



Town of Chino Valley

MEETING NOTICE TOWN COUNCIL

**STUDY SESSION
TUESDAY, SEPTEMBER 19, 2017
6:00 P.M.**

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

AGENDA

- 1) CALL TO ORDER; ROLL CALL
- 2) Presentation and discussion regarding an agreement between the Town and Holliday Development relative to sewer connection and buy-in fees. (Joe Duffy, Finance Director)
- 3) Presentation and discussion regarding Chino Valley Food Truck Food Court, located approximately 875 feet north of the northeast corner of West Road 1 North and State Route 89 at 694 North State Route 89, Chino Valley. (Jason Sanks, Acting Development Service Director)
- 4) Discussion regarding establishing an ad hoc Council subcommittee to work with a staff working group to update property maintenance-related provisions of the Unified Development Ordinance (UDO). (Councilmember Corey Mendoza; Councilmember Lon Turner)
- 5) ADJOURNMENT

Dated this 14th day of September, 2017.

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

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request a reasonable accommodation to participate in this meeting.

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

CERTIFICATION OF POSTING

The undersigned hereby certifies that a copy of this notice was duly posted at Chino Valley South Campus, Chino Valley Post Office, and Chino Valley North Campus in accordance with the statement filed by the Town Council with the Town Clerk.

Date: _____ Time: _____ By: _____
Jami C. Lewis, Town Clerk



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Study Session

2)

Meeting Date: 09/19/2017
Contact Person: Joe Duffy, Finance Director
 Phone: 928-636-2646 x-1211
Department: Finance
Estimated length 5 minutes
of Staff Presentation:
Physical location of item: N/A

Information

AGENDA ITEM TITLE:

Presentation and discussion regarding an agreement between the Town and Holliday Development relative to sewer connection and buy-in fees. (Joe Duffy, Finance Director)

SITUATION & ANALYSIS:

The Town of Chino Valley recently completed the installation of a sewer line extension down road One West. This extension allows the property owned by Holliday Development to connect to the Town's sewer. Holiday Development has agreed to connect and pay the buy in fees of \$38,250.

When Holliday Development was built, the owner was told by the Town to design and install their sewer system to connect with the Town's future sewer extension at the northeastern corner of the property. The extension now requires the owner to connect on the west side of the property. The change requires the owner to abandon and reconfigure his sewer system in order to connect to the Town's sewer. The cost of the reconfiguration is \$17,000.

The owner has requested that the amount be credited against the buy in fees he will be paying to connect to the Town's sewer.

The Town attorney is drafting an agreement to bring before Council at the September 26, 2017 meeting.

Attachments

Sewer Connection Map
 Letter of Request from Holliday
 Buy In Fee Calculation
 Location Map



Holliday Development

860 West Road 1 South, Suite C
Chino Valley, AZ 86323
Phone: 928-636-5503 Fax: 928-636-9693

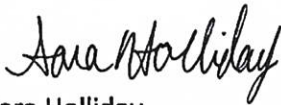
August 24, 2017

Please see the proposal to re-route 850 feet of sewer line from the Northeast corner of the property. During initial construction, this location was designated, inspected, and approved for future sewer hook-up.

We would request this amount to be credited towards the sewer buy-in fee.

If you have any questions please contact me.

Thank You,

A handwritten signature in black ink that reads "Sara Holliday". The signature is written in a cursive, flowing style.

Sara Holliday
Holliday Development

BUGS NORBURY EXCAVATION

8300 East Kelly Road
Prescott Valley, Arizona 86315
(928) 925-9858

August 15, 2017

Tom Holliday
Holliday Properties and Development
860 West Road 1 South
Chino Valley, Arizona 86323

Scope of Work for 860 West Road 1 South Chino Valley, Arizona

- Install 850 feet of 6-inch SDR 35 sewer pipe with slants to all structures, shade and backfill
- Take down fence and put back up
- Remove landscape and put back
- Saw cut concrete drive and replace

