

1. Appointments Subcommittee - Agenda

Documents:

[2017\\_01\\_09\\_CC\\_AS\\_AG.PDF](#)

2. Appointments Subcommittee - Packet

Documents:

[2017\\_01\\_09\\_CC\\_AS\\_PK\\_PUB.PDF](#)



## **Town of Chino Valley**

### **MEETING NOTICE**

#### **TOWN COUNCIL APPOINTMENTS SUBCOMMITTEE**

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**PUBLIC MEETING**  
**Monday, January 9, 2017**  
**4:00 P.M.**

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

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#### **AGENDA**

- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **APPROVAL OF MINUTES**
  - a) Consideration and possible action to approve the November 9, 2015 minutes.
  - b) Consideration and possible action to approve the June 2, 2016 minutes.
- 4) **OLD BUSINESS**
- 5) **NEW BUSINESS**
  - a) Review and possible action regarding amendments to the Planning and Zoning Commission Position Description, Training Requirements, and Appointment Process.
  - b) The Council Appointments Subcommittee may vote to recess the public meeting and hold an executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of recommending to the Town Council the appointment of William Welker and Tom Armstrong to fill positions on the Planning and Zoning Commission.
  - c) Consideration and possible action to recommend appointment of applicants to the Planning and Zoning Commission.
- 6) **ADJOURNMENT**

Dated this 5th day of January, 2017.

By: *Jami C. Lewis, Town Clerk*

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request a reasonable accommodation to participate in this meeting. Supporting documentation furnished to the Appointments Subcommittee with this agenda are available for review on the Town's website at [www.chinoaz.net](http://www.chinoaz.net) and in the Town Clerk's Office.



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## TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

### Appointments Subcommittee Meeting

3) a)

**Meeting Date:** 01/09/2017

**Contact Person:** Jami Lewis, Town Clerk

**Department:** Town Clerk

**Item Type:** Approval of Minutes

**Estimated length of Staff Presentation:** None

**Physical location of item:** N/A

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### Information

**AGENDA ITEM TITLE:**

Consideration and possible action to approve the November 9, 2015 minutes.

**SITUATION AND ANALYSIS**

These minutes were on the June 2, 2016 meeting for approval. However, the motion made at the meeting was to approve the "January 29, 2015" minutes. As there were no January 29, 2015 minutes, the motion was ineffective and the minutes still need to be approved.

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### Attachments

November 9, 2015 minutes

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# DRAFT

## TOWN OF CHINO VALLEY COUNCIL APPOINTMENTS SUBCOMMITTEE MINUTES

**MONDAY, NOVEMBER 9, 2015  
4:00 P.M.**

The Appointments Subcommittee of the Town of Chino Valley, Arizona, convened for a public meeting in the Council Chambers Conference Room, located at 202 N. State Route 89, Chino Valley, Arizona.

Present: Vice-Mayor Darryl Croft (Chair); Councilmember Mike Best; Councilmember Lon Turner

Staff Present: Development Services Director Ruth Mayday; Town Clerk Jami Lewis (recorder)

**1) CALL TO ORDER**

Vice-Mayor Croft called the meeting to order at 4:03 p.m.

**2) ROLL CALL**

**3) APPROVAL OF MINUTES**

- a) Consideration and possible action to approve September 9, 2015 minutes.

MOVED by Councilmember Mike Best, seconded by Vice-Mayor Darryl Croft (Chair) to approve the minutes.

**Vote: 3 - 0 PASSED - Unanimously**

**4) OLD BUSINESS**

**5) NEW BUSINESS**

- a) The Council Appointments Subcommittee may vote to recess the public meeting and hold an executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of recommending to the Town Council the appointment of: (i) Claude Baker, Alex Harris, Kathryn Napp, Julie Van Wuffen, and Mark Vucich to fill the vacancy on the Planning and Zoning Commission; and (ii) Kathryn Napp and Julie Van Wuffen to fill the vacancy on the Board of Adjustment.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to adjourn into executive session.

**Vote: 3 - 0 PASSED - Unanimously**

Vice-Mayor Croft reconvened the public meeting at 4:20 p.m.

