

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

**TUESDAY, JANUARY 23, 2024
6:00 P.M.**

**CHINO VALLEY COUNCIL CHAMBERS
202 N. STATE ROUTE 89, CHINO VALLEY, AZ**

Present: Mayor Jack Miller; Vice-Mayor Tom Armstrong; Councilmember Annie Perkins; Councilmember Eric Granillo; Councilmember John McCafferty; Councilmember Robert Schacherer

Absent: Councilmember Sherri Phillips

Staff Town Manager Cindy Blackmore; Town Attorney Andrew McGuire; Officer McKenzie Szymanski
Present: (Sgt at Arms); Assistant to the Town Manager Terri Denemy; Development Services Director Laurie Lineberry; Assistant Development Services Director Will Dingee; Senior Planner Jessica Barragan; Deputy Chief of Police Josh McIntire; Human Resources Director Laura Kyriakakis; Finance Director Kathryn Pehl; Public Works Director/Town Engineer Frank Marbury; Community Services Director Cyndi Thomas; Audio Visual Technician Lawrence Digges; Deputy Town Clerk Sara Burchill; Town Clerk Erin N. Deskins

1) CALL TO ORDER, PLEDGE OF ALLEGIANCE; ROLL CALL

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

2) INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

- a)** Introduction by Cindy Blackmore, Town Manager, of the Town's new Finance Director, Katie Pehl.

Cindy Blackmore, Town Manager, presented the following:

- Ms. Pehl comes with nearly 15 years of municipal finance experience and previously worked for Prescott and Prescott Valley.
- She earned her Bachelor's at NAU, and has an MS in Accounting and an MBA in Public Administration from Liberty University.
- Consistently lead finance teams that earned the GFOA award for budget and financial reporting.

Katie Pehl, Finance Director, presented the following:

- Thanked the Council for the opportunity to join the team at Chino Valley.
- She was born and raised in the quad city area and feels Chino Valley is her hometown.

- b) Introduction and presentation of Town of Chino Valley new employee hires.

Laura Kyriakakis, Human Resources Director, presented the following:

- Presented new hires from the last six months.
- Onboarded 21 new hires and retained 19.

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 that is not on the agenda. 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 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. Disrespectful behavior will not be tolerated; this includes loud outbursts, profanity and disruptive discussions among our audience.

Wesley Dill, not a resident of Chino Valley, presented the following:

- He was expressing support for the Yavapai County Preparedness Team (YCPT) who had a shipping container filled with equipment that would be useful in the event of an emergency. The shipping container needed to be moved, but Development Services was not allowing it to be moved due to zoning ordinances. He was asking the Council to direct the department to reconsider.

Jim Arroyo, resident of Chino Valley, presented the following:

- He was the president of YCPT which was in its 10th year of operation. The purpose of the shipping container was to have a staging area. Mazy's Gun Shop had offered to provide that staging area in a corner of their property. Town code was ambiguous and did not say specifically that a shipping container could not be placed there, but was written to say that it must be explicitly written that a shipping container could be placed there or it's not allowed. YCPT was asking for special consideration because of the nature of their organization, and the possibility of proposing a public/private partnership between YCPT and the Town to assist in times of disaster to help offset stress on the Town.

Suzie Jarvis, Chino Valley Pickleball, presented the following:

- Introduced the Chino Valley Pickleball board members. She gave an update on the association and was asking the Council for new pickleball courts. The association would be meeting with other local associations to help with fund raising.

Armaiti May, resident of Chino Valley, presented the following:

- She wanted to express her support for the YCPT and the movement of their shipping container.

Mayor Miller directed the Town Manager to schedule a meeting with Development Services to discuss the matter of the shipping container.

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 Cindy Blackmore regarding Town accomplishments, and current or upcoming projects.

