150 |
| Municipal Court: | | | | |
| General Fund | \$ 438,489 | \$ | \$ 435,739 | \$ 465,377 |
| Special Rev Fund - Court | 17,200 | 42,112 | 59,312 | 57,200 |
| Department total | \$ 455,689 | \$ 42,112 | \$ 495,051 | \$ 522,577 |
| Non-Departmental: | | | | |
| General Fund | \$ 1,753,224 | \$ (297,307) | \$ 896,672 | \$ 1,995,920 |
| Miscellaneous Grants Fund | 3,636,025 | | 323,887 | 4,863,818 |
| Debt Service Fund | 1,293,732 | | 1,293,732 | 1,213,802 |
| General Fund CIP | 3,308,441 | 197,200 | 460,441 | 2,102,371 |
| Asset Replacement Fund | | 121,823 | 121,823 | 180,000 |
| Department total | \$ 9,991,422 | \$ 21,716 | \$ 3,096,555 | \$ 10,355,911 |
| Police: | | | | |
| General Fund | \$ 5,983,855 | \$ | \$ 5,891,605 | \$ 6,260,550 |
| Special Rev Fund - Police | 5,000 | 49,459 | 54,459 | 5,000 |
| Department total | \$ 5,988,855 | \$ 49,459 | \$ 5,946,064 | \$ 6,265,550 |

Town of Chino Valley
Expenditures/expenses by department
Fiscal year 2027

| Department/Fund | Adopted budgeted expenditures/expenses | Expenditure/expense adjustments approved | Actual expenditures/expenses* | Budgeted expenditures/expenses |
|--------------------------------|---|---|--------------------------------------|---------------------------------------|
| | 2026 | 2026 | 2026 | 2027 |
| Public Works: | | | | |
| General Fund | \$ 3,666,947 | \$ | \$ 3,491,947 | \$ 3,619,891 |
| Highway User Revenue Fund | 1,588,215 | 90,384 | 1,621,349 | 1,158,233 |
| Streets CIP | 3,000,000 | | 3,000,000 | 2,000,000 |
| Special Rev Fund - Cemetery | 9,300 | | 9,300 | 9,300 |
| Department total | \$ 8,264,462 | \$ 90,384 | \$ 8,122,596 | \$ 6,787,424 |
| Town Clerk: | | | | |
| General Fund | \$ 483,541 | \$ | \$ 468,041 | \$ 531,992 |
| Department total | \$ 483,541 | \$ | \$ 468,041 | \$ 531,992 |
| Town Manager: | | | | |
| General Fund | \$ 707,239 | \$ | \$ 687,239 | \$ 731,898 |
| Department total | \$ 707,239 | \$ | \$ 687,239 | \$ 731,898 |
| Water: | | | | |
| Water Enterprise Fund | \$ 824,736 | \$ 90,384 | \$ 777,120 | \$ 891,659 |
| Water CIP | 2,175,000 | | 18,845 | 5,156,155 |
| Department total | \$ 2,999,736 | \$ 90,384 | \$ 795,965 | \$ 6,047,814 |
| Wastewater: | | | | |
| Wastewater Enterprise Fund | \$ 2,792,564 | \$ (302,591) | \$ 2,103,973 | \$ 2,564,655 |
| Wastewater CIP | 9,705,441 | | 307,124 | 9,533,260 |
| Department total | \$ 12,498,005 | \$ (302,591) | \$ 2,411,097 | \$ 12,097,915 |
| Improvement Districts: | | | | |
| Lighting Improvement Districts | \$ 4,650 | \$ | \$ 4,650 | \$ 4,650 |
| Del Sol Improvement District | 2,750 | | 2,750 | 14,375 |
| Department total | \$ 7,400 | \$ | \$ 7,400 | \$ 19,025 |
| Total all funds | \$ 46,716,189 | \$ | \$ 26,833,858 | \$ 48,345,342 |

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

Town of Chino Valley
Full-time employees and personnel compensation
Fiscal year 2027

| Fund | Full-time equivalent (FTE) | Employee salaries and hourly costs | Retirement costs | Healthcare costs | Other benefit costs | Total estimated personnel compensation |
|------------------------------------|-----------------------------------|---|-------------------------|-------------------------|----------------------------|---|
| | 2027 | 2027 | 2027 | 2027 | 2027 | 2027 |
| General Fund | 122.8 | \$ 8,748,163 | \$ 1,079,008 | \$ 1,653,780 | \$ 935,083 | \$ 12,416,034 |
| Special revenue funds | | | | | | |
| Highway User Revenue Fund | 9.0 | \$ 436,526 | \$ 49,900 | \$ 139,368 | \$ 83,269 | \$ 709,063 |
| Grant Fund | 1.0 | 79,894 | 13,182 | 20,400 | 10,940 | 124,416 |
| Total special revenue funds | 10.0 | \$ 516,420 | \$ 63,082 | \$ 159,768 | \$ 94,209 | \$ 833,479 |
| Enterprise funds | | | | | | |
| Water Enterprise | 3.5 | \$ 257,230 | \$ 29,019 | \$ 57,606 | \$ 31,106 | \$ 374,961 |
| Wastewater Enterprise | 3.5 | 257,230 | 29,019 | 57,606 | 31,106 | 374,961 |
| Total enterprise funds | 7.0 | \$ 514,460 | \$ 58,038 | \$ 115,212 | \$ 62,212 | \$ 749,922 |
| Total all funds | 139.8 | \$ 9,779,043 | \$ 1,200,128 | \$ 1,928,760 | \$ 1,091,504 | \$ 13,999,435 |



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 6f
MEETING DATE: 5/26/2026
CONTACT PERSON: Jessi Sorteberg, Executive Analyst
ITEM TYPE: Resolution

AGENDA ITEM TITLE:

Consideration and possible action to approve Resolution 2026-1307, authorizing the submission of a grant application to, and acceptance of grant funds from, the AZ SMART Fund for a Grant for Match Pursuant to Title 28, Chapter 2, Article 2, Arizona Revised Statutes.

