



Town of Chino Valley

MEETING NOTICE TOWN COUNCIL

**REGULAR MEETING
TUESDAY, JANUARY 25, 2022
6:00 P.M.**

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

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**
3. **CALL TO THE PUBLIC**

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 encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 30 minutes per meeting. 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.

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.

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. **p.5** Consideration and possible action to approve the Cooperative Purchasing Agreement with C & I Show Hardware and Security Systems, Inc. to provide access control and security system hardware, installation and training for the new Chino Valley Police Department Facility in an amount not to exceed \$166,701.39. (Spencer Guest, IT Manager)
- b. **p.21** Consideration and possible action to approve the First Amendment Lease Agreement with Chino Valley Flyers, formerly Chino Valley Model Aviators Club. (Erin N. Deskins, Town Clerk)
- c. **p.25** Consideration and possible action to appoint applicants to the Planning and Zoning Commission per recommendation of the Appointments Subcommittee. (Erin N. Deskins, Town Clerk)
- d. **p.27** Consideration and possible action to adopt Resolution No. 2022-1198, approving a Call of Election for Fall 2022, designating election date, the purpose of election, the deadline for voter registration, and the location and deadline for candidates to file nomination papers. (Erin N. Deskins, Town Clerk)
- e. **p.31** Consideration and possible action to approve the January 11, 2022, regular meeting minutes. (Erin N. Deskins, Town Clerk)

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. **p.39** Consideration and possible action to accepting funds from the Arizona Department of Housing for the Town of Chino Valley's four-year rotational Community Development Block Grant (CDBG) funding, and authorizing the Mayor to sign said application upon completion by NACOG and Town staff. (Terri Denemy, Assistant to the Town Manager)

Recommended Action: (i) Hold public hearing.
(ii) Approve the Senior Center Renovation and Improvement Project as the Town's selected project(s) for 2022 CDBG funding.

- b. **p.43** Consideration and possible action to approve Ordinance 2022-910 for the rezoning of approximately 4.55 acres of real property from the AR-5 (Agricultural Residential 5-acre Minimum) to SR-1 (Single Family Residential 1-acre minimum). The property is located approximately 700 feet east of the intersection of North Road 1 West and West Road 1 North with an address of 836 West Road 1 North. – APN 306-23-028. (Will Dingee, Senior Planner)

Recommended Action: Approve Ordinance 2022-910 for the rezoning of approximately 4.55 acres of real property from the AR-5 (Agricultural Residential 5-acre Minimum) to SR-1 (Single Family Residential 1-acre minimum) as presented.

- c. **p.55** Consideration and possible action to approve a conditional use permit for a Temporary Model Home Complex. The property is located at the northeast corner of the intersection of East Perkinsville Road and North Road 1 East. – APN 306-18-009H. (Will Dingee, Senior Planner)

Recommended Action: Approve a conditional use permit C-21-02 for a Temporary Model Home Complex as presented, subject to the staff report, information provided during this hearing, and the conditions in Attachment A.

7. ADJOURNMENT

Dated this 20th day of January, 2022.

By: *Erin N. Deskins, Town Clerk*

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request 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/agendacenter>, and in the Public Library and Town Clerk's Office.

Council meetings are live-streamed on Town of Chino Valley Facebook page, and Zoom.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83455013925>

One tap mobile : US: +12532158782,,83455013925# or +13462487799,,83455013925#

Telephone: 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 834 5501 3925

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

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

5. a.

Meeting Date: 01/25/2022
Contact Person: Spencer Guest, IT Specialist
 Phone: 928-636-2646 x-1215
Department: Finance
Estimated length of staff presentation: None
Physical location of item: N/A

AGENDA ITEM TITLE:

Consideration and possible action to approve the Cooperative Purchasing Agreement with C & I Show Hardware and Security Systems, Inc. to provide access control and security system hardware, installation and training for the new Chino Valley Police Department Facility in an amount not to exceed \$166,701.39. (Spencer Guest, IT Manager)

RECOMMENDED ACTION:

Approve Cooperative Purchasing Agreement with C & I Show Hardware and Security Systems, Inc. to provide access control and security system hardware, installation and training for the new Police Department Facility in an amount not to exceed \$166,701.39.

SITUATION AND ANALYSIS:

Part of the planned construction of the new Chino Valley Police facility is the installation of a modern and updated access control and security camera system. In the past, the process to grant access has been a cumbersome routine of changing keys and door codes individually, requiring staff time and lacking the granular control to limit access easily and efficiently. The new access control system provides a centralized hardware and software platform that interfaces with the various interior/exterior doors and gates in and around the facility. Card readers and keypads are provided at various ingress and egress locations allowing controlled access at these points. This allows Town staff to quickly and efficiently grant passage to individual staff and/or public through doors and gates based upon their needs and privileges to access various places in and around the building.

Pairing the access control system with the security camera system further enhances the capabilities and security of the new Police facility, providing the necessary visual evidence required for the daily operations of a Police facility. Video evidence is of key importance today in the operations of the Police facilities and is often a necessary requirement within critical areas such as booking, interview rooms and prisoner holding areas.

C & I Show Hardware and Security Systems, an authorized Arizona state contract vendor, has a good reputation and has been a valuable asset providing information and recommendations for the new Police facility. Upon request, they provided the included quotes (see CVPD C & I Access Control Quote and CVPD C & I Surveillance Quote) for the Town's consideration to install an integrated

Honeywell access control and security camera system into the new Police facility. If approved, procurement of hardware and services will utilize cooperative purchasing using the Arizona State Contract # CTR047674 (Review contract at following link:

https://app.az.gov/page.aspx/en/ctr/contract_manage_public/47674)

Other Pertinent Documents Available Upon Request:

Appendix 5a-1. A printed copy of the report is being provided to Council and pertinent staff separately. The report is available on the Town's website at <http://www.chinoaz.net/AgendaCenter> with the January 25, 2022, Council Meeting documents.

Fiscal Impact

Fiscal Impact?: Yes

If Yes, Budget Code: 05-90-5541

Available: 166,701.39

Funding Source:

This item is included in the total project budget.

Attachments

CPA - C&I Show Hardware and Security - Police Facility Access and Security

Exhibit B - CVPD C&I Access Control and Surveillance Quotes

**COOPERATIVE PURCHASING AGREEMENT
BETWEEN
THE TOWN OF CHINO VALLEY
AND
C & I SHOW HARDWARE AND SECURITY SYSTEMS, INC.**

THIS COOPERATIVE PURCHASING AGREEMENT (this “Agreement”) is entered into as of January 25, 2022, between the Town of Chino Valley, an Arizona municipal corporation (the “Town”), and C & I Show Hardware and Security Systems, Inc., an Arizona corporation (the “Contractor”).

RECITALS

A. After a competitive procurement process, the State of Arizona (the “State”) entered into Contract No. CTR047674 – MRO Supplies: Industrial, Building, Electrical, & HVAC Materials, dated January 1, 2020, as amended by Amendment Number One, dated October 29, 2020, and Amendment Number Two, dated December 1, 2021 (collectively, the “MRO Supplies Contract”), for the Contractor to provide windows and doors and locking systems and parts. A copy of the MRO Supplies Contract is attached hereto as Exhibit A and incorporated herein by reference, to the extent not inconsistent with this Agreement.

B. The Town is permitted to purchase such materials and services under the MRO Supplies Contract, at its discretion and with the agreement of the awarded Contractor.

C. The Town and the Contractor desire to enter into this Agreement for the purpose of (i) acknowledging their cooperative contractual relationship under the MRO Supplies Contract and this Agreement, (ii) establishing the terms and conditions by which the Contractor may provide the Town with access control and security system hardware, installation, and training for the new Chino Valley Police Department Facility, as more particularly set forth in Section 2 below (the “Materials and Services”) and (iii) setting the maximum aggregate amount to be expended pursuant to this Agreement related to the Materials and Services.

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 Town and the Contractor hereby agree as follows:

1. **Term of Agreement.**

1.1 This Agreement shall be effective as of the date first set forth above and shall remain in full force and effect until December 31, 2022 (the “Initial Term”), unless terminated as otherwise provided in this Agreement or the MRO Supplies Contract.

1.2 **Renewal Terms.** After the expiration of the Initial Term, this Agreement may be renewed for up to two successive one-year terms (each, a “Renewal Term”) if (A) it is

deemed in the best interests of the Town, subject to availability and appropriation of funds for renewal in each subsequent year, (B) the term of the MRO Supplies Contract has not expired, (C) at least 30 days prior to the end of the then-current term of this Agreement, the Contractor requests, in writing, to extend this Agreement for an additional one-year term, and (D) the Town approves the additional one-year term in writing (including any price adjustments approved as part of the MRO Supplies Contract), as evidenced by the Town Manager's signature thereon, which approval may be withheld by the Town for any reason. The Contractor's failure to seek a renewal of this Agreement shall cause this Agreement to terminate at the end of the then-current term of this Agreement; provided, however, that the Town may, at its discretion and with the agreement of the Contractor, elect to waive this requirement and renew this Agreement. The Initial Term and any Renewal Term(s) are collectively referred to herein as the "Term." Upon renewal, the terms and conditions of this Agreement shall remain in full force and effect.

1.3 Non-Default. By requesting extension for a Renewal Term as set forth above, or by consenting to a Renewal Term in any manner, Contractor shall be deemed to affirmatively assert that (A) the Town is not currently in default, nor has been in default at any time prior to the Renewal Term, under any of the terms or conditions of the Agreement, and (B) any and all claims, known and unknown, relating to the Agreement and existing on or before the commencement date of the Renewal Term are forever waived.

2. Scope of Work. Contractor shall provide to the Town the access control and surveillance equipment and labor under the terms and conditions of the MRO Supplies Contract and in the configurations set forth in the Quotes attached hereto as Exhibit B and incorporated herein by reference.

