

DRAFT MINUTES
Regular Session & Public Hearing
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE 473 S. MAIN STREET
COUNCIL CHAMBERS STE. 106
THURSDAY, JUNE 7, 2018 6:30 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 6:30 p.m.

2. Roll Call

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

Also Present

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

3. Pledge of Allegiance

Commissioner George 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:

May 10, 2018 – Special Session

b. Set Next Meeting, Date and Time:

TBD

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

5. 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).

No public comments were made.

6. Discussion and Possible Recommendation to the Town Council for an application submitted by Red Moon Development & Construction, for a Final Site Plan of a proposed RV Park on 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 in Camp Verde, Yavapai County, Arizona.

Town Planner Melinda Lee stated this item was recently approved for a zoning map change. The application is a proposal for an RV Park. It is currently a C2-PAD (Planned Area Development); they are now required to bring the item back to the Commission for approval of final site plan. This item requires action by the Commission and Council.

Ms. Lee gave a power point presentation showing the detailed site plan showing buildings, recreation areas, Dog Park, and amphitheater. The plan also shows ponds and landscape detail. The sizes of the buildings are shown, with the maximum size proposed. The site plan also shows lighting details, views of the building elevations and style, and the proposed signage. This site plan gives an idea of what the ultimate project would look like. She also pointed out there is a possibility of two connections going over the river into the town park. Staff supports this project.

Krishan Ginige with SEC (Southwest Environmental Consultants) added that the project was designed around the irrigation ditch and the river. The irrigation from the ditch will only be used for the lower section of the site and the upper section will have an alternate water source. He also added that the internal roads will have both two-way and one-way, depending on the pull through spaces.

Commissioner George stated he thought he read that they were going to utilize the town's sewer system and put a pump station in. Mr. Ginige stated the intent is to connect to town facilities. An area for a lift station on the property has been included.

Chairman Davis asked what activities are planned for the amphitheater. Mr. Ginige stated the intent is going to make the property more park like and have shaded areas. This will make the property more appealing and usable. The landscape architect is still working on these areas.

Chairman Davis asked what the intent of the park home sites is. Mr. Ginige stated those are planned for potential long term rentals.

Commissioner Norton asked if they are working with the Town on connecting the utilities, like the pump station and sewer connection. Community Development Director Carmen Howard stated a Development Agreement has been drafted and is going to be presented to Council. The details have been worked out.

Chairman Davis asked what is on the north side of the site. Ms. Howard stated it is an old 1960's Platted Subdivision but currently is vacant land because it was never developed. She stated the developer's plans are unknown.

Chairman Davis asked if there is a buffer planned for around the site. Mr. Ginige stated that a more natural vegetation buffer is planned.

Commissioner Norton asked about the flood criteria. Ms. Howard stated that critical facilities will be constructed to flood standards. They are working with Yavapai County Flood Control to make sure they are constructed appropriately.

Chairman Davis asked if there is a standard number of spaces per acre for RVs. Ms. Howard stated the standard is regarding size not the number of spaces; the Town Code calls for 1500 sq. ft. and the plan shows some spaces at 2500 sq. ft. Chairman Davis stated the proposal

shows approximately 6.4 spaces per acre planned – this will provide will be a lot of open space.

Chairman Davis asked Mr. Ginige what they consider long term rentals. Mr. Ginige shared his experience based on other parks; some people use a space for a couple of days, others use it for 1-2 weeks, and some will stay 3-4 months. He said typically six months would be the longest stay. Chairman Davis asked if that was ok with town ordinance; Ms. Howard stated that it is up to owner of the RV Park.

Chairman Davis praised the Civil Engineers for planning several small ponds instead of one large one.

Chairman Davis asked about the distance between the main entry and the emergency exit. Ms. Howard stated that the Fire Marshal is willing to work with applicant to create the best situation possible.

Community Development Director Carmen Howard stated staff is excited to see project move forward.

Motion was made by Commissioner George to recommend the approval of an application for a Final Site Plan as requested by Red Moon Development. The property is located 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 in Camp Verde, Yavapai County, Arizona. Second was made by Commissioner Blue. **Motion** carried unanimously.

