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## **TOWN COUNCIL NOTICE & AGENDA**

### **REGULAR MEETING TUESDAY, JANUARY 27, 2026 6:00 PM**

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

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*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 and update by Judge Angela Bradshaw Napper on Municipal Court Operations.
- b. Presentation by Terri Denemy, Town Manager, on an emergency purchase relating to the Bright Star Subdivision.

**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 adopt Resolution No. 2026-1299, approving a Call of Election for Fall 2026, designating election dates and purposes, voter registration deadlines, and the place and last date for candidates to file nomination papers.
- b. Consideration and possible action to approve the Arizona State Parks Off-Highway Vehicle (OHV) Project Sponsor Agreement for engineering and survey work for the Chino Valley Regional OHV Staging area at Old Home Manor.

## 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 regarding the Town of Chino Valley's application to the EPA Brownfields Cleanup Grant Opportunity - Harvey Heritage Reclamation Project.

**Recommended Action:** Hold the public hearing.

- b. Public hearing, consideration, and possible recommendation regarding the application from Richard Carl Hill, II, for a new Series 006 (Bar) Liquor License located at the Log Cabin, 18 North Highway 89, Chino Valley.

**Recommended Action:** i) Hold the public hearing  
ii) Make a recommendation of approval or disapproval, or make no recommendation, to the Arizona Liquor Board.

- c. Consideration and possible action to approve Resolution No. 2026-1301, approving a final plat for the Wineglass Lane Estates, a four-lot, 22-acre rural minor subdivision at 1170 E Road 4 North, Chino Valley, Arizona.

**Recommended Action:** Approve Resolution No. 2026-1301.

- d. Consideration and possible action to approve Ordinance No. 2026-962, amending the Town of Chino Valley Unified Development Ordinance, Chapter 154, Chapter 5, Subsections 5.3.3 and 5.3.4, to remove outdated water and sewer connection exemptions for minor and rural subdivisions.

**Recommended Action:** Approve Ordinance No. 2026-962, amending the Town of Chino Valley Unified Development Ordinance, Chapter 154, Chapter 5, Subsections 5.3.3 and 5.3.4, to remove outdated water and sewer connection exemptions for minor and rural subdivisions.

- e. Consideration and possible action to approve a placemaking logo for future wayfinding signage program.

**Recommended Action:** Approve a placemaking logo for future wayfinding signage program.

- f. Public hearing, consideration, and possible action to approve Resolution No. 2026-1300, adopting the updated consolidated fee schedule.

**Recommended Action:** 1) Hold the public hearing  
2) Approve Resolution No. 2026-1300, adopting the updated consolidated fee schedule with an effective date of March 1, 2026.

## 7. ADJOURNMENT

Dated this 22nd day of January, 2026.

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. Citizens will have access to the meeting room 30 minutes prior to the start time of each meeting.

Council meetings are live-streamed on Town of Chino Valley website, [www.chinoaz.net](http://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 #**        2b  
**MEETING DATE:**        1/27/2026  
**CONTACT PERSON:**    Terri Denemy, Town Manager  
**ITEM TYPE:**              Presentation

**AGENDA ITEM TITLE:**

Presentation by Terri Denemy, Town Manager, on an emergency purchase relating to the Bright Star Subdivision.

**SUMMARY:**

The Bright Star Unit 2B, Phase 3 Subdivision, is a 91-unit housing development located on the east side of Town in the vicinity of Meridian Parkway and Orion Street. Grading activities commenced in November 2025. The contractor, Fann Contracting, Inc., recently discovered that an existing cross culvert crossing Meridian Parkway on the east side of Orion Street was dented inward, restricting the flow of stormwater. Fann Contracting, Inc. developed a cost proposal totaling \$4,930.10 to excavate and repair the culvert, which includes jacking up the damaged section, encasing the pipe in concrete for structural support, backfilling, and restoring the surrounding pavement and surfacing. Fann Contracting, Inc. requested the Town only pay 50% of the total cost or \$2,465.05. The cost proposal was accepted as it's less expensive for the onsite contractor to perform the repair than with Town staff & equipment or another contractor, as Fann Contracting, Inc. is already onsite. The Town Manager authorized the expenditure. As no alternate bids were obtained and the amounts are just barely below the threshold, the Town Manager is reporting the authorization of this expenditure "on the edge of the procurement code" to Town Council for transparency and to comply with the spirit and intent of the "emergency" purchase reporting requirements in Town Code.

**PREVIOUS ACTION:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT?**

<b>Available budget:</b> Highway User Revenue Fund — Road Materials	\$126,812.46
<b>Less this item:</b> Culvert Repair - Fann Contracting, Inc.*	<u>-2,465.05</u>
<b>Remaining budget:</b> Highway User Revenue Fund — Road Materials	\$124,347.41

\*The remaining balance of \$2,465.05 is being paid by the property owner.

**ATTACHMENTS:**

1.	Meridian Pipe Repair Proposal2
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6725 Generation Lane  
Prescott, AZ 86301  
Phone 928.778.0170  
www.fanncontracting.com  
ROC-071520-A ROC-078800-B1

January 12, 2026

**Town of Chino Valley  
1950 Voss Dr.  
Chino Valley, AZ 86323**

**ATTENTION: Bruce Cooper**

**RE: Proposal for Pipe Repair at STA. 10+48 on Meridian Dr.**

Dear Bruce:

We are pleased to submit this proposal for repair of the Town owned pipe located at STA. 10+48 on Meridian Dr. in the Bright Star subdivision located in Chino Valley, AZ. The Estimated total cost of repair is \$4930.10. We propose, if approved, the Town would be responsible for 50% of the total cost, with the remaining portion to be shared by the property owner.

Thank you for your consideration,

Sincerely,

A handwritten signature in black ink that reads "Sara Roark".

Sara Roark  
Project Manager

**PRICING PROPOSAL**

FANN CONTRACTING, INC.

**TO:** Town of Chino Valley  
 Attn: Bruce Cooper  
 1950 Voss Dr.  
 Chino Valley, AZ 86323

**DATE** 1/12/26  
**JOB NO.** 2273  
**RFI NO.**

**PREP. BY** SJR

**PROJECT NAME:** Bright Star Unit 2B, Ph 3  
**PROJECT NUMBER:** 2273

**DESCRIPTION:**

This proposal covers the excavation and repair of the existing damaged pipe at approximate station 10+48 on Meridian Parkway. The work includes jacking out the damaged section, encasing the pipe in concrete for structural support, backfilling, and restoring the surrounding pavement, and surface as required.

		Total
LABOR		\$848.06
LABOR BURDEN	0.00% Incl	\$0.00
EQUIPMENT		\$1,367.00
RENTAL EQUIPMENT		\$0.00
MATERIAL		\$1,635.00
SUBCONTRACTOR		\$0.00
1)		\$0.00
2)		\$0.00
GENERAL		\$0.00
<b>TOTAL COST</b>		<b>\$3,850.06</b>
LABOR MARKUP	15.00%	\$127.21
EQUIPMENT MARK UP	15.00%	\$205.05
RENTAL EQ. MARKUP	15.00%	\$0.00
MATERIAL MARKUP	15.00%	\$245.25
SUB MARKUP	15.00%	\$0.00
GENERAL MARKUP	15.00%	\$0.00
<b>TOTAL O &amp; P</b>		<b>\$577.51</b>
<b>BOND COST</b>	1.0%	\$44.28
<b>TAX COST</b>	10.35%	\$458.25
<b>TOTAL MISC</b>		<b>\$502.53</b>
<b>TOTAL PROPOSAL</b>		<b>\$4,930.10</b>

Please sign and return this proposal at your earliest convenience.

**FANN CONTRACTING, INC.**

APPROVED :

By: \_\_\_\_\_  
 DATE: \_\_\_\_\_

By: \_\_\_\_\_  
 DATE : \_\_\_\_\_



## TOWN COUNCIL AGENDA ITEM STAFF REPORT

**AGENDA ITEM #** 5a  
**MEETING DATE:** 1/27/2026  
**CONTACT PERSON:** Erin Deskins, Town Clerk  
**ITEM TYPE:** Consent Item

**AGENDA ITEM TITLE:**

Consideration and possible action to adopt Resolution No. 2026-1299, approving a Call of Election for Fall 2026, designating election dates and purposes, voter registration deadlines, and the place and last date for candidates to file nomination papers.

**SUMMARY:**

The Town's next election is scheduled for Fall 2026, with the Primary election on August 4, 2026, and the General Election on November 3, 2026. As the election is in conjunction with the federal and state elections, this will *not* be a vote-by-mail-only ballot election.

Proposed ballot items include the election of a mayor (2-year term) and three councilmembers (4-year terms), and the consideration of a permanent base adjustment to the Town's 1979-80 state-imposed base expenditure limitation.

Candidate packets are available from the Town Clerk's Office. Candidates have from March 7th to April 6th, 2026, to file their nomination papers.

**PREVIOUS ACTION:**

N/A

**STAFF RECOMMENDATION:**

Approve Resolution No. 2026-1299, approving a Call of Election for Fall 2026.

**FISCAL IMPACT?**

N/A

**ATTACHMENTS:**

1.	RES 2026-1299 - Call of Election, English (001)
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**CALL OF ELECTION**

**RESOLUTION NO. 2026-1299**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, DESIGNATING ELECTION DATES AND PURPOSES, VOTER REGISTRATION DEADLINES, AND THE PLACE AND LAST DATE FOR CANDIDATES TO FILE NOMINATION PAPERS.**

**BE IT RESOLVED** by the Mayor and Common Council of the Town of Chino Valley, Arizona, as follows:

**SECTION 1.** Election Dates. Tuesday, August 4, 2026, has been set as the date for holding the Primary Election. If necessary, Tuesday, November 3, 2026, has been set as the date for holding the General Election.

**SECTION 2.** Election Purposes.

a. Mayor and Councilmember Positions. The Primary Election will be held to nominate candidates for Mayor and three Councilmember positions, whose names shall, if necessary, appear on the ballot at the General Election. Any candidates receiving a majority of all the votes cast at the Primary Election will be declared elected and will not appear on the ballot in the General Election. The General Election will be held to elect candidates, if any, who did not receive a majority of all the votes cast at the Primary Election.

b. Permanent Base Adjustment. A permanent base adjustment to the Town's 1979-80 state-imposed base expenditure limitation will be considered at the Primary Election.

**SECTION 3.** Voter Registration Deadlines. Yavapai County registration and voting lists will be used for the municipal election. To be qualified to vote in the Primary Election, one must be registered by July 6, 2026. The last day to register for the General Election will be October 5, 2026.

**SECTION 4.** Date and Place to File Candidate Nomination Papers. Candidates seeking municipal office may obtain nomination papers and related materials from the Town Clerk's Office at Town Hall, 202 N. State Route 89, beginning March 7, 2026. Candidates must file nomination papers and related materials with the Town Clerk's Office by 5:00 p.m. on April 6, 2026, to have their names appear on the Primary Election ballot.

(SIGNATURES FOLLOW)

**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 27th day of January 2026.

\_\_\_\_\_  
Tom Armstrong, Mayor

ATTEST:

\_\_\_\_\_  
Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew J. McGuire, Town Attorney  
Gust Rosenfeld P.L.C.

I hereby certify that the above foregoing Resolution No. 2026-1299 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on January 27, 2026, 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 #** 5b  
**MEETING DATE:** 1/27/2026  
**CONTACT PERSON:** Jessi Sorteberg, Executive Analyst  
**ITEM TYPE:** Consent Item

**AGENDA ITEM TITLE:**

Consideration and possible action to approve the Arizona State Parks Off-Highway Vehicle (OHV) Project Sponsor Agreement for engineering and survey work for the Chino Valley Regional OHV Staging area at Old Home Manor.

**SUMMARY:**

The Town of Chino Valley has been awarded \$220,000 through the Arizona State Parks Motorized Recreation Trail Program to support the Chino Valley Regional OHV Staging Area at Old Home Manor. This funding will provide the required engineering and survey costs needed for future construction of a safe, accessible facility that connects riders to regional trail systems. The site plan will feature a gravel parking area with ADA-compliant parking spaces and sidewalks to an ADA-accessible restroom, and three covered picnic ramadas with picnic tables. A three-panel staging kiosk will provide a large-format OHV route map, interpretive content, and safety information promoting responsible recreation.

The project responds to growing community demand for safe, organized access to a motorized recreational area, and also works to mitigate riders accessing surrounding trails from informal pull-offs that lack facilities and pose safety and environmental concerns.

No local match is required for this grant.

**PREVIOUS ACTION:**

Passed Resolution No. 2026-1298 on January 13th, 2026, authorizing the submission of the application.

**STAFF RECOMMENDATION:**

Approve the Arizona State Parks Off-Highway Vehicle (OHV) Grant Agreement for engineering and survey work for the Chino Valley Regional OHV Staging Area at Old Home Manor.

**FISCAL IMPACT?**

There is no fiscal impact to the Town associated with this grant agreement approval. When finalized, the \$220,000 will be funded 100% by the Arizona State Parks Motorized Recreation Trail Program grant, with no required local match.

Sufficient budget capacity exists within the Miscellaneous Grant Fund to accept and administer the award.

**ATTACHMENTS:**

1.	Finalized Project Agreement 552609 Chino Valley
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## Arizona State Parks

1110 W. Washington Street Suite 100, Phoenix, AZ 85007

### PROJECT SPONSOR AGREEMENT

This Agreement is entered into by and between the Arizona State Parks Board (BOARD) and The Town of Chino Valley (PROJECT SPONSOR) and shall become effective on the date of signature by the authorized representative of Arizona State Parks.

<b>PROJECT TITLE:</b> OHV Staging Area at Old Home Manor		<b>PROJECT NUMBER:</b> ASPT # 552609	
<b>THIRD PARTY PARTICIPANT'S NAME:</b>		<b>FY OF REVENUE:</b> 2026	
<b>PROJECT PERIOD:</b>  All expenses and match must occur by <u>12/31/2028</u>			
<b>GRANT PROGRAM:</b> Off-Highway Vehicle Competitive	<b>GRANT AMOUNT:</b>  \$220,000.00	<b>PARTICIPANT MATCH:</b>  \$0.00	<b>TOTAL PROJECT COST:</b>  \$220,000.00
<b>APPROVED SCOPE OF WORK AND SPECIAL CONDITIONS:</b> <span style="float: right;"><b>Attachment A &amp; B</b></span>			
<b>AUTHORITIES TO ENTER INTO THIS AGREEMENT:</b> (statute, resolution, minutes, etc.) STATUTE: A.R.S. §28-1176(E)(3)(7) <span style="float: right;">RESOLUTION: 2026-1298</span>			
<b>AWARDING OFFICIAL ON BEHALF OF THE ARIZONA STATE PARKS BOARD:</b>  <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">             Signature  <b>Kevin Brock</b>              Assistant Director           </div> <div style="text-align: center;">             _____              Date           </div> </div>			
<b>ACCEPTANCE OF ALL TERMS OF THIS AGREEMENT AND ITS ATTACHMENTS IS ACKNOWLEDGED BY THE PROJECT SPONSOR'S SIGNATURE BELOW.</b>  _____ Tom Armstrong, Mayor  _____		<b>PARTICIPANT ATTORNEY APPROVAL AS TO FORM AND AS BEING WITHIN THE AUTHORITY OF THE PROJECT SPONSOR (optional)</b>  _____ Attorney's Signature  _____	

The most recent version of the General Provisions based on the Project Sponsor and project type are attached and incorporated into this agreement.

**Arizona State Parks  
PROJECT SPONSOR AGREEMENT**

**Attachment A  
Approved Project Scope and Special Conditions**

**PROJECT SPONSOR:** The Town of Chino Valley

**PROJECT TITLE:** OHV Staging Area at Old Home Manor

**PROJECT NUMBER:** 552609

**PROJECT DESCRIPTION:** Funds will be used for the Design and Survey Costs required for the construction of the Chino Valley Regional OHV Staging Area at Old Home Manor. Design activities will include civil engineering, architectural design, environmental and geotechnical surveys, and utility coordination. The site plan will feature a gravel parking area with ADA-compliant parking spaces and sidewalks to an ADA restroom, and three covered picnic ramadas with picnic tables. The staging area will feature a three-panel staging kiosk with a large-format OHV route map, interpretive content, and safety information promoting responsible recreation. Additional way finding signage may be incorporated in future phases of the project as needs are identified.

The project responds to growing community demand for safe, organized access to motorized recreation areas.

**APPROVED PROJECT SCOPE:**

Engineering and Surveys.....	\$220,000.00
<b>TOTAL</b>	<b>\$220,000.00</b>

**DESCRIPTION AND SOURCE(S) AND AMOUNTS FOR APPROVED MATCH**

No match is required for this project.

**SPECIAL CONDITIONS:**

The administration of this grant agreement is additionally subject to the contents of the “Administrative Guidelines for Awarded Grants” found at:

[https://arizona-content.usedirect.com/storage/ASPT\\_GrantsManual\\_2025\\_1.pdf](https://arizona-content.usedirect.com/storage/ASPT_GrantsManual_2025_1.pdf)

Project applications are submitted as “shovel-ready” and project activities must begin immediately upon final execution of the project sponsor agreement.

**Detailed Activity (Status) reports in ASPT’s on-line system are required quarterly. Failure to provide status reports when required may result in funds being withdrawn. Reports due: last day of March, June, September and December.**

**Detailed Financial reports (Claims) in ASPT’s on-line system are required at a minimum of every 6 months. Failure to provide these reports may result in a withdrawal (cancellation) of the project.**

**All outstanding expense and match documentation must be submitted before the project end date specified in this agreement.**

**A final report with details and photos of the project is to be submitted within 30 days of project completion.**

See the General Provisions – Attachment B

**OTHER CONDITIONS**

Every payment obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

If any archeological remains are encountered during project related ground disturbance, work will cease in the area of the discovery and the participant will inform the Director of the Arizona State Museum pursuant to A.R.S. 41-844. The participant will then inform the Chief of Grant and Trails of the discovery to determine any further action that may be necessary.

Allocated project funds can only be expended on the designated scope items.

Project costs above 10% of any line item must be approved by park staff prior to submitting that reimbursement. **Failure to request this change prior to submission will not be reimbursed.**

Arizona State Parks and Trails  
GRANT PROJECT SPONSOR AGREEMENT  
**Attachment B**  
General Conditions Applicable to Project Grants

This Agreement applies to grants for projects awarded pursuant to the Off-Highway Vehicle Program, the Recreational Trails Program, Heritage Fund Program and State Lake Improvement Fund Program.

**PART I – DEFINITIONS**

For purposes of this Agreement:

- A. “Agreement” means the Grant Project Sponsor Agreement and its attachments.
- B. “AORCC” is the Arizona Outdoor Recreation Coordinating Committee.
- C. “BOARD” means the Arizona State Parks BOARD.
- D. “Conversion” means the replacement of grant-funded facilities with new facilities that are of reasonably equivalent usefulness, location and equal or greater appraised value as the original.
- E. “Eligible Costs” mean direct costs attributed to the project grant program, such as: 1) compensation of hired employees for the time and efforts devoted specifically to the execution of the grant; 2) cost of materials acquired, consumed, or expended specifically for the purposes of the grant; 3) equipment and other capital expenditures; 4) other items of expense incurred specifically to carry out the participant agreement; and 5) direct services furnished specifically for the grant program by other agencies. These costs are identified by the PROJECT SPONSOR in the Estimated Project Cost Sheet that is submitted with the Certified Application Form and application packet. The costs are then approved by the BOARD or by an amendment to this Project Agreement. Generally, eligible costs are identified in the applicable grant manual.
- F. “Facilities” mean capital improvements.
- G. “Fund” means either the Federal Recreational Trails Program, the State Heritage Fund, the State Off-highway Vehicle Fund, or the State Lake Improvement Fund depending on the type of Grant program identified in the agreement.
- H. “Guidelines” mean the Administrative Guidelines for Awarded Grants and any other applicable program directives adopted by the BOARD.
- I. “Ineligible Costs” are those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives of the project.
- J. “Match” includes cash, in-kind contributions, or donations, including volunteer time or materials contributed to the project with no intention of reimbursement.
- K. “Obsolescence” means that an area or facility may be determined obsolete during the Term of Public Use if (1) reasonable maintenance and repairs are not sufficient to keep the facility or equipment operating; (2) changing needs dictate a change in the type of facilities or equipment provided; (3) operating practices dictate a change in the type of facilities or equipment required; or (4) the facility or equipment is destroyed by fire, natural disaster, or vandalism. Declaring the facility obsolete means that the PROJECT SPONSOR receives a waiver of the replacement requirements. No later than 90 days after a facility or equipment is taken out of public use, the PROJECT SPONSOR may request a waiver of repayment or replacement requirements in writing. A determination of obsolescence may be made at the sole discretion of the BOARD.
- L. “PROJECT SPONSOR” means an eligible applicant that has been awarded a grant to develop a project or coordinate an education program.
- M. “Project” means the sum of the activities identified with specific costs in the grant application packet that are eligible under the referenced grant application manual and have been approved by the BOARD.
- N. “Project Period” means the period of time during which all approved work and related expenditures associated with development of the project are to be completed by the PROJECT SPONSOR.
- O. “Repayment” means returning grant money to the Fund in the event the PROJECT SPONSOR expends advanced funds for ineligible costs or fails to expend the advanced funds for eligible project costs during the term of this grant.
- P. “Sub-contract” means an Agreement/contract between the PROJECT SPONSOR and another individual or entity whereby labor, work, services, or other responsibilities are supplied or performed in furtherance

of the PROJECT SPONSOR'S responsibilities under this Agreement

- Q. "Term of Public Use" means the time required for public use. The Term of Public Use will begin on the date of completion identified in the Completion Certification Letter.
- R. The Term of Public Use of the grant - assisted facilities must be at least:
1. Equipment (personal property) grant investment of more than \$50,000 per item: 10 years
  2. Facilities (real property): 15 years
  3. Land: 99 years unless obsolescence applies.
- S. "The Parties" collectively refers to AORCC, The BOARD and the Project Sponsor.

## PART II – PERFORMANCE

### A. ADMINISTRATION

1. Conditions - This Agreement is subject to the availability of grant funds and appropriate approvals, and is subject to the Constitution of the State of Arizona, the Arizona Revised Statutes, the Arizona Administrative Code, other acts of the Arizona Legislature, executive orders of the Governor, and the decisions and policies of the BOARD.
2. Incorporation of Application, Grant Manual, and Administrative Guidelines - The following documents are incorporated by reference into this Agreement, which Agreement includes Attachments A and B: The PROJECT SPONSOR'S grant application packet; the applicable grant manual; and the most recent revision of the Administrative Guidelines for Awarded Grants. In the event of a conflict or ambiguity, the terms of this Agreement and Attachments A and B to this Agreement must take precedence.
3. Use of Grant Funds - Awarded grant funds must be used solely for eligible purposes of the funding program, as defined by statute and as approved by the BOARD.
4. Transfer of Grant Funds - Awarded grant funds will be transferred to the PROJECT SPONSOR according to the terms of this Agreement.
5. Grant Retention – Final reimbursement of the grant amount will be withheld from payment until PROJECT SPONSOR has submitted their final status report and completion letter.
6. Grant Accountability - Grant funds must be managed separately within the PROJECT SPONSOR'S accounting system that identifies the name and number of this project. The funds must only be expended as authorized under the terms of this Agreement.
7. Accomplishment of Project - The project must be accomplished according to the terms of this Agreement and applicable State laws.
8. Amendments - This Agreement may be amended in writing by the Parties of the Agreement upon written request of the PROJECT SPONSOR, good cause shown, and approval by the BOARD. Eligible amendments include adjustments to the project period, funding amount, or minor changes to the scope items.
9. Use of Project - Project accomplishments must be open or available to the public as specified in the Term of Public Use. If the grant funded capital improvements are not maintained and kept open for public use for the term specified in the Term of Public Use, Arizona State Parks reserves the right to enforce that the PROJECT SPONSOR must refund to the BOARD the awarded grant amount within six (6) months of the date the improvements are no longer maintained or kept open for public use, unless the BOARD agrees that obsolescence or conversion is appropriate.
10. Special Conditions - Special conditions to this agreement are binding upon and inure to the benefit of the successors and assigns of each of the Parties to this agreement. Breach of any condition will be enforceable by any remedies available under applicable Federal or State law.
11. Conversion - No land or facilities acquired or developed with State assistance will, without the approval of the BOARD, be converted to other than public use during the Term of Public Use. The BOARD will approve such conversion only if it finds the replacement property to be in accord with the current grant statute. Conversions will require the substitution of other properties of at least equal fair market value and of reasonably equivalent usefulness and location, and concurrence of the landowner. The replacement property will then become subject to this agreement. In lieu of conversion, the PROJECT SPONSOR may apply for a declaration of obsolescence. In the event the BOARD provides grant assistance for the acquisition and/or development of real property subject to reversionary interests, with full knowledge of those reversionary interests and with written notice of those reversionary interests, conversion of said property to other than public uses as a result of such reversionary uses being exercised may be approved. The PROJECT SPONSOR must notify the BOARD of the conversion as soon as possible and seek approval of replacement property in accord with the conditions set forth in this

agreement. The PROJECT SPONSOR must accomplish such replacement within a reasonable time, acceptable to the BOARD, after the conversion of the property occurs. This paragraph also applies to (1) leased properties acquired and/or developed with Fund assistance, where such lease is terminated prior to its full term pursuant to lease provisions known and agreed to by the BOARD; and (2) properties subject to other outstanding rights and interests known to and agreed to by the BOARD.

