



TOWN COUNCIL NOTICE & AGENDA

STUDY SESSION
TUESDAY, JANUARY 14, 2025
5:00 PM

COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY, ARIZONA 86323

AGENDA

1. **CALL TO ORDER; ROLL CALL**
2. **Discussion, update, and presentation regarding the Rodeo Drive RV Park at Old Home Manor.**
3. **ADJOURNMENT**



TOWN COUNCIL NOTICE & AGENDA

REGULAR MEETING
TUESDAY, JANUARY 14, 2025
6:00 PM

COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY, ARIZONA 86323

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**
 - a. **Presentation of Life Saving Awards by YCSO Commander Boelts and Chino Valley Police Chief McIntire to:**
 - Officer D. Enriquez
 - Officer S. Snyder
 - Officer T. Cupp

3. CALL TO THE PUBLIC - Individuals requesting to speak, please complete a Speaker Comment Card and return to the Clerk.

Call to the Public is an opportunity for the public to address the Council on any issue within the jurisdiction of the Council that is not on the agenda. Public comment is at the discretion of the Council and not required by law. Individuals are limited to speak for three (3) minutes, yielding of time will not be permitted. The total time for Call to the Public may be up to 30 minutes per meeting. Council action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism. Disrespectful behavior will not be tolerated; this includes loud outbursts, profanity, and disruptive discussions among our audience.

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 Terri Denemy 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. Consideration and possible action to ratify the emergency purchase of a blower controller for the Chino Valley Water Reclamation Facility in the amount of \$16,076.54.
- b. Consideration and possible action to approve the December 10, 2024, regular meeting minutes.
- c. Consideration and possible action to approve entity and subcommittee appointments.

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. Public Hearing, consideration, and possible action to approve Resolution No. 2024-1278 for a Conditional Use Permit (CUP) allowing for the expansion of an APS substation located at 3011 Jerome Junction.

Recommended Action: i) Hold a Public Hearing ii) Approve Resolution No. 2024-1278

- b. Consideration and possible action to authorize staff to move forward with the successful bidder for RV Park development at Old Home Manor Parcel No. 306-02-001X (formerly 306-02-001L) per the Invitation For Bid issued May 24, 2023, and to give staff permission to return with a purchase and sale agreement.

Recommended Action: Authorize staff to move forward with the successful bidder for RV Park development at Old Home Manor Parcel No. 306-02-001X (formerly 306-02-001L) per the IFB issued May 24, 2023.

7. ADJOURNMENT



TOWN COUNCIL NOTICE & AGENDA

**EXECUTIVE SESSION
TUESDAY, JANUARY 14, 2025
6:10 PM**

COUNCIL CONFERENCE ROOM | 202 N. STATE ROUTE 89 | CHINO VALLEY, ARIZONA 86323

AGENDA

1. **CALL TO ORDER; ROLL CALL**
2. **An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of employment, assignment, or appointment regarding filling the Town Magistrate position; and for discussion and consultation with the Town Attorney for legal advice pursuant to A.R.S. § 38-431.03(A)(3).**
3. **An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion and legal advice with the Town Attorney regarding invocations.**
4. **ADJOURNMENT**

Dated this 7th day of January, 2025.

By: *Erin N. Deskins, Town Clerk*

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 928-636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request reasonable accommodation to participate in this meeting.

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

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



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 2
MEETING DATE: 1/14/2025
CONTACT PERSON: Maggie Holmberg, Economic Development Manager
ITEM TYPE: Presentation

AGENDA ITEM TITLE:

Discussion, update, and presentation regarding the Rodeo Drive RV Park at Old Home Manor.

SUMMARY:

The successful request for bids was issued on May 24, 2023, to Chino Valley Rodeo Drive, LLC, for an RV Park development at Old Home Manor (OHM) Parcel No. 306-02-001X (formerly 306-02-001L). The town has been working with the developer since that date and the developer has invested in and completed tasks such as survey, engineering, design, and more. Currently, the town is in the feasibility assessment period with the developer and working on project details to meet Town goals and assess project viability. Their Conditional Use Permit (CUP) has been processed by Development Services and is ready to go before Planning & Zoning. The town is negotiating with Chino Valley Rodeo Drive, LLC on a development agreement that will define roles and responsibilities for the developer and the town, including infrastructure improvements. A portion of the parcel is not viable for development due to drainage conditions. As such, the parcel will be split with the developer only purchasing the viable portion.

The 184-unit RV Park will have facilities to qualify it as "Luxury". These include a store, pickle-ball courts, a community center, and more. In addition, the General Plan, approved by residents, deems Old Home Manor Horizontal Multi-Use (HMU) stating, "The HMU category requires additional master planning and a Development Agreement to define the goals, character, and conditions of the development approval. It is a flexible category that supports entertainment centers, town centers, master-planned communities, campuses, and new economic/employment centers. OHM was identified as a critical opportunity for an activity center with the preferred uses being sports and recreation facilities and commercial and business parks, and with lesser uses being educational facilities and uses to support tourism."

PREVIOUS ACTION:

When Maggie Holmberg, Economic Development and Intergov Manager, was given a directive to sell land at OHM, it was specific to the "Chino Valley Business Park at Old Home Manor," which are the 200 acres zoned BP at OHM identified by the monument signs. Despite diligent marketing and outreach, the business park land has not yet successfully attracted traditional business park tenants. When the town wished to issue Invitation For Bids (IFB) for the purchase of up to 40 acres of real property at OHM for an RV Park outside the business park, the item was brought to Town Council for approval. (As stated, prior approval was only to sell land at OHM within the business park, not for any OHM land outside those boundaries. Land outside the boundaries warranted separate council action.) The parcels initially selected and advertised for bid outside of the Business Park were found not to be financially viable for development due to the distance from the town's water and sewer. When the town reissued the IFB, under

the third and current bid, the land identified in the bid is adjacent to water and sewer services and within the 200-acre Business Park. The item was not brought to Council prior to posting of the bid as previous Council had previously given the directive to the Economic Development Manager to sell land within the park.

The item was taken to Council for update and discussion on October 22, 2024. The presentation and discussion concluded with Council requesting staff to schedule the item for a Study Session on an upcoming agenda for further discussion and staff presentation of additional detail and history.

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT?

The development of the RV Park is expected to generate positive financial impacts for the Town by boosting tourism, increasing tax revenues, and supporting local businesses both during construction and ongoing. Choosing a site adjacent to water and sewer infrastructure means the Town will not have to fund for its portion of the cost to extend infrastructure from the proceeds of the land sale. Instead, the Town can use those funds for further improvements at Old Home Manor or other Town services, infrastructure, equipment, or programs as Council sees fit. The development would provide water and sewer customers paying initial connection and ongoing fees to the town for those services.

ATTACHMENTS:

None



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 5a
MEETING DATE: 1/14/2025
CONTACT PERSON: Frank Marbury, Public Works Director/Town Engineer
ITEM TYPE: Consent Item

AGENDA ITEM TITLE:

Consideration and possible action to ratify the emergency purchase of a blower controller for the Chino Valley Water Reclamation Facility in the amount of \$16,076.54.

SUMMARY:

The Chino Valley Water Reclamation Facility relies on air for much of its process. The blowers are controlled by Variable Frequency Drives (VFD). One of the four VFD's for the blowers has failed. The plant has generally not stocked spare VFD's. This purchase order was needed to replace the faulty VFD as soon as possible to correct high ammonia levels caused by the lack of air during high flow periods. The company, IEC Supply, was selected based upon quickest availability.

When emergency purchases are necessary, §32.04 of the Town code allows for the Town Manager to authorize purchases under \$50,000 without adhering to the normal purchasing requirements and procedures. However, following the purchase, a report of the purchase is required to be made to Council at the next regular meeting, as is the purpose of this item.

Going forward, staff will follow standard procurement rules to obtain spare controls to help prevent emergency purchases of this nature in the future.

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

Ratify the emergency purchase of a blower for the Chino Valley Water Reclamation Facility for \$16,076.54.

FISCAL IMPACT?

Available budget: Sewer Fund - Maintenance and Operation	\$38,143.36
Less this approval item: Emergency purchase of blower from IEC Supply	-\$16,076.54
Remaining budget: Sewer Fund - Maintenance and Operation	\$22,066.82

ATTACHMENTS:

1.	Quote 1193295
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ORDER ACKNOWLEDGEMENT

IEC Supply
1455 W. 12th Place
Tempe, AZ 85281
480.894.2375
www.iecsupply.com



Order Number	
1193295	
Order Date	Page
12/12/2024 15:08:30	1 of 2

Bill To:

Town of Chino Valley
202 N State Route 89
Chino Valley, AZ 86323

Ship To:

Town of Chino Valley
202 N State Route 89
Chino Valley, AZ 86323

Ordered By: Jesse Holyfield

Customer ID: 117148

<i>PO Number</i>	<i>Terms</i>	<i>Ship Route</i>	<i>Taker</i>
VERBAL	Net 30 Days		IAN.SHAW

<i>Quantities</i>					<i>Item ID</i>	<i>Pricing</i>		
<i>Ordered</i>	<i>Allocated</i>	<i>Remaining</i>	<i>UOM</i>	<i>Unit Size</i>	<i>Item Description</i>	<i>UOM</i>	<i>Unit Price</i>	<i>Extended Price</i>
						<i>Unit Size</i>		

Delivery Instructions: UPS - GROUND

1.00	0.00	1.00	EA	B	SVX040A1-4A1N1	EA	14,361.6500	14,361.65
				1.0	ETN SVX9000 40HP 480V NEMA1 Alfa Pnl	1.0		

Order Line Notes: (4) FACTORY STOCK AVAILABLE.
SUBJECT TO PRIOR SALES.

