

TOWN
of
PARADISE VALLEY



TOWN COUNCIL MEETING
6401 E. LINCOLN DRIVE
PARADISE VALLEY, ARIZONA 85253
MINUTES
THURSDAY, NOVEMBER 13, 2025

1. CALL TO ORDER / ROLL CALL

Mayor Stanton called to order the Town Council Meeting for Thursday, November 13, 2025 at 3:00 PM in the Town Hall Boardroom, 6401 E. Lincoln Drive, Paradise Valley, AZ 85253.

COUNCIL MEMBERS PRESENT

Mayor Mark Stanton
Vice Mayor Ellen Andeen-Keller
Council Member Christine Labelle
Council Member Scott Moore
Council Member Julie Pace
Council Member Anna Thomasson

Council Member Karen Liepmann was not present

STAFF MEMBERS PRESENT

Town Manager Andrew B. Ching
Town Attorney Andrew J. McGuire
Police Chief Freeman Carney
Town Clerk Duncan Miller
Community Development Director Chad Weaver
Planning Manager Paul Michaud
Public Works Superintendent Chris Martinez
Human Resources Director Gina Monger
Town Engineer Shar Johnson
Capital Projects Manager Sam Kayat

2. STUDY SESSION ITEMS

**25-247 Discussion of Proposed Amendments for Administrative Review
on Certain Plat Applications**

Planning Manager Paul Michaud presented proposed amendments to Article 2-5 (Committees and Commissions), Section 2-5-2 (Planning Commission), of the Town Code and Chapter 6, (Subdivisions) of the Town Code that would allow for the administrative review of certain plat applications in accordance with current State of Arizona legislation and made technical and conforming changes.

Note: Minutes of Town Council meetings are prepared in accordance with the provisions of Arizona Revised Statutes. These minutes are intended to be an accurate reflection of action taken and direction given by the Town Council and are not verbatim transcripts. Video recordings of the meetings along with staff reports and presentations are available online (www.paradisevalleyaz.gov) and are on file in the Office of the Town Clerk. Persons with disabilities who experience difficulties accessing this information may request accommodation by calling 480-948-7411 (voice) or 480-348-1811 (TDD).

In 2025, the Arizona Legislature passed House Bill 2447 which requires municipalities to authorize administrative personnel to review and approve site plans, development plans, land division, lots divisions, lot line adjustments, and plat amendments, and to review and approve design review plans based on objective standards without a public hearing. The state law becomes effective January 1, 2026.

Mr. Michaud discussed draft Ordinance 2025-05. He said processes related to site plans, development plans, land divisions, lot line adjustments, and plat amendments are already administrative. The current process would remain the same for preliminary plats, replats, easement or right-of-way abandonments, and administrative land modifications.

He summarized Town Code text changes related to the final plat/map process, lot split process, non-administrative land modification process, and corrections to Town Code or General Plan references.

He stated that the Planning Commission reviewed the draft ordinance at their November 4, 2025 meeting. They discussed allowing for some latitude on compliance to the side lot line standard of 90 degrees.

There was Council consensus not to change the current 90-degree lot requirement.

Mr. Michaud said the ordinance is scheduled for a vote on December 11, 2025.

25-234 Discussion of Sanitary Sewer Manhole Inventory Update

Capital Project Manager Sam Kayat provided an update on the sanitary sewer manhole inventory project and the actions taken to locate unmapped manholes. At the start of the project there were 129 unmapped manholes. The Town conducted field research using metal detectors and ground penetrating radar to locate 55 manholes. He presented a recommendation to award a contract to Michael Baker International to use advanced robotic technologies to locate the remaining manholes. The estimated contract cost was \$101,163.

25-257 Discussion of Employee Handbook Updates

Human Resources Director Gina Monger presented proposed updates to the Employee Handbook including amendments to: Section 202 Smoke-Free Workplace, Section 400 Workplace Conduct, Section 1100 Allowances, and Section 1402 Appeals. There was no new budget impacts associated with these amendments.

The Council questioned the need for amendments to Section 400 related to workplace conduct for supervisors. It was discussed that the performance expectations were already addressed in the Employee Handbook or in the annual performance evaluation form.

There was Council consensus to schedule the amendments for a vote at the next meeting.

A motion was made at 4:05 PM by Vice Mayor Andeen-Keller, seconded by Council Member Thomasson, to go into executive session to discuss items 25-249 and 25-256. The motion carried by the following vote:

Aye: 6 - Mayor Stanton
Vice Mayor Andeen-Keller
Council Member Labelle
Council Member Moore
Council Member Pace
Council Member Thomasson

Absent: 1 - Council Member Liepmann

3. EXECUTIVE SESSION

25-249 Discussion of Town Attorney mid-year performance check in as authorized by A.R.S. §38-431.03(A)(1).

