



TOWN COUNCIL NOTICE & AGENDA

STUDY SESSION
TUESDAY, NOVEMBER 18, 2025
5:00 PM

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

AGENDA

- 1. CALL TO ORDER; ROLL CALL**
- 2. Presentation by Katie Pehl, Finance Director, regarding Permanent Base Adjustment.**
- 3. Presentation and update by Josh McIntire, Chief of Police, on Police Department statistics and trends.**
- 4. ADJOURNMENT**



TOWN COUNCIL NOTICE & AGENDA

REGULAR MEETING
TUESDAY, NOVEMBER 18, 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 by Katie Pehl, Finance Director, regarding the July-September 2025 quarterly financial report.**
 - b. Presentation by Terri Denemy, Town Manager, regarding an emergency expenditure authorization with Rounds Consulting Group for the RV Park Economic Impact Study.**

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. 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 on items not on the agenda 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. Public comment is invited and encouraged, however, personal attacks on individuals is not appropriate. 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 approve the October 21, 2025, study session minutes.
- b. Consideration and possible action to approve the October 28, 2025, 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 session.

- a. Consideration and possible action to approve Ordinance 2025-959, adopting the Town of Chino Valley Building and Technical Code Amendments, 2024 Edition, and amending Town Code Chapter 150, effective January 1, 2026.

Recommended Action: Approve Ordinance 2025-959, adopting the Town of Chino Valley

Building and Technical Code Amendments, 2024 Edition, and amending Town Code Chapter 150, effective January 1, 2026.

- b. Consideration and possible action to approve Resolution No. 2025-1295 authorizing the application for a Clean Water State Revolving Fund loan from WIFA.

Recommended Action: Approve Resolution No. 2025-1295 authorizing the application for a Clean Water State Revolving Fund loan from WIFA.

- c. Consideration and possible action to adopt the Notice of Intent and set a public hearing for January 27, 2026, to consider adding or increasing fees regarding individuals and businesses pursuant to A.R.S. § 9-499.15.

Recommended Action: Adopt the Notice of Intent and set a public hearing for January 27, 2026, to consider adding or increasing fees regarding individuals and businesses pursuant to A.R.S. § 9-499.15.

- d. Consideration and possible action to approve Resolution No. 2025-1296 adopting a social media policy for public officials.

Recommended Action: Approve Resolution No. 2025-1296 adopting a Social Media Policy for Town of Chino Valley Public Officials.

7. ADJOURNMENT



TOWN COUNCIL NOTICE & AGENDA

**EXECUTIVE SESSION
TUESDAY, NOVEMBER 18, 2025
6:30 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)(3) for discussion with the Town Attorney regarding possible annexations.**
3. **ADJOURNMENT**

Dated this 12th day of November, 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 the Town of Chino Valley website, www.chinoaz.net.

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 # 5a
MEETING DATE: 11/18/2025
CONTACT PERSON: Erin Deskins, Town Clerk
ITEM TYPE: Consent/Minutes

AGENDA ITEM TITLE:

Consideration and possible action to approve the October 21, 2025, study session minutes.

STAFF RECOMMENDATION:

Approve the October 21, 2025, study session minutes.

ATTACHMENTS:

1.	2025 10 21 CC SS MND wWM
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**MINUTES OF THE STUDY SESSION OF THE
TOWN COUNCIL OF THE TOWN OF CHINO VALLEY
TUESDAY, OCTOBER 21, 2025**

5:00 PM

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

1. CALL TO ORDER, ROLL CALL

Mayor Armstrong called the meeting to order at 5:00 p.m.

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

Absent: Vice-Mayor Eric Granillo

Staff Present: Town Manager Terri Denemy, Town Attorney Michael Goodman, Executive Analyst Jessi Sorteberg, Finance Director Katie Pehl, Economic Development Manager Maggie Holmberg, Public Works Director/Town Engineer Frank Marbury, Community Services Director Cyndi Thomas, IT Technician Sandra Santos, Audio Visual Technician Nicholas Harwick, Deputy Town Clerk Sara Burchill, Town Clerk Erin N. Deskins

2. DISCUSSION ITEMS

- a. Presentation and discussion regarding a proposed Economic Development Agreement with Chino Valley Rodeo Drive, LLC for an RV Park at Old Home Manor.

Terri Denemy, Town Manager, presented the following:

- This project was a long time coming and required a lot of work from various departments to make it a viable and beneficial project for both parties.
- Briefly discussed the contents of the contract and packet, and what would be discussed throughout the meeting.
- Staff is moving forward on the rezone of the land from Business Park to Public Land and will bring the matter to Council on December 9th.

Maggie Holmberg, Economic Development Manager, presented the following:

- Reviewed the project specifics, including the amount of acres, RV spaces, amenities, etc.
- A new appraisal was being done and would be delivered by the end of the week. Further discussed the appraisal and the fact that the appraisal might affect the bid price. However, staff anticipated the appraisal to be similar to the past appraisal.
- Discussed the Economic Impact Report conducted by Rounds Consulting regarding the construction phase and operational impacts.

Katie Pehl, Finance Director, presented the following:

- Gave a brief overview of the financial impact of the contract on both parties, including the upfront credit to the developer, purchase price, street extensions, wash rerouting, and other applicable fees. Changes to the development could change the numbers as they are not finalized until the final site plan is submitted.
- Discussed the TPT offset and how it works along with the possible outcomes of that TPT offset depending on how much is put back into the sewer fund based on the success of the business.
- Listed the various benefits the Town would receive as a result of the sale of the land, construction of the project, and operations. Once the sewer buy-in credit is paid back, that additional amount will go to the general fund.

The meeting recessed at 6:10 p.m.

The meeting resumed at 6:15 p.m.

Council and staff discussed the following:

- Councilmember Schacherer inquired if the numbers presented by Rounds Consulting were estimates.
 - Staff stated they were based on various studies by an independent third party. Additionally, the consultant does a lot of economic impact studies for rural communities.
- Councilmember McCafferty inquired where the figure of \$9.5 million for total capital expenditures came from.
 - Staff stated it came from the developer as an estimate on total costs of the project including land purchase, soft costs, construction work, etc. There are a lot of amenities adding up to that number, including pickleball courts, a pool, etc.
- Councilmember Schacherer asked for clarification on the road extension.
 - Staff stated the developer would be responsible for improving the south side of Rodeo Drive. However, some of the road was already built by the Town. The total amount for the developer to finish the rest of the road entirely was approximately \$640,000. The Town is responsible for paving the north half of the road. The developer offered to add the north half of the road into their project. The Town's portion would be \$126,461. It would be more expensive to do it as a separate project.
 - Discussion ensued about whether the contract included the price of the design, or if the Town would have to pay additional for that.
 - Council wanted to know who would pay for the design and at what cost and be stated in the contract. Council was hesitant to pay more than the quoted \$126,461 for additional design costs.
 - Further discussion ensued regarding whether the north side of the road should have a sidewalk, curb, and gutter, or if it should be a multimodal passage to accommodate horses.
- Councilmember Switzer inquired why the Town would be responsible for upsizing with regard to utilities. He felt that provision should be stricken from the contract.
 - Michael Goodman, Town Attorney, stated that if the Town asked for more than is required, then the Town would be responsible to pay for it.
 - Staff stated they do not see any need for upsizing on this project as the developer would be installing 12-inch pipe.

- Councilmember Holt inquired if Yavapai College was also installing 12-inch pipe on their project.
 - Staff stated the college was installing 8-inch pipe.
- Councilmember Schacherer inquired why the Town was giving the developer a \$1.2 million credit on sewer buy-in fees.
 - Staff stated the buy-in fees were cost prohibitive for the developer to complete the project. Staff structured the credit so that the Town would receive tax revenues that they wouldn't receive if the RV Park did not come to fruition. The developer would have a maximum of 10 years (after completion of construction) to pay that credit back.
- Councilmember McCafferty clarified that the TPT offset would be sending one percentage point of the 4% from taxable retail activity to the Capital Improvement Fund.
 - Staff stated that was correct. In essence, 25% of the total.
 - Further discussion ensued regarding the amounts of restricted and unrestricted portions going to the Capital Improvement and Sewer funds.
- Councilmember Switzer inquired about a potential conflict in the contract stating that the business only has to operate for six years, but that they have 10 years to pay back the \$1.2 million credit. He further inquired about what would happen if the company sold.
 - Michael Goodman, Town Attorney, stated that was in the "Operating Covenant" and even if the business is not economically viable for them, they must continue operating for six years. The obligation for repayment of the \$1.2 million would transfer to the buyer.
 - Staff also stated that it could fall under liquidated damages language possibly resulting in the Town receiving more than the \$1.2 million credit.
- Councilmembers inquired why there was no mention of the developer needing to put up a bond.
 - Staff stated they would look at the laws and make sure that they can add that in.
- Councilmember Switzer inquired if the appraisal would take the rezone into account.
 - Staff stated it was a comparable appraisal and likely wouldn't make much of a difference, if any.
 - Further discussion ensued regarding the appraisal and the value of the parcel based on the amount of acres being purchased.
- Councilmember Schacherer asked for clarification about a dump station and the rules and regulations surrounding that.
 - Staff stated section 1.2(A) states that they are not permitted to connect the dump station to the Town's sewer system, and it must be hauled and disposed of offsite.
 - Councilmember Schacherer referred to Town Code requiring pre-treatment for significant industrial uses.
 - Staff stated that section 1.3 discusses wastewater pre-treatment reports as part of the surveys, assessments, and plans required for development. The utilities design will be dependent on the report findings, which will be approved by Town staff once they make sure that the plant will not be harmed. Staff also has sampling devices and would routinely take samples to make sure that what is stated in the pre-treatment reports is actually true.
- Councilmember Switzer expressed concern about the empty portion to the west of the parcel, including potential fire danger if it wasn't maintained.
 - Staff stated that they have and would continue to look for grant opportunities to do something with that strip of land. Staff would ask the developer if they would be willing to participate in landscaping that portion. Staff stated they could mow a 10- to 15-foot strip around the parcel if the fire district recommended.

- Councilmember Holt suggested asking the college to contribute some landscaping through their programs.
- Councilmember McCafferty stated that the legal description did not match what they were buying.
 - Staff stated they didn't have that document yet.
- Discussion ensued regarding cleaning up paragraph B to make intentions and portions more clear.
- Councilmember McCafferty asked for clarification on Section E making reference to a non-compete clause.
 - Staff stated that section states that if the Town did not provide an incentive the findings of the study are that another RV Park would not come and develop in the same time and place. Not that one can't, just that it would be cost prohibitive to do so in the absence of incentives. Further, the Town is not allowed to include a non-compete clause.
- Councilmember Holt inquired how to stop the developer from selling the property once the contract is approved.
 - Staff stated it couldn't be prevented, but given the long history of this matter, and the patience of the developer, they did not foresee that being an issue.
- Councilmember Schacherer inquired what the sewer rate would be per space and the other facilities such as laundry facilities and the clubhouse
 - Staff stated they would be charged \$49.22 per space whether they were occupied or not. Staff stated it would be about \$300 per month for all other facilities, and their rates would go up on the same schedule as everyone else. There is no exclusion for them.
- Councilmember McCafferty felt that the return on investment for the \$1.2 million credit was long at nearly 15 years.
 - Staff stated that compared to what the Town had done in the past, it was more aggressive. Staff also anticipated the RV park doing better than projected with all the developments with the Fred Harvey farm, state park, Town plans for outdoor recreation, etc.
- Councilmember Switzer inquired how the Town would recoup the money if TPT was taken away by the legislature.
 - Staff stated it would fall to their requirement to pay the difference between the offsets.
- Councilmember Switzer asked for clarification on "Agreement Subject to Appropriation" on page 6 of the contract.
 - Michael Goodman, Town Attorney, stated that the Town is not allowed to go into debt for anything beyond the current fiscal year. In order to do that they would have to appropriate that money at this time. If a future council decided not to appropriate money, the Town would not be obligated to pay it because the current council cannot obligate a future council to do something because it would reduce their authority and power. This would not affect the credit, but rather a scenario such as the road extensions not being complete.
- Several matters were brought up by Council that the Town Attorney and staff considered to be negotiation matters and should be discussed in Executive Session.

3. ADJOURNMENT

Mayor Armstrong adjourned the meeting at 6:55 p.m.

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 Study Session of the Town Council of the Town of Chino Valley, Arizona held on the 21st day of October, 2025. 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 # 5b
MEETING DATE: 11/18/2025
CONTACT PERSON: Erin Deskins, Town Clerk
ITEM TYPE: Consent/Minutes

AGENDA ITEM TITLE:

Consideration and possible action to approve the October 28, 2025, regular meeting minutes.

STAFF RECOMMENDATION:

ATTACHMENTS:

1.	2025_10_28_CC_EX_RG_MND_wWM
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**MINUTES OF THE REGULAR MEETING OF THE
TOWN COUNCIL OF THE TOWN OF CHINO VALLEY
TUESDAY, OCTOBER 28, 2025
6:00 PM
COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY,
ARIZONA 86323**

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

Mayor Armstrong called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Present: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer (left at 7:45 and returned at 7:50 p.m.), Councilmember Larry Holt, Councilmember Robert Switzer

Absent:

Staff Present: Town Manager Terri Denemy, Town Attorney Andrew McGuire, Officer Evan Moody (Sgt. at Arms), Executive Analyst Jessi Sorteberg, Human Resources Director Laura Kyriakakis, Development Services Director Laurie Lineberry, Assistant Development Services Director Will Dingee (left at 6:24 p.m.), Finance Director Katie Pehl, Public Works Director/Town Engineer Frank Marbury, Community Services Director Cyndi Thomas, IT Manager Spencer Guest, IT Support Technician Matt Widner, Senior Records Specialist Lisa Nottebaum, Administrative Technician Lillian Acosta, Deputy Town Clerk Sara Burchill, Town Clerk Erin N. Deskins

2. INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

- a. Discussion and update from Arizona Department of Environmental Quality (ADEQ) regarding the Circle K Store fuel release remediation.

