

AMENDED AGENDA



**COUNCIL HEARS PLANNING & ZONING
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, FEBRUARY 28, 2007
at 6:30 P.M.**

1. **Call to Order**

As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption of tonight's meeting.

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) **Approval of the Minutes:**

1) There are no minutes for approval.

b) **Set Next Meeting, Date and Time:**

1) Regular Session – March 7, 2007 at 6:30 p.m.

2) Regular Session – March 21, 2007 at 6:30 p.m.

3) Council Hears Planning & Zoning – March 28, 2007 at 6:30 p.m.

c) **Possible approval of the amended Exhibit A, Administrative Services 2007 Fee Schedule as established by Resolution 2007-718, adding miscellaneous building permit fee schedule for projects required to have a permit but not currently covered in the valuation chart from the Building & Safety Journal.**

5. **Call to the Public for Items not on the Agenda.**

Mayor Gioia requested for Item #5A & 5B:

5A. **PRESENTATION OF A CERTIFICATE OF APPRECIATION TO THE CAMP VERDE MIDDLE SCHOOL BUILDER'S CLUB IN RECOGNITION OF THEIR COMMUNITY SERVICE ACTIVITIES.**

5B. **PRESENTATION OF A PROPOSED DEVELOPMENT FOR THE 5-ACRE PARCEL LOCATED ON CLIFFS PARKWAY THAT WAS DONATED FOR THE BENEFIT OF THE LIBRARY, FOLLOWED BY DISCUSSION, CONSIDERATION, AND POSSIBLE DIRECTION TO STAFF TO RESEARCH THE MATTER FURTHER.**

Councilors Baker & Smith requested Item #5C:

5C. **DISCUSSION, CONSIDERATION, AND POSSIBLE APPROVAL TO COMMIT THE TOWN OF CAMP VERDE TO \$2.3 MILLION DOLLARS TO ASSIST THE SANITARY DISTRICT WITH COMPLETION OF CONTRACTS #1, 2, AND 3 AND TO DIRECT STAFF TO RESEARCH POSSIBLE FUNDING OPTIONS AND TO INCLUDE AN INTERGOVERNMENTAL AGREEMENT WITH THE SANITARY DISTRICT.**

6. **Discussion, consideration, and possible direction to staff concerning conflicting language in Section 108D Animals and Section 109A.2.g and B2.d(3).**

7. **Discussion, consideration, and possible authorization to advertise for a planning position. This is a budgeted item.**

8. **Discussion, consideration, and possible approval to purchase equipment, software, and services for the following:**
 - a. **Networking, software licenses for ArcGIS 9.2 - & permitting software - \$80,000 budgeted in the CIP;**
 - b. **File label software – less than \$10,000 (unbudgeted); and**
 - c. **Retain a consultant to assess department needs and prepare a RFP for permitting software – less than \$10,000, with \$4,000 coming from the CIP.**
9. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

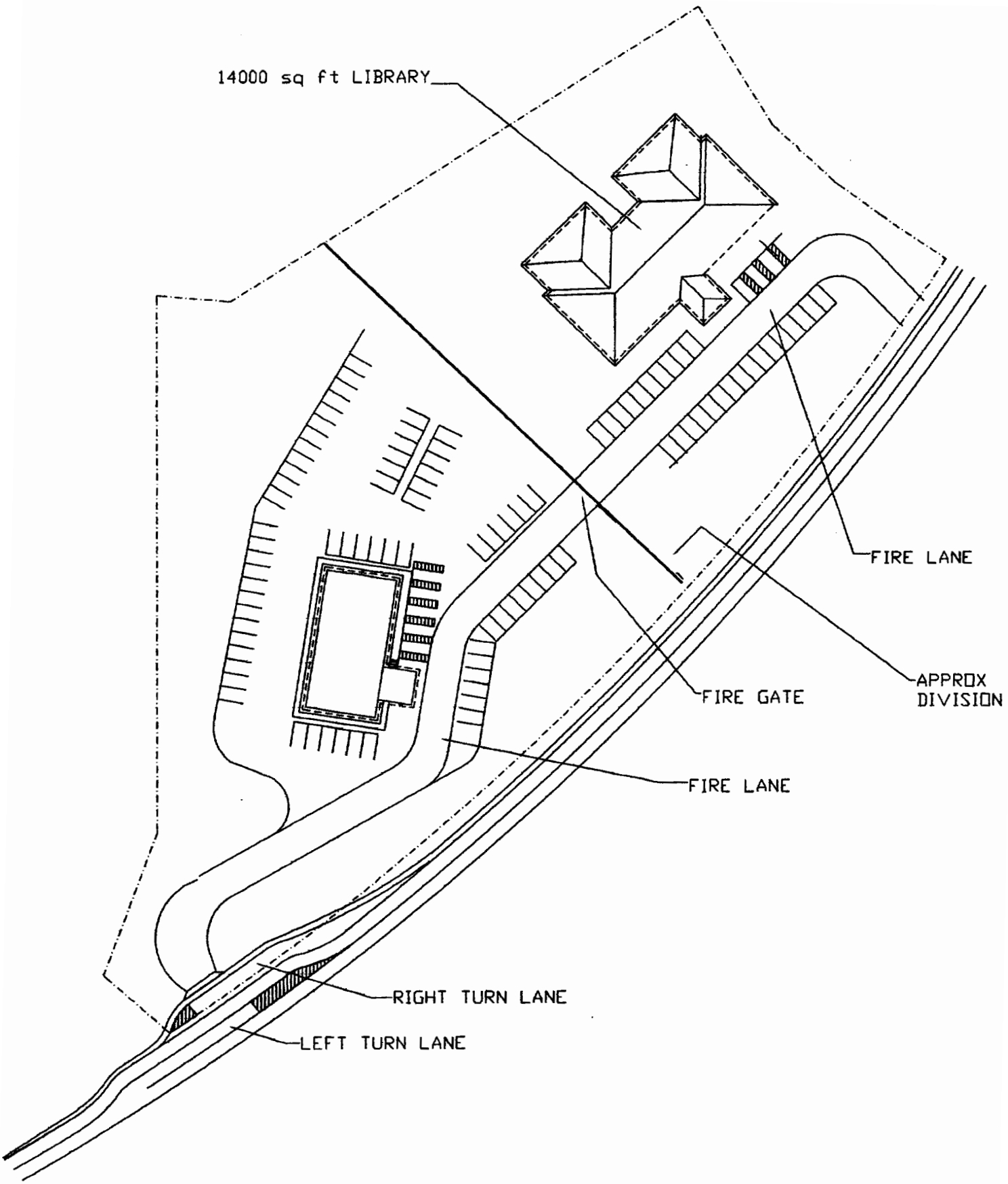
10. **Advanced Approvals of Town Expenditures**
 - a) **There are no advanced approvals.**
11. **Manager/Staff Report**
12. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
13. **Adjournment**

Posted by: *V Jones*

Date/Time: 2-27-07 3:50 p.m.

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.



14000 sq ft LIBRARY

FIRE LANE

FIRE GATE

APPROX DIVISION

FIRE LANE

RIGHT TURN LANE

LEFT TURN LANE

AGENDA



**COUNCIL HEARS PLANNING & ZONING
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
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1) There are no minutes for approval.

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2) Regular Session – March 21, 2007 at 6:30 p.m.

