

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

**WEDNESDAY, JUNE 12, 2019
3:30 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

Vice Mayor Turner called the meeting to order at 3:50 p.m.

2) ROLL CALL

Present: Lon Turner, Chair; Cloyce Kelly, Councilmember; Corey Mendoza, Councilmember

Staff Present: Joshua Cook, Development Services Director; Alex Lerma, Planner

3) APPROVAL OF MINUTES

- a) Consideration and possible action to approve August 29, 2018, meeting minutes.

Development Services Director Cook had not had a chance to review the minutes and requested they be tabled until the next meeting. The Committee agreed to table the minutes until the next meeting.

4) OLD BUSINESS

5) NEW BUSINESS

- a) Unified Development Ordinance (UDO) Amendment Discussion and Timeline.

Mr. Cook and Committee Members discussed and reviewed the following:

- Mr. Cook had developed a draft timeline for the UDO amendments. There will be some changes to the timeline based on the executive session meeting the previous night.
- Some language will need to change to address the engineer design standards that would be created by Public Works Director Frank Marbury.
- The first section that should be addressed should be the Subdivision Regulations to include the engineer design standard language.
- The General Regulations, Section 4, would be addressed in two separate sections because of the number of regulations. Those regulations included permitted and non-conforming uses, yard requirements, building heights, fences, outdoor storage, signage and home occupations.
- The Committee would not be addressing lot splits or private ways but they would be addressed in their sections.
- The third section addressed would be Zoning Districts, which will be modified to create a table matrix that will make it easier to see permitted and non-permitted uses.

- The final section will be the Administration Procedures. There were no Administration duties, violations or application sections that needed to be addressed before modifying other code sections. There will be some clarifications necessary to the site plan review process regarding the appeals, but it was not necessary to modify that section immediately.
- If there was something that required changes during the review of another section, the Committee could make the necessary changes as needed.
- Mr. Cook wanted staff to make the initial changes to the draft UDO language and then provide those changes to the Committee for review, discussion and modification as necessary. Staff wanted any changes to be clear and enforceable. Committee Members agreed.
- Staff wanted to address subdivisions first because references made in the code to engineering design standards and details were not part of the code. Staff would create draft language for the first two or three sections for Committee review and then move forward piece by piece. Staff would bring sections to the Committee once per month.
- Code changes will be color coded to make it easier for the Committee Members to see the changes.
- The Sign Ordinance needed the most modifications. Committee Members and staff discussed the rumors about the sign regulation changes that were being discussed in the community.
- There was draft language for the temporary sign ordinance that Mr. Cook wanted to bring to the next meeting on **Wednesday June 26 at 3:30 p.m.** Discussion will address language modifications and clarifications and why staff was proposing the changes. The Committee wanted to try and meet the fourth Wednesday of each month.
- Draft changes for temporary signage will include adding definitions for Temporary Signs, Special Event Signs, Banners, Pennant and A-Frame signs. The definitions would not be part of the sign ordinance but would go into the main body of definitions in Section 2.
- Language in the Temporary Sign section will include clarification of permits, temporary signs, renewal requirements, and allowable sizes.
- Staff explained that the current language in the temporary signage draft reduced the total amount of time a temporary sign could be up each year, but it added a renewal. Staff also included a new special event temporary sign which could be up multiple times throughout the year. The allowable time for both types of signs nearly equated to the current six months that was allowed. The goal of the sign changes was to eliminate the proliferation of signage in Town.
- The Committee vaguely discussed the time limit and what made a sign temporary as opposed to semi-permanent and what the intent of temporary signage was and should be in the future.
- Committee Members asked for some examples in Town of temporary signs. Staff explained that the Town has been cleaning up but that they were working with businesses on temporary sign time limits until permanent signs could be erected.
- There were several items in the permanent sign section that needed to be addressed and clarified. There was an unusual correlation between speed limits and sign size.
- Committee Members discussed that the signs for businesses off the highway needed to be addressed. Mr. Cook explained that businesses that would be in areas like the business park did not need off-site signs because they were high intense uses.
- Committee Members thought the Committee needed to determine how to deal with signs for commercial business that were assets to the community but off the highway. Mr. Cook explained that since it was a State Highway, the State controlled what went into the right-of-way. The code could address and permit offsite signs, but permission would need to be obtained from the owner of the highway property.
- Committee Members thought that the Perkinsville area business signs needed to be accessible so that visitors to Town knew where to go.
- Mr. Cook explained the Way Finding Program that was a state program that allowed Towns to put up directional signs for businesses that were not on the main road. The signs could be put in public rights-of-way and resembled the blue highway signs that advertised hotels, food, and gas. Staff members were researching the program.

- The Committee quickly discussed appropriate business park uses.

6) ADJOURNMENT

MOVED by Councilmember Corey Mendoza, seconded by Councilmember Cloyce Kelly to adjourn the meeting at 4:24 p.m.

AYE: Chair Lon Turner, Councilmember Cloyce Kelly, Councilmember Corey Mendoza

PASSED - Unanimously

Submitted: June 17, 2019.

By: *Vickie Nipper, Deputy Town Clerk*

Approved: June 26, 2019.