

**DRAFT MINUTES**  
**Work Session and Regular Session**  
**THE PLANNING AND ZONING COMMISSION**  
**TOWN OF CAMP VERDE 473 S. MAIN STREET**  
**CAMP VERDE, AZ. 86322**  
**COUNCIL CHAMBERS STE. 106**  
**THURSDAY, FEBRUARY 8, 2018 at 6:00 PM**

*All Commission meetings will end at 9 PM; any remaining agenda items will be heard at the next Commission meeting.*

**1. Call to Order**

Chairman B.J. Davis called the meeting to order at 6:00 p.m.

**2. Roll Call**

Chairman B.J. Davis, Vice Chairman Teresa Helm, Commissioners, Greg Blue, Bruce George, Steve Vanlandingham and Chip Norton were present. Jim Hisrich was absent.

**Staff Present**

Community Development Director Carmen Howard, Town Planner Melinda Lee and Recording Secretary Jennifer Reed.

**3. Work Session to Discuss Criteria for the Following Application for a Zoning Map Change Actions:**

***Opened Work Session at 6.02 pm***

Community Development Director Carmen Howard started the discussion with an overview of the PAD process and how it works. She explained the Commission will be considering a re-zoning action tonight which will include a supporting Concept Plan. The next steps in the PAD process after rezoning is to review the Site Plan for the actual planned development. She went on to explain how the zoning code works with development. She explained that a PAD allows the developer to be more creative with their plan.

Commissioner Blue supports the PAD process. He stated that RV Park applicants in the past had difficulty getting financing for the use when the approval was with a Use Permit. He stated a lender will not lend on a Use Permit.

Ms. Howard explained the difference between a Use Permit vs. a PAD. With a PAD, the applicant has to have a Site Plan approved, that spells out what the development will be. If there are major changes to the design, the applicant has to come back in with a revised Site Plan.

Commissioner Norton asked Ms. Howard if she worked with cluster developments in Prescott Valley, using a PAD; he was curious about Open Spaces and reducing lot sizes. Ms. Howard stated there weren't any that came in while she was there, but she said it is the tool of a PAD -- to bring development closer together and leave more open space.

Commissioner George stated there are some cluster developments in Flagstaff, and aren't there some incentives to the developer? Ms. Howard stated the developer could get breaks with infrastructure and fees; and that can also be accomplished with individual Development Agreements. Camp Verde does not have any cluster developments here yet.

Chairman Davis asked if the underlying zoning stays when a PAD is applied? Ms. Howard stated it depends; if the zoning fits the project then you can leave it. He stated the zoning is changing for this project, does this allow RV Parks without a Use Permit? Ms. Howard explained that all zoning districts must have one or the other for an RV Park. He asked if the underlying zoning just stays if the project does not get completed. Ms. Howard explained that there could be verbiage that states it will revert back to the original zoning if a project takes too long to come to fruition.

Chairman Davis asked if a PAD have separate set of guidelines. Ms. Howard stated it has some guidelines; there was discussion regarding PADs requiring Open Space, eliminating the need for units per acre, and flexibility in setbacks, which would be approved on the site plan and affected by building and fire code separations.

Chairman Davis asked about the cost. Ms. Howard said PAD (rezoning) and a Use Permit are both \$1,800, but a

PAD Final Site Plan Review is an additional \$500. He asked, other than flexibility, what are other advantages of going with a PAD? Ms. Howard stated that it allows phasing and it is a hard zoning and held to a site plan. There are certain requirements. Once approved, the use is granted.

Chairman Davis asked if they did not do PAD with this project would they would be bound to the setbacks that are already set for each parcel? Ms. Howard said they would be asked to combine the all of parcels. He stated he is a fan of PADs.

Commissioner Vanlandingham asked if in the past this would have been a Use Permit not a PAD? Ms. Howard explained it would have been a Use Permit and would have been something that could have been be taken away; this makes projects hard to finance. Chairman Davis added Use Permits are granted for a limited time and the applicants are required to come back and renew the permit. Commissioner Vanlandingham asked if it is the Town's desire to get rid of Use Permits? Ms. Howard stated no -- there are certain instances where they are appropriate to use.

**Work Session Closed at 6:29 pm**

**Regular Meeting Opened at 6:30 pm**

**4. Pledge of Allegiance**

Commissioner Blue led the Pledge.

**5. 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, 2018 – Regular Session

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

As needed.

**Motion** was made by Commissioner Blue to accept the consent agenda as presented. Second was made by Commissioner Norton. **Motion** carried unanimously.

**6. Call to the Public for Items Not on the Agenda:** *Residents are encouraged to comment about any matter not included on the agenda. State law prevents the Commission from taking any action on items not on the agenda, except to set them for consideration at a future date.*

**There were no comments from the Public.**

**7. Public Hearing and Discussion for an application, submitted by Red Moon Development, prospective buyer of approximately 65 acres just northwest of the interchange for Interstate 17 and State Route 260, which encompasses parcel numbers 403-21-014K, 403-21-014L, 403-21-250C, 403-21-014F, 403-21-014M, 403-21-021E, 403-22-021, and 403-22-018C, for a Zoning Map Change from R1L-70 (Residential: Single Family Limited, 70,000 Square-Foot Minimum Lot Size) to PAD-C2 (Planned Area Development, Commercial: General Sales & Services) to develop a Recreational Vehicle Park, in Camp Verde, Yavapai County, Arizona.**