3) Council Hears Planning & Zoning – March 28, 2007 at 6:30 p.m.

c) **Possible approval of the amended Exhibit A, Administrative Services 2007 Fee Schedule as established by Resolution 2007-718, adding miscellaneous building permit fee schedule for projects required to have a permit but not currently covered in the valuation chart from the Building & Safety Journal.**

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6. **Discussion, consideration, and possible direction to staff concerning conflicting language in Section 108D Animals and Section 109A.2.g and B2.d(3).**

7. **Discussion, consideration, and possible authorization to advertise for a planning position. This is a budgeted item.**

8. **Discussion, consideration, and possible approval to purchase equipment, software, and services for the following:**

a. **Networking, software licenses for ArcGIS 9.2 - & permitting software - \$80,000 budgeted in the CIP;**

b. **File label software – less that \$10,000 (unbudgeted); and**

c. **Retain a consultant to assess department needs and prepare a RFP for permitting software – less than \$10,000, with \$4,000 coming from the CIP.**

9. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

10. **Advanced Approvals of Town Expenditures**

a) **There are no advanced approvals.**

11. **Manager/Staff Report**

12. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

13. **Adjournment**

Posted by: *[Signature]*

Date/Time: 2-23-07 9:00 a.m.

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

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TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular

Meeting Date: 2-28-07

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Visual

AGENDA TITLE: (Be Exact): Possible approval of the amended Exhibit A Administrative Services 2007 Fee Schedule, established by Resolution 2007-718, adding miscellaneous building permit fee schedule for projects required to have a permit but not currently covered in the valuation chart from the Building & Safety Journal.

PURPOSE AND BACKGROUND INFORMATION: Building Department staff has created a fee schedule to assist them in determining valuations for items that require a building permit but are not covered in the valuation chart that was recently adopted from the Building & Safety Journal. The Building & Safety Journal chart we currently use helps the staff calculate valuations for commercial & residential buildings only. However there are many things that require permits such as swimming pools, fireplaces, block walls, retaining walls, towers, water tanks, porches, decks, stairs and commercial and residential remodels, etc. This chart will serve as a written document for staff to refer to and help them to keep the methodology they currently use, to be consistent. Yavapai County already has this same chart adopted and the fees are very similar.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS: Memo from Director to Town Mgr

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input checked="" type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount N/A \$

Comments:

Fund:

Line Item/:

Submitting Department: P&Z

Contact Person: Nancy Buckel


Town Manager/Designee: _____

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

MEMO

Date: February 14, 2007

To: Bill Lee, Town Manager

From: Nancy Buckel, Community Dev. Dir. 

Attached you will find a fee schedule the permit techs have put together for items not covered in the Building Journal Fee Schedule that require building permits. . In the past, they have either contacted Cottonwood or the County Building Dept to get an appropriate fee for the permit. Because we want to be consistent in our fees, our department felt that we needed a schedule written down. It is based on what has been historically charged in the past, the Yavapai County current fees or what seems reasonable for the project. Should we take this to Council to approve even though it wasn't done at the time the fee schedule was approved or wait until next year? We have to charge something and the fee for utility structures is too high for most of these projects. Direction would be appreciated

ELEVATOR PERMIT FEES

Table 3-E

New Installations:

Passenger or Freight elevator, Escalator, moving walk	Up to and including \$40,000.00 of valuation - \$89.00. Over \$40,000.00 of valuation – \$89.00 plus \$1.65 for each \$1,000.00 or fraction thereof over \$40,000.00
Dumbwaiter or private residence elevator	Up to and including \$10,000.00 of valuation is \$25.00. Over \$10,000.00 of valuation is \$25.00 plus \$1.65 for each \$1,000.00 or fraction thereof over \$10,000.00
Major Alterations: Fees for major alterations shall be as set forth in Table 3-A. Installation fees include charges for the first year's annual inspection fee and charges for electrical equipment on the conveyance side of the disconnect switch.	

ELEVATOR ANNUAL CERTIFICATES OF INSPECTION FEES

Table 3-F

Each Elevator	\$41.50
Each Escalator or Moving Walk	\$24.65
Each Commercial Dumbwaiter	\$16.75

(Each Escalator or Moving Walk unit powered by one motor shall be considered as a separate Escalator or Moving Walk)

GRADING PLAN REVIEW FEES

Table 3-G

50 Cubic Yards (38.2 m ³) or less	No Fee
51 to 100 Cubic Yards (40 to 76.5 m ³)	\$23.50
101 to 1,000 Cubic Yards (77.2 to 764.6 m ³)	\$37.00
1,001 to 10,000 Cubic Yards (765.3 to 7645.5 m ³)	\$49.25
10,001 to 100,000 Cubic Yards (7646.3 to 76 455 m ³)	\$49.25 for the first 10,000 Cubic Yards (7645.5 m ³) plus \$24.50 for each additional 10,000 Cubic Yards (7645.5 m ³) or fraction thereof.
100,001 to 200,000 Cubic Yards (76 456 to 152 911 m ³)	\$269.75 for the first 100,000 Cubic Yards (76,455 m ³), plus \$13.25 for each additional 10,000 Cubic Yards (7645.5 m ³) or fraction thereof.
200,001 Cubic Yards (152 912 m ³) or more	\$402.25 for the first 200,000 Cubic Yards (152 911 m ³), plus \$7.25 for each additional 10,000 Cubic Yards (7545.5 m ³) or fraction thereof.
OTHER FEES: Additional plan review required by changes, additions, or revisions to plans or to plans for which an initial review has been completed	\$50.50*

**Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.*

GRADING PERMIT FEES

Table 3-G

50 Cubic Yards (38.2 m ³) or less	\$23.50
51 to 100 Cubic Yards (40 to 76.5 m ³)	\$37.00
101 to 1,000 Cubic Yards (77.2 to 764.6 m ³)	\$37.00 for the first 100 Cubic Yards (76.5 m ³), plus \$17.50 for each additional 100 Cubic Yards (76.5 m ³) or fraction thereof.
1,001 to 10,000 Cubic Yards (765.3 to 7645.5 m ³)	\$194.50 for the first 1,000 Cubic Yards (764.6 m ³), plus \$14.50 for each additional 1,000 Cubic Yards (764.6 m ³) or fraction thereof.
10,001 to 100,000 Cubic Yards (7646.3 to 76 455 m ³)	\$325.00 for the first 10,000 Cubic Yards (7645.5 m ³), plus \$66.00 for each additional 10,000 Cubic Yards (7645.5 m ³) or fraction thereof.
100,001 Cubic Yards (76 456 m ³) or more	\$919.00 for the first 100,000 Cubic Yards (76 455 m ³), plus \$36.50 for each additional 10,000 Cubic Yards (7645.5 m ³) or fraction thereof.

OTHER INSPECTIONS AND FEES:

Inspection outside of Normal Business hours	\$50.50 ² per hour (minimum charge two hours)
Re inspection fees assessed under provisions of Section 305.8	\$50.50 ² per inspection
Inspection for which no fee is specifically indicated	\$50.50 ² per hour (minimum charge one-half hour)

1. The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fees paid for the original permit and the fee shown for the entire project.

2. Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

FEES FOR ALL OVER THE COUNTER PERMITS

When no plan review is required, an over the counter permit may be issued for Electrical, Mechanical, Building and Plumbing as long as all work follows the Building Codes adopted by the Town Of Camp Verde.

Each permit will require the following fee for issuance:

Electrical	\$50.00
Mechanical	\$50.00
Plumbing	\$50.00
Building	\$50.00

For combination permits the first permit will be issued at the full fee and each additional permit will be issued at 50 % of the regular fee.

Separate permits will be required for each construction project.

