

# DRAFT

## MINUTES OF THE STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF CHINO VALLEY

**TUESDAY NOVEMBER 27, 2018  
6:00 P.M.**

The Town Council of the Town of Chino Valley met for a Regular Meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, November 27, 2018.

Present: Mayor Darryl Croft; Vice-Mayor Lon Turner; Councilmember Mike Best; Councilmember Cloyce Kelly; Councilmember Annie Perkins; Councilmember Corey Mendoza; Councilmember Jack Miller

Staff Present: Town Manager Cecilia Grittman; Town Attorney Andrew McGuire; Economic Development Project Manager John Coomer; Finance Director Joe Duffy; Human Resources Director Laura Kyriakakis; Police Chief Chuck Wynn; Police Lieutenant Vince Schaan; Public Works Director/Town Engineer Frank Marbury; Development Services Director Jason Sanks; Planner Alex Lerma; Community Services Director Scott Bruner; Administrative Technician Kathy Frohock (videographer); Deputy Town Clerk Vickie Nipper; Town Clerk Jami Lewis (recorder)

1) CALL TO ORDER; ROLL CALL

Mayor Croft called the meeting to order at 6:02 p.m.

2) Presentation by Dr. Robin Sobotta, Airport Director, regarding the current status and future plans for the Prescott Municipal Airport. (Cecilia Grittman, Town Manager)

Dr. Sobotta spoke about the current and future status of the airport. Key points were:

- The inaugural flight of United Express, operated by Skywest Airlines, was on August 29, 2018.
- The airport's goal was to reach 10,000 boardings by the end of the year in order to qualify for \$1 million annually in entitlement funds for local capital projects.
- The Airport was the 40th busiest in the Country, with five flight schools, and 260,000 annual operations; the air carrier was only one-half of one percent of such operations.
- The Airport's current strategic initiatives included lengthening a runway, replacing the existing airport terminal, and achieving long term tenancy for the U.S. Forest Service. The second item was underway and the third had been accomplished.

Mayor Croft asked Dr. Sobotta to keep the Council apprised.

- 3) Presentation and discussion regarding Center Street Duplex, a 2.85-acre site located 0.25 mile east of the southeast corner of West Center Street and South State Route 89 intersection. The applicant is proposing to rezone the property from SR-2.5 (Single Family Residential-2.5 Acre Minimum) to MR-1 (Multi-Family Residential-1 Acre Minimum) to allow development for nine (9) duplex properties or eighteen (18) individual residences. (Owner of Record: Jared Clatterbuck) (Alex Lerma, Planner).

Mr. Lerma presented on this item:

- This item had previously gone before Planning and Zoning and the applicant revised their site plan based on the comments received.
- The applicant was requesting the zone change in order to develop the property into nine duplex properties for a total of 18 individual residences.
- A proposed private drive would be 26-28 feet wide and would have gutter and sidewalk. Guest parking would consist of 12 parking spaces.
- A water distribution system would be onsite, consisting of a well pump and a water storage tank. Sewer would be connected to the Town system.

Mr. Lerma and Council discussed the following:

- *Water:* The area was in Prescott's water service area, but Prescott would only serve two houses. The Town's water system was approximately one mile or more away.
- *Parking:* The guest parking was for all 18 residences. Each unit had 4 parking spaces—two in the garage and two in the driveway.
- This item would go to Planning and Zoning as a study session item and still needed to undergo the citizen review process.

Applicant Jared Clatterbuck and Council discussed the following:

- There was a similar development behind Olsen's on Serenity. Mr. Clatterbuck thought there was a need for this type of development and he might build it himself. The development would become personal rental income with the involvement of a local property manager.
- The well was already installed, and each unit would have a two car garage and a backyard. The development would not be gated but would install gates if necessary.

- 4) Consideration and possible review and discussion regarding rosters for Council subcommittees and entity appointments. (Jami Lewis, Town Clerk)

Mayor Croft reviewed both updated rosters line by line to obtain input from Council and staff. Suggested changes were:

- Correct Council Economic Development Subcommittee Annie Perkins as Chair.
- Appoint Lon Turner to Upper Verde River Watershed Protection Coalition (UVRWPC), with Corey Mendoza as alternate.
- Direct staff to select an alternate for the UPRWPC Technical Advisory Committee.
- Appoint Jack Miller to Northern Arizona Municipal Water User's Association (NAMWUA), with Corey Mendoza as alternate.
- Direct Town Manager and Mayor to discuss and recommend representative and alternate for NAMWUA Technical Advisory Committee.
- Appoint Jack Miller as NACOG Regional Council alternate.
- Appoint Jack Miller as Greater Arizona Mayors Association alternate.
- Appoint Cloyce Kelly as YRMC Council of Electors alternate.

- Appoint Annie Perkins as Chamber of Commerce alternate.
- Direct Town Manager and HR Director to discuss and recommend representative and alternate to Arizona Municipal Risk Retention Pool.
- Appoint Cloyce Kelly as Prescott Regional Airport Master Plan Committee-Planning Advisor Committee alternate.

- 5) Council may vote to recess the study session and hold an executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney regarding non-subdivision land splits. (Andrew McGuire, Town Attorney)

MOVED by Vice-Mayor Lon Turner, seconded by Councilmember Jack Miller to go into executive session 6:44 p.m.

AYE: Mayor Darryl Croft, Vice-Mayor Lon Turner, Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Annie Perkins, Councilmember Corey Mendoza, Councilmember Jack Miller

PASSED - Unanimously

- 6) Consideration and possible discussion regarding non-subdivision land splits. (Frank Marbury, Public Works Director/Town Engineer; Martin Scribner, Development Services Director)

Mayor Croft reconvened the regular meeting at 7:38 p.m. and stated that the Town Council had not made any decisions.

- 7) ADJOURNMENT

MOVED by Councilmember Jack Miller, seconded by Councilmember Cloyce Kelly to adjourn the meeting at 7:39 p.m.

AYE: Mayor Darryl Croft, Vice-Mayor Lon Turner, Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Annie Perkins, Councilmember Corey Mendoza, Councilmember Jack Miller

PASSED - Unanimously

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Darryl L. Croft, Mayor

ATTEST:

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Jami C. Lewis, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the \_\_\_\_\_ day of \_\_\_\_\_, 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Jami C. Lewis, Town Clerk