#### B. RELATIONSHIP OF PROJECT COSTS TO THE PROJECT PERIOD

Except for pre-agreement costs approved by the BOARD, only those costs associated with approved project work incurred during the project period will be eligible for reimbursement according to the terms of this agreement.

#### C. ACQUISITION

Values of property purchased with grant assistance must be appraised by an appraiser with active State certifications according to the Uniform Standards of Professional Appraisal Practice. This appraisal must be prepared within one year prior to the acquisition. Grant participation must be according to the grant award amount, the approved market value, or the purchase price, whichever is less.

#### D. CARE AND DISPOSITION OF EQUIPMENT

Equipment purchased with grant funds to develop a project may remain in the possession of the PROJECT SPONSOR for as long as the equipment is being used for eligible project work, at the sole discretion of State Parks. State Parks reserves the right to claim equipment purchased under this Agreement when it is no longer being used for the purpose for which it was purchased.

#### E. SUB-CONTRACTS

1. Sub-contracts awarded to accomplish the project must incorporate by reference, in each sub-contract, the provisions of this Agreement. The PROJECT SPONSOR bears full responsibility for acceptable performance under each sub-contract.

2. The PROJECT SPONSOR must pay when due any claim of a sub-contractor, employee, independent contractor, or any other employed individual performing the approved work for services pursuant to this Agreement.

3. Any sub-contract for employment by the PROJECT SPONSOR must be in writing and contain a provision whereby a person so employed or with whom a sub-contract has been entered acknowledges that the State of Arizona and the BOARD are not be liable for any costs, claims, damages, reimbursement, or payment of any kind relating to such sub-contract.

#### F. PROJECT REPORTING, REVIEWS, AND ON-SITE INSPECTIONS

1. The PROJECT SPONSOR must submit a project status report not less than quarterly. The status report will include, at a minimum, the following: (a) progress toward completing the approved scope of work; and (b) any problems encountered and solutions to problems regarding completion of the project. Failure to submit the reports will result in delays in grant reimbursement or advance processing. The PROJECT SPONSOR must consult with the BOARD, as needed, to review progress. The BOARD reserves the right to review the progress of the project and to conduct on-site inspections, as applicable and as needed, at any reasonable time during the project period or required Term of Public Use in order to assure compliance with the terms of this agreement.

2. The PROJECT SPONSOR must certify compliance with the Project Agreement every five years, until the end of the Term of Public Use, on a form to be provided by the BOARD. In addition, on-site inspections will be conducted periodically at the discretion of the BOARD. The following will be taken into consideration during the inspection of properties that have been acquired or developed with grant assistance: retention and use; appearance, and maintenance.

3. The PROJECT SPONSOR must provide the Board with written consent of the landowner to conduct on-site inspections; failure to do so is a failure to keep or maintain the property for public use.

#### G. EARNED INTEREST ON ADVANCED FUNDS

Interest generated from funds advanced to the PROJECT SPONSOR during the project period must be used to further the purposes of the specified project. Funds advanced, but not spent to complete the project, must be returned to the BOARD at the completion of the project.

#### H. PRODUCT OR PUBLISHABLE MATTER OWNERSHIP

With written permission from the BOARD or Arizona State Parks, the PROJECT SPONSOR may use products or publishable matter produced with grant assistance the BOARD will have nonexclusive license to use and reproduce, without payment, such materials. The PROJECT SPONSOR must receive written permission from State Parks prior to utilizing publishable material for commercial or public purposes. This paragraph is not applicable to architectural or engineering plans produced with grant assistance.

## I. FUND SOURCE RECOGNITION

The PROJECT SPONSOR must permanently and publicly acknowledge the grant program(s) that assisted project accomplishments (including, but not limited to: final documents; audio-visual recordings; photographs; plans; drawings; publications; advertisements; and project plaques). At a minimum, this acknowledgment must include the following: "This program was financed in part (or in full) by a grant from the (Federal Recreational Trails Program/State Lake Improvement Fund/ Off-highway Vehicle Fund/ or Heritage Fund) administered by the Arizona State Parks."

## J. PROJECT COST VERIFICATION

The PROJECT SPONSOR must submit project expenditure documents to the BOARD or State Parks for verification or audit purposes, upon request.

## K. TRANSFER OF CONTRACTUAL RESPONSIBILITY

The PROJECT SPONSOR may transfer responsibilities under the terms of this agreement to another eligible participant, provided that approval has been granted by the BOARD in writing prior to the transfer.

## PART III – COMPLIANCE

### A. ANTI-TRUST

Vendor and purchaser recognize that, in actual economic practice, overcharges from anti-trust violations are borne by purchaser. Therefore, the PROJECT SPONSOR hereby assigns to BOARD any and all claims for such overcharges.

### B. ARBITRATION

In accordance with A.R.S. § 12-1518, the parties agree to resolve all disputes arising out of or relating to this Agreement through arbitration, after exhausting applicable administrative review except as may be required by other applicable statutes. Venue shall be in Maricopa County, Arizona.

### C. APPLICABLE LAW

In accordance with A.R.S. §41-2501, et seq, and A.A.C. R2-7-101, et seq. Agreement shall be governed and interpreted by the laws of the State of Arizona and the Arizona State Procurement Code.

### D. NON-DISCRIMINATION

In accordance with A.R.S. § 41-1461, et seq, Agreement shall provide equal employment opportunities for all persons, regardless of race, color, creed, religion, sex, age, national origin, disability or political affiliation. PROJECT SPONSOR shall comply with all applicable provisions of the Arizonans with Disabilities Act of 1992, A.R.S. § 41-1492, et. seq.;the Americans with Disabilities Act, (Public Law 101-336, 42 U.S.C. 12101-12213 and 47 U.S.C. § 225 and 611); State of Arizona Executive Orders 2023-1, 2023-09, and 2009-09; and applicable state rules and federal regulations.

### E. E-VERIFY

In accordance with A.R.S. § 41-4401, PROJECT SPONSOR warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with AAC section A.R.S. § 23-214, Subsection A.

### F. AUDIT AND RECORDS RETENTION

In accordance with A.R.S. § 35-214 and A.R.S. § 35-215, the PROJECT SPONSOR shall retain and shall contractually require each subcontractor to retain all data, books and other records ("records") relating to this Agreement for a period of five years after completion of the Agreement. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the PROJECT SPONSOR shall produce the original of any or all such records.

### G. CONFLICT OF INTEREST

In accordance with A.R.S. § 38-511, state or project sponsor may within three years after execution cancel the Contract, without penalty or further obligation, if any person significantly involved in initiating negotiating, securing, drafting or creating the Agreement on behalf of the State, at Agreement in any capacity or a consultant to any other party of the Agreement with respect to the subject matter of the Agreement.

### H. REMEDIES

1. The BOARD may temporarily suspend grant assistance obligated to the PROJECT SPONSOR pending

required corrective action by the PROJECT SPONSOR or pending a decision to terminate the grant by the BOARD.

2. The PROJECT SPONSOR may unilaterally terminate this Agreement at any time before the first payment is made. After the initial payment, this Agreement may be terminated, modified, or amended by the PROJECT SPONSOR only by written mutual agreement of the Parties.
3. The BOARD may terminate this Agreement in whole or in part at any time before the date of completion if it determines that the PROJECT SPONSOR has failed to comply with the terms or conditions of the grant. The BOARD will promptly notify the PROJECT SPONSOR in writing of the determination and the reasons for the termination, including the effective date. All payments made to the PROJECT SPONSOR must be returned to the BOARD if this Agreement is terminated for cause.
4. The BOARD or PROJECT SPONSOR may terminate this Agreement in whole or in part at any time before the date of completion when both Parties agree that the continuation of the development project would not produce beneficial results commensurate with the further expenditure of funds. The two Parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The PROJECT SPONSOR must not incur new obligations for the terminated portion after the effective date and must cancel as many outstanding obligations as possible. The BOARD may allow full credit to the PROJECT SPONSOR for the grant share of properly incurred obligations that cannot otherwise be cancelled before the effective termination date.
5. The BOARD may require specific performance of the terms of this Agreement or take legal steps necessary to recover the funds granted if the PROJECT SPONSOR fails to comply with the terms of the grant or breaches any condition or special condition of this Agreement.
6. The BOARD may request and the PROJECT SPONSOR must deliver repayment of funds advanced under this agreement in conjunction with the remedies in this section.
7. The remedies expressed in this Agreement do not limit the rights of the BOARD. This Agreement does not in any way abridge, defer, or limit the BOARD'S right to any right or remedy under law or equity that might otherwise be available to the BOARD.

#### I. CULTURAL RESOURCES

The PROJECT SPONSOR must meet the requirements of the State Historic Preservation Act (A.R.S. §41-861 to 41-864) before project initiation.

#### K. DISCLOSURE REQUIREMENTS

PROJECT SPONSOR must comply with the terms of A.R.S. § 35-181.03 or its successor statute(s) regarding audited financial statements provided to the BOARD.

#### L. INDEMNIFICATION

Each party (as "Indemnitor") agrees to defend, indemnify, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. The State of Arizona, Arizona State Parks Board (ASPB) is self-insured per A.R.S. 41-621.

In addition, should PROJECT SPONSOR utilize a contractor(s) and subcontractor(s) the indemnification clause between PROJECT SPONSOR and its contractor(s) and subcontractor(s) shall include the following:

To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify, and hold harmless the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of such CONTRACTOR to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or

court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by CONTRACTOR from and against any and all claims. It is agreed that CONTRACTOR will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the CONTRACTOR agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents, and employees for losses arising from the work performed by the CONTRACTOR for the State of Arizona.

**M. INSURANCE REQUIREMENTS**

PROJECT SPONSOR and sub-contractors must procure and maintain occurrence-based insurance policies that cover claims for injury or death to persons or damage to property that may arise from or in connection with the performance of the work hereunder by the PROJECT SPONSOR, its agents, representatives, employees or sub-contractors.

The insurance requirements herein are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in this Agreement. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the PROJECT SPONSOR from liabilities that might arise out of the performance of the work under this agreement by the PROJECT SPONSOR, its agents, representatives, employees or sub-contractors, and PROJECT SPONSOR is free to purchase additional insurance.

Minimum Scope and Limits of Insurance: PROJECT SPONSOR shall provide coverage with limits of liability not less than those stated below.

**1. Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

• General Aggregate .....	\$2,000,000
• Products – Completed Operations Aggregate .....	\$1,000,000
• Personal and Advertising Injury .....	\$1,000,000
• Blanket Contractual Liability – Written and Oral .....	\$1,000,000
• Fire Legal Liability .....	\$ 50,000
• Each Occurrence .....	\$1,000,000

a. The policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the PROJECT SPONSOR.

b. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising out of the activities performed by or on behalf of the PROJECT SPONSOR.

**2. Business Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Agreement.

• Combined Single Limit (CSL)	\$1,000,000
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a. The policy must be endorsed to include the following additional insured language: “The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the NAMED INSURED involving automobiles owned, leased, hired or borrowed by the NAMED INSURED.”

b. Policy must contain a waiver of subrogation against the State of Arizona, its departments, agencies,

boards, commissions, universities and its officers, officials, agents, and employees for losses out of the activities performed by or on behalf of the PROJECT SPONSOR.

**3. Worker's Compensation and Employers' Liability**

• Workers' Compensation	Statutory
• Employers' Liability	
- Each Accident .....	\$ 500,000
- Disease – Each Employee .....	\$ 500,000
- Disease – Policy Limit .....	\$1,000,000

- a. Policy must contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising out of the activities performed by or on behalf of the PROJECT SPONSOR.
- b. This requirement does not apply to: Separately, EACH PROJECT SPONSOR, contractor or sub-contractor exempt under A.R.S. 23-901, and when such PROJECT SPONSOR, contractor or sub-contractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

**Additional Insurance Requirements:**

The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions:

- 1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds wherever additional insured status is required. Such additional insureds shall be covered to the full limits of liability purchased by the PROJECT SPONSOR, even if those limits of liability are in excess of those required by this Agreement.
- 2. The PROJECT SPONSOR’S insurance coverage shall be primary insurance with respect to all other available sources.
- 3. Coverage provided by the PROJECT SPONSOR shall not be limited to the liability assumed under the indemnification provisions of this Agreement.

**Notice of Cancellation:**

Applicable to all insurance policies required within the Insurance Requirements of this Agreement, PROJECT SPONSOR’S insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to the State of Arizona. Within two (2) business days of receipt, PROJECT SPONSOR must provide notice to the State of Arizona if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to the Department and shall be mailed, emailed, hand delivered or sent by facsimile transmission to (State Representative’s Name, Address & Fax Number).

**Acceptability of Insurers**

PROJECT SPONSOR’S insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an “A.M. Best” rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the PROJECT SPONSOR from potential insurer insolvency.

**Verification of Coverage:**

PROJECT SPONSOR shall furnish the State of Arizona with certificates of insurance (valid ACORD form or equivalent approved by the State of Arizona) evidencing that PROJECT SPONSOR has the insurance as required by this Agreement. An authorized representative of the insurer shall sign the certificates.

- 1. All such certificates of insurance and policy endorsements must be received by the State before work commences. The State’s receipt of any certificates of insurance or policy endorsements that do not comply with this written agreement shall not waive or otherwise affect the requirements of this agreement.
- 2. Each insurance policy required by this Agreement must be in effect at, or prior to, commencement of

work under this Agreement. Failure to maintain the insurance policies as required by this Agreement, or to provide evidence of renewal, is a material breach of contract.

3. All certificates required by this Agreement shall be sent directly to the Department. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete copies of all insurance policies required by this Agreement at any time.

Subcontractors:

PROJECT SPONSOR's certificate(s) shall include all contractors and subcontractors as insureds under its policies or PROJECT SPONSOR shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectable insurance as evidenced by the certificates of insurance and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum Insurance Requirements identified above. The Department reserves the right to require, at any time throughout the life of the Agreement, proof from the PROJECT SPONSOR that its contractors and subcontractors have the required coverage.

Approval and Modifications:

The Contracting Agency, in consultation with State Risk, reserves the right to review or make modifications to the insurance limits, required coverages, or endorsements throughout the life of this Agreement, as deemed necessary. Such action will not require a formal Agreement amendment, but may be made by administrative action.

Exceptions:

In the event the PROJECT SPONSOR or subcontractor(s) is/are a public entity, then such public entity shall provide a certificate of self-insurance. If the PROJECT SPONSOR or subcontract(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.



## TOWN COUNCIL AGENDA ITEM STAFF REPORT

**AGENDA ITEM #**           6a  
**MEETING DATE:**        1/27/2026  
**CONTACT PERSON:**    Jessi Sorteberg, Executive Analyst  
**ITEM TYPE:**            Action Item

**AGENDA ITEM TITLE:**

Public hearing regarding the Town of Chino Valley's application to the EPA Brownfields Cleanup Grant Opportunity - Harvey Heritage Reclamation Project.

**SUMMARY:**

The Town of Chino Valley has prepared a draft application to the U.S. Environmental Protection Agency's Brownfields Cleanup Grant program for the Harvey Heritage Reclamation Project, a Town-owned historic property commonly known as the Fred Harvey Farm. The proposed project seeks federal funding to remediate hazardous materials identified through completed Phase I and Phase II environmental site assessments, including contaminants associated with abandoned agricultural and ranching structures.

Grant funding would support assessment and cleanup activities necessary to address environmental risks, stabilize deteriorating historic buildings, and prepare the site for future adaptive reuse. The Town's long-term vision for the property focuses on the preservation of its historical and cultural significance, and to that end, the restoration of the buildings and the site to become a community heritage asset that supports education, tourism, and local economic vitality.

**PREVIOUS ACTION:**

N/A

**STAFF RECOMMENDATION:**

Hold the public hearing.

**FISCAL IMPACT?**

None at this time; no fiscal impact will occur unless grant funding is awarded and accepted by Town Council.

**ATTACHMENTS:**

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None

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## TOWN COUNCIL AGENDA ITEM STAFF REPORT

**AGENDA ITEM #** 6b  
**MEETING DATE:** 1/27/2026  
**CONTACT PERSON:** Erin Deskins, Town Clerk, Sara Burchill, Deputy Town Clerk  
**ITEM TYPE:** Action Item

**AGENDA ITEM TITLE:**

Public hearing, consideration, and possible recommendation regarding the application from Richard Carl Hill, II, for a new Series 006 (Bar) Liquor License located at the Log Cabin, 18 North Highway 89, Chino Valley.

**SUMMARY:**

A.R.S. § 4-201 provides that a person desiring a new or amended liquor license shall apply with the State Liquor Board. Upon receipt of such an application, the State forwards the application to the local governing body (Town Council), which is tasked with making a recommendation to the Board to grant or deny the license. The local governing body may also vote to make no recommendation should they prefer that approval or denial be up to the State. A recommendation for disapproval requires a statement of the specific reasons containing a summary of the testimony or other evidence supporting the recommendation for disapproval. The attached Arizona Administrative Code, Rule R19-1-702, provides guidelines for determining whether to grant a license for a certain location. Upon reviewing the materials provided by the Department of Liquor Licenses and Control and conducting a public hearing, the Council may recommend that the state liquor board grant or deny the license, or vote to make no recommendation.

Richard Carl Hill, II has applied with the state for a new Series 006 (Bar) Liquor License. This liquor license authorizes the sale of all types of spirituous liquor (beer, wine, and distilled spirits) for consumption on and off the licensed premises. Holders of this license are permitted to:

1. Sell all spirituous liquor
2. Conduct on-premises consumption
3. Conduct off-premises sales (limited to 30% of total retail sales)
4. Serve food if desired
5. Offer entertainment such as live music, DJs, dancing, etc.

The establishment is currently licensed through Kenneth Knock, who is selling the bar to Mr. Hill.

Town staff and the Central Arizona Fire and Medical Authority have conducted a thorough review of the application provided and have indicated their approval of the application.

**PREVIOUS ACTION:**

N/A

**STAFF RECOMMENDATION:**

- i) Hold the public hearing
- ii) Make a recommendation of approval or disapproval, or make no recommendation, to the Arizona Liquor Board.

**FISCAL IMPACT?**

N/A

**ATTACHMENTS:**

1.	Log Cabin Liquor License Application - REDACTED
2.	Acceptable Reasons to Protest
3.	Guidlines to Grant a License for Certain Location



Name:	Title:	% Interest:
RICHARD CARL HILL II	Member	50.00
REYMUNDO FRANK VASQUEZ	Member	25.00
PEDRO REFUJIO VASQUEZ	Member	25.00

**CHINO AZ LLC - Member**

Name: REYMUNDO FRANK VASQUEZ  
 Gender: Male  
 Correspondence Address: 1921 EAST STREET  
 HWY 69  
 PRESCOTT, AZ 86301  
 USA  
 Phone: [REDACTED]  
 Alt. Phone:  
 Email: [REDACTED]

**CHINO AZ LLC - Member**

Name: RICHARD CARL HILL II  
 Gender: Male  
 Correspondence Address: 18 N HIGHWAY  
 89  
 CHINO VALLEY, AZ 86323  
 USA  
 Phone: [REDACTED]  
 Alt. Phone: (928)636-4271  
 Email: [REDACTED]

**CHINO AZ LLC - Member**

Name: PEDRO REFUJIO VASQUEZ  
 Gender: Male  
 Correspondence Address: 18 N HIGHWAY  
 89  
 CHINO VALLEY, AZ 86323  
 USA  
 Phone: [REDACTED]  
 Alt. Phone: (928)636-4271  
 Email: [REDACTED]

## APPLICATION INFORMATION

Application Number: 372030  
Application Type: Owner Transfer  
Created Date: 12/02/2025

## QUESTIONS & ANSWERS

### 006 Bar

- 1) Are you applying for an Interim Permit (INP)?  
Yes  
What date are you taking ownership? Please upload the Interim Permit Notary page when you reach the upload page.  
12/12/2025
- 8) Did the Premises phone number change?  
No
- 11) Will there be an agent on this license?  
Yes  
A Document of type QUESTIONNAIRE is required.
- 12) Provide name, address, and distance of nearest school. (If less than one (1) mile note footage)  
CHINO VALLEY HIGH SCHOOL  
760 E CENTER STREET, CHINO VALLEY ARIZONA 86323  
528 FEET
- 13) Are you one of the following? Please indicate below.  
Property Tenant  
Sub-tenant  
Property Owner  
Property Purchaser  
Property Management Company  
OWNER
- 14) Is there a penalty if lease is not fulfilled?  
No
- 15) What is the total money borrowed for the business not including the lease?  
Please list lenders/people owed money for the business.  
N/A
- 16) Is there a drive through window on the premises?  
No
- 17) If there is a patio please indicate contiguous or non-contiguous within 30 feet.  
CONTIGUOUS PATIO
- 18) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?  
No
- 19) Total Price paid for Series 6 Bar, Series 7 Beer & Wine Bar or Series 9 Liquor Store (license only)  
150,000

**State of Arizona**  
**Department of Liquor Licenses and Control**

Created 12/12/2025 @ 10:03:41 AM

Local Governing Body Report

**LICENSE**

Number:	INP130036166	Type:	INP INTERIM PERMIT
Name:	LOG CABIN		
State:	Active		
Issue Date:	12/12/2025	Expiration Date:	03/17/2026
Original Issue Date:	12/12/2025		
Location:	18 N HIGHWAY 89 CHINO VALLEY , AZ 86323 USA		
Mailing Address:			
Phone:	(928)636-4271		
Alt. Phone:			
Email:			

**AGENT**

Name:	RICHARD CARL HILL II
Gender:	Male
Correspondence Address:	18 N HIGHWAY 89 CHINO VALLEY , AZ 86323 USA
Phone:	
Alt. Phone:	(928)636-4271
Email:	

**OWNER**

Name:	CHINO AZ LLC		
Contact Name:	RICHARD CARL HILL II		
Type:	LIMITED LIABILITY COMPANY		
AZ CC File Number:	23902858	State of Incorporation:	AZ
Incorporation Date:	10/31/2025		
Correspondence Address:	18 N HIGHWAY 89 CHINO VALLEY , AZ 86323 USA		
Phone:	(928)636-4271		
Alt. Phone:			
Email:			

**Officers / Stockholders**

Name:	Title:	% Interest:
RICHARD CARL HILL II	Member	50.00
REYMUNDO FRANK VASQUEZ	Member	25.00
PEDRO REFUJIO VASQUEZ	Member	25.00

**CHINO AZ LLC - Member**

Name: REYMUNDO FRANK VASQUEZ  
 Gender: Male  
 Correspondence Address: 1921 EAST STREET  
 HWY 69  
 PRESCOTT, AZ 86301  
 USA  
 Phone: [REDACTED]  
 Alt. Phone:  
 Email: [REDACTED]

**CHINO AZ LLC - Member**

Name: RICHARD CARL HILL II  
 Gender: Male  
 Correspondence Address: 18 N HIGHWAY  
 89  
 CHINO VALLEY , AZ 86323  
 USA  
 Phone: [REDACTED]  
 Alt. Phone: (928)636-4271  
 Email: [REDACTED]

**CHINO AZ LLC - Member**

Name: PEDRO REFUJIO VASQUEZ  
 Gender: Male  
 Correspondence Address: 18 N HIGHWAY  
 89  
 CHINO VALLEY , AZ 86323  
 USA  
 Phone: [REDACTED]  
 Alt. Phone: (928)636-4271  
 Email: [REDACTED]

## APPLICATION INFORMATION

Application Number: 372032  
Application Type: New Application  
Created Date: 12/02/2025

## QUESTIONS & ANSWERS

### INP Interim Permit

- 1) Enter License Number currently at location  
06130077
- 2) Is the license currently in use?  
Yes
- 3) Submit the interim permit section of the license series application you are applying for when you reach the upload page.  
Yes  
A Document of type INTERIM NOTARY PAGE is required.

**SECTION 7 - Interim Permit**

1. Current license number at the location: 06130077 2. Is the license currently in use?  Yes  No
2. If NOT currently in use, how long has it been since the license was last used at this location? \_\_\_\_\_

Current Licensee Name: Kenneth Knock Signature: [Signature]


State of ARIZONA

County of Yavapai

Signed before me on this 13 day of NOV 2025

Notary Signature [Signature]

My commission expires on 5 day of 24 2028



Notary Seal

**SECTION 8 - Location**

1. I am the:  **Owner**
- Tenant:** a person who holds the lease of a property; a lessee.
- Subtenant:** a person who rents property from a tenant of the property.
- Purchaser:** attach purchasing agreement.
- Management Company:** attach management agreement.

2. If you are a tenant, subtenant, purchaser, or management company, enter information below:

Name: \_\_\_\_\_  
(Lessor, Broker, Management co)

Address: \_\_\_\_\_  
Street City State Zip

3. What is the penalty for tenant/sub-tenant if the lease is not fulfilled? \$ \_\_\_\_\_

4. Does any liquor manufacturer, wholesaler, or employee have an interest in your business?  Yes  No  
If yes, attach explanation.