1.00	0.00	1.00	EA	B	OPTRMT-KIT-9000X	EA	510.2700	510.27
				1.0	ETN 9000X Series Remote Mnting Kit for K eypad N1,N12,10 FT Cable	1.0		

Order Line Notes: NO FACTORY STOCK.
EST 24-26 WEEK LEAD TIME.
PLUS SHIPPING.

ORDER ACKNOWLEDGEMENT

IEC Supply
1455 W. 12th Place
Tempe, AZ 85281
480.894.2375
www.iecsupply.com



Order Number	
1193295	
Order Date	Page
12/12/2024 15:08:30	2 of 2

Quantities					Item ID Item Description	Pricing UOM	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.		Unit Size		

Total Lines: 2

SUB-TOTAL: 14,871.92

TAX: 1,204.62

AMOUNT TENDERED : 0.00

Freight charges are not included unless otherwise shown above.

AMOUNT DUE: 16,076.54

U.S. Dollars

DISCLAIMER: Shipping and lead times quoted by IEC are estimates only. IEC reserves the right to correct quoted prices in case of clerical error. All items quoted are based on IEC's interpretation of the buyer's disclosed requirements. Final determination as to the suitability of any item rests with the buyer.

CANCELLATIONS: A 25% minimum cancellation fee will be applied to non-stock items canceled prior to delivery. "NCNR" or "Non-Cancelable/Non-Returnable" items cannot be canceled once the order is placed and, unless defective, may not be returned.

PAYMENT: All new customers are required to pay in advance, either by check, credit card, or wire transfer. If paying by credit card, there is a 3% processing fee. Cards will be charged at the time of order placement and, unless a freight account is given, you may see a second charge for freight costs at the time of shipment. If paying by wire, there is a \$45 wire transfer fee and orders will not be released until the transfers clear. Allow 2-3 business days for domestic wires and 5-7 business days for international wires. Net 30 days terms may be available upon credit approval. If you wish to apply, please fill out our credit application and return to ar@iecsupply.com

RETURNS: Returns must be initiated within 30 days of receipt and must have an official RMA number prior to return. Items that are installed, altered, defaced or not in their original packaging cannot be returned. Special order or "NCNR" items, unless defective, may not be returned. A 20% minimum restocking charge will be applied to all returns. Returns must be received back to IEC within 45 days of receipt, or the RMA will be voided.



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 5b
MEETING DATE: 1/14/2025
CONTACT PERSON: Erin Deskins, Town Clerk
ITEM TYPE: Consent/Minutes

AGENDA ITEM TITLE:

Consideration and possible action to approve the December 10, 2024, regular meeting minutes.

STAFF RECOMMENDATION:

Approve the December 10, 2024, regular meeting minutes.

ATTACHMENTS:

1.	2024 12 10 CC RG MND
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**MINUTES OF THE REGULAR MEETING OF THE
TOWN COUNCIL OF THE TOWN OF CHINO VALLEY
TUESDAY, DECEMBER 10, 2024
6:00 PM
COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY,
ARIZONA 86323**

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL

Mayor Miller called the meeting to order at 6:00 p.m. Young Marines posted the colors and led the Pledge of Allegiance.

Present: Mayor Jack Miller, Vice-Mayor Tom Armstrong, Councilmember Annie Perkins, Councilmember Eric Granillo - remote, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer

Absent:

Staff Present: Town Manager Terri Denemy, Town Attorney Andrew McGuire, Officer Arturo Castillo (Sgt. at Arms), Human Resources Director Laura Kyriakakis, Development Services Director Laurie Lineberry, Assistant Development Services Director Will Dingee, Finance Director Katie Pehl, Public Works Director/Town Engineer Frank Marbury, Lieutenant Randy Chapman, Lieutenant Amy Chamberlin, Community Services Director Cyndi Thomas, Facilities and Parks Manager Jason Olson, Parks Maintenance Worker Luke Korell, IT Support Tech Matthew Widner, Audio Visual Technician Lawrence Digges, Deputy Town Clerk Sara Burchill, Town Clerk Erin N. Deskins

2. INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

- a. Proclamation issued to Supervisor Craig Brown for his many years of service and dedication to the Town of Chino Valley and Yavapai County.

Mayor Miller and the Council presented the proclamation to Supervisor Brown.

Supervisor Brown expressed his gratitude to those he has worked with over the years.

Supervisor Brown presented a certificate of appreciation to Mayor Miller for nine years of public service.

- b. Recognition of elected officials for the following years of service:

- Jack Miller -- 4 years as Mayor, 2 years as Vice-Mayor, 3 years as Councilmember for a total of 9 years of service.
- Annie Perkins -- 1 year as Vice-Mayor, 7 years as Councilmember for a total of 8 years of service.
- Tom Armstrong -- 1 year as Vice-Mayor and continuing service as an elected official.

Terri Denemy, Town Manager, presented plaques to Mayor Miller, Councilmember Perkins, and Vice-Mayor Armstrong.

Mayor Miller presented a gavel to Mayor-Elect Armstrong.

- c. Administer Oath of Office to Town Manager Terri Denemy.

Pastor Emeritus Paul Jones administered the Oath of Office to Terri Denemy.

- d. Presentation and announcement on the Town of Chino Valley Parks Department becoming an Environmental Certified Facility by the Sports Field Managers Association (SFMA).

Terri Denemy, Town Manager, presented the following:

- This was a certification from the Sports Field Management Association for Environmentally Certified Facilities to the Town of Chino Valley.
- Chino Valley is one of only two municipalities in all of Arizona to receive this certification.

Jason Olson, Facilities and Parks Manager, presented the following:

- The award was for Chino Valley Parks, not an individual staff member.
- The assessment looked over everything the Town did that was environmentally friendly including aquatics and facilities.
- The assessment required a passing score of 80%. The certification would be valid for three years. The Town would then need to re-certify through a simple evaluation form.
- Gave a brief overview of the required objectives for the certification including recycling, irrigation, water quality, conservation, landscaping and open space, educational and outreach programs, etc.

3. CALL TO THE PUBLIC - Individuals requesting to speak, please complete a Speaker Comment Card and return to the Clerk.

Call to the Public is an opportunity for the public to address the Council on any issue within the jurisdiction of the Council that is not on the agenda. Public comment is at the discretion of the Council and not required by law. Individuals are limited to speak for three (3) minutes, yielding of time will not be permitted. The total time for Call to the Public may be up to 30 minutes per meeting. Council action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism. Disrespectful behavior will not be tolerated; this includes loud outbursts, profanity, and disruptive discussions among our audience.

Christy Magers presented the following:

- She was a resident of Haystack Ranch. She expressed concern over the El Paso natural gas compressor station proposed to be constructed 1/3 of a mile from her neighborhood's northern border. She had also sent a letter to Council regarding this matter. Ms. Magers presented data from a survey of airborne compounds emitted from such stations and found inside homes.

Frank Fusari presented the following:

- He was a resident of Haystack Ranch. He expressed concern over the proposed Kinder Morgan natural gas compressor station. He believed the project was intentionally being held under the radar. He stated that the project would affect Chino Valley residents up to a 10 to 15 mile radius. He gave a brief overview of the work that would be done at the site and the effects it would have on nearby residents and animals.

Vinny Gallegos, Executive Director for CYMPO, presented the following:

- He expressed gratitude to Mayor Miller, Vice-Mayor Armstrong, and Councilmember Perkins for their work and partnership over the years. He reported that the CYMPO board recently selected Vice-Mayor Armstrong as the new Chair of CYMPO.

Carie Hughes presented the following:

- She expressed gratitude to the Council and Mayor on behalf of her husband, John Hughes. She and her husband were grateful for all they'd done.

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.

Mayor Miller presented the following:

- He stated it had been a pleasure to serve with the Council. They didn't always agree, but they were always respectful.
- He thanked the citizens for their support to him and his wife after their car accident.

Vice-Mayor Armstrong presented the following:

- He recognized the following attendants and thanked them for attending:
 - Darla DeVille, APS
 - Lieutenants from the Police Department
 - John Courtis, Chino Valley Chamber of Commerce
 - Elise from Eli Crane's Office
 - Chris Kuknyo, Yavapai County Supervisor-Elect
 - Craig Brown, Yavapai County Supervisor
 - Mark Holmes, Town Water Consultant
 - Darryl Croft, Former Chino Valley Mayor
 - Chris Marley, Former Chino Valley Mayor
 - Vinny Gallegos, Executive Director of CYMPO
 - Michael Patrick, Trust for Public Land

- Kay Lauster, Historical Society

Councilmember Perkins presented the following:

- December to Remember was awesome. Thanked the staff for organizing the event.
- The parade was so much fun. Recognized Erin Deskins, Town Clerk, for organizing the float.
- Thanked everyone for donating and attending and making them successful events.
- Thanked the Town for the last 10 years.

Councilmember Granillo:

- Welcomed the new councilmembers.
- Thanked Jason Olson for the presentation.
- Thanked Mayor Miller and Councilmember Perkins for the last four years and being positive role models.

- b. Status report by Town Manager Terri Denemy regarding Town accomplishments, and current or upcoming projects.