Chris Marks, Senior Environmental Scientist for ADEQ, presented the following:

- He was joined by Leigh Padgitt and Joey Kiker.
- Gave a brief history of what has been reported to ADEQ and what has transpired since the release was detected in January 2024.
- Discussed the site investigation activities including boring, monitoring wells, well samples, and soil gas surveys.
- Provided details on the extent of the release and subsurface conditions, including the geologic profile and contamination levels.
- Discussed the possible public health exposures or threats resulting from the release. There were no findings suggesting health threats to the public.
- Provided details on continuing site remediation activities to treat the contaminated subsurface soil.
- Gave a brief overview of next steps and potential closure of the case.
- Provided details of ADEQ's assessment of the source and cause of the release as reported by Circle K versus the reported environmental conditions.

Council and Mr. Marks discussed the following:

- Councilmember Switzer inquired about the elevated fuel-type contaminant levels that were found in water and what those numbers were doing.
 - Mr. Marks stated they investigated the septic system on site as a potential contributor to those numbers, but they were not able to say that it was. Furthermore, they have not been able to duplicate those results or find the presence of toluene again.
- Councilmember Switzer stated that at some point the sump was not water tight and, with the question about exactly how much fuel was released, inquired if this was a longer-term release than originally suspected.
 - Mr. Marks stated the answer was difficult to pinpoint. All other parts of the tanks were tested and shown to be working within the regulations of the law both by ADEQ and the manufacturer of the testing method. Drilling around these systems can be difficult, and if there is contamination directly under them, it may not be detected until after those systems are permanently removed and a site assessment is conducted.
 - Councilmember Switzer inquired if this situation warranted a more in-depth investigation for long-term leakage.
 - Mr. Marks stated that ADEQ is bound by statutes establishing that ADEQ cannot be more stringent than federal requirements. In this instance, with the limited data they are able to gather, it is difficult to determine exactly why this happened. Circle K was asked to assess the situation for things like theft, but have exhausted the limit of their regulatory authority to assess the source and cause.
 - Councilmember Switzer inquired if the data was sent to the federal level to get their opinion.
 - Mr. Marks stated that they consulted EPA even from the beginning.
- Mayor Armstrong requested a presentation from Circle K within 60 days.

- b. Presentation of Proclamation by Mayor Tom Armstrong to Agape House declaring November 2025, Homelessness Awareness Month.

Mayor Armstrong read and presented the proclamation to Agape House.

Becky Mitchell, Agape House Director, presented the following:

- She thanked Council for making affordable housing in Chino Valley.
- Her organization has served 57 families in the last 10 years.
- Many of the families come from tents, sheds, and garages and end up in Chino Valley. The organization also works closely with the Chino Valley Unified School District where they have 200 students every year doubled up with other families.
- Discussed some of the services Agape House provides.

- c. Presentation of Proclamation by Mayor Tom Armstrong declaring November 1, 2025, Extra Mile Day.

Mayor Armstrong read and presented the proclamation.

d. Presentation and discussion on East Road 4 South Sewer Extension Project Phase II.

Frank Marbury, Public Works Director, presented the following:

- Gave an overview of the project for a new fuel station/convenience store on Highway 89 and Road 4 South.
- Gave a brief history of the original extension completed in October 2023 and a further extension that was completed in July 2024.
- Provided details on the suggested extensions to get utilities to the proposed Circle K establishment.
- Listed the Town's options regarding utilities for the proposed Circle K establishment.

Council and staff discussed the following:

- Councilmember Schacherer inquired if the nearby grow facility would be required to hook up to utilities also.
 - Staff stated they have a dryline in now so that they could eventually connect. However, there is a gap between properties. Staff stated they believed they would as it would reach their property line.
- Councilmember Schacherer inquired what the connection fee for Circle K would be.
 - Staff stated that it would be based on fixture units and would depend on the amount of toilets, sinks, etc, and staff does not have those numbers yet.
 - Staff felt that sewer would offer more options to Circle K such as car wash features. However, staff did not know of plans to do so.
- Councilmember Holt inquired about the lower southeast corner and if they would be supplied by this line.
 - Staff stated that it would not.
- Councilmember Switzer asked for clarification as he thought that Phase 1 was meant to go to the corner of Road 4 South.
 - Councilmember Schacherer stated that Council had made a mistake in assuming that, but it was never presented that way.
- Councilmember Switzer inquired about Phase 2 and if grow facility would be mandated to hookup.
 - Staff stated they would double check that, but believed the code stated that any commercial property was required to hook up once it reached the property line.
- Councilmember Switzer inquired who provides water to the grow facility.
 - Staff stated they are on a well.
- Councilmember McCafferty asked for clarification on where the lot line is for Circle K's property as he was under the assumption it was all one parcel.
 - Staff stated there was an illegal lot split, and they were working with Circle K on that issue. Regardless, they cannot be forced to connect now that their lot line is further south in a different location.
 - Further discussion ensued regarding the timing of the lot split and what bearing it had on the project.
- Staff stated their intent for today was to determine if Council had an appetite to extend the utilities and put together a development agreement, or just allow them to put in septic.
- Vice-Mayor Granillo inquired if Circle K would have to connect if their septic went bad.

- Staff stated they would connect when it reached the property line. Town Code specifies that for non-residential properties, they must connect to sewer and abandon any septic systems when they reach the property line.
 - Councilmember Switzer stated that things might change once the illegal lot split was settled.
 - Staff stated that it would not impact whether they had to connect to sewer.
- e. Presentation and update from Erin Deskins, Town Clerk, and staff, on functions of the Town Clerk's Office.

Erin Deskins, Town Clerk, presented the following:

- Provided the Town Clerk Department's office hours and mission statement.

Sara Burchill, Deputy Town Clerk, presented the following:

- Gave a brief breakdown of job duties and tasks performed in the execution of the position of Deputy Town Clerk including production of agendas and minutes, processing contracts, ordinances, resolutions, etc. approved by Council, Bingo and Liquor Licenses, notary services, etc.

Lisa Nottebaum, Records Specialist, presented the following:

- Provided details about her position including records management, business license issuance and maintenance, public records requests, etc.

Lillian Acosta, Administrative Specialist, presented the following:

- Listed the duties assigned to the administrative specialist including customer service, assisting with records management, utility payments, communication, and general office support.

Erin Deskins, Town Clerk, presented the following:

- The Clerk's position is outlined in Town Code §31.21.
- Briefly reviewed her job duties including administering business transacted by the Council, membership of all public bodies, and overseeing the issuance of licenses and the records retention program. She also administers and maintains the department budget and support to Council's budget, notary services, and administers all town-wide elections.
- Presented information on the upcoming Potential Candidate Information Session.

Mayor Armstrong praised the Clerk's office for helping the Town run.

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. 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 on items not on the agenda 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. Public comment is invited and encouraged, however, personal attacks on individuals is not appropriate. Disrespectful behavior will not be tolerated; this includes loud outbursts, profanity, and disruptive discussions among our audience.

There were no requests to speak.

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.

Councilmember Holt presented the following:

- Praised staff for a great job with the Trick-or-Treating event in Memory Park.

Mayor Armstrong presented the following:

- Stated that Trick-or-Treating was great and told an amusing story about a child wearing a 6-7 costume based on a currently popular meme.

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

Terri Denemy, Town Manager, presented the following:

- Echoed the sentiments about the Trick-or-Treat event and thanked staff for their work on it. Also thanked Council for participating in handing out candy. It was the largest vendor group they have had thus far.
- Recognized Michelle Codega at the courthouse for reaching 30 years of service with the 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 Eric Granillo, seconded by Councilmember Robert Schacherer to approve Consent Agenda items a, b, c, and d.

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

- a. Consideration and possible action to approve the Accountability Contract with Yavapai Regional Transit in the amount of \$17,000 to help supplement the cost of local transportation.
- b. Consideration and possible action to accept a Utility Easement from Meurs Country West, LLC, for the maintenance and operation of a new 8-inch water main.
- c. Consideration and possible action to approve the Groundwater Extinguishment Credits Purchase Agreement with Rose Miserentino for 258.75 acre-feet of extinguishment credits in the amount of \$62,100.00 plus administrative fees.
- d. Consideration and possible action to approve the October 14, 2025, study session and 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 session.

- a. Public hearing, consideration, and possible action to approve Resolution No. 2025-1294 for the construction of a freestanding Electronic Message Center Sign for Living Waters Church.

Recommended Action: i) Hold a Public Hearing
ii) Approve Resolution No. 2025-1294

Laurie Lineberry, Development Services Director, presented the following:

- Provided the location of the church and where the sign would be placed.
- Reviewed all steps completed by the applicant including a pre-application meeting, planning commission recommendation, and meeting all Town Code requirements.

Council and staff discussed the following:

- Councilmember Schacherer stated that most signs in town are eight feet high.
 - Staff stated that this type of sign can go up to 14 feet, and they're at 13 feet.

Council, staff, and Chuck Ray, applicant, discussed the following:

- Councilmember Schacherer stated that the conditions state "any deviation from the approved sign plan or failure to comply with the conditions of this Conditional Use Permit shall render the CUP null and void" and stated that the sign was already constructed.
 - The applicant stated that is the old sign.

- Councilmember Schacherer stated that the map shows the sign in the place it is now, and the staff report doesn't say that it will be replacing a sign.
 - The applicant stated that it would be moving about four feet to the north. There is also a mini storage sign nearby which would also be removed.
 - Staff stated that it didn't state that it would be replacing an existing sign because it's a different type of sign. Staff stated they would ensure clarity in the future.

Mayor Armstrong opened the Public Hearing.

There were no requests to speak.

Mayor Armstrong closed the Public Hearing.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Larry Holt to approve Resolution No. 2025-1294.

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

- b. Public hearing, consideration, and possible action on Ordinance No. 2025-957 regarding right-of-way frontage maintenance.

Recommended Action: i) Hold a Public Hearing
ii) Approve Ordinance No. 2025-957

Laurie Lineberry, Development Services Director, presented the following:

- Staff presented this matter to Council at the September 23, 2025, study session.
- This was to rectify an unintended removal of code language regarding frontage maintenance.

Council and staff discussed the following:

- Vice-Mayor Granillo stated that if a tree was on a homeowner's fence line and is growing over onto the street, the homeowner would be responsible for maintenance as it's their tree. He asked who would be responsible if it was on the easement.
 - Staff stated it would depend on the wording of the easement when it was recorded. It could be a Town easement or an easement between property owners.

Mayor Armstrong opened the Public Hearing.

There were no requests to speak.

Mayor Armstrong closed the Public Hearing.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember John McCafferty to approve Ordinance No. 2025-957 regarding right-of-way frontage maintenance.

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

NAY: Councilmember Larry Holt

ABSTAIN: Councilmember Robert Schacherer (he was absent for the vote)

5 - 1 Passed

- c. Consideration and possible action to accept conveyance of a Special Warranty Deed for real property situated in Yavapai County from the Chino Valley Cemetery Association to the Town of Chino Valley.

Recommended Action: Accept conveyance of a Special Warranty Deed for real property situated in Yavapai County from the Chino Valley Cemetery Association to the Town of Chino Valley.

Terri Denemy, Town Manager, presented the following:

- Gave a brief history and facts of the cemetery, and the steps the Town has taken until now to acquire the cemetery.
- As the projected time of capacity is five to six years, staff anticipates the cemetery becoming an historical site once capacity is achieved.
- Thanked John Ginn, Grant Turley, and former Mayor Jack Miller for their work on this project.
- Thanked staff for their work on this project. Several departments were involved.

Council and staff discussed the following:

- Vice-Mayor Granillo inquired how many plots were left.
 - Staff stated there were 550 plots left and about 300 cremation spots.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Sherri Phillips to accept conveyance of the Special Warranty Deed for real property situated in Yavapai County from the Chino Valley Cemetery Association to the Town of Chino Valley.

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

- d. Consideration and possible action to approve Ordinance No. 2025-954 amending Town Code Chapter 91 regarding the Chino Valley Cemetery.

Recommended Action: Approve Ordinance No. 2025-954 amending Town Code Chapter 91 regarding the Chino Valley Cemetery.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Robert Switzer to approve Ordinance No. 2025-954 amending Town Code Chapter 91 regarding the Chino Valley Cemetery.

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 Vice-Mayor Eric Granillo to adjourn at 7:55 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 28th day of October, 2025. 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 # 6a
MEETING DATE: 11/18/2025
CONTACT PERSON: Will Dingee, Assistant Development Services Director, Laurie Lineberry, Development Services Director
ITEM TYPE: Action Item

AGENDA ITEM TITLE:

Consideration and possible action to approve Ordinance 2025-959, adopting the Town of Chino Valley Building and Technical Code Amendments, 2024 Edition, and amending Town Code Chapter 150, effective January 1, 2026.

SUMMARY:

The Town of Chino Valley is in the process of updating its construction codes. Construction codes themselves are updated by the International Code Council every three years. The Town and most jurisdictions choose to update construction codes every six years. This update cycle, like the one in 2018, Yavapai County and many of the jurisdictions in the County, are working together for the timing of the adoption and enforcement of the 2024 construction codes. A coordinated effort for code changes assists all the contractors and citizens that use the codes, so no matter where they are in the quad cities, every jurisdiction is using the same cycle of construction code updates. We believe this will provide a more "customer-friendly" development environment with this code consistency among jurisdictions in Yavapai County. This six-year update cycle also coordinates with our Insurance Services Office audit, which determines our local property insurance rates. Adopting the latest construction codes results in a more favorable rating.

The Building Advisory Board (appointed by Town Council) has been working with Town Building Division staff to review all the codes and recommend changes to be adopted, based on the needs/construction issues in Chino Valley. All jurisdictions make amendments to the codes for adoption. The attached ordinance lists the changes proposed by the Building Advisory Board and staff. The codes being adopted include:

- 2024 International Building Code
- 2024 International Residential Code for One- and Two-Family Dwellings
- 2024 International Mechanical Code
- 2024 International Plumbing Code
- 2024 International Fuel Gas Code
- 2012 International Energy Conservation Code
- 2024 International Existing Building Code
- 2023 NFPA70 National Electrical Code

Central Arizona Fire and Medical Authority will be adopting and enforcing the 2024 International Fire Code in Chino Valley.