SUMMARY:

The Town of Chino Valley continues to experience safety challenges along its roadway network, particularly along State Route 89 (SR 89) and surrounding neighborhood collectors. Crash data reflects ongoing concerns related to speed, roadway design, and multimodal conflicts, including serious injury and fatal crashes.

In response, the Town of Chino Valley is preparing an application for federal funding through the U.S. Department of Transportation's Safe Streets and Roads for All (SS4A) program to develop a Supplemental Safety Action Plan. This effort will include a town-wide speed study, intersection safety study, and signage inventory to identify systemic risks and develop a prioritized list of implementation-ready safety improvements focused on reducing fatal and serious injury crashes across the Town's roadway network.

YPlan (formerly CYMPO) has also communicated its intent to pursue SS4A funding for a regional corridor study focused along State Route 89. While both efforts are centered on transportation safety, the Town's proposed project is distinct in scope and purpose, focusing specifically on localized safety concerns within Town limits and addressing needs identified directly by the Town's Public Works Department.

The SS4A program requires a minimum 20% non-federal match. The Arizona SMART Fund provides an opportunity for the Town to secure state funding to meet this match requirement and strengthen the competitiveness of the federal application.

Approval of this resolution will authorize staff to submit an application to the Arizona SMART Fund to cover the required local match for the SS4A grant. If awarded, these funds will allow the Town to leverage federal investment without committing local general funds, while advancing a critical safety initiative.

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

Approve Resolution 2026-1307, authorizing the submission of a grant application to, and acceptance of grant funds from, the AZ SMART Fund for a Grant for Match Pursuant to Title 28, Chapter 2, Article 2, Arizona Revised Statutes.

FISCAL IMPACT?

The total project cost is \$350,000 with \$280,000 requested from the SS4A program and a required local match of \$70,000.

If awarded, the Arizona SMART Fund would provide funding to fully cover the local match requirement. If the AZ SMART Fund application is unsuccessful, the staff will evaluate alternative funding sources or bring forward options for Council consideration prior to accepting any federal award.

There is available budget capacity in the miscellaneous grants budget for FY 2026-27 if these grants are awarded.

ATTACHMENTS:

| | |
|----|------------------------------------|
| 1. | RES 2026-1307 AZ SMART APPLICATION |
|----|------------------------------------|

RESOLUTION NO. 2026-1307

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO, AND ACCEPTANCE OF GRANT FUNDS FROM, THE AZ SMART FUND FOR A GRANT FOR MATCH PURSUANT TO TITLE 28, CHAPTER 2, ARTICLE 2, ARIZONA REVISED STATUTES.

WHEREAS, in Chapter 322 of the Laws of 2022 (the "Act"), the Arizona Legislature established the Arizona State Match Advantage for Rural Transportation ("AZ SMART") Fund and program and authorized the State Transportation Board to, among other things, award grants to eligible applicants for design and other engineering services, for grant development and submission, and to provide a local, non-federal match funds for federal discretionary grants for surface transportation purposes; and

WHEREAS, A.R.S. § 28-339(Q)(1) defines "federal grant" as a federal discretionary grant program administered by any federal agency for surface transportation purposes; and

WHEREAS, the AZ SMART Fund Request for Grant Applications and Agreement ("RFGAA") defines "surface transportation purposes" as a road, bridge, transit, or rail infrastructure project, study, or plan document that is eligible for a federal grant; and

WHEREAS, AZ SMART Fund applicants must apply in accordance with the requirements of the Act and the RFGAA; and

WHEREAS, the RFGAA requires that applications include a resolution from the applicant's governing body stating (i) that the Project is in the best interests of the residents of the municipality or county where the Project is or will be located, (ii) the federal grant the applicant will pursue, and (iii) the applicant's commitment of funds, if applicable; and

WHEREAS, the Town has submitted or will submit the Project for a federal discretionary grant through the U.S. Department of Transportation's Safe Streets and Roads for All program, as identified in the RFGAA.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Chino Valley, Arizona, as follows:

SECTION 1. The recitals above are incorporated as if fully set forth herein.

SECTION 2. The Town's Project, for which no Town cash monies are committed, is in the best interests of its residents.

SECTION 3. The Mayor and Town Manager are hereby authorized to sign and submit the RFGAA, requesting \$70,000 from the AZ SMART Fund for a grant of match funds for the Town's Project, and to sign application and contract or grant documents for receipt and use of such funds.

SECTION 4. The Mayor, the Town Manager, the Town Clerk, and the Town Attorney are hereby authorized to take such actions and execute such documents as are necessary to carry out the purpose and intent of this resolution.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 26th day of May 2026.

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld P.L.C.

I hereby certify that the above foregoing Resolution No. 2026-1307 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on May 26, 2026, and that quorum was present thereat and that the vote thereon was ____ ayes, ____ nays, and ____ abstentions. ____ Council members were absent or excused.

Erin N. Deskins, Town Clerk