



Work Session
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE 473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
THURSDAY, MAY 4, 2017
6:30 PM

Because 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 6:30 p.m.

2. Roll Call

Chairman B.J. Davis, Vice Chairman Teresa Helm, Commissioners Dave Freeman, Greg Blue, Chip Norton and Jim Hisrich were present. Commissioner Dennis Willis was absent.

Also Present

Community Development Director Carmen Howard, Assistant Planner Melinda Lee, and Recording Secretary Jennifer Shilling

3. Pledge of Allegiance

Chairman Davis led the Pledge

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 19, 2017 – Special Session

b. Set Next Meeting, Date and Time:

Follow up Work Sessions and/or Public Hearing, TBD

No motion made, the minutes were not available at this time.

The following items are for discussion only and no action will be taken:

5. Discussion and direction to staff relating to potential Town Code Amendments– Staff Resource: Community Development Director Carmen Howard

- a) Redefining "PUD" to "PAD", with amendments to Zoning District elements.
- b) Redefining Accessory Dwelling Units, Hotels, Bed and Breakfasts, and Rooming & Boarding Houses, with amendments to Zoning District elements.
- c) Implement and define use of Metal Storage Containers, with amendments to Zoning District elements.
- d) Adoption of a Community Facilities (CF) District, with defined Zoning District elements.
- e) Clarification of Administrative decisions for setbacks on non-conforming lots.
- f) Amendment to Zoning District dimensional standards regarding minimum lot area densities.
- g) Amendment to Suffix District definition.
- h) Amendment to Mobile/Manufactured Home and Recreational Park Standards.

Chairman Davis would like to go straight through ordinances.

The first changes are in the Table of Contents. These are just housekeeping items like adding Community Facilities (CF) on page 2 and Metal Storage Containers on page 3.

CDD Carmen Howard requested Section 102 Applicability and Exemptions, page 11, item e, adding "Where lots were recorded prior to the Town's Incorporation with less area than required by the Zoning District, the

Community Development Director may approve reduced setbacks". Ms. Howard explained this is not a new line; rather, adding it to the "Non-Conforming Uses" section so it would be easier to find.

CDD Carmen Howard requested Section 103 Definition of Terms, on page 14, in the Bed and Breakfast definition; add "where the host lives on premises". Chairman Davis asked how many rooms are allowed in a Bed and Breakfast. Commissioners discussed the topic and decided to limit it to no more than (5) guest rooms.

CDD Carmen Howard requested Section 103 Section 103 Definition of Terms, on page 17, adding "Accessory Dwelling Unit" definition. This is referring to guest houses for non-paying guests. Commissioner Hisrich asked about having only one meter. Ms. Howard explained if you have two meters then you could turn it into a rental and would like to try to prevent rentals in this situation. Chairman Davis asked why stay away from rentals. Ms. Howard explained they would like to stay away from rentals of Accessory Dwelling Units in Single Family Zoning Districts. A rental guest quarters would turn it into a multi-family use. Chairman Davis is concerned about the need to provide more affordable housing and asked if they wanted to allow rental in a Single Family Zoning District, then they would have to change this to allow paying guests. Ms. Howard would like to add a "Home Stay" definition to cover that. Commissioners then discussed boarding houses verses hotel verses vacation rental requirements. Ms. Howard explained that if Commission wants, she can come up with something for next time. Commissioner Hisrich asked about the possibility of adding more than one meter. Ms. Howard explained that she has had conversations with the Building Official on this topic and they are very particular. Commissioner Norton asked if they were adopting the changes and then come back for review? Chairman Davis stated he would like to approve this document tonight as it stands and then have Ms. Howard write another option relating to being able to rent it with another use option. This will be used as a working document. Ms. Howard pointed out this is a work session to get the Commission's input.

CDD Carmen Howard requested in Section 103, Definition of Terms, on page 20, the definition of Hotel, changing "five (5) or more" in place of "multiple". Chairman Davis thought a Boarding House would be no more than (5) rooms, and a Hotel is (6) or more. Commissioners discussed the differences. Chairman Davis suggested leaving Boarding House the way it is and changing Hotel to (6) or more rooms.

CDD Carmen Howard requested in Section 103, Definition of Terms, on page 24, changing the definition of Planned Unit Development to "Planned Area Development (PAD)".

CDD Carmen Howard requested in Section 203, Use Districts, on page 31, refer to Section 311 in the last paragraph. And on page 32, changing PUD District to PAD District (Planned Area Development)

CDD Carmen Howard requested in Section 203, Use Districts, R1L Districts on page 33, in letter l., change the whole sentence to "Accessory Dwelling Unit"; Table 2-1 R1L Dimensional Standards on page 34 take out Minimum Area/Dwelling (Sq. Ft). There are ways of regulating densities; Zoning Districts have specific setbacks and densities are unnecessary.

CDD Carmen Howard requested in Section 203, Use Districts, R1 Districts on page 35, under letter l., change the whole sentence to "Accessory Dwelling Unit"; on page 36, adding "e. Mobile/Manufactured Home and Recreational vehicle parks subject to the requirements of Section 306"; adding 3. e. 1, which provides a hard zoning district and gives them a PAD or a use permit option; Table 2-2 R1 Dimensional Standards on page 37 take out Minimum Area/Dwelling (Sq. Ft).

CDD Carmen Howard requested in Section 203, Use Districts, R2 Districts, take out references to lot area densities; under letter p., change the whole sentence to "Accessory Dwelling Unit"; on page 38, adding "Mobile/Manufactured Home and Recreational vehicle parks subject to the requirements of Section 306" and the PAD or a use permit option; Table 2-3 R2 Dimensional Standards on page 40 take out Minimum Area/Dwelling (Sq. Ft).