PREVIOUS ACTION:

Building Advisory Board meeting - Recommended approval of the attached amendments.

STAFF RECOMMENDATION:

Approve Ordinance 2025-959, adopting the Town of Chino Valley Building and Technical Code Amendments, 2024 Edition, and amending Town Code Chapter 150, effective January 1, 2026.

FISCAL IMPACT?

N/A

ATTACHMENTS:

1.	ORD - 2025-959
2.	2024 Building and Technical Code Amendments

ORDINANCE NO. 2025-959

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT ON FILE WITH THE TOWN CLERK TITLED “TOWN OF CHINO VALLEY BUILDING AND TECHNICAL CODE AMENDMENTS, 2024 EDITION”; ADOPTING THE SAME BY REFERENCE; AMENDING THE CHINO VALLEY TOWN CODE AS SET FORTH THEREIN; PROVIDING FOR SEVERABILITY; AND PROVIDING PENALTIES FOR VIOLATIONS.

WHEREAS, the Mayor and Common Council of the Town of Chino Valley (the “Town Council”) deems it necessary to protect public health, safety, and welfare by adopting and maintaining rules and regulations regarding buildings and construction within the Town; and

WHEREAS, the Town Council finds that updating such rules and regulations is in the Town’s best interest and will further protect public health, safety, and welfare by incorporating certain options provided for in recent versions of relevant codes published by the International Code Council and the National Fire Protection Association and by ensuring consistency between such codes and applicable state law.

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

SECTION 1. The foregoing recitals are hereby referred to, adopted, and made a part hereof as if fully set forth herein.

SECTION 2. That certain document entitled “Town of Chino Valley Building and Technical Code Amendments, 2024 Edition” (the “Technical Codes”) of which one paper copy and one electronic copy are maintained, in compliance with Ariz. Rev. Stat. § 44-7041, on file in the office of the Town Clerk as required by Ariz. Rev. Stat. § 9-802, and available for public use and inspection during normal business hours, is hereby declared to be a public record, and said copies are hereby ordered to remain on file with the Town Clerk.

SECTION 3. The Town Code is hereby amended, effective January 1, 2026, as set forth in the Technical Codes, which is hereby referred to, adopted, and made a part hereof as if fully set forth herein.

SECTION 4. Any person found guilty of violating any provision of the Technical Codes shall be guilty of a class 1 misdemeanor, and upon conviction thereof shall be punished by a fine not to exceed \$2,500, by imprisonment for a period not to exceed six months, or by both such fine and imprisonment. Each day that a violation continues shall be a separate offense punishable as herein described.

SECTION 5. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or any part of the amendments adopted herein by reference 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.

SECTION 6. The Mayor, the Town Manager, the Town Clerk, and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Ordinance.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley on this 18th day of November 2025.

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew McGuire, Town Attorney
Gust Rosenfeld P.L.C.

I hereby certify that the above foregoing Ordinance No. 2025-959 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on November 18, 2025, and that quorum was present thereat and that the vote thereon was ____ ayes, ____ nays, and ____ abstentions. ____ Council members were absent or excused.

Erin N. Deskins, Town Clerk

TOWN OF CHINO VALLEY BUILDING AND TECHNICAL CODE AMENDMENTS, 2024 EDITION

ADOPTED BY REFERENCE BY ORDINANCE NO. 2025-959

SECTION 1. Chino Valley Town Code, Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.001, Adoption of International Code Council Codes, is hereby amended, effective January 1, 2026, to read as follows:

§ 150.001 ADOPTION OF INTERNATIONAL CODE COUNCIL CODES.

BUILDING CODE

(A) **Adoption of the 2024 International Building Code.** That certain code entitled *International Building Code, 2024 Edition*, including Appendices C, E, G, I, and J, as published by the International Code Council, and amended by Section 150.001(A)(1) below, is hereby adopted as the town’s building code, and said code is referred to and made a part hereof as though fully set forth in this section. One paper copy and one electronic copy maintained in compliance with A.R.S. § 44-7041 of said code shall be kept on file and available for public use in the offices of the Town Clerk and the Planning and Building Department.

(1) **Amendments.** The following amendments, additions, and deletions are hereby made to the *International Building Code, 2024 Edition*, adopted herein. Paragraphs and section numbers refer to the numbering system of the *International Building Code, 2024 Edition*. Code references not amended in this section shall be enforced as published in the reference document.

(a) **Section [A] 101.1 Title.** Amend to read as follows:

These regulations shall be known as the Town of Chino Valley Building Code, hereinafter referred to as “this code.”

(b) **Section [A] 101.4.4 Property Maintenance.** Delete section in its entirety.

(c) **Section [A] 101.4.5 Fire Prevention.** Delete section in its entirety.

(d) **Section [A] 101.4.6 Energy.** Retitle as “International Energy Conservation Code, 2012 Edition.”

(e) **Section [A] 102.6 Existing Structures.** Amend to read as follows:

The legal occupancy of any structure existing on the date of the adoption of this code shall be permitted to continue without change, except as is specifically covered in this code and the *International Existing Building Code, 2024 Edition*, or as is deemed necessary by the Building Official for the general safety and welfare of the occupants and the public.

(f) **Section [A] 105.2 Work Exempt from Permit.** Amend item 4 under “Building” to read as follows:

Retaining walls that are not over 32 inches in height measured from the top of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or IIIA liquids.

(g) **Section [A] 109.3 Permit Valuations.** Amend to read as follows:

The determination of valuations to establish fees shall be guided by the International Code Council Valuation Schedule, the International Building Standards Magazine, and as adjusted to reflect current construction costs. Such fees shall be reviewed and adjusted annually by the Building Official.

(h) **Section [A] 109.6 Refunds.** Amend to read as follows:

The Building Official shall be authorized to refund any fee paid hereunder, which was erroneously paid or collected.

The Building Official shall be authorized to refund, up to and not more than, 75 percent of the permit fee paid when the permit is withdrawn or canceled before any work has commenced. Plan check fees are nonrefundable. A written request by the applicant shall be submitted to the Building Official outlining the refund request before the refund process will begin.

- (i) **Section [A] 110.3.3 Lowest Floor Elevation.** Delete section in its entirety.
- (j) **Section [A] 111.2 Certificate Issued.** Amend the first sentence to read as follows (leave items 1 through 12 unchanged):

After the Building Official inspects the building or structure and finds no violations of the provisions of this code or other laws that are enforced by the Town of Chino Valley or Yavapai County, the Building Official shall issue a Certificate of Occupancy that shall contain the following:

- (k) **Section [A] 111.3 Temporary Occupancy.** Amend to read as follows:

The Building Official is authorized to issue a Temporary Certificate of Occupancy before the completion and approval of the entire work covered by the building permit, provided that such portion or portions shall be occupied safely and pose no threat to workers or the general public. The applicant will furnish the Town with all relevant and appropriate approvals from outside jurisdictions and agencies for review by the Building Official or designee. Once approved, the Building Official shall set a time period during which the Temporary Certificate of Occupancy is valid.

- (l) **Section 113 Means of Appeals.** Retitle as “Building Advisory Board.”

- (m) **Section [A] 113.1 General.** Amend to read as follows:

Refer to the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.007, Building Advisory Board.

- (n) **Section [A] 113.2 Limitations on Authority.** Delete section in its entirety.

- (o) **Section [A] 113.3 Qualifications.** Delete section in its entirety.

- (p) **Section [A] 113.4 Administration.** Delete section in its entirety.

- (q) **Section 201.4 Terms not defined.** Amend to read as follows:

Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies. *Webster’s Third New International Dictionary of the English Language, Unabridged*, shall be considered as providing ordinarily accepted meanings.

- (r) **Section 202 Definitions.** Amend to add the following definitions:

DIRECTED CARE SERVICE. Care of residents, including personal care services, who are incapable of recognizing danger, summoning assistance, expressing need or making basic care decisions.

PERSONAL CARE SERVICE. The care of persons who do not require medical care. Personal care involves assistance with activities of daily living and includes responsibility for the safety of the persons while inside a building.

RESIDENTIAL CARE/ASSISTED LIVING HOME. A building or part thereof housing a maximum of 10 persons, two per bedroom, excluding staff, on a 24-hour basis, who because of age, mental

disability or other reasons, live in a supervised residential environment which provides supervisory, personal or directed services. This classification shall include, but not be limited to the following:

- Alcohol and Abuse Centers
- Assisted Living Facilities
- Convalescent Facilities
- Group Homes
- Halfway Houses
- Social Rehabilitation Facilities

SUPERVISORY CARE SERVICE. General supervision, including daily awareness of resident functioning and continuing needs.

- (s) **Section 901 General.** Delete in its entirety and replace with the following:

Fire protection systems shall be installed, repaired, operated, maintained, and enforced in accordance with the requirements of the Central Arizona Fire and Medical Authority (CAFMA) and the 2024 International Fire Code, as adopted and amended from time to time by CAFMA collectively with all CAFMA requirements. The Building Official shall assist CAFMA in the inspection, testing, and oversight of fire protection systems as may be required from time to time. The Building Official shall withhold approvals where fire protection systems are not in compliance with CAFMA requirements.

- (t) **Section 1102.1 Design.** Amend to read as follows:

Accessibility requirements will be those stated in the 2010 ADA Standards for Accessible Design and in the *2024 International Building Code*, Appendix E.

- (u) **Section 1206 Sound Transmission.** Delete section in its entirety.

(v) **Table 1607.1 Minimum Uniformly Distributed Live Loads, L_0 , and Minimum Concentrated Live Loads.** Amend item 27 to change the “UNIFORM (psf)” values for “Uninhabitable attics with storage” and “Habitable attics and sleeping areas” to 40 psf.

- (w) **Section 1809.4 Depth of Footings.** Amend to read as follows:

The minimum depth of footings below the undisturbed ground surface shall be 18 inches.

- (x) **Section 3114.1 General.** Amend the first paragraph to read as follows and delete the exceptions:

The provisions of Section 3114 and other applicable sections of “this code” shall apply to Intermodal Shipping Containers that have been repurposed for use as a building. Such buildings shall bear an existing data plate containing the information set forth in Section 3114.3. These structures are for accessory use only. They are prohibited for habitable use. The containers may not be stacked or connected. Any structural alterations shall be designed by an engineer and approved by the Building Official prior to any permit issuance.

RESIDENTIAL CONSTRUCTION CODE

(B) **Adoption of the 2024 International Residential Code.** That certain code entitled *International Residential Code, 2024 Edition*, including Appendices BB, BD, BF, BH, BO, CA, CB, CD, CE, CF, as published by the International Code Council, and amended by Section 150.001(B)(1) below, is hereby adopted as the town's residential code for one- and two-family dwellings, and said code is referred to and made a part hereof as though fully set forth in this section. One paper copy and one electronic copy maintained in compliance with A.R.S. § 44-7041 of said code shall be kept on file and available for public use in the offices of the Town Clerk and the Planning and Building Department.

(1) **Amendments.** The following amendments, additions, and deletions are hereby made to the *International Residential Code, 2024 Edition*, adopted herein. Paragraphs and section numbers refer to the numbering system of the *International Residential Code, 2024 Edition*. Code references not amended in this section shall be enforced as published in the reference document.

(a) **Section R101.1 Title.** Amend to read as follows:

These regulations shall be known as the Town of Chino Valley Residential Code for One- and Two-Family Dwellings, hereinafter referred to as "this code."

(b) **Section R102.6 Existing Structures.** Amend to read as follows:

The legal occupancy of any structure existing on the date of the adoption of this code shall be permitted to continue without change, except as is specifically covered in this code, or as is deemed necessary by the Building Official for the general safety and welfare of the occupants and the public.

(c) **Section R104.3.1 Determination of Substantially Improved or Substantially Damaged Existing Buildings in Flood Hazard Areas.** Delete section in its entirety.

(d) **Section R105.2 Work Exempt from Permit.** Amend item 10 under "Building" to read as follows:

Decks with a walking surface no more than 30 inches above the surrounding grade and with less than 120 sq. ft. of surface area.

(e) **Section R108.3 Building Permit Valuations.** Amend to read as follows:

The determination of valuations to establish fees shall be guided by the regionally modified building valuations recommended by the "International Code Council Valuation Schedule," the "International Building Standards" Magazine, and as adjusted to reflect current construction costs. Such fees shall be reviewed and adjusted annually by the Building Official.

(f) **Section R108.5 Refunds.** Amend to read as follows:

The Building Official shall be authorized to refund any fee paid hereunder, which was erroneously paid or collected.

The Building Official shall be authorized to refund, up to and not more than, 75 percent of the permit fee paid when the permit is withdrawn or canceled before any work has commenced. Plan check fees are nonrefundable. A written request by the applicant shall be submitted to the Building Official outlining the refund request before the refund process will begin.

(g) **Section R112 Means of Appeals.** Retitle as "Building Advisory Board."

(h) **Section R112.1 General.** Amend to read as follows:

Refer to the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.007, Building Advisory Board.

(i) **Section R112.2 Limitations on Authority.** Delete section in its entirety.(j) **Section R112.3 Qualifications.** Delete section in its entirety.(k) **Section R112.4 Administration.** Delete section in its entirety.(l) **Section R201.4 Terms Not Defined.** Amend to read as follows:

Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies. *Webster's Third New International Dictionary of the English Language, Unabridged*, shall be considered as providing ordinarily accepted meanings.