3. Inspection; Acceptance. The Materials and Services are subject to final inspection and acceptance by the Town. Materials and Services failing to conform to the requirements of this Agreement and/or the MRO Supplies Contract will be held at the Contractor's risk and may be returned to the Contractor. If so returned, all costs are the responsibility of the Contractor. Upon discovery of non-conforming Materials and Services, the Town may elect to do either of the following by written notice to the Contractor: (i) waive the non-conformance or (ii) bring the Materials and Services into compliance and withhold the cost of same from any payments due to the Contractor.

4. Compensation. The Town shall pay Contractor an amount not to exceed \$166,701.39 for Materials and Services at the unit rates set forth in the MRO Supplies Contract and as more particularly set forth in the Quotes.

5. Payments. The Town shall pay the Contractor upon delivery and acceptance of Materials and Services and upon submission and approval of invoices. The invoices shall (i) contain a reference to this Agreement and the MRO Supplies Contract and (ii) document and itemize all work completed to date. The invoice statement shall include a record of Materials delivered, time expended, and work performed in sufficient detail to justify payment. Additionally, invoices submitted without referencing this Agreement and the MRO Supplies Contract will be subject to rejection and may be returned.

6. Safety Plan. Contractor shall provide the Materials Services in accordance with a safety plan that is compliant with Occupational Safety and Health Administration (“OSHA”), American National Standards Institute, and National Institute for Occupational Safety and Health standards. If, in the Contractor’s sole determination, the Materials and Services to be provided do not require a safety plan, Contractor shall notify the Town, in writing, describing the reasons a safety plan is unnecessary. The Town reserves the right to request a safety plan following such notification.

7. Records and Audit Rights. To ensure that the Contractor and its subcontractors are complying with the warranty under Section 8 below, Contractor’s and its subcontractors’ books, records, correspondence, accounting procedures and practices, and any other supporting evidence relating to this Agreement, including the papers of any Contractor and its subcontractors’ employees who perform any work or services pursuant to this Agreement (all of the foregoing hereinafter referred to as “Records”), shall be open to inspection and subject to audit and/or reproduction during normal working hours by the Town, to the extent necessary to adequately permit evaluation of the Contractor’s and its subcontractors’ compliance with the Arizona employer sanctions laws referenced in Section 8 below. To the extent necessary for the Town to audit Records as set forth in this Section, Contractor and its subcontractors hereby waive any rights to keep such Records confidential. For the purpose of evaluating or verifying such actual or claimed costs or units expended, the Town shall have access to said Records, even if located at its subcontractors’ facilities, from the effective date of this Agreement for the duration of the work and until three years after the date of final payment by the Town to Contractor pursuant to this Agreement. Contractor and its subcontractors shall provide the Town with adequate and appropriate workspace so that the Town can conduct audits in compliance with the provisions of this Section. The Town shall give Contractor or its subcontractors reasonable advance notice of intended audits. Contractor shall require its subcontractors to comply with the provisions of this Section by insertion of the requirements hereof in any subcontract pursuant to this Agreement.

8. E-verify Requirements. To the extent applicable under ARIZ. REV. STAT. § 41-4401, the Contractor and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees and their compliance with the E-verify requirements under ARIZ. REV. STAT. § 23-214(A). Contractor’s or its subcontractor’s failure to comply with such warranty shall be deemed a material breach of this Agreement and may result in the termination of this Agreement by the Town.

9. Israel. To the extent ARIZ. REV. STAT. § 35-393 through § 35-393.03 are applicable, the parties hereby certify that they are not currently engaged in, and agree for the duration of this Agreement to not engage in, a “boycott” of goods or services from Israel, as that term is defined in ARIZ. REV. STAT. § 35-393.

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

11. Applicable Law; Venue. This Agreement shall be governed by the laws of the State of Arizona and a suit pertaining to this Agreement may be brought only in courts in Yavapai County, Arizona.

12. Agreement Subject to Appropriation. The Town is obligated only to pay its obligations set forth in this Agreement as may lawfully be made from funds appropriated and budgeted for that purpose during the Town's then-current fiscal year. The Town's obligations under this Agreement are current expenses subject to the "budget law" and the unfettered legislative discretion of the Town concerning budgeted purposes and appropriation of funds. Should the Town elect not to appropriate and budget funds to pay its Agreement obligations, this Agreement shall be deemed terminated at the end of the then-current fiscal year term for which such funds were appropriated and budgeted for such purpose and the Town shall be relieved of any subsequent obligation under this Agreement. The parties agree that the Town has no obligation or duty of good faith to budget or appropriate the payment of the Town's obligations set forth in this Agreement in any budget in any fiscal year other than the fiscal year in which this Agreement is executed and delivered. The Town shall be the sole judge and authority in determining the availability of funds for its obligations under this Agreement. The Town shall keep Contractor informed as to the availability of funds for this Agreement. The obligation of the Town to make any payment pursuant to this Agreement is not a general obligation or indebtedness of the Town. Contractor hereby waives any and all rights to bring any claim against the Town from or relating in any way to the Town's termination of this Agreement pursuant to this section.

13. Conflicting Terms. In the event of any inconsistency, conflict, or ambiguity among the terms of this Agreement, including any amendments, the Quotes, the MRO Supplies Contract, and invoices, the documents shall govern in the order listed herein. Notwithstanding the foregoing, and in conformity with Section 2 above, unauthorized exceptions, conditions, limitations, or provisions in conflict with the terms of this Agreement or the MRO Supplies Contract (collectively, the "Unauthorized Conditions"), other than the Town's project-specific requirements, are expressly declared void and shall be of no force and effect. Acceptance by the Town of any invoice containing any such Unauthorized Conditions or failure to demand full compliance with the terms and conditions set forth in this Agreement or under the MRO Supplies Contract shall not alter such terms and conditions or relieve Contractor from, nor be construed or deemed a waiver of, its requirements and obligations in the performance of this Agreement. If the Agreement is renewed pursuant to Subsection 1.2 above and such renewal includes any Unauthorized Conditions, other than price, those terms will be null and void.

14. Rights and Privileges. To the extent provided under the MRO Supplies Contract, the Town shall be afforded all of the rights and privileges afforded to the State and shall be the "State" (as defined in the MRO Supplies Contract) for the purposes of the portions of the MRO Supplies Contract that are incorporated herein by reference.

15. Indemnification; Insurance. In addition to and in no way limiting the provisions set forth in Section 14 above, the Town shall be afforded all of the insurance coverage and indemnifications afforded to the State to the extent provided under the MRO Supplies Contract, and such insurance coverage and indemnifications shall inure and apply with equal effect to the Town under this Agreement including, but not limited to, the Contractor's obligation to provide the indemnification and insurance. In any event, the Contractor shall indemnify, defend, and hold harmless the Town and each council member, officer, employee, or agent thereof (the Town and any such person being herein called an "Indemnified Party"), for, from, and against any and all losses, claims, damages, liabilities, costs, and expenses (including, but not limited to, reasonable attorneys' fees, court costs and the costs of appellate proceedings) to which any such Indemnified

Party may become subject, under any theory of liability whatsoever (“Claims”), insofar as such Claims (or actions in respect thereof) relate to, arise out of, or are caused by or based upon the negligent acts, intentional misconduct, errors, mistakes or omissions, in connection with the work or services of the Contractor, its officers, employees, agents, or any tier of subcontractor in the performance of this Agreement.

16. Notices and Requests. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (i) delivered to the party at the address set forth below, (ii) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below or (iii) given to a recognized and reputable overnight delivery service, to the address set forth below:

If to the Town Town of Chino Valley
 202 North State Route 89
 Chino Valley, Arizona 86323
 Attn: Town Manager

With copy to: GUST ROSENFELD P.L.C.
 One East Washington Street, Suite 1600
 Phoenix, Arizona 85004-2553
 Attn: Andrew J. McGuire

If to Contractor: C & I Show Hardware and Security Systems, Inc.
 1209 North Stadem Drive
 Tempe, Arizona 85281
 Attn: Charles W. Show, Jr.

or at such other address, and to the attention of such other person or officer, as any party may designate in writing by notice duly given pursuant to this subsection. Notices shall be deemed received (i) when delivered to the party, (ii) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage, or (iii) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day. If a copy of a notice is also given to a party’s counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a party shall mean and refer to the date on which the party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first set forth above.

“Town”

TOWN OF CHINO VALLEY,
an Arizona municipal corporation

Jack W. Miller, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

“Contractor”

C & I SHOW HARDWARE AND
SECURITY SYSTEMS, INC.,
an Arizona Corporation

By:_____

Name:_____

Title:_____

EXHIBIT A
TO
COOPERATIVE PURCHASING AGREEMENT
BETWEEN
THE TOWN OF CHINO VALLEY
AND
C & I SHOW HARDWARE AND SECURITY SYSTEMS, INC.

[MRO Supplies Contract]

See following pages.

EXHIBIT B
TO
COOPERATIVE PURCHASING AGREEMENT
BETWEEN
THE TOWN OF CHINO VALLEY
AND
C & I SHOW HARDWARE AND SECURITY SYSTEMS, INC.

[Quotes]

See following pages.

C & I Show Hardware and Security Systems, Inc.

1209 North Stadem Drive

Tempe, AZ 85281

Phone 480-967-8568/ 800-678-8568

Fax: 480-967-8990

ESTIMATE #

41628 ISSUE

TOWN OF CHINO VALLEY

Spencer Guest

Quotation

DATE	TERMS	Sales Pe...	FOB	PROJECT	Enter By
12/15/2021	Net 30	CS			

QTY	DESCRIPTION	Cost Each	TOTAL
	Chino Valley Police Department - Access Control 1577 Plaza w Drive Suite B Prescott, Az 86303		
1	~Head End Equipment (1)Honeywell Winpak WPP48 PE Software (2)Honeywell PRO42IC Network Card (2)Honeywell PRO22ENC2 Rack Mount (2)Altronix Maximal 33RD Rack Mount Power Supply (2)Honeywell PRO22DCC Reader Board Wire (20)Honeywell PRO42R2 Two Reader Board (1)CYBERPOWER Rack Mount UPS	26,197.50	26,197.50T
1	~Lockdown Button (3)Securitron PB4 Push Button	450.00	450.00T

STATE CONTRACT # CTR047674				Subtotal	
				Sales Tax (8.1%)	
				TOTAL	

email@cishowhardware.com

Visit our Website

www.cishowhardware.com

THANK YOU

C & I Show Hardware and Security Systems, Inc.