Terri Denemy, Town Manager, presented the following:

- Recognized Cyndi Thomas and Community Services. The light parade was a huge success and created a new tradition. The video had 17,000 views. Staff stated there was probably more people there that night than the previous five years combined. There were food trucks, vendors, and the parade had 21 entries.
- This was the last Council meeting before the holidays. Town offices would be closing mid-day on December 24th and re-opening Monday, December 30th.
- The December to Remember parade of homes was still going on. The route could be located on the Town website.
- The Chino Valley Chamber of Commerce was hosting a Bingo contest by shopping small/local. Anyone wanting to participate could pick up a flyer at Town Hall and other places around Town.

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 Tom Armstrong, seconded by Councilmember Annie Perkins to approve Consent Agenda items 5a and b.

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

NAY: None

7 - 0 Passed – Unanimously

- a. Consideration and possible action to approve the October 22, 2024, study session and regular meeting minutes.
- b. Consideration and possible action to approve the November 12, 2024, regular meeting minutes.

6. ACTION ITEMS

The Council may vote to recess the public meeting and hold an Executive Session on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of discussion or consultation for legal advice with the Town Attorney. Executive sessions are not open to the public and no action may be taken in executive sessions.

- a. Consideration and possible action to approve Resolution No. 2024-1267 to authorize the application for a loan from the Water Infrastructure Finance Authority of Arizona for the design of the "Old Home Manor Water Production Facility."

Recommended Action: Approve Resolution No. 2024-1267 to authorize the application for a loan from the Water Infrastructure Finance Authority of Arizona for the design of the "Old Home Manor Water Production Facility."

Katie Pehl, Finance Director, presented the following:

- Staff was requesting to have this item continued to a future date so that a more in-depth study session could be held to give the new councilmembers an opportunity to learn more about the item.

MOVED by Vice-Mayor Tom Armstrong, seconded by Councilmember John McCafferty to reschedule item 6a to a date to be determined in the future.

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

NAY: None

7 - 0 Passed – Unanimously

- b. Consideration and possible action to adopt Resolution No. 2024-1277 authorizing the acquisition of approximately 22.91 acres of real property for use as a public asset and the related contingency transfer of \$60,298 for emergency stabilization.

Recommended Action: Adopt Resolution No. 2024-1277 authorizing the acquisition of approximately 22.91 acres of real property for use as a public asset and the related contingency transfer of \$60,298 for emergency stabilization.

Terri Denemy, Town Manager, presented the following:

- Gave a brief history of the Del Rio Springs State Park purchase and the Fred Harvey buildings that were not included in the State Park purchase.
- The Town was given the opportunity to purchase the parcel containing the Fred Harvey buildings. The property was appraised at \$570,000, but the owners offered a discounted price to the Town, and a generous contribution was offered from a private donor, making the total purchase price for the Town \$150,000.
- The buildings were surveyed by Otwell and Associates to assess the work needed on each building to stabilize them so that they would not deteriorate further and could be renovated at another time.
- Gave a breakdown of the budget needed to purchase and stabilize the buildings. Adding stabilization would require just over \$60,000 more than the Council had originally budgeted for the land purchase. Ms. Denemy stated that staff would look into any possible donations or volunteer opportunities to save money on the stabilization projects.
- Provided a comparison of what road repairs could be accomplished with \$60,000 and pointed out that purchasing the property had longer-term potential than a small amount of road repairs.
- Provided a brief history of the Fred Harvey hotels, restaurants, and farms. The buildings on this site were the only remaining buildings anywhere in the United States associated with a Fred Harvey farm.
- There was one other parcel the Town had been approached with purchasing which might be fully funded. That parcel would be brought to Council at later date.

Council and staff discussed the following:

- Councilmember Schacherer stated that staff had said they would look for grants and volunteers before dipping into more money.
 - Staff stated that they had already been in contact with Kay Lauster and has provided about 10 places staff could begin to look for more money including historic societies, foundations, etc.
- Councilmember Perkins inquired how many acres the parcel was and the total cost.
 - Staff stated it was 22.91 acres and the total cost for purchase and stabilization was \$345,000.
- Vice-Mayor Armstrong stated that this was a great opportunity to keep history in Chino Valley and it needed to be thought of that way. He stated that children could either be going on field trips out there or there could be 35 new homes there.
- Councilmember McCafferty stated that the land purchase was a great idea, but he was inclined to stay in the budget and insist on a public-private partnership, rather than put the additional cost on the taxpayers. Even though it was only a portion of a mile of road repairs, he would take whatever improvement he could get because the Town was 15 years behind on road improvements. They could always entertain the expenditure later.
 - Councilmember Schacherer stated that there were a lot of materials around the property that could be used for the stabilization.
- Councilmember Granillo agreed with Councilmember McCafferty to find more grants.
- Mayor Miller stated that he had been in the buildings and had always been upset that they were sitting there deteriorating. He was happy with fencing rather demolishing to keep the cost to a minimum. He stated this was step one because there was a lot more

- history in Chino that the Town needed to get a hold of.
- Councilmember Schacherer mentioned that there was left over material that could be reused to save funds.
 - Councilmember McCafferty inquired about getting the public involved in the process of stabilization and cleanup.
 - Staff stated that the Town has a strong history of public-private partnerships and they would be exploring every possibility.

MOVED by Vice-Mayor Tom Armstrong, seconded by Councilmember Annie Perkins to adopt Resolution No. 2024-1277 authorizing the acquisition of approximately 22.91 acres of real property for use as a public asset and the related contingency transfer of \$60,298 for emergency stabilization.

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

NAY: Councilmember John McCafferty

6 - 1 Passed

- c. Consideration and possible action to accept the Annual Comprehensive Financial Report for Fiscal Year ending June 30, 2024.

Recommended Action: Accept the Annual Comprehensive Audited Financial Report and the Annual Expenditure Limitation Report for fiscal year ending June 30, 2024, as prepared by Baker Tilly US, LLP, Certified Public Accountants.

Katie Pehl, Finance Director, presented the following:

- Staff worked with external auditors every year to complete the Town's financial reports. Those reports were available on the Town's website for public review.
- Presented Brian Hemmerle.

Brian Hemmerle, Baker Tilly, presented the following:

- The Town received a clean opinion on the Town's financial statements. There were no instances of non-compliance. There were no material weaknesses (deficiencies) found during the audit.
- The auditors provided reasonable assurance. Absolute assurance would require testing every transaction of the Town.
- Gave a brief overview of the Audit and Annual Expenditure Limitation Report.

MOVED by Vice-Mayor Tom Armstrong, seconded by Councilmember Annie Perkins to accept the Annual Comprehensive Audited Financial Report and the Annual Expenditure Limitation Report for fiscal year ending June 30, 2024, as prepared by Baker Tilly US, LLP, Certified Public Accountants.

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

Phillips, Councilmember Robert Schacherer

NAY: None

7 - 0 Passed – Unanimously

- d. Administer Oaths of Office to Mayor-Elect Tom Armstrong and Councilmembers-Elect Eric Granillo, Larry Holt, and Robert Switzer.

Erin Deskins, Town Clerk, administered Oaths of Office to Councilmembers Granillo, Holt, and Switzer, and Mayor Armstrong.

Mayor Armstrong asked for Roll Call.

Present: Mayor Tom Armstrong, Councilmember Eric Granillo - remote, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer, Councilmember Larry Holt, Councilmember Robert Switzer

Absent:

Staff Present: Town Manager Terri Denemy, Town Attorney Andrew McGuire, Officer Arturo Castillo (Sgt. at Arms), Human Resources Director Laura Kyriakakis, Development Services Director Laurie Lineberry, Assistant Development Services Director Will Dingee, Finance Director Katie Pehl, Public Works Director/Town Engineer Frank Marbury, Lieutenant Randy Chapman, Lieutenant Amy Chamberlin, Community Services Director Cyndi Thomas, Facilities and Parks Manager Jason Olson, Parks Maintenance Worker Luke Korell, IT Support Tech Matthew Widner, Audio Visual Technician Lawrence Digges, Deputy Town Clerk Sara Burchill, Town Clerk Erin N. Deskins

- e. Consideration and possible action to nominate and elect a Councilmember to serve as Vice-Mayor.

Mayor Armstrong nominated Eric Granillo as Vice-Mayor.

MOVED by Mayor Tom Armstrong, seconded by Councilmember John McCafferty to elect Eric Granillo as Vice-Mayor.

AYE: Mayor Tom Armstrong, Councilmember Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer, Councilmember Larry Holt, Councilmember Robert Switzer

NAY: None

7 - 0 Passed – Unanimously

- f. Consideration and possible action to approve the Groundwater Extinguishment Credit Purchase Agreement with Alice E. Schofield, for 242.88 acre-feet of Extinguishment Credits in the amount of \$58,291.20.

Recommended Action: Approve the Groundwater Extinguishment Credit Purchase Agreement with Alice E. Schofield, for 242.88 acre-feet of Extinguishment Credits in the amount of \$58,291.20.

Mark Holmes, Water Consultant, presented the following:

- Gave a brief overview of the Town's General Plan and Strategic Action Plans that state the Town's priority for obtaining more water resources to increase the Town's water rights.
- A lot of Chino Valley lands were dry lands and did not have water attached, especially Old Home Manor. All dry lands would need an assured water supply.