ADDITIONAL SPECIFIC VALUATION DATA

VALUATION DATA AS NOTED

****PLUS ANY UTILITIES INSTALLED**

• **AGRICULTURAL BUILDINGS**

- A. Barn (wood) \$28.65 SQ. FT
(Metal or Masonry; depends on classification during plan review)
- B. Shade/Mare Motel/Pole Barn \$15.00 SQ. FT
- C. Greenhouse \$15.00 SQ. FT

• **ALTERATION TO AN EXISTING STRUCTURE - RESIDENTIAL**

Where no additional floor area or roof coverage is created, such as the conversion of a patio or garage to habitable space, etc., the valuation shall be determined as the difference in valuation between the two occupancies plus utilities unless noted otherwise.

• **SINGLE ALTERATION TO AN EXISTING STRUCTURE – RESIDENTIAL**

- A. Enclose Exterior Wall Opening \$5.00 SQ. FT
- B. Add or Remove Interior Partition (includes utilities) \$30.00 SQ. FT
- C. Install Window or Sliding Glass Door \$7.50 SQ. FT
- D. Install Exterior Siding \$4.00 SQ. FT
- E. Plastering (with no structural changes)
 - Interior \$2.00 SQ. FT
 - Exterior (stucco) \$4.00 SQ. FT
- F. Add Stone or Brick Veneer (with no structural changes) \$4.00 SQ. FT

• **AWNING OR CANOPY (SUPPORTED BY BUILDING)**

- A. Canvas \$4.00 SQ. FT
- B. Metal \$8.00 SQ. FT

• **BALCONY** \$15.00 SQ. FT

• **CARPORT**

- A. Wood \$15.00 SQ. FT
- B. Metal \$15.00 SQ. FT

- **DEMOLITION OF AN EXISTING STRUCTURE**

- A. Per structure on Assessor Parcel Number \$50.00
- B. After two structures on *same* Assessor Parcel Number \$25.00

- **FIREPLACE/FREE STANDING STOVE (other than new construction)**

- A. Concrete or Masonry (plans required) Valuation
- B. Pre-Fabricated Metal (no plans required) Valuation
- C. Exterior Fireplace/Barbeque (plans required) Valuation

- **MANUFACTURED HOUSING (FOUNDATION)** \$5.00 L.F.

- **MASTER PLAN FEE**

- A. First Floor plan (per plan) 65% of Building Fee
- Each additional Floor Plan \$100.00

- **PATIO/DECK/PORCH**

Covered Patio at Grade Level	\$15.00 SQ. FT.
Covered Deck Elevated	\$15.00 SQ. FT.
Open Deck Elevated	\$10.00 SQ. FT.
Screened-In Porch Under Existing Roof Cover	\$6.00 SQ. FT.
Pre Fabricated Metal Awning	\$6.00 SQ. FT.
Gazebo/Ramada	\$12.50 SQ. FT.

- **BLOCK WALL** \$5.00 SQ. FT
(Fence or Free Standing Wall)

- **RETAINING WALL**

(Measured from bottom of footing to top of wall; All retaining walls over 4 feet require engineered plans)

- A. CMU, Concrete \$15.00 SQ. FT
(length X height to calculate square footage)
- B. Brick Reinforced \$15.00 SQ. FT
- C. Un-Reinforced Manufactured Unit \$15.00 SQ. FT
(keystone, pavestone or versa lock, etc.)

- **ROOF STRUCTURE REPLACEMENT**
(Includes trusses, rafters, sheeting and roofing materials)
 - A. Asphalt Shingles Valuation
 - B. Clay Tile Valuation
 - C. Wood Shake or Shingle Valuation
 - D. Rolled Roofing Valuation
 - E. Built Up or Hot Mopped w/Aggregate Valuation

- **SHELL BUILDING** \$50.00 SQ. FT.

Definition – A **shell building** is defined as a building for which HVAC, lighting, suspended ceilings, plumbing and electrical systems, partition layouts and interior finishes are not shown on the plans and for which NO SPECIFIC USE or TENANT has been noted. A separate permit with plans for tenant improvements will be required at a later date for completion of a shell building. A “**Shell Only**” building may include a fire extinguishing system as needed for fire protection requirements and minimal electric for lighting (house panel only) and main under slab sewer drain (not to include fixtures) along with slab floor. Warehouses and industrial buildings shall not be considered as a shell building. NO Certificate of Occupancy shall be issued for any building permitted as a **SHELL BUILDING** under this definition.

- **RESIDENTIAL STORAGE BUILDING OR SHED** \$15.00 SQ. FT.
(Over 200 sq. ft.)

- **SWIMMING POOL**** \$25.00 SQ. FT.
Sq. ft. of water surface area based on length X
Width or nearest dimension if irregularly

- **SPA OR WHIRLPOOL** \$25.00 SQ. FT.
(Includes utilities)

- **STAIRS** \$7.00 SQ. FT.

- **TENANT IMPROVEMENTS**** VALUATION

- **ABOVE GROUND WATER TANK**
(Over 5000 gallons)
 - A. Residential \$100.00 each flat fee
 - B. Commercial \$400.00 each flat fee

UTILITIES

- **SINGLE PERMIT; *ELECTRICAL OR PLUMBING OR MECHANICAL EACH TRADE***
 - A. Up to \$6,000.00 \$50.00
 - B. \$6,001.00 Or More Building Permit Fee Only
Per Valuation

- **COMBINED PERMIT;
FOR SINGLE EQUIPMENT INSTALLATIONS ONLY**
(Such as Electric and Mechanical for A/C equipment, Building and Electric for wood stove, plumbing and Mechanical for heater, etc.)
 - A. Up to \$6,000.00 \$50.00
 - B. \$6,001.00 Or More Building Permit Fee Only
Per Valuation

- **FOR NEW CONSTRUCTION OR ADDITION**
 - A. Plumbing \$3.50 SQ. FT.
 - B. Electrical \$2.50 SQ. FT.
 - C. Mechanical \$1.50 SQ. FT.

EQUIPMENT

- **AIR CONDITIONING**
 - A. Commercial (plans required) \$4.00 SQ. FT.

- **FIRE ALARM**
 - A. Commercial \$.50 SQ. FT.
 - B. Residential \$.25 SQ. FT.

- **KITCHEN TYPE I OR II HOOD SYSTEM** VALUATION
(Plans required)

- **SOLAR INSTALLATION** (plans required)
 - A. Up to \$6,000.00 \$150.00 Flat Fee
 - B. \$6,001.00 Or More Per Valuation

- **SPRINKLER SYSTEM**
 - A. Commercial \$2.60 SQ. FT.
 - B. Residential \$2.60 SQ. FT.

- **TOWER** (plans required)
(New installation)
 - A. Up to \$6,000.00 \$185.00 Flat Fee
 - B. \$6,001.00 Or More Per Valuation

- **CO-LOCATE EXISTING TOWER** (plans required)
 - A. Up to \$5,000.00 \$165.00 Flat Fee
 - B. \$5,001.00 Or More Per Valuation

**AUTHORITY TO DETERMINE VALUE PER PROVISIONS OF
ADOPTED CODES**

**** PLUS ANY UTILITIES INSTALLED**

- **DEPOSITS**

To expedite the processing of permit applications, the following deposit will be collected at the time of plans submission. Exact fees will be computed during the plan check process.