7. **Public Hearing Items:**

7.1.A. Public Hearing, Discussion, and Possible Recommendation to the Town Council regarding an application submitted by Tonya Wiertzema, for a Use Permit for Agri-Tourism in an RR-2A (Residential: Rural 2-Acre Minimum Lot Size) District for an Event Facility. The property is approximately 60 acres and is located at 3500 W. Mahoney Road, Parcel No. 403-13-002A, in Camp Verde, Yavapai County, Arizona.

Declare Actions:

Public Hearing Open: 7:00 pm

Call for Staff Presentation:

Town Planner Melinda Lee stated this item came to the Commission in May where it was recommended for approval to Council. After the meeting, she realized the notice was not duly posted on the subject property, which means it had to be postponed and brought back to Commission as a public hearing. The process had to be completed again, to make sure all criteria was followed. During the second process, there have been a few inquiries; neighbors are asking about lighting, dust and noise, but were supportive of the project as long as these issues were managed. The Use Permit does require them to comply with the Town Code, relating to noise levels and dust.

Ms. Lee received a call from one neighbor who couldn't attend the meeting, Ed Mezulis; he stated that he is a neighbor who could be affected by the lighting but supports project. He feels like this is a good opportunity for the community.

Staff supports project and have not received any negative responses. The buildings and arena are in the building permit process, to bring them up to code.

Chairman Davis asked what the posting error was; Ms. Lee stated that she neglected to post the property.

Chairman Davis asked if anything changed with the proposal. Ms. Lee stated that the details of the proposal are the same as presented in May.

Chairman Norton wanted to confirm the outreach for the neighborhood meeting was done correctly; Ms. Lee stated that the applicant did follow proper procedure.

Call for Applicant Presentation:

Property Owner Tonya Wiertzema thanked the Commission for their time and thanked the neighbors who have shown their support. Chairman Davis apologized that they had to come back but stated he was glad it has been corrected.

Call for Comments from the Public:

Zackary Wolfe (neighbor) - Supports the project even though it could be detrimental to the road. He said that Mahoney Road is a privately maintained road. A small number of people use the road. There was a traffic issue in the past because trailers backed up. Community Development Director Carmen Howard stated it is actually a town road. Mr. Wolfe stated it was maintained by town in the past but most recently the residents have been maintaining it. Ms. Howard stated that during the field visitation, Commissioners talked about the road and potential traffic issues with applicant. The applicant stated as part of their good stewardship, traffic will be directed. Ms. Howard will contact Ron Long to verify if the road is Town property and if they would take care of road maintenance.

Jeanette Corbin (neighbor) - She concerned about traffic on the Middle Verde Road, it is a winding road. Traffic could pose an emergency issue. She is also concerned about them serving alcohol. Community Development Director Carmen Howard stated alcohol would be a State issue and is not part of the Use Permit. Commissioner George stated that Council would have to approve a liquor license.

Chairman Davis asked the applicant about the number of events they planned for the property. Tonya Wiertzema stated they support the Sheriff's Posse, community FFA Events, and equestrian races. They plan to host the Verde Days in October. Ms. Wiertzema stated they have also talked to the Fire District about having paramedic on site and hiring an off duty officer, placing him at road, to direct traffic. The Verde Days would be the biggest event and the other events more modest. Riders typically come in at staggered times, which would alleviate traffic congestion.

Chairman Davis asked if the event would require notification beforehand. Ms. Howard stated that Town Code covers potential issues. The Use Permit is granting the applicants an opportunity to manage the events; if they do not managing them properly, then code enforcement would then address it, or they could lose their Use Permit.

Trudy (?)- Stated the applicants are a great family and everything they do, they do it right. She supports them.

Daria Weir- She has put on events in the past and there are no arenas in the area that properly kept. There are positive things happening and the area needs an arena to hold events. The proposed grounds and property are well kept and the western heritage needs to be brought back to the community. She asked for support from the Commission.

