



Town of Chino Valley

MEETING NOTICE TOWN COUNCIL

**SPECIAL MEETING
Thursday, January 23, 2014
6:00 P.M.**

**Council Chambers
202 N. State Route 89
Chino Valley, Arizona**

AGENDA

- 1) CALL TO ORDER; ROLL CALL**
- 2)** Discussion and possible action to direct staff regarding the Management Agreement for Chino Valley Shooting Range between the Town of Chino Valley and the Prescott Sportsmen's Club, Inc. (Mayor Marley)
 - a)** The Council may vote to recess the Special Meeting and hold an executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider the Town's position and instruct the Town Attorney regarding the Town's position regarding a contract with Prescott Sportsmen's Club, Inc. related to management of the Chino Valley Shooting Range that is the subject of negotiations.
- 3)** Review and discussion regarding a proposed multi-day country "Outward Bound Music Festival" at Old Home Manor. Charlie Arnold, applicant. (Ruth Mayday, Planner)
- 4)** Review and discussion regarding possible grant opportunities with the Arizona Commerce Authority and Economic Development Administration. (Ruth Mayday, Planner)
- 5) ADJOURNMENT**

Dated this 17th day of January, 2014.

By: **Jami C. Lewis, Town Clerk**

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 636-2646 (voice) or 1-(800) 347-1695 (Arizona Relay Service) 48 hours prior to the meeting to request a reasonable accommodation to participate in this meeting.

Supporting documentation and staff reports furnished to the Council with this agenda are available for review on the Town website at <http://www.chinoaz.net/clerk/townagenda.shtml>, and in the Public Library and Town Clerk's Office.

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: _____
Jami C. Lewis, Town Clerk



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Special Meeting

Item No. 2.

Meeting Date: 01/23/2014
Contact Person: Jami Lewis, Town Clerk
 Phone: 928-636-2646 x-1208
Department: Council
Item Type: N/A
Estimated length of Staff Presentation: None
Physical location of item: Chino Valley Shooting Range at Old Home Manor

Information

AGENDA ITEM TITLE:

Discussion and possible action to direct staff regarding the Management Agreement for Chino Valley Shooting Range between the Town of Chino Valley and the Prescott Sportsmen's Club, Inc. (Mayor Marley)

SITUATION & ANALYSIS:

Mayor Marley desires to discuss possible revisions to the Management Agreement for Chino Valley Shooting Range between the Town and the Prescott Sportsmen's Club. A draft revised agreement will be provided to Council and applicable staff only.

Attachments

Draft revised Management Agreement (Council & Staff only) - Pages 4-12 of this packet



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Special Meeting

Item No. 3.

Meeting Date: 01/23/2014
Contact Person: Ruth Mayday, Planner
 Phone: 928-636-4427 x-1217
Department: Development Services
Item Type: N/A
Estimated length of Staff Presentation: 5 minutes
Physical location of item: Old Home Manor

Information

AGENDA ITEM TITLE:

Review and discussion regarding a proposed multi-day country "Outward Bound Music Festival" at Old Home Manor. Charlie Arnold, applicant. (Ruth Mayday, Planner)

SITUATION & ANALYSIS:

Mr. Arnold has approached the Town regarding the use of Old Home Manor (OHM) for a six (6) day music festival. The event is tentatively scheduled for September 17-22, 2014; however, the site would be encumbered for the month to allow for set-up and tear-down of the equipment and facilities necessary to stage the event.

It is anticipated that the event could attract 25,000 to 31,000 attendees, with an estimated taxable activity of \$5,000,000. An initial 8,000 campsites and equivalent number of parking stalls would be necessary, with the maximum availability of 10,500 and 10,000 respectively. The entire site would be surrounded with a chain link fence and access would be tightly controlled. The promoter would be responsible for retaining adequate security and emergency services for the event, subject to approval by the CVPD and CVFD.

OHM is currently zoned Public Lands (PL); the regulations governing the use of Public Lands are set forth in Section 3.18 of the Unified Development Ordinance. Among those uses are "Other uses approved by Town Council", giving Council the latitude to consider uses such as the proposed use. Temporary Uses are governed by Section 3.15.4 and require a Temporary Use Permit, issued by the Zoning Administrator.

In order to issue said permit, the Zoning Administrator must make the following determinations and findings of fact (UDO3.15.4 (B)):

1. Ensure that health and safety are considered, and obtain the approval of the Yavapai County Health Department, the Fire District, and the Police Department prior to issuance of any permit.
2. Ensure that the land is adequate for the proposed use and consequent parking, and consider traffic

safety.

3. Require any measures necessary to protect surrounding property.
4. Establish a time limit, not to exceed fifteen (15) consecutive days unless otherwise approved by Council.
5. Permanent structures shall not be permitted.

As the Town has not hosted an event of this magnitude, staff suggests the following:

- 1) A specific Contract in addition to a Temporary Use Permit
 - a) Contracts for Fire/Police/Safety Services
 - b) Insurance policies for Liquor, event, liability
 - c) Clear and complete indemnification of the Town
 - d) Reimburse Town for costs incurred as a result of the event (Police OT, additional staff, emergency management)
- 2) Surety Bond for an amount to be determined that will cover remediation costs (roads, site, etc)
- 3) Traffic Impact Analysis
- 4) Trust Account sufficient to cover staff time and attorney fees for project reviews, plan reviews, inspections, and recovery of claims of damages.
- 5) Specific plan for restoration of grasslands at OHM
- 6) Specific traffic plan, including controlling access to detours for local residents only.
- 7) Dust mitigation for traffic
- 8) Water plan for both dust mitigation and site supply
- 9) Ensure participation by Chino Valley youth/charitable groups
- 10) Sanitary Service plan, including pumping schedule

Staff proposes the following schedule:

- 1) Initial Work/Study to discuss Council's expectations (Jan 23, 2014) and requirements
- 2) Town Attorney to drafts Contract and Temporary Use Permit
- 3) Neighborhood Meeting for residents of Chino Meadows 1, Bright Star, 7 Bar Ranch, and Haystack Ranches to take comment and receive feedback to traffic planning; Notification published in paper of general circulation fifteen (15) days prior to meeting.
- 4) Applicant finalize plans with Fire/Police/EMS
- 5) Town Council review site plans, traffic plans, Fire/Police/EMS plans, contract, and Temporary Use Permit (February Work/Study)
- 6) Town Council approves use and concomitant contracts at regular Council Meeting March 11, 2014