(m) **Table R301.2 Climatic and Geographic Design Criteria.** Delete in its entirety and replace with the following:

Roof Snow Load		30 psf (non-reducible)
Ground Snow Load		43 psf
Wind Design – Speed		105 mph – 3-Second Gust; Exposure C
Seismic Design Category		C
Subject to Damage From	Weathering	Negligible
	Frost Line Depth	18 inches
	Termite	Moderate
	Decay	Slight
Winter Design Temperature		PV + 15 Degrees
Ice Barrier Underlayment Required		No
Flood Hazards		Administered by the Building Official
Air Freezing Index		124
Mean Annual Temperature		53 Degrees

(n) **Section R301.1.4 Intermodal Shipping Containers.** Amend to read as follows:

The provisions of Section 3114 and other applicable sections of this code shall apply to Intermodal Shipping Containers that have been repurposed for use as a building. Such buildings shall bear an existing data plate containing the information set forth in Section 3114.3 of the *2024 International Building Code*. Intermodal Shipping Containers are for accessory use only. They are prohibited for habitable use. The containers may not be stacked or connected. Any structural alterations shall be designed by an engineer and approved by the Building Official prior to any permit issuance.

(o) **Table R301.5 Minimum Uniformly Distributed Live Loads.** Amend the “UNIFORM LOAD (psf)” values for “Uninhabitable Attics with Limited Storage” and “Sleeping Areas” to 40 psf.

(p) **Section R309 Automatic Fire Sprinklers.** Amend to add, “Fire sprinkler systems must meet the State of Arizona Statutes and the requirements set forth by the Central Arizona Fire and Medical Authority.”

(q) **Section R309.1 Townhouse Automatic Sprinkler Systems.** Delete section in its entirety.

(r) **Section R309.2 One- and Two-Family Dwellings Automatic Sprinkler Systems.** Delete section in its entirety.

(s) **Section R313.1 Minimum Height.** Amend to read as follows:

The minimum ceiling height for any habitable room shall be 7'6" (seven feet, six inches).

(t) **Section R403.1.3.1 Concrete Stem Walls with Concrete Footings.** Amend to read as follows:

Foundations with stem walls shall be provided with the following steel reinforcement, unless an engineered design is provided by a licensed Arizona Design Professional:

1. For non-retaining stem walls less than twenty-four inches (24") in height, a bond beam composed of one horizontal #4 rebar is required at the top of the wall, and one #4 vertical rebar is provided at forty-eight inches (48") on center. The vertical reinforcement shall extend into the footing with a bent hook having a minimum of a six-inch (6") 90-degree bend.
2. For stem walls twenty-four inches (24") to forty-eight inches (48") in height, a bond beam composed of two horizontal #4 rebar, or one #5 rebar, is required at the top of the wall, and one #4 vertical rebar is provided at forty-eight inches (48") on center. The vertical reinforcement shall extend into the footing with a bent hook having a minimum of a six-inch (6") 90-degree bend.
3. For stem walls over forty-eight inches (48") in height or retaining two (2) or more feet of earth, engineering may be required to determine footing size, wall thickness, materials, steel placement and size (depending on soil conditions), height, surcharge loading, or other requirements at the option of the building official (or his designee).

(u) **Section R403.1.4 Minimum Depth.** Amend to read as follows:

All exterior footings shall be placed a minimum of eighteen inches (18") into undisturbed or compacted soil approved by the building official.

(v) **Section R403.1.4.1 Frost Protection.** Delete section in its entirety.

(w) **Section R404.1.2 Design of Masonry Foundation Walls.** Amend to read as follows:

Masonry foundation walls shall be constructed as set forth in Tables R404.1.2.1(1) and R404.1.1(4) of the 2024 International Residential Code for the most restrictive design soil class, provided that the minimum vertical reinforcement is #4 bar spaced no more than 48 inches on center and shall also comply with the provisions of this section and the applicable provisions of Sections R606, R607 and R608. In Seismic Design Categories D0, D1, and D2, concrete masonry foundation walls shall comply with Section R404.1.4 of the 2024 International Residential Code. Rubble stone masonry walls shall not be used in Seismic Design Categories C, D0, D1, or D2.

(x) **Section R404.1.3 Concrete Foundation Walls.** Amend to read as follows:

Concrete foundation walls shall be constructed as set forth in Tables R404.1.2.1 (1), R404.1.2.1 (2), and R404.1.2.1 (3) of the 2024 International Residential Code for the most restrictive design soil class, provided that the minimum vertical reinforcement is #4 spaced no more than 48 inches on center, and shall also comply with the provisions of this section and the applicable provisions of Sections R402.2 and R612 of the 2024 International Residential Code.

When Tables R404.4.1.2.1 (1) through R404.4.1.2.1 (5) of the *International Residential Code, 2024 Edition* are utilized for concrete foundation walls, reinforcement shall be as required for soil Group III, as established by Table R405.1 of the 2024 International Residential Code, provided that the minimum vertical reinforcement is #4 bar spaced no more than 48" on center. Where Tables R404.4.1.2.1 (1) through R404.4.1.2.1 (5) of the 2024 International Residential Code indicate N/R for vertical reinforcement size and spacing or where the Tables do not indicate the maximum height of unbalanced backfill for various heights, vertical reinforcement and spacing shall be provided as follows:

Maximum Unbalanced Backfill Heights (Ft)	Minimum Vertical Reinforcement Size and Spacing on Center
4' and less	#4 @ 48"
5'	#4 @ 32" or #5 @ 48"
6'	#4 @ 20" or # 5 @ 32"
7'	#4 12" or #5 @ 20"

- (y) **Section R506.3 Site Preparation.** Delete section in its entirety.
- (z) **Section R506.3.3 Vapor Retarder.** Delete section in its entirety.
- (aa) **Section R606.12.2.2.3 Reinforcement Requirements for Masonry Elements.** Amend item 2 to read as follows:

Vertical reinforcement of at least one #4 bar shall be provided at corners, within 16 inches of each side of openings, within 8 inches of each side of movement joints, within 8 inches of the ends of walls, and at a maximum overall spacing of 48 inches.
- (bb) **Table R702.3.5 Minimum Thickness and Application of Gypsum Board.** Delete Footnote 'D' in its entirety.
- (cc) **Section R1004.1 General.** Amend by adding a new second sentence to read as follows:

All factory-built fireplaces shall comply with 40 CFR 60, subpart AAA, revised March 16, 2015, and with A.R.S. § 9-500.16.
- (dd) **Chapter 11 Energy Efficiency.** Amend to read as follows:

Refer to the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.001(F), Adoption of the 2012 International Energy Conservation Code.
- (ee) **Section M1307.3 Elevation of Ignition Source.** Amend the exception to read as follows:

Exception: This shall not apply to the following appliances:

 1. Clothes dryers or manufactured sealed ignition (pilot) water heating systems installed in a private garage.
- (ff) **Section M1414.1 General.** Amend the second sentence to read as follows:

All factory-built fireplaces shall comply with 40 CFR 60, subpart AAA, revised March 16, 2015, and with A.R.S. § 9-500.16.

(gg) **Section G2415.5 Fittings in Concealed Locations.** Amend to read as follows:

Fittings installed in concealed locations shall be limited to the following types:

1. Threaded elbows, tees, couplings, plugs, and caps.
2. Brazed fittings.
3. Welded fittings.
4. Fittings listed to ANSI LC1/CSA 6.26 or ANSI LC4/CSA 6.32.

Flexible gas piping shall not be used in exterior walls.

(hh) **Section P2902.3.5 Reduced Pressure Principle Backflow Preventer Assemblies.** Amend by adding a second paragraph to read as follows:

If only one backflow device is required to be installed on a system, it shall be a reduced-pressure principle backflow preventer. If more than one backflow device is required to be installed on a system, the reduced-pressure principle backflow preventer shall be installed between the water meter and all other devices. The additional devices shall be as specified in Table P2902.3.

(ii) **Section P2902.4 Protection of Potable Water Outlets.** Amend to read as follows:

All connections to the potable water shall conform to Sections P2902.4.1 through P2902.6.3.

(jj) **Section P2904 Dwelling Units Fire Sprinkler Systems.** Delete section in its entirety.

(kk) **Section E3401.2 Scope.** Amend by adding a second paragraph to read as follows:

Exception: Residential stand-alone electrical systems must comply with Article 710 of the *NFPA 70, National Electrical Code, 2023 Edition*, as amended and adopted by the Town of Chino Valley.

(ll) **Section E3901.4.2 Island and Peninsular Countertops and Work Surfaces.** Amend to read as follows:

A minimum of one (1) receptacle outlet is required for all island and peninsular work surfaces and shall be installed in accordance with Section E3901.4.3.

(mm) **Section E3901.4.3 Receptacle Outlet Location.** Amend by adding a new item 4 to read as follows:

Receptacle outlets located below the countertop of an island or peninsula shall only be installed where the countertop overhang does not exceed one and a half (1 ½") inches and is located within twelve (12") inches of the top of the work surface.

(nn) **Section E3902.2 Garage and Accessory Building Receptacles.** Amend by adding a second paragraph to read as follows:

Exception: A dedicated 15 to 20 - amp Simplex receptacle serving a refrigerator or freezer shall not require GFCI protection.

(oo) **Section E3902.6 Kitchen Receptacles.** Amend by adding a second paragraph to read as follows:

Exception: This shall not apply to Simplex receptacles serving refrigerators or cabinet-mounted microwave ovens.

(pp) **Section E3902.12 Specific Appliance Outlets.** Amend by deleting items 5, 6, and 8.

(qq) **Section E4002.14 Tamper-Resistant Receptacles.** Delete section in its entirety.

INTERNATIONAL FUEL GAS CODE

(C) **Adoption of the 2024 International Fuel Gas Code.** That certain code entitled *International Fuel Gas Code, 2024 Edition*, including Appendices B and C, as published by the International Code Council, and amended by Section 150.001(C)(1) below, is hereby adopted as the town's fuel gas code, and said code is referred to and made a part hereof as though fully set forth in this section. One paper copy and one electronic copy maintained in compliance with A.R.S. § 44-7041 of said code shall be kept on file and available for public use in the offices of the Town Clerk and the Planning and Building Department.

(1) **Amendments.** The following amendments, additions, and deletions are hereby made to the *International Fuel Gas Code, 2024 Edition*, adopted herein. Paragraphs and section numbers refer to the numbering system of the *International Fuel Gas Code, 2024 Edition*. Code references not amended in this section shall be enforced as published in the reference document.

- (a) **Section [A] 101.1 Title.** Amend to read as follows:

These regulations shall be known as the Town of Chino Valley Fuel Gas Code, hereinafter referred to as "this code."

- (b) **Section [A] 101.2.2 Gaseous hydrogen systems.** Amend to read as follows:

Gaseous hydrogen systems shall be regulated by Chapter 7. All Interpretation and Enforcement of Chapter 7 shall be delegated to the Central Arizona Fire and Medical Authority (CAFMA).

- (c) **Section [A] 103.1 Creation of Agency.** Amend to read as follows:

The Building and Safety Division shall be the Enforcement Agency for this code, and the official in charge thereof shall be known as the Building Official. The function of the agency shall be the implementation, administration, and enforcement of the provisions in this code.

- (d) **Section [A] 108.6 Refunds.** Amend to read as follows:

The Building Official shall be authorized to refund any fee paid hereunder, which was erroneously paid or collected.

The Building Official shall be authorized to refund, up to and not more than 75 percent of the permit fee paid when the permit is withdrawn or canceled before any work has commenced. Plan check fees are nonrefundable. A written request by the applicant shall be submitted to the Building Official outlining the refund request before the refund process will begin.

- (e) **[A] Section 112 (IFGC) Means of Appeals.** Retitle as "Building Advisory Board."

- (f) **Section [A] 112.1 General.** Amend to read as follows:

Refer to the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.007, Building Advisory Board.

- (g) **Section [A] 112.2 Limitations on Authority.** Delete section in its entirety.

- (h) **Section [A] 112.3 Qualifications.** Delete section in its entirety.

- (i) **Section [A] 112.4 Administration.** Delete section in its entirety.

- (j) **Section 201.4 Terms Not Defined.** Amend to read as follows:

Where terms are not defined through the methods authorized by this section, such terms shall have their ordinarily accepted meaning such as the context implies. *Webster's Third New International Dictionary of the English Language, Unabridged*, shall be considered as providing ordinarily accepted meanings.

- (a) **Section 202 (IFGC) General Definitions.** Amend the definition of "Code Official" to read as follows:

The officer or other designated authority charged with the administration and enforcement of this code, or a duly authorized representative. The Code Official shall be the Building Official as defined in the *2024 International Building Code*.

- (b) **Section 303.7 Pit Locations.** Amend to add a second paragraph to read as follows:

Liquefied petroleum gas piping shall not serve any gas-fired appliance or equipment located in a pit or basement where heavier-than-air gas might collect to form a flammable mixture.

- (c) **Section 310.1 Pipe and Tubing Other Than CSST.** Amend to add the following to the end of the paragraph:

Underground ferrous gas piping shall be electrically isolated from the rest of the gas system with listed or approved isolation fittings installed a minimum of six (6) inches above grade.

- (d) **Section 404.5 Fittings in Concealed Locations.** Amend to read as follows:

Fittings installed in concealed locations shall be limited to the following types:

1. Threaded elbows, tees, couplings, plugs, and caps.
2. Brazed fittings.
3. Welded fittings.
4. Fittings listed to ANSI LC1/CSA 6.26 or ANSI LC4/CSA 6.32.

Flexible gas piping shall not be used in exterior walls.

- (e) **Section 404.12 Minimum Burial Depth.** Amend to read as follows:

Underground piping systems shall be installed at a minimum depth of 18 inches below grade except as provided for in Section 404.12.1.

- (f) **Section 406.4.1 Test Pressure.** Amend to read as follows:

The test pressure to be used shall be no less than 1 ½ times the proposed maximum working pressure, but not less than 10 PSIG, irrespective of design pressure. Where the test pressure exceeds 125 PSIG, the test pressure shall not exceed a value that produces a hoop stress in the piping greater than 50 percent of the specified minimum yield strength of the pipe.

- (g) **Section 409.1.3 Access to Shutoff Valves.** Amend to read as follows:

Shutoff valves shall be located in places so as to provide access for operation and shall be installed so as to be protected from damage. All buildings shall be provided with a shutoff valve located at the point of entrance to the building on the downstream side of the gas meter or

supply source. Multiple buildings on the same system shall have a separate shutoff valve for each building.

