

**MINUTES OF THE PUBLIC MEETING
TOWN COUNCIL AD HOC UDO UPDATE SUBCOMMITTEE
TOWN OF CHINO VALLEY**

**WEDNESDAY, MARCH 28, 2018
4:00 P.M.**

The Town Council Ad Hoc UDO Update 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

Councilmember Mendoza called the meeting to order at 4:17 p.m.

2) ROLL CALL

Present: Councilmember Cloyce Kelly; Councilmember Corey Mendoza

Absent: Vice-Mayor Lon Turner (Chair)

Staff Present: Cecilia Grittman, Town Manager; Jason Sanks, Development Services Director

Attendees: Mike Bacon, Planning and Zoning Commissioner

3) APPROVAL OF MINUTES

- a) Consideration and possible action to approve the October 24, 2017 meeting minutes.

MOVED by Councilmember Cloyce Kelly, seconded by Councilmember Corey Mendoza to accept the October 24, 2017 meeting minutes.

Vote: 2 - 0 PASSED - Unanimously

4) OLD BUSINESS

5) NEW BUSINESS

- a) Presentation by Development Services Director Jason Sanks regarding the reformatted Unified Development Ordinance identified as Version 1.

Mr. Sanks provided an overview of the previous meeting and explained that the necessity of the Unified Development Ordinance Update project was based on the existing antiquated 2006 Unified Development Code. The current Code will be updated and restructured so it is more user friendly. The update will also include extensive content changes to better serve the community's needs as it grows.

Changes could include:

- Additional zoning districts.

- Land use definition updates – There are land uses not listed or defined in the code, which is problematic for staff members. Without proper definitions, applicants could be treated inconsistently. The basis of the Code is to have clear and concise implementation of the Town’s codes and policies.
- Replacing the long form definitions with charts and tables that would delete repetitive code sections and compress the code into smaller sections.

Mr. Sanks explained that he has participated in code rewrites for the Town of Gilbert and the City of Litchfield Park with legal counsel Phyllis Smiley, Susan Goodwin and Andrew McGuire and would be working with them again on the Town of Chino Valley’s code rewrite. He had borrowed the more sophisticated but easier to read code structure from the Town of Gilbert and Litchfield Park to use in Chino.

Mr. Sanks presented the fully reformatted version of the existing code content in the new proposed format and explained that the Subcommittee would be working on the updates of the existing zoning code and subdivision regulations, which made up the Unified Development Ordinance.

Mr. Sanks explained that he would track and review the changes on each new version so that it was clear how and when the changes were made, who asked for the changes, who initiated the changes, what was requested and if the changes were implemented or not, and the reason for the decision.

Mr. Sanks explained that as the Committee goes through the re-write process, members can mark up the code documents with any proposed changes and submit the changes to him. He will create a Matrix with all the requested changes, who requested the changes, and if the changes were implemented. The final version will be presented to the Council as an Ordinance adoption of the finalized document. The document will include a record of all the public input, inquiries, and the Matrix of changes to track how the final document was created.

Mr. Sanks reported on the Version One layout, the updating process and current changes:

- The Table of Contents will be completed last.
- The Chapters Page – Chapter one will become Article One - Administration and Procedures and Article Two will become Definitions. Both sections have been moved from the front of the document to the back.
- Legal counsel will update the Administration and Procedures article to comply with any updated State Statues that have changed since 2006. If any outdated code becomes a legal issue before the code re-write is completed, staff will expedite the text changes as necessary. The Town has already done some housekeeping on the Code to keep it updated with State changes.
- The re-write work will begin at the front of the Code and work back, except for the definitions, which will be managed throughout the process. A Matrix will break up definitions into zoning groups (industrial, commercial, etc.).
- An inventory list of the permitted uses in the zoning districts was created and reconciled against the definitions list. The next step will be to provide definitions, proofing current definitions, scrapping or rewriting some definitions, and finding definitions for anything that is not defined.

Mr. Sanks then reviewed the format he created to depict the land use re-write, which included the current UDO long form wording, draft proposed reformatting and rewording; and current status of definitions.

- If a definition was non-existent, he would research different definitions in multiple codes and propose a new definition for the Committee to review.
- The term “relative” would be used for permitted uses that did not have a definition in code but was related to a listed term.
- Some definitions needed to be updated to a more modern definition and carefully delineated.
- TBD or Reserved chapters are saved for future use as the community grows, which would allow growth inside the Code without having to adjust Section and Article numbering.
- The Subcommittee should address and differentiate between building setbacks and landscaping setbacks.
- The Subcommittee should use common sense examples from other jurisdictions.

Mr. Sanks explained that the Matrix will not be part of the code, but a tracking system of the changes made to the current code. The code will reflect the changes that are shown in the Matrix, but the Matrix will not be adopted.

The Committee discussed the following:

- The ease of use by having shorter subhead listings as opposed to a long and continuous consecutive text based format that was repetitive.
- How groupings for Commercial Districts and Industrial Districts were determined with future growth in mind.
- Limiting future use of PADs by redefining the zoning districts more specifically.
- Master Land Use Tables being difficult to print and view online, and manage as a city grows.
- The readability of the new consolidated table format compared to the long text version and compressing the formatting to further eliminate extra white space.
- The difference between development regulations for zoning districts and general regulations. Mr. Sanks explained that the term general applies to all and is not specific to any one zone.
- Balancing the information that belonged in the zoning district regulations and the information that belonged in the general regulations.

- b) Discussion regarding the plan to begin addressing code content and a constituent list for ongoing working sessions through the Citizen Review Process, and review of the draft Change Matrix for tracking revisions to existing content.

Mr. Sanks reviewed the following plan development process steps:

- Create a list of items to have legal counsel review.
- Determine constituent working group members with specific focus group members, including the local home building community. Review the code and determine the impacted groups in different portions of the code to help determine constituent groups members. The Commercial District should include the Chamber of Commerce and signage revisions should include local sign companies and the Chamber of Commerce.
- All meetings will be open and announced to the public.
- Subcommittee Members should: (i) at the next meeting, bring names of possible stakeholders to participate in the work sessions pertaining to specific sections of the code; (ii) mark changes on the pages in the binders that may not be adequately addressed, leave them at Town Hall and Mr. Sanks will draft new language and add those comments to the Matrix.
- Review the code by sections. The general plan has room to add different zoning districts.
- The Subcommittee will begin with the Open Spaces code section.
- Hold the next meeting at 4:00 p.m. on Wednesday, April 25, 2018, and meet on the fourth Wednesday of every month at 4:00 p.m.
- He will provide prospective new zoning districts and development standards to the

Subcommittee to consider: Residential, and potential commercial and industrial districts.

- There will be a series of study sessions and there will not be any recommended motions to approve the new code until the Subcommittee is done with the rewrite.
- Property Maintenance will be removed from the UDO and placed in Town Code.

6) ADJOURNMENT

MOVED by Councilmember Cloyce Kelly, seconded by Councilmember Corey Mendoza to adjourn the meeting at 5:43 p.m.

Vote: 2 - 0 PASSED - Unanimously

Submitted: April 11, 2018.

By: *Vickie Nipper, Deputy Town Clerk*

Approved: April 25, 2018.