Attachments

Technical Review Application



**TOWN OF CHINO VALLEY
DEVELOPMENT SERVICES
1982 VOSS DR. # 203
CHINO VALLEY, AZ. 86323
(928) 636-4427/FAX: (928) 636-6937**

TECHNICAL REVIEW APPLICATION, SUBMITTAL REQUIREMENTS

This application is different from a Site Plan/Technical Review Committee Application

GENERAL INFORMATION

The following requests are subject to a Technical Review Applications:

(Please check the appropriate box or boxes)

- ☐ New Commercial buildings under 5,000 square feet in size.
- ☐ *Change or alteration of an existing Commercial building which creates addition square footage.
- ☐ Changing a residential structure to a commercial use.
- ☐ A preliminary subdivision sketch.
- ☐ A preliminary Planned Area Development (PAD) sketch.
- ☐ A Minor Subdivision.
- ☐ *A Conditional Use Permit.

*The Zoning administrator (ZA) after review of the request may find that a Technical Review Application is not necessary.

If you are applying for something different than the above applications please see the Site Plan/ Technical Review Committee Application.

The information generated as a result of this Technical Review Meeting is valid for one year after the scheduled meeting date.

A.	PROJECT NAME	Outbound Music festival
	PROJECT LOCATION	Old Home Menor
B.	OWNER	Town of Chino Valley
	ADDRESS	
	TELEPHONE NUMBER	
	FAX NUMBER	
C.	APPLICANT	Charles Arnold
	ADDRESS	
	TELEPHONE NUMBER	928-848-6648
	FAX NUMBER	
D.	ARCHITECT/DESIGNER	
	ADDRESS	
	TELEPHONE NUMBER	
	FAX NUMBER	

E.	ZONING DISTRICTS	PL	
F.	SITE DIMENSIONS & AREA		
G.	ASSESSOR'S PARCEL NO(S)	306-02-001 L, J, A, N, W, E, C, G, D, B, F, S, U	
H.	EXISTING USE	Grassland	
I.	INTENDED USE		
J.	BRIEF DESCRIPTION OF PROPOSED PROJECT: Music festival		
K.	NEW CONSTRUCTION	YES	NO
L.	REMODEL	YES	NO
M.	UTILITIES	YES	☒ NO SOURCE
	WATER	TCU Well	
	SEWER		
	CABLE		
	GAS		
REQUIRED MATERIALS			
1.	FOURTEEN (14) COPIES OF THE TECHNICAL REVIEW APPLICATION		
2.	FOURTEEN (14) COPIES OF AN ACCURATE SITE PLAN ON A MINIMUM ELEVEN BY SEVENTEEN (11 x 17) INCH SHEET (or other as determined by the Zoning Administrator).		
	<u>SITE PLAN</u> A. Fully dimensioned and indicating at minimum the following: 1. Adjacent streets 2. Property Lines 3. Building Location and Dimensions 4. Parking Areas and Driveways 5. Landscape Area and Walks 6. Refuse Enclosure, Location and Dimensions 7. Storage Areas 8. Lighting (Exterior and Parking lots) 9. All Easements and Rights-of-Way B. By Note, the following Site Data shall be included: 1. Zoning 2. Site Area 3. Building Area (Gross Square Feet) 4. Lot Coverage (Percent) 5. Landscape Area (Square feet & Percent) 6. Floor Area (Gross Square Feet) 7. Number of Parking spaces Provided 8. Density (Required for Residential Projects Only) Parking by Number of Bedrooms/Units (Residential Projects Only)		

Outbound



Music Series

Location: Old Home Manor, Chino Valley

Overall Event Dates: September 17-22, 2014

Music dates: September 19-21, 2014

Site Prep/Cleanup Dates: September 1-30, 2014

Attendance: 25,000 attendees max of 31,000

Camping: 8000 campsite maximum of 10,500

Parking 8000 spaces Maximum of 10,000

Anticipated Taxable Activity: \$5 million

Security: Private Security Firm, Contract with Off Duty Police

Safety: Private Services, Contract with CVFD & Lifeline

Insurance: Private Coverage with Town listed as insured

Liquor License: Special Event License issued by State of AZ

Site Perimeter: 6' Chain link Fence Panels (see map)

Site Lighting: Light Towers (see map)