(h) **Section 602 (IFGC) Decorative Appliances for Installation in Fireplaces.** Amend to add a new section 602.4 to read as follows:

Section 602.4 Gas Logs. Approved gas logs installed in solid-fuel-burning fireplaces shall comply with the following:

1. The gas log shall be installed in accordance with the manufacturer's installation instructions.
2. If the fireplace is equipped with a damper, it shall be permanently blocked open to a sufficient amount to prevent spillage of combustion products into the room.
3. The minimum flue passageway shall not be less than 1 square inch per 2,000 Btu/h input.
4. Gas logs, when equipped with a pilot, shall have a listed safety shutoff valve.

MECHANICAL CODE

(D) **Adoption of the 2024 International Mechanical Code.** That certain code entitled *International Mechanical Code, 2024 Edition*, including Appendix A, as published by the International Code Council, and amended by Section 150.001(D)(1) below, is hereby adopted as the town’s mechanical code, and said code is referred to and made a part hereof as though fully set forth in this section. One paper copy and one electronic copy maintained in compliance with A.R.S. § 44-7041 of said code shall be kept on file and available for public use in the offices of the Town Clerk and the Planning and Building Department.

(1) **Amendments.** The following amendments, additions, and deletions are hereby made to the *International Mechanical Code, 2024 Edition*, adopted herein. Paragraph and section numbers refer to the numbering system of the *International Mechanical Code, 2024 Edition*. Code references not amended in this section shall be enforced as published in the reference document.

- (a) **Section [A] 101.1 Title.** Amend to read as follows:

These regulations shall be known as the Town of Chino Valley Mechanical Code, hereinafter referred to as “this code.”

- (b) **Section [A] 103.1 Creation of Agency.** Amend to read as follows:

The Building and Safety Division shall be the Enforcement Agency for this code, and the official in charge thereof shall be known as the Building Official. The function of the agency shall be the implementation, administration, and enforcement of the provisions in this code.

- (c) **Section [A] 108.6 Refunds.** Amend to read as follows:

The Building Official shall be authorized to refund any fee paid hereunder, which was erroneously paid or collected.

The Building Official shall be authorized to refund, up to and not more than, 75 percent of the permit fee paid when the permit is withdrawn or canceled before any work has commenced. Plan check fees are nonrefundable. A written request by the applicant shall be submitted to the Building Official outlining the refund request before the refund process will begin.

- (d) **Section 112 Means of Appeals.** Retitle as “Building Advisory Board.”

- (e) **Section 112.1 General.** Amend to read as follows:

Refer to the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.007, Building Advisory Board.

- (f) **Section 112.2 Limitations on Authority.** Delete section in its entirety.

- (g) **Section 112.3 Qualifications.** Delete section in its entirety.

- (h) **Section 112.4 Administration.** Delete section in its entirety.

- (i) **Section 113 Board of Appeals.** Delete section in its entirety.

- (j) **Section 201.4 Terms Not Defined.** Amend to read as follows:

Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies. *Webster’s Third New*

International Dictionary of the English Language, Unabridged, shall be considered as providing ordinarily accepted meanings.

- (k) **Section 202 General Definitions.** Amend the definition of “Code Official” to read as follows:

The officer or other designated authority charged with the administration and enforcement of this code, or a duly authorized representative. The Code Official shall be the Building Official as defined in the *2024 International Building Code*.

- (l) **Section 903.1 General.** Amend to read as follows:

Factory-built fireplaces shall be listed and labeled and shall be installed in accordance with the conditions of the listing. All factory-built fireplaces shall comply with 40 CFR 60, subpart AAA, revised March 16, 2015.

- (m) **Section 904.1 General.** Amend to read as follows:

Pellet fuel-burning appliances shall be listed and labeled in accordance with ASTM E1509 and shall be installed in accordance with the terms of the listing. All factory-built fireplaces shall comply with 40 CFR 60, subpart AAA, revised March 16, 2015.

- (n) **Section 905.1 General.** Amend to read as follows:

Fireplace stoves and solid-fuel-type room heaters shall be listed and labeled and shall be installed in accordance with the conditions of the listing. Fireplace stoves shall be tested in accordance with UL 737. All factory-built fireplaces shall comply with 40 CFR 60, subpart AAA, revised March 16, 2015, and with A.R.S. § 9-500.16. Solid-fuel-type room heaters shall be tested in accordance with UL 1482. Fireplace inserts intended for installation in fireplaces shall be listed and labeled in accordance with the requirements of UL 1482 and shall be installed in accordance with the manufacturer’s instructions. New wood-burning residential hydronic heaters shall be EPA certified.

PLUMBING CODE

(E) **Adoption of the 2024 International Plumbing Code.** That certain code entitled *International Plumbing Code, 2024 Edition*, including Appendices D and E, as published by the International Code Council, and amended by Section 150.001(E)(1) below, is hereby adopted as the town’s plumbing code, and said code is referred to and made a part hereof as though fully set forth in this section. One paper copy and one electronic copy maintained in compliance with A.R.S. § 44-7041 of said code shall be kept on file and available for public use in the offices of the Town Clerk and the Planning and Building Department.

(1) **Amendments.** The following amendments, additions, and deletions are hereby made to the *International Plumbing Code, 2024 Edition*, adopted herein. Paragraph and section numbers refer to the numbering system of the *International Plumbing Code, 2024 Edition*. Code references not amended in this section shall be enforced as published in the reference document.

- (a) **Section 101.1 Title.** Amend to read as follows:

These regulations shall be known as the Town of Chino Valley Plumbing Code, hereinafter referred to as “this code.”

- (b) **Section 103.1 Creation of Agency.** Amend to read as follows:

The Building and Safety Division shall be the Enforcement Agency for this code, and the official in charge thereof shall be known as the Building Official. The function of the agency shall be the implementation, administration, and enforcement of the provisions in this code.

- (c) **Section 108.6 Refunds.** Amend to read as follows:

The Building Official shall be authorized to refund any fee paid hereunder, which was erroneously paid or collected.

The Building Official shall be authorized to refund, up to and not more than, 75 percent of the permit fee paid when the permit is withdrawn or canceled before any work has commenced. Plan check fees are nonrefundable. A written request by the applicant shall be submitted to the Building Official outlining the refund request before the refund process will begin.

- (d) **Section 112 Means of Appeals.** Retitle to read, “Building Advisory Board”

- (e) **Section 112.1 General.** Amend to read as follows:

Refer to the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.007, Building Advisory Board.

- (f) **Section 112.2 Limitations on Authority.** Delete in its entirety.

- (g) **Section 112.3 Qualifications.** Delete in its entirety.

- (h) **Section 112.4 Administration.** Delete in its entirety.

- (i) **Section 113 Board of Appeals.** Delete in its entirety.

- (j) **Section 201.4 Terms not defined.** Amend to read as follows:

Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies. *Webster’s Third New*

International Dictionary of the English Language, Unabridged, shall be considered as providing ordinarily accepted meanings.

- (k) **Section 202 General Definitions.** Amend the definition of “Code Official” to read as follows:

The officer or other designated authority charged with the administration and enforcement of this code, or a duly authorized representative. The Code Official shall be the Building Official as defined in the *2024 International Building Code*.

- (l) **Section 305.4 Freezing.** Amend to read as follows:

Water, soil, and waste pipes shall not be installed outside of a building, in attics or crawl spaces, concealed in outside walls, or in any other place subjected to freezing temperatures unless adequate provision is made to protect such pipes from freezing by insulation or heat, or both. Exterior water supply system piping shall be installed not less than 6 inches (152 mm) below the frost line and not less than 18 inches (457.2 mm) below grade.

- (m) **Section 305.4.1 Sewer Depth.** Amend to read as follows:

Building sewers that connect to private sewage disposal systems shall be installed not less than 18 inches (457.2 mm) below finished grade at the point of septic tank connection. Building sewers shall be installed not less than 18 inches (457.2 mm) below grade.

- (n) **Section 403.1 Minimum Number of Fixtures.** Amend to add the following footnotes to Table 403.1:

- G. Water coolers, goose neck spigots at a non-restroom/utility sink, or bottled water dispensers may be substituted for drinking fountains in B, M, and S occupancies with 25 or fewer occupants. Such water shall be free of charge and accessible to the public.
- H. Goose neck faucets on a lavatory or a hose bibb located within a restroom may be substituted for the required utility sink in B, M, and S occupancies with 25 or fewer occupants. Hose bibbs shall comply with Section 608.16.4.2 of the International Plumbing Code.
- I. Family or assisted-use toilet and bath fixtures restrooms shall consist of a minimum of a 117.1-2009 compliant toilet, lavatory sink, urinal, and baby changing table with accommodating accessible clearances per 117.1- 2009.

- (o) **Section 603 Water Service.** Amend to add a new section 603.2.1.1 to read as follows

Section 603.2.1.1 Burial Depth. The water service pipe shall be buried a minimum of 18 inches below finish grade and shall be covered with clean backfill free of sharp rocks.

- (p) **Section 606.1 Location of Full-Open Valves.** Amend to delete item 2.

- (q) **Section 608.16.4.2 Hose connections.** Amend to add the following after the first sentence:

Yard hydrants connected to the potable water system shall be Sanitary Yard Hydrants.

INTERNATIONAL ENERGY CONSERVATION CODE

(F) **Adoption of the 2012 International Energy Conservation Code.** That certain code entitled *International Energy Conservation Code, 2012 Edition*, as published by the International Code Council, and amended by Section 150.001(F)(1) below, is hereby adopted as the town's energy conservation code, and said code is referred to and made a part hereof as though fully set forth in this section. One paper copy and one electronic copy maintained in compliance with A.R.S. § 44-7041 of said code shall be kept on file and available for public use in the offices of the Town Clerk and the Planning and Building Department.

(1) **Amendments.** The following amendments, additions, and deletions are hereby made to the *International Energy Conservation Code, 2012 Edition*, as adopted herein. Paragraphs and section numbers refer to the numbering system of the *International Energy Conservation Code, 2012 Edition*. Code references not amended in this section shall be enforced as published in the reference document.

(a) **Section C101.1 Title.** Amend to read as follows:

These regulations shall be known as the Town of Chino Valley Energy Conservation Code, hereinafter referred to as "this code."

(b) **Section C102.1 General.** Amend by adding a new section C102.1.2 to read as follows:

Section C102.1.2 Pre-Approved Energy Efficiency Programs.

1. U.S. Green Building Council LEED.
2. Energy Star.
3. U.S. Department of Energy Res-Check.
4. U.S. Department of Energy Comm-Check.

(c) **Section C103 Construction Documents.** Amend to read as follows:

Refer to the requirements of the *2024 International Building Code*, as amended by the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.001(A), Adoption of the *2024 International Building Code*.

(d) **Section C105 Validity.** Amend to read as follows:

Refer to the requirements of the *2024 International Building Code*, as amended by the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.001(A), Adoption of the *2024 International Building Code*.

(e) **Section C106 Referenced Standards.** Amend to read as follows:

Refer to the requirements of the *2024 International Building Code*, as amended by the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.001(A), Adoption of the *2024 International Building Code*.

(f) **Section C107 Fees.** Amend to read as follows:

Refer to the requirements of the *2024 International Building Code*, as amended by the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.001(A), Adoption of the *2024 International Building Code*.

(g) **Section C108 Stop Work Order.** Amend to read as follows:

Refer to the requirements of the *2024 International Building Code*, as amended by the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.001(A), Adoption of the *2024 International Building Code*.

(h) **Section C109 Board of Appeals.** Retitle as “Building Advisory Board.”

(i) **Section C109.1 General.** Amend to read as follows:

Refer to the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.007, Building Advisory Board.

(j) **Section C109.2 Limitations on Authority.** Delete section in its entirety.

(k) **Section C109.3 Qualifications.** Delete section in its entirety.

(l) **Section C201.3 Terms Defined in Other Codes.** Amend to read as follows:

Where terms are not defined in this code and are defined in the *International Fuel Gas Code, 2024 Edition, International Mechanical Code, 2024 Edition, International Plumbing Code, 2024 Edition, International Building Code, 2024 Edition, or NFPA 70, National Electrical Code, 2023 Edition*, each as amended by the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, such terms shall have the meanings ascribed to them in those codes.

(m) **Section C201.4 Terms Not Defined.** Amend to read as follows:

Where terms are not defined through the methods authorized by this section, such terms shall have their ordinarily accepted meaning such as the context implies. *Webster’s Third New International Dictionary of the English Language, Unabridged*, shall be considered as providing ordinarily accepted meanings.

(n) **Section C202 General Definitions.**

1. Amend the definition of “Code Official” to read as follows:

The officer or other designated authority charged with the administration and enforcement of this code, or a duly authorized representative. The Code Official shall be the Building Official as defined in the *2024 International Building Code*.

2. Amend the definition of “Approved” to read as follows:

Approval by the Building Official of materials, types of construction, equipment, and systems as the result of investigations and tests conducted by the Building Official, or by reason of accepted principles of testing by recognized authorities and technical or scientific organizations.

3. Amend the definition of “Approved Agency” to read as follows:

An established and recognized agency regularly engaged in conducting tests or furnishing inspection services, when such agency has been approved by the Building Official.

4. Amend the definition of “Occupancy” to read as follows:

The purpose for which a building, or part thereof, is used or intended to be used.

- (o) **Table C301.1.** Amend to read as follows:

Arizona, Town of Chino Valley, Zone 4B

- (p) **Section C402 Building Envelope Requirements.** Delete section in its entirety.

- (q) **Section R101.1 Title.** Amend to read as follows:

These regulations shall be known as the Town of Chino Valley Energy Conservation Code, hereinafter referred to as “this code.”

- (r) **Section R102.1 General.** Amend by adding a new section R102.1.2 to read as follows:

Section R102.1.2 Pre-Approved Energy Efficiency Programs.

1. U.S. Green Building Council LEED.
2. Energy Star.
3. U.S. Department of Energy Res-Check.
4. U.S. Department of Energy Comm-Check.