MOVED by Councilmember John McCafferty, seconded by Councilmember Sherri Phillips to approve the Groundwater Extinguishment Credit Purchase Agreement with Alice E. Schofield for 242.88 acre-feet of Extinguishment Credits in the amount of \$58,291.20.

AYE: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer, Councilmember Larry Holt, Councilmember Robert Switzer.

NAY: None

7 - 0 Passed – Unanimously

- g. Consideration and possible action to adopt Resolution No. 2024-1276 disbanding and dissolving the Economic Development Subcommittee.

Recommended Action: Adopt Resolution No. 2024-1276 disbanding and dissolving the Economic Development Subcommittee.

Terri Denemy, Town Manager, presented the following:

- The Economic Development Subcommittee (EDS) would meet quarterly to get updates on and discuss important projects going on related to Economic Development.
- Council had expressed a preference for all of Council to receive that information from staff rather than a select group.
- Instead, staff would give regular updates to the entire Council about projects and what was in the works.

Council and staff discussed the following:

- Councilmember Schacherer stated that he would prefer to have quarterly updates.
 - Staff stated they would accommodate that.
- Councilmember Holt inquired how many times the subcommittee had met.
 - Staff stated they were meeting four times per year.
- Councilmember McCafferty agreed that he would like to hear an update at least three times per year.
- Councilmember Granillo stated that there were three meetings this year. He agreed with three or four updates per year.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember John McCafferty to adopt Resolution No. 2024-1276 disbanding and dissolving the Economic Development Subcommittee.

AYE: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer, Councilmember Larry Holt, Councilmember Robert Switzer.

NAY: None

7 - 0 Passed – Unanimously

- h. Consideration and possible action to adopt the 2025 Base Council Meeting Schedule.

Recommended Action: Approve the 2025 Base Council Meeting Schedule.

Erin Deskins, Town Clerk, presented the following:

- There were some anomalies in the scheduling for 2025, causing changes to the meeting calendar.
- The August 12th meeting was cancelled because of the summer break that had been customary for Council.
- The August 26th meeting was being cancelled because it would conflict with the League of Arizona Cities and Towns Annual Conference. Because Town Code requires at least one meeting per month, staff rescheduled the 26th meeting to August 19th.
- November 11th would have been a regular meeting but was cancelled for Veterans Day. Staff proposed rescheduling the meeting to November 18th.
- November 25th is regularly cancelled for the Thanksgiving holiday.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Sherri Phillips to approve the 2025 Base Council Meeting Schedule.

AYE: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer, Councilmember Larry Holt, Councilmember Robert Switzer.

NAY: None

7 - 0 Passed – Unanimously

7. ADJOURNMENT

MOVED by Councilmember Sherri Phillips, seconded by Councilmember John McCafferty to adjourn the meeting at 7:33 p.m.

AYE: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer, Councilmember Larry Holt, Councilmember Robert Switzer.

NAY: None

7 - 0 Passed – Unanimously

Tom Armstrong, 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 10th day of December, 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2025.

Erin N. Deskins, Town Clerk



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 5c
MEETING DATE: 1/14/2025
CONTACT PERSON: Erin Deskins, Town Clerk
ITEM TYPE: Consent Item

AGENDA ITEM TITLE:

Consideration and possible action to approve entity and subcommittee appointments.

SUMMARY:

After each regular election, the newly elected Mayor and staff review the appointments to various outside entities for corrections and/or updates. Attached to this item is the suggested changes Mayor Armstrong has provided.

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

FISCAL IMPACT?

N/A

ATTACHMENTS:

1.	Entity appointments, 2025
2.	Council subcommittees, 2025

	ENTITY	REP	APPOINTED DATE	ALT	APPOINTED DATE	CURRENT STATUS
a)	Northern Arizona Municipal Water User's Association (NAMWUA)	Mayor Jack Miller Mayor Tom Armstrong	1/10/2017 1/14/2025	Councilmember John McCafferty Councilmember Larry Holt	9/28/2021 1/14/2025	Position typically filled by elected official.
b)	NAMWUA Technical Advisory Committee (TAC)	Consultant Mark Holmes	9/1/2018	Town Engineer	12/11/2018	Position typically filled by staff members and/or technical community members
c)	Central Yavapai Metropolitan Planning Organization (CYMPO)	Mayor Tom Armstrong	1/26/2021	Councilmember Bob Schacherer Vice-Mayor Eric Granillo	1/24/2023 1/14/2025	Position typically filled by elected official.
d)	CYMPO Technical Advisory Committee (TAC)	Town Engineer	6/28/2011	Assistant Town Engineer	12/11/2018	Position typically filled by staff members and/or technical community members
e)	Northern Arizona Council of Governments (NACOG) Regional Council	Mayor Jack Miller Mayor Tom Armstrong	1/26/2021 1/14/2025	Vice-Mayor Eric Granillo	9/28/2021	Position typically filled by elected official.
f)	Greater Arizona Mayors Association (GAMA)	Mayor Jack Miller Mayor Tom Armstrong	1/26/2021 1/14/2025	Vice-Mayor Eric Granillo	1/24/2023	Position typically filled by mayor; alternate typically filled by Vice-Mayor.
g)	League Resolutions Committee	Mayor Jack Miller Mayor Tom Armstrong	1/26/2021 1/14/2025	Vice-Mayor Eric Granillo	9/28/2021	Position typically filled by mayor; alternate typically filled by Vice-Mayor.
h)	Yavapai Regional Medical Center (YRMC) Council of Electors	Mayor Jack Miller Mayor Tom Armstrong	1/26/2021 1/14/2025	Vice-Mayor Eric Granillo	1/24/2023	Position typically filled by elected official.
i)	Chamber of Commerce	Vice-Mayor Eric Granillo	1/24/2023	Councilmember Sherri Phillips	1/24/2023	Typically a representative from Council.
j)	Arizona Municipal Risk Retention Pool (AMRRP)	Town Manager Cindy Blackmore Terri Denemy	2/1/2021 1/14/2025	HR Director Laura Kyriakakis	1/10/2017	Appointee may be elected official or staff member, who may participate in nominations for this board.

	ENTITY	REP	APPOINTED DATE	ALT	APPOINTED DATE	CURRENT STATUS
k)	Yavapai Combined Trust (YCT)	HR Director, Laura Kyriakakis	3/27/2012	HR Analyst Tiffany Resendez	3/13/2018	Positions typically filled by staff members.
l)	Liaison to Chino Valley Fire District (CVFD) Board	Mayor Jack Miller Mayor Tom Armstrong	10/13/2015 1/14/2025	Councilmember Annie Perkins Councilmember Larry Holt	1/26/2021 1/14/2025	First-time position in 2013.
m)	Prescott Regional Airport Master Plan Committee-Planning Advisory Committee (MPAC)	Councilmember Annie Perkins Councilmember Robert Switzer	1/24/2023 1/14/2025	Councilmember Bob Schacherer	1/24/2023	Committee was established in October 2016.
n)	Yavapai County Unified Emergency Management Advisory Committee	Police Chief Chuck Wynn Joshua McIntire	12/11/2018 1/14/2025	Police Lt. Randy Chapman	12/11/2018	Position may be filled by elected official or staff member (as of 9/6/18, MOU is not approved)

DESCRIPTION OF ENTITIES	
a)	UVRWPC consists of representatives from Prescott, Prescott Valley, Chino Valley, Yavapai County, and the Yavapai Prescott Indian Tribe; and one of its actions has been to appoint a Safe Yield Workgroup to develop a plan for the Prescott Active Management Area to reach safe yield by 2025.
b)	Technical Advisory Committee under UVRWPC .
c)	NAMWUA was formed to give Northern Arizona entities a stronger voice with state and federal governments with regard to water allocation matters.
d)	Technical Advisory Committee under NAMWUA .
e)	CYMPO is a partnership of Chino Valley, Prescott, Prescott Valley, Yavapai County, and the Arizona Department of Transportation that was established in June 2003 by federal mandate when the region achieved a population of 50,000. Its purpose is to cooperatively plan the transportation future of the Central Yavapai region that fell within the 401.46 square miles of the MPO Planning boundary. The member agencies of CYMPO are represented on the Executive Board by elected officials. The positions of Chair, Chair emeritus, Vice-Chair, and Secretary-Treasurer are rotated between Chino Valley, Prescott, Prescott Valley and Yavapai County on a yearly basis.
f)	Technical Advisory Committee under CYMPO .
g)	NACOG is a nonprofit membership corporation representing local governments to provide a wide variety of services within the four Arizona counties of Apache, Coconino, Navajo, and Yavapai. It is governed by a Regional Council comprised of public and private sector officials that are appointed or elected by their respective governments, who work together to address similar issues faced by the cities, towns, and counties in the NACOG region. It also assists local governments and other local groups to take advantage of common economic and other resource opportunities.
h)	GAMA was established to provide mayors from communities in northwest and north-central Arizona a forum to discuss and organize on common interests unique in rural Arizona regarding matters being heard before the state and federal levels of government.
i)	The League Resolutions Committee meets at the Annual Conference to discuss the proposed policies for the next legislative session. Their actions are ratified at the League's Annual Business Meeting and became the League's Policy Statement for the next legislative session.
j)	YRMC Council of Electors nominates candidates for the hospital administrative governing board. In 2000, they requested that local entities, including Chino Valley, appoint an elected official to serve on this council. Joel Baker served on it from 2000 until June 2011.
k)	Chino Valley Area Chamber of Commerce exists to promote economic growth, serve as a voice for the business community, and enhance the quality of life for Chino Valley. It routinely appoints a councilmember to its board.
DESCRIPTION OF ENTITIES	
l)	AMRRP , a not-for-profit corporation, is owned and operated by its Members in a cooperative effort to provide protection from losses to Members' resources and claims due to the services provided by municipal government. The Town purchases its casualty and property insurance through this entity.

m)	YCT is the entity through whom the Town contracts with for medical insurance for its employees.
n)	CVFD is the local fire district, a special taxing district (not part of the Town government).
o)	The MPAC supports the Prescott Municipal Airport and provides local insight and acts as a link between their respective citizens and the planning team.
p)	The YCUEMAC provides Yavapai County citizens with information associated with emergency management, to minimize losses from disasters and enhance and protect the citizens' quality of life; and advise the Yavapai County Office of Emergency Management.