- b) Consideration and possible action to recommend appointment of applicants to the Planning and Zoning Commission and Board of Adjustment.

Lewis reported that:

- Planning & Zoning Commission: Council's appointment of Corey Mendoza to the Council left a vacancy on the Commission. Staff had advertised for the opening, as well as invited the applicants for the Council positions to apply. Four of the Council applicants, as well as current Alternate Commissioner Claude Baker, requested to be considered for the position. Should the committee recommend appointment of Mr. Baker to the regular Commission seat, they should recommend appointment of another to the Alternate position.
- In addition, the terms for the vacant Regular position, the Alternate position, and two other Regular positions, will expire in January. As no other applications had been received thus far, staff desired the subcommittee's input on re-appointment for these four positions.
- Board of Adjustment: The current vacancy on the Board of Adjustment was for the Alternate position. Should the subcommittee appoint current board member, Mark Vucich, to the Commission, they could fill that position, as well.
- As all applicants had been interviewed this year, Vice-Mayor Croft had not recommened conducting interviews again.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to recommend Claude Baker to the regular position with term ending January 31, 2016, and Julie Van Wuffen to the alternate position of the Planning and Zoning Commission with term ending January 31, 2016.

**Vote:** 3 - 0 PASSED - Unanimously

Mayday stated that she was unsure if the other two commissioners were going to apply for re-appointment.

Members recommended, if no other applications were received in the next few weeks, that Council extend all these positions through the next term. Members also suggested that staff contact Council applicant Mark Widtfeldt about serving on the BOA.

The Subcommittee took no action on the Board of Adjustment.

## 6) **ADJOURNMENT**

Vice-Mayor Croft adjourned the meeting at 4:22 p.m.

Dated this 10th day of November, 2015.

By: *Jami C. Lewis*

Approved: \_\_\_\_\_





## TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

### Appointments Subcommittee Meeting

3) b)

**Meeting Date:** 01/09/2017

**Contact Person:** Jami Lewis, Town Clerk

**Department:** Town Clerk

**Item Type:** Approval of Minutes

**Estimated length of Staff Presentation:** None

**Physical location of item:** N/A

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### Information

**AGENDA ITEM TITLE:**

Consideration and possible action to approve the June 2, 2016 minutes.

**SITUATION AND ANALYSIS**

N/A

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### Attachments

June 2, 2016 minutes

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# DRAFT

## TOWN OF CHINO VALLEY COUNCIL APPOINTMENTS SUBCOMMITTEE MINUTES

THURSDAY, JUNE 2, 2016  
4:00 P.M.

The Council Appointments Subcommittee of the Town of Chino Valley, Arizona, convened for a public meeting in the Council Conference Room, located at 202 N. State Route 89, Chino Valley, Arizona.

Present: Vice-Mayor Darryl Croft (Chair); Councilmember Mike Best; Councilmember Lon Turner

Staff Present: Town Clerk Jami Lewis (recorder)

1) **CALL TO ORDER**

Vice-Mayor Croft called the meeting to order at 4:08 p.m.

2) **ROLL CALL**

3) **APPROVAL OF MINUTES**

- a) Consideration and possible action to approve the November 9, 2015 minutes.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to approve the January 29, 2015 minutes.

**Vote:** 3 - 0 PASSED - Unanimously

4) **OLD BUSINESS**

5) **NEW BUSINESS**

- a) Consideration and possible action to appoint applicants to the Parks and Recreation Advisory Board.

Staff Report Summary:

- 3 Expirations
- 3 Applicants: All current members.
- Recommendation: Re-appoint Carrie Barnes, Todd League, and George Cooper to terms ending June 30, 2018.

Members reviewed the staff report and discussed the applicants, whom they believed were doing

a good job.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner accept the applications for Carrie Barnes, Todd League, and George Cooper.

**Vote:** 3 - 0 PASSED - Unanimously

- b) Consideration and possible action to appoint applicants to the Senior Center Advisory Board.

Staff Report Summary:

- 4 Expirations
- 4 Applicants: 3 current members, 1 new applicant
- Recommendation: Re-appoint Anita DeMello, Nancy Best, and Kathy Farber; and appoint Joyce Easterling to terms ending June 30, 2018.