Traffic Control: See map

Outbound

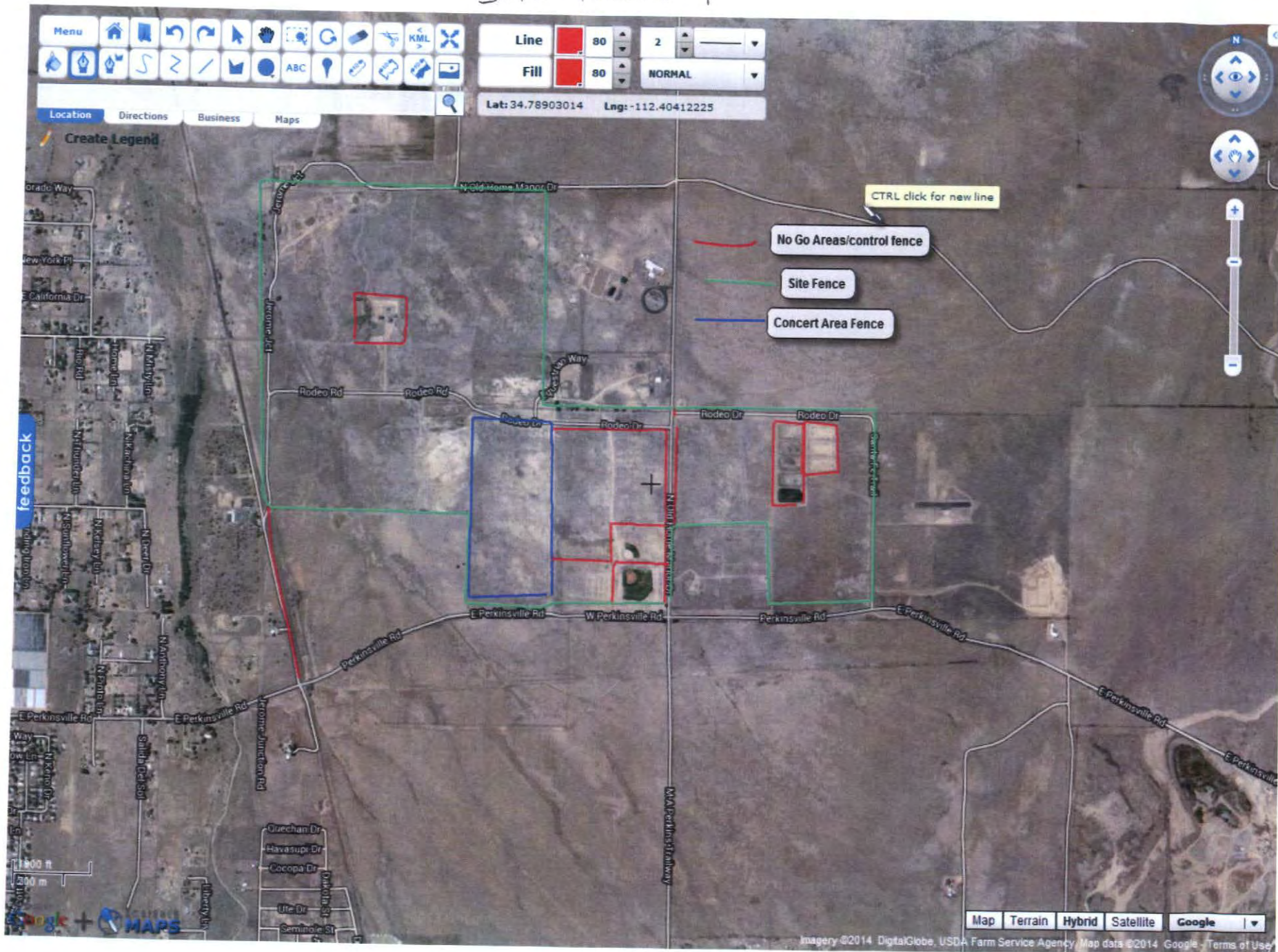


Music Series

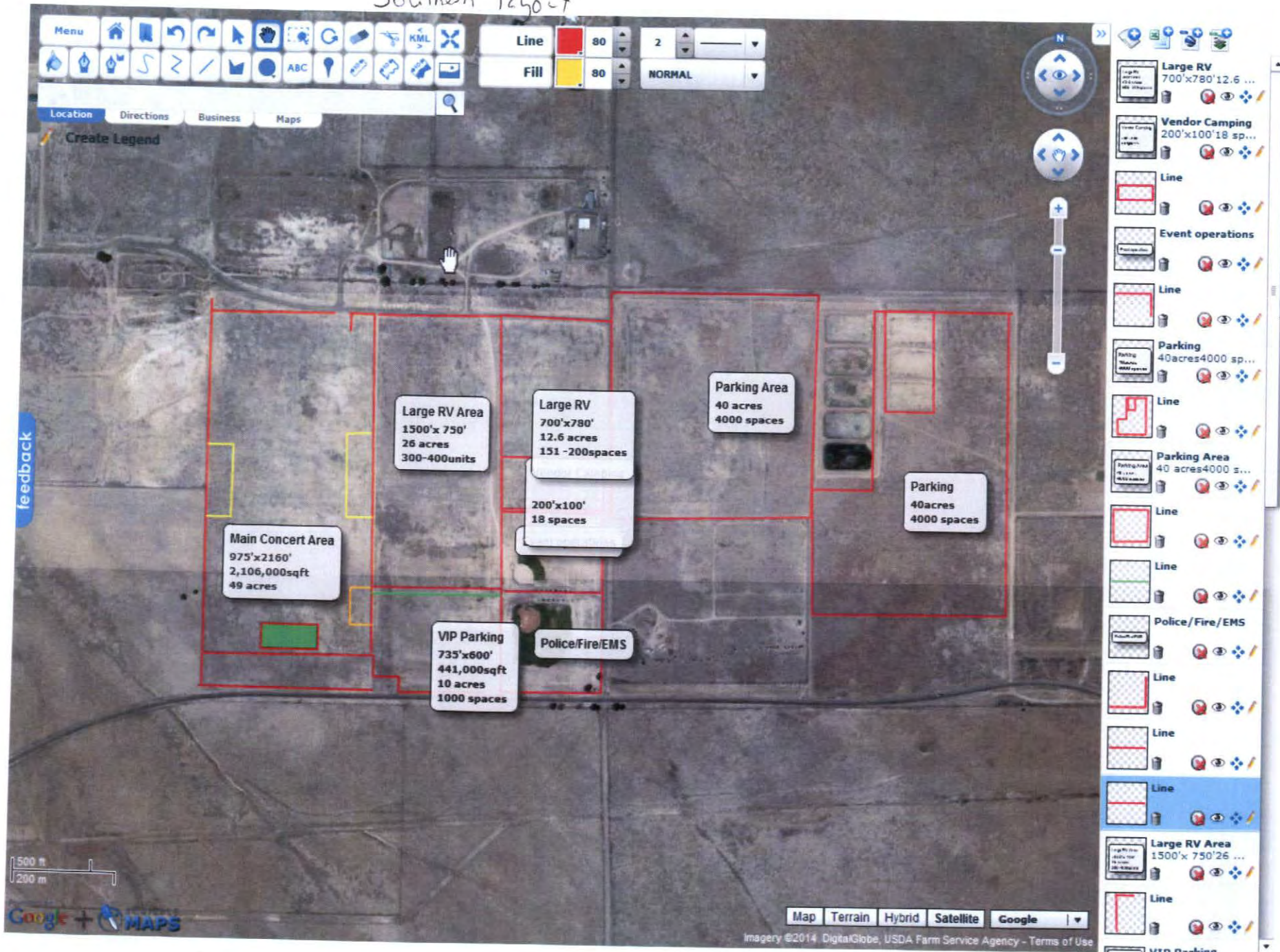
Basic Schedule

- Wednesday
 - Road Detour Begins 9am
 - Check in Opens Noon
 - Check in closes at 10pm
- Thursday
 - Check in Opens 9am
 - Check in closes at 10pm
- Friday
 - Check in Opens 9am
 - Music Begins at 1pm
 - Check in closes at 10pm
- Saturday
 - Check in Opens 9am
 - Music Begins at 1pm
 - Check in closes at 10pm
- Sunday
 - Check in Opens 9am
 - Music Begins at 1pm
 - Road Detour Ends at 7 pm
 - Everyone leaves Traffic control at intersections
 - Check in closes at 8pm
- Monday
 - Everyone leaves Traffic control at intersections