New Commercial Project	\$300.00
New Residence	\$150.00
Residential Remodel/Addition And Commercial Remodel/Addition	
Up to \$5,000.00	\$25.00
\$5,001.00 to 10,000.00	\$50.00
\$25,001.00 and Up	\$100.00
Grading	
Up to 1000 CU. YDS.	\$20.00
1001 CU YDS. Or More	\$100.00

- **REFUNDS**

Plan Check Fees	No Refunds once the plan check process has begun
Plan Withdrawn	Retain \$50.00 Per Hour (minimum charge on hour or calculated plan review fee whichever is greater)
Building Permit Fees (no work started and no inspections called)	Retain \$25.00 or 25% whichever is greater
Plumbing, Electrical, Mechanical Fees (no work started and no inspections called)	Retain \$10.00 or 25% whichever is greater

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular

Meeting Date: 2-28-07

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Visual

AGENDA TITLE: (Be Exact): Discussion and direction to staff concerning the conflicting language in Section 108 D Animals and Section 109A.2.g. and B2.d.(3)

PURPOSE AND BACKGROUND INFORMATION: The conflicting language was recently brought to staff's attention while dealing with a neighborhood complaint concerning livestock. This information was taken to the Planning and Zoning Commission by staff for possible recommendation to Council on how to resolve this issue. Because of the nature of this matter, the Commission requested that staff get direction from Council on how they want this item addressed. The Town attorney and staff are also looking to Council to give further direction on this matter before we start the amendment process. Any amendment process must take into account Prop 207.

STAFF RECOMMENDATION(S): None

LIST ALL ATTACHMENTS: Section 108, Section 109, minutes from February 8, 2007 Commission meeting.

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount N/A \$

Comments:

Fund:

Line Item/:

Submitting Department: P&Z

Contact Person: Nancy Buckel

Town Manager/Designee: _____

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SECTION 108

THE FOLLOWING PROVISIONS SHALL APPLY TO ALL DISTRICTS, EXCEPT AS MAY BE MODIFIED, SUPPLEMENTED OR SUPPLANTED UNDER THE PROVISIONS OF ANY PARTICULAR DISTRICT

D. ANIMALS: (*Revised 4/26/2000*)

1. Livestock: Any of the species listed on the Species Table below which are cared for by the property owner or occupant and are permitted on lots of one-half acre or larger according to the following Animal Point Chart.

ANIMAL POINT CHART

One-half acre through one acre: 24 ANIMAL POINTS

One acre plus through two acres: 48 ANIMAL POINTS

Over Two acres: 24 ANIMAL POINTS per additional acre

SPECIES

SPECIES (*or associated types*) POINTS PER ADULT ANIMAL

Alpacas: 3 POINTS

Emus: 3 POINTS

Pygmy goats: 3 POINTS

Sheep, Goats: 4 POINTS

Llamas: 6 POINTS

Miniature horses, Ponies and Sicilian donkeys: 6 POINTS

Ostriches: 6 POINTS

Swine: 6 POINTS

Cattle: 12 POINTS

Domestic deer: 12 POINTS

Horses, Mules, and Donkeys: 12 POINTS

(If the property owner wants to increase the number of livestock on their property, they must have the total number of points required for that species)

2. Exceptions:

a. Animals under one year of age or not weaned; whichever comes first are not counted in the number of animals allowed.

b. Fowl (chickens, ducks, geese, turkeys and peacocks), Rabbits and Guinea pigs which are cared for by the property owner or occupant are limited by management, husbandry, fly and odor situations, not by numbers.

c. Youth under the age of 21 may keep one livestock animal in conjunction with an approved stock-raising program (4-H, FAA and the like) only for the life of the program **regardless of the lot size** with the following stipulations:

1) Any youth raising livestock on a lot of less than one-half acre must obtain a Use Permit (for which all fees shall be waived) **AND** obtain the signatures of at least fifty percent (50%) of the property owners of parcels lying within 300 feet of the property.

2) The projects shall be of a limited duration not exceeding seven (7) months in one calendar year, allowing for care, feeding and grooming of such animals to be shown and/or sold annually at such events such as the Verde Valley, Yavapai County and/or Arizona State Fair.

3) In the instance that a prize-winning animal is to be entered into competition more than one time, an extension of the permit may be applied for, and after evaluation by the Community Development Department, conditionally extended.

3. Nuisance: All structures and pens for animals shall be maintained in a clean and sightly manner so as not to be a nuisance to their neighbors.

a. Where the keeping of such animals becomes a nuisance, the Zoning Inspector shall have the authority to require a reduction in the number and/or removal of the animals.

b. A ten-day grace period will be allowed for compliance with the Ordinance after a warning is given by the Enforcement Officer.

c. The Enforcement Officer has the authority to require immediate removal of the animals in question in exceptional cases.

d. The provisions of the Ordinance are not intended to authorize the keeping of animals, regardless of number, size or type, in a manner which constitutes a nuisance and which impairs the enjoyment or use of nearby properties or violates other legal restrictions the properties are subject to.

SECTION 109 - USE DISTRICTS

Those incorporated areas of Camp Verde are subject to the provisions of this Ordinance are hereby divided into Use Districts which together with the General Provisions (where applicable) control the Uses and Structures, and their manner of installation and operation in the various incorporated areas. Any use or structure not specifically permitted by District Provisions (or analogous to a permitted use or structure) shall be deemed prohibited and unlawful (nor shall same be considered an accessory Use or Structure for the District). The following comprises the various Use Districts and their order (from higher to lower) in applying the change of use provisions of the Ordinance:

- A. **R1L DISTRICT** (Residential: single family limited)
- B. **R1 DISTRICT** (Residential: single family & cluster units)
- C. **R2 DISTRICT** (Residential: multiple dwelling units)
- D. **RCU DISTRICT** (Residential & conditional use permits)
- E. **RS DISTRICT** (Residential & services)
- F. **PI DISTRICT** (Parking)
- G. **C1 DISTRICT** (Commercial: neighborhood sales & services)
- H. **C2 DISTRICT** (Commercial: general sales & services)
- I. **C3 DISTRICT** (Commercial &- minor industrial)
- J. **PM DISTRICT** (Performance Industrial)
- K. **MI DISTRICT** (Industrial: general limited)
- L. **M2 DISTRICT** (Industrial: heavy)
- M. **PUD DISTRICT** (Planned Unit Development)
- N. **RCD DISTRICT** (Residential Camping District)
- O. **OS DISTRICT** (Open space resource conservation zone)
- P. **PAD DISTRICT** (Planned Area Development)
- Q. **MIXED USE DISTRICT - LOW**
- R. **MIXED USE DISTRICT - HIGH**
- S. **AG DISTRICT** (Agricultural)

A. R1L DISTRICT (single family limited)

- 1. **DISTRICT PROVISIONS:** Supplementary or supplanting General Provisions (Section 108).
 - a. Where no Density District has been combined, then all provisions of the D8 District shall prevail.
 - b. Any use permitted subject to securing a use permit indicated thus: (UP)
- 2. **PERMITTED USES AND STRUCTURES:**
 - a. Dwelling unit for one family on any one lot (except pre-fab dwellings).
 - b. Religious institutions (in permanent buildings).
 - c. Educational institutions (including private schools, provided they offer a curriculum of general instruction comparable to similar public schools).
 - (UP) d. Community parks, playgrounds or centers.
 - (UP) e. Public utility facilities (but not business offices nor repair or storage facilities) when necessary for serving the surrounding territory.
 - f. Golf courses with accessory uses such as pro shops, shelters, rest rooms, etc. (but not commercial driving ranges or miniature putting courses).
 - g. Farm animals (except swine) on lots of no less than 70,000 square feet for the convenience and pleasure of the lot owner or occupant (not to exceed two such animals per acre). Stables, barns, or structures for sheltering or feeding animals must observe the same setbacks or yards as the dwelling unit.