- (s) **Section R103 Construction Documents.** Amend to read as follows:

Refer to the requirements of the *2024 International Building Code*, as amended by the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.001(A), Adoption of the *2024 International Building Code*.

- (t) **Section R105 Validity.** Amend to read as follows:

Refer to the requirements of the *2024 International Building Code*, as amended by the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.001(A), Adoption of the *2024 International Building Code*.

- (u) **Section R106 Referenced Standards.** Amend to read as follows:

Refer to the requirements of the *2024 International Building Code*, as amended by the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.001(A), Adoption of the *2024 International Building Code*.

- (v) **Section R107 Fees.** Amend to read as follows:

Refer to the requirements of the *2024 International Building Code*, as amended by the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.001(A), Adoption of the *2024 International Building Code*.

- (w) **Section R108 Stop Work Order.** Amend to read as follows:

Refer to the requirements of the *2024 International Building Code*, as amended by the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.001(A), Adoption of the *2024 International Building Code*.

(x) **Section R109 Board of Appeals.** Retitle as “Building Advisory Board.”

(y) **Section R109.1 General.** Amend to read as follows:

Refer to the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.007, Building Advisory Board.

(z) **Section R109.2 Limitations on Authority.** Delete section in its entirety.

(aa) **Section R109.3 Qualifications.** Delete section in its entirety.

(bb) **Section R201.3 Terms Defined in Other Codes.** Amend to read as follows:

Where terms are not defined in this code and are defined in the *International Fuel Gas Code, 2024 Edition, International Mechanical Code, 2024 Edition, International Plumbing Code, 2024 Edition, International Building Code, 2024 Edition, or NFPA 70, National Electrical Code, 2023 Edition*, each as amended by the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, such terms shall have the meanings ascribed to them in those codes.

(cc) **Section R201.4 Terms not Defined.** Amend to read as follows:

Where terms are not defined through the methods authorized by this section, such terms shall have their ordinarily accepted meaning such as the context implies. *Webster’s Third New International Dictionary of the English Language, Unabridged*, shall be considered as providing ordinarily accepted meanings.

(dd) **Section R202 General Definitions.**

1. Amend the definition of “Code Official” to read as follows:

The officer or other designated authority charged with the administration and enforcement of this code, or a duly authorized representative. The Code Official shall be the Building Official as defined in the *2024 International Building Code*.

2. Amend the definition of “Approved” to read as follows:

Approval by the Building Official of materials, types of construction, equipment, and systems as the result of investigations and tests conducted by the Building Official, or by reason of accepted principles of testing by recognized authorities and technical or scientific organizations.

3. Amend the definition of “Approved Agency” to read as follows:

An established and recognized agency regularly engaged in conducting tests or furnishing inspection services, when such agency has been approved by the Building Official.

4. Amend the definition of “Occupancy” to read as follows:

The purpose for which a building, or part thereof, is used or intended to be used.

(ee) **Table R301.1.** Amend to read as follows:

Arizona, Town of Chino Valley Zone 4B.

(ff) **Section R402 Building Thermal Envelope.** Delete section in its entirety.

INTERNATIONAL EXISTING BUILDING CODE

(G) **Adoption of the 2024 International Existing Building Code.** That certain code entitled *International Existing Building Code, 2024 Edition*, as published by the International Code Council, and amended by Section 150.001(G)(1) below, is hereby adopted as the town’s existing building code, and said code is referred to and made a part hereof as though fully set forth in this section. One paper copy and one electronic copy maintained in compliance with A.R.S. § 44-7041 of said code shall be kept on file and available for public use in the offices of the Town Clerk and the Planning and Building Department.

(1) **Amendments.** The following amendments, additions, and deletions are hereby made to the *International Existing Building Code, 2024 Edition*, adopted herein. Paragraph and section numbers refer to the numbering system of the *International Existing Building Code, 2024 Edition*. Code references not amended in this section shall be enforced as published in the reference document.

- (a) **Section [A] 101.1 Title.** Amend to read as follows:

These regulations shall be known as the Town of Chino Valley Existing Building Code, hereinafter referred to as “this code.”

- (b) **Section [A] 103.1 Creation of Agency.** Amend to read as follows:

The Building and Safety Division shall be the Enforcement Agency for this code, and the official in charge thereof shall be known as the Building Official. The function of the agency shall be the implementation, administration, and enforcement of the provisions in this code.

- (c) **Section [A] 108.6 Refunds.** Amend to read as follows:

The Building Official shall be authorized to refund any fee paid hereunder, which was erroneously paid or collected.

The Building Official shall be authorized to refund, up to and not more than, 75 percent of the permit fee paid when the permit is withdrawn or canceled before any work has commenced. Plan check fees are nonrefundable. A written request by the applicant shall be submitted to the Building Official outlining the refund request before the refund process will begin.

- (d) **Section 112 Means of Appeals.** Retitle as “Building Advisory Board.”

- (e) **Section [A] 112.1 General.** Amend to read as follows:

Refer to the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.007, Building Advisory Board.

- (f) **Section [A] 112.2 Limitations on Authority.** Delete section in its entirety.

- (g) **Section [A] 112.3 Qualifications.** Delete section in its entirety.

- (h) **Section [A] 112.4 Administration.** Delete section in its entirety.

- (i) **Section 201.4 Terms Not Defined.** Amend to read as follows:

Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies. *Webster’s Third New International Dictionary of the English Language, Unabridged*, shall be considered as providing ordinarily accepted meanings.

- (j) **Section 202 General Definitions.** Amend the definition of “Code Official” to read as follows:

The officer or other designated authority charged with the administration and enforcement of this code, or a duly authorized representative. The Code Official shall be the Building Official as defined in the *2024 International Building Code*.

SECTION 2. Chino Valley Town Code, Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.004, Electrical Code, is hereby amended, effective January 1, 2026, to read as follows:

§ 150.004 ELECTRICAL CODE.

(A) **Adoption of the 2023 NFPA 70 National Electrical Code.** That certain code entitled *NFPA 70, National Electrical Code, 2023 Edition*, as published by the National Fire Protection Association, and amended by Section 150.004(A)(1) below, is hereby adopted as the town's electrical code, and said code is hereby referred to and made a part hereof as though fully set forth in this section. One paper copy and one electronic copy maintained in compliance with A.R.S. § 44-7041 of said electrical code shall be kept on file and available for public use in the offices of the Town Clerk and Planning and Building Department.

(1) **Amendments.** The following amendments, additions, and deletions are hereby made to the *NFPA 70, National Electrical Code, 2023 Edition*, as adopted herein. Paragraphs and section numbers refer to the numbering system of the *NFPA 70, National Electrical Code, 2023 Edition*. Code references not amended in this section shall be enforced as published in the reference document.

(k) **Article 90.2 Use and Application.** Amend to add a new article 90.2.1 to read as follows:

Article 90.2.1 Title.

These regulations shall be known as the Town of Chino Valley Electrical Code, hereinafter referred to as "this code." The Town of Chino Valley shall be the "Authority Having Jurisdiction."

(l) **Article 210.8 (A) Dwelling Units.** Amend to add a new exception to read as follows:

Exception 5: A dedicated 15 to 20 - amp Simplex receptacle serving a refrigerator or freezer shall not require GFCI protection."

(m) **Article 210.52(C)(2) Island and Peninsular Countertops and Work Surfaces.** Amend to read as follows:

A minimum of one (1) receptacle outlet is required for all island and peninsular work surfaces and shall be installed according to the requirements set forth in section Article 210.52(C)(3).

(n) **Article 210.52(C)(3) Receptacle Outlet Location.** Amend to add a new item 4 to read as follows:

Receptacle outlets located below the countertop of an island or peninsula shall only be installed where the countertop overhang does not exceed one and a half (1 ½") inches and is located within twelve (12") inches of the top of the work surface.

(o) **Article 406.12 Tamper Resistant Receptacles in Dwelling Units.** Delete article in its entirety.

(p) **Article 710.15 General.** Amend to add a new exception to read as follows:

Exception: Stand-alone electrical systems serving residential one- and two-family dwellings must comply with E3602 and E3704 of the *International Residential Code, 2024 Edition*, as amended by the Town of Chino Valley, Arizona, Code of Ordinances Title XV, Land Usage, Chapter 150, Building Regulations; Construction, Section 150.001(A), Adoption of the *2024 International Building Code*.

SECTION 3. Chino Valley Town Code, Title XV, Land Usage, Chapter 150, Building Regulations; Construction, is hereby amended, effective January 1, 2026, to add a new Section 150.999, to read as follows:

§ 150.999 PENALTY.

It shall be unlawful for any person to violate, or cause the violation of, any provision of this chapter. Any person found guilty of violating any provision of this chapter shall be guilty of a Class 1 misdemeanor, and upon conviction thereof shall be punished by a fine not to exceed \$2,500 or by imprisonment for a period not to exceed six months, or both such fine and imprisonment. Each day that a violation continues shall be a separate offense punishable as herein described.



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 6b
MEETING DATE: 11/18/2025
CONTACT PERSON: Katie Pehl, Finance Director, Frank Marbury, Public Works Director/Town Engineer
ITEM TYPE: Action Item

AGENDA ITEM TITLE:

Consideration and possible action to approve Resolution No. 2025-1295 authorizing the application for a Clean Water State Revolving Fund loan from WIFA.

SUMMARY:

The Chino Valley Water Reclamation Facility (WRF), designed for 0.5 MGD municipal wastewater treatment, faces operational challenges requiring upgrades. In the spring of 2024, the Town contracted with PACE to engineer the WRF Improvements Project. Current design improvements address biological and hydraulic loading issues, including the addition of equalization (EQ) basins, sludge handling systems, odor control, and a PFAS pilot study. To align with the Town's budgetary constraints and the corresponding WIFA loans needed, PACE engineered the project into two stand-alone phases, each with a \$5 million budget cap, to ensure funding compliance and efficient implementation.

Phase 1 (\$4.2M) focuses on EQ basins, sludge pumps and tanks, and site electrical improvements.

- EQ Basins and Lift Station: Mitigates flow and loading issues, stabilizes influent flow, and reduces strain on membrane bioreactor (MBR) systems.
- Sludge Storage Tanks and Pumps: Provides operational flexibility to prevent system overloading during peak sludge production periods.

Phase 2 (\$3.8M) includes maintenance infrastructure, redundant de-watering systems, UV disinfection upgrades, and a PFAS study.

- Maintenance Bed & Vector Truck: Enhances handling of collected materials and operational safety.
- De-watering & Disinfection Systems: Adds redundancy and replaces aging UV units for enhanced treatment efficiency.
- PFAS Pilot Study: Evaluates feasibility of PFAS remediation in treated effluent.

Key activities for both phases include grant applications, design finalization, and hiring a Construction Manager at Risk (CMAR). Effective coordination and funding will be critical to project success, and this application authorization will allow the Town to submit a loan application to WIFA for both phases of the project, with a not-to-exceed amount of \$10,000,000. This includes the construction of both phases, the cost for a construction manager, and the PACE engineering contract.

On January 28, 2025, Council approved Resolution No. 2024-1274 to authorize the application for a loan from the Water Infrastructure Finance Authority of Arizona for the improvements of the Water Reclamation Facility. Since that time, the application process for the Water Supply Development Revolving Fund (WSDRF) has closed, and the Town cannot currently submit the application for the WRF improvements. It is expected that the WSDRF will open again in early 2026, but an exact timeframe is unknown. As the prior resolution was specific to the WSDRF and in order to explore other funding options through WIFA prior to the WSDRF reopening, Resolution No. 2025-1295 will allow staff to apply for a loan through the Clean Water State Revolving Fund.

PREVIOUS ACTION:

On January 28, 2025, Council approved Resolution No. 2024-1274 to authorize the application for a loan from the Water Infrastructure Finance Authority of Arizona for the improvements of the Water Reclamation Facility.

STAFF RECOMMENDATION:

Approve Resolution No. 2025-1295 authorizing the application for a Clean Water State Revolving Fund loan from WIFA.

FISCAL IMPACT?

This item was budgeted as a potential loan for \$10,000,000. The amount of potential principal forgiveness is not known at this time. However, the application authorization is for the full potential loan amount of \$10,000,000 as is required by WIFA. Council will have the opportunity to approve or deny the final loan documents at a future date prior to loan issuance.

ATTACHMENTS:

1.	Resolution 2025-1295
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RESOLUTION NO. 2025-1295

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, AUTHORIZING THE APPLICATION FOR A CLEAN WATER STATE REVOLVING FUND LOAN FROM THE WATER INFRASTRUCTURE FINANCE AUTHORITY OF ARIZONA.

WHEREAS, the Mayor and Common Council of the Town of Chino Valley (the "Town Council") has identified a need for a wastewater capital improvement project; and

WHEREAS, pursuant to Ariz. Rev. Stat. § 9-571, the Town may obligate the revenues generated by its wastewater system to repay a loan from the Water Infrastructure Finance Authority of Arizona; and

WHEREAS, the Town Council certifies that the Town of Chino Valley's population is under 150,000 as of the most recent U.S. Census data; and

WHEREAS, the Town of Chino Valley's population at the time of this request is 13,911, which meets the requirement under Ariz. Rev. Stat. § 9-571.

WHEREAS, it is in the Town of Chino Valley's best interest to pursue and apply for financial assistance from the Water Infrastructure Finance Authority of Arizona of an amount not to exceed \$10,000,000 for water reclamation facility improvements;

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 incorporated as if fully set forth herein.

SECTION 2. The Town Manager is authorized to apply for Clean Water State Revolving Fund financial assistance from the Water Infrastructure Finance Authority of Arizona in an amount not to exceed \$10,000,000, payable from revenues of the wastewater system.

SECTION 3. The Mayor, Town Manager, and Town Attorney are authorized and directed to execute all documents and take all steps necessary to carry out the purpose and intent of this resolution.

SECTION 4. All actions of the officers and agents of the Town that conform to the purpose and intent of this resolution, whether heretofore or hereafter taken, are hereby ratified, confirmed, and approved.