Site Fence Map

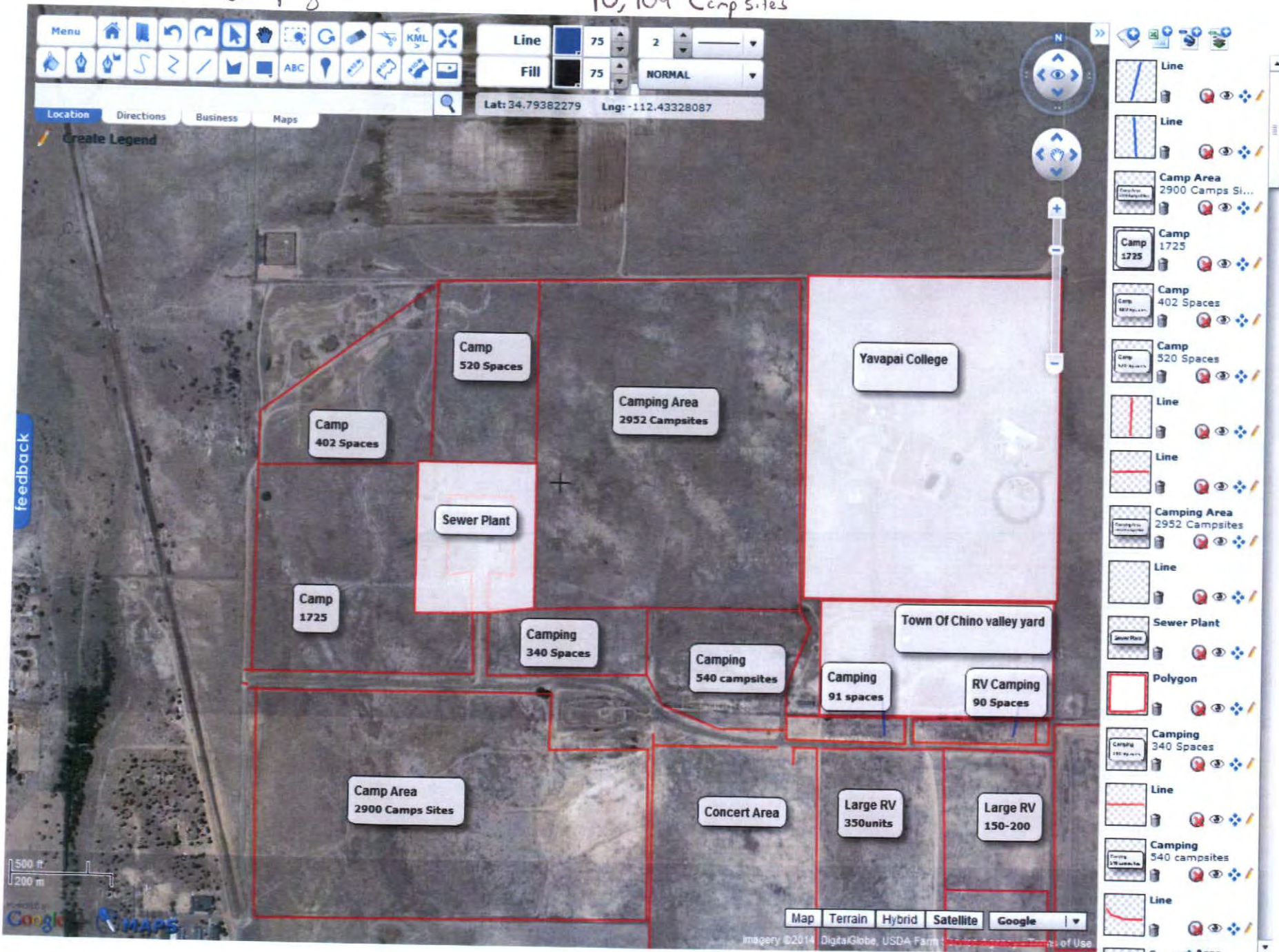


Southern layout

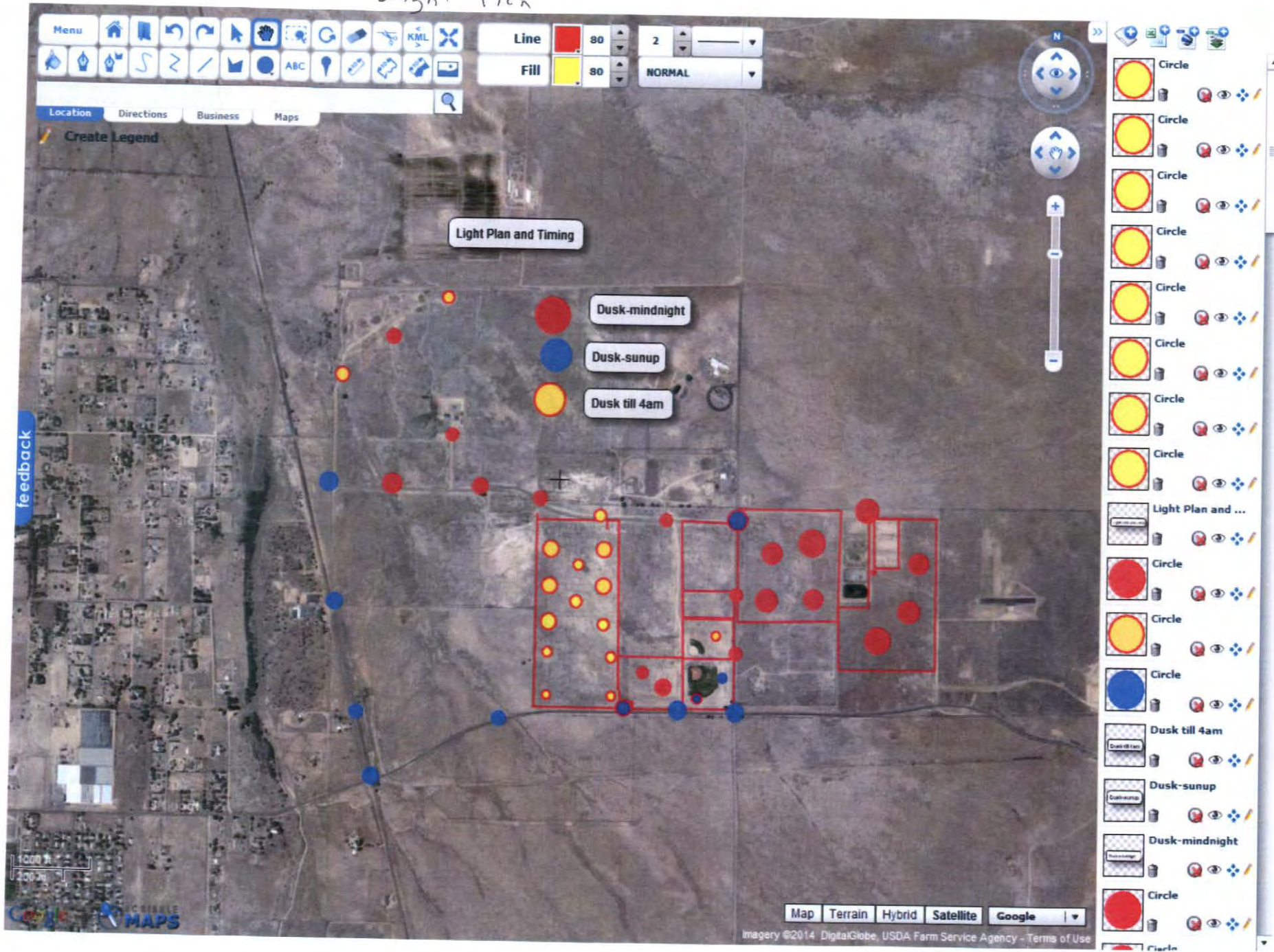


Camping

