

**TOWN**  
*of*  
**PARADISE VALLEY**



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**TOWN COUNCIL MEETING**  
**6401 E. LINCOLN DRIVE**  
**PARADISE VALLEY, ARIZONA 85253**  
**MINUTES**  
**THURSDAY, DECEMBER 11, 2025**

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**1. CALL TO ORDER / ROLL CALL**

Mayor Stanton called to order the Town Council Meeting for Thursday, December 11, 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 Karen Liepmann  
Council Member Scott Moore attended by video conference  
Council Member Julie Pace arrived at 3:05 PM  
Council Member Anna Thomasson

**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 Director Isaac Chavira  
ASU Marvin Andrews Fellow Erin Sweeney  
Human Resources Director Gina Monger

**2. STUDY SESSION ITEMS**

**25-291      Zoning Code Update Check In**

Community Development Director Chad Weaver stated that the Town awarded a contract to Michael Baker International in June 2025 to assist with the update and reorganization of the Zoning Ordinance. He said the focus of the project was to make it easier for developers, the public, and staff to navigate and understand the Code, not make text changes.

He introduced Matthew Klyszeiko and Robbie Aaron with Michael Baker International. Mr. Aaron stated

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the goals of the project were to:

1. Identify existing inconsistencies, conflicts and duplications and clean them up.
2. Address potential development trends that will impact the town.
3. Make code more user friendly.
4. Ensure compliance with Arizona Revised Statutes and Federal law.

He discussed the proposed format and reorganization of the Code from 25 articles to nine, incorporation of recently adopted state law regulating municipalities, and minor refinements and clarifications of current text.

The Council discussed the public outreach strategy. There was consensus for the consultant to present a draft of the reorganized Code to the Council prior to holding public outreach. Public engagement should include specific examples of real-life impacts of the changes on properties. Council requested the following at the next update:

1. More clarity on the reorganized and renamed Articles
2. A detailed timeline for public outreach and public hearings
3. Identification of conflicts or inconsistencies in the current code and proposed text clarifications

### **25-290            Update on Short Term Rental Ordinance**

Mr. Weaver provided background on the Town’s efforts to regulate Short Term Rental (STR) properties and the adoption of an STR ordinance and amendments in 2022.

He summarized the STR regulations ranging from licensing, background checks, violations, and penalties. and compliance in the years since adoption. He stated that the number of licensed properties is down from approximately 146 to 99. He reported that complaints filed against STR properties have decreased and those that are filed are addressed immediately by the Community Development or Police Department. There is ongoing contact with the owners and managers in hopes of avoiding a need for Code Enforcement intervention.

Code Enforcement Officer Kristi Hillebert updated the Council on trends in STR enforcement and responded to questions. The Council asked staff to gather metrics on unlicensed properties, complaints, calls for service, and enforcement.

### **25-287            Discussion of Community Services Funding Process**

Town Manager Andrew Ching introduced Erin Sweeny, ASU Marvin Andrews Fellow, who is interning with the Town for the next year.

Ms. Sweeny presented the history and background of the Community Services Funding Program and a recommendation to invite applications / request for proposals in Fiscal Year 2026.

The Council discussed the funding process options which included:

- 1) Do not expend the budgeted funds
- 2) Invite applications/RFP
- 3) Conduct needs assessment
- 4) Council identified program/project

There was Council consensus to proceed with a hybrid process. Staff was directed to develop a narrow scope of work for needed services and invite applications for funding that would serve those needs. The Council stressed that the proposals should include the metrics used to measure program success.

**A motion was made at 4:59 PM by Vice Mayor Andeen-Keller, seconded by Council Member Pace, to go into executive session to discuss item 25-279. The motion carried by the following vote:**

**Aye:** 7 - Mayor Stanton  
Vice Mayor Andeen-Keller  
Council Member Labelle  
Council Member Liepmann  
Council Member Moore  
Council Member Pace  
Council Member Thomasson

### 3. EXECUTIVE SESSION

**25-279** Discussion and consultation with Town Attorney to consider the Town Council's position and instruct the attorney regarding the City of Phoenix v. Town of Paradise Valley, SDB Contracting Services, SDB Inc. et al. matter as authorized by A.R.S. §38-431.A.4.

**25-270** 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