1209 North Stadem Drive

Tempe, AZ 85281

Phone 480-967-8568/ 800-678-8568

Fax: 480-967-8990

ESTIMATE #

41628 ISSUE

TOWN OF CHINO VALLEY

Spencer Guest

Quotation

DATE	TERMS	Sales Pe...	FOB	PROJECT	Enter By
12/15/2021	Net 30	CS			

QTY	DESCRIPTION	Cost Each	TOTAL
1	~Card Reader Equipment(32 Reader Doors,1 Elevator) HW Set:1 Door:100 Provide:MTK15,DC,REX Wire:EPT,MLR,RPSMLR HW Set:3 Doors:113\S2A1\EXT1\EXT2\EXT3 Provide:MTK15,DC,REX Wire:EPT,MLR,RPSMLR HW Set:4 Door:114B Provide:MTK15,DC Wire:9K,TW8,DKPS HW Set:6 Door:127A Provide:MTK15,DC,REX Wire:EPT,MLR,RPSMLR HW Set:7 Doors:102\103\104\105A\119\120\129\130\200\204\205\206\207\207A\209 Provide:MTK15,DC Wire:9K,TW8,DKPS HW Set:8 Doors:117\118\216\218\218A Provide:MTK15,DC Wire:9K,TW8,DKPS HW Set:9 Doors:106\107\107A\110(Man Trap) Provide:MTK15,DC,400UL2,RB7 Wire:45H,TW8 HW Set:E1 Elevator Provide:MT15	13,100.00	13,100.00T

STATE CONTRACT # CTR047674	Subtotal
email@cishowhardware.com	Sales Tax (8.1%)
	TOTAL

email@cishowhardware.com

Visit our Website

www.cishowhardware.com

THANK YOU

C & I Show Hardware and Security Systems, Inc.

1209 North Stadem Drive

Tempe, AZ 85281

Phone 480-967-8568/ 800-678-8568

Fax: 480-967-8990

ESTIMATE #

41628 ISSUE

TOWN OF CHINO VALLEY

Spencer Guest

Quotation

DATE	TERMS	Sales Pe...	FOB	PROJECT	Enter By
12/15/2021	Net 30	CS			

QTY	DESCRIPTION	Cost Each	TOTAL
1	~Intercom South Main Gate (1)Aiphone JS4AEDF (1)Aiphone Intercom Box	2,500.00	2,500.00T
1	~Pedestal for the Main Gate and Sally Port (2)DKS TBD	1,000.00	1,000.00T
1	~Sally Port DKS Wireless Remotes (2)DKS 8040 Wireless Weigand Reader (20)DKS Micro Click Remote	1,250.00	1,250.00T
1	~Lot; Wire and Connectors	9,300.00	9,300.00T
200	Schlage 9520 Smart Card	2.95	590.00T
1	LABOR - To Install the Above	51,150.00	51,150.00
1	LABOR - Training	785.00	785.00
1	LABOR - Programing	785.00	785.00
	*VM Server Provided by Others. *Workstations Provided by Others. *Conduit and Wire Path Provided by Others. *Network Port and IP Information by Others. *120VAC Provided by Others. *Elevator Button Wiring to Card Reader by Others.		
STATE CONTRACT # CTR047674		Subtotal	\$107,107.50
		Sales Tax (8.1%)	\$4,405.39
		TOTAL	\$111,512.89

email@cishowhardware.com

Visit our Website

www.cishowhardware.com

THANK YOU

C & I Show Hardware and Security Systems, Inc.

1209 North Stadem Drive

Tempe, AZ 85281

Phone 480-967-8568/ 800-678-8568

Fax: 480-967-8990

ESTIMATE #

41629 ISSUE

TOWN OF CHINO VALLEY

Quotation

DATE	TERMS	Sales Pe...	FOB	PROJECT	Enter By
12/15/2021	Net 30	CS			

QTY	DESCRIPTION	Cost Each	TOTAL
	Chino Valley Police Department - Surveillance 1577 Plaza w Drive Suite B Prescott, Az 86303		
1	~Head End Equipment (1)Honeywell HNMSE32C16T 16TB NVR Recorder (2)DLINK POE Network Switch (2)Rack Mount Punch Down (2)DLINK Fiber Modules (2)Fiber Patch Cables (1)CYBERPOWER UPS Battery Backup	14,070.00	14,070.00T
1	~Camera Equipment (9)Honeywell H4W4GR1V 4MP IP Camera (6)Honeywell H4L6GR2 6MP IP Camera (8)Honeywell HD4CHIP-WK2 Wall Mount (2)Honeywell HM4L8GR1 180 Degree 2x4MP Camera (2)Honeywell HDZWM2 Wall Adapter (2)Honeywell HDZCMA Corner Mount	24,239.25	24,239.25T
1	Lot; Wire and Connectors	200.00	200.00T
1	LABOR - To Install the Above	11,990.00	11,990.00
STATE CONTRACT # CTR047674		Subtotal	
		Sales Tax (8.1%)	
		TOTAL	

email@cishowhardware.com

Visit our Website

www.cishowhardware.com

THANK YOU

C & I Show Hardware and Security Systems, Inc.

1209 North Stadem Drive

Tempe, AZ 85281

Phone 480-967-8568/ 800-678-8568

Fax: 480-967-8990

ESTIMATE #

41629 ISSUE

TOWN OF CHINO VALLEY

Quotation

DATE	TERMS	Sales Pe...	FOB	PROJECT	Enter By
12/15/2021	Net 30	CS			

QTY	DESCRIPTION	Cost Each	TOTAL
1	LABOR - Training	785.00	785.00
1	LABOR - Programing	785.00	785.00
	*Conduit and Wire Path by Others.		
	*Network Ports and IP By Others.		
	*Workstations by Others.		
	*120VAC Provided by Others.		
	*Camera Cables Provided by the Network Vendor.		
STATE CONTRACT # CTR047674		Subtotal	\$52,069.25
		Sales Tax (8.1%)	\$3,119.25
		TOTAL	\$55,188.50

email@cishowhardware.com

Visit our Website

www.cishowhardware.com

THANK YOU

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

5. b.

Meeting Date: 01/25/2022
Contact Person: Erin Deskins, Town Clerk
 Phone: 928-636-2646 x-1208
Department: Town Clerk
Estimated length of staff presentation: None
Physical location of item: Old Home Manor property

AGENDA ITEM TITLE:

Consideration and possible action to approve the First Amendment Lease Agreement with Chino Valley Flyers, formerly Chino Valley Model Aviators Club. (Erin N. Deskins, Town Clerk)

RECOMMENDED ACTION:

Approve the First Amendment Lease Agreement with Chino Valley Flyers.

SITUATION AND ANALYSIS:

Former Chino Valley Model Aviators has changed their name to Chino Valley Flyers. Staff has amended the lease agreement to reflect the name change.

Fiscal Impact

Fiscal Impact?: NO
If Yes, Budget Code:
Available:
Funding Source:

Attachments

LSE - First Amendment to Chino Valley Flyers (formerly Model Aviators) Lease

**FIRST AMENDMENT
TO
LEASE AGREEMENT
BETWEEN
THE TOWN OF CHINO VALLEY
AND
CHINO VALLEY MODEL AVIATORS CLUB**

THIS FIRST AMENDMENT TO THE LEASE AGREEMENT (this “First Amendment”) is entered into as of January 25, 2022, between the Town of Chino Valley, an Arizona municipal corporation (the “Town”), and the Chino Valley Flyers (formerly the Chino Valley Model Aviators, Inc., or the Chino Valley Model Aviators Club) an Arizona nonprofit corporation (“Lessee”).

RECITALS

A. The Town and Lessee entered into a Lease Agreement, dated April 11, 2011, for Lessee to lease from the Town approximately 23.63 acres of real property located within the area commonly only known as Old Home Manor (the “Agreement”). All capitalized terms not otherwise defined in this First Amendment have the same meanings as contained in the Agreement.

B. Since executing the Agreement, Lessee changed its legal entity from the Chino Valley Model Aviators, Inc., also known as the Chino Valley Model Aviators Club, or the Chino Valley Model Aviators Club, Inc., to the Chino Valley Flyers, Inc.

C. The Town and Lessee desire to enter into this First Amendment to amend Lessee’s name under the Agreement from “Chino Valley Model Aviators, Inc.,” “Chino Valley Model Aviators Club,” or “Chino Valley Model Aviators Club, Inc.” to “Chino Valley Flyers, Inc.”

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 Town and Lessee hereby agree as follows:

1. **Name Change.** Lessee acknowledges that it has changed its legal name from Chino Valley Model Aviators, Inc. (also known as Chino Valley Model Aviators Club), to Chino Valley Flyers, Inc. Lessee agrees that all references in the Agreement to “Chino Valley Model Aviators, Inc.” or “Chino Valley Model Aviators Club” shall refer to “Chino Valley Flyers, Inc.,” and the Town is authorized to change each reference in the Agreement from “Chino Valley Model Aviators, Inc.” and “Chino Valley Model Aviators Club” to “Chino Valley Flyers, Inc.”

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 First Amendment, Lessee affirmatively asserts that (i) the Town is not currently in default, nor has been in default at any time prior to this First 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 First Amendment are forever waived.