(SIGNATURES FOLLOW)

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, 18th day of November 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. 2025-1295 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on November 18, 2025, and that quorum was present thereat and that the vote thereon was ____ ayes, ____ nays, and ____ abstentions. ____ Council members were absent or excused.

Erin N. Deskins, Town Clerk



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 6c
MEETING DATE: 11/18/2025
CONTACT PERSON: Katie Pehl, Finance Director
ITEM TYPE: Action Item

AGENDA ITEM TITLE:

Consideration and possible action to adopt the Notice of Intent and set a public hearing for January 27, 2026, to consider adding or increasing fees regarding individuals and businesses pursuant to A.R.S. § 9-499.15.

SUMMARY:

Fees are periodically reviewed to ensure they align with the cost of providing services while remaining fair and reasonable for customers. The goal is to achieve cost recovery where appropriate while balancing affordability. On May 13, 2025, Council approved the most recent Consolidated Fee Schedule that became effective on July 1, 2025. Since that time, some additional fees were identified by staff that should be included on the fee schedule. These include:

- Retail merchandise, supplies, or promotional items (typically through Animal Control)
- Concession items (typically through Aquatics)
- Special event rentals at Old Home Manor
- Special event rentals at Fred Harvey Property
- Lost (not returned) access control badges / key cards
- Cemetery internment services, including openings and closings for single depth and double depth grave sites, and urn/cremains.

A modification report detailing these fees is attached and will be posted on the Town website and available in the Town Clerk's office as required.

To proceed with the adoption of fee adjustments, the Town must first approve a Notice of Intent and schedule a public hearing at least 60 days later. The Notice, including the hearing's date, time, and location, must be published on the Town website at least 15 days before the public hearing. Following the public hearing on January 27, 2026, Council will have the opportunity to review, modify, reduce, or remove any proposed fee adjustments prior to approving the Resolution. The new fees will be effective 30 days after adoption of the Resolution.

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

Adopt the Notice of Intent and set a public hearing for January 27, 2026, to consider adding or increasing fees regarding individuals and businesses pursuant to A.R.S. § 9-499.15.

FISCAL IMPACT?

Ensuring that the Town's fee schedule is up to date, transparent, and equitable is essential for maintaining fiscal responsibility and providing quality services to the community. Staff will continue to refine and improve the fee structure as needed to meet the Town's operational and financial goals.

ATTACHMENTS:

1.	Notice of Intent - 11-18-2025
2.	Fee Modifications Report - November 2025

**TOWN OF CHINO VALLEY, ARIZONA
PUBLIC NOTICE**

**NOTICE OF INTENT
PURSUANT TO A.R.S. § 9-499.15**

Pursuant to A.R.S. § 9-499.15, the Town of Chino Valley hereby gives notice that it may add or increase fees on individuals and businesses through changes to the Town's consolidated fee schedule. The Town provides this written notice of the proposed new fees.

A schedule of the proposed new or increased fees and a written report or data supporting the proposed new or increased fees are posted on the Town's website at <https://www.chinoaz.net>.

The Chino Valley Town Council will hold a public hearing to consider the proposed new or increased fees at its regularly scheduled meeting on January 27, 2026, at 6:00 p.m. in the Council Chambers, at 202 N. State Route 89, Chino Valley, Arizona 86323.

IF APPROVED BY THE TOWN COUNCIL, THE NEW OR INCREASED FEES WILL BECOME EFFECTIVE 30 DAYS AFTER SUCH APPROVAL.

Dated this _____ day of _____, 2025.

TOWN OF CHINO VALLEY

Erin. N. Deskins, Town Clerk



Town of Chino Valley

FEE MODIFICATIONS REPORT

November 2025

MODIFICATIONS – Townwide

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Add	Retail merchandise, supplies, or promotional items	N/A	N/A	N/A	Per Item	Actual cost + 10%-150% markup	Department Directors, in consultation with the Finance Director, may adjust individual item prices within the approved markup range as costs fluctuate.	Not previously codified
Add	Concession Items	N/A	N/A	N/A	Per Item	Actual cost + 50%-300% markup (generally rounded to \$1 increments)	Department Directors, in consultation with the Finance Director, may adjust individual item prices within the approved markup range as costs fluctuate.	Not previously codified
Add	Special Event Rentals at Old Home Manor	N/A	N/A	N/A	Per Event	Variable	Determined by Town Manager in consultation with the Community Services Director, and Finance Director on a per event basis to ensure cost recovery of Town services required.	To establish authority to charge for special events
Add	Special Event Rentals at Fred Harvey Property	N/A	N/A	N/A	Per Event	Variable	Determined by Town Manager in consultation with the Community Services Director, and Finance Director on a per event basis to ensure cost recovery of Town services required.	To establish authority to charge for special events at the newly acquired property
All Room/Building Rentals								
Add	Lost (Not Returned) Key Card - Public	N/A	N/A	N/A	Per Lost/Not Returned Key Card	10.00		To cover the hard cost and administrative cost of issuing a new key card

The above proposed fee additions establish standardized fee markups for miscellaneous sales and replacement costs that have not been previously codified within the Town's consolidated fee schedule. These items reflect operational practices that are already occurring at a minimal scale within various departments (e.g., Police, Community Services) but lack formal authorization or consistency in pricing methodology. Establishing these items ensures transparency, cost recovery, and compliance with statutory requirements for fee adoption. New items include special event rentals and include a mechanism for evaluating these rentals on a per event basis to ensure the Town is able to act quickly should event opportunities arise.

1. Retail Merchandise, Supplies, or Promotional Items

Proposed Fee: Actual cost plus a 10%–150% markup per item

Justification: The Town occasionally sells tangible items such as promotional merchandise, leashes and collars in the animal shelter, apparel, or commemorative items at community events and facilities. These sales are intended to recover the cost of goods and related handling or administrative expenses, not to generate profit.

The proposed markup range allows flexibility for small and large items while maintaining affordability and ease of pricing. The percentage accounts for variable administrative burdens such as procurement, inventory management, sales tax processing, and card transaction fees.

Basis for Change: This fee was not previously codified. Adopting a cost-plus formula provides a consistent, Council approved methodology that allows staff to adjust prices within a defined range as suppliers' costs fluctuate.

2. Concession Items

Proposed Fee: Actual cost plus a 50%–300% markup per item (generally rounded to \$1.00 increments)

Justification: The Town operates seasonal concession stands, primarily at the Aquatic Center, offering low-cost snacks and beverages for the convenience of patrons. Pricing is designed to be simple (typically \$1.00 increments) and affordable, while still covering the Town's direct costs of product purchase, storage, spoilage, and waste.

Because concession items vary widely in cost (frozen treats, bottled drinks, chips), a broader markup range ensures operational flexibility without the need for frequent Council action. The upper limit allows recovery of ancillary costs such as refrigeration, packaging, and point-of-sale supplies.

Basis for Change: This fee was not previously codified. The markup range provides a transparent, formula-based approach consistent with best practices for municipal concession operations.

3. Special Event Rentals at Old Home Manor

Proposed Fee: Variable - Determined by Town Manager in consultation with the Community Services Director, and Finance Director on a per event basis to ensure cost recovery of Town services required.

Justification: Old Home Manor remains a key focus area for the Town as plans move forward for site improvements, recreational amenities, and attracting new tenants. As these projects develop, the property may also serve as a venue for special events such as rodeos, festivals, tournaments, or limited dry-camping activities. Each event could involve different levels of Town support, including staff time, site preparation, sanitation, and utilities. Establishing a flexible, event-specific fee allows the Town to recover those actual costs while keeping the site available for community and economic opportunities. This approach promotes responsible use of public resources and ensures that private or special-interest events are not subsidized by general tax revenues.

Basis for Change: This item was not previously included in the fee schedule. It is being added at this time to allow the Town to charge appropriately should a special event opportunity arise at Old Home Manor.

4. Special Event Rentals at Fred Harvey Property

Proposed Fee: Variable - Determined by Town Manager in consultation with the Community Services Director, and Finance Director on a per event basis to ensure cost recovery of Town services required.

Justification: The recently acquired Fred Harvey Property at Del Rio Springs holds significant historical and cultural value for the community. As remediation and stabilization efforts are completed, the site may become suitable for limited special events such as historical tours, cultural gatherings, or educational programs. Each event will have unique requirements for Town support, including staffing, site preparation, traffic control, and utilities. Establishing a variable fee structure provides flexibility to recover actual costs associated with each event while allowing the Town to responsibly manage public access and promote community engagement with this important landmark.

Basis for Change: This is being added due to the recent purchase of the property. This will give authority to the Town to charge appropriately should a special event opportunity arise at the Fred Harvey Property once remediation and stabilization have been completed.

5. Lost (Not Returned) Key Card

Proposed Fee: \$10.00 per lost or not returned key card

Justification: Recently the Town switched building access for most Town facilities from standard keys to key cards. These key cards will also be utilized for building entry or room rentals. When cards are lost or not returned, the Town incurs replacement and administrative costs for deactivation, reissuance, and programming of a new card. The proposed \$10 fee is based on the average replacement cost of a key card plus staff handling time.

Basis for Change: This item was not previously included in the fee schedule as the Town did not utilize key cards. The fee ensures recovery of the direct and indirect costs associated with issuing replacements while encouraging proper return of issued cards.

In summary, these updates are intended to create consistency in how the Town recovers costs and manages fees while allowing flexibility where needed. They outline clear methods for pricing items sold or replaced by the Town and set a process for evaluating and approving special event rentals on a case-by-case basis. This approach gives the Town the ability to act quickly when opportunities arise, such as events at Old Home Manor or the Fred Harvey Property, while maintaining proper oversight and fiscal responsibility. Overall, the changes establish a fair and practical framework that supports long-term sustainability, keeps services affordable, and ensures that event and retail activities cover their own costs rather than relying on general fund revenues.

MODIFICATIONS – Public Works: Cemetery

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Cemetery Services								
Add	Opening and Closing – Single Depth	N/A	N/A	N/A	Per Internment	475.00	Includes excavation, setup, and backfill.	For cost recovery of cemetery services
Add	Opening and Closing – Double Depth	N/A	N/A	N/A	Per Internment	525.00	Includes excavation, setup, and backfill.	For cost recovery of cemetery services
Add	Opening and Closing – Urn/Cremains	N/A	N/A	N/A	Per Internment	50.00	Includes excavation, setup, and backfill.	For cost recovery of cemetery services

The above proposed fee additions establish standardized charges for cemetery services now being transitioned from the Chino Valley Cemetery Association (CVCA), a volunteer-run nonprofit, to direct Town management. The proposed fees are limited to the opening and closing of graves, as no plot purchase fees will be implemented at this time. Establishing these service fees provides a consistent, transparent mechanism for cost recovery while aligning with regional practices observed among peer Arizona communities.

1. Opening and Closing – Single Depth

Proposed Fee: \$475.00 per interment

Justification: The proposed rate reflects the average cost of excavation, setup, interment, and backfill for a standard burial, including labor, equipment use, and site restoration. Comparative analysis shows that other Arizona municipalities charge between \$400 and \$600 for single-depth openings (e.g., Cottonwood, Show Low, and Quartzsite). The Town’s proposed amount falls within the lower-middle range of peer pricing, ensuring that the fee is reasonable for residents while sufficient to recover direct operational costs.

Basis for Change: This is a new fee. The Town’s assumption of operations necessitates a formalized cost structure to sustain service delivery and maintain the historic cemetery site.

2. Opening and Closing – Double Depth

Proposed Fee: \$525.00 per interment

Justification: Double-depth burials require deeper excavation, specialized equipment handling, and additional setup time to ensure site stability and safety. Fees in other jurisdictions generally range from \$500 to over \$700, depending on depth and soil conditions (e.g., Mesa, Cottonwood). The proposed rate represents a cost-recovery level appropriate for Town operations while maintaining affordability for residents.

Basis for Change: This is a new fee. Adoption ensures consistent recovery of the higher service cost associated with double-depth interments.

3. Opening and Closing – Urn/Cremains

Proposed Fee: \$50.00 per interment

Justification: The proposed rate reflects the minimal excavation and setup time required for cremains burials. Comparable communities charge between \$50 and \$150 (e.g., Cottonwood, Show Low, and Flagstaff). The Town's proposed rate is positioned at the low end of this range to maintain accessibility for residents while still recovering the modest labor and equipment costs involved.

Basis for Change: This is a new fee. Establishing this rate allows the Town to recover direct costs for cremains services without imposing undue financial burden on families.

In summary, these additions for cemetery services formalize and standardize the fees necessary to support cemetery operations, ensuring both cost recovery and alignment with regional norms. The proposed charges are consistent with rates observed in peer Arizona jurisdictions. The Town's rates are intentionally set at the lower end of the range to balance fiscal responsibility with community accessibility. Adoption of these fees ensures that the Town's cemetery services are financially sustainable and transparent.



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 6d
MEETING DATE: 11/18/2025
CONTACT PERSON: Erin Deskins, Town Clerk
ITEM TYPE: Action Item

AGENDA ITEM TITLE:

Consideration and possible action to approve Resolution No. 2025-1296 adopting a social media policy for public officials.

SUMMARY:

Government communications have evolved significantly, especially with the growth of digital platforms and online engagement. When used appropriately, social media can improve communication and engagement between public entities and their constituents. That use must occur within the framework of statutory regulations. Otherwise, even when well-intended, inappropriately managed use, can place the Town and Elected Officials in danger of impactful fines, violations or other regulatory actions. For this reason, Town Staff sought the expertise of our Town Attorney to develop the Social Media Policy for Council consideration today.

Resolution No. 2025-1296 adopts the Town of Chino Valley Social Media Policy for Public Officials, establishing rules governing the responsible use of social media by the Town's elected and appointed public officials.

Purpose

- Promote responsible social media use.
- Ensure compliance with open meeting and public records laws.
- Support transparency, civility, and ethical governance.

Applicability

- Applies to all elected and appointed officials using social media in an official capacity.
- Personal use is covered when it relates to town business.