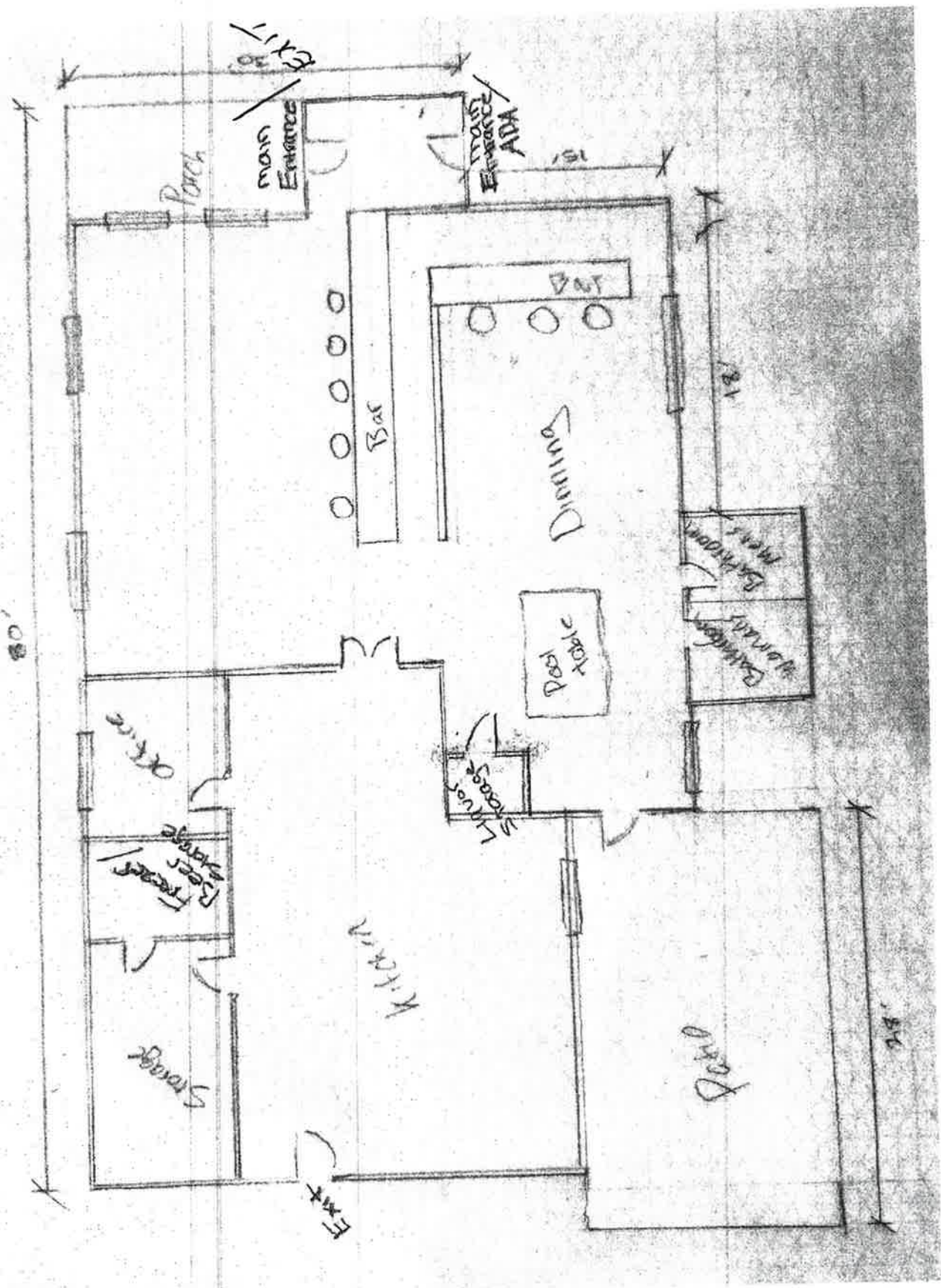
5. Proximity to School  
No **retailer's license** shall be issued for any premises that at the time the license application is received by the director, is within 300 horizontal feet of a public or private school building, or within 300 horizontal feet of a fenced recreational area adjacent to such school building. **A.R.S. §4-207**

Distance to nearest School: 528 FEET Name of School: CHINO VALLEY HIGH SCHOOL

(If less than one (1) mile, note footage)

Address: 760 EAST CENTER STREET CHINO VALLEY ARIZONA 86323

Log Cabin Bar  
18 N State Rone 29  
Chino Valley AZ 86323  
3387 Sq ft



State of Arizona \$150,000.00  
County of Yavapai 11/11/2025

**BILL OF SALE**

**IN CONSIDERATION OF \$150,000.00**, inclusive with all sales tax, paid by cash, receipt of which is acknowledged, I, Kaitlin Rose Bell (hereinafter, the "Seller"), the undersigned, presently of [REDACTED] **DO NOW SELL, TRANSFER AND DELIVER** to Log Cabin Bar LLC (Kenneth Knock managing member) (hereinafter, the "Buyer"), presently of [REDACTED], the following described Property (hereinafter, the "Property"):

**PROPERTY:** The Seller will sell, transfer, and deliver to the Buyer the following described property:

Arizona Series 6 Liquor License. License # 06130077

THE SELLER NOTIFIES THE BUYER, AND THE BUYER HEREBY ACKNOWLEDGES, THAT THE SELLER SELLS, TRANSFERS, AND DELIVERS THE **PROPERTY IN GOOD WORKING CONDITION. THE BUYER ACCEPTS THE PROPERTY ON AN "AS IS" BASIS. THE SELLER EXPLICITLY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESSED OR IMPLIED, INCLUDING TO, BUT NOT LIMITED TO, ANY WARRANTY AS TO THE CONDITION OF THE PROPERTY. HOWEVER, THE SELLER'S ABOVE WARRANTY DISCLAIMER DOES NOT AFFECT THE TERMS OF ANY APPLICABLE WARRANTY FROM THE MANUFACTURER OF THE PROPERTY. THE SELLER MAKES NO OTHER REPRESENTATION OR WARRANTY WITH RESPECT TO THE PROPERTY OR ITS CONDITION OR PERFORMANCE AND THERE ARE NO OTHER WARRANTIES IMPLIED.**

In the event that a lawsuit or arbitration is brought under or in connection with this Agreement, the prevailing party shall be entitled to recover from the losing party reasonable attorneys' fees, costs and expenses incidental to any such proceedings, including reasonable attorneys' fees incurred in collecting any judgment awarded as a result of liability established pursuant to this Agreement, as well as all other relief granted in any suit or other proceeding.


The terms of this Bill of Sale shall bind and inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors and assigns.

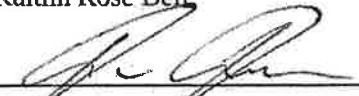
The parties hereby agree to execute such other documents and perform such other acts as may be necessary or desirable to carry out the purposes of this Bill of Sale.

The Buyer warrants to the Seller that the Buyer has fully examined and tested the Property, that the Buyer is purchasing the Property in reliance upon such examination and testing, and that the Buyer is fully satisfied with the Property. On the alternative, and at the very least, the Buyer warrants having inspected the Property. Moreover, the Buyer has accepted the Property in its existing condition.

The Seller declares and affirms under penalty of perjury that the facts in this Bill of Sale are true and correct.

**IN WITNESS WHEREOF, the parties have executed this Bill of Sale on 11/11/2025.**

By:  Date: 11/11/25  
Kaitlin Rose Bell

By:  Date: 11/11/25  
Log Cabin Bar LLC (Kenneth Knock managing member)

# BILL OF SALE (Personal Property or Goods)

Date: November 11, 2025

For consideration of Ten Dollars, and other valuable consideration, I or we

SELLER(S): Log Cabin Bar, LLC, An Arizona Limited Liability Company

BUYER(S): Chino AZ, LLC, An Arizona Limited Liability Company

Address and Location of Property Sold:

18 N. State Route 89, Chino Valley, AZ 86323

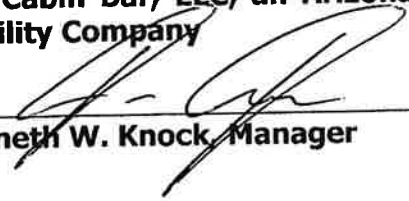
Property County: Yavapai

Property Sold (List Personal Property by Description, Serial Number and other Identifying Characteristics.)

Business known as "Monsoon" together with all assets, including but not limited to all furniture, fixtures and equipment (including without limitation the equipment described in Exhibit "A" attached hereto and made a part hereof), inventory, covenant not to compete, tangible and intangible personal property and Liquor License #06130077.

For valuable consideration, receipt of which is acknowledged by Seller, Seller sells and conveys to Buyer the Property Sold, to have and to hold the Property Sold to Buyer and the heirs, executors, administrators and assigns of Buyer forever, and Seller and the heirs, executors, administrators and assigns of Seller warrant to defend the sale of Property Sold unto Buyer and the heirs, executors, administrators and assigns of Buyer, against all and every person whomsoever lawfully claiming or to claim the same.

**Log Cabin Bar, LLC, an Arizona Limited Liability Company**

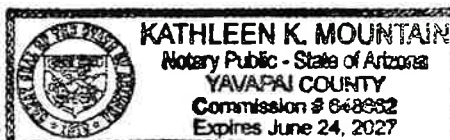
  
\_\_\_\_\_  
Kenneth W. Knock, Manager

State of Arizona        }  
                                  } ss.  
County of Yavapai        }

The foregoing instrument was acknowledged before me this 19 day of NOVEMBER, 2025, by Kenneth W. Knock, Manager of Log Cabin Bar, LLC, an Arizona Limited Liability Company.

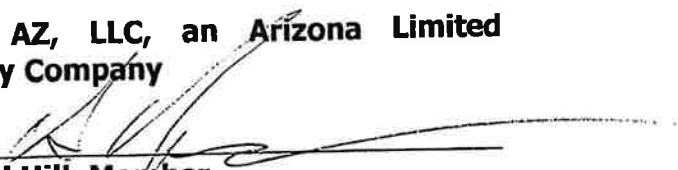
My commission expires: 6-24-27

  
\_\_\_\_\_  
NOTARY PUBLIC



Accepted and Approved:

**Chino AZ, LLC, an Arizona Limited Liability Company**




**Richard Hill, Member**

State of Arizona        }  
                                  } ss.  
County of Yavapai     }

The foregoing instrument was acknowledged before me this 19 day of NOVEMBER 2025, by Richard Hill, Member of Chino Az, LLC, an Arizona Limited Liability Company.

My commission expires: 6-24-27

  
NOTARY PUBLIC



### SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

Must attach copies of Basic and Management Title 4 training certificates for person managing the day to day operation of the licensed business.

Who is managing the day to day operations?  Agent  Controlling Person  Manager

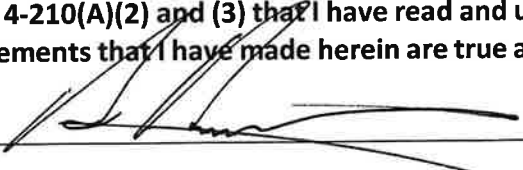
Name of persons who will be handling the day to day operations: RICHARD CARL HILL (II)

### SECTION 4 – BACKGROUND

If you answer "YES" to any Question 1 through 5 YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 1-5 MAY NOT BE ACCEPTED

- 1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes  No
- 2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes  No
- 3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? A.R.S. §4-202(D) Yes  No
- 4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets) A.R.S. §4-202, 4-210 Yes  No   
\*Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license.
- 5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes  No

I, (Print Full Name) RICHARD CARL HILL (II) hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature:  Date: 11/05/2025



# ALIEN STATUS

Arizona Dept. of Liquor Licenses and Control  
800 W. Washington St. 5th Floor Phoenix, AZ 85007  
(602) 542-5141

Type or Print with **Black Ink**

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrant, and certain aliens paroled into the United States are eligible to receive state, or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the license agency that satisfactorily demonstrates the applicant's presence in the United States is authorized under federal law.

**Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III.**

Submit this completed form and a copy of one or more document(s) from the attached "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" with your application for license or renewal. If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph. You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

## SECTION I – APPLICANT INFORMATION

APPLICANT NAME (Print or type) RICHARD CARL HILL (II)

## SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION

Are you a citizen or national of the United States?  Yes  No - If **yes**, indicate place of birth:

City LOS ANGELES State CALIFORNIA COUNTRY UNITED STATES

If you answered **Yes, 1)** Attach a legible copy of a document from the list below.

2) Name of document: ARIZONA DRIVER'S LICENSE

If you answered **No**, you must complete Sections III.

**EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR ALIEN STATUS**

**You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.**

**Evidence showing authorized presence in the United State includes the following:**

1. An Arizona driver license issued after 1996 or an Arizona non-operating identification card.
2. A driver license issued by a state that verifies lawful presence in the United States.
3. A birth certificate or delayed birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after Jan. 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time)
4. A United States certificate of birth abroad.
5. A United States passport. \*\*\*Passport must be signed\*\*\*
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

**SECTION III – QUALIFIED ALIEN DECLARATION**

Applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of a document from the attached list or other document as evidence of your status.

\_\_\_\_\_  
**Name of document provided**

**Qualified Alien Status** (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)
- 2. An alien who is granted asylum under Section 208 of the INA.
- 3. A refugee admitted to the United States under Section 207 of the INA.
- 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- 7. An alien who is a Cuban/Haitian entrant.
- 8. An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States

**Nonimmigrant Status** (8 U.S.C. § 1621(a)(2))

- 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C § 1101 et seq.] Non-immigrants are persons who have temporary status for a specific purpose. See 8 U.S.C § 1101(a)(15).

**Alien Paroled into the United States for Less Than One Year** (8 U.S.C. § 1621(a)(3))

- 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

**Other Persons** (8 U.S.C § 1621(c)(2)(A) and (C))

- 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 et seq.];
- 13. A foreign national not physically present in the United States.
- 14. **Otherwise Lawfully Present**
- 15. A person not described in categories 1-13 who is otherwise lawfully present in the United States.

**PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. §**

**RICHARD CARL HILL (II)**

Print Name

Signature

**11/05/2025**

Date

**ARIZONA**  
The Grand Canyon State

**DRIVER LICENSE**

NOT VALID FOR OFFICIAL FEDERAL PURPOSES

ISSUE 11/06/2023 EXPIRES 12/06/2058

HILL  
RICHARD  
CARL II

SEX M HT 5-00 W RRO EYES 190 IL

RESTRICTIONS NONE

ID# 02090085AHC38606



4810104752

CLASSIFICATION  
CLASS D - Operator  
ENDORSEMENTS  
L - Motorcycle

RESTRICTIONS  
NONE

You Must Report a Change of Address Within 10 Days



Certificate # AZB-000039861350

<input type="checkbox"/>	On-sale
<input type="checkbox"/>	Off-sale
<input checked="" type="checkbox"/>	On- and off-sale

**Certificate of Completion  
For  
Title 4 BASIC Liquor Law Training**

A Certificate of Completion must be on a form provided by the Arizona Department of Liquor. Certificates are completed by a state-approved training provider and, when issued, the Certificate is signed by the course participant.

The State requires BASIC Title 4 training only as a prerequisite for MANAGEMENT Title 4 training or as a result of a liquor law violation. Persons required to have BASIC Title 4 training are listed at the base of this Certificate. Licensees sometimes require BASIC Title 4 Training a condition of employment.

A replacement Certificate of Completion for Title 4 training must be available through the training provider for two years after the training completion date.

**Student Information**

Richard Hill  
Full Name (please print)

  
Signature

10/27/2025  
Training Completion Date

10/26/2028  
Certificate Expiration Date  
(three years from completion date)

**Training Provider Information**

**360training.com Inc. dba TIPS**

Company Name

6504 Bridge Point Parkway, Suite 100, Austin, TX 78730

Mailing Address

(877) 881-2235

Daytime Contact Phone Number

I, Samantha Montalbano, certify that the above named individual did successfully complete  
Instructor Name (please print)

Title 4 BASIC Training in accordance with A.R.S. §4-112(G)(2) and Arizona Administrative Code (A.A.C.)R19-1-103 using training course content and materials approved by the Arizona Department of Liquor Licenses and Control. I understand that misuse of this Certificate of Completion can result in the revocation of State-approval for the Title 4 Training Provider named in this section as provided by A.A.C. R19-1-103(E) and (F).

  
Instructor Signature

10/27/2025  
Day Mo Year

Persons required to complete BASIC & MANAGEMENT Title 4 training: 1) owner(s) actively involved in the daily business operations of a liquor-licensed business of a series listed below  
2) licensees, agents and managers actively involved in the daily business operations of a liquor-licensed business of a series listed below

- |                                  |                                  |                          |                                      |
|----------------------------------|----------------------------------|--------------------------|--------------------------------------|
| In-state Microbrewery (series 3) | Government (series 5)            | Bar (series 6)           | Beer & Wine Bar (series 7)           |
| Conveyance (series 8)            | Liquor Store (series 9)          | Private Club (series 14) | Hotel/Motel w/restaurant (series 11) |
| Restaurant (series 12)           | In-state Farm Winery (series 13) |                          | Beer & Wine Store (series 10)        |

Liquor license applications (initial and renewal) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.

The questionnaire (which designates a manager to a location) and the agent change form (which assigns a new agent to active liquor licenses) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.

# Certificate of Completion For Title 4 **MANAGEMENT** Liquor Law Training

A Certificate of Completion must be on a form provided by the Arizona Department of Liquor. Certificates are completed by a state-approved training provider and, when issued, the Certificate is signed by the course participant.

Basic Title 4 training is a prerequisite for MANAGEMENT Title 4 training. A valid Certificate of Completion for BASIC Title 4 training must be on file at the Department of Liquor and satisfactory completion of a State-approved BASIC Title 4 course must be verified by the training provider prior to issuing a Certificate of Completion for MANAGEMENT Title 4 training.

A replacement Certificate of Completion for Title 4 training must be available through the training provider for two years after the training completion date.

### Student Information

Richard Hill

Full Name (please print)



Signature

10/27/2025

Training Completion Date

10/26/2028

Certificate Expiration Date  
(three years from completion date)

### Training Provider Information

**360training.com Inc. dba TIPS**

Company Name

6504 Bridge Point Parkway, Suite 100, Austin, TX 78730

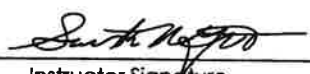
Mailing Address

(817) 818-6635

Daytime Contact Phone Number

I, Samantha Montalbano, certify that the above named individual did successfully complete  
Instructor Name (please print)

Title 4 MANAGEMENT Training in accordance with A.R.S. §4-112(G)(2) and Arizona Administrative Code (A.A.C.)R19-1-103 using training course content and materials approved by the Arizona Department of Liquor Licenses and Control. I understand that misuse of this Certificate of Completion can result in the revocation of State-approval for the Title 4 Training Provider named in this section as provided by A.A.C. R19-1-103(E) and (F).



Instructor Signature

10/27/2025

Day Mo Year

Persons required to complete BASIC & MANAGEMENT Title 4 training: 1) owner(s) actively involved in the daily business operations of a liquor-licensed business of a series listed below  
2) licensees, agents and managers actively involved in the daily business operations of a liquor-licensed business of a series listed below

In-state Microbrewery (series 3)  
Conveyance (series 8)  
Restaurant (series 12)

Government (series 5)  
Liquor Store (series 9)  
In-state Farm Winery (series 13)

Bar (series 6)  
Private Club (series 14)

Beer & Wine Bar (series 7)  
Hotel/Motel w/restaurant (series 11)  
Beer & Wine Store (series 10)

Liquor license applications (initial and renewal) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.

The questionnaire (which designates a manager to a location) and the agent change form (which assigns a new agent to active liquor licenses) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.



# FINGERPRINT VERIFICATION FORM

Arizona Department of Liquor Licenses and Control  
800 W. Washington St. 5<sup>th</sup> Floor Phoenix, AZ 85007  
(602) 542-5141

**DLLC USE ONLY**

Job#:	372030
Date Accepted:	
CSR:	

FP pending  
805-715

**ATTENTION FINGERPRINT TECHNICIAN:**

Please follow the instructions below for fingerprinting this applicant.

1. Please fill out or ensure that the applicant has filled out all the required boxes on the fingerprint card prior to taking the fingerprints.
2. Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and to the information on the fingerprint card.
3. Fill out the information in the boxes below. **Please print clearly.**
4. Once the prints have been taken, place the fingerprint card and this form into the envelope and seal it. Please write your name or identification across the edge of the seal. Return the sealed envelope to the applicant.  
**Do not give the applicant the fingerprint card without first sealing it inside the envelope.**
5. **Write applicants name on front of sealed envelope.**

**PRINT** the following information:

<b>Date</b> 11/05/2025	<b>Name of Applicant:</b> RICHARD CARL HILL (II)	
<b>Name of Fingerprint Technician:</b> JUANITA ALICIA ESPARZA		
<b>Fingerprint technician's Signature:</b> 		
<b>Fingerprint technician's Agency/company Name:</b> AE LIQUOR CONSULTING SERVICE LLC		<b>Phone Number:</b> 623-302-2234
<b>Type of Photo ID Provided (check one):</b>		
<input checked="" type="checkbox"/> <b>Driver's License</b> <input type="checkbox"/> <b>Passport</b> <input type="checkbox"/> <b>Other (Please specify)</b>		



Arizona Dept. of Liquor Licenses and Control  
https://www.azliquor.gov  
(602) 542-5141

DLLC USE ONLY

Fee:
Job #: 372030
Date Accepted:
CSR:

# Personal Information Questionnaire

FP pending  
805-775

**ATTENTION APPLICANT:** This is a legally binding document. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

THE COMPLETED QUESTIONNAIRE NEEDS TO BE SUBMITTED TO THE DEPARTMENT ALONG WITH A \$22. FEE, AND FD-258 FINGERPRINT CARD, THAT HAS BEEN SEALED IN AN ENVELOPE, AND SIGNED OR INITIALED BY THE FINGERPRINT TECHNICIAN, MUST INCLUDE THE FINGERPRINT VERIFICATION FORM. MUST BE COMPLETED BY A RECOGNIZED FINGERPRINT SERVICE OR LAW ENFORCEMENT AGENCY.

**Agent:** a person who is designated by an applicant or licensee to receive communications from the department and to file and sign documents submitted to the department on behalf of the applicant or licensee. An agent is not a manager.  
  
A.R.S. §4-202(A).

**Controlling Person:** person directly or indirectly possessing control of an applicant or licensee.  
  
A.R.S. §4-101(10).

**Manager:** An individual (not an entity) approved by the Department of Liquor who has the authority to organize, direct, carry out, control or to otherwise operate the day-to-day operations of a liquor-licensed business.  
  
A.R.S. §4-101(22) and A.R.S. §4-202(C)

## SECTION - 1 INDIVIDUAL INFORMATION

AGENT       CONTROLLING PERSON       MANAGER

- Name: VASQUEZ PEDRO REFUJIO  
Last First Middle
- Social Security #: [REDACTED] Birth Date: [REDACTED]  
(NOT a public record) (NOT a public record)
- Driver's License #: [REDACTED] State Issued: ARIZONA  
(NOT a public record)
- Are you a resident of Arizona?  Yes  No Date of residency: 05 / 03 / 2025
- Email address: [REDACTED]
- Home Address: [REDACTED]
- Daytime phone #: [REDACTED] Alternative phone #: 928-636-4271

## SECTION 2 – LICENSED BUSINESS INFORMATION

- Liquor License #: 06130077
- Business Name (doing business as): LOG CABIN
- Business Address: 18 NORTH HIGHWAY 89 CHINO VALLEY ARIZONA 86323

### SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

Must attach copies of Basic and Management Title 4 training certificates for person managing the day to day operation of the licensed business.

Who is managing the day to day operations?  Agent  Controlling Person  Manager

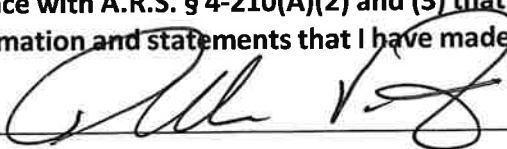
Name of persons who will be handling the day to day operations: RICHARD CARL HILL (II)

### SECTION 4 – BACKGROUND

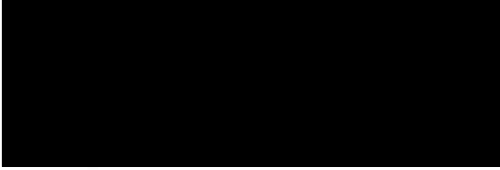
If you answer "YES" to any Question 1 through 5 YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 1-5 MAY NOT BE ACCEPTED

- 1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes  No
- 2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes  No
- 3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? A.R.S. §4-202(D) Yes  No
- 4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets) A.R.S. §4-202, 4-210 Yes  No   
\*Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license.
- 5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes  No

I, (Print Full Name) PEDRO REFUJIO VASQUEZ hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature:  Date: 11/05/2025

Pedro Refugio Vasquez



**November 5, 2025**

**To Whom It May Concern:**


**Re: Statement Regarding DUI Case No. J-1303-TR-2024000383**

**Question 2.**

My name is **Pedro Refugio Vasquez**. On or about **December 6, 2024**, I was pulled over by a Prescott Police Officer for **expired vehicle registration plates**. During the traffic stop, the officer asked if I had been drinking. I admitted that I had consumed alcohol, after which I was arrested and released the following day.

I was cited for a **misdemeanor DUI** and subsequently completed a **diversion program** as required by the court. I also paid a total fine of **\$1,645.50**. I have successfully completed all mandated programs and fulfilled all financial obligations related to this case.

The **case number** associated with this matter is **J-1303-TR-2024000383**. I am submitting this statement along with supporting documentation for your review and records.

If you have any questions or require additional information, please feel free to contact me at 

Thank you for your time and consideration.

Respectfully,

A handwritten signature in black ink, appearing to read 'Pedro Vasquez', written over the word 'Respectfully,'.