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

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

“Town”

TOWN OF CHINO VALLEY,
an Arizona municipal corporation

Jack W. Miller, Mayor

Attest:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

“Lessee”

CHINO VALLEY FLYERS,
an Arizona nonprofit corporation

By:_____

Name: _____

Title:_____

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

5. c.

Meeting Date: 01/25/2022
Contact Person: Erin Deskins, Town Clerk
 Phone: 928-636-2646 x-1208
Department: Town Clerk
Estimated length of staff presentation: None
Physical location of item: N/A

AGENDA ITEM TITLE:

Consideration and possible action to appoint applicants to the Planning and Zoning Commission per recommendation of the Appointments Subcommittee. (Erin N. Deskins, Town Clerk)

RECOMMENDED ACTION:

Appoint applicants to the Planning and Zoning Commission per recommendation of the Appointments Subcommittee.

SITUATION AND ANALYSIS:

The Council Appointments Subcommittee met on January 13, 2022, to review applications and make recommendations for the Planning and Zoning Commission and Municipal Property Corporation. Based on their review of the applications, they recommend the following appointments:

- *Planning and Zoning Commission* - Richard Zamudio to the 1-year Alternate term starting February 1, 2022.
- *Planning and Zoning Commission* - Robert Switzer, Teena Meadors, and Ronald Penn, to 3-year Regular terms starting February 1, 2022.

Staff did not receive any applications for an appointment to the Municipal Property Corporation.

Other Pertinent Documents Available Upon Request:

Fiscal Impact

Attachments

No file(s) attached.

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

5. d.

Meeting Date: 01/25/2022
Contact Person: Erin Deskins, Town Clerk
 Phone: 928-636-2646 x-1208
Department: Town Clerk
Estimated length of staff presentation: None
Physical location of item: N/A

AGENDA ITEM TITLE:

Consideration and possible action to adopt Resolution No. 2022-1198, approving a Call of Election for Fall 2022, designating election date, the purpose of election, the deadline for voter registration, and the location and deadline for candidates to file nomination papers. (Erin N. Deskins, Town Clerk)

RECOMMENDED ACTION:

Adopt Resolution No. 2022-1198, approving a Call of Election for Fall 2022.

SITUATION AND ANALYSIS:

The Town's next elections are scheduled for Fall 2022, with the Primary Election on August 2, 2022, and the General Election on November 8, 2022. As the election is in conjunction with the federal and state elections, this will not be a vote-by-mail ballot election.

Proposed ballot items include the election of a mayor (2-year term) and three council members (4-year term), and the utility franchise agreement with Arizona Public Service (APS).

Candidate packets are available from the Town Clerk's Office. Candidates have from March 5 to April 4, 2022, to file their nomination papers. Since March 5 is a Saturday, candidates may schedule appointments to file their packets beginning Monday, March 7, 2022.

Fiscal Impact

Attachments

RES - 2022-1198 - Call of Election Fall 2022

RESOLUTION NO. 2022-1198

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, DESIGNATING THE ELECTION DATE AND PURPOSE OF ELECTION; DESIGNATING THE DEADLINE FOR VOTER REGISTRATION; AND DESIGNATING THE PLACE AND THE LAST DATE FOR CANDIDATES TO FILE NOMINATION PAPERS.

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

SECTION 1. Designation of Election Dates. The primary election is hereby ordered and called to be held in and for the Town on Tuesday, August 2, 2022 ("Primary Election"), and, if necessary, the general election is hereby ordered and called to be held in and for the Town on Tuesday, November 8, 2022 ("General Election").

SECTION 2. Purposes of the Elections.

a. **Mayor and Council Positions.** The Primary Election will be held for the purpose of nominating candidates for mayor and three council member seats, whose names shall appear on the ballot at the General Election, if necessary. Any candidates receiving a majority of all the votes cast at the Primary Election will be declared elected and shall not appear on the ballot in the General Election.

b. **Utility Franchise Agreement.** A proposal to approve the Utility Franchise Agreement with Arizona Public Service (APS) will also be considered at the Primary Election.

SECTION 3. Designating Deadlines for Voter Registration. Yavapai County registration and voting lists will be used for the Primary Election and the General Election. To be qualified to vote in the Primary Election, a Town resident must be registered to vote by July 5, 2022. To be qualified to vote in the General Election, a Town resident must be registered to vote by October 11, 2022.

SECTION 4. Designating Dates and a Place to File Candidate Nomination Papers. Candidates seeking municipal office may obtain nomination papers and other materials which must be filed by candidates at the Town Clerk's Office, Town Hall, 202 N. State Route 89, beginning March 5, 2022. Candidates must file nomination papers and other materials by 5:00 p.m. on April 4, 2022.

(SIGNATURES ON THE FOLLOWING PAGE)

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 25th day of January, 2022.

Jack W. Miller, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

I hereby certify the above foregoing Resolution No. 2022-1198 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on January 25, 2022, and that quorum was present thereat and that the vote thereon was _____ ayes and _____ nays and _____ abstentions. _____ Council members were absent or excused.

Erin N. Deskins, Town Clerk

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

5. e.

Meeting Date: 01/25/2022

Contact Person: Erin Deskins, Town Clerk
Phone: 928-636-2646 x-1208

Department: Town Clerk

Item Type:

AGENDA ITEM TITLE:

Consideration and possible action to approve the January 11, 2022, regular meeting minutes. (Erin N. Deskins, Town Clerk)

RECOMMENDED ACTION:

Approve the January 11, 2022, regular meeting minutes.

Attachments

1/11/22 draft minutes

DRAFT

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

TUESDAY, JANUARY 11, 2022
6:00 P.M.

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

Present: Mayor Jack Miller; Vice-Mayor Annie Perkins; Councilmember Tom Armstrong; Councilmember Eric Granillo; Councilmember Cloyce Kelly; Councilmember John McCafferty; Councilmember Lon Turner

Staff Present: Town Manager Cindy Blackmore; Town Attorney Andrew McGuire(remotely); Development Services Director Laurie Lineberry; Administrative Services Director Joe Duffy; Public Works Director/Town Engineer Frank Marbury; Senior Planner Will Dingee; Officer Jonnethen Mitea(Sgt at Arms); 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 to order at 6:00 p.m. and led the Pledge of Allegiance.

2) INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

3) CALL TO THE PUBLIC

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 encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 30 minutes per meeting. 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.

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.

Town Manager Blackmore reported:

- The Police facility was 10% complete, with both the building pad and footings completed. Current work included under-slab utilities, west side retaining wall, and curbs and sidewalks. The new driveway would be paved and open by the end of the month. The building concrete slab would also be poured by the end of the month. There was a supply chain issue, with the electrical component's months out. It was still expected the facility would be completed by April 2023.

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 Annie Perkins, seconded by Councilmember Cloyce Kelly to approve consent agenda items a, b, c, and d as written.

AYE: Mayor Jack Miller, Vice-Mayor Annie Perkins, Councilmember Tom Armstrong, Councilmember Eric Granillo, Councilmember Cloyce Kelly, Councilmember John McCafferty, Councilmember Lon Turner

7 - 0 PASSED - Unanimously

- a) Consideration and possible action to approve the Service Agreement and Addendum to Service Agreement with Online Solutions LLC. ("CitizenServe") in an amount not to exceed, in the first year, \$82,800.00. (Will Dingee, Senior Planner)
- b) Consideration and possible action to approve the Professional Services Agreement with Daniel Nottebaum to provide software implementation and training consulting services beginning January 11, 2022, through January 11, 2023, with up to four successive one-year renewal terms, in an amount not to exceed \$25,200 per year. (Spencer Guest, IT Manager)
- c) Consideration and possible action to approve Resolution 2022-1197 conditionally accepting the Heritage Pointe Subdivision Phases One and Two street and public infrastructure improvements. (Frank Marbury, Public Works Director/Town Engineer)
- d) Consideration and possible action to approve the December 14, 2021, regular meeting minutes. (Erin N. Deskins, Town Clerk)

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 accept the Comprehensive Annual Financial Report and the Annual Expenditure Limitation Report for the fiscal year ended June 30, 2021, as prepared by Henry & Horne, LLP, Certified Public Accountants. (Joe Duffy, Administrative Services Director)

Recommended Action: Accept the Comprehensive Annual Audited Financial Report and the Annual Expenditure Limitation Report for the fiscal year ended June 30, 2021, as prepared by Henry & Horne, LLP, Certified Public Accountants.

Brian Hemmerle, Henry & Horne, LLP presented the following:

- He was reporting on the June 30, 2021, Town audit.
- The audit rendered a clean or unmodified opinion on the financial statements.
- The auditors gave reasonable assurances, not absolute assurance. To be absolute, they would have to test every transaction within the Town. They tested transactions using analytical procedures and sampling. From those results, they rendered their opinion.
- There were no difficulties with management and staff made any necessary corrections when requested.
- The Town also received a clean opinion on their compliance with grants, contracts, laws, and regulations.
- The Town did not have a “Single Audit,” which was required when over \$750,000 of federal grant money was spent in one year. The Town would most likely hit that threshold in 2022.
- The voters had approved the \$24,000,000 limitation on expenditures, the Town was under it, having spent approximately \$17.9 million.

Council and Mr. Hemmerle discussed the following:

- The firm came to Town for one week in September to conduct the audit. Their staff was available at any time of the year to answer questions. They occasionally came during the summer months to do facility walk through's, which they had done remotely over the last summer.
- They did random tests in the past on department credit cards to ensure they were being used properly but rotated them with other tests. During the current audit, they conducted the Benford's Law analysis, which helped to ensure there was no fraudulent activity. They also pulled credit card statements during the year when testing expenditures, and made sure they were approved by the appropriate department head.

MOVED by Vice-Mayor Annie Perkins, seconded by Councilmember John McCafferty to accept the Comprehensive Annual Audited Financial Report and the Annual Expenditure Limitation Report for the fiscal year ended June 30, 2021, as prepared by Henry & Horne, LLP, Certified Public Accountants.