Commissioners discussed PAD verses PUD. Ms. Howard explained that all the elements are considered and processes are followed.

CDD Carmen Howard requested in Section 203, Use Districts, under letter n., change the whole sentence to "Accessory Dwelling Unit"; on page 41, adding "Mobile/Manufactured Home and Recreational vehicle parks subject to the requirements of Section 306" and the PAD or a use permit option; Table 2-4 R-R Dimensional Standards on page 43 take out Minimum Area/Dwelling (Sq. Ft).

CDD Carmen Howard requested in Section 203, Use Districts, E. RS District, on page 44, take out references to lot area densities; under letter u., change the whole sentence to "Accessory Dwelling Unit"; on page 45, adding "Mobile/Manufactured Home and Recreational vehicle parks subject to the requirements of Section 306" and the PAD or a use permit option; Table 2-5 RS Dimensional Standards on page 46 take out Minimum Area/Dwelling (Sq. Ft).

CDD Carmen Howard requested in Section 203, Use Districts, F. C1 District, on page 47, take out references to lot area densities; under letter ee., change the whole sentence to "Accessory Dwelling Unit"; on page 48, adding "Mobile/Manufactured Home and Recreational vehicle parks subject to the requirements of Section 306" and the PAD or a use permit option; Table 2-6 C1 Dimensional Standards on page 49 take out Minimum Area/Dwelling (Sq. Ft).

CDD Carmen Howard requested in Section 203, Use Districts, G. C2 District, take out references to lot area densities; on page 51, change "ee." to read "Multiple dwelling units and apartment hotels" only; add "pp. Accessory Dwelling Unit"; correcting section number for to "Section 306" and the PAD or a use permit option; Table 2-7 C2 Dimensional Standards on page 53, take out Minimum Area/Dwelling (Sq. Ft).

CDD Carmen Howard requested in Section 203, Use Districts, change L. to PAD (Planned Area Development), on page 67. There are a lot of terminology changes throughout this section. Chairman Davis doesn't like the format of Major and Minor amendments on page 68. He would like these broken into two sections (Major PAD Amendments and Minor PAD Amendments). Ms. Howard took out the dimensional standards in this section, stating that they would be established by the site plans. For Open Space Requirements, which was also changed to "established by the site plan"; she will change back to the "25% of Site Area Preferred", but that the amount and type can be considered with each site. Table 2-12 changed table title to "PAD Dimensional Standards" on page 69; change PUD to PAD and change Minimum Lot Area to "Established by Site Plan". After discussion, the Minimum Common/Open Space requirement was left as is.

CDD Carmen Howard requested to add O. CF District (Community Facilities) on page 74. Commissioner Norton wanted an explanation of caretaker. Ms. Howard will clarify the definition of "Caretakers Living Quarters", which is associated with a primary use.

CDD Carmen Howard requested Section 204-Use of District Regulatory Criteria, page 75, the first sentence of the third paragraph to read, "Parcel development standards pertain to height, coverage, placement (including setbacks from property lines) of structures on the parcel"; under A. Suffix District Lot Area Variations, add "or reduced" to area lot requirements.

CDD Carmen Howard requested adding a clause on page 98, Section 306, A.2. Use Permit Required for Constructing/Enlarging Park, a., adding the last sentence to read, "Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Preliminary and final Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601".

CDD Carmen Howard is requesting to add a new section, Section 311, Metal Storage Containers on page 105. This section addresses metal storage containers that are preexisting and need to come in to compliance. Paint colors are another issue. Commissioners discussed the size of lots where these containers might be feasible; Ms. Howard explained she could take out the lot size requirement. Commissioners Blue and Norton liked one acre. The Commissioners decided that a property owner could have (1) 320 square foot or (2) 160 square foot containers in residential areas, with a minimum one acre lot size.

Chairman Davis asked if there would be a limit on the number of storage containers a property owner could have in commercial areas. Commissioner Norton stated there are height restrictions – how would that be affected if they stacked them. Ms. Howard stated she could remove height restrictions. Commissioner Hisrich said it should specifically state they can stack another container on top. Chairman Davis suggested it say that nothing can be stored on top of the units, however, they could be stacked two high. Commissioner Norton suggested working on storage unit definition, as the term "storage containers" could include other types of containers that may not be appropriate. Ms. Howard will look into definitions and find one that clearly defines this type of container. Commissioner Davis asked about painting. Commissioner Hisrich wasn't sure how easy it would be to paint. He feels peeling paint might be an issue. Ms. Howard would like to not have lettering on it and to have it blend in like a shed. Commissioner Helm said she would think a neutral color would be ok. Commissioner Freeman said the coloring should make it disappear; most are fairly subdued in color to start with, he would like to avoid bright colors. Commissioners decided to let the paint topic to rest for now and see how it goes.

6. **Current Events**

No reports were made for current events.

7. **Staff Comments**

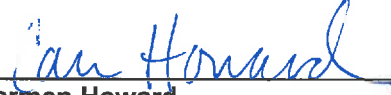
CDD Carmen Howard gave copies of the Quarterly Report to the Commission. Ms. Howard explained she will working on the definitions for "Home Stay" and "Metal Storage Containers" and will bring these back to the Commission for their review. She also explained that over the next few months, she will be working on the Dark Sky Ordinance and the Sign Code Ordinance.

8. **Adjournment**

Motion was made by Commissioner Hisrich to adjourn the meeting. Second was made by Commissioner Foreman. **Motion** carried unanimously. Meeting was adjourned at 8:16 PM



Chairman B.J. Davis
Planning & Zoning Commission



Carmen Howard
Community Development 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 Regular Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 4th day of May, 2017. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 4th day of May, 2017.

Jennifer Shilling
Jennifer Shilling, Recording Secretary