Rev. 8-26-21

ENTITY	CONTACT	PHONE	EMAIL
Yavapai County Water Advisory Committee (WAC)			
WAC Technical Advisory Committee (TAC)			
Upper Verde River Watershed Protection Coalition (UVRWPC)			
UPRWPC Technical Advisory Committee (TAC)			
Northern Arizona Municipal Water User's Association (NAMWUA)			
NAMWUA Technical Advisory Committee (TAC)			
Central Yavapai Metropolitan Planning Organization (CYMPO)			
CYMPO Technical Advisory Committee (TAC)			
Northern Arizona Council of Governments (NACOG) Regional Council			
NACOG Economic Development Committee			
Greater Arizona Mayors Association (GAMA)			
League Resolutions Committee			
Yavapai Regional Medical Center (YRMC) Council of Electors	Jackie Kendig (replaced Kathy White)	771-5768	
Chamber of Commerce			
Arizona Municipal Risk Retention Pool (AMRRP)			
Yavapai Gala Centennial Committee			
Central Arizona Partnership (CAP) Regional Economic Development (RED) Team			

COUNCIL SUBCOMMITTEES
as of January 14, 2025

Subcommittee	Members	Staff Liaison/Participant(s)
Appointments	Jack Miller Tom Armstrong Eric Granillo Annie Perkins Robert Switzer	Town Clerk (Liaison)



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 6a
MEETING DATE: 1/14/2025
CONTACT PERSON: Will Dingee, Assistant Development Services Director
ITEM TYPE: Action Item

AGENDA ITEM TITLE:

Public Hearing, consideration, and possible action to approve Resolution No. 2024-1278 for a Conditional Use Permit (CUP) allowing for the expansion of an APS substation located at 3011 Jerome Junction.

SUMMARY:

The applicant is seeking a Conditional Use Permit (CUP) to expand an existing APS utility substation. To accommodate this request, a discretionary review is required to formalize the current use in accordance with section 3.7.C.6 of the Unified Development Ordinance. Since most surrounding properties are vacant and largely owned by the Town, the proposed expansion is unlikely to cause any significant disturbance to nearby neighborhoods.

PREVIOUS ACTION:

On December 3, 2024, the Planning and Zoning Commission forwarded a recommendation of APPROVAL to the Town Council with a 7-0 vote. For detailed dialog, please see the attached Planning and Zoning Hearing Minutes.

STAFF RECOMMENDATION:

i) Hold a Public Hearing ii) Approve Resolution No. 2024-1278

FISCAL IMPACT?

N/A

ATTACHMENTS:

1.	Attachment 1 - RES 2024-1278 - CUP-2024-04 - APS Substation Expansion
2.	Attachment 2 - 12.03.24 - P&Z Draft Minutes - LL Approved
3.	Attachment 3 - P&Z Staff Report

RESOLUTION NO. 2024-1278

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, APPROVING CONDITIONAL USE PERMIT 2024-04 FOR THE EXPANSION OF AN EXISTING APS SUBSTATION LOCATED AT 3011 JEROME JUNCTION, CHINO VALLEY, ARIZONA.

WHEREAS, the Mayor and Common Council of the Town of Chino Valley (the "Town Council") is responsible for reviewing and approving conditional use permits for land use and development within the Town; and

WHEREAS, the applicant, Ryan Weed with CVL Consultants, on behalf of Arizona Public Service Company (APS) (the "Owner"), applied for a conditional use permit to allow for the expansion of an existing APS substation with perimeter walls up to ten feet in height; and

WHEREAS, the proposed request is subject to the conditional use permitting process set forth in Section 1.9.3 of the Unified Development Ordinance of the Town of Chino Valley (the "UDO"); and

WHEREAS, the Chino Valley Planning and Zoning Commission (the "Commission") has conducted a public hearing to consider the applicant's request, including reviewing the site plan, proposed operational procedures, and findings of fact, and has recommended approval of the conditional use permit subject to certain conditions; and

WHEREAS, the Town Council has reviewed the Commission's recommendation.

NOW, THEREFORE, BE IT RESOLVED 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 conditional use permit ("CUP-2024-04") to allow for the expansion of the existing energy substation generally located at 3011 Jerome Junction, Chino Valley, Arizona (Yavapai County Assessor Parcel No. 306-02-300B), and currently zoned Agricultural-Residential Minimum 4 acres (AR-4), as described in the application submitted and the Commission staff report dated December 3, 2024, is hereby approved, subject to the requirements of Ariz. Rev. Stat. §§ 28-7201 *et seq.* and the following conditions:

1. The Owner/applicant shall comply with all conditions, codes, rules, fees, and regulations applicable to this action.
2. The Owner/applicant shall sign a Waiver of Claims form, which the Town will provide and record with the Yavapai County Recorder's Office, prior to the public hearing and final decision on this item by the Town Council.
3. The Owner/applicant shall install an exterior project wall, subject to approval by Town staff, in lieu of required landscaping.
4. The Owner/applicant shall use dark sky-compliant lighting for the facility.

5. Deviations from the site plan and/or non-compliance with any of the prescribed conditions of CUP-2024-04 shall be grounds for revocation and/or reconsideration by both the Planning and Zoning Commission and the Town Council.
6. The Owner/applicant shall satisfy the Central Arizona Fire and Medical Authority conditions noted in Attachment B to the Planning Commission Staff Report from December 3, 2024.
7. The Owner/applicant shall construct the wall within three years of January 14, 2024, at which time CUP-2024-04 will expire if the wall is not constructed.
8. The proposed southerly block wall shall be setback more than 40' north of the south line of Section 1 to accommodate the future right-of-way of E Road 4 North.
9. During the Technical Review process, the Owner/applicant shall provide grading plans and a drainage report by an Arizona Registered Civil Engineer in accordance with Town Code and all other applicable rules and regulations. The project shall detain to historic rates and discharge at the same location. Off-site flows on-site need to be accommodated.

SECTION 4. If any section, subsection, sentence, clause, phrase, or portion of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

(SIGNATURES FOLLOW)

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 14th day of January 2025.

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld PLC

I hereby certify that the above foregoing Resolution No. 2024-1278 was duly passed by the Council of the Town of Chino Valley, Arizona, at a meeting held on January 14, 2025, 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

Planning and Zoning Commission Meeting Minutes December 3, 2024

A regular meeting of the Town of Chino Valley Planning and Zoning Commission was held on Tuesday, December 3, 2024, at the Town of Chino Valley Council Chambers, 202 N. State Route 89, Chino Valley, Arizona.

PLANNING AND ZONING COMMISSION MEMBERS present: Chair Chuck Merritt, Vice-Chair Gary Pasciak, Commissioner Teena Meadors, Commissioner Ron Penn, Commissioner Robert Switzer, and Commissioner Richard Zamudio. Commissioner William Welker was absent.

STAFF MEMBERS present: Laurie Lineberry, Development Services Director, Terri Denemy, Town Manager, Jessica Barragan, Senior Planner, Gerreann Froberg, Senior Processing Coordinator, and Nicholas Harwick, Audio/Video.

CALL TO ORDER: Chair Merritt called the meeting to order at 6:00 p.m. A quorum was declared. The Commission meeting began with the Pledge of Allegiance led by Commissioner Switzer.

CONSENT CALENDAR – A motion was made by Commissioner Meadors to accept the consent agenda. The motion was **seconded** by Vice-Chair Pasciak and passed unanimously by a 6-0 vote.

PUBLIC HEARING #D.1 – CUP-2024-04—This is a request by Ryan Weed, on behalf of APS, for a Conditional Use Permit to allow for the expansion of an existing APS substation. The property is located at 3011 Jerome Junction, Chino Valley, Arizona.

Chair Merritt asked if anyone on the Commission had a disclosure to declare regarding this item. There were none.

Senior Planner, Jessica Barragan, presented the staff report and shared slides of the project site. She stated the project site was currently zoned AR-4, and a Conditional Use Permit was required by the Town for a public utility for service use in that zoning district. She explained that since all but two of the properties surrounding the project site were owned by the Town, a neighborhood meeting was waived. All properties within a 1000-foot radius of the subject property were notified by postcard and staff had not received any opposition from the public. Staff recommended approval. She shared that a representative of APS was in attendance.

Merritt asked the Commission if they had any questions for Town staff. There were none.

Paul Murphy stated he was with Coe & Van Loo Consultants and was the Project Manager consultant engineer for APS on the project. He did not have any additional information to share and felt staff presented the proposed project well.

Merritt asked the Commission if they had any questions for the applicant.