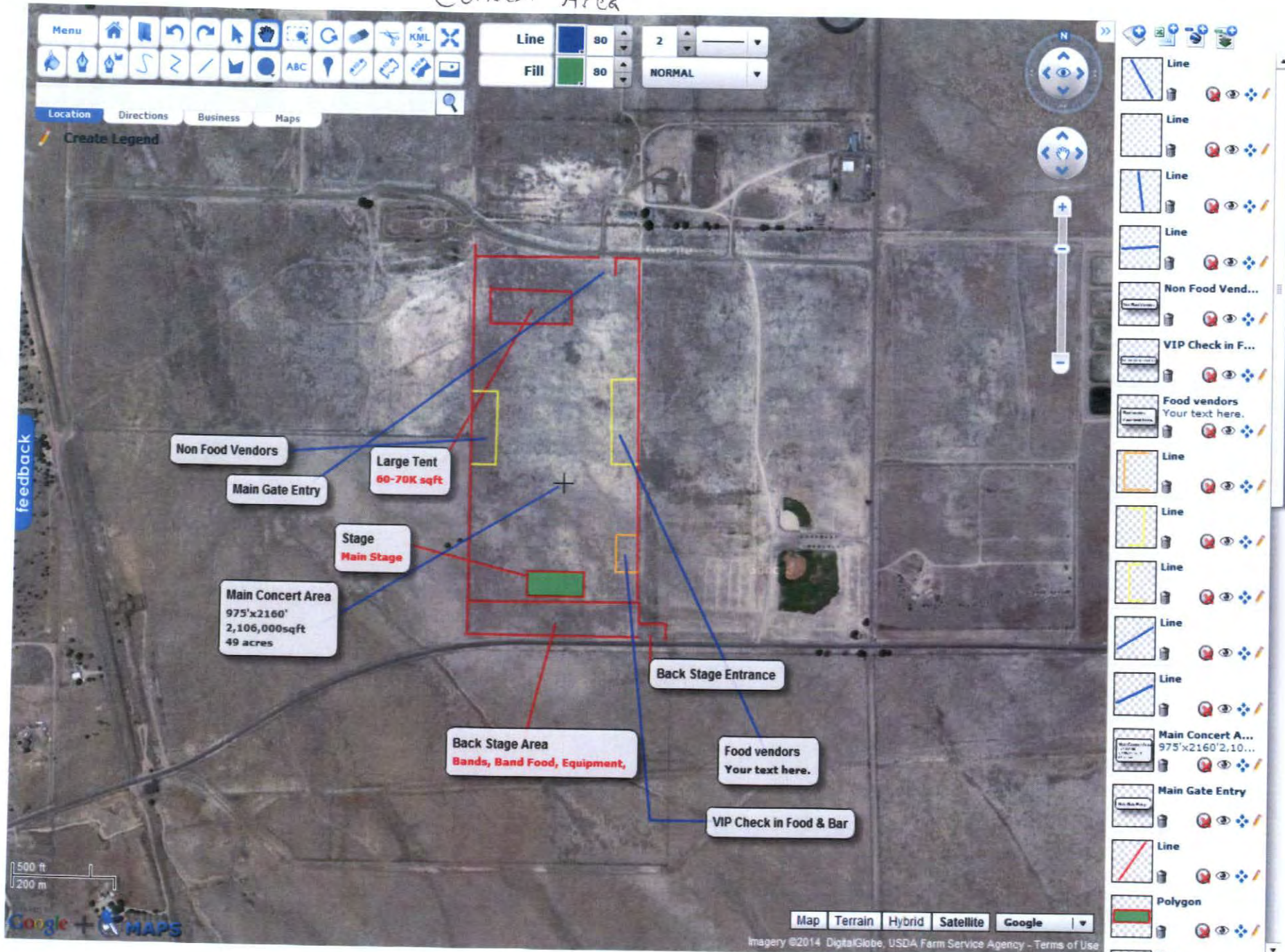
10, 109 Camp sites



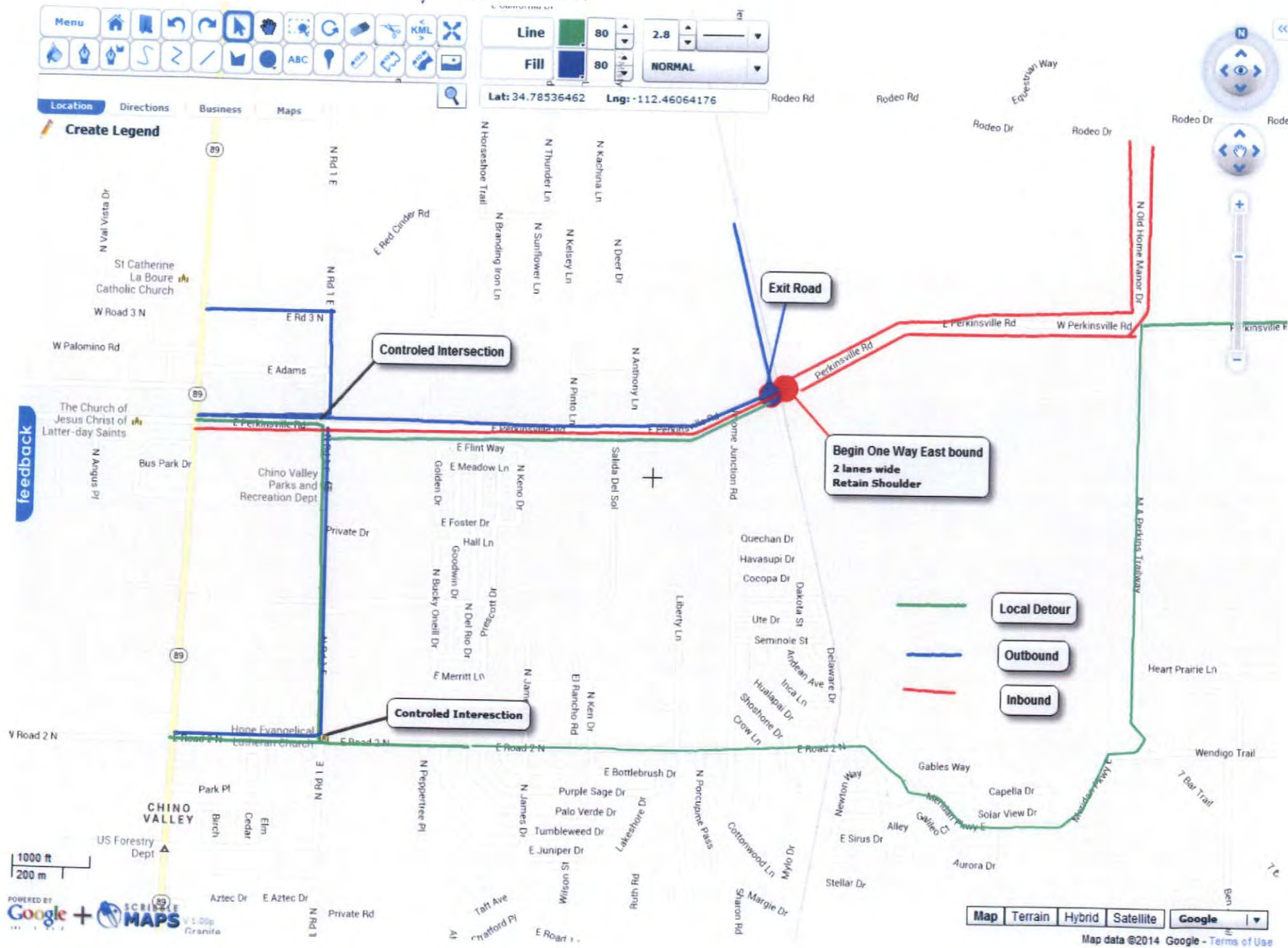
Light Plan

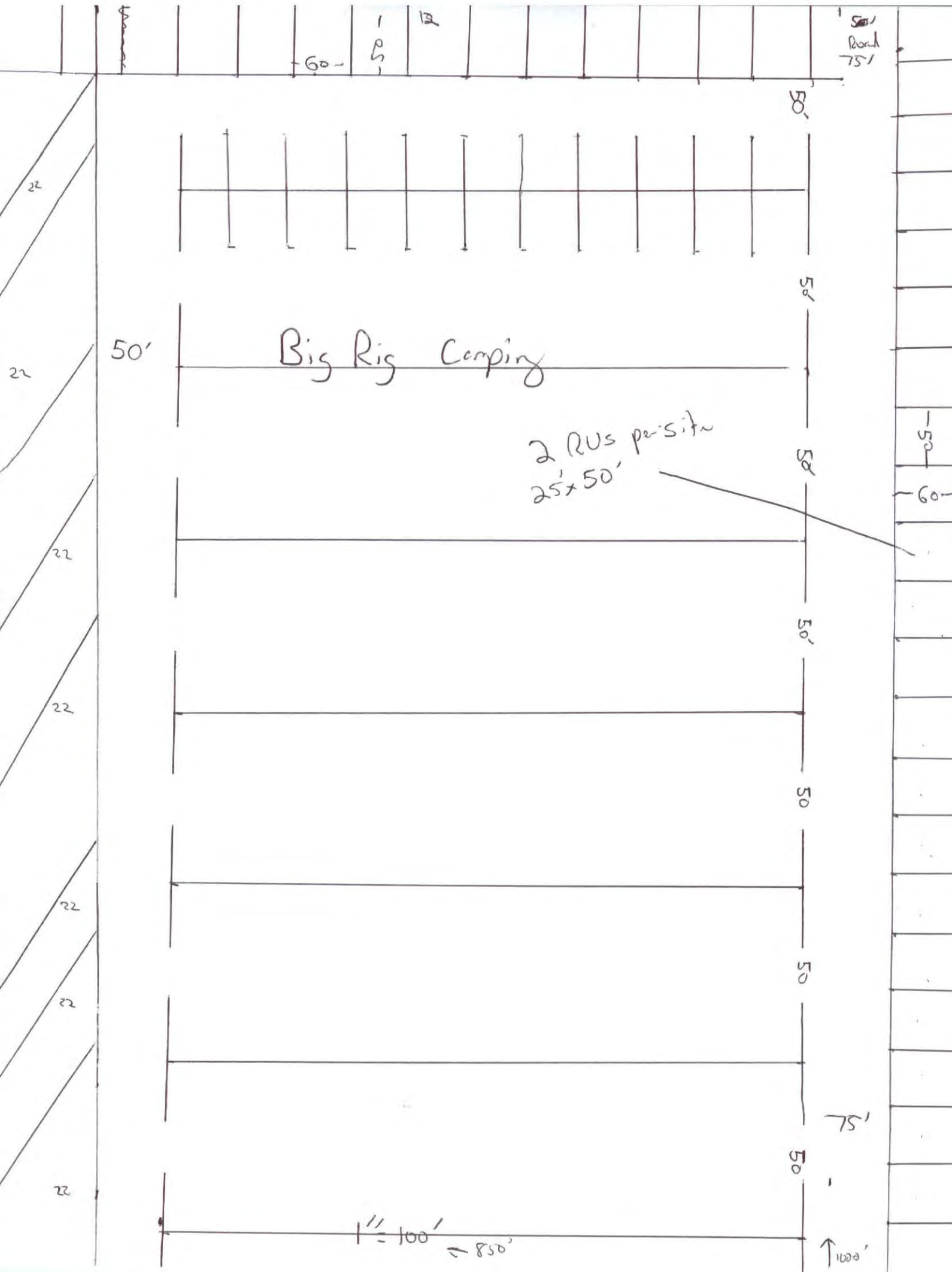