AYE: Mayor Jack Miller, Vice-Mayor Annie Perkins, Councilmember Tom Armstrong, Councilmember Eric Granillo, Councilmember Cloyce Kelly, Councilmember John McCafferty, Councilmember Lon Turner

7 - 0 PASSED - Unanimously

- b)** Consideration and possible action to amend the Town of Chino Valley Unified Development Ordinance, Chapter 154, by moving Section 3.12 "SR-0.16" Single Family Residential and placing it in the newly created section 3.20 Out-of-Date Districts. (Will Dingee, Senior Planner)

Recommended Action: Approve to amend the Town of Chino Valley Unified Development Ordinance, Chapter 154, by moving Section 3.12 "SR-0.16" Single Family Residential and placing it in the newly created section 3.20 Out-of-Date Districts.

Development Services Director, Laurie Lineberry presented the following:

- Thanked the Council for updating the software because it made them more efficient, reduced errors, and helped them lineup with the County's information.
- The requested change was not due to an applicant but concerns she had heard during Council and Planning Commission meetings. People were concerned the zoning SR 0.16 was being used when the code said it should not be used.
- The purpose statement of the ordinance stated it should not be used.
- The zoning district needed to continue to exist for the developments areas that already had the zoning so the rules remained active, but there would not be any new areas under that zoning designation. Staff moved the zone from the active districts to a new section for out-of-date zoning districts. Other districts could be moved to the same location in the future if necessary. This allowed the zoning code to still exist.
- Staff was working on zoning districts for half and quarter acre lots, and staff would present it to the Planning Commission in February for a recommendation. Staff anticipated other new zones that were less than an acre for specific areas in Town.
- The General Plan goal was to determine the areas that were appropriate for higher and lower density, commercial areas, and mixed-use areas.
- The code amendment would move the SR-0.16 to an out-of-date location.

Council and staff discussed the following:

- It would take a Council vote to bring it out of the new section.
- It was not the intent to get rid of the 7000 square foot lots.
- There was concern that the updated General Plan would not be completed until March 2024, and current Council could be eliminating a tool that a new Council may not allow back in. It could be a critical tool in the future.
- There was a way to put the current zone on pause and still protect them for the future. The zone could stay where it was, but the purpose statement would frame that when the Council approved the General Plan that included the SR-0.16 zone, it could be utilized. The Town attorney explained that the purpose statement could just as easily be eliminated by a future Council. There were no guarantees that future Councils would share similar views on zoning.
- Under Arizona Law, a moratorium on the zone was not available to use. Changing the purpose statement would delay the process further but could be done.
- Members discussed the pros and cons of changing the purpose statement and moving the zone to a new section.

- Members discussed that all the decisions they made could be changed in the future, and their job was to vote on what was in front of them.
- There were 1376 vacant lots designated at the SR-0.16 and 759 lots already constructed under that zone. There were still 2437 potential lots that could be designated in that zone.
- The Planning Commission had approved the requested change 6-0.
- The new district would be named Obsolete Zone.

MOVED by Vice-Mayor Annie Perkins, seconded by Councilmember Tom Armstrong to approve Ordinance No. 2022-909 regarding the amendment to the Town of Chino Valley Unified Development Ordinance, Chapter 154, by moving Section 3.12 "SR-0.16" Single Family Residential and placing it in the newly created section 3.20 Obsolete Zone.

AYE: Mayor Jack Miller, Vice-Mayor Annie Perkins, Councilmember Tom Armstrong, Councilmember Eric Granillo, Councilmember Cloyce Kelly, Councilmember John McCafferty, Councilmember Lon Turner

7 - 0 PASSED - Unanimously

7) **ADJOURNMENT**

MOVED by Councilmember Lon Turner, seconded by Councilmember Cloyce Kelly to adjourn the meeting at 6:30 p.m.

AYE: Mayor Jack Miller, Vice-Mayor Annie Perkins, Councilmember Tom Armstrong, Councilmember Eric Granillo, Councilmember Cloyce Kelly, Councilmember John McCafferty, Councilmember Lon Turner

7 - 0 PASSED - Unanimously

Jack W. Miller, 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 _____ day of _____, 2021. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2021.

Erin N. Deskins, Town Clerk

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

6. a.

Meeting Date: 01/25/2022
Contact Person: Terri Denemy, Assistant to the Town Manager
 Phone: 928-636-2646 x-1301
Department: Town Manager
Estimated length of staff presentation: 5 minutes
Physical location of item: N/A

AGENDA ITEM TITLE:

Consideration and possible action to accept funds from the Arizona Department of Housing for the Town of Chino Valley's four-year rotational Community Development Block Grant (CDBG) funding, and authorizing the Mayor to sign said application upon completion by NACOG and Town staff. (Terri Denemy, Assistant to the Town Manager)

RECOMMENDED ACTION:

- (i) Hold public hearing.
- (ii) Approve the Senior Center Renovation and Improvement Project as the Town's selected project(s) for 2022 CDBG funding.

SITUATION AND ANALYSIS:

Community Development Block Grant, or CDBG, is a U.S. Housing and Urban Development (HUD) Small Cities Program that provides funds for housing and community development activities in rural Arizona. The Arizona Department of Housing (ADOH) is the state agency that administers the funds. Northern Arizona Council of Governments (NACOG) administers the planning of annual allocations and provides technical assistance for applications and project success. To be eligible for CDBG funding projects, applicants must meet one of three objectives: 1) At least 51% of the persons who benefit from the project must be low- to moderate-income, 2) the project must aid in the prevention or elimination of slums or blight, or 3) the project must solve an urgent health need.

The ADOH allocates funds to the four rural Councils of Government (COGs) based on a poverty/population formula. NACOG, in turn, allocates funds among the four counties of Apache, Coconino, Navajo, and Yavapai with the same formula. Within each county, a rotation schedule has been established which determines the year each city, town, and county will apply for funding. A CDBG allocation from ADOH comes to Chino Valley once every four years. The Town of Chino Valley has been notified by the ADOH that based on the formula, we should expect approximately \$348,686 in Community Development Block Grant (CDBG) funding for FY 2022/23.

The public process for CDBG funding requires applicants to hold two public hearings. The first is to solicit potential projects and the second to select a project or projects to move forward. The first public hearing was held on December 21, 2021, in the Town Hall Council Chambers. No public were present at this

hearing. At the hearing, the Town entered into the record a selection of potential Town initiated projects, one of which was a Senior Center Renovation and Improvement Project proposed by the Community Services Department. The second public hearing will be held during the Council Meeting of January 25, 2022, to garner public input on project selection. After the public hearing, Council will formally vote on a project to submit for CDBG funding.

From the list of potential projects compiled for the first Public Hearing (attached), Staff is recommending Council advance the Senior Center Renovation and Improvement project for CDBG funding. Congress has defined certain populations as automatically low- to moderate-income, without the need for an income survey. Persons who are elderly are one of these defined populations. As a result, the Senior Center project qualifies without the need to conduct an income survey. The Senior Center project will include a total renovation of the kitchen, food preparation, service, and storage areas, as well as the kitchen entrances and parking lot improvements. These improvements will allow the Town to continue to meet safety standards for food handling and provide for more effective and efficient senior meal program delivery. A more detailed explanation of the project will be given by town staff. No other projects are being advanced by staff for Council consideration.

After a project is selected, town staff will work with NACOG to complete the required application. Once the application is complete, sometime in March or April, Council will be asked to pass a resolution allowing the Mayor to sign the application. If the application is approved for funding, contract documents are scheduled to be ready for signature in Fall of 2022, with design and construction activities to commence thereafter.

The total project budget is estimated at \$523,500. If the \$348,686 in CDBG grant funding is approved, staff will be bringing forward a request to utilize the \$25,000 Mary Campbell grant funding and \$150,000 of town funds in the upcoming FY22-23 budget requests.

Fiscal Impact

Fiscal Impact?: Yes

If Yes, Budget Code: 03-60-5234

Available:

Funding Source:

The Town will account for the funds in the CDBG Grant Fund and will budget the \$150,000 in the FY 2022/2023 Senior Center Budget.

Attachments

Estimated budget



Senior Center Renovation Project Tentative Budget

Budget Item	Cost Estimate
Stove with Flat top	\$ 15,000
Convection Oven	\$ 10,000
Blast Chiller	\$ 10,000
Work Tables	\$ 3,000
Dish Washing Station	\$ 10,000
Ice Machine	\$ 7,500
Counters	\$ 15,000
Floor	\$ 15,000
Sinks & Prep Stations	\$ 10,000
Hood System	\$ 10,000
Fire suppression unit	\$ 30,000
Cabinets/Shelving	\$ 22,500
Hot Box/Warming Unit	\$ 5,000
Air Curtain x3	\$ 5,000
Walk in freezer and cooler repair	\$ 10,000
Rear Parking lot	\$ 90,000
Walls - painting	\$ 5,000
Trim work	\$ 3,000
Lighting	\$ 10,000
Ceiling	\$ 10,000
Duct work	\$ 10,000
Design Services: Engineer / Architect	\$ 40,000
Installation Services	\$ 25,000
Kitchen Equipment / Supplies	\$ 10,000
Building access from Parking lot	\$ 15,000
Environmental Assessment	\$ 7,500
Grant Administration (NACOG)	\$ 25,000
Project/Construction Management	\$ 45,000
Contingency	\$ 50,000
Total	\$ 523,500
 CDBG Grant	 \$ 348,686
Town Funds	\$ 150,000
Mary Campbell Grant	\$ 25,000
Total	\$ 523,686

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

6. b.