Members reviewed the staff report and discussed the applicants. New applicant Joyce Easterling came highly recommended, and, as a new Lioness, showed a desire to serve.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to accept applications of Anita DeMello, Nancy Best, Kathy Farber, and Joyce Easterling.

**Vote:** 3 - 0 PASSED - Unanimously

- c) Consideration and possible action to appoint applicants to the Roads and Streets Committee.

Staff Report Summary:

- 6 Expirations: 3 from 2015 and 3 in 2016; 1 Vacancy
- 7 Applicants: 5 current members; 1 previous member; 1 new applicant
- Recommendation: (i) Re-appoint Ron Romley and Dean Echols, and appoint Doug Federico to term ending June 30, 2017; (ii) re-appoint Robert Johan and appoint James Wise to term ending June 30, 2018; and (iii) Reduce Council members from 3 to 2 and re-appoint Vice-Mayor Croft to term ending June 30, 2017 and Mayor Marley to term ending June 30, 2018.

Town Clerk Lewis reported that everyone's term on this committee had either expired or would shortly expire. All current members, except for James Miller desired to be re-appointed. Members discussed new applicant Doug Federico, who was highly qualified. Staff Liaison Lopez was recommending that Council appoint the five current members who wanted to be re-appointed, and reduce Councilmembers from three to two in order to bring back James Wise and add Mr. Federico.

Members discussed revisiting this Committee after the election.

MOVED by Councilmember Lon Turner, seconded by Councilmember Mike Best to re-appoint Ron Romley, Dean Echols, and Robert Johan; approve new appointee Doug Federico, and retain the same Councilmembers.

**Vote:** 3 - 0 PASSED - Unanimously

- d) Consideration and possible action to appoint applicants to the Public Safety Retirement Board.

Staff Report Summary:

- 3 Expirations
- 3 Applicants: All current members
- Recommendation: (i) Re-appoint Dean Keller and Gary Brusco to terms ending June 30, 2020; and (ii) Re-appoint Vice-Mayor Croft to term ending June 30, 2020.

Vice-Mayor Croft reviewed the current members: Himself; Dean Keller, a retired cop and Marine; Vince Schaan and Gary Brusco, current police officers; and Cheri Romley, an original member. Ms. Lewis stated that Vice-Mayor Croft, Mr. Keller, and Officer Brusco were up for re-appointment. Vice-Mayor Croft did not object to being reappointed.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to accept applications for Darryl Croft, Dean Keller, and Gary Brusco.

**Vote:** 3 - 0 PASSED - Unanimously

- e) Consideration and possible action to appoint applicants to the Board of Adjustment.

Staff Report Summary:

- 2 Expirations; 1 Vacancy
- 3 Applicants: 2 current members; 1 new applicant
- Recommendation: (i) Re-appoint Lillian Morales and Gary Warren to terms ending July 31, 2019; and (ii) Appoint Gwen Rowitsch as Alternate with term ending July 31, 2017.

Vice-Mayor Croft noted that terms for Gary Warren and Lillian Morales were expiring. Ms. Lewis reported that since the packet was published, she received applications for re-appointment from both of these. The vacancy was for the Alternate position, and Staff Liaison Mayday was recommending that Council appoint Gwen Rowitsch, the former Planning Commission Chair.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to re-appoint Gary Warren and Lillian Morales to the BOA, and Gwen Rowitsch as Alternate.

**Vote:** 3 - 0 PASSED - Unanimously

- f) Consideration and possible action to appoint applicants to the Planning and Zoning Commission.

Staff Report Summary:

- 1 Expiration; 1 Vacancy (Regular Positions)
- 2 Applicants: 1 current member, 1 former member
- Recommendation: (i) Re-appoint Michael Bacon to term ending January 31, 2019; (ii) Appoint Julie Van Wuffen, current Alternate, to fill vacant Regular position with term ending January 31, 2019; and (iii) Appoint former Commission Chair Gwen Rowitsch as Alternate Member with term ending January 31, 2017.