**Pedro Refugio Vasquez**



40-5807 R07/24 azdot.gov

Mail Drop 533M  
Motor Vehicle Division  
PO Box 2100  
Phoenix AZ 85001-2100

# ADMIN PER SE/IMPLIED CONSENT AFFIDAVIT

LE or DR Case Number 24-049288

Complaint Numbers Issued \_\_\_\_\_

### A.R.S. § charges:

- 28-1381  28-1382  28-1383
- 4-244.34  13-1201  13-1204
- Other Title 13, Chapter 11 charge: \_\_\_\_\_

- Yes  No While transporting hazardous material? (A.R.S. § 28-101)
- Yes  No While operating a commercial motor vehicle?
- Yes  No While operating a vehicle for hire or as a transportation network driver?

Driver Name (first, middle, last, suffix) <u>PEDRO REFUSIO VASQUEZ</u>		Date of Birth [REDACTED]	Driver License Number [REDACTED]	Class [REDACTED]	State <u>IL</u>
Address (if address is different, you must report a change of address to MVD within 10 days) <input type="checkbox"/> [REDACTED]		City <u>Prescott Valley</u>	State <u>AZ</u>	Zip <u>86314</u>	

On (date) 12/16/24, at (time) 2355, at (location) BOB DR / E COMMONS CIR

**Death or serious physical injury:** I had reasonable grounds to believe that the person was involved in a traffic accident resulting in death or serious physical injury, as defined in A.R.S. § 13-105, and probable cause to believe that the person caused the accident or was cited for a violation of any provision of A.R.S., Title 28, Chapter 4, or Chapter 3, Articles 2 through 15.

Among the facts leading to that belief were: \_\_\_\_\_

I had reasonable grounds to believe the person named was driving or in actual physical control of a motor vehicle while under the influence of intoxicating liquor and/or drugs, and I placed the named person under arrest therefor.

Among the facts leading to that belief were: poor SFST performance, strong odor of intoxicating beverage, varying speed, admitted to drinking

I believe the person was under the influence of:  alcohol  drug(s)  alcohol & drug(s)

The Admonitions:  were read to the person  were not read because the person was either unconscious or incapable of refusal. Officer Initials: \_\_\_\_\_

The person:  submitted  refused to submit/did not complete (warrant obtained)  was unconscious/incapable of refusal (warrant obtained)  
If a warrant was obtained, the person refused to submit or did not complete the tests in the following manner: \_\_\_\_\_

Test(s) administered:  breath (Results: 0.113 / 0.128)  blood  other: \_\_\_\_\_

Blood or other test results:  Indicated alcohol concentration of: \_\_\_\_\_  
 Indicated the presence of a drug listed in A.R.S § 13-3401 or its metabolite (results available)  
 Not available/pending

<b>OFFICER CERTIFICATION</b> I certify that the above is true and correct. I request that any hearing be held in <u>Yavapai</u> County.					
Law Enforcement Officer Name <u>G. Russell</u>	Badge Number <u>10521</u>	Law Enforcement Officer Signature <u>[Signature]</u>			
Additional Law Enforcement Officer Name/Badge Number	ORI Number <u>1300</u>	Law Enforcement Officer Agency/Station <u>Yavapai County Sheriff's Office</u>			
Agency Address <u>255 E Gurley ST</u>		City <u>Prescott</u>	State <u>AZ</u>	Zip <u>86301</u>	
Test Operator Name <u>G. Russell</u>	Badge Number <u>10521</u>	Test Operator Signature <u>[Signature]</u>			

### SURRENDER OF ARIZONA DRIVER LICENSE

Pursuant to A.R.S §§ 28-1321 and 28-1385, the law enforcement officer must require the surrender of all Arizona driver licenses or permits in the person's possession. If no license or permit is attached, state reason:  Lost  Destroyed  Nonresident  Other: \_\_\_\_\_

<b>ORDER OF SUSPENSION</b> One box must be checked.	Date Served <u>12/17/24</u>	Time Served <u>0205</u>	Please see reverse side to request a Hearing or Summary Review and for information regarding restricted driving privilege eligibility.
	<input type="checkbox"/> Pursuant to A.R.S § 28-1321, your Arizona driving privilege is suspended effective 30 days from Date Served. The suspension is for 12 months, or 2 years if there is a prior implied consent refusal, within the last 84 months, on your record. This order is final unless a hearing is requested online or in writing and received within 30 days from Date Served. This action is a result of your failure to successfully complete, or refusal to submit to, tests to determine alcohol concentration or drug content. This suspension will not end until all reinstatement requirements are met including completion of alcohol or drug screening.		
<input checked="" type="checkbox"/> Pursuant to A.R.S § 28-1385, your Arizona driving privilege is suspended for not less than 90 consecutive days effective 30 days from Date Served. This order is final unless a hearing or summary review is requested online or in writing and received within 30 days from Date Served. This suspension is a result of tests to which you submitted. This suspension will not end until all reinstatement requirements are met including completion of alcohol or drug screening.			

**TEMPORARY DRIVER PERMIT** — This entire form will serve as a temporary driver permit that will expire 30 days from the Date Served. However, if you request a hearing or summary review, then this permit will remain valid until the hearing or summary review decision has been made. If your Arizona driver license/permit is currently suspended or revoked, this permit does not authorize you to operate a motor vehicle.

Sex <u>M</u>	Weight <u>265</u>	Height <u>508</u>	Eyes <u>Bro</u>	Hair <u>Br</u>	Class <u>D</u>	Restrictions
Permit Not Issued Because					Licensee Signature <u>[Signature]</u>	



Mail Drop 533M  
Motor Vehicle Division  
PO Box 2100  
Phoenix AZ 85001-2100

# ADMONITIONS

LE or DR Case Number  
**24-049288**

Prior to reading the below admonitions, I ensured the suspect had been placed under arrest for at least one of the following charges: A.R.S §§ 28-1381, 28-1382, 28-1383, 4-244.34, 13-1201, 13-1204, other Title 13, Chapter 11 charge.

## ADMONITIONS

Will you consent to a test or tests of your blood, breath, urine or other bodily substance for the purpose of determining your alcohol concentration or drug content?  Yes  No

### READ ONLY IF THE ARRESTEE CONSENTS TO TESTING

If the test results are not available or indicate an alcohol concentration of 0.08 or above (0.04 or above while operating in a commercial vehicle, a vehicle for hire, or as a transportation network driver) or indicate any drug defined in A.R.S § 13-3401 or its metabolite without a valid prescription, then your Arizona driving privilege will be suspended for not less than 90 consecutive days. Alcohol or drug screening must be completed before your privilege may be reinstated.

Will you consent to the tests?  Yes  No

Arrestee's Comments

### READ ONLY IF THE ARRESTEE ANSWERS NO TO EITHER QUESTION ABOVE OR FAILS TO SUCCESSFULLY COMPLETE THE TESTS

- If you do not expressly agree to testing or do not successfully complete the tests, your Arizona driving privilege will be suspended for 12 months, or for two years if you've had a prior implied-consent refusal within the last 84 months.
- If the test results are not available or indicate an alcohol concentration of 0.08 or above (0.04 or above while operating in a commercial vehicle, a vehicle for hire, or as a transportation network driver) or indicate any drug defined in A.R.S § 13-3401 or its metabolite without a valid prescription, then your Arizona driving privilege will be suspended for not less than 90 consecutive days.
- Alcohol or drug screening must be completed before your privilege may be reinstated.

Will you consent to the tests?  Yes  No

Arrestee's Comments

If the arrestee unreasonably delays the completion of the test, read the following to the arrestee:

You are not entitled to further delay before taking the tests any additional delay will be considered a refusal to submit the tests.

Will you consent to the tests?  Yes  No

Arrestee's Comments

Additional Comments

Officer Signature  
*[Signature]* 10571

**IN THE PRESCOTT JUSTICE COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF YAVAPAI**

**STATE OF ARIZONA,  
Plaintiff,**

**NO. J1303TR2024000383**

v.

**PEDRO REFUJIO VASQUEZ,  
Defendant.**

**PLEA AGREEMENT**

**DOB:** [REDACTED]  
**SSN:** [REDACTED]

The **STATE OF ARIZONA** and the Defendant hereby agree to the following disposition of this case:

**PLEA:** Defendant agrees to plead **GUILTY** to:

**Count B: DRIVING OR ACTUAL PHYSICAL CONTROL WHILE UNDER THE INFLUENCE OF INTOXICATING LIQUOR OR DRUGS**, committed on or about December 6, 2024, in violation of ARS §28-1381(A)(2), a Class 1 Misdemeanor.

**TERMS:** On the following understandings, terms, and conditions:

**1. Maximum Sentence(s):**

A class 1 misdemeanor carries a maximum sentence of 6 months in the Yavapai county jail, a maximum term of probation of 3 years (5 YEARS FOR DUI), and a maximum fine of \$2,500.00 plus 79%. If a fine, penalty or forfeiture is imposed, defendant must pay a \$20.00 probation surcharge.

**2. Special conditions regarding sentence and probation, if any:**

Count B: For the violation of A.R.S. §28-1381(A)(2) (1st offense DUI), the statutes provide for the following minimum sanctions:

- A. Defendant must complete alcohol or other drug screening and education and treatment as ordered by the Court.
- B. Defendant shall be sentenced to not less than ten (10) days in jail. The Court may suspend all but one day if Defendant successfully completes the Court-ordered screening, education and treatment.
- C. Defendant must pay the following:

  
Defendant's Initials

- a. Base fine of not less than \$250.00.
  - b. Surcharges amounting to 79% of the base fine.
  - c. Probation surcharge of \$20.00.
  - d. Additional assessment of \$13.00.
  - e. Additional assessment of \$2.00.
  - f. Prison Construction assessment of \$500.00.
  - g. Public Safety Equipment assessment of \$500.00.
- D. Defendant may be ordered to complete community restitution.
- E. Defendant shall be required to equip any motor vehicle he/she operates with a certified ignition interlock device, pursuant to A.R.S. §28-3319. The Court may order Defendant to equip any motor vehicle he/she operates with a certified ignition interlock device for more than twelve (12) months beginning on the date of reinstatement of Defendant's driving privilege following a suspension or revocation or on the date of the Department of Transportation-Motor Vehicle Division's receipt of the report of conviction, whichever occurs later.
- F. This conviction can result in further sanctions by the Department of Transportation-Motor Vehicle Division.
- G. If probation is available according to the terms of this Plea Agreement, it shall be for a term not to exceed five (5) years.
- H. Pursuant to A.R.S. §28-1444, Defendant shall be ordered to reimburse the Yavapai County Jail District for the costs of incarceration in the stipulated amount of \$150.00 for the first day and \$70.00 per day for each day thereafter.

3. The parties recommend the following additional terms (subject to Court approval at sentencing as set forth in paragraph 6 below): **For Count B, Defendant shall be sentenced to 10 days in jail (9 days may be suspended upon successful completion of an alcohol/drug screening and treatment program); pay for and successfully complete an approved screening, education and treatment program; pay a fine, including surcharges, of \$1,495.50; pay daily jail fees as indicated by the court; complete community service as ordered by the Court; attend a victim impact panel, if so ordered by the Court; not possess or consume alcohol for 6 months; and be placed on 12 months of unsupervised probation.**

4. The following charges or allegations are dismissed or, if not yet filed, shall not be brought against the Defendant: Any remaining allegations of count(s) of the citation/complaint not pled to above.

5. Defendant avows that all personal identifying information (name, partial social security number, and date of birth) contained in this Plea Agreement is true and correct. Further, Defendant acknowledges that the State has relied on the personal information provided at his/her arrest before offering this Plea Agreement and understands that if the personal identifying information contained herein is false, the State may withdraw from this Plea

Agreement and that he/she may be subjected to further prosecution for these false statements.

6. If the Court concludes that any of the provisions contained herein are inappropriate, including those regarding the sentence or the terms and conditions of probation, it can reject the plea, giving the State and the Defendant each an opportunity to withdraw from this Plea Agreement. In case this Plea Agreement is withdrawn or not accepted by the Court, all original charges will be automatically reinstated.

7. The parties agree that the Court shall retain continuing jurisdiction over this matter to award restitution for any future medical expenses, lost wages, counseling or other expenses incurred by any victim as a result of any criminal conduct alleged in the complaint or pled to herein.

8. If you are not a citizen of the United States, pleading guilty or no contest to a crime may affect your immigration status. Admitting guilt may result in deportation, even if the charge is later dismissed. Your plea or admission of guilt could result in your deportation or removal, could prevent you from ever being able to get legal status in the United States, or could prevent you from becoming a United States citizen.

9. Unless this Plea Agreement is rejected or withdrawn, the Defendant hereby waives and gives up any and all motions, defenses, or requests which he/she had made or raised, or could assert hereafter, to the Court's entry of judgment against him/her and imposition of a sentence upon him/her consistent with this Plea Agreement. The Defendant acknowledges that by entering this Plea Agreement, he/she will have no right of direct appeal pursuant to A.R.S. §13-4033.

I have read and understand all of the provisions of this Plea Agreement. I have discussed the case and my constitutional rights with my lawyer, or I have chosen to proceed without a lawyer, even though I know I have a right to a lawyer. I understand that by pleading **guilty**, I will be waiving and giving up my rights to a trial, to confront and cross-examine and compel the attendance of witnesses, to present evidence in my behalf, my privilege against self-incrimination, and the presumption of innocence. I agree to enter my plea as indicated herein on the terms and conditions set forth herein. I fully understand that if, as part of this Plea Agreement, I am granted probation by the Court, the terms and conditions thereof are subject to modification at any time during the period of probation. I understand that if I violate any written condition(s) of my probation, my probation may be terminated, and I can be sentenced to any term or terms stated above in paragraph 1.

//

//

//

  
Defendant's Initials

I have personally and voluntarily signed the signature line below to indicate I read, or had read to me, understood and approved all of the previous paragraphs in this Plea Agreement, both individually and as a total binding agreement. My plea is voluntary and not the result of force, or threat, or promises other than those contained in this Plea Agreement. This Plea Agreement shall be deemed withdrawn and without effect if a signed original bearing the signatures of the Prosecutor and the Defendant is not filed with the Court within thirty (30) days of the date that it is signed by the Prosecutor.

9-16-25  
Date

  
**Pedro Refujio Vasquez**  
Defendant

I have discussed this case with my client in detail and advised my client of his/her constitutional rights and all possible defenses. I believe that the defendant's plea is knowing, intelligent, and voluntary and that the plea and disposition are consistent with law.

September 16, 2025  
Date

  
**Glen S. Hammond**  
Attorney for Defendant

I have reviewed this matter and concur that the plea and disposition set forth herein are appropriate and are in the interest of justice. I further advise the Court that, if this is a case involving a victim, the notice requirements specified in Chapter 40 of Title 13, Arizona Revised Statutes, have been complied with to the best of my knowledge; or reasonable efforts have been made to inform the victim of the right to be present for any hearing on this change of plea and the right to be heard at such hearing.

9/4/25  
Date

  
**Ashley Sturtz**  
Deputy County Attorney

  
Defendant's Initials

Public Access to Court Information - Case Search

25 DEC 2 10:34 AZULLC

Case Information

Case Number:	J-1303-TR-2024000383	Category:	Unknown
Title:	STATE OF ARIZONA vs PEDRO REFUJIO VASQUEZ	Filing Date:	12/9/2024
Court:	Prescott Justice	Disposition Date:	9/17/2025
Judge:			

STATE OF ARIZONA PLAINTIFF - P1

PEDRO REFUJIO VASQUEZ DEFENDANT - D1

Date of Birth: [REDACTED]

Citation	Count	Description	Disp. Date	Disposition
113197329	1	DUI LIQUOR/DRUGS/VAPORS 1ST	9/17/2025	DISMISSED ON MOTION/REQUEST OF PROSECUTOR
113197329	2	DUI LIQUOR BAC .08 OR MORE - 1ST	9/17/2025	PLEA OF GUILTY OR RESPONSIBLE, SENTENCE IMPOSED

Case Activity

Date	Description	Party
10/1/2025	PROOF FILED	D1
11/17/2025	DISPOSITION SET: 44-DISMISSED ON MOTION/REQUEST OF PROSECUTO	D1
11/17/2025	UNSUPERVISED PROBATION ORDERED	D1
11/17/2025	Fees/Fines Receivable# 125186 generated for amount \$500	D1
11/17/2025	Case Fee "County Incarceration Fee" imposed in the amount of	D1
11/17/2025	COURT MANDATE COMPLIANT - OTHER	D1
11/17/2025	ALCOHOL TREATMENT COURT MANDATE ORDERED. DUE DATE: 09/17/202	D1
11/17/2025	Receipt# P00055648 generated for the amount of \$ 1645.50	D1
11/17/2025	DISPOSITION SET: 11-PLEA OF GUILTY OR RESPONSIBLE, SENTENCE	D1
11/17/2025	COURT MANDATE COMPLIANT - ALCOHOL TREATMENT	D1
11/17/2025	VICTIM IMPACT PANEL MADD COURT MANDATE ORDERED. DUE DATE: 1	D1
11/17/2025	Fees/Fines Receivable# 125187 generated for amount \$500	D1
11/17/2025	OTHER COURT MANDATE ORDERED. DUE DATE: 09/17/2025	D1
11/17/2025	Fees/Fines Receivable# 125185 generated for amount \$495.5	D1
11/17/2025	Case WorkSheet Event	D1
11/10/2025	MOTION - GRANTED	
11/4/2025	Scheduling event generated for @ 8/4/2025 9:21:58 AM	P1
11/4/2025	Scheduling event generated for @ 8/4/2025 9:21:58 AM	D1
11/1/2025	MOTION - GRANTED	
11/10/2025	MOTION FILED	P1
11/19/2025	PRETRIAL CONFERENCE SCHEDULED ON 08/04/2025 AT 8:00AM IN CO	D1
11/19/2025	PRETRIAL CONFERENCE SCHEDULED ON 08/04/2025 AT 8:00AM IN CO	P1
11/30/2025	MOTION - GRANTED	
11/26/2025	MOTION - GRANTED	
11/16/2025	MOTION - MOOT	D1
11/8/2025	NOTICE FILED	D1
11/7/2025	RECEIVABLE DELINQUENCY REVIEW	
11/24/2024	CRIMINAL CASE DELINQUENCY NOTICE GENERATED	
11/24/2024	CRIMINAL CASE DELINQUENCY NOTICE REQUESTED	D1
11/24/2024	FAILURE TO PAY	D1
11/23/2024	MOTION - GRANTED	
11/23/2024	NOTICE OF APPEARANCE FILED	
11/21/2024	Case assigned to COURT ROOM 103	D1
11/21/2024	PUBLIC DEFENDER FEE IMPOSED	D1
11/21/2024	Case assigned to COURT ROOM 103	P1
11/21/2024	Folder Created	

25DEC 2 AM 10:34 AZDILLC

## Document Search

For access to criminal and civil court documents in the Superior Court visit the eAccess portal.  
For more information about the eAccess portal please visit: <https://www.azcourts.gov/eaccess>.

### NOTES:

#### Internet Explorer 10 Users: Case details will not display properly unless you switch to Compatibility View. How?

The following case types are excluded from search results: sealed cases, cases involving Orders of Protection, mental health and probate cases, victim and witness data. Juvenile incorrigible/delinquency case information also cannot be viewed on this website; however other types of cases in which juveniles are parties, such as traffic cases, may be displayed. Certain administrative functions carried out by superior court clerk's offices in each county are not included in this website, such as passport application processing and private process server registration. **Charges stemming from local ordinance violations are not included.**

#### Please be aware of the following limitations of the case records displayed:

- ½ The information may not be a current, accurate, or complete record of the case.
- ½ The information is subject to change at any time.
- ½ The information is not the official record of the court.
- ½ Not all cases from a participating court may be included.
- ½ The information should not be used as a substitute for a thorough background search of official public records.

The user is responsible for verifying information provided on this website against official court information filed at the court of record. Use of this website shall indicate agreement by the user that the Arizona judiciary, including its courts, divisions, officers, and employees, shall not be liable for any loss, consequence, or damage resulting directly or indirectly from the use of any of the information available through this website and that the Arizona judiciary does not provide any warranty, express or implied, that the information provided is accurate, current, correct, or complete.

Data available on this web site is updated frequently and can be provided via electronic media for an annual subscription fee. If interested, please Contact Us.

Case info is updated on this website weekly. Information is updated each Friday to reflect case information through the Wednesday of the same week.



# FINGERPRINT VERIFICATION FORM

Arizona Department of Liquor Licenses and Control  
800 W. Washington St. 5<sup>th</sup> Floor Phoenix, AZ 85007  
(602) 542-5141

**DLLC USE ONLY**

Job #:	372030
Date Accepted:	
CSR:	

FP pending  
805-775

**ATTENTION FINGERPRINT TECHNICIAN:**

Please follow the instructions below for fingerprinting this applicant.

1. Please fill out or ensure that the applicant has filled out all the required boxes on the fingerprint card prior to taking the fingerprints.
2. Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and to the information on the fingerprint card.
3. Fill out the information in the boxes below. **Please print clearly.**
4. Once the prints have been taken, place the fingerprint card and this form into the envelope and seal it. Please write your name or identification across the edge of the seal. Return the sealed envelope to the applicant.  
**Do not give the applicant the fingerprint card without first sealing it inside the envelope.**
5. **Write applicants name on front of sealed envelope.**

**PRINT** the following information:

<b>Date</b> 11/05/2025	<b>Name of Applicant:</b> PEDRO REFUJIO VASQUEZ	
<b>Name of Fingerprint Technician:</b> JUANITA ALICIA ESPARZA		
<b>Fingerprint technician's Signature:</b> 		
<b>Fingerprint technician's Agency/company Name:</b> AE LIQUOR CONSULTING SERVICE LLC		<b>Phone Number:</b> 623-302-2234
<b>Type of Photo ID Provided (check one):</b>		
<input checked="" type="checkbox"/> <b>Driver's License</b> <input type="checkbox"/> <b>Passport</b> <input type="checkbox"/> <b>Other (Please specify)</b>		



Arizona Dept. of Liquor Licenses and Control  
https://www.azliquor.gov  
(602) 542-5141

**DLIC USE ONLY**

Fee:
Job #: <u>372030</u>
Date Accepted:
CSR:

# Personal Information Questionnaire

FP pending  
805-775

**ATTENTION APPLICANT:** This is a legally binding document. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

THE COMPLETED QUESTIONNAIRE NEEDS TO BE SUBMITTED TO THE DEPARTMENT ALONG WITH A \$22. FEE, AND FD-258 FINGERPRINT CARD, THAT HAS BEEN SEALED IN AN ENVELOPE, AND SIGNED OR INITIALED BY THE FINGERPRINT TECHNICIAN, MUST INCLUDE THE FINGERPRINT VERIFICATION FORM. MUST BE COMPLETED BY A RECOGNIZED FINGERPRINT SERVICE OR LAW ENFORCEMENT AGENCY.

**Agent:** a person who is designated by an applicant or licensee to receive communications from the department and to file and sign documents submitted to the department on behalf of the applicant or licensee. An agent is not a manager.

A.R.S. §4-202(A).

**Controlling Person:** person directly or indirectly possessing control of an applicant or licensee.

A.R.S. §4-101(10).

**Manager:** An individual (not an entity) approved by the Department of Liquor who has the authority to organize, direct, carry out, control or to otherwise operate the day-to-day operations of a liquor-licensed business.

A.R.S. §4-101(22) and  
A.R.S. §4-202(C)

## SECTION - 1 INDIVIDUAL INFORMATION

AGENT       CONTROLLING PERSON       MANAGER

- Name: VASQUEZ REYMUNDO FRANK  
Last First Middle
- Social Security #: [REDACTED] Birth Date: [REDACTED]  
(NOT a public record) (NOT a public record)
- Driver's License #: [REDACTED] State Issued: ARIZONA  
(NOT a public record)
- Are you a resident of Arizona?  Yes  No Date of residency: 01 / 15 / 2021
- Email address: [REDACTED]
- Home Address: [REDACTED]
- Daytime phone #: [REDACTED] Alternative phone #: 928-636-4271

## SECTION 2 – LICENSED BUSINESS INFORMATION

- Liquor License #: 06130077
- Business Name (doing business as): LOG CABIN
- Business Address: 18 NORTH HIGHWAY 89 CHINO VALLEY ARIZONA 86323

### SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

Must attach copies of Basic and Management Title 4 training certificates for person managing the day to day operation of the licensed business.

Who is managing the day to day operations?  Agent  Controlling Person  Manager

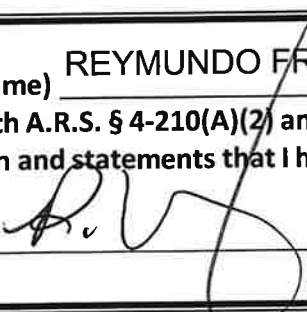
Name of persons who will be handling the day to day operations: RICHARD CARL HILL (II)

### SECTION 4 – BACKGROUND

If you answer "YES" to any Question 1 through 5 YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 1-5 MAY NOT BE ACCEPTED

- 1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes  No
- 2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes  No
- 3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? A.R.S. §4-202(D) Yes  No
- 4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets) A.R.S. §4-202, 4-210 Yes  No   
\*Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license.
- 5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes  No

I, (Print Full Name) REYMUNDO FRANK VASQUEZ hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature:  Date: 11/05/2025

To Whom It May Concern,

Question 1.