Switzer asked if the substation expansion had anything to do with the proposed Jerome Junction solar project.

Murphy replied that the substation expansion was to upgrade equipment and had no solar relativity.

Merritt opened the meeting for public comments and shared the rules for speaking to the Commission.

Jim Wagner, 9160 E. Twilight Ridge Road, stated he lived in unincorporated Yavapai County. He felt some of his questions had been already answered and had concerns the expansion would be for a solar project. He stated he believed Yavapai County already had sufficient power and that no specific projects were mentioned for the expansion. He had questions on the two property owners within the 1000-foot radius and asked if they were invited to the meeting. He had questions on the 10-foot wall instead of landscaping and had concerns about possible fires. He asked if a knox box would be installed for the Fire

Department and stated he was surprised the Fire Department could not go into an APS facility without APS personnel present.

Silver Stapleton stated she agreed with everything the prior speaker said.

Merritt closed the public hearing.

Merritt asked the applicant to explain the concerns from the public.

Murphy explained that APS would be updating the existing equipment that was already there; the addition of a control house and newer, more efficient electrical equipment. The expansion had nothing to do with any proposed solar project. He stated that the U.S. Department of Homeland Security considered the substation to be critical infrastructure and their and APS' regulations for wall height was 10-foot minimum. As the existing wall height was already 10-foot, they would be matching that. He explained that APS did not allow for any outside person to enter the substation unattended. In the event of a fire, APS would need to be there, so they do not install knox boxes. APS personnel are trained in fire.

Merritt explained what a knox box was and that it was commonly used on commercial buildings, however the substation area would be dangerous to go into and the Fire Department had already agreed that they would not want to go in without APS personnel.

Pasciak commented that when he worked at the VA Medical Center, there had been an electrical fire, and that water should never be put on an electrical fire.

Switzer asked if the final rendering for the wall would come before staff and or the Commission for approval.

Lineberry replied that the normal process was for staff to approve.

Murphy stated that in the discussion with staff, APS would try to make the wall match the conditions of the area. He further explained that the construction documents would fine tune the graphics. He stated that only emergency lighting would be used and they would conform to the Dark Sky Ordinance, that all the lighting would be downward facing.

Motion was made by Switzer, seconded by Meadors, to approve CUP-2024-04, as presented, subject to the staff report, and information provided during the hearing. A roll-call vote was taken, and the motion passed unanimously with a 6-0 vote.

ACTION ITEMS: There were no action items for this meeting.

INFORMATION ITEMS – FROM STAFF: COUNCIL ACTION OF PRIOR P&Z CASES: There were no information items for this meeting.

INFORMATION ITEMS – FROM THE COMMISSIONERS: **Switzer** thanked the Chair and the Commission for all the work they do and stated it had been a pleasure working with them and that he would continue to work with them at the Town Council.

INFORMATION ITEMS – FROM THE CHAIR: **Merritt** stated that Commissioner Switzer had been a solid portion of the Commission, and he looked forward to him going to the Town Council. He felt that Switzer would be a great addition to the Town Council and hoped the best for him.

INFORMATION ITEMS – FROM THE PUBLIC: there were no comments from the public.

ADJOURN – A motion was made by **Meadors** and seconded by **Pasciak** to adjourn the meeting at 6:24 p.m.

Charles Merritt - Chair

Prepared By: Gerreann Froberg



TOWN OF CHINO VALLEY
Planning Commission Staff Report
December 3, 2024
File Number: CUP-2024-04
Conditional Use Permit

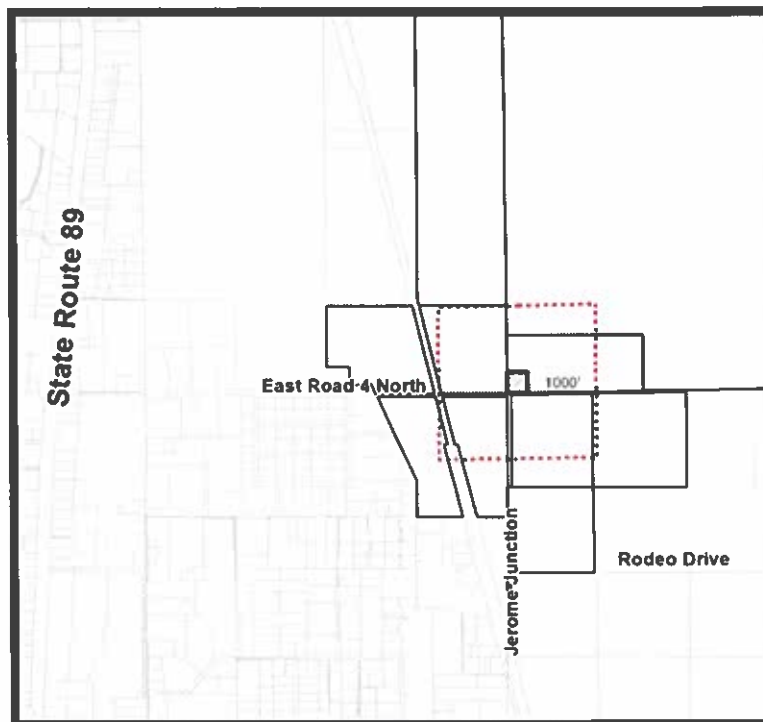
PROJECT DESCRIPTION

This is a request by Ryan Weed, on behalf of APS, for a Conditional Use Permit to allow for the expansion of an existing APS substation. The property is located at 3011 Jerome Junction, Chino Valley, Arizona.

LOCATION DATA

	Existing Zoning	Use(s) on-site	General Plan Designation
Site	"AR-4" – Agricultural/Residential (Minimum 4 acres)	Vacant Land	HMU – Horizontal Multi-Use (8 du/ac)
North	"AR-4" – Agricultural/Residential (Minimum 4 acres)	Vacant Land	HMU – Horizontal Multi-Use (8 du/ac)
South	"BP" – Business Park	Vacant Land	HMU – Horizontal Multi-Use (8 du/ac)
East	"AR-4" – Agricultural/Residential (Minimum 4 acres)	Vacant Land	HMU – Horizontal Multi-Use (8 du/ac)
West	"I" – Industrial	Vacant Land	HMU – Horizontal Multi-Use (8 du/ac)

LOCATION MAP



PRIOR SITE ACTIONS:	None
STAFF RECOMMENDATION:	Staff recommends that the Planning and Zoning Commission forward to the Town Council a recommendation of APPROVAL for the Conditional Use Permit to allow for the expansion of an existing APS Utility Substation in an AR-4 District subject to Conditions of Approval found in Attachment A.
SUGGESTED MOTION:	Move to APPROVE Conditional Use Permit CUP-2024-04 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 Permits, the Planning and Zoning Commission is recommending approval to Town Council for the expansion of an existing APS substation, located at 3011 Jerome Junction, Chino Valley, Arizona, subject to the staff report and information provided during this hearing, and affirmatively finds that the request is in conformance with the approved zoning on the parcel.

Staff Analysis:

The applicant is seeking a Conditional Use Permit (CUP) to expand an existing APS utility substation. To accommodate this request, a discretionary review is required to formalize the current use in accordance with section 3.7.C.6. Since most surrounding properties are vacant and largely owned by the Town, the proposed expansion is unlikely to cause any significant disturbance to nearby neighborhoods.

Zoning

Section 3.7.C.6 of the Unified Development Ordinance list "Public utility buildings, structures, or appurtenances thereto for public service use" as a Conditional Use in the AR-4 District.

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. Staff is recommending a decorative block wall in place of landscaping. Any lighting will need to meet Dark Sky Criteria



General Plan

The vision of activities in Old Home Manor Center (OHM) includes government, tourism and recreational uses with new development to include features promoting walkability, trails, pathways and special attention to natural and ecological features. The conditional use permit request to allow for recreational vehicle park within the Horizontal Multi-Use (HMU) land designation aligns with the Towns long range vision for the character of OHM Center.



8 du/acre

This category applies to areas that are master planned and include a compatible and integrated mix of uses from low-intensity business parks, offices, medical services, and municipal government functions to regional and neighborhood commercial, parks, tourism, and multi-family residential. The placement of additional manufactured homes is not allowed. Development subareas within the HMU category are interconnected by public and private streets, utilities, paths, parks, and shared parking areas, and are designed with common architectural and material characteristics. This category allows a mix of base zoning districts and requires a Development Agreement that specifically defines the goals and character of the development and comprehensively addresses use impacts through buffer and transitioning between dissimilar uses. It is a flexible category that supports entertainment centers, tourism activities, town centers, master-planned communities, campus plans, and economic/employment centers. Multistory buildings are permitted. Areas that are HMU are intended to be predominately non-residential and no more than 25% of any HMU Center can be residential uses.

OS
SF-12,000
MR
CL
CH
BP
PL

NEIGHBORHOOD NOTIFICATION:

Staff noted that all but two properties within the 1,000-foot radius were owned by the Town of Chino Valley and APS, so a neighborhood meeting was waived. However, surrounding property owners were notified by postcard on November 5, 2024, about the Planning and Zoning Commission and Town Council meetings.
See Attachment C

PROPOSED CONDITIONS DELIVERED November 19, 2024
TO APPLICANT ON:

X	Applicant agreed with all of the conditions of approval on 11/19/2024
	Applicant did not agree with the following conditions of approval: (list #'s)
	If the Planner is unable to make contact with the applicant – describe the situation and attempts to contact.