Cindy Blackmore, Town Manager, presented the following:

- There was a change in traffic control at North Road 1 East and E Perkinsville Road. There was now a four-way stop. Permanent signs would be put in shortly.
- The Town was seeking applicants for the Solar Energy Committee and the Zoning Code Update Committee that were approved at the December 12th Council meeting. Applications are due by January 31, 2024. Contact Development Services or find more information on the Town's website.

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.

Vice-Mayor Armstrong requested to pull item 5(h).

MOVED by Vice-Mayor Tom Armstrong, seconded by Councilmember Annie Perkins to approve Consent Agenda items a, b, c, d, e, f, g, and i.

AYE: Mayor Jack Miller, Vice-Mayor Tom Armstrong, Councilmember Annie Perkins, Councilmember Eric Granillo, Councilmember John McCafferty, Councilmember Robert Schacherer

6 - 0 PASSED - Unanimously

- a) Consideration and possible action to approve the On-Call Professional Services Agreement with Civiltec Engineering providing professional surveying and engineering services.
- b) Consideration and possible action to adopt Resolution No. 2024-1237, approving a Call of Election for Fall 2024, designating election dates, purpose of election, deadline for voter registration, and location and deadline for candidates to file nomination papers.
- c) Consideration and possible action to approve Resolution 2024-1238 accepting dedication of right-of-way in relation to the north-west corner of South Road 1 East and East Road 4 1/2 South.

- d) Consideration and possible action to approve Resolution 2024-1239 accepting dedication of right-of-way in relation to the north-east corner of South Road 1 West and West Road 1 South.
- e) Consideration and possible action to approve Resolution 2024-1240 conditionally accepting the Casa Del Sol Subdivision street and public infrastructure improvements subject to a two-year warranty period.
- f) Consideration and possible action to approve Resolution 2024-1241 conditionally accepting the Del Sol North Subdivision street and public infrastructure improvements subject to a two-year warranty period.
- g) Consideration and possible action to approve Resolution 2024-1242 conditionally accepting the Del Sol South street and public infrastructure improvements subject to a two-year warranty period.
- h) Consideration and possible action to approve the Council Entity Appointments.

Sara Burchill, Deputy Town Clerk, presented the following:

- Staff requested this item be pulled from the Consent Agenda to suggest some amendments to the Entity Appointments list.
- The Town was no longer a member of the Upper Verde River Watershed Protection Coalition and, therefore, staff recommended removing the entity in its entirety.
- After posting the agenda staff was notified that Councilmember Schacherer would like to be removed as the alternate to the Central Yavapai Metropolitan Planning Organization (CYMPO) and staff was requesting a volunteer to fill the vacancy.

MOVED by Vice-Mayor Tom Armstrong, seconded by Councilmember John McCafferty to appoint Councilmember Granillo to the alternate position for the Central Yavapai Metropolitan Planning Organization.

AYE: Mayor Jack Miller, Vice-Mayor Tom Armstrong, Councilmember Annie Perkins, Councilmember Eric Granillo, Councilmember John McCafferty, Councilmember Robert Schacherer

6 - 0 PASSED - Unanimously

MOVED by Vice-Mayor Tom Armstrong, seconded by Councilmember John McCafferty to remove the Upper Verde River Watershed Protection Coalition from the list of entities.

AYE: Mayor Jack Miller, Vice-Mayor Tom Armstrong, Councilmember Annie Perkins, Councilmember Eric Granillo, Councilmember John McCafferty, Councilmember Robert Schacherer

6 - 0 PASSED - Unanimously

MOVED by Vice-Mayor Tom Armstrong, seconded by Councilmember John McCafferty to approve the changes to the Council Entity Appointments including the amendments made earlier this evening.

AYE: Mayor Jack Miller, Vice-Mayor Tom Armstrong, Councilmember Annie Perkins, Councilmember Eric Granillo, Councilmember John McCafferty, Councilmember Robert Schacherer

6 - 0 PASSED - Unanimously

- i) Consideration and possible action to approve the December 12, 2023, 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) Consideration and possible action to adopt and approve the 2023 Yavapai County Multi-Jurisdictional Hazard Mitigation Plan.