My name is **Reymundo Frank Vasquez**, and I am the agent and owner of two establishments that each hold a Series 12 Restaurant Liquor License. Both licenses are in good standing and have maintained a record with **no violations**. The establishments are as follows:

**Cocky's Chicken & Brew**

1921 East State Highway 69  
Prescott, Arizona 86301  
Liquor License No. 012130017470  
Ownership: 33.33% Member/Stockholder

**Golden Corral**

1901 East Highway 69  
Prescott, Arizona 86301  
Liquor License No. 012130017472

Respectfully submitted,

  
**Reymundo Frank Vasquez**  
Owner / Member



# FINGERPRINT VERIFICATION FORM

Arizona Department of Liquor Licenses and Control  
800 W. Washington St. 5<sup>th</sup> Floor Phoenix, AZ 85007  
(602) 542-5141

**DLLC USE ONLY**

Job #:	372030
Date Accepted:	
CSR:	

FP pending  
805-775

**ATTENTION FINGERPRINT TECHNICIAN:**

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3. Fill out the information in the boxes below. **Please print clearly.**
4. Once the prints have been taken, place the fingerprint card and this form into the envelope and seal it. Please write your name or identification across the edge of the seal. Return the sealed envelope to the applicant.  
**Do not give the applicant the fingerprint card without first sealing it inside the envelope.**
5. **Write applicants name on front of sealed envelope.**

**PRINT** the following information:

<b>Date</b> 11/05/2025	<b>Name of Applicant:</b> REYMUNDO FRANK VASQUEZ	
<b>Name of Fingerprint Technician:</b> JUANITA ALICIA ESPARZA		
<b>Fingerprint technician's Signature:</b> 		
<b>Fingerprint technician's Agency/company Name:</b> AE LIQUOR CONSULTING SERVICE LLC		<b>Phone Number:</b> 623-302-2234
<b>Type of Photo ID Provided (check one):</b>		
<input checked="" type="checkbox"/> <b>Driver's License</b> <input type="checkbox"/> <b>Passport</b> <input type="checkbox"/> <b>Other (Please specify)</b>		

Type of Application		Acceptable Protest
1	New License	May Protest Person and Location
2	Person Transfer	May Protest <b>"ONLY"</b> Person
3	Location Transfer	May Protest <b>"ONLY"</b> Location
4	Location and Person Transfer	May Protest Person and/or Location

## Types of Liquor License Applications and Acceptable Reasons to Protest



**Arizona Laws and Regulations Relating to  
Granting a Liquor License for a Certain Location  
(pursuant to Arizona Revised Statute §4-201(I))**

**R19-1-702. Determining Whether to Grant a License for a Certain Location**

- A. To determine whether public convenience requires and the best interest of the community will be substantially served by issuing or transferring a license at a particular unlicensed location, local governing authorities and the Board may consider the following criteria:
1. Petitions and testimony from individuals who favor or oppose issuance of a license and who reside in, own, or lease property within one mile of the proposed premises;
  2. Number and types of licenses within one mile of the proposed premises;
  3. Evidence that all necessary licenses and permits for which the applicant is eligible at the time of application have been obtained from the state and all other governing bodies;
  4. Residential and commercial population of the community and its likelihood of increasing, decreasing, or remaining static;
  5. Residential and commercial population density within one mile of the proposed premises;
  6. Evidence concerning the nature of the proposed business, its potential market, and its likely customers;
  7. Effect on vehicular traffic within one mile of the proposed premises;
  8. Compatibility of the proposed business with other activity within one mile of the proposed premises;
  9. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by granting a license at the proposed premises;
  10. History for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant received a detailed report of the violations and criminal activity at least 20 days before the hearing by the Board;
  11. Comparison of the hours of operation at the proposed premises to the hours of operation of existing businesses within one mile of the proposed premises; and
  12. Proximity of the proposed premises to licensed childcare facilities as defined by A.R.S. § 36-881.
- B. This Section is authorized by A.R.S. § 4-201(I).



# TOWN COUNCIL AGENDA ITEM STAFF REPORT

**AGENDA ITEM #** 6c  
**MEETING DATE:** 1/27/2026  
**CONTACT PERSON:** Will Dingee, Assistant Development Services Director  
**ITEM TYPE:** Consent Item

**AGENDA ITEM TITLE:**

Consideration and possible action to approve Resolution No. 2026-1301, approving a final plat for the Wineglass Lane Estates, a four-lot, 22-acre rural minor subdivision at 1170 E Road 4 North, Chino Valley, Arizona.

**SUMMARY:**

This is a request by Gilbert and Robert Campbell, on behalf of The Robert M. Campbell Family Trust, The Gilbert A. Campbell Revocable Living Trust, Jody Lynn Olfers and William Thomas Carver, Jr., to subdivide approximately 22 acres of land into four lots for the Wineglass Lane Estates Final Plat. The property is located at 1170 E Road 4 North, Chino Valley, Arizona. Kindly refer to the detailed project information as provided to the Planning & Zoning Commission, December 2, 2025, included as Attachment 3 — "Planning and Zoning Staff Report."

**PREVIOUS ACTION:**

On December 2, 2025, the Planning and Zoning Commission forwarded a recommendation of approval for FP-2025-01. For a detailed record of the discussion and staff analysis, please refer to the attached meeting minutes and staff report.

**STAFF RECOMMENDATION:**

Approve Resolution No. 2026-1301.

**FISCAL IMPACT?**

N/A

**ATTACHMENTS:**

1.	Attachment 1 - RES 2026-1301 - Wineglass SD Final Plat
2.	Attachment 2 - 12.02.25 - PZ Draft Minutes - LL Approved
3.	Attachment 3 - FP-2025-01 - Signed P&Z Staff Report

**RESOLUTION NO. 2026-1301**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, APPROVING A FINAL PLAT FOR THE WINEGLASS LANE ESTATES, A FOUR-LOT, 22-ACRE RURAL MINOR SUBDIVISION COMPRISING YAVAPAI COUNTY ASSESSOR PARCEL NOS. 306-03-003T, U, V, AND W, AND LOCATED AT 1170 E ROAD 4 NORTH, CHINO VALLEY, ARIZONA.**

**WHEREAS**, the Mayor and Common Council of the Town of Chino Valley (the “Town Council”) is responsible for reviewing and approving plats for the subdivision of land within the Town; and

**WHEREAS**, on August 20, 2025, the applicant, Gilbert and Robert Campbell, on behalf of The Robert M. Campbell Family Trust, The Gilbert A Campbell Revocable Living Trust, Jody Lynn Olfers and William Thomas Carver Jr., applied for final plat approval of a four-lot, 22-acre rural minor subdivision comprising Yavapai County Assessor Parcel Nos. 306-03-003T, U, V, and W, and located at 1170 E Road 4 North, Chino Valley, Arizona (the “Wineglass Lane Estates”); and

**WHEREAS**, the applicant’s request is subject to the final plat review and approval process set forth in Subsection 5.2.4 of the Unified Development Ordinance of the Town of Chino Valley (the “UDO”), as modified by UDO Subsections 5.2.7 and 5.2.8; and

**WHEREAS**, the Chino Valley Planning and Zoning Commission (the “Commission”) considered the final plat at a properly posted and advertised public meeting, and forwarded a recommendation to the Town Council to approve the final plat with conditions; and

**WHEREAS**, the Town Council has reviewed the Commission’s recommendation.

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

**SECTION 1.** The recitals above are hereby incorporated as if fully set forth herein.

**SECTION 2.** The final plat for the Wineglass Lane Estates, as more particularly set forth in the Commission staff report dated December 2, 2025, File Number FP-2025-01, is hereby approved subject to the requirements of the Chino Valley Town Code (“Town Code”) and the UDO, and to the following conditions:

1. The applicant shall comply with these conditions and all applicable codes, rules, fees, and regulations.
2. The applicant shall sign a Waiver of Claims form, which the Town will provide and record with the Yavapai County Recorder’s Office, prior to the public hearing and final decision of this item by the Town Council.
3. The applicant shall include a disclosure on the front page of the final plat identifying the proximity of the westerly adjacent light industrial (LI) land use designation and noting the potential for odors, visual impacts, noise, or operational activities associated with LI uses.

4. The applicant shall require buyers, as part of their closing documents, to sign a Noise and Odor Disclosure acknowledging the westerly adjacent LI land use designation and noting the potential for odors, visual impacts, noise, or operational activities associated with LI uses.
5. The applicant shall comply with all applicable Building and Safety Department construction requirements.
6. The applicant shall comply with all applicable Central Arizona Fire and Medical Authority (CAFMA) requirements.
7. The applicant shall comply with all applicable Arizona Game and Fish (AZGF) requirements prior to approval of any grading, leveling, or trenching related to construction preparation.
8. The applicant shall widen the private access road through the Wineglass Lane Estates—the Wineglass Lane—to conform to UDO § 5.3.2, Table 5-2, Rural Subdivision Private Street Minimum Design Standards, as follows:
  - a. Easement Width: 50'
  - b. Improvement Width: 24'
  - c. Subgrade Preparation: 6"
  - d. Base Depth: 6"
  - e. Surface: Double Chip

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

(SIGNATURES FOLLOW)

**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 27th day of January 2026.

\_\_\_\_\_  
Tom Armstrong, Mayor

ATTEST:

\_\_\_\_\_  
Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew J. McGuire, Town Attorney  
Gust Rosenfeld P.L.C.

I hereby certify that the above foregoing Resolution No. 2026-1301 was duly passed by the Council of the Town of Chino Valley, Arizona, at a meeting held on January 27, 2026, 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

## Planning and Zoning Commission Meeting Minutes December 2, 2025

A regular meeting of the Town of Chino Valley Planning and Zoning Commission was held on Tuesday, December 2, 2025, at the Town of Chino Valley Council Chambers, 202 N. State Route 89, Chino Valley, Arizona.

**PLANNING AND ZONING COMMISSION MEMBERS** present: Vice-Chair Gary Pasciak, Commissioner Michael Ditta, Commissioner Teena Meadors, Commissioner Jeffrey Pizzi, Commissioner William Welker, and Alternate Commissioner Joseph Morabito. Chair Chuck Merritt and Commissioner Richard Zamudio were absent.

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

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

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

**PUBLIC HEARING #D.1 – FP-2025-01** – This is a request by Gilbert and Robert Campbell, on behalf of The Robert M. Campbell Family Trust, The Gilbert A Campbell Revocable Living Trust, Jody Lynn Olfers and William Thomas Carver Jr., to subdivide approximately 22 acres of land into 4-lots for the Wineglass Lane Estates Final Plat. The property is located at 1170 E Road 4 North, Chino Valley, AZ.

**Vice-Chair Pasciak** asked if anyone on the Commission had a disclosure to declare regarding this item. There were none.

**Jessica Barragan**, Senior Planner, presented the staff report and stated one of the applicants was in attendance. She explained that the subject property was split several times since 2022 without Town approval and the applicants' request would bring the property into conformance. She brought up a slide showing the location of the 22-acre property, and a site plan of the proposed configuration of the four lots, with a minimum of five acres each, which meets the requirements for the current AR-5 Zoning District. She explained that the lots would be served by well and septic. **Barragan** shared that a Neighborhood Meeting was held on October 28, 2025, at the site with five neighbors in attendance. The neighbors expressed concerns regarding potential noise, odors, or complaints from the existing industrial uses to the West. Staff had received no written comments from the public. Staff recommended holding a public hearing and that the Commission forward a recommendation of approval to the Town Council.

**Pasciak** asked the Commission if they had any questions for staff.

**Ditta** asked why the staff was recommending approval.

**Barragan** replied that the applicants met all the criteria found in Section 5 of the Unified Development Ordinance (UDO).

**Pasciak** asked the applicant if he wished to speak.

**Gilbert Campbell**, applicant, declined to speak.

**Pasciak** opened the meeting for public comments. There were no comments from the public.

**Pasciak** closed the public portion of the meeting.

**Motion was made by Morabito, seconded by Meadors, to approve FP-2025-01, as presented, subject to the staff report, and information provided during the hearing, and the conditions of approval in Attachment A. A voice vote was taken and the motion passed with a 6-0 vote.**

**PUBLIC HEARING #D.2 – TA-2025-07** - A request to amend the Town of Chino Valley Unified Development Ordinance, Chapter 154, Chapter 5, Sections 5.3.3 and 5.3.4 to remove the water and sewer connection exemptions for minor and rural subdivisions.

**Will Dingee**, Assistant Director, presented the staff report and stated that the Text Amendment was initiated by Town staff, and was a request to amend Sections 5.3.3 and 5.3.4 of the UDO, which pertained to private wastewater and well systems. He explained that prior to September 1, 2025, properties were exempt by Town Code from mandated Town water and sewer connections for lot splits with three lots or less, or minor rural subdivisions, and could utilize on-site well and septic. This Text Amendment was to remove the exemption because the September 1, 2025, deadline for submittal had passed. Staff recommended holding a public hearing and that the Commission forward a recommendation of approval to the Town Council.

**Pasciak** asked the Commission if they had any questions for staff.

**Ditta** asked if the prior case just heard was exempt, and whether anyone could have septic and wells.

**Dingee** replied that the Final Plat for the Wineglass Lane Estates had been submitted prior to the September 1, 2025, deadline and was exempt. He explained that the Text Amendment referred to no septic and wells only in reference to a new subdivision, and not new development on a single lot. An Ordinance was passed by the Town Council in 2024 that all new subdivisions were mandated to connect to Town water and sewer.

**Pasciak** opened the meeting for public comment. There were no comments from the public.

**Pasciak** closed the public portion of the meeting.

**Motion was made by Pizzi, seconded by Ditta, to approve TA-2025-07, as presented, subject to the staff report, and information provided during the hearing. A voice vote was taken and the motion passed with a 6-0 vote.**

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

**INFORMATION ITEMS – FROM STAFF:** **Dingee** updated the Commission that on November 18, 2025, Town Council approved 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. **Dingee** also stated that the Commission would be meeting for a Study Session on December 16, 2025, to discuss the upcoming case being heard by the Commission in January 2026, CUP-2025-05 – Perkins Ranch Airfield.

**INFORMATION ITEMS – FROM THE COMMISSIONERS:** none

**INFORMATION ITEMS – FROM THE VICE-CHAIR:** none

**INFORMATION ITEMS – FROM THE PUBLIC:** none

**ADJOURN** – A motion was made by **Meadors** and seconded by **Morabito** to adjourn the meeting at 6:13 p.m.

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Gary Pasciak – Vice-Chair

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Prepared By: Gerreann Froberg



**TOWN OF CHINO VALLEY**  
**Planning Commission Staff Report**  
**December 2, 2025**  
**File Number FP-2025-01**  
**Final Plat – Minor Subdivision**

**PROJECT DESCRIPTION** This is a request by Gilbert and Robert Campbell, on behalf of The Robert M. Campbell Family Trust, The Gilbert A Campbell Revocable Living Trust, Jody Lynn Olfers and William Thomas Carver Jr., to subdivide approximately 22 acres of land into 4-lots for the Wineglass Lane Estates Final Plat. The property is located at 1170 E Road 4 North, Chino Valley, Arizona.

**LOCATION DATA**

	Existing Zoning	Use(s) on-site	General Plan Designation
Site	"AR-5" – Agricultural/Residential (5 Acre Lot Minimum)	Single Family Residential	NR– Neighborhood Residential (1-4 du/ac)
North	"State Land"	Vacant	NR– Neighborhood Residential (1-4 du/ac)
South	"AR-5" – Agricultural/Residential (5 Acre Lot Minimum)	Single Family Homes	NR– Neighborhood Residential (1-4 du/ac)
East	"State Land"	Vacant	NR– Neighborhood Residential (1-4 du/ac)
West	"CH" – Commercial Heavy	Vacant	LI-Light Industrial

**LOCATION MAP**



**PRIOR SITE ACTIONS:**

**Land Division**

April 28, 2022 - Land Split from Parcel # 306-03-003. (Sibling Parcels # 306-03-003D & 306-03-003E).

May 31, 2023 - Land Split from Parcel # 306-03-003E. (Sibling Parcels # 306-03-003F & 306-03-003G).

February 16, 2024 - Land Split from Parcel # 306-03-003G. (Sibling Parcels # 306-03-003R & 306-03-003S).

January 15, 2025 - Land Split from 306-03-003R. (Sibling Parcels # 306-03-003T & 306-03-003U).

**Pre-Application Meeting**

September 10, 2025 - (PA-2025-24)

**STAFF RECOMMENDATION:**

Staff recommends that the Planning and Zoning Commission forward to the Town Council a recommendation of **APPROVAL** for the Wineglass Lane Estates Final Plat with Conditions of Approval found in Attachment A.

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**SUGGESTED MOTION:**

Move to **APPROVE** Final Plat FP-2025-01 as presented, subject to the staff report and information provided during this hearing, and the Conditions of Approval in Attachment A

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**EFFECT OF THE APPROVAL:**

By approving this Final Plat, the Planning and Zoning Commission is recommending approval to Town Council to approve the Wineglass Lane Estates Final Plat, subject to the staff report and information provided during this hearing and affirmatively finds that the request is in conformance with the previously approved zoning.

**Proposal**

The applicant proposes a 4-lot minor subdivision on 22 acres, with lots ranging in size from approximately five (5) acres to six (6) acres, meeting the AR-5 zoning minimum lot size of five (5) acres. The site will be accessed via a private street (Wineglass Lane) from E Road 4 North. The residential lots will be served by individual wells and onsite septic systems. No public utilities are proposed, consistent with the minor and rural subdivision provisions in UDO Sections 5.2.7 and 5.2.8. See Attachment C for proposed parcel configuration layout at the point of submittal and to be revised accordingly, prior to Final Council Approval.

**Staff Analysis:**

The Wineglass Lane Estates Final Plat satisfies the technical requirements of UDO Section 5.2.7 for minor subdivisions. The plat proposes four lots, each greater than five (5) acres, exceeding the minimum area required in the AR-5 zoning district.

This application was submitted to bring the property into compliance following a series of land divisions completed by the property owner without the required Town review and approval. Town records and Yavapai County Recorder documents show that the original ±22-acre parcel (306-03-003W/T/U/V) was divided several times over the past decade. Several of these divisions

occurred post October 2020 and prior to January 2025, and the resulting parcels were subsequently conveyed to third parties. The issue was identified during processing of building permit applications, which triggered a property title review confirming that the parcels had not been legally created.

Upon discovery, the Town issued administrative penalties, which have been paid. The applicant has cooperated with the compliance process and is now pursuing formal approval of the minor-subdivision final plat. Approval will legalize the existing parcel configuration, ensure that required infrastructure improvements and documentation (including private street design and drainage information) are provided, and record appropriate conditions and disclosures.

Additionally, because the initial application was submitted on August 20, prior to September 1, 2025 expiration date established in UDO Sections 5.3.3 and 5.3.4, and because this subdivision qualifies as a Minor Rural Subdivision, the proposed development is exempt from the requirement to connect to the Town of Chino Valley's water and sewer systems.

A neighborhood meeting held on October 28, 2025, identified concerns regarding adjacency to Light Industrial (LI) zoning to the west. Staff recommend a recorded disclosure note and buyer acknowledgment to address these concerns, as reflected in the proposed Conditions of Approval. See neighborhood meeting notes in Attachment C.

Zoning

The property is zoned AR-5 (Agricultural/Residential, 5-acre minimum lot size). Section 3.6 of the UDO permits single-family residential uses in AR-5. The proposed 4-lot subdivision complies with minimum lot size and dimensional standards. See Zoning map in Attachment D.

**PUBLIC COMMENTS RECEIVED:** NONE

**EXTERNAL AGENCY COMMENTS:** SEE ATTACHMENT B

**NEIGHBORHOOD MEETING COMMENTS:** Staff notified the surrounding property owners within a 450' radius of the date and location of the Planning and Zoning Commission Meeting and Town Council Meeting by postcard on October 13th, 2025.  
See Attachment C

**PROPOSED CONDITIONS**

**DELIVERED TO APPLICANT ON:** OCTOBER 31, 2025

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Applicant agreed with all of the conditions of approval on (November 11, 2025)                                |
| <input type="checkbox"/>            | Applicant did not agree with the following conditions of approval: (list #'s)                                 |
| <input type="checkbox"/>            | If the Planner is unable to make contact with the applicant – describe the situation and attempts to contact. |

ATTACHMENTS:

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

PREPARED BY:



JESSICA BARRAGAN, SENIOR PLANNER

[JBARRAGAN@CHINOAZ.NET](mailto:JBARRAGAN@CHINOAZ.NET)

928 636-3407

DATE:

NOVEMBER 19, 2025

APPROVED BY:



LAURIE LINEBERRY, AICP

DEVELOPMENT SERVICES DIRECTOR

**ATTACHMENT A**  
**CONDITIONS OF APPROVAL**

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

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

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

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

3. The applicant shall include a disclosure on the front page of the Final Plat identifying the proximity of the westerly adjacent Light Industrial (LI) land use designation and noting the potential for odors, visual impacts, noises or operational activities associated with Light Industrial uses.
4. As part of their closing documents, the applicant shall require buyers to sign a Noise and Odor Disclosure, acknowledging the westerly adjacent Light Industrial (LI) land use designation and noting the potential for odors, visual impacts, noises or operational activities associated with Light Industrial uses.
5. Prior to final plat approval, the applicant shall update the final plat plan to achieve a minimum 200-foot frontage width for all proposed lots in accordance with the AR-5 district standards contained in Section 3.6.D.2 of the Zoning Ordinance.
6. The applicant shall comply with all applicable Building and Safety Department requirements for construction.
7. The applicant shall comply with all applicable Central Arizona Fire and Medical Authority (CAFMA) requirements.
8. The applicant shall comply with all applicable Arizona Game and Fish (AZGF) requirements, prior to approval of any grading, leveling or trenching related to the preparation for constructions.

**Public Works/Engineering: Frank Malbury, Director, (928) 636-1226**

9. Wineglass Lane is to be improved per the Town's Unified Development Ordinance §5.3.2, Table 5-2 as follows:

Easement Width = 50'

Improvement Width = 24'

Subgrade Preparation = 6"

Base Depth = 6"

Surface = Double Chip

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

**ATTACHMENT B**  
**EXTERNAL AGENCY COMMENTS**

DATE:	09/10/2025	NAME:	KEVIN O'NEIL	TITLE:	FIRE INSPECTOR III
AGENCY:	CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY		PHONE:	928-772-7711	

Please refer to the Central Arizona Fire and Medical Authority (CAFMA) fire comments below. See our website at [cazfire.org](http://cazfire.org) for permit and fee details. Fire sprinkler, fire alarm, kitchen/industrial fire protection system, gas detection system and LPG/above grade fuel tank plans shall be a deferred submittal to CAFMA.

Every building hereafter constructed shall be accessible to Fire apparatus by way of an approved access roadway with an all-weather driving surface capable of supporting the imposed load of fire apparatus weighing up to seventy-five thousand (75,000) pounds.

- Fire apparatus access roads shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility (2018 IFC Section 503).
- Fire apparatus access roads shall be a minimum of twenty (20) feet in width, except as modified in these standards, and shall have a minimum vertical clearance of thirteen feet, six inches (13' 6").
- Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet, exclusive of shoulders.
- Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus. (see 2018 IFC Figure D103.1 for approved turnarounds).
- Fire apparatus access roads shall not exceed 12 percent grade. The fire code official may permit the access road grade to increase but shall not exceed 15 percent when fire sprinkler protection is installed.
- The minimum turning radii for all turns shall be twenty-eight (28) feet inside turning radius and fifty (50) feet outside turning radius (locally adopted amendments).
- Provide signage indicating "No Parking Fire Lane" for designated fire lanes on site. (2018 IFC Section 503.3)
- Gates on fire apparatus access roads shall comply with 2018 IFC Section D103.5

Note, additional comments will arise based on additional information provided.

**ATTACHMENT B**  
**EXTERNAL AGENCY COMMENTS**

DATE:	10/29/25	NAME:	MAX KAMEN	TITLE:	ENVIRO HEALTH SPECIALIST III
AGENCY:	YAVAPAI COUNTY ENVIRONMENTAL HEALTH		PHONE:	928-442-5408	

Below is what is required with Onsite Wastewater systems for subdivisions-

-Nitrogen requirements.

AAC R18-9-A309(A)(8) A person shall control the discharge of total nitrogen from an on-site wastewater treatment facility as follows:

(c) For a subdivision proposed under 18 A.A.C. 5, Article 4, for which on-site wastewater treatment facilities are used for sewage disposal, the permittee shall demonstrate in the geological report required in R18-5-408(E)(1) that total nitrogen loading from the on-site wastewater treatment facilities to groundwater is controlled by providing one of the following: i. For a subdivision platted for a single-family dwelling on each lot, calculations that demonstrate that the number of lots within the subdivision does not exceed the number of acres contained within the boundaries of the subdivision; ii. For a subdivision platted for dwellings that do not meet the criteria specified in subsection (A)(8)(c)(i), calculations that demonstrate that the nitrogen loading over the total area of the subdivision is not more than 0.088 pounds (39.9 grams) of total nitrogen per day per acre calculated at a horizontal plane immediately beneath the active treatment of the disposal fields, based on a total nitrogen contribution to raw sewage of 0.0333 pounds (15.0 grams) of total nitrogen per day per person; or iii. An analysis by another means of demonstration showing that the nitrogen loading to the aquifer due to on-site wastewater treatment facilities within the subdivision does not cause or contribute to a violation of the Aquifer Water Quality Standard for nitrate at the applicable point of compliance.

-On-site wastewater treatment facilities.