Ms. Lewis explained that Michael Bacon was the only one with an expired term, and he turned in his application for re-appointment after the packet was published.

Members discussed Mr. Bacon's qualifications and expertise. They also briefly discussed ways that Council might handle personality conflicts between members of public bodies and/or staff, and the fact that Commissioner Annie Lane was running for Council, would most likely be elected, and would leave another vacancy on the Commission.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to appoint Gwen [Rowitsch] as the Alternate, Julie [Van Wuffen] to fill the vacancy, and re-appoint Michael [Bacon].

**Vote:** 3 - 0 PASSED - Unanimously

**6) ADJOURNMENT**

MOVED by Councilmember Lon Turner, seconded by Councilmember Mike Best to adjourn the meeting at 4:20 p.m.

**Vote:** 3 - 0 PASSED - Unanimously

Dated this 3rd day of June, 2016.

By: *Jami C. Lewis*

Approved: \_\_\_\_\_





## TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

### Appointments Subcommittee Meeting

5) a)

**Meeting Date:** 01/09/2017

**Contact Person:** Jami Lewis, Town Clerk

**Department:** Council

**Item Type:** New Business

**Estimated length of Staff Presentation:** None

**Physical location of item:** N/A

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### Information

#### AGENDA ITEM TITLE:

Review and possible action regarding amendments to the Planning and Zoning Commission Position Description, Training Requirements, and Appointment Process.

#### SITUATION AND ANALYSIS

Now that staff has had about two years to work with the Planning and Zoning Commission Position Description, Training Requirements, and Appointment Process, and it has been about a year since the Council has amended it, staff desires to have the Subcommittee review the Procedure for possible revisions. Staff also has a few amendments to recommend and specific questions for the Subcommittee, as well.

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### Attachments

Proposed Revisions/Questions-Position Description, Training Requirements, and Appointment Process

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Town of Chino Valley, Arizona  
PLANNING AND ZONING COMMISSIONER  
POSITION DESCRIPTION & SELECTION PROCESS

AMENDED ~~MARCH 22, 2016~~JANUARY 24, 2017

(Deletions in ~~striketrough~~)

The Planning and Zoning (P & Z) Commission is a key component of the Town of Chino Valley's on-going effort to effectively manage the use of property within the Town limits through planning and zoning activities. P & Z Commissioners, working closely with Town staff, ensure that state regulations and local ordinances are complied with as they review and recommend planning and zoning requests to the Town Council for final determination.

**DESIRED QUALIFICATIONS**

1. Reside within the town limits of the Town of Chino Valley, Arizona and be qualified to vote in Town elections.
2. Willing to serve on the P & Z Commission for a term of three (3) years.
3. Possess a working knowledge of, or be willing to study and learn about, municipal planning and zoning, real estate development, technical blueprints and drawings, and legal documents and procedures. Related experiences may be acceptable.
4. Able to read and write and orally communicate in the English language.
5. Able to attend commission meetings and informational investigations during and after normal working hours. The regular meeting of the Commission is at 6:00 pm on the first Tuesday of each month.
6. Past experience as a member of a volunteer committee or community-based organization.

~~7. Agree to an employee background check.~~

~~7.~~ Agree to abide by the Town's Code of Ethics, Town Code Chapter 35, and all other rules and regulations of the Town.

**REQUIRED TRAINING**

1. Attend the Town of Chino Valley/Chino Valley Area Chamber of Commerce Citizen's Academy within twelve (12) months of appointment, if one is scheduled. [WHAT IF A COMMISSIONER DOES NOT ATTEND A SCHEDULED ACADEMY OR AN ACADEMY IS NOT OFFERED WITHIN 12 MONTHS? DO WE WANT TO CONTINUE PURSUE THE APPOINTEE'S ATTENDANCE AFTER 12 MONTHS?]