TOTAL \$17,000.00

Town of Chino Valley			
Holiday Development Fee Calculation			
Development		Holiday 1 South Buy In Fee	Holiday 1 South Buy In if paid by 10/1/17
# of Units	27		
9 - 1 Bedroom 7 fixture units	63		
12 - 2 Bedroom 12 fixture units	144		
6 - Office 4 fixture units	24		
Washers	24		
Total Fixture Units	255		
MULTI-FAMILY HOUSING ADJUSTMENT			
Total Fixture Units	255		
Total Single Family Resident Fixture Units (27 units @ 20 FU per unit)	540		
% of Buy In Fee	47%		
BUY IN FEE CALCULATION			
Current Buy In Fee (\$300 per Fixture Unit, 20 Fixture Units)	\$ 6,000	\$ 76,500	
Buy In Fee if connected as part of a construction project (\$150 per Fixture Unit)	\$ 3,000		\$ 38,250
Total Buy In Fee (# of units x fee)		\$ 76,500	\$ 38,250
MONTHLY SERVICE FEE			
Current Monthly Fee Single Family Residence (\$3.21 per Fixture Unit)	\$ 3.21	\$ 64.14	
Total Monthly Fee for 27 Single Family Residences (27*\$64.14)		\$ 1,731.78	
Total Monthly Fee based on Average Fixture Units (\$3.21 per Fixture Unit)	255	\$ 818.55	
Average Monthly Fee Per Unit		\$ 30.32	
Total Annual Fee (# of units @ monthly fee)		\$ 9,822.60	



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Study Session

3)

Meeting Date: 09/19/2017
Contact Person: Alex Lerma, Associate Planner
 Phone: 928-626-4427 x-1295
Department: Development Services
Estimated length 5 minutes
of Staff Presentation:
Physical location of item: 694 North State Route 89

Information

AGENDA ITEM TITLE:

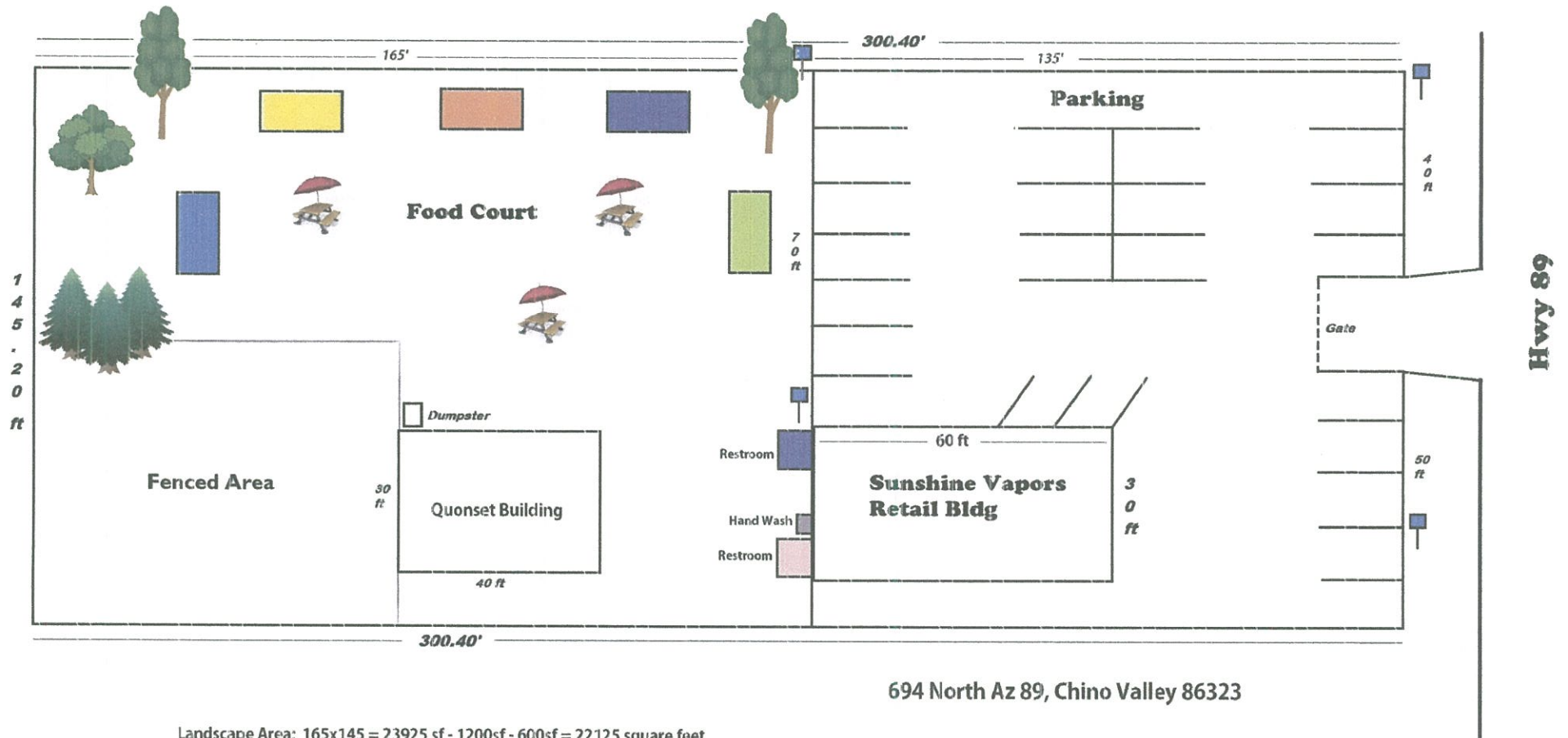
Presentation and discussion regarding Chino Valley Food Truck Food Court, located approximately 875 feet north of the northeast corner of West Road 1 North and State Route 89 at 694 North State Route 89, Chino Valley. (Jason Sanks, Acting Development Service Director)