AAC R18-5-408(E) Where on-site wastewater treatment facility is proposed, the following conditions shall be satisfied: 1. A geological report shall be made by an engineer, geologist or other person who meets the qualifications in R18- 9-A310(H). The geological report shall include the total nitrogen discharge requirements of R18-9-A309(8)(c). The geological report shall include results from percolation tests and boring logs obtained at locations designated by the county health departments. There shall be a minimum of one percolation test and boring log per acre, or one percolation test and boring log per lot where lots are larger than one acre, except when it can be shown by submission of other reliable data that soil conditions are such that on-site wastewater treatment facilities could reasonably be expected to function properly on each lot in the proposed subdivision. The Department may require additional tests when it deems necessary. Percolation tests shall be performed in accordance with all of the requirements in R18-9-A310(F), except for the requirements in R18-9-A310(F)(1)(a). The approval of a subdivision, based upon such reports, shall not extend to the plat if it is further subdivided or lot lines are substantially relocated.

Please let me know if you have any questions.

**ATTACHMENT B**  
**EXTERNAL AGENCY COMMENTS**

DATE:	10/15/25	NAME:	ARIANNA HARTSOCK	TITLE:	HABITAT SPECIALIST
AGENCY:	ARIZONA GAME AND FISH (AZGF) – REGION 3			PHONE	928-263-8856
<p>Attached find the complete project report for this property, please reach out if you have any questions.</p> <ul style="list-style-type: none"> <li> <p><u>American Pronghorn</u></p> <p>The grasslands east of the project area are heavily utilized by pronghorn. Pronghorn are sensitive to changes on the landscape, which can affect pronghorn recruitment (fawning). To minimize potential impacts, the Department recommends scheduling construction activities outside the fawning season for American pronghorn, April 1 to June 30, with peak fawning occurring during the middle of May.</p> <p>Additionally, pronghorn, although capable of jumping, prefer to go under a fence and will walk the fence line looking for a space high enough to cross under. Restrictions to seasonal movements and access to fawning grounds can dramatically reduce pronghorn populations. The primary consideration for pronghorn is the height of the bottom wire. Anything less than 16” becomes a barrier to pronghorn movement. The Department advises against the utilization of decorative fencing designs (e.g., wrought iron with metal pickets), as they are hazards for animals that may attempt to cross them. Fencing with pointed or narrow extensions on the top should be avoided.</p> <ul style="list-style-type: none"> <li> <p><u>Bald Eagle (winter population)</u></p> <p>Wintering bald eagles, which are regulated under the Bald and Golden Eagle Protection Act (BGEPA), could occur within the project area. If uncertain about the effects of the project to eagles, or if it is anticipated the project will not be in compliance with the BGEPA, the Department recommends contacting the USFWS for their Technical Assistance, as well as Tuk Jacobson, the Department’s raptor expert, at <a href="mailto:KJacobson@azgfd.gov">KJacobson@azgfd.gov</a> or 623-236-7575. The USFWS and the Department will provide options to comply with the BGEPA, such as conservation measures to avoid or minimize adverse effects to the eagles.</p> </li> <li> <p><u>Western Burrowing Owl</u></p> <p>The western burrowing owl, a special status species that is regulated under the Migratory Bird Treaty Act (MBTA), has the potential to occur in the project area. The Department recommends conducting an occupancy survey for western burrowing owls to determine if this species occurs within the project footprint, especially before any grading or leveling occurs. Guidelines for conducting this survey are found in <a href="#">Burrowing Owl Project Clearance Guidance for Landowners</a>. Please note that the survey should be conducted by a surveyor who is certified by the Department or has similar training and qualifications. If an active burrowing owl burrow is detected, please contact the Department and the <a href="#">USFWS</a> for direction, in accordance with the guidelines.</p> </li> <li> <p><u>Bats (sp.)</u></p> <p>Artificial lighting could impair the ability of nocturnal animals to navigate (e.g., owls, migratory birds, bats, and other nocturnal mammals) and may affect wildlife behavior and populations. The Department recommends using only the minimum amount of light needed for safety. If feasible, narrow-spectrum lighting is wildlife-friendly and should be used as often as possible to minimize the number of species affected by lighting. It is also beneficial that all lighting is shielded, canted, or cut to minimize the amount of upward shining light.</p> </li> </ul> </li> </ul>					

**ATTACHMENT C**  
**NEIGHBORHOOD MEETING COMMENTS**

**DATE MEETING HELD: OCTOBER 28, 2025, 3P**

**LOCATION: ON SITE – 1170 E ROAD 4 NORTH**

**ATTENDEES:**

PROPERTY OWNER/AGENT: ROBERT CAMPBELL (PROPERTY OWNER)

TOWN STAFF: WILL DINGEE, ASSISTANT DIRECTOR

NEIGHBORS IN ATTENDANCE: FIVE (5)

**SUMMARY OF ATTENDEE(S) COMMENTS RELATED TO THE PROJECT:**

There were a total of Five (5) individuals representing three (3) properties that received neighborhood notification postcards. Town staff opened the meeting, reviewed the ground rules, and provided a brief introduction to the project. Property owner Bob Campbell then led the remainder of the discussion, outlining the proposal to develop four lots on AR-5 zoned parcels.

The proposal includes:

- Site-built homes only (no manufactured homes)
- Minimum lot size of five acres
- Improved road surface
- Well and septic utilities

**Public Comments and Questions:**

1. Industrial adjacency concerns: One attendee expressed concern about the existing industrial subdivision located to the northwest of the subject property. The concern focused on ensuring future residential owners are aware that the industrial uses were established first and may generate noise, visual impacts, and other operational activity typical of industrial areas. The developer acknowledged and noted the concern.

2. Misinformation clarification: Another attendee asked whether the project involved high-density or low-income housing. The property owner clarified that the proposal is for four lots on parcels of five acres or larger, with site-built homes only, and no high-density or low-income housing component.

**Conclusion:**

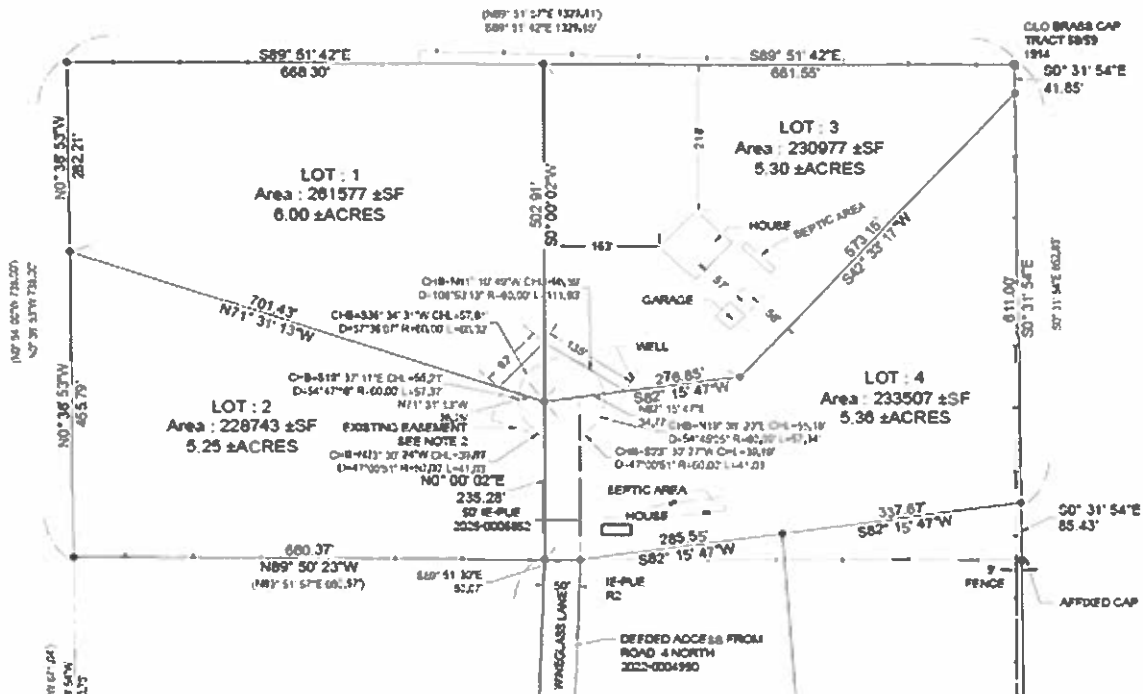
With no further questions or comments, Town staff concluded the meeting at 3:30 PM.

**ATTACHMENT D**  
**SITE PLAN AND EXHIBITS**

SITE PLAN CONFIGURATION

**FINAL PLAT**  
**WINEGLASS LANE ESTATES**

SECTION 2, TOWNSHIP 16 NORTH, RANGE 2 WEST  
GILA & SALT RIVER BASE & MERIDIAN  
YAVAPAI COUNTY, ARIZONA  
FP # 2025-01



**ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ BEFORE ME THE UNDERSIGNED NOTARY PUBLIC, DID PERSONALLY APPEAR \_\_\_\_\_ WHO ACKNOWLEDGED THEMSELVES TO BE THE PERSONS WHOSE NAMES APPEARS ABOVE AND BEING DULY AUTHORIZED TO DO SO HAVE EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSES THEREIN CONTAINED.

IN WITNESS THEREOF I SET MY HAND AND SEAL

NOTARY PUBLIC MY COMMISSION EXPIRES \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ BEFORE ME THE UNDERSIGNED NOTARY PUBLIC, DID PERSONALLY APPEAR \_\_\_\_\_ WHO ACKNOWLEDGED THEMSELVES TO BE THE PERSONS WHOSE NAMES APPEARS ABOVE AND BEING DULY AUTHORIZED TO DO SO HAVE EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSES THEREIN CONTAINED.

IN WITNESS THEREOF I SET MY HAND AND SEAL

NOTARY PUBLIC MY COMMISSION EXPIRES \_\_\_\_\_

**APPROVALS**

THIS MINOR SUBDIVISION HAS BEEN CHECKED FOR CONFORMANCE WITH TOWN ORDINANCE §, CODE §, AND ALL OTHER APPLICABLE REGULATIONS AND APPEARS TO COMPLY WITH ALL REQUIREMENTS WITHIN MY JURISDICTION TO CHECK AND EVALUATE.

APPROVED BY THE DEVELOPMENT SERVICES DIRECTOR OF THE TOWN OF CHINO VALLEY ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

DEVELOPMENT SERVICES DIRECTOR

APPROVED BY THE TOWN OF CHINO VALLEY ENGINEER ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

TOWN ENGINEER

APPROVED BY THE MAYOR AND COUNCIL OF THE TOWN OF CHINO VALLEY ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

MAYOR

TOWN CLERK

FINAL PLAT NO. 2025-01, RESOLUTION NO. \_\_\_\_\_

**DISCLAIMER NOTE**

ALL LOTS DEPICTED HEREON ARE SUBJECT TO NOISE, VISUAL, AND OPERATIONAL IMPACTS FROM ADJACENT LIGHT INDUSTRIAL AND LAND USES LOCATED TO THE WEST OF THIS SUBDIVISION.

**BASIS OF BEARING**

THE PROJECT COORDINATE SYSTEM AND THE BASIS OF BEARINGS ARE IN THE TOWN OF CHINO VALLEY COORDINATE SYSTEM AND RELATIVE TO THE ARIZONA STATE PLANE COORDINATE SYSTEM OF 1983 CENTRAL ZONE. LINEAR DIMENSIONS AND COORDINATE VALUES ARE IN INTERNATIONAL FEET.

PRIMARY HORIZONTAL SURVEY CONTROL WAS ESTABLISHED USING REAL TIME KINEMATIC METHODS FROM THE CITY OF PHOENIX TOWN OF CHINO VALLEY COORDINATE SYSTEM. COORDINATES WERE SCALED FROM THE STATE PLANE GRID TO GROUND USING (0.2) AS THE PROJECT LOCATION. A GROUND SCALE FACTOR OF 1.000297089 (GRID TO GROUND) COORDINATE VALUES WERE THEN TRUNCATED BY -1,000,000.000 IN THE NORTHING AND -600,000.000 IN THE EASTING.

**WATER SUPPLY**

THIS PARCEL HAS BEEN SPLIT RESULTING IN FEWER THAN SIX (6) LOTS FROM THE PARENT PARCEL PURSUANT TO TOWN POLICY AND A.R.S. § 48-876. ANY FUTURE LOT SPLITS RESULTING IN A SUBDIVISION OF THIS PROPERTY MEANING IN A TOTAL OF SIX (6) OR MORE LOTS SHALL REQUIRE THE SUBMISSION OF A CERTIFICATE OF ASSURED WATER SUPPLY (CAWS) WITH THE ARIZONA DEPARTMENT OF WATER RESOURCES PRIOR TO THE APPROVAL OF ANY LAND ENTITLEMENTS. THIS REQUIREMENT SHALL APPLY TO ALL CURRENT AND FUTURE LOTS CREATED FROM THE PARENT PARCEL AND SHALL RUN WITH THE LAND IN PERPETUITY.

**WINEGLASS LANE IMPROVEMENT REQUIREMENTS**

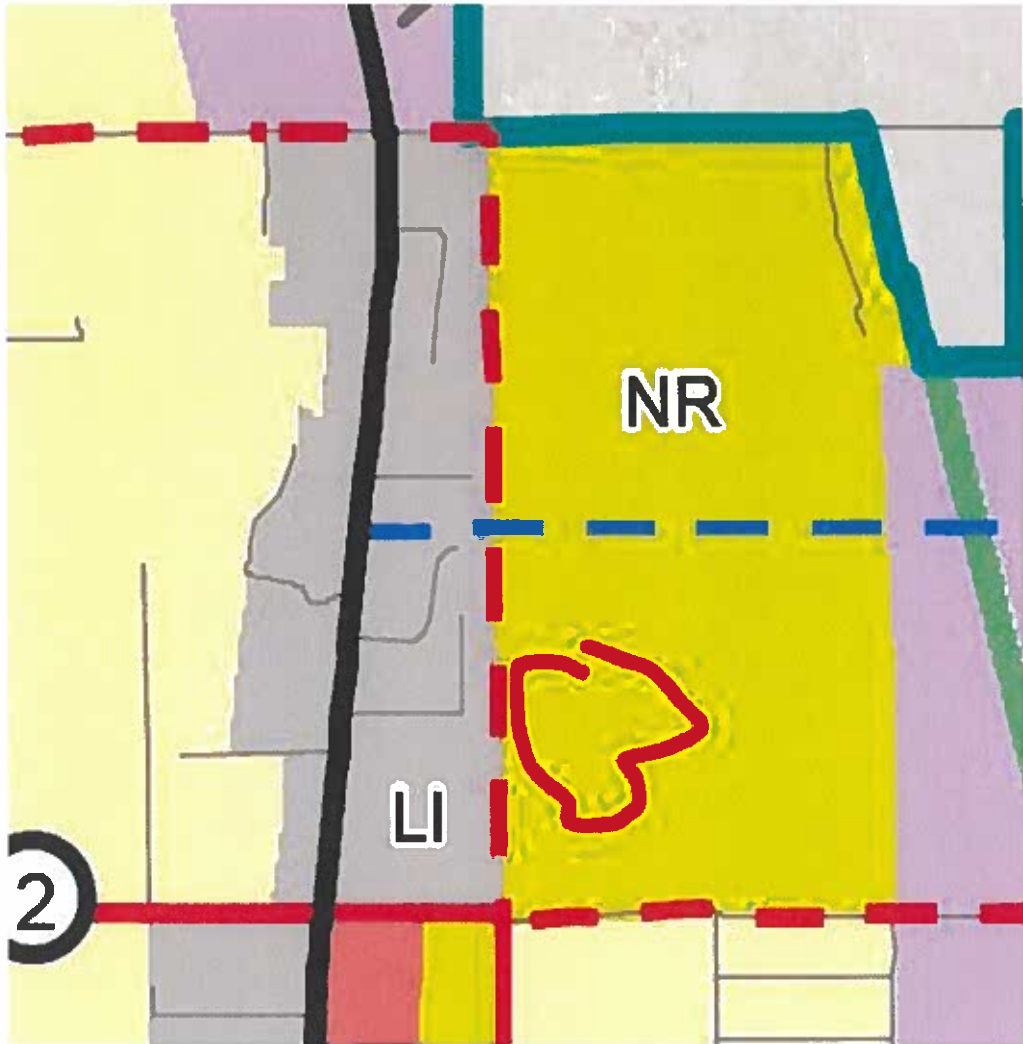
WINEGLASS LANE IS TO BE IMPROVED PER THE TOWN'S UNIFIED DEVELOPMENT ORDINANCE (§3.2, TABLE 9-2 AS FOLLOWS:  
EASEMENT WIDTH = 50' IMPROVEMENT WIDTH = 24'  
SUBGRADE PREPARATION = 6" BASE DEPTH = 6"  
SURFACE = DOUBLE CHIP

Zoning Map

Case #FP-2025-01  
December 2, 2025  
Page 10 of 15



ATTACHMENT D  
SITE PLAN AND EXHIBITS



<b>Land Use Categories</b>		<b>RC - Regional Commercial</b>	<b>Street Classifications</b>	<b>① Historic Asset</b>
RA - Ranch/Agricultural (1 du/4+ ac)	HMU - Horizontal Multi-Use (<=8 du/ac)	LI - Light Industrial	State Highway	Town of Chino Valley
RR - Rural Residential (1 du/ac)	HI - Heavy Industrial	OSP - Open Space/Parks (1 du/ac)	Arterial	River or Wash
NR - Neighborhood Residential (1-4 du/ac)			Collector	Active Mine
NC - Neighborhood Commercial			Proposed Arterial	
			Proposed Collector	
			Local Road	

**SITE PLAN AND EXHIBITS**



**STAFF RESEARCH – FINAL PLAT**  
 Wineglass Lane Estate  
 Minor Subdivision

**CASE #: FP-2025-01**

**CASE PLANNER: JESSICA BARRAGAN**

**PROJECT NARRATIVE:** This is a request by Gilbert and Robert Campbell, on behalf of The Robert M. Campbell Family Trust, The Gilbert A Campbell Revocable Living Trust, Jody Lynn Olfers and William Thomas Carver Jr., to subdivide approximately 22 acres of land into 4-lots for the Wineglass Lane Estates Final Plat. The property is located at 1170 E Road 4 North, Chino Valley, Arizona.

**I. PROJECT DATA**

Project Location:	1170 E Road 4 North		
Parcel Number(s):	306-03-003 W/T/U/V		
Parcel Size(s):	958, 320sf		
Total Acreage:	22 Acres		
Proposed Dwelling Units:	4 (4-units/22-acres = .018 du/acre).		
Address:	1170 E Road 4 North		
Applicant:	Gilbert and Robert Campbell & Jody Lynn Olfers		
Applicant's Agent:	Gilbert and Robert Campbell		
Conforms to G.P. Land Use Conformity Matrix:	Yes	<input checked="" type="checkbox"/>	No
Zoning Overlay	PAD	N/A	
Within ½ Mile of SR89?	Yes	<input checked="" type="checkbox"/>	No
	If yes, Property is restricted – site-built only		

	Existing Zoning	Use(s) on-site	General Plan Designation
<b>Site</b>	"AR-5" – Agricultural/Residential (5 Acre Lot Minimum)	Single Family Residential	NR– Neighborhood Residential (1-4 du/ac)
<b>North</b>	"State Land"	Vacant	NR– Neighborhood Residential (1-4 du/ac)
<b>South</b>	"AR-5" – Agricultural/Residential (5 Acre Lot Minimum)	Single Family Homes	NR– Neighborhood Residential (1-4 du/ac)
<b>East</b>	"State Land"	Vacant	NR– Neighborhood Residential (1-4 du/ac)
<b>West</b>	"CH" – Commercial Heavy	Vacant	LI-Light Industrial

**Prior Cases or Related Actions:**

Type	Yes	No	Cases, Actions or Agreements
Pre-Annexation Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Annexation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	September 21, 1970 – Original Town
General Plan Amendment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Development Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rezone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Subdivision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Conditional Use Permit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**SITE PLAN AND EXHIBITS**

Pre-Application Meeting	Yes	x	No	September 10, 2025 - (PA-2025-24)
Enforcement Actions	Yes		No	
Land Division Status:	Yes	x	No	<ul style="list-style-type: none"> <li>- April 28, 2022 - Land Split from Parcel # 306-03-003. (Sibling Parcels # 306-03-003D &amp; 306-03-003E).</li> <li>- May 31, 2023 - Land Split from Parcel # 306-03-003E. (Sibling Parcels # 306-03-003F &amp; 306-03-003G).</li> <li>- February 16, 2024 - Land Split from Parcel # 306-03-003G (Sibling Parcels # 306-03-003R &amp; 306-03-003S).</li> <li>- January 15, 2025 - Land Split from 306-03-003R. (Sibling Parcels # 306-03-003T &amp; 306-03-003U).</li> </ul>
Irrigation District:				

**II. TOWN OF CHINO VALLEY GENERAL PLAN**

<b>Land Use Element:</b>						
Land Use Designation:	NR– Neighborhood Residential (1-4 du/ac)					
Is Project larger than 25 AC or 50 d.u.?	L.U. Policy 2.1	N/A	PRN Policy 2.8	N/A		
Issues:	None					
<b>Circulation Element:</b>						
Road Classification	Local - Proposed Arterial		Existing Row	Y	Required Row	Y
Issues:	None					
<b>Parks, Recreation, and Natural Resources Element:</b>						
Closest Park:	State Park					
Within 1 mile of the Peavine Trail?	Yes					
Flooding?	FEMA Flood Plain Designation	N/A	Town Flood Map	N/A		
Issues:	N/A					
<b>Community Services and Facilities Element:</b>						
Water Source:	Town	Well	x	Prescott	Private System:	
Sewer:	Town	Septic	x			
Issues:	None					
<b>Economic Development Element:</b>						
SR-89 Corridor?	N	Enhancement: Goal ED-6	N/A			
Old Home Manor?	N	Goal ED-2	N/A			
Issues:	None					

**SITE PLAN AND EXHIBITS**

**NOTIFICATION**

- **Legal Ad Published:** 11/04/25
- **(450)' Vicinity Mailing:** 10/13/25
- **Neighborhood Meeting:** 10/28/25
- **Hearing Dates:** P&Z - 12/02/25  
TC - 01/13/26
- **Reviewing Agencies Noticed:** 10/20/25
- **Comments Due:** 10/30/25

<i>External List (Comments)</i>	<b>Response Received</b>	<b>Date Received</b>	<b>"No Comment"</b>	<b>Written Comments</b>	<b>Comments Attached</b>
Colleen Boge – APS	Y	9/10/25	X		
Richard Perez - A.D.O.T.	Y	9/10/25	X		
Ralph Baker – C.V.I.D.	Y	9/10/25	X		
Kevin O'Neil - CAFMA	Y	9/10/25		Y	Y
Max Kamen – YC ENV	Y	10/29/25		Y	Y
Ariana Hartsock – AZGF	Y	10/29/25		Y	Y
Monica Kriner – YC Health					
SparkLight Cable					
LUMEN (Previously Centurylink)					
Unisource Gas					
CVUSD					
United States Postal Service					
Mark Holmes – Water Advisor	Y	10/30/25		Y	Y
<i>Town of Chino Valley Internal List (Conditions)</i>	<b>Response Received</b>	<b>Date Received</b>	<b>"No Conditions"</b>	<b>Written Conditions</b>	<b>Comments Attached</b>
Jessica Barragan – Senior Planner – Development Services	Y	10/29/25		Y	Y
Will Dingee – Assistant Director – Development Services					
Laurie Lineberry – Director – Development Services					
Frank Marbury – Engineer/ Public Works Director					
Steve Sullivan – Assistant Engineer – Public Works	Y	10/29/25		Y	Y
Dan Trout – Chief Building Official – Development Services	Y	9/10/25		Y	Y
Glenn Dally- Code Enforcement – Development Services					
Joshua McIntire – Chief of Police -Police	Y	9/10/25	X		



# TOWN COUNCIL AGENDA ITEM STAFF REPORT

**AGENDA ITEM #** 6d  
**MEETING DATE:** 1/27/2026  
**CONTACT PERSON:** Will Dingee, Assistant Development Services Director  
**ITEM TYPE:** Consent Item

**AGENDA ITEM TITLE:**

Consideration and possible action to approve Ordinance No. 2026-962, amending the Town of Chino Valley Unified Development Ordinance, Chapter 154, Chapter 5, Subsections 5.3.3 and 5.3.4, to remove outdated water and sewer connection exemptions for minor and rural subdivisions.

**SUMMARY:**

The exemption language adopted in 2020 and reauthorized in 2022 allowed qualified lots to be developed without connecting to the Town’s water or sewer systems until September 1, 2025. That date has now passed, and the provisions no longer have any legal effect. Retaining the expired text creates unnecessary confusion for applicants and reviewers, as it implies a regulatory option that no longer exists.

This amendment strikes the outdated exemption clauses and replaces both sections with a straightforward reference to Title V for governing utility regulations. No change in policy or development standards is proposed. This is strictly an administrative cleanup to align the UDO with the current Town Code and ensure the document reflects enforceable standards.

**PREVIOUS ACTION:**

On December 2, 2025 the Planning and Zoning Commission forwarded a recommendation of approval for this Text Amendment. For a detailed record of the discussion and staff analysis please refer to the attached meeting minutes and staff report.

**STAFF RECOMMENDATION:**

Approve Ordinance No. 2026-962, amending the Town of Chino Valley Unified Development Ordinance, Chapter 154, Chapter 5, Subsections 5.3.3 and 5.3.4, to remove outdated water and sewer connection exemptions for minor and rural subdivisions.