ATTACHMENTS:

A	B	C	D	E
Conditions of Approval	External Agency Comments	Applicants Narrative	Applicants Site Plan & Exhibits	Staff Research

PREPARED BY:

DATE:


JESSICA BARRAGAN, SENIOR PLANNER
(JBARRAGAN@CHINOAZ.NET)
928 636-3473

NOVEMBER 19TH, 2024

APPROVED BY:


LAURIE LINEBERRY, AICP
DEVELOPMENT SERVICES DIRECTOR

ATTACHMENT A
CONDITIONS OF APPROVAL

The following conditions have been found to have a reasonable nexus and are roughly proportionate to the impact of the proposed Conditional Use Permit for the site:

Development Services Comments: Laurie Lineberry, Director, 928 636-4427- x1217

1. The Owner shall comply with all conditions listed below, along with all applicable State, County, and Town codes, rules, fees, and regulations that are applicable to this action.
2. The applicant shall sign a Waiver of Claims form, which the Town will provide and record with the Yavapai County Recorder's Office, prior to the public hearing and final decision of this item by the Town Council.

Planning: Jessica Barragan, Senior Planner (928) 636-3473

3. The applicant shall provide plans for an exterior project wall subject to staff approval, in-lieu of required landscaping.
4. The applicant shall use dark sky compliant lighting for the facility.
5. The applicant agrees that deviations to the plan or non-compliance with any of the prescribed conditions shall cause the CUP to be null and void.
6. The applicant must satisfy conditions from Central Arizona Fire and Medical Authority as noted in Attachment B
7. If the wall has not been constructed within three (3) years from the date of approval, the CUP will expire.

Public Works/Engineering: Frank Marbury, Director, (928) 636-7140 - x1226

8. The proposed southerly block wall shall be setback more than 40' north of the south line of Section 1 to accommodate the future right-of-way of E Road 4 North.
9. During the Technical Review process, the applicant shall provide grading plans and a drainage report by an Arizona Registered Civil Engineer in accordance with Town code and all other applicable rules and regulations. The project shall detain to historic rates and discharge at the same location. Off-site flows on-site need to be accommodated.

Any questions or comments regarding the Conditions of Approval as stated above should be directed to the staff member who provided the comment. Name and phone numbers are provided.

ATTACHMENT B
EXTERNAL AGENCY COMMENTS

DATE:	08/23/2024	NAME:	CARRIE JOHNSON	TITLE:	FIRE INSPECTOR III
AGENCY:	CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY (CAFMA)			PHONE	928-277-5253
FIRE 1: Ensure all fire apparatus access roads comply with 2018 IFC Appendix D for fire apparatus access roads.					
FIRE 2: Ensure fire apparatus access road turnarounds comply with 2018 IFC Table D103.4 by providing one of the following: 1. 120 -foot Hammerhead T, 2. 60 foot "Y", 3. 96 -foot diameter cul-de-sac.					
FIRE 3: Ensure address identification letters are in Arabic font and a minimum of 6 inches high with a minimum stroke width of .5 inch. The numbers shall contrast with their background. 2018 IFC Section 505.1 (CAFMA local amendments)					
FIRE 4: Provide Knox box with an e-core. The box can be purchased at: www.knoxbox.com . 2018 IFC Section 506.1					
FIRE 5: Provide NFPA 704 placarding for stationary containers, aboveground tanks, and at entrances to locations where hazardous materials are stored, dispensed, used or handled in quantities requiring a permit. 2018 IFC Section 5003.5					

ATTACHMENT C
APPLICANTS NARRATIVE

NARRATIVE



August 12, 2024

To: Town of Chino Valley
Development Services

Project Name: APS Old Home Manor
Substation

Project Number: 1.01.04169.01

From: Ryan Weed, PM

Re: Narrative

Arizona Public Service Company (APS) has requested that CVL prepare the Construction Plans and Conditional Use Permit for the attached Old Home Manor substation expansion project. This existing substation is located at the NE corner of Colorado Way and Jerome Junction, with the address of 3011 Jerome Junction, Chino Valley, Arizona 86323.

The Old Home Manor Substation is a project for APS to expand the current facility with associated site improvements. The existing easterly and southerly CMU wall (10' high min) will be demolished, and the site will be expanded approximately sixteen feet to the east and fifty-six feet to the south with a new CMU wall (10' high min) constructed to match the existing wall in color, design, and height. There will also be the removal and relocation of an existing paved western access drive along with a new gate entrance. The substation expansion will serve to provide better load and power supply for any new and future development surrounding the substation as well as within the vicinity of Chino Valley.

Note that during the discussion and subsequent follow up with and by Chino Valley Planning and Zoning personnel, it is the suggestion of The Town of Chino Valley to have artistic elements added to the project in lieu of landscaping. This is due to the absence of water facilities in which such landscaping would be dependent on. Also, the Town of Chino Valley has communicated that the artistic elements need not be included on the Conditional Use Permit (CUP) submittal at this time and can be discussed concurrently with the review of the CUP, and therefore be added to the project prior to Final Plan Submittal for review.

The existing substation resides in APN 306-02-300B, is zoned AR-4 and is owned by Arizona Public Service Company & Arizona Public Service. The existing substation yard occupies approximately 200' x 200' area and will be expanded to an approximate area of 216' x 256'.

The existing drainage patterns are proposed to remain. There is an existing retention basin located inside the substation that will be re-graded and expanded to accommodate both the existing and proposed substation flows due to the expansion. Retention is planned for a 100yr/2hr storm event.

ATTACHMENT C
APPLICANTS NARRATIVE

The proposed expansion of the existing substation will not have adverse effects on the adjacent property which are currently vacant nor when the General and/ or Master Plan is implemented with adjacent properties. However, for safety and security measures, APS requires a perimeter clearance of ten feet outside the wall along with no climbable entities either on the wall or within ten feet of the wall.

It was noted in the pre-application review comments about the need for photometric plan for outdoor lighting. CVL mentioned in the meeting that the only lighting was for emergency lighting and downlighting. After conversation with APS personnel, this was found to be the case, and that any lighting would be for emergency purposes only and in the case of an emergency, APS personnel or their authorized representative would be responsible for bringing in their own portable lighting if working in nighttime conditions.

Public utilities such as water and sewer and parking are not needed for the project.

For this project, APS will not be installing a Knox Box to allow for Fire Department access. The Fire Department standard operating procedure for access to a high voltage substation is limited to only when escorted by APS personnel. The hazards within an electrical substation are too great to allow entry by fire department personnel. The fire department personnel equipment is not designed to protect them from the hazards inherent within the substation. Because of this, standard operating procedures preclude the installation of a Knox Box for access. The standard operating procedure outlines that the fire department personnel are to wait on APS arrival to provide safe escort of fire department personnel for a substation emergency.

The approximate trip generation to the existing substation is equal to two trips per week and is not expected to increase once expansion is constructed, as the facility is remotely operated and monitored, and only occasional maintenance will be needed.

We welcome your review input on this project.

ATTACHMENT D
APPLICANTS SITE PLAN AND WALL SAMPLE EXHIBITS

CONCEPT 1: WALL AND GATE



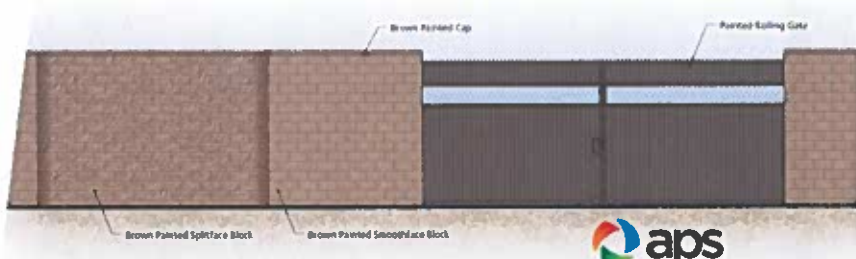
CONCEPT 2: WALL AND GATE



CONCEPT 3: WALL AND GATE



CONCEPT 4: WALL AND GATE



Wall & Gate Examples
Exhibit A

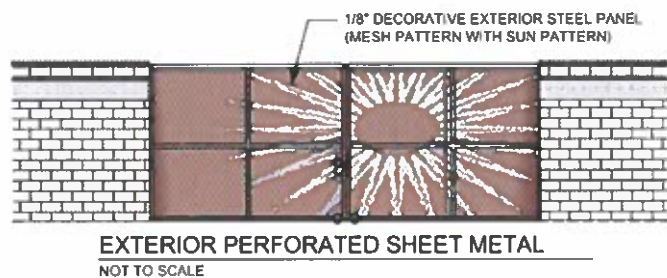
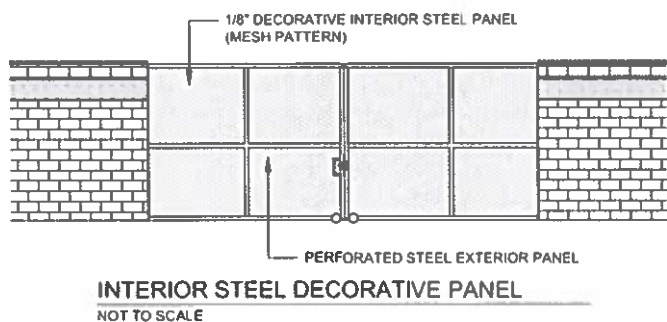
2 August 2024
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ATTACHMENT D

APPLICANTS SITE PLAN AND WALL SAMPLE EXHIBITS

CONCEPT 5: WALL AND GATE



ATTACHMENT E

STAFF RESEARCH

	STAFF RESEARCH –CUP-2024-04 APS SUBSTATION EXPANSION CASE #: CUP-2024-04 CASE PLANNER: JESSICA BARRAGAN			
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PROJECT NARRATIVE: This is a request by Ryan Weed, on behalf of APS, for a Conditional Use Permit to allow for the expansion of an existing energy substation. The property is located at 3011 Jerome Junction, Chino Valley, Arizona.

