

**MINUTES OF THE PUBLIC MEETING
TOWN COUNCIL AD HOC UDO UPDATE SUBCOMMITTEE
TOWN OF CHINO VALLEY**

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

The Town Council Ad Hoc UDO Update Subcommittee of the Town of Chino Valley convened for a public meeting in the Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona.

1) CALL TO ORDER

Chair Turner called the meeting to order at 2:51 p.m.

2) ROLL CALL

Present: Cloyce Kelly; Corey Mendoza; Chair Lon Turner

Staff JoAnn Brookins, Customer Service Manager; Cecilia Grittmann, Town Manager;

Present: Alex Lerma, Associate Planner; Jason Sanks, Acting Development Services Director; Jim Shinost, Plans Examiner; Phyllis Smiley, Town Attorney; Frank Marbury, Public Works Director

(Corey Mendoza arrived late at 3:03 p.m.)

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).

Mr. Sanks presented the justification and priorities needed for the UDO re-write. He explained the UDO was known as the zoning code and was approximately eleven years old. Staff had found multiple inconsistencies that caused 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.

Mr. Sanks reviewed the following updates needed:

- Prioritize code section components that could be wrapped into the overall code re-write.
- Make the code more user-friendly by focusing the organization on how a user will utilize the code.

- List more discrete/distinguishable uses rather than use overly general terms. The use lists would be cross-referenced, formatted into a master matrix, and centralize the use list in a single code section.
- 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.
- Add needed definitions for clarity and delete definitions of terms not used in the code.
- Update specific sections based on new/revised legal requirements such as telecommunications and administrative procedures.
- Refresh commercial, residential, and other zoning district development standards.
- 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.
- Ensure the UDO, Town Code, and Subdivision Regulations are free from inconsistencies and contradictions (i.e. Code Compliance).
- Ensure ongoing implementation of the Town’s 2014 General Plan goals and policies.

Mr. Sanks then reviewed the process:

- Hold technical review meetings to go line by line through the code;
- Host stakeholder’s outreach with review by citizens, developers, landowners, Chamber of Commerce and other leadership in the community;
- Hold a series of Planning and Zoning meetings for eventual presentation and recommendations to the Town Council. He discussed the tentative schedule for the various stages of the re-write project along with a matrix that will track all updates to responsibly manage evolution of the document.

The Committee discussed:

- Text amendment steps and how it would flow into the re-write;
- Addressing content changes and how different areas contradicted themselves;
- Establishing steps to break up the code in sections and cross referencing where needed;
- Using definitions versus a glossary;
- Simplifying steps; and
- Changing issues while staying in compliance with existing law.

6) **ADJOURNMENT**

MOVED by Cloyce Kelly, seconded by Corey Mendoza to adjourn the meeting at 4:37 p.m.

Vote: 3 - 0 PASSED - Unanimously

Dated this 31st day of October, 2017.

By: *Vickie Nipper, Deputy Town Clerk*

Approved: March 28, 2018