Town of Chino Valley, Arizona  
PLANNING AND ZONING COMMISSIONER  
POSITION DESCRIPTION & SELECTION PROCESS

2. Attend a legal briefing conducted by the Town Attorney outlining the roles, responsibilities and authority of P & Z Commissioners, including open meeting laws and conflict of interest, prior to the first meeting after appointment. [IS WATCHING THE TRAINING VIDEO SUFFICIENT?]
3. Attend technical briefings by Town staff prior to the first meeting after appointment to include pertinent Town ordinances, current work plans and zoning requests, the UDO, the General Plan, and other relevant Town codes, documents, and policies and procedures.
4. Attend a Town Council study session and Town Council regular meeting within sixty (60) days of appointment. [WHAT IF A COMMISSIONER DOES NOT COMPLETE THIS?]

**SELECTION PROCESS**

1. Applicant submits a Town of Chino Valley Application for Public Body Appointment form, specifying appointment to the P & Z Commission.
2. The Town Clerk reviews the application for completeness and schedules a meeting of the Town Council Appointments Subcommittee.
3. The Appointments Subcommittee interviews the applicant and makes a recommendation to the Town Council.
4. At a regular meeting, the Town Council reviews the Appointments Subcommittee's recommendation and approves or disapproves the appointment. Before making the appointment, the Town Council may elect to interview the candidate.
5. The Town Clerk administers the Oath of Office and schedules the training for the prospective appointee.
- ~~6. Follow-up performance review.~~

Rev. ~~2/23/15~~1/9/16; Town Council Appointments Subcommittee





## TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

### Appointments Subcommittee Meeting

5) b)

**Meeting Date:** 01/09/2017

**Contact Person:** Jami Lewis, Town Clerk

**Department:** Town Clerk

**Item Type:** New Business

**Estimated length of Staff Presentation:** None

**Physical location of item:** N/A

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### Information

#### AGENDA ITEM TITLE:

The Council Appointments Subcommittee may vote to recess the public meeting and hold an executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of recommending to the Town Council the appointment of William Welker and Tom Armstrong to fill positions on the Planning and Zoning Commission.

#### SITUATION AND ANALYSIS

Tom Armstrong is scheduled for an interview at 4:30 p.m.

William Welker is scheduled for 4:50 p.m.

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### Attachments

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## TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

**Appointments Subcommittee Meeting**

**5) c)**

**Meeting Date:** 01/09/2017  
**Contact Person:** Jami Lewis, Town Clerk  
**Department:** Town Clerk  
**Item Type:** New Business

**Estimated length** 5  
**of Staff Presentation:** minutes

**Physical location of item:** N/A

### Information

**AGENDA ITEM TITLE:**

Consideration and possible action to recommend appointment of applicants to the Planning and Zoning Commission.

**SITUATION AND ANALYSIS**

Expirations: 3	Vacancies: 2	Applicants: 5
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**Membership Parameters:**

- Members out of Town permitted: 0
- Term of Office (Regular members): 3 years
- Term of Office (Alternate member): 1 year

Current Members	Position	Term End
Charles Merritt	Regular	1/31/2017
Gary Pasciak	Regular	1/31/2017
Vacant	Regular	1/31/2017
Vacant	Regular	1/31/2017
Gwen Rowitsch	Alternate	1/31/2017
Claude Baker	Regular	1/31/2019
Michael Bacon	Regular	1/31/2019
Julie Van Wuffen	Regular	1/31/2019

**Staff Liaison:** Ruth Mayday, Development Services Director

**Committee Status:**

2 vacancies were created when Commissioner Annie Lane was elected and seated on the Town Council

in December 2016, and Commissioner Florence Sloan resigned in December 2016 due to health reasons. 5 positions total need to be filled.

<b>Applicants</b>	<b>Position</b>	<b>Current Member</b>	<b>New Applicant</b>	<b>Repeat Applicant</b>
Gwen Rowitsch	Alternate	X		
Charles Merritt	Regular	X		
Gary Pasciak	Regular	X		
William Welker	Regular		X	
Tom Armstrong	Regular		X	

**Staff/Liaison Recommendations:**

- Recommend re-appointment of Gwen Rowitsch as Alternate Member with term ending January 31, 2018
- Recommend re-appointment of Charles Merritt and Gary Pasciak to Regular positions with term ending January 31, 2020.
- Appointment of William Welker and Tom Armstrong to Regular positions with term ending January 31, 2020 to be determined per interviews.

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**Attachments**

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