SITUATION & ANALYSIS:

The applicant's intention is to have a split retail operation: An existing business, Sunshine Vapors LLC is occupying the existing building located east of the property while the food truck court will be positioned on the west portion of the property. Four to six independent food truck operators will lease individual spots on site, they will be open to the public from 10am to 5pm on weekdays. The Sunshine Vapors building will be used as an onsite commissary.

Attachments

Chino Valley Food Truck Site Plan
 Chino Valley Food Truck Memo



Landscape Area: $165 \times 145 = 23925 \text{ sf}$ - 1200 sf - $600 \text{ sf} = 22125 \text{ square feet}$

Lot Coverage: ? %

Floor Area: QB $1200'$ + SVR $1800'$ = 3000 sf total

Occupancy Load: ?

Parking Spaces: 25

Food Trucks: $8 \times 15 = 120 \text{ sf}$ x 5 = 600 sf



MEMORANDUM

To: Town Council
 From: Jason Sanks, Acting Development Services Director
 Re: Chino Valley Food Court
 Date: 13 September 2017

As discussed during prior Study Session items presented to the Town Council, Development Services Staff seeks to ensure open and early communication with the Council regarding new development. In cases that staff finds prospective new projects to be of certain uniqueness or of a scale with potential large impacts on the Town, we will propose to bring them forward to the Council in the Study Session format and allow the applicant, staff, Council, and interested members of the public to share preliminary comments and concerns regarding the proposal at an early stage of the process.

Recently, a proposed Food Truck Court was brought forward to Staff for review on the back half of the Sunshine Vapors property at 694 North State Route 89. The property is zoned Commercial Light (CL). The proposed use is not one that is well-defined in the UDO (Unified Development Ordinance). This stated, the Zoning Administrator, with the assistance of legal counsel, had to determine the closest comparable use and related entitlement path necessary to process the proposal. Our reasoning for this interpretation is explained in the next few paragraphs.

The Town currently has no cluster of food trucks in town that serve as a primary use of the property – in the form of the proposed “court” with outdoor seating and potential entertainment areas in the center of the cluster. After staff review of the proposal and experience with similar facilities, we found that Food Truck Courts are very different than a typical restaurant and are not inherently the same use classification based solely on the fact that food is generated for public consumption. Restaurants are facilities where the following activities are conducted nearly entirely within an enclosed facility:

- 1) Food preparation with internal air handling systems
- 2) Patron/Employee interface for the purpose of food ordering, serving, consumption, and clean up
- 3) Associated refuse processing, then transported to outdoor refuse enclosures
- 4) Sites are stationary buildings with permanent utility connections, building setbacks, and other development standards

In our interpretation of the code that our legal counsel has reviewed and accepted, we find that a Food Truck Court use in the Light Commercial zoning district is most closely found in the Temporary Use Section, where a Temporary Use Permit is required for similar uses such as Outdoor Retail Sales and Swap Meets. The time limit on a Temporary Use Permit cannot exceed 15 days (by Zoning Administrator Approval), but there is a provision for the Town Council to approve the Temporary Use for as long as it sees fit. The Temporary Use Permit process also offers the Town Council the ability to set specific operating parameters and mitigating limits related to hours of operation, allowance of outdoor music, periodic review assessments, and so forth. This said, we believe the use is subject to the Citizen Review process and approval by Town Council – particularly since there are adjacent residential uses to the west. The application would process in the same fashion as a Conditional Use Permit (CUP).



