

1. 2:30 P.M. UDO Update Subcommittee - Agenda

Documents:

[2017_10_24_CC_UDO_PM_AG.PDF](#)

2. 2:30 P.M. UDO Update Subcommittee - Packet

Documents:

[2017_10_24_CC_UDO_PM_PK.PDF](#)



Town of Chino Valley

MEETING NOTICE TOWN COUNCIL AD HOC UDO UPDATE SUBCOMMITTEE

**PUBLIC MEETING
TUESDAY, OCTOBER 24, 2017
2:30 P.M.**

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

AGENDA

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) APPROVAL OF MINUTES**
- 4) OLD BUSINESS**
- 5) NEW BUSINESS**
 - a)** Discussion regarding time line and action plan for the re-write of the Unified Development Ordinance (UDO).
- 6) ADJOURNMENT**

Dated this 18th day of October, 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 furnished to the Ad Hoc UDO Update Subcommittee with this agenda are available for review in the Development Services Department.



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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

UDO Update Subcommittee Meeting

5)a)

Meeting Date: 10/24/2017

Contact Person: Jason Sanks, Acting Development Service Director

Department: Development Services

Item Type: New Business

**Estimated length
of Staff Presentation:**

Physical location of item: N/A

AGENDA ITEM TITLE:

Discussion regarding time line and action plan for the re-write of the Unified Development Ordinance (UDO).

SITUATION AND ANALYSIS

See attached staff report.

Attachments

Kick Off Meeting Staff Report



**TOWN COUNCIL AD HOC UDO UPDATE SUBCOMMITTEE
KICK OFF MEETING – 10/24/17**

UDO RE-WRITE JUSTIFICATION AND PRIORITIES

The Town's current Unified Development Ordinance (UDO), more commonly known as the zoning code, is approximately eleven years old and needs a comprehensive re-write for multiple reasons. Staff has found multiple inconsistencies in the current document, lack of clarity in the application of regulations to development projects, and direct contradictions between code sections that could represent a liability to the Town. Chino Valley continues to grow and evolve and the current code is silent on many of the needs the community is facing now – leaving a void in which we do not have a strong regulatory document to guide this growth. The document, intended to serve the community and regulate land uses and development standards, needs the following updates to accomplish its mission:

1. Prioritize code section components that may need immediate attention for Text Amendments to the existing UDO that can be wrapped into the overall code re-write. These may be adopted prior to adoption of the larger re-written code document. There may be liability concerns related to these sections that are pushing their priority for quick attention in the re-write process.
2. Make the code more user-friendly by focusing the organization on how a user will utilize the code.
3. List more discrete/distinguishable uses rather than overly general terms. We will cross-reference use lists, format into a master matrix, and centralize the use list in a single code section.
4. Add sections that are now missing, such as single family zoning districts of lot sizes under 1 acre, expand Temporary and Conditional Use Regulations and consider future sections such as a mixed-use Town Center Zoning District for areas identified as "Community Cores" on the 2014 General Plan. There is a need for Chino Valley to accommodate the needs of its multi-generational and aging population along with the need to develop more affordable workforce housing.
5. Add needed definitions for clarity and delete definitions of terms not used in the code.
6. Update specific sections based on new/revised legal requirements, such as telecommunications and administrative procedures.
7. Refresh commercial, residential, and other zoning district development standards to accommodate contemporary development needs and encourage higher quality projects.
8. Delete repetitive text and consolidate similar land uses into single chapters while transferring long form written development standards into easier to read and manage tables.
9. Ensure the UDO, Town Code, and Subdivision Regulations are free from inconsistencies and contradictions (i.e. Code Compliance).
10. Ensure ongoing implementation of the Town's 2014 General Plan goals and policies.

RESPONSIBLE PARTIES FOR CODE SECTION CONTENT (PRELIMINARY)

Part of the initial process in establishing the path for this project is understanding what teams are most logical to work on various code sections. Planning intends to lead on the restructuring of the document, formatting and editing. Planning also intends on maintaining the change matrix so we can track changes. Core content, however, should defer to the subject matter experts associated with each section. That said, Staff has prepared a preliminary list of content writing leads with their respective supporting teams. The support teams, primarily led or with oversight by Planning, will ensure the sections maintain consistency with one another and do not inadvertently create conflicts. The preliminary list of content change leads, by section, are as follow:

Chapter 154: Unified Development Ordinance

<u>Section</u>	<u>Lead and Support Teams</u>
1) Administration and Procedures	Legal lead, Planning and Customer Service support
2) Definition	Planning lead, Legal support
3) Zoning Districts	Planning lead
4) General Regulations	Planning lead, Engineering Support
5) Subdivision Regulations	Engineering lead, Planning Support
6) Property Maintenance	Customer Service lead, Legal and Planning Support

CODE SECTION RESTRUCTURING

The Town of Chino Valley staff has identified a new, basic code structure that is focused on the needs of the user. These users include the public, Staff, and appointed/elected bodies. This will predominantly be applied within the Zoning Districts section. The proposed framework is closely based upon the framework found in the Town of Gilbert and draft City of Litchfield Park Land Development Codes, both of which have been well-received by both the public and their respective staffs. At the time the 2005 Gilbert code was developed, Phyllis Smiley was a Town Attorney for Gilbert and Jason Sanks was a planner. Phyllis's firm is now the legal counsel for Litchfield Park and Jason Sanks is their Planning Consultant and they have already kicked off their ordinance rewrite, so both are familiar with all aspects of its development and subsequent day-to-day use. Both of those codes were written in house, just as this code will be, and they learned many valuable lessons in the process that should be applied here. However, just reorganizing the structure and existing content of the code is not enough for the reasons listed above, so Staff intends to embark on an intensive internal technical review, along with the support of the Ad Hoc Subcommittee, of the existing code through a series of meetings with planning, building safety, engineering, and legal to identify issues with the

current text that should be addressed. Once this is accomplished, Staff can actively engage stakeholders and the public in content review and ongoing development of new code.

PROJECT MILESTONES AND TENTATIVE SCHEDULE

The development and approval process is anticipated to take about approximately 18 months. At this time, we anticipate the following phases and timeline:

- 1) Staff technical review and Ad Hoc Subcommittee working sessions to comb through the existing code content and identify areas needing revisions.
Est. Completion Date: June 2018
- 2) Identify all stakeholders and public outreach plans, set Citizen Review meetings, as well as individual meetings with the largest stakeholders.
Est. Completion Date: October 2018
- 3) Prepare new text to reflect staff and stakeholder input. This may require additional internal staff meetings to work through which items will be rolled into the new ordinance and which items will not be included.
Est. Completion Date: November 2018
- 4) PZ and Town Council Study Session review of new ordinance sections, input, and revisions. Staff anticipates 4-6 Study Session reviews that should cover a single section of the ordinance at any one time. Staff does not intend to present an entire ordinance to PZ or Town Council staff at once as it would be overwhelming to review and comment on such a large document in a single session. Study Sessions with PZ are likely to run concurrently with Town Council Study Sessions (or as desired by the Mayor) so that input from both groups can be incorporated and reviewed simultaneously. Staff can report back and forth to both groups the input generated from the other so that they work in tandem on the final document.
Est. Completion Date: December 2018
- 5) Town staff will prepare and distribute detailed meeting notices for the public that outline the changes from the old code to the new code. Staff will work with legal counsel to identify all required posting requirements for hearing and adoption of the new code.
Est. Completion Date: January 2019
- 6) PZ recommendation to Town Council on Final Draft of the new Town of Chino Valley Unified Development Ordinance
Estimated Meeting Date: February 2019
- 7) Town Council adoption of the new Town of Chino Valley Zoning Ordinance
Estimated Hearing Date: March 2019

CHANGE MATRIX FOR UDO UPDATES

Staff intends to start a matrix that will track all updates in the re-writing process so that we can responsibly manage the evolution of the document. This will be better illustrated in a PowerPoint slide at the kick-off meeting. The basic content we should track is shown simply as follows:

Item #	Date	Source	Old Code Section	New Code Section	Prop 207 Concern? Y/N	Old Content	New Content

The matrix headers, and their relevance, can be summarized as follows:

- 1) **Item # and Date:** These help us to quickly find and reference specific changes within the matrix. These are “cataloguing items” so we can sort the matrix quickly.
- 2) **Source:** This helps us recall who initiated a content change to the code, whether it is Staff, a citizen, Town Council member, and so on.
- 3) **Old and New Code Sections:** Helps us map structure and content between the old and new codes.
- 4) **Prop 207 Concern:** This is related primarily to new or revised content, specifically related to development rights. We will need to be aware if new or revised content could be considered a “taking” and put the Town at any liability with its adoption.
- 5) **Old and New Content:** This will help us see the change in code content side by side for evaluation.