



Minutes Town Council Work Study Session October 22, 2018

Minutes of the Guadalupe Town Council Work Study Session held on Monday, October 22, 2018, immediately following the 5:00 P.M., Regular Council Meeting, at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Museum Room, Guadalupe, Arizona.

Valerie Molina
Mayor

A. CALL TO ORDER

Mayor Molina called the meeting to order at 6:06 P.M.

Anita Cota
Vice Mayor

B. ROLL CALL

Councilmembers Present: Mayor Valerie Molina, Vice Mayor Anita Cota, Councilmember Gloria Cota, Councilmember Joe Sánchez, and Councilmember Ricardo Vital (*arrived at 7:07 p.m.*), and Councilmember Faustino Valenzuela

Gloria Cota
Councilmember

Councilmember Absent: Councilmember Elvira Osuna

Elvira Osuna
Councilmember

Staff Present: Jeff Kulaga – Town Manager / Clerk, Wayne Clement – Fire Chief, Kay Savard – Deputy Town Clerk, and David Ledyard – Town Attorney

Joe Sanchez
Councilmember

C. CALL TO THE PUBLIC: No one spoke.

D. DISCUSSION AND POSSIBLE ACTION ITEMS:

1. **TOWN OF GUADALUPE CODE OF ORDINANCES:** Councilmembers reviewed the proposed codification language to the Town of Guadalupe Code of Ordinances. The proposed codifier is American Legal Publishing Corporation.

Faustino Valenzuela
Councilmember

Jeff Kulaga, Town Manager / Clerk, stated that the Town of Guadalupe Code of Ordinances (Code) was last updated in 1989. Since that time, approximately 125 ordinances have been adopted by the Town Council, which need to be incorporated into the Code. Also in need of updating are the zoning and right-of-way maps, Town fees, and revising outdated language to reflect current practices. Mr. Kulaga introduced Taylor Reinmann and Rachel Hudgens, Arizona State University Marvin Andrews Fellowship Scholarship scholars who assisted in researching Code and comparing benchmark cities and towns. Benchmark cities and towns include Apache Junction, Buckeye, Marana, Queen Creek, Tolleson, and Tempe.

Ricardo Vital
Councilmember

Taylor Reinmann stated that the research indicated that the Town of Guadalupe fees are much lower overall, than the benchmark cities and towns; the Guadalupe Code lacks consistency and definitions for various activities. In general, cities and towns typically update their fees every 3-5 years.

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David Ledyard, Town Counsel, stated that previous Town Council's chose to keep fees low due to affordability for community members. Mr. Kulaga discussed consideration of charging the proper fees, given the scale of the community; and, reviewed the Towns' fees, compared to benchmark cities and towns.

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Mr. Kulaga stated that the Town is currently operating under the 1997 Uniform Building Code (UBC); however, a majority of cities and towns have adopted the 2012 UBC. Councilmembers could adopt the 2012 or the 2018 UBC. A policy to consider is incorporating language into the Code that would automatically adopt the most current UBC that the State of Arizona is operating under. Wayne Clement, Fire Chief, stated that this policy could extend to automatically adopting the most current International Fire Code as well.



Valerie Molina
Mayor

Anita Cota
Vice Mayor

Gloria Cota
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Mr. Kulaga and Mr. Ledyard then reviewed the proposed amendments to various sections the Code, as outlined in the meeting packet materials. Gender neutral language has been added to the Code and the departmental roles have been updated to reflect current business practices. The Town personnel organizational chart will not be impacted by the proposed amendments.

Discussion continued regarding the automatic adoption of Uniform Building Code, International Fire Code, Uniform Electrical Code, etc., and how that is impacted by the International Organization for Standardization (ISO). Councilmembers expressed an interest in including language to automatically adopt these types of codes when the State of Arizona adopts a newer version. Mr. Clement stated that to qualify for an ISO rating, the Town would have to be utilizing within two versions of the most current code.

Councilmembers discussed incorporating language into the Noise portion of the Code regarding music emitting from bands, mobile units that contain speakers, and disc jockeys; and, adding a definition for recyclables.

In response to a question concerning the \$5 Party Permit fee, Mr. Kulaga stated that although the fee is low, staff recognizes the value of having knowledge of party information. Councilmembers questioned the criteria for requiring a Party Permit. Mr. Kulaga stated that he will provide follow up information on this item.

In response to a question regarding what fees are required of mobile food vendors, Mr. Kulaga stated that he will provide follow up information on what the Town of Guadalupe requires of mobile food vendors.

Mr. Kulaga read the proposed curfew definition into the record as follows: A minor means any person less than 18 years of age. "It is unlawful for a minor under the age of sixteen to be in, about, or on any place in town away from the property where the youth resides between the hours of 10:00 p.m. and 5:00 a.m. the following day. It is unlawful for a minor 16 years of age or older, and under 18, to be in, about, or on any place in town from midnight to 5:00 a.m." Councilmembers discussed ceremonies where minors may be present during curfew hours, without their parents present; and, including language in the Code regarding minors being supervised during curfew hours.

Mr. Kulaga and Councilmembers reviewed various fees and how they should be revised, for consistency purposes. He then reviewed an updated zoning map and right-of-way map. In response to a question, Mr. Kulaga explained that the difference between R1-6 and R1-9 is the amount of density allowed, based on the square footage of a dwelling unit.

Councilmembers discussed the number of Councilmembers required to call a Special Meeting, with the exception of the Mayor. Mr. Ledyard stated that his preference would be to have a maximum of three Councilmembers that would be required to call a Special Meeting. If the requirement was for four Councilmembers to call a special meeting, it could be considered an Open Meeting Law violation.

Mr. Ledyard stated that once the Code has been adopted by the Council, Code updates will be done administratively, by staff. Mr. Kulaga added that the adopted Code will be on-line, in a searchable format. He added that there are service providers that update the on-line Code, for a fee. An updated, on-line Code illustrates stability in governance and assists the development community in understanding existing Town regulations.

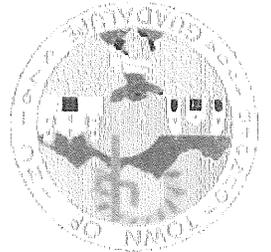
Councilmembers agreed that staff could make revisions based on the discussion, and move forward with codification of the Code.

E. ADJOURNMENT

Motion by Vice Mayor Cota to adjourn; second by Councilmember Sanchez. Motion passed unanimously 6-0.

The meeting was adjourned at 7:29 p.m.

Valerie Molina, Mayor



Valerie Molina
Mayor

ATTEST:

Jeff Kuliaga, Town Manager / Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Town Council Work Study Session of the Town Council of Guadalupe, Arizona held on the 22nd day of October, 2018. I further certify the meeting was duly called and held and that a quorum was present.

Gloria Cota
Councilmember

Elvira Osuna
Councilmember

Joe Sanchez
Councilmember

Faustino Valenzuela
Councilmember

Ricardo Vital
Councilmember

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