25-256 Discussion or consultation with the Town Attorney in order to consider the Town Council's position and instruct the Town Attorney regarding the Town's position regarding contracts that are subject to pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation related to Five Star Development project as authorized by A.R.S. §38-431.03(A)(4); and discussion and consultation with the Town Attorney for legal advice regarding the development agreement and associated agreements with Five Star Development as authorized by A.R.S. §38-431.03(A)(3).

25-250 The Town Council may go into executive session at one or more times during the meeting as needed to confer with the Town Attorney for legal advice regarding any of the items listed on the agenda as authorized by A.R.S. §38-431.03(A)(3).

4. BREAK

5. RECONVENE FOR REGULAR MEETING

Mayor Stanton reconvened the meeting at 6:00 PM in the Town Hall Council Chambers.

6. ROLL CALL

COUNCIL MEMBERS PRESENT

Mayor Mark Stanton
Vice Mayor Ellen Andeen-Keller
Council Member Christine Labelle
Council Member Scott Moore
Council Member Julie Pace
Council Member Anna Thomasson

Council Member Karen Liepmann was not present

STAFF MEMBERS PRESENT

Town Manager Andrew B. Ching
Town Attorney Andrew J. McGuire
Police Chief Freeman Carney
Town Clerk Duncan Miller
Community Development Director Chad Weaver
Public Works Superintendent Chris Martinez
Town Engineer Shar Johnson

7. PLEDGE OF ALLEGIANCE

Dr. Art Mollen led the Pledge of Allegiance.

8. PRESENTATIONS

There were no presentations.

9. CALL TO THE PUBLIC

Dr. Art Mollen addressed the Town Council about the recent 50th Annual Phoenix 10k and marathon, a portion of which ran through Paradise Valley for the first time.

10. CONSENT AGENDA

Mr. Ching summarized the items on the items on the consent agenda.

25-251 Town Council Minutes October 23, 2025

**25-253 Discussion and Possible Action to Adopt Resolution 2025-12
Approving the 2026 Legislative Agenda**

Recommendation: Adopt Resolution 2025-12.

25-258 Discussion and Possible Action to Authorize Acceptance of Two Governor's Office of Highway Safety Grants

Recommendation: Authorize the Town Manager to accept two Governor's Office of Highway Safety Grants in the total amount of \$16,000 for overtime costs associated with DUI and traffic safety enforcement.

25-261 Discussion and Possible Action to Authorize the Town Manager to Execute a Contract for Phase II Sanitary Sewer Manhole Locating Services

Recommendation:

A motion was made by Vice Mayor Andeen-Keller, seconded by Council Member Labelle, to approve the Consent Agenda. The motion carried by the following vote:

Aye: 6 - Mayor Stanton
Vice Mayor Andeen-Keller
Council Member Labelle
Council Member Moore
Council Member Pace
Council Member Thomasson

Absent: 1 - Council Member Liepmann

11. PUBLIC HEARING

There were no public hearings.

12. ACTION ITEMS

25-260 Discussion and Possible Action to Adopt the Town of Paradise Valley Stormwater Master Plan

Town Engineer Shar Johnson presented the Town of Paradise Valley Stormwater Master Plan for final adoption. The scope of work included combining and overlaying modeling efforts from the Flood Control District of Maricopa County's previous Area Drainage Master Studies and Plans with additional modeling within the Town of Paradise Valley to identify and prioritize alternative projects for high hazard areas. She summarized the project timeline and explained the updates made to the plan based on comments received from the October 9, 2025 Council Study Session. She stated that the draft plan was shared with the development community following the Study Session. No comments or feedback were received.

Ms. Johnson and Geoff Brownell, Kimley-Horn Project Manager, responded to questions from the Council.

There were no public comments.

A motion was made by Council Member Pace, seconded by Vice Mayor Andeen-Keller, to Adopt the Town of Paradise Valley Stormwater Master Plan. The motion carried by the following vote:

Aye: 6 - Mayor Stanton
Vice Mayor Andeen-Keller
Council Member Labelle
Council Member Moore
Council Member Pace
Council Member Thomasson

Absent: 1 - Council Member Liepmann

13. FUTURE AGENDA ITEMS

25-252 Consideration of Requests for Future Agenda Items

Town Manager Ching summarized the future agenda schedule.

14. MAYOR / COUNCIL / MANAGER COMMENTS

Council Members provided comments and updates on current events.

15. ADJOURN

A motion was made at 6:56 PM by Council Member Thomasson, seconded by Vice Mayor Andeen-Keller, to adjourn. The motion carried by the following vote:

Aye: 6 - Mayor Stanton
Vice Mayor Andeen-Keller
Council Member Labelle
Council Member Moore
Council Member Pace
Council Member Thomasson

Absent: 1 - Council Member Liepmann

Mayor Stanton adjourned the meeting at 6:56 PM