**Actions:**

**Public Hearing Declared Open at 6:32 pm**

**Call for Staff Presentation:**

Town Planner Melinda Lee stated the applicant was not able to be at the meeting tonight, but the applicant's agent was present. She pointed out a discrepancy in the staff report relating to the number of proposed RV The applicant was in escrow on an adjacent seven-acre parcel, which increased the total number of spaces from 300+ to 400+ and required changes to the applicants application, the Staff report and hearing date The property is located near the intersection of Interstate 17 and State Route 260. The proposed C2 District is a better transitional use for the property, with the mix of commercial and residential zones in the area. Ms. Lee reviewed the amenities that are planned for the park the benefits for the community:

- Proposed frontage road connecting the roundabout and Dickison Circle, for access to State Route 260.
- Trails and picnic areas are proposed along the river for open space and recreation.

- A new Town park is across the river and may receive some property from the project.
- The Town is going to put in a sewer lift station and the property owner is granting an easement.
- Proposed pond/lake may be used by the fire department.

Chairman Davis asked about the Flood Plain. Ms. Lee explained that RV Parks are a good use of flood plain property because if there is a flood, RV's can be moved out of area. She pointed out a section of the plan that may be turned into a pond/lake, which would be useful for firefighting. Commissioner Norton noted this area would be either be a lake or spaces.

Ms. Lee pointed out the current Town Ordinance states RV spaces must be 1500 Sq. Ft and a PAD allows the developer to propose spaces that accommodate the different sizes of RV's and that many of the proposed spaces are larger than what is required by the Zoning Ordinance .

Staff believes this is a good use for the property and expects it to be a high-end RV park.

Commissioner VanLandingham asked how they determined the trade value for the Town park proposal. Ms. Howard stated this will be done with an appraisal.

**Call for Applicant Presentation:**

Krishan Ginige, SEC (Southwest Environmental Consultants) introduced himself to the Commission.

Commissioner Vanlandingham asked if the developer has owned similar projects before. Mr. Ginige stated the developer has several RV Park properties in different stages of completion. There is one in Sun City, AZ and the CA/AZ border. Mr. Ginige doesn't have all the information about the appraisal with him tonight but can bring back the information.

Chairman Davis asked who attended the neighborhood meeting. It was confirmed that there were two people from the public at the neighborhood meeting, Mr. Ed Erck and Mr. Andy Groseta.

Chairman Davis asked why the applicant was proposing a pond, it doesn't economically make sense. Mr. Ginige explained that it is to preserve their irrigation water rights -- this is one way of securing it and they don't want to lose it. Commissioner Norton stated that a Water Attorney needs to be involved to make sure they don't jeopardize their water rights.

Chairman Davis stated that landscaping is critical and asked what is intended for the property. Mr. Ginige reviewed the amenities that are planned for the development. Chairman Davis stated that with the river access, is a great opportunity to make a high-end RV Park.

Commissioner Norton stated that an RV recreation master plan-property will help the property values along river. Mr. Ginige agreed that it is a beautiful property.

**Call for Comments from the Public:**

None.

**Call for Staff and/or Applicant Rebuttal/Clarification, if appropriate:**

None needed.

**Public Hearing Declared Closed at 7:04 pm**

**Call for Commission Discussion:**

None.

**Call for Staff Comments:**

None.

8. **Possible Recommendation to the Town Council regarding an application, submitted by Red Moon Development, prospective buyer of approximately 65 acres just northwest of the interchange for Interstate 17 and State Route 260, which encompasses parcel numbers 403-21-014K, 403-21-014L, 403-21-250C, 403-21-014F, 403-21-014M, 403-21-021E, 403-22- 021, and 403-22-018C, for a Zoning Map Change from R1L-70 (Residential: Single Family Limited, 70,000 Square-Foot Minimum Lot Size) to PAD-C2 (Planned Area Development, Commercial: General Sales & Services) to develop a Recreational Vehicle Park, in Camp Verde, Yavapai County, Arizona**

**Actions:**

**Call for Motion:**

**Motion** was made by Commissioner George to recommend approval of an application for a Zoning Map Change from R1L-70 (Residential: Single Family Limited, 70,000-Square-Foot Minimum Lot Size) to PAD-C2 (Planned Area Development, Commercial: General Sales & Services), as requested by Red Moon Development to develop a Recreational Vehicle Park. The property is located just northwest of the interchange for Interstate 17 and State Route 260, and encompasses parcel numbers 403-21-014K, 403-21-014L, 403-21-250C, 403-21-014F, 403-21-014M, 403-21-021E, 403-22-021, and 403-22-018C. Second was made by Commissioner Blue.

**Call for Discussion of Motion:**

None needed.

**Call for the Question:**

**Motion** passed unanimously.

**9. Current Events**

None.

**10. Staff Comments**

None.

**11. Adjournment**

**Motion** was made by Commissioner Blue to adjourn the meeting. Second was made by Vice Chairman Helm. **Motion** carried unanimously. Meeting was adjourned at 7:07 PM

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Chairman B.J. Davis, Chairman

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Carmen Howard, CD Director

**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 Work Session & Regular Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 8<sup>th</sup> day of February 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 8<sup>th</sup> day of February 2018.

Jennifer Reed

Jennifer Reed, Recording Secretary