**FISCAL IMPACT?**

N/A

**ATTACHMENTS:**

1.	Attachment 1 - Ord. No. 2026-962
2.	Attachment 2 - 12.02.25 - PZ Draft Minutes - LL Approved
3.	Attachment 3 - TA-2025-07 - Signed P&Z Staff Report

**ORDINANCE NO. 2026-962**

**AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, AMENDING THE CHINO VALLEY TOWN CODE, TITLE XV, LAND USAGE, CHAPTER 154, UNIFIED DEVELOPMENT ORDINANCE OF THE TOWN OF CHINO VALLEY, SUBSECTIONS 5.3.3 AND 5.3.4, TO REMOVE OUTDATED WATER AND SEWER CONNECTION EXEMPTIONS; AND PROVIDING FOR SEVERABILITY.**

**WHEREAS**, the Mayor and Common Council of the Town of Chino Valley (the "Town Council") desires to amend Chino Valley Town Code Title XV, Land Usage, Chapter 154, Unified Development Ordinance of the Town of Chino Valley (the "UDO"), subsections 5.3.3 and 5.3.4, to remove outdated water and sewer connection exemptions (the "Amendment"); and

**WHEREAS**, the Town Council has determined that the Amendment is not in conflict with the Town of Chino Valley General Plan or any applicable specific area plan, neighborhood plan, or other plan; and

**WHEREAS**, in accordance with Article II, Sections 1 and 2 of the Constitution of Arizona, the Town Council has considered the individual property rights and personal liberties of the residents of the Town before adopting this ordinance; and

**WHEREAS**, in accordance with A.R.S. § 9-462.01, the Town Council has considered a housing impact statement that includes the information required by A.R.S. § 9-462.01(J)(1)-(3); and

**WHEREAS**, the Town of Chino Valley Planning and Zoning Commission held a public hearing on the Amendment and recommended its approval; and

**WHEREAS**, the Town Council finds that the Amendment recommended by the Planning and Zoning Commission is appropriate and in the Town's best interests.

**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.** The bodies of UDO Subsections 5.3.3, Water Facilities Design, and 5.3.4, Sewer Facilities Design, are hereby amended to read, "See Town Code Title V for regulations."

**SECTION 3.** 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 4.** 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 9th day of December 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. 2026-962 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on January 27, 2026, 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

## Planning and Zoning Commission Meeting Minutes December 2, 2025

A regular meeting of the Town of Chino Valley Planning and Zoning Commission was held on Tuesday, December 2, 2025, at the Town of Chino Valley Council Chambers, 202 N. State Route 89, Chino Valley, Arizona.

**PLANNING AND ZONING COMMISSION MEMBERS** present: Vice-Chair Gary Pasciak, Commissioner Michael Ditta, Commissioner Teena Meadors, Commissioner Jeffrey Pizzi, Commissioner William Welker, and Alternate Commissioner Joseph Morabito. Chair Chuck Merritt and Commissioner Richard Zamudio were absent.

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

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

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

**PUBLIC HEARING #D.1 – FP-2025-01** – This is a request by Gilbert and Robert Campbell, on behalf of The Robert M. Campbell Family Trust, The Gilbert A Campbell Revocable Living Trust, Jody Lynn Olfers and William Thomas Carver Jr., to subdivide approximately 22 acres of land into 4-lots for the Wineglass Lane Estates Final Plat. The property is located at 1170 E Road 4 North, Chino Valley, AZ.

**Vice-Chair Pasciak** asked if anyone on the Commission had a disclosure to declare regarding this item. There were none.

**Jessica Barragan**, Senior Planner, presented the staff report and stated one of the applicants was in attendance. She explained that the subject property was split several times since 2022 without Town approval and the applicants' request would bring the property into conformance. She brought up a slide showing the location of the 22-acre property, and a site plan of the proposed configuration of the four lots, with a minimum of five acres each, which meets the requirements for the current AR-5 Zoning District. She explained that the lots would be served by well and septic. **Barragan** shared that a Neighborhood Meeting was held on October 28, 2025, at the site with five neighbors in attendance. The neighbors expressed concerns regarding potential noise, odors, or complaints from the existing industrial uses to the West. Staff had received no written comments from the public. Staff recommended holding a public hearing and that the Commission forward a recommendation of approval to the Town Council.

**Pasciak** asked the Commission if they had any questions for staff.

**Ditta** asked why the staff was recommending approval.

**Barragan** replied that the applicants met all the criteria found in Section 5 of the Unified Development Ordinance (UDO).

**Pasciak** asked the applicant if he wished to speak.

**Gilbert Campbell**, applicant, declined to speak.

**Pasciak** opened the meeting for public comments. There were no comments from the public.

**Pasciak** closed the public portion of the meeting.

**Motion was made by Morabito, seconded by Meadors, to approve FP-2025-01, as presented, subject to the staff report, and information provided during the hearing, and the conditions of approval in Attachment A. A voice vote was taken and the motion passed with a 6-0 vote.**

**PUBLIC HEARING #D.2 – TA-2025-07** - A request to amend the Town of Chino Valley Unified Development Ordinance, Chapter 154, Chapter 5, Sections 5.3.3 and 5.3.4 to remove the water and sewer connection exemptions for minor and rural subdivisions.

**Will Dingee**, Assistant Director, presented the staff report and stated that the Text Amendment was initiated by Town staff, and was a request to amend Sections 5.3.3 and 5.3.4 of the UDO, which pertained to private wastewater and well systems. He explained that prior to September 1, 2025, properties were exempt by Town Code from mandated Town water and sewer connections for lot splits with three lots or less, or minor rural subdivisions, and could utilize on-site well and septic. This Text Amendment was to remove the exemption because the September 1, 2025, deadline for submittal had passed. Staff recommended holding a public hearing and that the Commission forward a recommendation of approval to the Town Council.

**Pasciak** asked the Commission if they had any questions for staff.

**Ditta** asked if the prior case just heard was exempt, and whether anyone could have septic and wells.

**Dingee** replied that the Final Plat for the Wineglass Lane Estates had been submitted prior to the September 1, 2025, deadline and was exempt. He explained that the Text Amendment referred to no septic and wells only in reference to a new subdivision, and not new development on a single lot. An Ordinance was passed by the Town Council in 2024 that all new subdivisions were mandated to connect to Town water and sewer.

**Pasciak** opened the meeting for public comment. There were no comments from the public.

**Pasciak** closed the public portion of the meeting.

**Motion was made by Pizzi, seconded by Ditta, to approve TA-2025-07, as presented, subject to the staff report, and information provided during the hearing. A voice vote was taken and the motion passed with a 6-0 vote.**

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

**INFORMATION ITEMS – FROM STAFF:** **Dingee** updated the Commission that on November 18, 2025, Town Council approved 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. **Dingee** also stated that the Commission would be meeting for a Study Session on December 16, 2025, to discuss the upcoming case being heard by the Commission in January 2026, CUP-2025-05 – Perkins Ranch Airfield.

**INFORMATION ITEMS – FROM THE COMMISSIONERS:** none

**INFORMATION ITEMS – FROM THE VICE-CHAIR:** none

**INFORMATION ITEMS – FROM THE PUBLIC:** none

**ADJOURN** – A motion was made by **Meadors** and seconded by **Morabito** to adjourn the meeting at 6:13 p.m.

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Gary Pasciak – Vice-Chair

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Prepared By: Gerreann Froberg



**TOWN OF CHINO VALLEY**  
**Planning Commission Staff Report**  
**December 2, 2025**  
**File Number TA-2025-07**  
**Text Amendment**

**PROJECT DESCRIPTION**

A request to amend the Town of Chino Valley Unified Development Ordinance, Chapter 154, Chapter 5, Sections 5.3.3 and 5.3.4 to remove the water and sewer connection exemptions for minor and rural subdivisions.

The exemption language adopted in 2020 and reauthorized in 2022 allowed qualified lots to be developed without connecting to the Town’s water or sewer systems until September 1, 2025. That date has now passed, and the provisions no longer have any legal effect. Retaining the expired text creates unnecessary confusion for applicants and reviewers, as it implies a regulatory option that no longer exists.

This amendment strikes the outdated exemption clauses and replaces both sections with a straightforward reference to Title V for governing utility regulations. No change in policy or development standards is proposed. This is strictly an administrative cleanup to align the UDO with current Town Code and ensure the document reflects enforceable standards.

**Staff Recommendation:**

Staff recommends **APPROVAL** of the text amendment to UDO Sections 5.3.3 and 5.3.4 by removing expired exemption language and updating the sections to reference Title V for applicable water and sewer regulations.

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**SUGGESTED COMMISSION MOTION:**

Move to **APPROVE** Text Amendment TA-2025-07 as reflected in Attachment 1 subject to the staff report, information provided during this hearing, and the Planning Commission discussion.

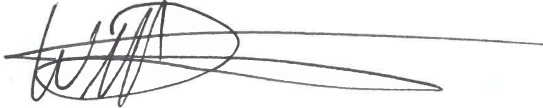
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**Effect of the Approval:**

By approving this text amendment, the Planning and Zoning Commission recommends that the Town Council remove expired utility exemption language from UDO Sections 5.3.3 and 5.3.4 and update the sections to reference Title V, ensuring consistency with current standards.

Prepared By:

Date: November 18, 2025



Will Dingee  
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(928)636-3472



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Director  
Development Services  
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(928)636-3471

Current:

### 5.3.3 WATER FACILITIES DESIGN

Until September 1, 2025, any **lot** that is created in conformance with the requirements for (1) **land splits** not requiring a **subdivision** in Section [5.2.6](#), or (2) a combination of the minor **subdivision** and rural **subdivision** provisions in Sections [5.2.7](#) and [5.2.8](#) of these **Subdivision** Regulations, may be developed without connecting to the **Town's** water system, even if the lot is served at the time of **building** permit application.

See **Town Code** Title V for all other regulations.

(Ord. 2020-885, passed 9-8-2020; Ord. 2022-923, passed 10-11-2022)

### 5.3.4 SEWER FACILITIES DESIGN

Until September 1, 2025, any **lot** that is created in conformance with the requirements for (1) **land splits** not requiring a **subdivision** in Section [5.2.6](#), or (2) a combination of the minor **subdivision** and rural **subdivision** provisions in Sections [5.2.7](#) and [5.2.8](#) of these **Subdivision** Regulations, and which otherwise meets the requirements of these **Subdivision** Regulations and any applicable law, regulation or ordinance, may be developed without connecting to the **Town's** sewer system, even if the lot is served at the time of building permit application.

See **Town Code** Title V for all other regulations.

(Ord. 2020-885, passed 9-8-2020; Ord. 2022-923, passed 10-11-2022)

Proposed

### 5.3.3 WATER FACILITIES DESIGN

~~Until September 1, 2025, any **lot** that is created in conformance with the requirements for (1) **land splits** not requiring a **subdivision** in Section [5.2.6](#), or (2) a combination of the minor **subdivision** and rural **subdivision** provisions in Sections [5.2.7](#) and [5.2.8](#) of these **Subdivision** Regulations, may be developed without connecting to the **Town's** water system, even if the lot is served at the time of **building** permit application.~~

See **Town Code** Title V for ~~all other~~ regulations.

(Ord. 2020-885, passed 9-8-2020; Ord. 2022-923, passed 10-11-2022)

### 5.3.4 SEWER FACILITIES DESIGN

~~Until September 1, 2025, any lot that is created in conformance with the requirements for (1) land splits not requiring a subdivision in Section 5.2.6, or (2) a combination of the minor subdivision and rural subdivision provisions in Sections 5.2.7 and 5.2.8 of these Subdivision Regulations, and which otherwise meets the requirements of these Subdivision Regulations and any applicable law, regulation or ordinance, may be developed without connecting to the Town's sewer system, even if the lot is served at the time of building permit application.~~

See **Town Code** Title V for ~~all other~~ regulations.

(Ord. 2020-885, passed 9-8-2020; Ord. 2022-923, passed 10-11-2022)

Resulting

### 5.3.3 WATER FACILITIES DESIGN

See **Town Code** Title V for regulations.

(Ord. 2020-885, passed 9-8-2020; Ord. 2022-923, passed 10-11-2022)

### 5.3.4 SEWER FACILITIES DESIGN

See **Town Code** Title V for regulations.

(Ord. 2020-885, passed 9-8-2020; Ord. 2022-923, passed 10-11-2022)



## TOWN COUNCIL AGENDA ITEM STAFF REPORT

**AGENDA ITEM #** 6e  
**MEETING DATE:** 1/27/2026  
**CONTACT PERSON:** Maggie Holmberg, Economic Development Manager  
**ITEM TYPE:** Action Item

**AGENDA ITEM TITLE:**

Consideration and possible action to approve a placemaking logo for future wayfinding signage program.

**SUMMARY:**

Wayfinding signs are essential navigational tools that help people find their way through cities and towns, providing clear directions and information to enhance navigation and visitor experience. They are also a placemaking and branding visual tool, giving a town a sense of identity and recognition through consistency and repetition. The Town of Chino Valley has a lot to offer that often gets missed by visitors who may consider us a "drive-through" town on their way to other locales, rather than a destination in itself with unique amenities to stop, stay, and enjoy. Having a wayfinding signage system throughout town will allow visitors to learn about and be encouraged to discover the different attractions available in Chino Valley, and subsequently spend money locally while visiting the town. Not only will Chino Valley gain recognition for its unique amenities, but also local businesses will benefit from the "stay and play" traffic the signage program will generate. Encouraging more "stay and play" traffic supports the Council's goal of expanding and diversifying our sales tax revenue.

Wayfinding signage contains a consistent iconic masthead or logo, combined with symbols and arrows. The town has been working with Civiltec on sign design, content, and location selection to meet ADOT requirements, as well as assure that they are properly located along State Route 89 and throughout Town for optimal impact in guiding the community and visitors to destinations of note.

On September 23, 2025, staff and Council had a wayfinding program study session gathering Council input on placemaking logos and branding. Based on the input from the study session, staff worked with Mountain Mojo Group and developed two updated placemaking logos based on the original and already recognizable "Discover Chino Valley" branding. Staff is seeking Council input for final design selection. Both logo designs use the same color palette and branding that has been used consistently since the start of the tourism campaign.

**PREVIOUS ACTION:**

N/A

**STAFF RECOMMENDATION:**

Approve a placemaking logo for future wayfinding signage program.

**FISCAL IMPACT?**

Town funds will need to be budgeted in future years to implement the design plan.

**ATTACHMENTS:**

1.	Screenshot 2025-01-15 142533
2.	Screenshot 2026-01-20 120221



CHINO VALLEY

← Performing  
Arts Center  
Chino Valley  
High School

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History Museum →



Performing  
Arts Center  
Chino Valley  
High School



History Museum





## TOWN COUNCIL AGENDA ITEM STAFF REPORT

**AGENDA ITEM #** 6f  
**MEETING DATE:** 1/27/2026  
**CONTACT PERSON:** Katie Pehl, Finance Director  
**ITEM TYPE:** Action Item

### **AGENDA ITEM TITLE:**

Public hearing, consideration, and possible action to approve Resolution No. 2026-1300, adopting the updated consolidated fee schedule.

### **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 interment services, including openings and closings for single-depth and double-depth grave sites, and urn/cremains.

A modification report detailing these fees was presented to Council on November 18, 2026. There was only one change to the fees following that meeting. The fee for lost (not returned) access control badges/key cards was increased from \$10.00 to \$20.00 to discourage loss.

The public hearing will take place at this meeting to allow input from the community. Following the public hearing, Council has the opportunity to reduce or remove any proposed fee adjustments. If approved, the new fees will be effective March 1, 2026.

### **PREVIOUS ACTION:**

At the November 18, 2025 meeting Council approved a Notice of Intent and scheduled the public hearing for January 27, 2026.

### **STAFF RECOMMENDATION:**

- 1) Hold the public hearing
- 2) Approve Resolution No. 2026-1300, adopting the updated consolidated fee schedule with an effective date of March 1, 2026.

**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.	RES 2026-1300 - Consolidated Fee Schedule 01272026
2.	Exhibit A - Fee Modifications Report - November 2025 Revised
3.	Exhibit B - Consolidated Fee Schedule

**RESOLUTION NO. 2026-1300**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, ADOPTING MODIFICATIONS TO THE CONSOLIDATED FEE SCHEDULE; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Chino Valley Town Code § 32.40 allows the Mayor and Common Council of the Town of Chino Valley (the “Town Council”) to adopt fees by resolution; and

**WHEREAS**, since implementing the new consolidated fee schedule on May 13, 2025, via Resolution No. 2025-1282, the Town has identified additional fees that require inclusion therein; and

**WHEREAS**, following analysis and review by Town staff, the recommendations of which are set forth in the report attached hereto as Exhibit A and incorporated herein by reference, fee amounts were determined to ensure service sustainability, quality, accessibility, and cost recovery; and

**WHEREAS**, the Town has met the requirements of A.R.S. § 9-499.15 to add or increase fees for individuals and businesses; and

**WHEREAS**, the Town Council desires to replace the Town’s current consolidated fee schedule with the consolidated fee schedule attached hereto as Exhibit B and incorporated herein by reference (the “Consolidated Fee Schedule”).

**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 Consolidated Fee Schedule is hereby adopted in substantially the form attached hereto as Exhibit B.

**Section 3.** The Consolidated Fee Schedule will take effect on March 1, 2026.

**Section 4.** All resolutions or parts of resolutions in conflict with the provisions of this resolution are hereby repealed.

**Section 5.** 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.

**Section 6.** The Mayor, the Town Manager, the Chief Financial Officer, 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 resolution.

(SIGNATURES FOLLOW)

**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 27th day of January 2026.

\_\_\_\_\_  
Tom Armstrong, Mayor

ATTEST:

\_\_\_\_\_  
Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew J. McGuire, Town Attorney  
Gust Rosenfeld, P.L.C.

I hereby certify that the above foregoing Resolution No. 2026-1300 was duly passed by the Council of the Town of Chino Valley, Arizona, at a regular meeting held on January 27, 2026, 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. 2026-1300

[Recommendations]

See following pages.

EXHIBIT B  
TO RESOLUTION NO. 2026-1300

[Consolidated Fee Schedule]

See following pages.



# Town of Chino Valley FEE MODIFICATIONS REPORT

November 2025

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## 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
<b>All Room/Building Rentals</b>								
Add	Lost (Not Returned) Key Card - Public	N/A	N/A	N/A	Per Lost/Not Returned Key Card	20.00		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: \$20.00 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 \$20 fee is based on the average replacement cost of a key card plus staff handling time and a premium to discourage losing the card.

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
<b>Cemetery Services</b>								
Add	Opening and Closing – Single Depth	N/A	N/A	N/A	Per Interment	475.00	Includes excavation and backfill.	For cost recovery of cemetery services
Add	Opening and Closing – Double Depth	N/A	N/A	N/A	Per Interment	525.00	Includes excavation and backfill.	For cost recovery of cemetery services
Add	Opening and Closing – Urn/Cremains	N/A	N/A	N/A	Per Interment	50.00	Includes excavation 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 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 time to ensure site stability and safety. The 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/Cremaains**

Proposed Fee: \$50.00 per interment

Justification: The proposed rate reflects the minimal excavation and 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 of Chino Valley Consolidated Fee Schedule**

*Effective March 1, 2026*

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## Community Services: Aquatics

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>Daily Use/Admission</b>				
Ages 0-2 Child	Per Day	No Charge		Resolution 2025-1282
Ages 3-54	Per Day	3.00		Resolution 2025-1282
Ages 55 and Over	Per Day	2.00		Resolution 2025-1282
Family – 5 Immediate Family Members	Per Day	10.00		Resolution 2025-1282
<b>Season Passes</b>				
Ages 0-2 Child	Per Season	No Charge		Resolution 2025-1282
Ages 3-54	Per Season	100.00		Resolution 2025-1282
Ages 55 and Over	Per Season	85.00		Resolution 2025-1282
Family – 5 Immediate Family Members	Per Season	300.00		Resolution 2025-1282
Family – Additional Members	Per Season	50.00		Resolution 2025-1282
<b>Learn to Swim</b>				
Swim Lessons	Per 8 Sessions	45.00	8 sessions, 30 minutes each	Resolution 2025-1282
Fitness Program Lessons	Per 12 Sessions	45.00	12 sessions, 1 hour each	Resolution 2025-1282
<b>Aquatic Facility Rental</b>				
Aquatic Facility Party Room Only	Per 2 Hour Period	75.00	Party package	Resolution 2025-1282
Aquatic Facility (1-200 Guests)	Per 2 Hour Period	300.00	Includes required lifeguards	Resolution 2025-1282
Aquatic Facility (201-400 Guests)	Per 2 Hour Period	400.00	Includes required lifeguards	Resolution 2025-1282

## Community Services: Library

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>General</b>				
Black and White Printing – Public Access Computers Self Service	Per Page	0.10		Resolution 2025-1282
Color Printing – Public Access Computers Self Service	Per Page	0.50		Resolution 2025-1282
Library Card - New	Per Card	No Charge		Resolution 2025-1282
Library Card – Replacement	Per Card	3.00		Resolution 2025-1282
Overdue Items	Per Day	0.10		Resolution 2025-1282
Lost/Destroyed Items	Per Item	Actual Cost +5.00		Resolution 2025-1282

## Community Services: Recreation

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>Community Center/Activity Center Rental</b>				
Deposit	Per Reservation	300.00	Refundable	Resolution 2025-1282
Room Rental (Half Day)	Per Half Day	150.00		Resolution 2025-1282
Room Rental (Full Day)	Per Full Day	300.00		Resolution 2025-1282
<b>Community Center/Activity Center Rental – Non-Profit Organizations</b>				
Non-Profit Room Rental (Half Day)	Per Half Day	75.00		Resolution 2025-1282
Non-Profit Room Rental (Full Day)	Per Full Day	150.00		Resolution 2025-1282
<b>Park Ramada Reservation</b>				
Ramada (Half Day)	Per Half Day	75.00		Resolution 2025-1282
Ramada (Full Day)	Per Full Day	150.00		Resolution 2025-1282
<b>Athletic Fields</b>				
Deposit – Youth League/Tournaments	Per Season/Event	500.00	Refundable; forfeit if tournament cancelled less than 14 days prior to event	Resolution 2025-1282
Youth League (Baseball/Softball)	Per Season	3,000.00		Resolution 2025-1282
Youth League (Other)	Per Season	2,000.00		Resolution 2025-1282
Athletic Tournaments (Off Season)	Per Day	1,000.00	Includes set up, cleaning, fence	Resolution 2025-1282
Deposit – Field Rental – Private	Per Rental	200.00	Refundable	Resolution 2025-1282
Field Rental - Private	Per Day	200.00	Includes set up and cleaning	Resolution 2025-1282
Temporary Fence Setup	Per Rental	250.00		Resolution 2025-1282
Lights	Per Hour/Field	25.00	Excludes league and tournaments	Resolution 2025-1282
<b>Concession Stand</b>				
Deposit	Per Reservation	500.00	Refundable	Resolution 2025-1282
Concession Stand – Community Center Park	Per Day	100.00	Excludes leagues	Resolution 2025-1282
<b>Special Events</b>				
Application Filing Fee	Per Event	25.00		Resolution 2025-1282

## Community Services: Senior Center

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>Facility Rental – Non-Profit Organizations</b>				
Building Use - Shared	Partial Day	No Charge		Resolution 2025-1282
Building Use - Private	Per Full Day	150.00	Private use	Resolution 2025-1282
<b>Facility Rental</b>				
Deposit	Per Reservation	300.00	Refundable	Resolution 2025-1282
Building Use (Half Day)	Per Half Day	150.00		Resolution 2025-1282
Building Use (Full Day)	Per Full Day	300.00		Resolution 2025-1282
<b>Van Transportation Fees</b>				
Trip Fees	Per Trip/Person	Varies	Fee calculated depending on trip details and actual trip cost	Resolution 2025-1282
<b>Meals</b>				
Congregate Meals (Under Age 60)	Per Meal/Person	6.00	Suggested donation – NOT REQUIRED	Resolution 2025-1282
Congregate Meals (Over Age 60)	Per Meal/Person	4.00	Suggested donation – NOT REQUIRED	Resolution 2025-1282

## Development Services: Building

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>Building Fees – Valuation Based (Use Building Valuation Table)</b>				
Single Family Residence	Valuation Per Square Foot	80.00		Resolution 2025-1282
Unfinished Basement	Valuation Per Square Foot	45.00		Resolution 2025-1282
Arizona Room	Valuation Per Square Foot	20.00		Resolution 2025-1282
Agricultural Buildings – Wood/Metal	Valuation Per Square Foot	15.00	Pole Barns; Barns	Resolution 2025-1282
Patio Covers, Awnings, Porch, Patio, and Canopies – Wood	Valuation Per Square Foot	15.00		Resolution 2025-1282
Patio Covers, Awnings, Porch, Patio, and Canopies – Metal	Valuation Per Square Foot	12.00		Resolution 2025-1282
Carports – Wood	Valuation Per Square Foot	15.00		Resolution 2025-1282
Carports – Metal	Valuation Per Square Foot	12.00		Resolution 2025-1282
Covered Decks – Wood	Valuation Per Square Foot	20.00		Resolution 2025-1282
Covered Decks – Metal	Valuation Per Square Foot	17.00		Resolution 2025-1282
Decks	Valuation Per Square Foot	12.00		Resolution 2025-1282
Conversion – Garage to Habitable	Valuation Per Square Foot	60.00		Resolution 2025-1282
Conversion – Patio to Habitable	Valuation Per Square Foot	65.00		Resolution 2025-1282
Garages – Masonry, Metal, Wood	Valuation Per Square Foot	20.00		Resolution 2025-1282
Gazebos – Wood/Metal	Valuation Per Square Foot	12.00		Resolution 2025-1282
Fences Over Six Feet in Height – Concrete or Masonry	Valuation Per Linear Foot	12.00		Resolution 2025-1282
Fences Over Six Feet in Height – All	Valuation Per Linear Foot	9.00		Resolution 2025-1282
Foundations Only	Percentage of Planned Structure Valuation	25%		Resolution 2025-1282
Ramadas (Structure Over Manufactured Home)	Valuation Per Square Foot	15.00		Resolution 2025-1282
Residential Remodel or Addition	Valuation Per Square Foot	100.00		Resolution 2025-1282
Retaining Walls Over Four Feet	Valuation Per Linear Foot	12.00		Resolution 2025-1282
Storage Buildings or Sheds Larger Than 200 Square Feet – Metal	Valuation Per Square Foot	7.00		Resolution 2025-1282
Storage Buildings or Sheds Larger Than 200 Square Feet – Wood	Valuation Per Square Foot	9.00		Resolution 2025-1282
Tenant Improvements	Valuation Per Square Foot	14.00		Resolution 2025-1282

## Development Services: Building Valuation Table

Minimum Value	Maximum Value	Base Rate*	Plus*	For Every Additional (or fraction thereof)
0.00	500.00	91.14	0.00	0
501.00	2,000.00	91.14	4.63	100
2,001.00	25,000.00	160.59	21.27	1,000
25,001.00	50,000.00	603.04	15.34	1,000
50,001.00	100,000.00	977.69	10.63	1,000
100,001.00	500,000.00	1,509.50	8.51	1,000
500,001.00	1,000,000.00	4,912.06	7.21	1,000
1,000,000.00	and Up	8,515.13	4.78	1,000

Authorization: TBD

\*Increase by CPI each year on July 1 starting in 2026.