Meeting Date: 01/25/2022
Contact Person: Will Dingee, Senior Planner
 Phone: 928-636-4427 x-1233
Department: Development Services
Estimated length of staff presentation: 5 minutes
Physical location of item: 836 West Road 1 North APN 306-23-028

AGENDA ITEM TITLE:

Consideration and possible action to approve Ordinance 2022-910 for the rezoning of approximately 4.55 acres of real property from the AR-5 (Agricultural Residential 5-acre Minimum) to SR-1 (Single Family Residential 1-acre minimum.) The property is located approximately 700 feet east of the intersection of North Road 1 West and West Road 1 North with an address of 836 West Road 1 North. – APN 306-23-028. (Will Dingee, Senior Planner)

RECOMMENDED ACTION:

Approve Ordinance 2022-910 for the rezoning of approximately 4.55 acres of real property from the AR-5 (Agricultural Residential 5-acre Minimum) to SR-1 (Single Family Residential 1-acre minimum) as presented.

SITUATION AND ANALYSIS:

The applicant would like to rezone their property in order to divide the parcel, they are undecided on whether they want to proceed with a minor land division [three (3) lots] or minor subdivision [four (4) lots]. This item went before the Planning and Zoning Commission in April 2021 but was asked to be continued by the applicant so they could discuss the stipulations of the rezoning further with Staff. Staff brought the item back before the Planning and Zoning Commission on December 7, 2021, with modified stipulations. The Applicant's request is in-line with the zoning of the surrounding area and conforms with the General Plan's Land Use Designation of this area.

Excerpt from minutes of Planning and Zoning Commission Meeting December 7, 2021

“**Will Dingee, Senior Planner**, presented the staff report and shared that the applicant was in attendance for this meeting. Staff is recommending **APPROVAL** with stipulations as stated in Attachment A.

“**Dingee** shared an email received December 7, 2021, voicing no opposition to the rezone, but mentioning concerns regarding water drainage. **Switzer** asked where the town stands in regard to the water flow on W Road 1 North. **Frank Marbury, Public Works Director**, stated that the water flows from the south to the north and that the email was from the residence to the south. There would not be any water flowing south. **Meadors** asked about the culvert overflowing on Road 1 North. **Marbury** stated that during

a storm, the water may top over the road. **Switzer** asked about grading on the lots. **Marbury** stated that all town codes are enforced.

“Don Roskopf, Applicant, spoke regarding his future plans for himself and his family. Regarding the drainage concerns, he shared that the water drains to the culvert on the north side of W Road 1 North.

“A motion was made by Commissioner Switzer and seconded by Commissioner Somerville to approve Zone Change Z-08-21, as presented with stipulations noted in the staff report. The motion carried 6-0. Chairman Merritt was absent”

Other Pertinent Documents Available Upon Request:

See Attachment A - Conditions of Approval
See Attached Planning and Zoning Staff Report

Fiscal Impact

Fiscal Impact?: N/A

If Yes, Budget Code:

Available:

Funding Source:

Attachments

Attachement A - Conditions of Approval
ORD - 2022-910 - Roskopf Rezone AR-5 to SR-1
Planning and Zoning Staff Report

ATTACHMENT A

CONDITIONS OF APPROVAL

1. Per the Town's Unified Development Ordinance Section 5.3.2, Table 5-1, the minimum required right-of-way dedications are as follows:
 - 40' north of the section line on West Road 1 North

ORDINANCE NO. 2022-910

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 4.55 ACRES OF REAL PROPERTY LOCATED AT 836 WEST ROAD 1 NORTH, APPROXIMATELY 700 FEET EAST OF THE INTERSECTION OF NORTH ROAD 1 WEST AND WEST ROAD 1 NORTH, FROM AR-5 (AGRICULTURAL/RESIDENTIAL – 5-ACRE MINIMUM) TO SR-1 (SINGLE FAMILY RESIDENTIAL – 1-ACRE MINIMUM).

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 4.55 acres of real property located at 836 West Road 1 North, approximately 700 feet east of the intersection of North Road 1 West and West Road 1 North (APN 306-23-028), from AR-5 (Agricultural/Residential – 5-Acre Minimum) to SR-1 (Single Family Residential – 1-Acre Minimum) (the “Zoning Map Amendment”); and

WHEREAS, the Town Council has determined that this Zoning Map Amendment conforms with the Town of Chino Valley 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 Planning and Zoning Commission recommended approval of the Zoning Map Amendment; and

WHEREAS, in accordance with Article II, Sections 1 and 2 of the Arizona Constitution, and ARIZ. REV. STAT. § 9-462.01, the Town Council has, before adopting this Ordinance, considered the individual property rights and personal liberties of the residents of the Town, along with the probable impact of this Ordinance on the cost to construct housing for sale or rent in the Town.

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 4.55 acres, as described in Exhibit 1 and shown on the Zoning Exhibit (map) in Exhibit 2, both attached hereto and incorporated herein by reference, to rezone the property from AR-5

(Agricultural/Residential – 5-Acre Minimum) to SR-1 (Single Family Residential – 1-Acre Minimum), to further divide the property into three or four lots, subject to the following stipulation:

1. The property owner shall dedicate an approximately 40-foot wide portion of the property north of the section line on West Road 1 North for use as right-of-way. The exact width to be dedicated will be determined through a survey and subject to approval by the Town.

Section 3: The Town Manager is 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.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this 25th day of January, 2022.

Jack W. Miller, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

I hereby certify the above foregoing Ordinance No. 2022-910 was duly passed by the Council of the Town of Chino Valley, Arizona, at a meeting held on January 25, 2022, and that quorum was present, and that the vote thereon was ____ ayes and ____ nays and abstentions. ____ Council members were absent or excused.

Erin N. Deskins, Town Clerk

EXHIBIT 1
TO
ORDINANCE 2022-910

[Legal Description]

That part of the Northwest Quarter of Section 22, Township 16 North, Range 2 West, of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, described as follows:

Commencing at the West Quarter Corner of said Section 22.

Thence North 89 degrees 42 minutes 00 seconds East, along the South line of said Northwest Quarter, 1066.60 feet to the True Point of the Beginning;

Thence North 02 degrees 26 minutes 30 seconds East, 555.94 feet;

Thence North 26 degrees 31 minutes 30 seconds West, 28.30 feet;

Thence North 81 degrees 25 minutes 00 seconds West, 201.57 feet;

Thence South 26 degrees 09 minutes 00 seconds West, 357.58 feet;

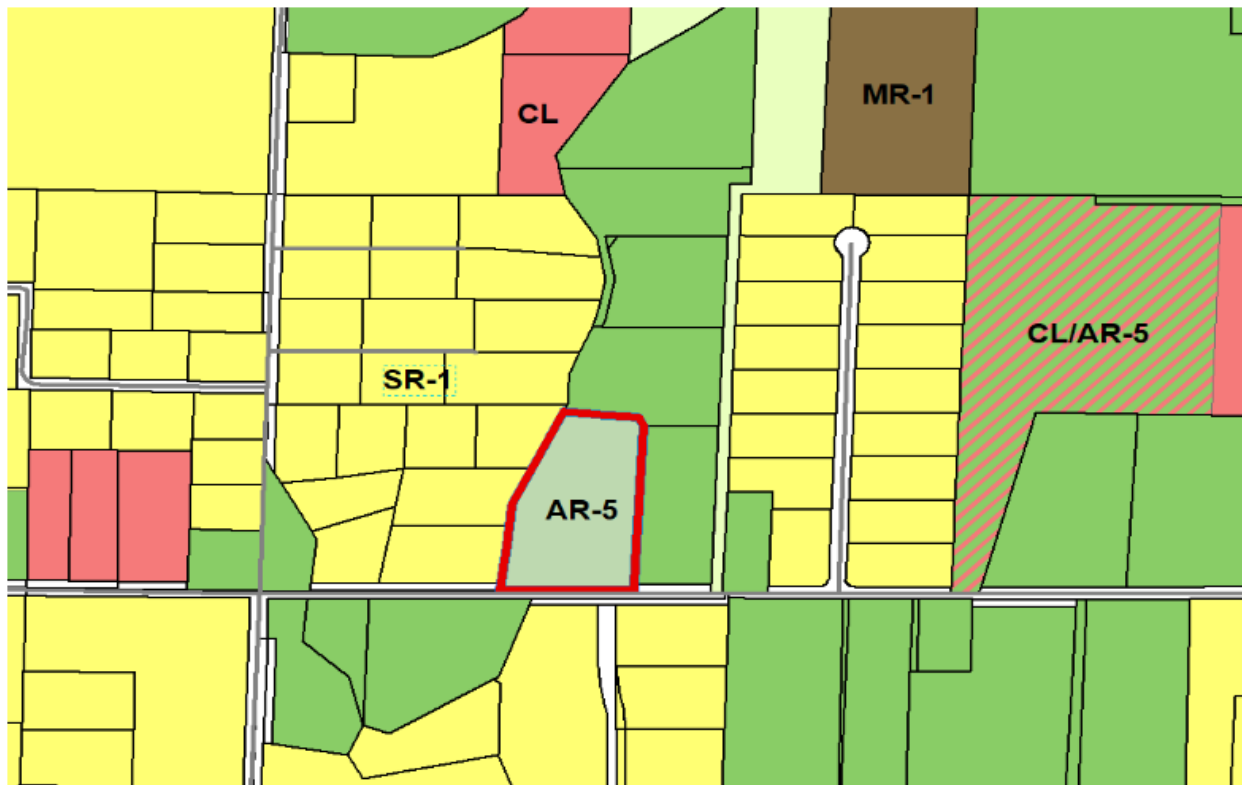
Thence South 07 degrees 19 minutes 00 seconds West, 294.93 feet to the South line of Said Northwest Quarter of Section 22;

Then North 89 degrees 42 minutes 00 seconds East, 384.33 feet to the True Point of Beginning.