General Guidelines

- Confidentiality: Do not share protected or private information.
- Legal Compliance: Follow all applicable laws and Town policies.
- Open Meeting Law: Avoid online discussions that could be interpreted as deliberation among a quorum.
- Public Records Law: Retain social media content from official accounts as public records.

- First Amendment: Blocking users or deleting comments on official accounts may violate free speech rights.

Communications Manager

- Town Manager or designee.
- Responsible for monitoring, managing, supervising, or controlling Town communications.
- For questions or clarification, contact the Communications Manager or Town Attorney.

Managing Accounts - Official Accounts

- Used only for Town business.
- Must include disclaimers and follow moderation rules.
- Maintain professionalism and civility.
- Use strong passwords and enable multi-factor authentication.
- Transfer account control upon leaving office.

Managing Accounts - Personal Accounts

- Clearly state that opinions are personal (e.g., "Opinions are my own...").
- Do not use Town resources (email/password).
- Political activity must comply with Arizona campaign laws.

Content Moderation: Official accounts may, in consultation with the Communications Manager, remove inappropriate content in a viewpoint-neutral manner. Examples of removable content:

- Harassment, threats, or discriminatory language.
- Malware or spam.
- Off-topic or commercial messages.
- Political endorsements or opposition.

Enforcement Measures: Violations may result in:

- Censure or reprimand.
- Loss of access to Town platforms.
- Legal referral for Open Meeting Law violations.

Policy Review and Amendments

- Reviewed every 5 years or as needed.
- Amendments require Town Council approval.

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

Approve Resolution No. 2025-1296 adopting a Social Media Policy for Town of Chino Valley Public Officials.

FISCAL IMPACT?

N/A

ATTACHMENTS:

1.	RES 2025-1296 - Social Media Policy for Public Officials
----	--

RESOLUTION NO. 2025-1296

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, ADOPTING A SOCIAL MEDIA POLICY FOR PUBLIC OFFICIALS.

WHEREAS, the Mayor and Council of the Town of Chino Valley (the “Town Council”) recognizes that government communications have evolved significantly, especially with the growth of digital platforms and online engagement, and that, when used appropriately, social media can improve communication and engagement between the Town, its public officials, and the community; and

WHEREAS, the Town Council also recognizes the need for rules governing the responsible use of social media by Town public officials; and

WHEREAS, the Town Council wishes to adopt a social media policy applicable to all elected and appointed Town officials using social media in an official capacity or to discuss Town business.

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 Town of Chino Valley Social Media Policy for Public Officials is hereby adopted in substantially the form attached hereto as Exhibit A and incorporated herein by reference.

SECTION 3. 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 18th day of November 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. 2025-1296 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on November 18, 2025, and that quorum was present thereat and that the vote thereon was ____ ayes, ____ nays, and ____ abstentions. ____ Council members were absent or excused.

Erin N. Deskins, Town Clerk

EXHIBIT A
TO
RESOLUTION NO. 2025-1296

[Town of Chino Valley Social Media Policy for Public Officials]

See following pages.

**TOWN OF CHINO VALLEY
SOCIAL MEDIA POLICY FOR PUBLIC OFFICIALS**

Effective Date: November 18, 2025

Approved by: Town Council

Applies to: All Town of Chino Valley public officials.

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Section 1. Purpose.

- 1.1 This policy establishes guidelines for the appropriate and responsible use of social media by elected and appointed public officials.
- 1.2 It aims to ensure compliance with Arizona laws, including the Arizona Open Meeting Law and the Arizona Public Records Law, and to promote transparency, civility, and ethical governance.

Section 2. Applicability.

- 2.1 This policy applies to official social media use by public officials on behalf of the Town for Town purposes and, where indicated, to their personal use of social media.
- 2.2 In terms of personal use, it is not the intent of the Town to restrict anyone's First Amendment rights, but rather to ensure that content posted by public officials clearly reflects that such content is personal and not created, posted, shared, distributed, or transmitted on behalf of the Town.

Section 3. Definitions.

- 3.1 Arizona Open Meeting Law. Arizona Open Meeting Law, codified in A.R.S. §§ 38-431 through 38-431.09, as may be amended from time to time.
- 3.2 Arizona Public Records Law. The Arizona Public Records Law (A.R.S. §§ 39-101 through 39-171) and the records retention schedule maintained by the Arizona State Library, Archives and Public Records in accordance with A.R.S. §§ 41-151 through 41-151.23.
- 3.3 Communications Manager. The person or persons responsible for monitoring, managing, supervising, or controlling Town communications as provided in this policy. This is either the Town Manager or the employee or employees expressly designated by the Town Manager.
- 3.4 Content. Any posts, writings, material, documents, photographs, graphics, or other information that is created, posted, shared, distributed, or transmitted via social media.
- 3.5 Official Account. A Town account used by a public official in their official capacity for the Town.
- 3.6 Public Official. Any person who serves on the Town Council or on a board, commission, or committee appointed by the Council, and is subject to Arizona Open Meetings Law requirements that government business be conducted in open and public meetings.
- 3.7 Social Media. An umbrella term that describes a variety of online platforms, applications, websites, centralized and decentralized networks, tools, and technologies for social networking, discussion, community forums, microblogging, photo and video sharing, live streaming, and messaging, with features that enable users to create, share, aggregate, and engage with digital content and connect with other users, with a focus on immediacy, interactivity, user participation, and information sharing. Social media does not include email, but may comprise other digital spaces generally regarded as social media, since the Town's use of social media will change over time as technology evolves.
- 3.8 Town Accounts. Official Town of Chino Valley social media accounts, digital identities, digital spaces, and other social media resources, pages, profiles, boards, channels, stories, and more, created, used, or maintained by an employee or contractor authorized to do so on behalf of the Town.

Section 4. General Guidelines.

- 4.1 Confidentiality. Public officials must not disclose information that is proprietary, copyrighted, or any other intellectual property, attorney-client privileged, or information subject to state or federal privacy laws, and information not subject to disclosure under Arizona Public Records Law.
- 4.2 Laws and Policies. Other laws, ordinances, and policies may also apply to the use of social media, and this policy should not be interpreted to conflict with any of them. Public officials are responsible for ensuring that their use of official accounts complies with all federal, state, and local laws, regulations, and Town policies, including the standards of conduct and requirements outlined in this policy.
- 4.3 Arizona Open Meeting Law Compliance.
- A. Under A.R.S. § 38-431.07, violations of the Arizona Open Meeting Law can lead to personal liability for the offending public official, including civil penalties, attorneys' fees, other costs, and removal from office. Arizona Open Meeting Law prohibits the Town from paying for such costs.
 - B. To avoid an Arizona Open Meeting Law violation, public officials, regardless of whether they are acting in an official or personal capacity, must not engage in social media activity that could be interpreted as:
 - 1. A deliberation or discussion among a quorum of the public body, even if occurring on a public or asynchronous platform.
 - 2. "Serial meetings" or "serial communications," where public officials respond to each other's posts, comments, or replies, or otherwise exchange a series of communications in a way that collectively amounts to a discussion, decision-making process, or meeting by a quorum or more of the public body.
 - C. To remain compliant:
 - 1. Do not "like," comment on, or share other public officials' content regarding Town business.
 - 2. Avoid posting replies to other public officials that continue a discussion on matters likely to come before the public body.
 - 3. When using social media to disseminate information, public officials should refrain from initiating discussions that could invite participation from a quorum of the body.
 - 4. Avoid joining any social media groups or communities meant only for certain people, where such involvement might look like an attempt to convey information to a quorum of the public body.
- 4.4 Arizona Public Records Law Compliance. Content on and social media interactions involving official accounts may constitute a public record subject to Arizona Public Records Law. Public officials must retain such records in compliance with Arizona Public Records Law.
- 4.5 The First Amendment.
- A. The First Amendment limits the government's ability to exclude constituents from public forums, both in person and online, but public officials do not surrender their First Amendment rights by entering public service. They can, in their personal capacity,

maintain personal accounts and block or delete followers and comments for any reason. However, if a public official uses social media in their official capacity—whether on their personal or official accounts—their actions are limited by the First Amendment.

- B. When a public official's actions on social media constitute "state action," blocking members of the public from viewing their social media pages or removing public comments both violate the First Amendment.
 - 1. Two-Part Test. The Court established a two-part test to determine when social media activity is deemed state action (acting in their official capacity):
 - i. Actual Authority. The official has real authority—by law, custom, or usage—to speak for the government on that topic. Mere appearance of authority is insufficient.
 - ii. Purported Exercise of Authority. The official must appear to act in an official capacity, judged by the content and function of the posts. Factors include disclaimers, use of government resources, invocation of state authority, or posts with legal effect. Other factors may be considered.
- C. First Amendment violations can result in personal liability for public officials.

Section 5. Separate Official and Personal Accounts.

5.1 Official Accounts.

- A. Official Use Only. Official accounts are available to public officials to support their social media use in their official capacity on behalf of the Town.
 - 1. Public officials must not use their official accounts to support social media use unrelated to their official capacity.
 - 2. Official accounts shall not be used for personal, partisan, campaign, or electioneering purposes or to communicate on matters unrelated to Town business or activities.
- B. Conduct.
 - 1. Public officials must conduct themselves as representatives of the Town, rather than in their personal capacities.
 - 2. While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and conduct of public officials should model the same professional behavior displayed during public meetings, maintaining professionalism, respect, and civility in all online interactions.
- C. Content Reflecting Official Positions. Content that purports to advance the official position of the Town shall be revised to be consistent with the official position if found to contain incorrect or misleading information. Official positions of the Town may be considered and decided only by the Council at an open and public meeting held in accordance with Arizona Open Meeting Law.
- D. Required Disclaimers for all Official Accounts. Official accounts must:
 - 1. Clearly indicate the office held, e.g., "This is the official account of John Doe, Councilmember for the Town of Chino Valley."

2. Include a copy of, or link to, the Town's Social Media Notice and Terms of Use and, space permitting, a clear statement of its intent, purpose, and subject matter, as well as whether the account accepts comments or other content from the public and, if so, any restrictions that might affect the nature of the forum as either limited or traditional. A copy of the Town's Social Media Notice and Terms of Use is included in Appendix A to the Town's Social Media Policy for Personnel.
- E. Content Moderation (Removing Content that Does Not Comply with the Rules of the Limited Public Forum).
1. Official accounts are not intended to operate as traditional open public forums unless specifically designated as such. When an official account is opened for public comment, it is not opened for any and all purposes, but for limited discussion of only those topics specified by the public official. In some instances, social media may be non-public forums, that is, not open to public comment at all, and in other instances, social media may be designated limited public forums, and their purpose is only to advance the business purposes of the Town on those specific topics.
 2. When an official account has not been opened as a traditional public forum, or where an official account has been opened as a non-public or limited public forum, the public official, in consultation with the Communications Manager, if necessary, may remove, in a viewpoint-neutral manner, content or links to content that is harmful, discriminatory, or inappropriate, such as:
 - i. Personal attacks, harassment, insults, violent, or threatening language.
 - ii. Information that may compromise the safety, security, or proceedings of persons, public systems, or any criminal or civil investigations.
 - iii. Malware, or malicious or harmful software.
 - iv. Repetitive or duplicate posts that disrupt the communication thread.
 - v. Conduct or encouragement of illegal activity, including publication of an untrue statement that would harm a person's reputation or livelihood, or violation of intellectual property or copyright laws.
 - vi. Profane, obscene, or racist language or content.
 - vii. Content that promotes, fosters, or perpetuates discrimination based on race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
 - viii. Sexual content or links to sexual content.
 - ix. Comments or links not meaningfully related to the topic.
 - x. Support for or opposition to political campaigns or ballot measures.
 - xi. Commercial messages, including advertisements, promotions, solicitations, and spam.
 - xii. Content that violates any term, condition, or policy of the social media platform on which it is posted.
 - xiii. Confidential, personal identifying, or private information.

3. Under no circumstances should this policy be interpreted to allow censorship based on viewpoint; content that complies with the rules of a limited public forum cannot be censored based on the views expressed.
4. Any content removed or hidden must be archived in accordance with Arizona Public Records Law and promptly provided to the Communications Manager, who may contact the author of the removed or hidden account in accordance with applicable laws or other Town policies.

F. Security and Access.

1. Official accounts must use strong, unique passwords and enable multi-factor authentication where available.
2. Access to official accounts should be limited to the relevant public official and authorized Town staff.
3. Upon leaving the office or appointment, public officials must ensure that credentials, archives, and account control are properly transferred or archived in accordance with Town policy and Arizona Public Records Law.

5.2 Personal Accounts.

- A. Public officials are responsible for ensuring that their personal social media use and content clearly indicate that such content is personal and not created, posted, shared, distributed, or transmitted on behalf of the Town, and that their personal social media activity complies with this policy where applicable.
- B. Content related to Town business and shared by a public official that does not constitute an official position of the Town must clearly indicate that it belongs to the public official and does not reflect an official position of the Town, using a disclaimer such as, "Opinions are my own and not those of the Town of Chino Valley." A disclaimer is not required for content reflecting the official position of the Town.
- C. Public officials must use personal or campaign-specific accounts for political activity in accordance with Arizona's campaign finance laws under A.R.S. Title 16 (Elections and Electors) and A.R.S. § 9-500.14 (Use of City or Town Resources to Influence Elections).
- D. Public officials must not use their Town email address or password for personal social media accounts.

Section 6. Enforcement.

6.1 Violations of this policy may result in:

- A. Censure or formal reprimand by the Town Council
- B. Loss of access to official accounts or Town communication platforms.
- C. Referral to the Arizona Attorney General, County Attorney, or relevant ethics body in cases of Open Meeting Law violations

Section 7. Review and Amendments.

- 7.1 This policy shall be reviewed every five years or whenever there are changes to applicable law, social media practices, or relevant Town policies or procedures. Amendments require approval by the Chino Valley Town Council.

Section 8. Severability and Savings.

- 8.1 If any part or provision of this policy or the application to any person or circumstance is held invalid or unconstitutional, such declaration shall not affect the other parts or provisions or application of this policy, which can be given effect without the invalid or unconstitutional part or provision or application and are therefore deemed severable.