Recommended Action: Adopt and approve the 2023 Yavapai County Multi-Jurisdictional Hazard Mitigation Plan.

Josh McIntire, Deputy Police Chief, presented the following:

- The Police Department had been working with the Yavapai County Emergency Management team to review, renew, and create new plans to ensure the Town will be as prepared as possible to deal with any emergency that may occur.
- The Arizona Mutual Aid Compact was brought to Council and approved at the last meeting. The next step was to approve the Hazard Mitigation Plan.
- The third step would be finalizing the Chino Valley Emergency Operations Plan which would include the Mutual Aid Compact and the Hazard Mitigation Plan.
- Upon completion of the plan staff would be looking into ways to increase the Town's ability to communicate with the public during emergency situations.
- Introduced Ashley Ahlquist with Yavapai County Emergency Management.

Ashley Ahlquist, Yavapai County Emergency Manager, presented the following:

- The plan provided updated information on potential hazards throughout Yavapai County as well as the appropriate types of mitigation measures for those hazards.
- The biggest role was in serving as a key to open the door for funding for Yavapai County.
 - Public assistance after a disaster or circumstances in the form of reimbursement from the State or FEMA.
 - FEMA grants such as the Fire Mitigation Assistance Grant, Hazard Mitigation Grant, Building Resilient Structures Grant, etc. These would assist with funding for property acquisition, structure demolition/relocation, localized and non-localized flood risk projects, etc.
- Consultants identified the following hazards:

- Earthquakes
- Floods
- Landslides
- Mudslides
- Severe wind
- Wildfires
- Winter storms
- All incorporated areas were included in the plan including Prescott Indian Tribe.
- The plan was compliant with the new FEMA standards, contained updated maps and hazard data for the last five years. All jurisdictions also updated their mitigation projects.
- The plan incorporated a public comment period, but only received one public comment from a resident in the Blue Hills community in Dewey-Humboldt regarding wildfires and concerns for a lack of evacuation routes.
 - Evacuation routes were outside the scope of a Hazard Mitigation Plan.

Council and Ms. Ahlquist discussed the following:

- The plan had expired in September 2023. Council wanted to know why that happened.
 - Ms. Ahlquist stated that plans of this type took a long time to complete. It had been completed and submitted for approval in the summer of 2023, but required approval by DEMA and then FEMA which took a lot of time. The Board of Supervisors was able to adopt the plan in December 2023.
 - Council inquired if the Town had ever been in jeopardy of not receiving FEMA funds had the need arose due to the expiration.
 - Ms. Ahlquist stated they were not.
- Council asked for clarification about the reporting mentioned in Section 6.
 - Ms. Ahlquist stated that she would be contacting the local jurisdictions once per year and asking for status updates on mitigation projects to make more data available and keep the plan from becoming stagnant.

MOVED by Vice-Mayor Tom Armstrong, seconded by Councilmember Eric Granillo to adopt and approve the 2023 Yavapai County Multi-Jurisdictional Hazard Mitigation Plan.

AYE: Mayor Jack Miller, Vice-Mayor Tom Armstrong, Councilmember Annie Perkins, Councilmember Eric Granillo, Councilmember John McCafferty, Councilmember Robert Schacherer

6 - 0 PASSED - Unanimously

- b) Public hearing, consideration, and possible action to approve Ordinance No. 2024-938 to rezone approximately 3.32 acres of land generally located at 2535 N. State Route 89, from Commercial Heavy (CH) to Commercial Light (CL).

Recommended Action: i) Hold the public hearing ii) Approve Ordinance No. 2024-938

Will Dingee, Assistant Development Services Director, presented the following:

- This was a unique situation, and items 6(b) and 6(c) went hand in hand and would be presented together.
- If the rezoning did not pass the Conditional Use Permit (CUP) could not pass.