EXHIBIT 2
TO
ORDINANCE 2022-910

[Zoning Exhibit]

Zoning Map





TOWN OF CHINO VALLEY
Planning Commission Staff Report
December 7, 2021
File Number Z-08-21
Property Rezone

PROJECT DESCRIPTION This is a request by Don Roskopf (property owner), to approve the rezoning of approximately 4.55 acres of real property from the AR-5 (Agricultural Residential 5-acre Minimum) to SR-1 (Single Family Residential 1-acre minimum.) The property is located approximately 700 feet east of the intersection of North Road 1 West and West Road 1 North with an address of 836 West Road 1 North. – APN 306-23-028

LOCATION DATA

	Existing Zoning	Use(s) on-site	General Plan Designation
Site	AR-5	Residential	Medium Density Residential (2 ac or less)
North	AR-5	Residential	Medium Density Residential (2 ac or less)
South	SR-1	Residential	Medium Density Residential (2 ac or less)
East	AR-5	Residential	Medium Density Residential (2 ac or less)
West	SR-1	Residential	Medium Density Residential (2 ac or less)

LOCATION MAP



Prior site actions:

No prior council action has been taken on this property.

Staff Recommendation:

Staff recommends that the Planning and Zoning Commission forward to the Town Council a recommendation of APPROVAL to rezone approximately 4.55 acres of real property from the AR-5 (Agricultural Residential 5-acre Minimum) to SR-1 (Single Family Residential 1-acre minimum) with the stipulations outlined in Attachment A.

SUGGESTED**COMMISSION MOTION:**

Move to **APPROVE** Zone Change Z-08-21 as presented, subject to the staff report, information provided during this hearing, and the conditions in Attachment A.

Effect of the Approval:

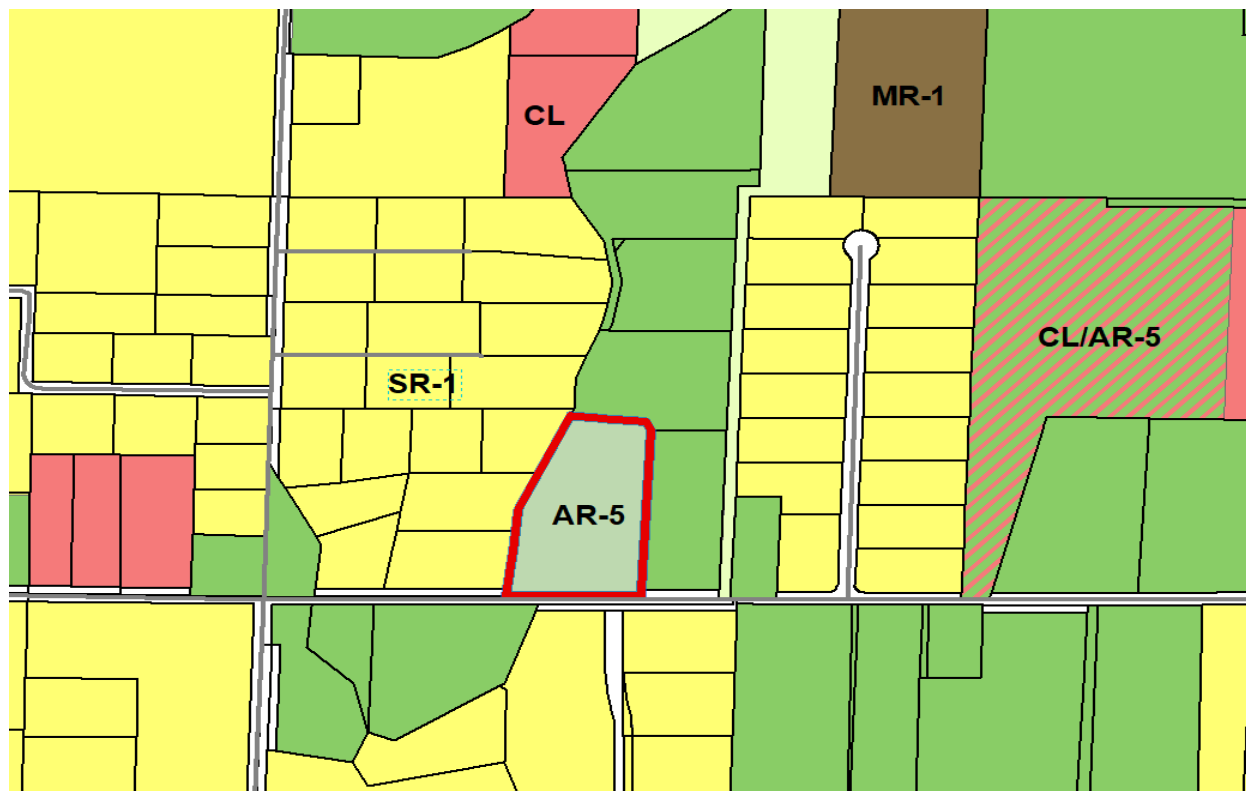
By approving this rezoning, the Planning and Zoning Commission is recommending approval to Town Council to approve the rezoning of approximately 4.55 acres of real property from the AR-5 (Agricultural Residential 5-acre Minimum) to SR-1 (Single Family Residential 1-acre minimum) with the stipulations outlined in Attachment A, and affirmatively finds that the request is in conformance with the Town of Chino Valley's General Plan

Staff Analysis:

The applicant would like to rezone their property in order to divide the parcel, they are undecided on whether they want to proceed with a minor land division (three (3) lots) or minor subdivision (four (4) lots.) This item was introduced to the commission on April 6th of this year however, the applicant had requested a continuance in order to discuss the previously required stipulations. These issues have been resolved and the applicant is ready to proceed with their rezoning request.

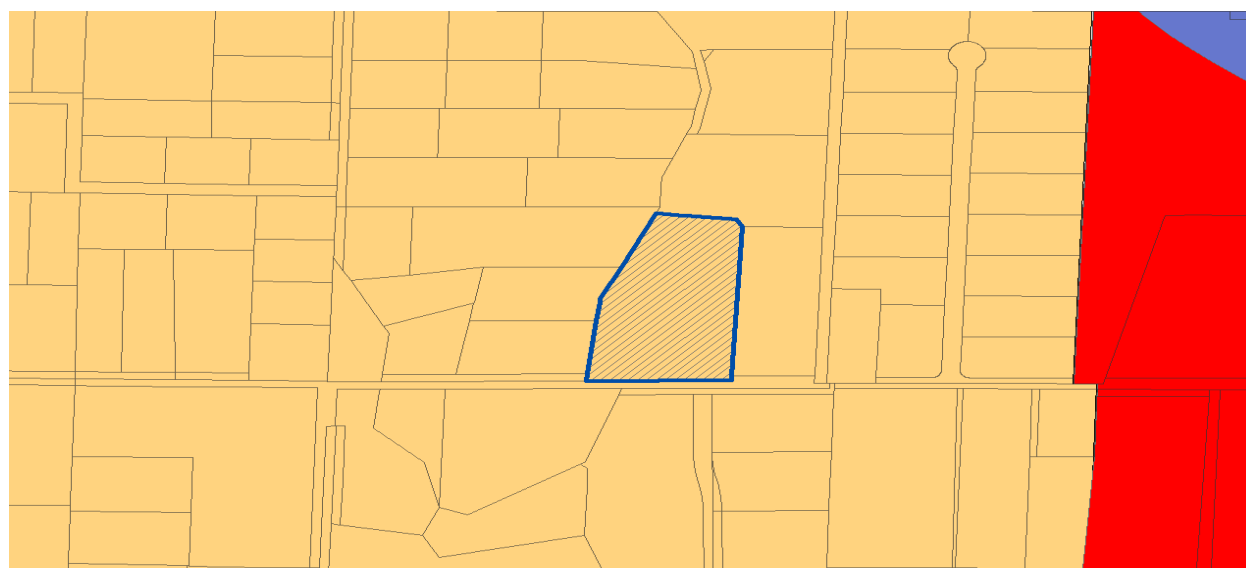
Zoning

The general vicinity contains lots zoned for 1-acre and 5-acre minimums. There are a couple outlier parcels with Commercial Light zoning and one Multi-family zoning.



Does the proposed zoning district conform to the Land Use Element?

The property has a General Plan land use designation of Medium Density Residential- 2 acres or less. The applicant is requesting approval for the rezoning to SR-1 which is in conformance with the Land Use Element.



Are there any dedications or property easements identified by the Transportation Element?

Yes, the transportation element identifies West Road 1 North as an 80 foot total road way width. The dedication amount required is approximately 25 feet on the north side of the road. This will ensure that 40 feet north of the West Road 1 North centerline has been dedicated.

Neighborhood Meeting & Public Comment Received:

The neighborhood meeting for this item was held on Wednesday, March 31, 2021 in which two neighboring property owners attended. The following questions were asked:

- What is the applicant intending to do with this property?
 - The applicant would like to divide their property into either three or four lots.
- Are there any road improvements required for this development?
 - Yes, the applicant will be required to construct half width road improvements which includes curb, gutter and sidewalk. **** This is no longer a requirement for this development, the applicant will only be required to dedicate right-of-way along West Road 1 North****
- How will the newly created lots gain access?
 - Lots will have direct access along West Road 1 North as well as an existing easement that follows the northern and eastern boundary of the property. If the applicant desires to create a new access road they will be required to go through the minor subdivision process.

Attachments

A
Conditions of Approval

Prepared By:

Will Dingee
 Senior Planner
wdingee@chinoaz.net
 928-636-4427 ext. 1233

Date:**Approved By:**

Laurie L Lineberry, AICP
 Development Services Director

ATTACHMENT A

CONDITIONS OF APPROVAL

1. Per the Town's Unified Development Ordinance Section 5.3.2, Table 5-1, the minimum required right-of-way dedications are as follows:
 - 40' north of the section line on West Road 1 North



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

6. c.