## Development Services: Building

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>Building Fees – Flat Rate</b>				
Commercial Hoods – Type 1 and 2	First Hood	220.00		Resolution 2025-1282
	Per Each Additional Hood	110.00		Resolution 2025-1282
Demolition – Commercial	Per Permit	100.00	No plan review fee	Resolution 2025-1282
Demolition – Residential	Per Permit	100.00	No plan review fee	Resolution 2025-1282
Fireplaces/Free Standing Stoves	Per Fireplace/Stove	95.00	Excluding new construction	Resolution 2025-1282
Pools Requiring a Permit	Per Pool	400.00		Resolution 2025-1282
Plumbing, Electrical, and Mechanical Fee	Per Permit Type	110.00		Resolution 2025-1282
Roof Structure Replacement	Per Roof	180.00		Resolution 2025-1282
Solar – Ground Mount	Per System	220.00	No plan review fee	Resolution 2025-1282
Solar – Roof Mount	Per System	220.00	No plan review fee	Resolution 2025-1282
Solar – Labor Values <5,000	Per System	220.00	No plan review fee	Resolution 2025-1282
Underground Storage Tanks Over 5,000 Gallons	Per Tank	154.00		Resolution 2025-1282
<b>Inspections/Other</b>				
Inspections Outside of Normal Business Hours	Per Inspection	200.00	Includes first two hours; No plan review fee	Resolution 2025-1282
	Per Additional Hour (or portion thereof)	100.00	Applies to each hour or portion thereof in excess of two hours	Resolution 2025-1282
Reinspection Fees	Per Inspection	140.00	No plan review fee	Resolution 2025-1282
Additional Plan Review Required by Changes to Approved Plans	Per Hour	50.00		Resolution 2025-1282

## Development Services: Building

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>Plan Review</b>				
Single Family Residence	Percentage of Permit Fee	65%		Resolution 2025-1282
Unfinished Basement	Percentage of Permit Fee	65%		Resolution 2025-1282
Arizona Room	Percentage of Permit Fee	65%		Resolution 2025-1282
Agricultural Buildings – Wood/Metal	Percentage of Permit Fee	65%	Pole Barns; Barns	Resolution 2025-1282
Patio Covers, Awnings, Porch, Patio, and Canopies – Wood	Percentage of Permit Fee	65%		Resolution 2025-1282
Patio Covers, Awnings, Porch, Patio, and Canopies – Metal	Percentage of Permit Fee	65%		Resolution 2025-1282
Carports – Wood	Percentage of Permit Fee	65%		Resolution 2025-1282
Carports – Metal	Percentage of Permit Fee	65%		Resolution 2025-1282
Commercial Hoods – Type 1 and 2	Percentage of Permit Fee	65%		Resolution 2025-1282
Covered Decks – Wood	Percentage of Permit Fee	65%		Resolution 2025-1282
Covered Decks – Metal	Percentage of Permit Fee	65%		Resolution 2025-1282
Conversion – Garage to Habitable	Percentage of Permit Fee	65%		Resolution 2025-1282
Conversion – Patio to Habitable	Percentage of Permit Fee	65%		Resolution 2025-1282
Decks	Percentage of Permit Fee	65%		Resolution 2025-1282
Garages – Masonry, Metal, Wood	Percentage of Permit Fee	65%		Resolution 2025-1282
Gazebos – Wood/Metal	Percentage of Permit Fee	65%		Resolution 2025-1282
Fences Over Six Feet in Height – Concrete or Masonry	Percentage of Permit Fee	65%		Resolution 2025-1282
Fences Over Six Feet in Height – All Other	Percentage of Permit Fee	65%		Resolution 2025-1282
Fireplaces/Free Standing Stoves	Percentage of Permit Fee	65%	Excluding new construction	Resolution 2025-1282
Foundations Only	Percentage of Permit Fee	65%		Resolution 2025-1282
Plumbing, Electrical, and Mechanical Fee	Percentage of Permit Fee	65%		Resolution 2025-1282
Pools Requiring a Permit	Percentage of Permit Fee	65%		Resolution 2025-1282
Ramadas (Structure Over Manufactured Home)	Percentage of Permit Fee	65%		Resolution 2025-1282
Residential Remodel or Addition	Percentage of Permit Fee	65%		Resolution 2025-1282
Retaining Walls Over Four Feet	Percentage of Permit Fee	65%		Resolution 2025-1282
Roof Structure Replacement	Percentage of Permit Fee	65%		Resolution 2025-1282
Storage Buildings or Sheds Larger Than 200 Square Feet – Metal	Percentage of Permit Fee	65%		Resolution 2025-1282
Storage Buildings or Sheds Larger Than 200 Square Feet – Wood	Percentage of Permit Fee	65%		Resolution 2025-1282

## Development Services: Building

Fee Description	Unit of Measure	Amount	Notes	Authorization
Tenant Improvements	Percentage of Permit Fee	65%		Resolution 2025-1282
Underground Storage Tanks Over 5,000 Gallons	Percentage of Permit Fee	65%		Resolution 2025-1282
<b>Other</b>				
Additional Plan Review Required by Changes to Approved Plans	Percentage of Permit Fee	65%		Resolution 2025-1282

## Development Services: Planning

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>General</b>				
Advertisement Fee	Per Ad	115.00	For legal or other required ads	Resolution 2025-1282
Zoning Maps (8.5" x 11")	Per Map	5.00		Resolution 2025-1282
Zoning Maps (11" x 17")	Per Map	10.00		Resolution 2025-1282
Zoning Maps (24" x 36")	Per Map	25.00		Resolution 2025-1282
Zoning Maps (36" x 48")	Per Map	30.00		Resolution 2025-1282
<b>Land Divisions</b>				
Lot Split, Consolidation, or Lot Line Adjustment Application Fee	Per Application	300.00	Per lot fee is in addition	Resolution 2025-1282
Subdivision Preliminary Plat – Application Fee	Per Application	2,400.00	Per lot fee and advertisement fee are in addition	Resolution 2025-1282
Subdivision Final Plat – Application Fee	Per Application	2,400.00	Per lot fee and advertisement fee are in addition	Resolution 2025-1282
Minor Subdivision Final Plat – Application Fee	Per Application	2,400.00	Per lot fee and advertisement fee are in addition	Resolution 2025-1282
Lot Fee	Per Lot	50.00	Applicable on all land divisions	Resolution 2025-1282
Penalty	Per Lot Split	1,500.00	Applied to lot splits recorded without Town approval	Resolution 2025-1282
<b>Annexations</b>				
Annexations Application Fee	Per Application	500.00	Per acre fee and advertisement fee are in addition	Resolution 2025-1282
Annexations Per Acre Fee	Per Acre	75.00		Resolution 2025-1282
Pre-Annexation Development Agreement	Per Agreement	10,000.00		Resolution 2025-1282
<b>Land Use</b>				
Rezone Application – Residential	Per Application	1,500.00	Per acre fee and advertisement fee are in addition	Resolution 2025-1282
Rezone Acre Fee – Residential	Per Acre	20.00		Resolution 2025-1282
Rezone Application – Commercial	Per Application	1,200.00	Per acre fee and advertisement fee are in addition	Resolution 2025-1282
Rezone Acre Fee – Commercial	Per Acre	30.00		Resolution 2025-1282
Signs - Temporary	Per Month	5.00		Resolution 2025-1282
Signs - Permanent	Per Sign	125.00		Resolution 2025-1282
Site Plan Review	Per Review	250.00		Resolution 2025-1282
Conditional Use Permit Application	Per Application	1,000.00		Resolution 2025-1282
Conditional Use Permit Acre Fee	Per Acre	20.00		Resolution 2025-1282
Land Use Permit	Per Permit	75.00	Fence, <200sqft shed, ancillary structures, and metal storage containers	Resolution 2025-1282
Variance	Per Variance	500.00	Advertisement fee is in addition	Resolution 2025-1282

## Development Services: Planning

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>Zoning Code</b>				
Text Amendment	Per Amendment	500.00	Advertisement fee is in addition	Resolution 2025-1282
Zoning Verification Letter	Per Letter	200.00		Resolution 2025-1282
Interpretation Letter	Per Letter	800.00		Resolution 2025-1282
Written Interpretation Appeal	Per Appeal	1,500.00	Advertisement fee is in addition	Resolution 2025-1282
<b>General Plan</b>				
General Plan Amendment – Minor	Per Amendment	5,000.00	Advertisement fee is in addition	Resolution 2025-1282
General Plan Amendment – Major	Per Amendment	10,000.00	Advertisement fee is in addition	Resolution 2025-1282
<b>Development Agreements/Improvement Districts</b>				
Development Agreement – Minor	Per Agreement	2,500.00		Resolution 2025-1282
Development Agreement – Major	Per Agreement	5,000.00		Resolution 2025-1282
Maintenance Improvement District	Per District	2,500.00		Resolution 2025-1282

## Municipal Court

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>Reports and Services</b>				
Record Duplication Fee	Per Record	25.00	Set by State; ARS §22-404	Resolution 2025-1282
Research in Locating a Document Fee	Per Case	25.00	Set by State; assessed to requests for extensive records searches, case file copying, copying of recorded court proceedings	Resolution 2025-1282
Minimum Clerk Fee	Per Case	25.00	Set by State; ARS §22-404	Resolution 2025-1282
Case File Copies	Per Page	0.50	Set by State; assessed to any non-party request for copies of a case, except governmental agencies	Resolution 2025-1282
CD Fee	Per CD	3.00	For audio recording excluding criminal appeals	Resolution 2025-1282
NSF Service Fee	Per NSF	48.00	Assessed to cases where payment by check is returned by financial institution for insufficient funds	Resolution 2025-1282
<b>Court Fees</b>				
Court Improvement Fee	Per Case	40.00	Assessed to all Court Cases	Resolution 2025-1282
Warrant Fee – Pre-Adjudication	Per Case	100.00	Assessed to cases when a new arrest warrant is issued; no warrant on long form complaint	Resolution 2025-1282
Warrant Fee – Post Adjudication	Per Case	150.00	Assessed to cases when a new arrest warrant is issued	Resolution 2025-1282
Default Civil Traffic and Code Violations Fee	Per Charge	20.00	This is per charge	Resolution 2025-1282
Traffic Case Processing Fee	Per Case	20.00	Assessed to violations of the State Transportation statute or Town traffic code relating to traffic movement or control	Resolution 2025-1282
Deferred Prosecution Fee	Per Case	150.00	Assessed when a defendant enters a deferred prosecution agreement	Resolution 2025-1282
Indigent Defense Fee	Per Case	0.00-500.00	Represented in court by a public defender	Resolution 2025-1282
Jail Reimbursement Fee	First Day	150.00	Set by County; pursuant to Town Code §34.22(1), this fee is assessed to any person convicted of a misdemeanor and sentenced to a term of incarceration in the county jail or other detention facility	Resolution 2025-1282
	Each Day Thereafter	70.00		

## Police

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>Reports and Services</b>				
Police Report Copy	Per Report	10.00		Resolution 2025-1282
Statistical Report	Per Report	20.00		Resolution 2025-1282
Fingerprinting – Non-Profit/Government	Per Card	5.00		Resolution 2025-1282
Fingerprinting – All Other	Per Card	10.00		Resolution 2025-1282
Level 1 VIN Inspection – On-Site	Per VIN	10.00		Resolution 2025-1282
Level 1 VIN Inspection – Off-Site	Per VIN	20.00		Resolution 2025-1282
Background Check – Non-Profit/Government	Per Person	5.00		Resolution 2025-1282
Background Check – All Other	Per Person	10.00		Resolution 2025-1282
<b>Digital Recordings</b>				
Video/Body Camera Footage	Per Video Hour Reviewed	46.00	Set by ARS §39-129	Resolution 2025-1282
CVPD Video Recordings	Per Video Hour	40.00	Excludes body camera footage	Resolution 2025-1282
<b>Animal Control</b>				
Dog License – Altered	Per Year	8.00		Resolution 2025-1282
Dog License – Unaltered	Per Year	36.00		Resolution 2025-1282
Late Fee	Per License	8.00		Resolution 2025-1282
Impound Fee	Per Occurrence	30.00	Additional boarding fees may apply	Resolution 2025-1282
Boarding Fee	Per Day	12.00		Resolution 2025-1282
Biting Dog Retrieval Fee	Per Dog/Per Incident	50.00		Resolution 2025-1282
<b>Adoption</b>				
Canine – Up to 6 Months	Per Animal	250.00		Resolution 2025-1282
Canine – 6 Months to 1 Year	Per Animal	175.00		Resolution 2025-1282
Canine – Over 1 Year	Per Animal	150.00		Resolution 2025-1282
Feline – Up to 6 Months	Per Animal	125.00		Resolution 2025-1282
Feline – Over 6 Months	Per Animal	100.00		Resolution 2025-1282

## Public Works: Cemetery

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>Cemetery Services</b>				
Opening and Closing – Single Depth	Per Interment	475.00	Includes excavation and backfill.	Resolution 2026-1300
Opening and Closing – Double Depth	Per Interment	525.00	Includes excavation and backfill.	Resolution 2026-1300
Opening and Closing – Urn/Cremaains	Per Interment	50.00	Includes excavation and backfill.	Resolution 2026-1300

## Public Works: Engineering

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>Engineering Services</b>				
Engineering Reports: Drainage, Water, Sewer, Traffic	Per Hour	150.00	4 hour minimum; includes 1 <sup>st</sup> and 2 <sup>nd</sup> review	Resolution 2025-1282
Engineering Plan Review	Per Sheet	375.00	Applicable to 1 <sup>st</sup> and 2 <sup>nd</sup> review; each review billed separately	Resolution 2025-1282
	Per Sheet	100.00	3 <sup>rd</sup> and subsequent reviews; each review billed separately	Resolution 2025-1282
Third Party Engineering Services	Per Review/ Inspection	Actual Cost +5%	Plan/report review; inspection of utility lines/streets	Resolution 2025-1282
As-Built Plans	Per Sheet	100.00		Resolution 2025-1282
<b>Construction Inspection: Utility Lines (Water, Sewer, Storm Drain &amp; Channels, Gas, Electric, Etc.)</b>				
0 to 2,500 Linear Feet	Per Linear Foot	1.00		Resolution 2025-1282
2,501 to 5,000 Linear Feet	Per Linear Foot	0.90		Resolution 2025-1282
5,001+ Linear Feet	Per Linear Foot	0.80		Resolution 2025-1282
<b>Construction Inspection: Streets</b>				
0 to 7,000 Square Yards	Per Square Yard	1.00		Resolution 2025-1282
7,001 to 14,000 Square Yards	Per Square Yard	0.90		Resolution 2025-1282
14,001+ Square Yards	Per Square Yard	0.80		Resolution 2025-1282
<b>Right-of-Way Permits</b>				
Base Rate	Per Permit	150.00	Includes 1 <sup>st</sup> inspection	Resolution 2025-1282
2 <sup>nd</sup> & Subsequent Inspections	Per Inspection	100.00		Resolution 2025-1282
Driveway Culvert Installation and Driveways	Per Permit	70.00	Includes inspections	Resolution 2025-1282
<b>Grading Plan Review</b>				
0 to 200 Cubic Yards	Per Plan	150.00		Resolution 2025-1282
201 to 1,000 Cubic Yards	Per Plan	280.00		Resolution 2025-1282
1,001 to 10,000 Cubic Yards	Per Plan	550.00		Resolution 2025-1282
10,001+ Cubic Yards	Per Plan	1,100.00		Resolution 2025-1282
<b>Grading Permit Construction Inspection</b>				
0 to 200 Cubic Yards	Per Permit	150.00		Resolution 2025-1282
201 to 1,000 Cubic Yards	Per Permit	280.00		Resolution 2025-1282
1,001 to 10,000 Cubic Yards	Per Permit	550.00		Resolution 2025-1282
10,001+ Cubic Yards	Per Permit	1,100.00		Resolution 2025-1282

## Public Works: Utilities - Water

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>Base Charges</b>				
Residential and Commercial ¾" Meter	Per Meter/Month	7.10		Resolution 2025-1282
Residential and Commercial 1" Meter	Per Meter/Month	11.87		Resolution 2025-1282
Commercial 1 ½" Meter	Per Meter/Month	23.68		Resolution 2025-1282
Commercial 2" Meter	Per Meter/Month	37.88		Resolution 2025-1282
Commercial 3" Meter	Per Meter/Month	71.08		Resolution 2025-1282
Commercial 4" Meter or Larger	Per Meter/Month	118.59		Resolution 2025-1282
<b>Volume Charges</b>				
Tier 1: 0 to 8,000 gallons	Per 1,000 Gallons	5.79		Resolution 2025-1282
Tier 2: 8,000 to 15,000 gallons	Per 1,000 Gallons	7.24		Resolution 2025-1282
Tier 3: 15,001 to 20,000 gallons	Per 1,000 Gallons	9.06		Resolution 2025-1282
Tier 4: 20,001+ gallons	Per 1,000 Gallons	11.77		Resolution 2025-1282
Country West (Per 2001 Agreement)	Per 1,000 Gallons	0.84	Increases to 1.01 on 12/14/2031; no base fee	Resolution 2025-1282
<b>Buy-In Fees</b>				
Residential ¾" & 1" Meter	Per Meter	5,067.08		Resolution 2025-1282
Multi-Family Residential ¾" & 1" Meter	Per Unit	4,598.37		Resolution 2025-1282
Hotels/Motels	Per Room	3,871.25		Resolution 2025-1282
RV Park	Per Space	4,598.37		Resolution 2025-1282
Mobile Home Park	Per Space	4,598.37		Resolution 2025-1282
Commercial ¾" Meter	Per Meter	5,067.08		Resolution 2025-1282
Commercial 1" Meter	Per Meter	8,449.36		Resolution 2025-1282
Commercial 1 ½" Meter	Per Meter	17,016.52		Resolution 2025-1282
Commercial 2" Meter	Per Meter	27,221.62		Resolution 2025-1282
Commercial 3" Meter	Per Meter	51,062.24		Resolution 2025-1282
Commercial 4" Meter	Per Meter	85,119.35		Resolution 2025-1282
Commercial 6" Meter	Per Meter	170,186.76		Resolution 2025-1282
Commercial 8" Meter	Per Meter	272,317.57		Resolution 2025-1282
Commercial 10" Meter	Per Meter	391,482.63		Resolution 2025-1282
Commercial 12" Meter	Per Meter	731,861.22		Resolution 2025-1282

## Public Works: Utilities - Water

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>Water Resource Fee</b>				
Water Resource Fee	Per Meter/ Month	2.12		Resolution 2025-1282
<b>Standpipe Rate (Fill Station)</b>				
Tier 1: 0 to 8,000 gallons	Per 1,000 Gallons	14.64	Applies to all standpipe customers; tax is in addition to the specified rate	Resolution 2025-1282
Tier 2: 8,000 to 15,000 gallons	Per 1,000 Gallons	16.52	Applies to all standpipe customers; tax is in addition to the specified rate	Resolution 2025-1282
Tier 3: 15,001 to 20,000 gallons	Per 1,000 Gallons	18.88	Applies to all standpipe customers; tax is in addition to the specified rate	Resolution 2025-1282
Tier 4: 20,001+ gallons	Per 1,000 Gallons	22.41	Applies to all standpipe customers; tax is in addition to the specified rate	Resolution 2025-1282
<b>Other Fees</b>				
Deposit	Per Account	75.00	May be waived per the requirements of Town Code §51.250; Refundable after 1 year	Resolution 2025-1282
Service Fee	Per Occurrence	25.00	For service on, off, temporary or permanent and all other service calls	Resolution 2025-1282

## Public Works: Utilities - Wastewater

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>Base Charges</b>				
Residential (All Meter Sizes)	Per Meter/Month	63.38		Resolution 2025-1282
Multi-Family Residential	Per Fixture Unit/Month	3.17	Includes properties on a master meter, apartments, duplexes, hotels/motels, schools, churches, and similar; One Equivalent Dwelling Unit (EDU) equals 20 Fixture Units (FU)	Resolution 2025-1282
RV Park	Per Space/Month	50.70		Resolution 2025-1282
Mobile Home Park	Per Space/Month	50.70		Resolution 2025-1282
Commercial ¾" Meter	Per Meter/Month	63.38		Resolution 2025-1282
Commercial 1" Meter	Per Meter/Month	106.06		Resolution 2025-1282
Commercial 1 ½" Meter	Per Meter/Month	210.82		Resolution 2025-1282
Commercial 2" Meter	Per Meter/Month	337.83		Resolution 2025-1282
Commercial 3" Meter	Per Meter/Month	634.02		Resolution 2025-1282
Commercial 4" Meter	Per Meter/Month	1,056.70		Resolution 2025-1282
<b>Buy-In Fees</b>				
Residential	Per Meter	7,600.62		Resolution 2025-1282
Commercial and Multi-Family Residential	Per Fixture Unit	380.03	Includes properties on a master meter, apartments, duplexes, hotels/motels, schools, churches, and similar; One Equivalent Dwelling Unit (EDU) equals 20 Fixture Units (FU)	Resolution 2025-1282
RV Park	Per Space	7,600.62		Resolution 2025-1282
Mobile Home Park	Per Space	7,600.62		Resolution 2025-1282
<b>Other Administrative Fees</b>				
Deposit	Per Account	125.00	May be waived per the requirements of Town Code §51.250; Refundable after 1 year	Resolution 2025-1282
Service Fee	Per Occurrence	25.00	For service on, off, temporary or permanent and all other service calls	Resolution 2025-1282

## Town Clerk

Fee Description	Unit of Measure	Amount	Notes	Authorization
<b>General</b>				
Photocopy	Per Page	0.50	For black and white or color pages, front and back	Resolution 2025-1282
Digital Media Recordings	Per Item	15.00	CDs, DVDs, USB Flash Drives	Resolution 2025-1282
U.S. Mailing	Per Item	Actual Cost		Resolution 2025-1282
Commercial Request	Per Request	Actual Cost	Includes staff time and cost	Resolution 2025-1282
Notary	Per Signature	2.00	Capped by Arizona Administrative Code §2-12-1102 at 10.00 per signature	Resolution 2025-1282
Argument Submittal	Per Argument	80.00	For voter election information pamphlet	Resolution 2025-1282
<b>Business License</b>				
Initial General Business License	Per Application	85.00	Includes initial year and one-time application processing; Applicable to Bingo licenses	Resolution 2025-1282
General Business License Renewal Fee	Per Year	50.00	Applicable to Bingo licenses	Resolution 2025-1282
Late Fee/Operating without License	Per License	100% of applicable license fee	Town Code §110.99	Resolution 2025-1282
Transient Merchants	Per Location/Year	50.00	Town Code §112.02	Resolution 2025-1282
Peddler/Solicitors	Per Day	50.00	Town Code §112.21	Resolution 2025-1282
<b>Sexually Oriented Business Licenses</b>				
Application/Investigation Fee	Per Application	1,062.00	Town Code §115	Resolution 2025-1282
Annual Fee	Per Business and Employee	1,062.00	Town Code §115	Resolution 2025-1282
<b>Liquor Licenses</b>				
Permanent Liquor License	Per Application	250.00	Application and processing	Resolution 2025-1282
Temporary Liquor License	Per Application	100.00	Application and processing	Resolution 2025-1282

## Townwide

Fee Description	Unit of Measure	Amount	Notes	Authorization
Retail merchandise, supplies, or promotional items	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.	Resolution 2026-1300
Digital Media Recordings	Per Item	Actual cost + 50%-300% markup (generally rounded to \$1.00 increments)	Department Directors, in consultation with the Finance Director, may adjust individual item prices within the approved markup range as costs fluctuate.	Resolution 2026-1300
Special Event Rentals at Old Home Manor	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.	Resolution 2026-1300
Special Event Rentals at Fred Harvey Property	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.	Resolution 2026-1300
<b>All Room/Building Rentals</b>				
Lost (Not Returned) Key Card - Public	Per Lost/Not Returned Key Card	20.00		Resolution 2026-1300