Livestock

- h. Accessory uses and structures (located on the same lot with the principle uses and structures and including the following):
 - (1) Swimming pools in other than the front yard.
 - (2) Quarters for servants and/or non-paying guests attached to the dwelling (prohibited facilities for preparation of food).
 - (3) Temporary offices and construction sheds and yards incidental to a recorded subdivision development or other construction project for a period not exceeding twelve (12) months (prohibited closer to lot boundary than is allowed for a principle building in the District).
 - (4) Open land confectionery and recreation facilities accessory to religious or educational institutions (confined to same lot).
 - (5) Household pets.
 - (6) Fences and free standing walls.
 - (7) Appurtenant signs (See Section 118).
 - (8) Parking facilities to meet no less than the minimum requirements as provided under the General Provisions.
 - (9) Home Occupations.
 - (a) Signs per Section 118, Non-Commercial signs.
- i. Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the twelve (12) months period after issuance of a building permit. A permit must be obtained prior to occupancy of the temporary housing. Fees for temporary dwelling permits shall be determined by the Town Council.

B. R1 DISTRICT (single family and cluster dwellings)

1. DISTRICT STIPULATIONS: Supplementary or supplanting General Provisions (Section 108).

- a. Where no Density District has been combined, then all provisions of the D10 District shall prevail.
- b. Any use permitted subject to securing a Use-Permit: (UP)

2. PERMITTED USES AND STRUCTURES:

- a. All principle and accessory uses and structures permitted in RIL District.
- b. Dwelling unit for one family on any one lot.
- c. A group of dwelling units (attached or detached) each having separate individual ownership and providing common services and recreation facilities under unified management (the maximum number of such units allowed on a lot shall not exceed the number of times the gross area of such is divisible by the minimum lot area allowed for the District).
 - (1) Such allowance shall in no case exempt the requirement of maintaining yards adjacent to the exterior site boundaries.
- d. Additional accessory uses and structures (located on the same lot with the principle uses and structures and including the following).
 - (1) Home Occupations
 - (a) Signs per Section 118, Non-Commercial signs.
 - (2) Roomers or boarders (not to exceed two such for any one dwelling unit).
 - (3) Farm animals (except swine) on lots of no less than 35,000 square feet for the convenience and pleasure of the lot occupants (not to exceed two such animals per acre). Stables, barns or structures for sheltering or feeding animals must observe the same setbacks or yards as the dwelling unit.

Livestock (3)

- e. Provided that any new dwelling units built or placed upon the site are built in accordance with the Uniform Building Code as adopted, or built in compliance with the Federal Manufactured Housing Construction and Safety Standards Act and bearing a label certifying it complies with the Federal Manufactured Housing Construction and Safety Standards Act.

C. R2 DISTRICT (multiple dwelling units)

- 1. **DISTRICT PROVISIONS:** Supplementary or supplanting General Provisions (Section 108).
 - a. Where no Density District has been combined, then all provisions of D3 District shall prevail.
- 2. **PERMITTED USES AND STRUCTURES:**
 - a. All principle and accessory uses and structures permitted in the R1 and R1L Districts.
 - b. Multiple dwelling units and apartment hotels in conformity with the Density Formula for the District.
 - c. Lots abutting an arterial highway permitted following:
 - (1) Rooming and boarding houses
 - (2) Fraternity and sorority houses
 - (3) Orphanages and homes for aged
 - d. Provided that any new dwelling units built or placed upon the site are built in accordance with the Uniform Building Code as adopted, or built in compliance with the Federal Manufactured Housing Construction and Safety Standards Act, and bearing a label certifying it complies with the Federal Manufactured Housing Construction and Safety Standards Act.
 - e. Home Occupations
 - (1) Signs per Section 118, Non-Commercial signs.

D. RCU DISTRICT (Residential-Rural)

- 1. **PURPOSE:**

This RCU District is intended to achieve the following purposes:

 - a. To provide a zoning classification for all areas of the incorporated area of Camp Verde not presently characterized by urban uses.
- 2. **PERMITTED USES AND STRUCTURES:**
 - a. All uses allowed in the R1L, R1, and R2 Districts.
 - b. Uses allowed with a (UP) in the R1L, R1, and R2 Districts, unless otherwise noted.
 - c. Home Occupations
 - (1) Signs per Section 118, Non-Commercial
 - d. Expanded uses with a valid Use Permit.
 - (1) Signs per Section 118, Non-Commercial signs.
 - e. All uses with a valid use permit in effect as of November 18, 2001 will retain all rights associated with the use permit for the term of that use permit. Said use permit may be extended for additional terms at the sole discretion of, and as may be modified by, the Town Council.
- 3. **DISTRICT PROVISIONS:** Supplementing or supplanting the General Provisions (Section 108)
 - a. Notwithstanding any other provision of this Ordinance, including any density designation, no lot or parcel zoned RCU shall have a density less than two (2) acres.

(UP)

E. RS DISTRICT (Residential and Services)

1. DISTRICT PROVISIONS: Supplementary or supplanting General Provisions (Section 108).

a. Where no Density District has been combined, then all provisions of D3 District shall prevail.

b. Any Use permitted subject to securing a use-permit indicated thus: (UP)

2. PERMITTED USES AND STRUCTURES:

a. All principle and accessory uses and structures permitted in any higher-ranking District.

(1) Where the lot is contiguous to a lower ranking District requirement for securing a use-permit is waived (unless otherwise herein provided).

(UP) (2) Swimming pools may be located in a required front yard.

(UP) b. Offering of personal services within enclosed buildings (such as, but not limited to beauty and barber, massage, photography, group instruction, tailoring and small appliance repair).

(1) Such operations shall not include the offering of materials or equipment for sale.

c. Hospitals, clinics, sanitariums and nursing homes for the care of humans.

d. Offices wherein only professional, administrative, clerical or sales services are conducted.

(UP) e. Mobile/manufactured home parks.

f. Private clubs and lodges operated solely for the benefit of bona fide members.

(UP) (1) Including outdoor recreation or assembly facilities.

(UP) g. Nursery schools.

h. Transmitter stations and towers for automatic transmitting.

i. Revival tents and similar temporary operations.

j. Sign allowances (See Section 118).

k. Home Occupations

(1) Signs per Section 118, Non-Commercial signs.

F. P1 DISTRICT (PARKING)

To serve one purpose only - that of assuring continued maintenance of vehicular parking areas in compliance with the parking requirements of this Ordinance.

1. DISTRICT STIPULATIONS: Supplementary or supplanting General Provisions (Section 108).

a. Installation, operation and maintenance of parking facilities shall be in accordance with the parking requirements of the General Provisions (together with any other neighborhood protective requirements upon which the P1 Zoning approval may be contingent).

2. PERMITTED USES AND STRUCTURES:

a. Vehicular parking facilities to provide all or a portion of the parking appurtenant to a permitted use in a District.

b. Signs (See Section 118)

G. C1 DISTRICT (Commercial: Neighborhood sales and services)

1. DISTRICT STIPULATIONS: Supplementary or supplanting General Provisions (Section 108).

a. Installation, operation and maintenance of the permitted uses and structures shall be compatible with the neighborhood development.

**MINUTES
REGULAR SESSION
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
THURSDAY FEBRUARY 8, 2007
6:30 PM**

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Commission motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion

1. Call to Order

The meeting was called to order at 6:30 p.m. by Vice Chairperson Freeman.

2. Roll Call

Vice Chairperson Freeman, Commissioners Hisrich, Butner, Burnside and German were present; Commissioner Bullard arrived at 6:32 p.m.; Chairperson Witt was absent..

Also Present: Community Development Director Nancy Buckel, Housing Director Matt Morris, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Burnside.

4. Consent Agenda - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.

a. Approval of Minutes:

January 11, 2007 – Regular Session

February 1, 2007 – Regular Session - Cancelled

b. Set Next Meeting, Date and Time:

March 1, 2007 – Regular Session – 6:30 p.m.

On a motion by German, seconded by Hisrich, the Consent Agenda was unanimously approved as corrected.