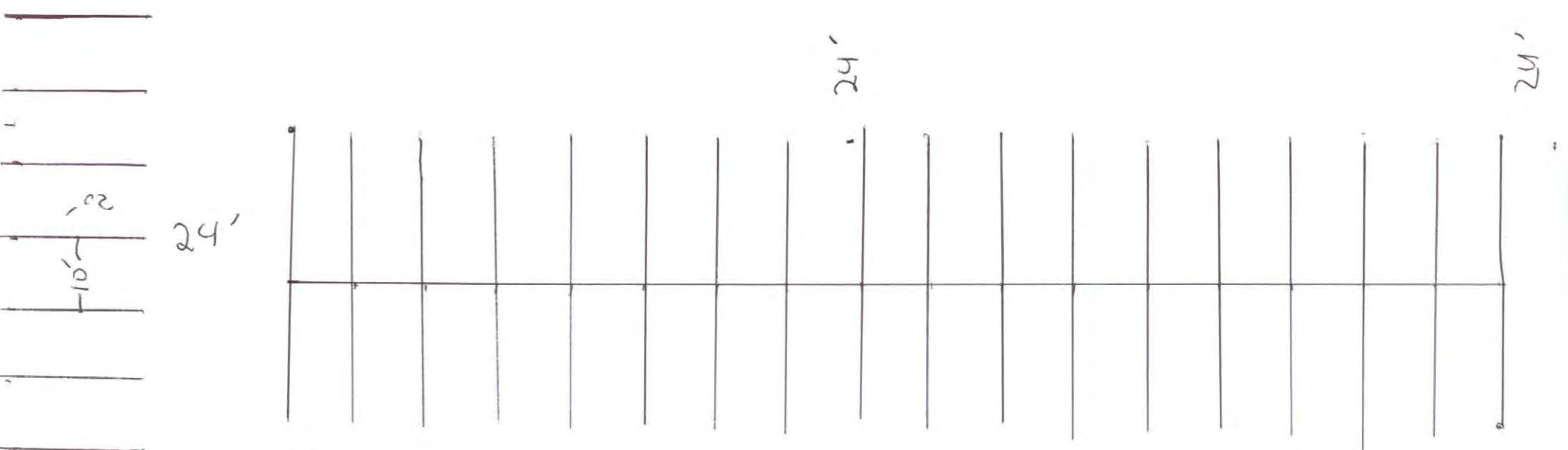
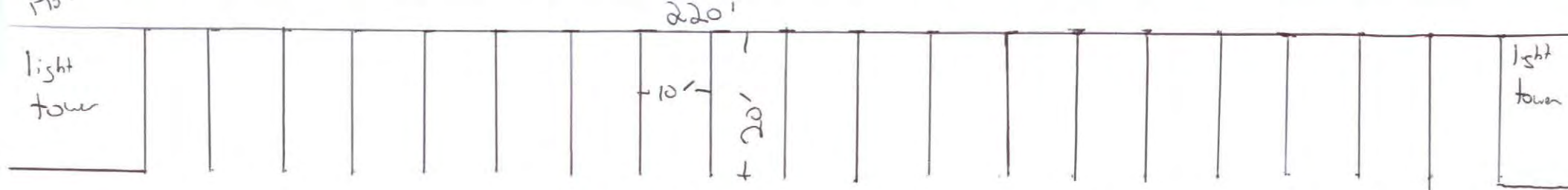
Concert Area



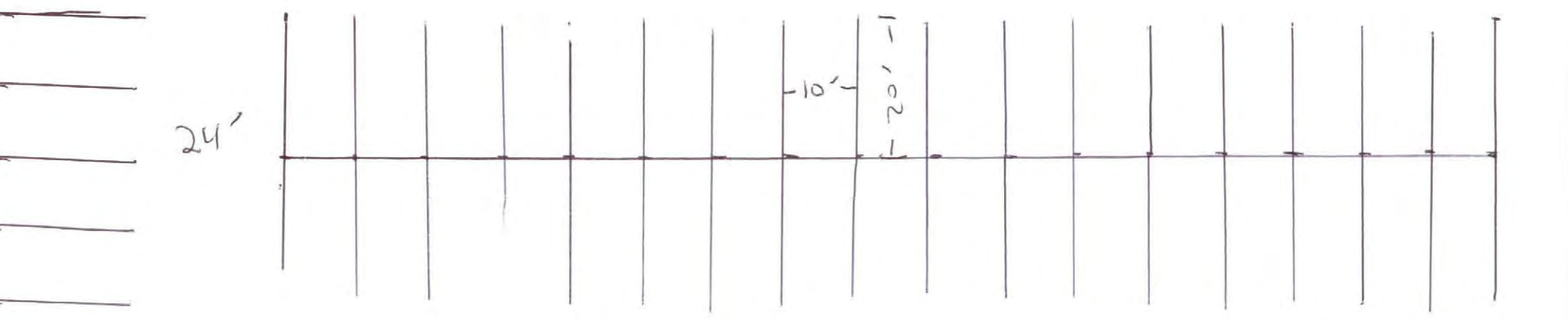
Traffic Plan







Site Parking layout



1" = 20'



A Technical Review Meeting will be scheduled by appointment only on the 2nd & 4th Tuesday of each month.

