

**MINUTES OF THE REGULAR MEETING
TOWN COUNCIL ECONOMIC DEVELOPMENT SUBCOMMITTEE
TOWN OF CHINO VALLEY**

**JANUARY 16, 2018
4:30 P.M.**

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

1) CALL TO ORDER

Chair Annie Lane called the meeting to order at 4:36 p.m.

2) ROLL CALL

Present: Darryl Croft; Annie Lane, Chair; Corey Mendoza

Staff Jason Sanks, Development Services Director; Frank Marbury, Public Works Director/Town
Present: Engineer; Cecilia Grittman, Town Manager

Attendees: Arlene Alen, Chamber of Commerce CEO

3) APPROVAL OF MINUTES

- a) Consideration and possible action to approve the November 6, 2017 Special Meeting minutes.

MOVED by Corey Mendoza, seconded by Darryl Croft to approve the November 6, 2017 Special Meeting minutes.

Vote: 3 - 0 PASSED - Unanimously

4) CALL TO THE PUBLIC

Call to the Public is an opportunity for the public to address the Subcommittee concerning a subject that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 15 minutes per meeting. Committee action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism.

5) OLD BUSINESS

6) NEW BUSINESS

- a) Discussion regarding elements of the Industrial Park, funding of those elements, and other considerations for the Industrial Park.

Ms. Grittmann stated that there are outstanding issues that the Town needed to address.

Attendees discussed those items as follows:

- *Right-of-Way Road 4 North* – The ROW went all the way through Road 4 North, and Mr. Marbury was in the process of identifying who owns the ROW, as the Town will look into buying it. Staff had a conceptual plan for straightening the road.
- *Jerome Junction Road* – This road is complete from Road 4 North to Rodeo. Realignment work, chip seal or paving were needed between Rodeo and Gavin Court, and the Town will be using a combination of staff forces and contractors to complete the work.
- *Natural Gas* - Ms. Grittmann preferred that the developer pay a good chunk of this cost, which is \$640,000.
- *Name of Park* – Things to consider when naming the park included whether the Town wanted it to be a business park or a historical park so the name would better reflect the park's nature. If it were to be a historical park, they should look into the historical aspect of Jerome Junction. Other suggestions were to use words like complex, park or center to help describe an area, or to have a name that would help people know geographically where it was located. Suggested names included: Chino Valley Commerce Manor, Chino Valley Commerce Junction, First Capital Industrial Park, Chino Valley Business Center, and Yavapai Business and Technology Complex. Conclusion: The group concluded they would not select a name at this time.
- *Land Uses* – The group would need to eventually determine whether there would be small scale businesses at 13,000 square feet, and/or larger ones at 150,000 square feet.
- *Signage* – The group will need to decide where a sign would go and what it would look like.
- *Main Entrance* – The proposed entrance was at Jerome Junction and Rodeo, but the final decision for the location will ultimately be the Council's. The current design idea for the entrance was the archway, but Attendees preferred to ask the design team for more options and suggestions.
- *Traffic* – Traffic flow depended on what exactly would come into the Industrial Park. Perkinsville was the wider street, but eventually Road 4 North will catch up with it, and it still needed to be determine how far utilities were from the Road 4 North entrance. There might be a need for a roundabout for commercial trucks. Conclusion: Attendees believed that Road 4 North would be the better entrance.
- *Leasing, renting or selling* – Ms. Grittmann preferred that the future Economic Development staff work on this with a broker.

Ms. Grittmann asked the group if they preferred to discuss these items at the Council Retreat with everybody together, or keep developing them with the EPS group. Attendees suggested to only give an update or summary of these issues at the Council Retreat.

Councilmember Mendoza commented that he supported getting a copy of the Roads and Streets draft minutes, as they were very thorough. Ms. Grittmann stated that this was something the Mayor wanted the Clerk's office to start doing with all public bodies.

- b) Discussion regarding community outreach and communication plan with the community for the Industrial Park.

Mr. Sanks stated that they needed to decide if they wanted to go beyond the normal scope of Board meetings 30 days before the Planning and Zoning Commission ("Commission") meeting, and then from the Commission to the Council, such as, having an open house meeting or a citizens' review. It was part of the zoning process to have a public review, whether at an open house or at a Commission public meeting.

The group discussed possibly posting a sign for public review to answer citizen's questions, once a name was decided and the roads and utilities completed; and whether or not to let the public participate in giving the park a name, or give the top three selections for their vote.

c) Discussion regarding next steps with the EPS Group.

The group discussed possibly getting three designs for the entrance with the remaining EPS group funds.

Ms. Grittmann reviewed the next steps of the EPS contract and stated that the steps could be arranged in any order or some even eliminated.

- Phase 2 – planning architectural material guidelines, preparing specific design guidelines and criteria for the planning of architectural, for a fixed fee of \$24,520;
- Phase 3 – traffic circulation plan for \$7,400;
- Phase 4 – signage plan for \$20,000;
- Phase 5 – landscape and lighting plan;
- Phase 6 – grading and drainage master plan; and
- Phase 7 – domestic water master plan.

Mr. Sanks stated that landscaping was a conceptual palette and the entries would be done on a case by case phasing basis. The walls would need to be designed with landscaping to avoid a hodgepodge affect.

The Subcommittee preferred that the next steps for the EPS group were:

- Additional design plans with estimates for the entryway focused at Road 4 North; and
- Traffic circulation study based off the main entrance being at Road 4 North.

7) **ADJOURNMENT**

MOVED by Chair Annie Lane, seconded by Corey Mendoza to adjourn the meeting at 5:50 p.m.

Vote: 3 - 0 PASSED - Unanimously

Submitted: January 22, 2018.

By: *Vickie Nipper, Deputy Town Clerk*

Approved: April 17, 2018.