Commissioner German requested that the Minutes of January 11, 2007 be corrected as follows: Page 2, Item 6, last paragraph, **change** "...the Commission...", to reflect "...a Commissioner...", and **delete** the word "tremendously."

5. Call to the Public for Items not on the Agenda

Norma Garrison said that she has found nothing in the animal ordinances regarding cat owners having responsibility for their animals; she requested that the Commission research the issue.

It was suggested that the March 1st meeting agenda will include that subject.

There was no further public input.

6. Public Hearing, Discussion and Action on GPA 2006-07, application of Read Homes for a 68.8 acre portion

GPA 2006-07: An application submitted by Pender Engineering, agent for Read Homes – Thearem Investments, LLC, owner of parcel 403-15-003E requesting a general plan amendment from Commercial to High Density

Residential for approximately 68.8 acres located at on the west side of Hwy. 260, 6 tenths of a mile north of the Hwy. 260/Cherry Road intersection.
On a motion by Burnside, seconded by Bullard, the Commission voted unanimously to continue the subject item to the P&Z meeting scheduled for March 1, 2007.

Director Buckel said that the owner requested that the matter be continued to the next available meeting; after a brief discussion the Commission acted accordingly. Buckel also confirmed that whenever continuation of a matter is requested, requiring re-posting and advertising, the applicant is charged for that cost.

7. Discussion of the use of sandwich boards within the community to advertise businesses and how to address them in the Sign Code, Section 118 of the Planning and Zoning Ordinance.

There was no action taken.

Buckel explained that the issue of sandwich boards has come to the attention of the Zoning Department due to the increasing number of sandwich boards appearing at various places within the community. There are currently no accommodations for sandwich boards in the Sign ordinance. They were allowed in order to help struggling businesses during the recent construction activity along Main Street. Buckel explained that she felt the issue should be discussed among staff and the members on the current Code to determine whether to continue to allow the use of the sandwich boards, or to enforce the Code and require the businesses to remove them and use them basically as temporary signs, or to deny their use altogether. Buckel said that the matter could be included as an action item for next month in order to start working on the amendment, or make a recommendation to Council for further direction.

During the discussion that followed, the members expressed their varying opinions regarding the use, size and placement of the sandwich boards, and the need for some regulation including design guidelines. There was a suggestion to allow the use of the Main Street banner poles for advertising businesses, as well as a suggestion that the Design Review Board become involved.

Buckel confirmed that she would obtain a copy of the Cottonwood sign ordinance to review, and perhaps check other communities as well. Buckel was requested to research the use of the banner poles for business advertising. She will also contact the Chamber of Commerce for input representing the interests of the merchants in order to find a balance in resolving the issue.

8. Discussion on the discrepancies noted by staff of the language concerning the allowance of livestock in Sections 108 and 109 in the Planning and Zoning Ordinance and how to address the issue in the Ordinance.

There was no action taken.

Buckel advised the Commission that there is an individual who is raising swine within the community, and some of the neighbors have complained. Research shows that he has some 4-H animals for his children and he has met the livestock numbers. Buckel said that based on her experience working on Section 108, the full intent was to allow livestock anywhere in the community on property consisting of half an acre or more. Buckel reviewed the language in Section 109

Livestock
Issue

and 108, pointing out the conflicts and the opinion of the Town Attorney that if an issue is addressed specifically in Section 109 then that language has precedence over Section 108 language on the same issue, and is the ordinance that must be enforced. If a nuisance factor is determined, then that can be taken care of as a nuisance. At this point if it is found that 108 was written for the benefit of the community, then the conflict in 109 must be addressed, which action then faces the problem of the recently enacted Proposition 207 that limits the ability of the Town to amend the ordinance. Buckel said she is looking for a possible resolution or recommendations from the Commission for review and further steps to take.

The Commission discussed at length with Buckel the problem of the conflict between the two sections and the Council working on, adopting and later amending Section 108. Buckel pointed out that public hearings would be held on any proposed changes, that 109 has been in place since the Town incorporated, and that 108 was created to reflect the intent of the community. Buckel said that the current problem involves the issue of swine, but if the Town enforces Section 109 there will be problems in every neighborhood; in the past staff has always used Section 108 as a guideline. There was a comment that either Section 109 must be rewritten or Section 108 must be done away with, and whatever might be required to make a change in Section 109 could be constituted as a taking without due process; any change would be a major undertaking. Buckel advised the members that she has discussed the issue with the Town Attorney and can get additional information from him for legal guidance; in the alternative the Commission could request direction from the Council if that is what they want the Commission to do.

Buckel suggested that staff can take the matter to Council indicating that a discussion was had with the Commission, and the Commission is looking to the Council for a determination of whether they want the Commission to move forward on the issue, and that would be the direction to go ahead and start the amendment process; the attorney will need to be brought into it as well.

PUBLIC INPUT

Greg Terry, the owner of the hog farm, said that at issue is not the 4-H projects, that the community is in favor of those activities, but the trouble is the verbiage and the ambiguity and contradiction between Sections 108 and 109. He reviewed the history and his understanding of the adoption of Section 109 and subsequent adoption of 108 which is the intention of the Town. He believes that the rules of Section 108 would take precedence since those rules have been followed since 2000. Citing some examples, Mr. Terry said that if the strictest code, or 109, is opened up and he is not allowed to have swine, then every single person in Town will have to be restricted, and there will be a lot of angry people to deal with. *Burnside discussed with Mr. Terry the issue of verbiage and interpretation.*

Leonard Krautbauer commented on the sheep he owns, the number of pigs next door that he believes are for a commercial purpose, and complained about the odor.

Eric Schweitzer complained about new restrictions that he found had been imposed some years after the Town had incorporated regarding location of a structure that he recently wanted to add to his property. Mr. Schweitzer suggested that configuration of a parcel should be considered in determining

setbacks; the parcels in his area are long and narrow.

Kristi Mulcaire, the 4-H community club leader, with about 86 children participating. She believes the issue is basically the problem with wording of the two ordinances. Ms. Mulcaire added that the location of the animals on the Terry farm is to the benefit of every neighbor, and there is no problem with odor.

There was no further public input.

After a brief further discussion, Vice Chairperson Freeman said that to summarize he believes that the Commission wants to take the issue back to Council and ask them for direction, and based on their direction the Commission will proceed from that point.

9. Call to the Public for Items not on the Agenda

There was no public input.

10. Commission Informational Reports:

Bullard reported that he had attended the first Design Review Board meeting; he commented that it looks like it will be a lot of fun.

11. Staff Report

Buckel commented on the first Design Review Board meeting and a workshop to acquaint the members with the documentation to be used as reference only; they should be prepared for the first project.

Morris reported on the public workshop regarding the five acres that were donated to the Town for the library. Some of the area residents were upset and left, because they were unaware that the library is now planned for the Main Street location instead. With input from the remaining public, using the models supplied by the Drachman Institute, the workshop resulted in generating three different concepts for the parcel. **Morris** said an additional meeting with the public will be held on February 26, 2007 at 6:00 p.m. in Rooms 206-207 to include further addressing the change in the location of the library. A follow-up meeting with the Drachman Institute will be held later in March.

Freeman requested that staff look into the issue that was brought up regarding cats. He also suggested to Buckel that the Commission look into the issue of long, narrow lots.

12. Adjournment

On a motion by Hisrich, seconded by Burnside, the meeting was adjourned at 8:25 p.m.

Dave Freeman, Vice Chairperson

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Planning & Zoning Commission of the Town of Camp Verde during the regular meeting of the Planning & Zoning Commission of Camp Verde, Arizona, held on the 8th day of February 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2007.