Applications & required materials must be received a minimum of 12 days prior to the scheduled meeting day.

Upon acceptance of a completed application, an appointment will be set for the first available Technical Review Meeting date.

The following Town Departments will review the application:

Development Services Department

Planning

Building

Administration

Public Works

Engineering

Water Resources

Chino Valley Fire District

The following Agencies are invited to attend:

Qwest

Yavapai County Environmental Services

Unisource

CV Unified School District

ADOT

APS

Cable One

(Office Use Only):

Date of Meeting: _____ Time of Meeting: _____

Agency's Notified: _____

Log #: _____



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Special Meeting

Item No. 4.

Meeting Date: 01/23/2014
Contact Person: Ruth Mayday, Planner
 Phone: 928-636-4427 x-1217
Department: Development Services
Item Type: N/A
Estimated length of Staff Presentation: 10 minutes
Physical location of item: Old Home Manor

Information

AGENDA ITEM TITLE:

Review and discussion regarding possible grant opportunities with the Arizona Commerce Authority and Economic Development Administration. (Ruth Mayday, Planner)

SITUATION & ANALYSIS:

The Town is fortunate to own a large tract of land commonly known as Old Home Manor. Using this land to attract commercial and industrial investment that will provide jobs for the residents of Chino Valley and surrounding areas will benefit the community in many ways. However, the lack of utility infrastructure (sewer, water, natural gas) is a detriment to potential users and puts the town at a competitive disadvantage, as neighboring municipalities have sites with these utilities readily available.

There are two grant programs currently accepting applications that would help fund the infrastructure. The Rural Economic Development Grant (REDG) is funded by the Arizona Commerce Authority(ACA), and offers up to \$500,000 to rural communities for the purpose of developing infrastructure that enables them to be competitive with larger communities in attracting economic development.

To be eligible, the improvements must be tied to an Arizona Gold or Silver Certified Site or a private investment that is dependent upon the grant as evidenced by a Letter of Commitment or similar agreement. Therefore, the Town would have to apply to the Arizona Certified Sites Program to be eligible unless a developer stepped forward that would commit to the execution of a Letter of Intent, Lease Agreement, or Development Agreement. Staff has reviewed the application process; it appears to be fairly straightforward and easy to complete. Upon the direction of Council, staff will complete this pre-application requirement. The Commerce Authority would then certify the site as “silver” or “gold”; funds would be used to mitigate any deficiencies found at the site.

REDG funds can be used to reimburse the costs of actual construction of infrastructure, including permit fees, contractor/subcontractor fees, materials, and supplies. Design and Engineering costs are

not a qualifying cost for REDG. In addition, the program requires a ten percent (10%) cash match. As part of the due diligence process, staff has discussed this requirement with the Finance Director, who is confident that it would be possible to meet the \$50,000 match requirement.

The application is due at the ACA on February 28, 2014; tentative award date is March 21, 2014. The total funding amount available this round is \$1,130,844 with a maximum of award of \$500,000. Staff suggests applying for the maximum award amount.

The Economic Development Authority (US Department of Commerce) also offers Public Works and Economic Adjustment Assistance programs, commonly known as “EDA Funds”. If directed by Town Council, staff would apply for funding under the Public Works program, which funds design, engineering, and construction of infrastructure that assist communities in becoming economically competitive. Investment priorities include projects that increase a region’s existing competitive strengths and support growth of existing and emerging industries; those involving public/private partnerships (PPP’s); projects that encourage job growth in a number of industries, including the growth of manufacturing; and projects that increase the abilities of companies and entrepreneurs to become and maintain global competitiveness, among other things.

Town staff presented the OHM infrastructure project to NACOG’s Economic Development Committee on December 5, 2013. The project was well received; NACOG has offered its support for an EDA application. Staff has been in contact with the EDA representative for this region; he has been provided with a copy of the presentation and additional supporting documentation. As a result, EDA has expressed an interest in the project and encouraged staff to apply.

The EDA vetting process is far more rigorous than the ACA, requiring National Environmental Protection Act (NEPA) compliance, preliminary engineering reports, and State Historic Preservation Office (SHPO) clearance, among other things. In addition, there is a match requirement based on unemployment rates or per capita income relative to national averages; EDA generally funds half of the project cost; in areas of high unemployment (225% of national average) or low per capita income (50% of national average), EDA may contribute up to an additional 30% of total project costs. The match can be cash, in-kind, or a combination of both; only non-Federal funds can be used for the match.

The application must be received by EDA no later than March 14, 2014. The review period is generally 30 to 60 days; EDA will notify applicants if their project is funded, held for future funding, or not fundable. If funded, communities can then send the project out to bid; upon identification and qualification of bidder, a notice to proceed will be issued. EDA reviews first for completeness and technical accuracy, the project then goes through merit review to ensure it meets EDA’s investment criteria and determine if the community has the capacity to complete the project. Finally, it undergoes investment review to decide whether or not the project warrants the investment requested of EDA.

Layering these programs is essential to the completion of the proposed infrastructure improvements. Should the ACA RED grant application be fully funded, the \$550,000 can then be used to leverage an additional \$550,000 from EDA; the sum of both exceeds the engineer’s informal estimate of probable cost. In-kind contributions should be included as they represent a dollar-for-dollar match; an additional \$25,000 in in-kind will equate to an additional \$25,000 to invest in the project. Funds in excess of the engineer’s estimate of probable cost could be used for additional chip-seal or other roadway improvements, or additional spine infrastructure along Rodeo Drive. Theoretically, the ACA could fund less than the requested \$500,000; the match leverage for EDA would be reduced accordingly.

Staff recommends the following actions:

- 1) Council direct staff to enroll the Old Home Manor Industrial Park Site (OHM-IP) in the ACA Certified Sites Program.
- 2) Council direct staff to submit a complete and timely application to the ACA for the RED grant program for the purposes of partially funding the installation of infrastructure to OHM-IP.
- 3) Council direct staff to submit a complete and timely application to the EDA for Section 201 Investment Assistance for the purposes of partially funding the installation of infrastructure to OHM-IP.

Attachments

No file(s) attached.