I. PROJECT DATA

Project Location:		3011 Jerome Junction				
Parcel Number(s):		306-02-300B				
Parcel Size(s):		90,170				
Total Acreage:		2.07				
Proposed Dwelling Units:		0				
Address:		3011 Jerome Junction				
Owner/Applicant:		Arizona Public Service Company				
Applicant's Agent:		Ryan Weed				
Conforms to G.P. Land Use Conformity Matrix:		Yes	x	No		
Zoning Overlay		PAD	N/A –			
Within ½ Mile of SR89?		Yes		No	x	If yes, Property is restricted – site built only
	Existing Zoning	Use(s) on-site		General Plan Designation		
Site	"AR-4" – Agricultural/Residential (Minimum 4 acres)	Vacant Land		HMU – Horizontal Multi-Use (8 du/ac)		
North	"AR-4" – Agricultural/Residential (Minimum 4 acres)	Vacant Land		HMU – Horizontal Multi-Use (8 du/ac)		
South	"BP" – Business Park	Vacant Land		HMU – Horizontal Multi-Use (8 du/ac)		
East	"AR-4" – Agricultural/Residential (Minimum 4 acres)	Vacant Land		HMU – Horizontal Multi-Use (8 du/ac)		
West	"I" – Industrial	Vacant Land		HMU – Horizontal Multi-Use (8 du/ac)		
Prior Cases or Related Actions:		PA-2024-28				
Type		Cases, Actions or Agreements				
Pre-Annexation Agreement	Yes		No	x		
Annexation	Yes	x	No		Original Town 9/21/1970	
General Plan Amendment	Yes		No	x		
Development Agreement	Yes		No	x		
Rezone	Yes		No	x		
Subdivision	Yes		No	x		
Conditional Use Permit	Yes	x	No		CUP-2024-04 Being Requested	
Pre-Application Meeting	Yes	x	No		PA-2024-28	
Enforcement Actions	Yes		No	x		
Land Division Status:	Yes		No	x		
Irrigation District:		n/a				

Staff Research – CUP-2024-04

Case # CUP-2024-04

12-03-2024

Page 12 of 14

ATTACHMENT E STAFF RESEARCH

II. TOWN OF CHINO VALLEY GENERAL PLAN

Land Use Element:					
Land Use Designation:	HMU – Horizontal Multi-Use (8 du/ac)				
Is Project larger than 25 AC or 50 d.u.?	L.U. Policy 2.1	No	PRN Policy 2.8	No	
Issues:	None				
Circulation Element:					
Road Classification	Local Road	Existing Row	Yes	Required Row	
Issues:	None				
Parks, Recreation, and Natural Resources Element:					
Closest Park:	Forgotten Park				
Within 1 mile of the Peavine Trail?	Yes				
Flooding?	FEMA Flood Plain Designation	no	Town Flood Map	no	
Issues:	None				
Community Services and Facilities Element:					
Water Source:	Town	Well	Prescott	Private System:	
Sewer:	Town	Septic			
Issues:	No water or sewer on site				
Economic Development Element:					
SR-89 Corridor?	n/a	Enhancement: Goal ED-6	n/a		
Old Home Manor?	Yes	Goal ED-2	n/a		
Issues:	None				

NOTIFICATION

- Legal Ad Published: (11/05/2024)
- (1000)' Vicinity Mailing: (10/08/2024)
- Reviewing Agencies Noticed: (9/12/2024)
- Neighborhood Meeting: (Waived)
- Hearing Dates: (P&Z 12/02/2024 – TC 01/14/2025)
- Comments Due: (9/26/2024)

External List (Comments)	Response Received	Date Received	"No Comment"	Written Comments	Comments Attached
Samantha Alvarez – APS	x	10/01/24	x		
Richard Perez - A.D.O.T.	x	10/01/24	x		
Ralph Baker – C.V.I.D.	x	10/01/24	x		
Darrell Tirpak - CAFMA	x	08/02/24		x	x
Suzanne Ehrlich – YC ENV					
Monica Kriner – YC Health					
SparkLight Cable					
LUMEN (Previously Centurylink)					
Unisource Gas					
CVUSD					
United States Postal Service					
Mark Holmes – Water Advisor	x	10/01/24	x		

Staff Research – CUP-2024-04

ATTACHMENT E STAFF RESEARCH

Town of Chino Valley Internal List (Conditions)	Response Received	Date Received	"No Conditions"	Written Conditions	Comments Attached
Jessica Barragan – Senior Planner – Development Services	x	10/01/24		x	x
Will Dingee – Assistant Director – Development Services					
Laurie Lineberry – Director – Development Services	x	10/01/24		x	x
Frank Marbury – Engineer/ Public Works Director					
Steve Sullivan – Assistant Engineer – Public Works	x	10/07/24		x	x
Dan Trout – Chief Building Official – Development Services					
Frank Snowney or Keith Hurtt – Code Enforcement – Development Services					
Josh McIntire – Chief of Police - Police Department					



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 6b
MEETING DATE: 1/14/2025
CONTACT PERSON: Maggie Holmberg, Economic Development Manager, Terri Denemy, Town Manager
ITEM TYPE: Action Item

AGENDA ITEM TITLE:

Consideration and possible action to authorize staff to move forward with the successful bidder for RV Park development at Old Home Manor Parcel No. 306-02-001X (formerly 306-02-001L) per the Invitation For Bid issued May 24, 2023, and to give staff permission to return with a purchase and sale agreement.

SUMMARY:

The successful request for bids was issued on May 24, 2023, to Chino Valley Rodeo Drive, LLC, for an RV Park development at Old Home Manor (OHM) Parcel No. 306-02-001X (formerly 306-02-001L). The town has been working with the developer since that date and the developer has invested in and completed tasks such as survey, engineering, design, and more. Currently, the town is in the feasibility assessment period with the developer and working on project details to meet Town goals and assess project viability. Their Conditional Use Permit (CUP) has been processed by Development Services and is ready to go before Planning & Zoning. The town is negotiating with Chino Valley Rodeo Drive, LLC on a development agreement that will define roles and responsibilities for the developer and the town, including infrastructure improvements. A portion of the parcel is not viable for development due to drainage conditions. As such, the parcel will be split with the developer only purchasing the viable portion.

The 184-unit RV Park will have facilities to qualify it as "Luxury." These include a store, pickleball courts, a community center, and more. In addition, the General Plan, approved by residents, deems Old Home Manor Horizontal Multi-Use (HMU), stating, "The HMU category requires additional master planning and a Development Agreement to define the goals, character, and conditions of the development approval. It is a flexible category that supports entertainment centers, town centers, master-planned communities, campuses, and new economic/employment centers. OHM was identified as a critical opportunity for an activity center with the preferred uses being sports and recreation facilities and commercial and business parks, and with lesser uses being educational facilities and uses to support tourism."

PREVIOUS ACTION:

When Maggie Holmberg, Economic Development and Intergov Manager, was given a directive to sell land at OHM, it was specific to the "Chino Valley Business Park at Old Home Manor," which are the 200 acres zoned BP at OHM identified by the monument signs. Despite diligent marketing and outreach, the business park land has not yet successfully attracted traditional business park tenants. When the town wished to issue Invitation For Bids (IFB) for the purchase of up to 40 acres of real property at OHM for an RV Park outside the business park, the item was brought to Town Council for approval. (As stated,

prior approval was only to sell land at OHM within the business park, not for any OHM land outside those boundaries. Land outside the boundaries warranted separate council action.) The parcels initially selected and advertised for bid outside of the Business Park were found not to be financially viable for development due to the distance from the town's water and sewer. When the town reissued the IFB, under the third and current bid, the land identified in the bid is adjacent to water and sewer services and within the 200-acre Business Park. The item was not brought to Council prior to posting of the bid as previous Council had previously given the directive to the Economic Development Manager to sell land within the park.

The item was taken to Council on for update and discussion on October 22, 2024. The presentation and discussion concluded with Council requesting staff to schedule the item for a Study Session on an upcoming agenda for further discussion and staff presentation of additional detail and history.

STAFF RECOMMENDATION:

Authorize staff to move forward with the successful bidder for RV Park development at Old Home Manor Parcel No. 306-02-001X (formerly 306-02-001L) per the IFB issued May 24, 2023.

FISCAL IMPACT?

The development of the RV Park is expected to generate positive financial impacts for the Town by boosting tourism, increasing tax revenues, and supporting local businesses both during construction and after. Choosing a site adjacent to water and sewer infrastructure means the Town will not have to use the land sale proceeds to fund its portion of the cost to extend infrastructure. Instead, the Town can use those funds for further improvements at Old Home Manor or other Town services, infrastructure, equipment, or programs as Council sees fit. The development would connect to the water and sewer systems, paying the Town buy-in fees for initial connection and then ongoing service fees.

ATTACHMENTS:

None