Margaret Harper, Recording Secretary

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Regular

Meeting Date: 2-28-07

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Verbal Only

AGENDA TITLE: (Be Exact): Discussion and Direction to staff regarding advertising for a planning position. Staff would like to advertise for a Senior Planner, Planner I and a Planning Assistant with the understanding only one position will be filled this fiscal year. This item (Senior Planner) is a budgeted item.

PURPOSE AND BACKGROUND INFORMATION: My ability to fulfill all my duties as Director is severely restricted due to the demands of meeting deadlines associated with project review and daily customer inquiries as a planner. The Housing Director, Matt Morris is assisting as time permits with planning issues such as Design Review oversight and mapping, but his time is also very limited due to his current work load. At the current wage scale for a Planner, I do not know whether we will be able to attract a fully qualified person by the end of this fiscal year. Therefore, I am requesting to advertise for all three positions and hire someone for support in the planning area in the near future. We have had a temporary employee working in our department for the last 4 months, but they are moving on to a full time position for another agency in the 1st part of March. With her help, we have been able to catalog all of our existing files, review all existing use permits and catch up with department paper work and carry out document destruction and reporting that hasn't been done in the last 10 years. This has freed up a great deal of storage area that was badly needed. She has also added to our support staff by answering the phones and doing special projects for both the Community Development Department and the Housing Department.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS:

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount N/A \$

Comments:

Fund: 03-50-00

Line Item/: 6095

Submitting Department: P&Z

Contact Person: Nancy Buckel

Town Manager/Designee: _____

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Regular

Meeting Date: 2-28-07

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Visual

AGENDA TITLE: (Be Exact): Discussion and possible approval for staff to spend money on the acquisition of equipment, software and services by using CIP dedicated funds along with the current budgeted monies from Planning Department and Community Development.

PURPOSE AND BACKGROUND INFORMATION: Approval of this item will allow the Community Development Department to operate more efficiently with existing staff and provide more timely service to our customers. As presented at the budget hearing, our staff currently spends much of their time entering repetitive information in different reporting formats. Tracking projects are difficult as no shared database is available for staff to access. Many minutes a day are wasted while staff tries to respond to inquiries from customers on the status of their business whether it is a complaint, permit or project.

The following items are contained in this request:

1. Network the Community Development office for label production, sharing of data among employees and map referencing. This would include any upgrades required in hardware and software for all employees to work in the same environment, allow for back up of daily work and storage of data and sharing the use of the plotter.
2. Purchase software licenses for ArcGIS 9.2. (Funding -Part of the CIP (\$80,000))
3. Purchase label software, printer to print labels for future files, and new folders for existing files with labels installed by the software company (<\$10,000)
4. Hire a consultant to assess our department's needs and write the scope of work for an RFP to obtain permitting software. (<\$10,000) (There is a fund of \$4,000 currently for planning consultant in CIP)
5. Purchase permitting software that would be able to eventually interact with all divisions within the department and reference the GIS data. This could be implemented in stages. The initial setup would serve the Building and Planning Depts. to issue and track applications. This item is budgeted for in the CIP (\$80,000).

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS: Monthly financial reports as of 2-21-07 for Community Development, Planning Department, Building Department, and CIP funds

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input checked="" type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount N/A \$

Comments:

Fund: 03-50-00
01-50-54

Line Item/: 6094 & 6095
6800

Submitting Department: P&Z

Contact Person: Nancy Buckel

Town Manager/Designee: _____

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

Run date: 02/21/2007 @ 15:51
 Bus date: 02/21/2007

TOWN OF CAMP VERDE, ARIZONA
 R/E Act vs Bud W/Encumbrance

Select.: A03 50-XX XXXX
 GLREAB4.L02 Page 1

03 50-00 CIP FUND

Description	Fiscal year thru period ending 02/28/2007					
	Month to date	Year to date	Ytd encumbrnce	Annual budget	Annual var	% used
5015 VERDE LAKES DRIVE	.00	.00	.00	150,000.00	150,000.00	.0%
5016 FINNIE FLATS DRAINAGE	.00	.00	.00	30,000.00	30,000.00	.0%
5035 WATER CO DEBT SERVICE ENCUMBER	.00	.00	.00	250,000.00	250,000.00	.0%
5080 CVMO VEHICLES	.00	57,001.16	.00	73,000.00	15,998.84	78.1%
5081 POLICE RADIO UPGRADES	5,156.32	5,156.32	.00	5,200.00	43.68	99.2%
5086 PARKS VEHICLES	.00	10,293.25	.00	.00	(10,293.25)	-
5089 POOL REMODEL	.00	.00	.00	30,000.00	30,000.00	.0%
5091 DUCT WORK-ADULT LITERACY	.00	.00	.00	10,000.00	10,000.00	.0%
5095 ROLLING FILE CABINETS	.00	.00	.00	20,000.00	20,000.00	.0%
5096 COURT REMODEL	.00	6,462.39	.00	10,000.00	3,537.61	64.6%
5111 CVMO WELL	.00	35.84	.00	.00	(35.84)	-
5115 CVMO REMODEL	.00	141,156.06	.00	397,000.00	255,843.94	35.6%
5116 CVMO REMODEL-FURNITURE/EQUIP	.00	2,666.97	.00	.00	(2,666.97)	-
5180 IMPACT FEE STUDY	.00	4,644.00	.00	45,000.00	40,356.00	10.3%
→ 6094 P&Z CONSULTANT	.00	.00	.00	4,000.00	4,000.00	.0%
→ 6095 PERMIT SOFTWARE (COMM DEV)	.00	.00	.00	80,000.00	80,000.00	.0%
8090 CHAMBER OF COMMERCE	.00	101,007.00	.00	134,676.00	33,669.00	75.0%
Total EXPENDITURE	5,156.32	328,422.99	.00	1,238,876.00	910,453.01	26.5%