MEMORANDUM

The Town currently has (4) four active business licenses for food truck, these food trucks are located within the parking lots of commercial establishments. Recently Dan Thomas, who owns one of the local food trucks, proposed the possibility to share the commercial lot with Sunshine Vapors LLC, a current business occupying the existing building located east of the property. Mr. Thomas further proposed his intentions of having a food truck court located west of the lot with the possibility of locating 4 to 6 independently operated food truck.(see attached conceptual site plan) It is proposed that the food truck court will have an on-site commissary for food preparation and food storage. It is intended that the hours of operation will be on weekday for the hours of 10am to 5pm. Items for council to consider and discuss should relate to, but not be limited, to the following:

- 1) Noise and smells related to the semi-outdoor production of food
- 2) Noise generated by the outdoor purchase and consumption of food
- 3) Access and traffic generated by the use, with vendors coming and going on a varied basis
- 4) Outdoor trash receptacles and maintenance related to disposable dinnerware and food waste
- 5) Potential noise related to outdoor broadcast and live music related to special events.

This Study Session item is for discussion purposes only and no recommendation is proposed by Staff at this time, nor will Council be requested for a recommendation until which time the item is brought forward as a hearing item. Staff will be presenting a PowerPoint to review these discussion points and present our research related to how other jurisdictions handle similar Food Truck Court uses.



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Study Session

4)

Meeting Date: 09/19/2017
Contact Person: JoAnn Brookins, Customer Service Supervisor
 Phone: 928-626-4427 x-1216
Department: Customer Service
Estimated length None
of Staff Presentation:
Physical location of item: N/A

Information

AGENDA ITEM TITLE:

Discussion regarding establishing an ad hoc Council subcommittee to work with a staff working group to update property maintenance-related provisions of the Unified Development Ordinance (UDO). (Councilmember Corey Mendoza; Councilmember Lon Turner)

SITUATION & ANALYSIS:

On September 7, 2017, Code Compliance staff, the Town Manager, and two Councilmembers met to discuss how staff applied the UDO to certain code compliance matters. The group discussed developing a staff working group that would work with a Council subcommittee to begin drafting updates to the UDO. Staff anticipated that the process would take about 18 months.

Staff proposed to meet initially with the subcommittee to develop the process and set update priorities, starting with the more problematic areas. The working group would meet regularly and provide updates to the subcommittee quarterly. The working group and the subcommittee together would decide when to propose UDO amendments.

Town Manager Gritman recommends that Customer Service Manager Brookins coordinate the working group, and that Acting Development Services Director Sanks have ultimate oversight and provide direction to staff.

Should Council discuss possible meeting days and times for the proposed subcommittee, the current scheduled public body meeting days and times is attached.

Attachments

Draft Subcommittee Charter
 Public Body Meetings Schedule

Town of Chino Valley
 COUNCIL SUBCOMMITTEE CHARTER:
AD HOC UDO PROPERTY MAINTENANCE UPDATE SUBCOMMITTEE

SUBCOMMITTEE'S PURPOSE:	Review issues and concerns, and make recommendations for amendments to the Unified Development Ordinance (UDO) pertaining to Property Maintenance, wherein discrepancies or differences exist
MEMBERSHIP:	3 members, appointed by the Council
QUORUM:	2 members
OFFICERS:	Chair, appointed by Mayor
MEETING FREQUENCY:	Quarterly
MEETING DAY & TIME:	To Be Determined
MEETING LOCATION:	Council Chambers Conference Room 202 N. State Route 89
STAFF LIAISON:	Customer Service Manager/Development Services Director (Liaisons) Town Manager (Attendee)
LIAISON'S RESPONSIBILITIES:	• Meeting agenda • Meeting packet, if applicable • Council agenda staff reports
TOWN CLERK'S OFFICE RESPONSIBILITIES:	• Final meeting agenda • Meeting Minutes
MEETING AGENDA HEADINGS:	1) CALL TO ORDER 2) ROLL CALL 3) APPROVAL OF MINUTES 4) OLD BUSINESS 5) NEW BUSINESS 6) ADJOURN

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
WEEK 1		4:00 p.m. Parks & Rec Adv Brd 6:00 p.m. P&Z Commission		
WEEK 2	4:00 p.m. Roads & Streets	8:00 a.m. Senior Ctr Adv Brd 6:00 p.m. Council Regular		
WEEK 3		4:00 p.m. Econ Dev Subcomm 5:00 p.m. Council Finance* 6:00 p.m. Council Study		3:00 p.m. Council Pub Safety*
WEEK 4		6:00 p.m. Council Regular		

*Public Body does not necessarily meet monthly; all others are currently meeting monthly