Jessica Barragan, Senior Planner, presented the following:

- The first item was a request to rezone approximately 3.32 acres of land from CH to CL.
- The second item was a request for a CUP for the current toy and mini storage facility to expand to 7.63 acres.
- The property was in the northeast corner of the State Route 89 and East Road 3 ½ North intersection.
- The properties to the north and east were vacant and zoned AR-5. The properties to south and west contained existing commercial operations with CH and CL zoning.
- The property was designated NC in the 2040 General Plan and the rezoning was in congruence with the General Plan.
- A neighborhood meeting was held on November 9, 2023, and no one attended.
- Shared proposed site configurations showing elevations along State Route 89. The owner would be redesigning the existing facility and expanding.
- The Town-owned right-of-way would be in negotiations for dedication to the owner.
- The parcels would be required to be combined for the owner to expand the business the way he intends which requires the parcels to have the same zoning district.
- The Planning & Zoning Commission recommended approval of the rezone and the CUP on December 5, 2023 with a 5-1 vote.

Council and staff discussed the following:

- Council asked for clarification on the parcel the Town owned.
 - Staff stated it was just an easement with no acreage attached to it.
- Council mentioned that the staff report mentioned the allowance of shipping containers.
 - Staff stated that it was in the initial application, but because it was not allowed by the Town it had been removed from the final plan that was presented in this meeting.
- Council found it odd that the Conditions of Approval included an access cutoff of 6:00 p.m. One councilmember felt it was outside the scope of the Town to tell them when they could do business.
 - Staff stated that was a condition provided by the applicant.
- Council also made mention of the condition that the business purchase video surveillance.
 - Staff stated that was another condition provided by the applicant.
- One councilmember made mention of the elevation and inquired if it was meant to be a two story building.
 - Staff stated that it would be a single story, but would be projected higher to accommodate RV storage.
- Council inquired about a time limit on the CUP.
 - Staff stated the applicant had one year to begin construction.

Mayor Miller opened the public hearing.

Sara Burchill, Deputy Town Clerk, indicated that there were no requests to speak on this item.

Mayor Miller closed the Public Hearing.

MOVED by Vice-Mayor Tom Armstrong, seconded by Councilmember Eric Granillo to approve Ordinance No. 2024-938.

AYE: Mayor Jack Miller, Vice-Mayor Tom Armstrong, Councilmember Annie Perkins, Councilmember Eric Granillo, Councilmember John McCafferty, Councilmember Robert Schacherer

6 - 0 PASSED - Unanimously

- c) Public hearing, consideration, and possible action to approve Resolution No. 2024-1244, approving a Conditional Use Permit for Chino Valley Toy & Mini Storage, LLC, for the expansion and redevelopment of the existing mini and RV storage facility over approximately 7.63 acres of land zoned Commercial Light and generally located at 2535 N. State Route 89.

Recommended Action: i) Hold the public hearing ii) Approve Resolution No. 2024-1244

Mayor Miller opened the Public Hearing.

Sara Burchill, Deputy Town Clerk, indicated that there were no requests to speak on this item.

Mayor Miller closed the Public Hearing.

MOVED by Vice-Mayor Tom Armstrong, seconded by Councilmember Annie Perkins to approve Resolution No. 2024-1244.

AYE: Mayor Jack Miller, Vice-Mayor Tom Armstrong, Councilmember Annie Perkins, Councilmember Eric Granillo, Councilmember John McCafferty, Councilmember Robert Schacherer

6 - 0 PASSED - Unanimously

7) ADJOURNMENT

MOVED by Councilmember Annie Perkins, seconded by Councilmember Eric Granillo to adjourn the meeting at 6:49 p.m.

AYE: Mayor Jack Miller, Vice-Mayor Tom Armstrong, Councilmember Annie Perkins, Councilmember Eric Granillo, Councilmember John McCafferty, Councilmember Robert Schacherer

6 - 0 PASSED - Unanimously



Jack W. Miller, Mayor

ATTEST:



Erin N. Deskins

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 23rd day of January, 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 27th day of February, 2024.

Erin N. Deskins

Erin N. Deskins, Town Clerk