Run date: 02/21/2007 @ 15:47
 Bus date: 02/21/2007

TOWN OF CAMP VERDE, ARIZONA
 R/E Act vs Bud W/Encumbrance

Select.: A01 50-XX XXXX
 GLREAB4.L02 Page 5

01 50-22 PLANNING DEPARTMENT

Description	Fiscal year thru period ending 02/28/2007					
	Month to date	Year to date	Ytd encumbrnce	Annual budget	Annual var	% used
5000 TRAINING	.00	95.00	.00	2,000.00	1,905.00	4.8%
5001 TRAVEL	.00	10.92	.00	2,000.00	1,989.08	.6%
5002 FUEL/OIL/LUBE	67.81	889.48	.00	2,500.00	1,610.52	35.6%
5003 AUTO MAINTENANCE/REPAIR	.00	463.97	.00	1,500.00	1,036.03	30.9%
6000 SALARIES	2,831.75	46,570.67	.00	112,744.00	66,173.33	41.3%
6002 HEALTH INSURANCE	432.28	6,941.15	.00	19,419.00	12,477.85	35.7%
6003 DENTAL INSURANCE	27.16	370.07	.00	929.00	558.93	39.8%
6010 SUBSCRIPTION/MEMBERSHIPS	181.69	202.69	.00	800.00	597.31	25.3%
6011 BOOKS/TAPES/PUBLICATIONS	.00	169.51	.00	500.00	330.49	33.9%
6020 OFFICE SUPPLIES	537.75	1,944.49	.00	3,000.00	1,055.51	64.8%
6021 OFFICE EQUIPMENT/MAINTENANCE	.00	95.30	.00	1,750.00	1,654.70	5.5%
→6030 COMPUTER SERVICES/SOFTWARE	.00	.00	.00	2,000.00	2,000.00	.0%
→6031 COMPUTER EQUIPMENT	.00	463.20	.00	3,200.00	2,736.80	14.5%
6032 COPIER MAINTENANCE	.00	.00	.00	1,000.00	1,000.00	.0%
6033 CELL PHONE	.00	512.47	.00	1,000.00	487.53	51.3%
6040 PRINTING	.00	4.00	.00	500.00	496.00	.8%
6041 MAPS/CARTOGRAPHY	.00	49.50	.00	1,000.00	950.50	5.0%
6050 SAFETY EQUIPMENT	.00	72.28	.00	250.00	177.72	28.9%
6051 GENERAL PLAN	.00	.00	.00	2,500.00	2,500.00	.0%
6052 COMMISSION EXPENSES	.00	1,608.57	.00	1,800.00	191.43	89.4%
→6053 CONSULTING SERVICES	.00	.00	.00	1,000.00	1,000.00	.0%
6075 ADVERTISING	504.13	3,512.95	.00	3,000.00	(512.95)	117.1%
6800 PROPERTY CLEANUP	.00	.00	.00	10,000.00	10,000.00	.0%
7011 UNEMPLOYMENT	.00	215.42	.00	216.00	.58	99.7%
7012 WORKMAN'S COMP	.00	595.83	.00	2,460.00	1,864.17	24.2%
7013 MEDICARE	41.05	643.26	.00	1,635.00	991.74	39.3%
7014 FICA	175.56	2,750.50	.00	6,990.00	4,239.50	39.4%
7015 RETIREMENT	202.18	3,855.76	.00	10,260.00	6,404.24	37.6%
Total EXPENDITURE	5,001.36	72,036.99	.00	195,953.00	123,916.01	36.8%

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TOWN OF CAMP VERDE, ARIZONA
 R/E Act vs Bud W/Encumbrance

Select...: A01 50-XX XXXX
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01 50-54 COMMUNITY DEVELOPMENT

Description	Fiscal year thru period ending 02/28/2007					
	Month to date	Year to date	Ytd encumbrnce	Annual budget	Annual var	% used
6000 SALARIES	2,337.75	37,638.16	.00	74,412.00	36,773.84	50.6%
6002 HEALTH INSURANCE	221.21	2,936.35	.00	7,001.00	4,064.65	41.9%
6003 DENTAL INSURANCE	13.58	157.11	.00	310.00	152.89	50.7%
6009 TRAINING	.00	744.00	.00	1,000.00	256.00	74.4%
6010 TRAVEL	.00	12.00	.00	1,000.00	988.00	1.2%
6011 SUBSCRIPTIONS/MEMBERSHIPS	.00	401.00	.00	800.00	399.00	50.1%
6020 FUEL/OIL/LUBE	.00	64.50	.00	600.00	535.50	10.8%
6031 OFFICE EQUIPMENT/MAINTENANCE	.00	43.33	.00	300.00	256.67	14.4%
6032 COPIER	.00	.00	.00	250.00	250.00	.0%
6040 OFFICE SUPPLIES	31.17	442.95	.00	600.00	157.05	73.8%
6041 PRINTING	.00	.00	.00	10.00	10.00	.0%
6042 BOOKS/TAPES/PUBLICATIONS	.00	50.00	.00	10.00	(40.00)	500.0%
6049 TELEPHONE	.00	.00	.00	10.00	10.00	.0%
6065 FILM/DEVELOPING	.00	.00	.00	10.00	10.00	.0%
6070 ADVERTISING	.00	711.31	.00	500.00	(211.31)	142.3%
6201 COMPUTER SERVICES/SOFTWARE	.00	.00	.00	10.00	10.00	.0%
6204 COMPUTER SYSTEM	.00	.00	.00	500.00	500.00	.0%
→ 6800 CODE REVISIONS	.00	.00	.00	75,000.00	75,000.00	.0%
7011 UNEMPLOYMENT INSURANCE	.00	.00	.00	72.00	72.00	.0%
7012 WORKMAN'S COMPENSATION	.00	226.08	.00	357.00	130.92	63.3%
7013 MEDICARE	33.90	545.76	.00	1,079.00	533.24	50.6%
7014 FICA	144.94	2,333.58	.00	4,614.00	2,280.42	50.6%
7015 RETIREMENT	212.74	2,827.83	.00	6,772.00	3,944.17	41.8%
8010 ECONOMIC DEVELOPMENT	65.01	117.03	.00	20,000.00	19,882.97	.6%
Total EXPENDITURE	3,060.30	49,250.99	.00	195,217.00	145,966.01	25.2%

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TOWN OF CAMP VERDE, ARIZONA
 R/E Act vs Bud W/Encumbrance

Select...: A01 50-XX XXXX
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01 50-21 BUILDING DEPARTMENT

Description	Fiscal year thru period ending 02/28/2007					
	Month to date	Year to date	Ytd encumbrnce	Annual budget	Annual var	% used
5000 TRAINING	.00	1,124.00	.00	2,800.00	1,676.00	40.1%
5001 TRAVEL	.00	790.93	.00	1,600.00	809.07	49.4%
5002 FUEL/OIL/LUBE	91.05	1,066.51	.00	3,000.00	1,933.49	35.6%
5003 AUTO MAINTENANCE REPAIRS	.00	502.88	.00	1,000.00	497.12	50.3%
6000 SALARIES	5,098.88	83,713.24	.00	136,680.00	52,966.76	61.3%
6002 HEALTH INSURANCE	868.30	14,461.31	.00	26,222.00	11,760.69	55.2%
6003 DENTAL INSURANCE	54.32	764.95	.00	1,239.00	474.05	61.7%
6010 SUBSCRIPTION/MEMBERSHIPS	.00	21.00	.00	750.00	729.00	2.8%
6011 BOOKS/TAPES/PUBLICATIONS	53.00	673.78	.00	1,000.00	326.22	67.4%
6020 OFFICE SUPPLIES	131.03	1,226.45	.00	1,750.00	523.55	70.1%
6021 OFFICE EQUIPMENT/MAINTENANCE	5.41	35.09	.00	500.00	464.91	7.0%
6024 CREDIT CARD PROCESSING CHARGES	.00	30.95	.00	5,000.00	4,969.05	.6%
6025 CREDIT CARD MACHINE PURCHASE	.00	50.16	.00	802.00	751.84	6.3%
6030 COMPUTER SERVICES/SOFTWARE	152.08	152.08	.00	750.00	597.92	20.3%
→ 6031 COMPUTER EQUIPMENT	.00	.00	.00	2,500.00	2,500.00	.0%
6032 COPIER MAINTENANCE	.00	.00	.00	500.00	500.00	.0%
6033 CELL PHONE	.00	451.71	.00	1,500.00	1,048.29	30.1%
6040 PRINTING	14.79	14.79	.00	250.00	235.21	5.9%
6050 SAFETY EQUIPMENT	.00	72.27	.00	200.00	127.73	36.1%
6053 CONSULTING SERVICES	.00	.00	.00	500.00	500.00	.0%
6075 ADVERTISING	.00	.00	.00	500.00	500.00	.0%
7011 UNEMPLOYMENT	.00	.00	.00	288.00	288.00	.0%
7012 WORKMAN'S COMP	.00	1,507.04	.00	2,167.00	659.96	69.5%
7013 MEDICARE	73.44	1,213.36	.00	1,982.00	768.64	61.2%
7014 FICA	313.99	5,188.07	.00	8,474.00	3,285.93	61.2%
7015 RETIREMENT	464.00	7,617.91	.00	12,438.00	4,820.09	61.3%
Total EXPENDITURE	7,320.29	120,678.48	.00	214,392.00	93,713.52	56.3%