Julie Scott (Vice President of Camp Verde Business Alliance and Camp Verde Promotions) – She said they are honored to have Terry and Tonya as members of the Camp Verde Business Alliance. They are excited for Camp Verde Promotions to have a rodeo in the community and does understand the roadway issues. She feels it will be great to have them in the community.

John McReynolds (neighbor) – He fully supports what the owners are doing. He too is concerned with the roadway and he'd support the town taking over maintenance of the road. The Use Permit application did not any stipulations as far as hours and days of events; he would recommend it be outlined more. He supports the project but wants to make it safe. Community Development Director Carmen Howard stated the reason why he didn't see stipulations is because the Community Development Department finds that stipulations are hard to enforce. They have codes that are loaded with regulations and cover all of the concerns. A Use Permit gives them permission to do the use without being a nuisance. The property owner should be able to handle their operation without creating a nuisance in the neighborhood.

Call for Staff and/or Applicant Rebuttal/Clarification, if appropriate: None.

Declare Public Hearing Closed at 7:28 pm

Call for Commission Discussion:

Commissioner George would like to start advertising to get the word out.

Commissioner Norton is glad to hear the concerns of the neighbors. As Ms. Howard stated, a Use Permit is not a right, it is permission. Everything will be complaint driven and the permit could be revoked. He appreciated Mr. Wolfe stating that he supports the project, but described some of his concerns. If things are not resolved he'd like to hear about it.

Chairman Davis stated the Commission is not able to approve the paving of the road but can direct Ms. Howard to talk to Ron Long, Public Works Director, about it.

Call for Staff Comments: None

Call for Motion:

Motion was made by Commissioner Norton to recommend approval of an application submitted by Tonya Wiertzema, Nashwa Farms for a Use Permit for Agri-Tourism in an RR-2A (Residential: Rural 2-Acre Minimum Lot Size) District for an Event Facility. Located at 3500 W. Mahoney Road, Parcel No. 403-13-002A, in Camp Verde, Yavapai County, Arizona. Second was made by Commissioner Blue.

Call for Discussion of Motion: None.

Call for the Question: Motion passed unanimously.

7.1.B. Public Hearing, Discussion, and Possible Recommendation to the Town Council for a Text Amendment to the Town of Camp Verde Planning and Zoning Ordinance amending Section 303, Home Occupations.

Declare Actions:

Public Hearing Open: 7:29 pm

Call for Staff Presentation:

Community Development Director Carmen Howard stated that not too long ago she asked the commission for amendments to the code requiring business licenses for vacation rentals. This ordinance was passed in November and Section 303 was amended. However, after legal review from the State Attorney General, they came to the conclusion that business licenses should not be required for short term rentals because they are not required for long term rentals. This is relating to home itself, not room rentals in a home or renting the guest house. If you want to rent your home out long or short term, the town cannot require the owner to have a business license. The Town of Sedona was instructed to remove it from their code or potentially lose State funding. Ms. Howard is asking the Commission to remove item out of our code for the same reason. Chairman Davis asked why the Department is removing 4b., 4c., and 4d.? Ms. Howard stated it is because the Town Code already covers these items.

Call for Applicant Presentation: None.

Call for Comments from the Public: None.

Call for Staff and/or Applicant Rebuttal/Clarification, if appropriate: None.

Declare Public Hearing Closed at 7:37 pm

Call for Commission Discussion: None.

Call for Staff Comments: None.

Call for Motion:

Motion was made by Commissioner George to recommendation of approval to the Town Council for a Text Amendment to the Town of Camp Verde Planning and Zoning Ordinance amending Section 303, Home Occupations. Second was made by Vice Chairman Helm. **Motion** carried unanimously.

8. Current Events

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

No current events to discuss.

9. Staff Comments

None

10. Adjournment

Motion was made by Commissioner Blue to adjourn the meeting. Second was made by Vice Chairman Teresa Helm. **Motion** carried unanimously. Meeting was adjourned at 7:38 PM

B.J. Davis
Chairman

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 & Public Hearing of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 7th day of June 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 7th day of June 2018.

Jennifer Reed
Jennifer Reed, Recording Secretary

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