Meeting Date: 01/25/2022

Contact Person: Will Dingee, Senior Planner
Phone: 928-636-4427 x-1233

Department: Development Services

Estimated length 5 minutes

of staff presentation:

Physical location of item: Northeast corner of East Perkinsville Road and North Road 1 East

AGENDA ITEM TITLE:

Consideration and possible action to approve a conditional use permit for a Temporary Model Home Complex. The property is located at the northeast corner of the intersection of East Perkinsville Road and North Road 1 East. – APN 306-18-009H. (Will Dingee, Senior Planner)

RECOMMENDED ACTION:

Approve a conditional use permit C-21-02 for a Temporary Model Home Complex as presented, subject to the staff report, information provided during this hearing, and the conditions in Attachment A.

SITUATION AND ANALYSIS:

The applicant is applying for a CUP to allow the use of a temporary Model Home Complex to include two (2) model homes, sales office within the garage of first model and a parking lot. The Model Home Complex will be used for the sales of homes within the Perkinsville 44 subdivision. This item went before the Planning and Zoning Commission in January 2022. The Applicant's request is in-line with the zoning of the surrounding area and conforms with the General Plan's Land Use Designation of this area.

Excerpt from minutes of Planning and Zoning Commission Meeting January 4, 2022

"Bethan Heng, Planner, presented the staff report and shared that the Applicant was in attendance for this meeting. Staff is recommending **APPROVAL** with stipulations as stated in Attachment A. **Dingee** continued the presentation and explained that of the 7 stipulations, the applicant has proposed modifications of 1, 2 & 3. It was requested that the sewer line restriction in Item 1 be removed and incorporated into Item 2 identifying that the Certificate of Occupancy will not be issued until the sewer lines are approved. This will allow the applicant to begin construction prior to starting on the sewer lines. Item 3 was modified to include the wording of all "required emergency" access roads to be approved by CAFMA. This will be used during construction and before the streets are constructed for emergency access. Staff is recommending **APPROVAL with the modified stipulations.**

"Applicant **Ashley Galgano** addressed the commission and stated that they are excited to move forward with this project and they accepted the modified stipulations.

"There were no comments from the public and no further questions for staff.

"A motion was made by Commissioner Pasciak and seconded by Commissioner Somerville to approve C-21-02, as presented with stipulations noted in the staff report. The motion carried 6-0 with 1 recused."

Other Pertinent Documents Available Upon Request:

See Attachment A - Conditions of Approval

See Attached P&Z Staff Report

Fiscal Impact

Fiscal Impact?: N/A

If Yes, Budget Code:

Available:

Funding Source:

Attachments

Attachment A - Conditions of Approval

P&Z Staff Report

ATTACHMENT A

CONDITIONS OF APPROVAL

1. No vertical construction or storage of combustible material shall occur on-site until water and sewer lines are constructed according to approved plans and authorized for use by the Town of Chino Valley and Yavapai County Development Services.
2. All access roads must have a minimum of a dust free surface approved by Central Arizona Fire and Medical Authority.
3. The Perkinsville 44 Final Plat must be recorded before the Conditional Use Permit can take effect.
4. If the Perkinsville 44 Final Plat is not recorded within one (1) year of this Conditional Use Permits approval, the Conditional Use permit will expire
5. The model home complex unit shall be converted back into the original single-family residence with a functional garage.
6. Any additional fencing, parking lots, additional sidewalk, porta johns, or other improvements not characteristic to a single-family residence must be removed at the conclusion of the Conditional Use Permit.
7. The applicant will need to renew the Conditional Use Permit five (5) years from date of approval if the community is not sold out.



TOWN OF CHINO VALLEY
Planning Commission Staff Report
January 4th, 2022
File Number C-21-02
Conditional Use Permit

PROJECT DESCRIPTION This is a request by Craig Helsing (Brown Homes) on behalf of CGX Life Sciences, for approval of a conditional use permit for a Temporary Model Home Complex for property located at the northeast corner of the intersection of East Perkinsville Road and North Road 1 East.

LOCATION DATA

	Existing Zoning	Use(s) on-site	General Plan Designation
Site	SR-0.16/PAD	Abandoned Single Family Residence and several agricultural buildings	Medium Density Residential (2 ac or less)
North	AR-5	Vacant Land	Medium Density Residential (2 ac or less)
South	PL, SR-016 & CL	Town of Chino Valley Community Center & Chino Meadows Unit 1	Public Land & Medium Density Residential (2 ac or less)
East	AR-5	Bonnie Plants Commercial Greenhouse	Medium Density Residential (2 ac or less)
West	CL & SR1	Single Family Residential (Lot Split Subdivision)	Commercial/Multifamily

LOCATION MAP



Prior site actions: April 24, 2018 - Council adopted Ordinance No. 18-844 rezoning the 44.3 acre subject property (306-18-009H) from AR-5 to SR-0.16 with a Planned Area Development to develop 159 homes on 7,000 square foot lots. (Attachment B).

October 27, 2020 – Town Council approved the Preliminary Plat for Perkinsville 44, at the time referred to as Perkinsville 40, to develop 161 lots. (Attachment C).

November 9, 2021 – Final Plat of Perkinsville 44 Phase 1, 2, 3, & 4 received approval with stipulations from Town Council.

Staff Recommendation: Staff recommends that the Planning and Zoning Commission forward to the Town Council a recommendation of **APPROVAL** for the Perkinsville 44 Conditional Use Permit for a Temporary Model Home Complex to include two (2) model homes, sales office within the garage of first model and a parking lot, with Conditions of Approval found in Attachment A.

Suggested Motion: Move to **APPROVE** Conditional Use Permit C-21-02 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 Conditional Use Permit, the Planning and Zoning Commission is recommending approval to Town Council to approve the Perkinsville 44 Conditional Use Permit for a Temporary Model Home Complex to include two (2) model homes, sales office within the garage of first model and a parking lot, subject to the staff report and information provided during this hearing, and affirmatively finds that the request is in conformance with the previously approved zoning (Ordinance No. 18-844) and the Town of Chino Valley's General Plan.

Staff Analysis:

The applicant is applying for a CUP to allow the use of a temporary Model Home Complex to include two (2) model homes, sales office within the garage of first model and a parking lot. The Model Home Complex will be used for the sales of homes within the Perkinsville 44 subdivision. The sales office will be constructed within the garage of the model home located on Lot 76 and will feature a side entry and exit. The Model Home Complex will not contribute significant disturbance to the development of the surrounding neighborhood.

Zoning - Section 3.12.C.3 of the Unified Development Ordinance list “Temporary home and land sale offices, provided they are located within the same subdivision as that land and homes which are offered for sale” as a Conditional Use Permit. The applicant’s proposed use is allowed with a Conditional Use Permit because its purpose is for the sale of homes and land within the same subdivision.

Conditional Use Permit - The Conditional Use Permit is subject to discretionary approval by Council if the location and context of the site is suitable for the requested use. The subject property is located in a residential area with single family residence/agricultural residential zoning to the west, east, and north of the subject property. Staff recommends that the following stipulations be attached to this Conditional Use Permit:

- No vertical construction or storage of combustible material shall occur on-site until water and sewer lines are constructed according to approved plans and authorized for use by the Town of Chino Valley and Yavapai County Development Services.
- All access roads must have a minimum of a dust free surface approved by Central Arizona Fire and Medical Authority.
- The Perkinsville 44 Final Plat must be recorded before the Conditional Use Permit can take effect.
- If the Perkinsville 44 Final Plat is not recorded within one (1) year of this Conditional Use Permits approval, the Conditional Use permit will expire
- The model home complex unit shall be converted back into the original single-family residence with a functional garage.
- Any additional fencing, parking lots, additional sidewalk, porta johns, or other improvements not characteristic to a single-family residence must be removed at the conclusion of the Conditional Use Permit.
- The applicant will need to renew the Conditional Use Permit five (5) years from date of approval if the community is not sold out.

Does the proposed Conditional Use Permit conform to Council’s prior approval of subdivisions for this site?

While Town Council approved the Perkinsville 44 Final Plat on November 9, there are still some stipulations that are required to be met before the Final Plat can be recorded. Once the plat is recorded, the requested conditional use will be in conformance and may take effect. If the Perkinsville 44 Final Plat is not recorded within one (1) year of this Conditional Use Permit approval, the Conditional Use Permit will expire.

Public Comments Received: To date, staff has not received any comments from the public.

External Agency Comments: None Received.

Neighborhood Meeting Comments: Staff notified the surrounding property owners of the date and location of the Planning and Zoning Commission Meeting and Town Council Meeting by letter on November 10th. No neighborhood meeting was held since the proposed Conditional Use was inline with the already publicly notified subdivision. No public comments have been received to date.

Proposed conditions delivered to applicant on: December 1, 2021

Final staff report delivered to applicant on: December 13, 2021

X	Applicant agreed with all of the conditions of approval on: (December 13 th , 2021)
☐	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
Conditions of Approval	Aerial Photo

Prepared By:

Bethan Heng, Planner
(bheng@chinoaz.net)
(928)636-4427, x1295

Date:

December 13, 2021

Approved By:

Laurie Lineberry, AICP
Development Services Director

ATTACHMENT A

CONDITIONS OF APPROVAL

1. No vertical construction or storage of combustible material shall occur on-site until water and sewer lines are constructed according to approved plans and authorized for use by the Town of Chino Valley and Yavapai County Development Services.
2. All access roads must have a minimum of a dust free surface approved by Central Arizona Fire and Medical Authority.
3. The Perkinsville 44 Final Plat must be recorded before the Conditional Use Permit can take effect.
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5. The model home complex unit shall be converted back into the original single-family residence with a functional garage.
6. Any additional fencing, parking lots, additional sidewalk, porta johns, or other improvements not characteristic to a single-family residence must be removed at the conclusion of the Conditional Use Permit.
7. The applicant will need to renew the Conditional Use Permit five (5) years from date of approval if the community is not sold out.

ATTACHMENT B

AERIAL PHOTO

