

DRAFT MINUTES
Regular Session & Public Hearing
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE 473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
THURSDAY, OCTOBER 4, 2018
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

Vice Chair Helm called the meeting to order at 6:34 p.m.

2. Roll Call

Vice Chairman Teresa Helm, Chairman B.J. Davis (via telephone at 6:55pm), Commissioners, Jim Hisrich (via telephone), Greg Blue, Bruce George, Steve VanLandingham (6:42pm) and Chip Norton are present.

Also Present

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

3. Pledge of Allegiance

Commissioner Norton 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:

August 9, 2018 – Special Session

b. Set Next Meeting, Date and Time:

November 1, 2018 – Regular Session

Motion was made by Commissioner Blue to accept the consent agenda as presented. Second was made by Commissioner George. **Motion** carried unanimously with Chairman Davis, Vice Chairman Helm, Commissioners Hisrich, Blue, George, Vanlandingham, and Norton approving.

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. Review of October 1, 2018, Field Visit to Howard Ranch for information gathering about Use Permit for Agri-Tourism.

Town Planner Melinda Lee gave a summary of the Field Visit to Howard Ranch on Monday, October 1, 2018. Chairman Davis, Vice Chair Helm, Commissioner Blue, Commissioner Vanlandingham, and Commissioner Norton were all present on site with the applicant Carmen Howard. They were able to ask questions the project, and look at the property. Some questions discussed were:

Why the Agri-Tourism Use? Ms. Howard stated they were wanting to do a community garden. They are currently farming the property and have pumpkins, sunflowers and corn. They wanted to turn it into a U-Pick situation to allow for special events where people come to the property to actually get the produce. They would also like to entertain the idea of having a visiting food truck come to the property and prepare meals made from the produce that was grown on the property or surrounding properties to make it a local effort. The project includes an RV park for tiny houses on wheels and/or vintage RVs. Commissioners were able to look at the location where these RVs would park. Ms. Howard feels the people who will be staying on the property tend to be minimalists will want to have a gardening type of environment.

Is there a limit on the length of time a person could stay? The answer is no. The intent is to lease the sites out month to month, which could potentially mean long term stays. The owner of an RV park can determine how long the length of stay is.

There was a neighborhood meeting but no one attended.

They have irrigation through water rights that they have on the property and they want to be able to retain that. This is another reason they would like to retain the farming aspect of the property.

The sites will have utilities. Using two septic systems for sewage.

Would the applicant consider having their own units on the property to rent out? This is something to consider, but wasn't planned for the immediate future.

How many units will be onsite? The intent is to start out with 10 units; however, the applicant would like to keep that open to be able to bring in more units if the project is successful. The spacing is going to be based on the regulations for an RV Park, which are 1500 square foot pads and proper access and maneuvering.

Will the riparian areas be cleared out? Ms. Howard stated they have already been doing some clearing in the area down by the river and they plan to continue doing that to keep the aesthetics of the property up.

Is there anything more that could be done with the road? The main road is maintained by the tribe.

Where is the new round about going to be located to access old HWY 279? There is a roundabout at the Aultman exit which will provide new access to Old Highway 279.

Ms. Howard talked about the potential of a Phase2. It would be about a half-acre parcel that would be used for equestrian visitors. These visitors would be dry camping with no hookups and have a corral for their horses.

At what point does a Use Permit become revoked? The guideline for Use Permits specifically outlines what the property owner will be required to do to manage the use. If a property owner does not manage it appropriately they could have the use permit revoked. It is not necessary to conditional all of these things on the Use Permit itself because they are bound by the current regulations in the zoning ordinances. Commissioners could approve the use permit for perpetuity; and as long as they are managing it well, the use will remain.

- 7. Public Hearing Items: Public Hearing, Discussion, and Possible Recommendation to the Town Council regarding an application submitted by Carmen Howard, property owner, for a Use Permit for Agri-Tourism in an RR-2A (Residential: Rural, 2-Acre Minimum Lot Size) District, to develop a tiny-house-on-wheels, vintage recreational vehicle community, and agricultural events. The property is approximately 15 acres and is located at 3380 W. Cloverleaf Ranch Road; Parcel numbers 403-23-001X and 403-23-001Y, in Camp Verde, Yavapai County, Arizona. – Resource: Planner Melinda Lee**

Declare Actions:

Public Hearing Open: 6:56 pm

Call for Staff Presentation:

Town Planner Melinda Lee stated there is an application for Agri-Tourism at 3380 W. Cloverleaf Ranch Road. The intent of this permit is to develop a tiny house on wheels and vintage RV Community. She is not looking to create a large RV Park. A portion of the property is already being used for farming, which will be continued. They will be holding occasional events on the property that are related to farming. There will be river access. The property is about 15 acres. It is in a RR (Residential: Rural) District. The applicant and staff have met all the requirements for posting and the notifications. There were two property owners who called in. Paula Johansen who lives on Gimmies Lane, asked for clarification of recreational vehicles. She was afraid this meant it would be a park for dirt track for motocross and off-road vehicles. Ms. Lee explained this was not the case. She is now in favor of the RV Park. The second person to call in was Rick Brandt who lives on Cloverleaf Ranch Road and is in support of the RV Park. The Building Official doesn't have any comments for this particular action.

For the General Plan this property is located in the Middle Verde Character Area. This area already has mostly low density residential, with rural properties such as ranches; with event venues and some RV Parks.

The proposal complies with the General Plan. It encourages farmers markets, community gardens, and agricultural use. The applicant is already doing the agricultural use and intends on having farmers markets or U-Pick events. She also plans on maintaining its rural nature to the best of their ability.

Goal B is to maintain the rural, residential and agricultural character of the area – to protect the agriculture lands and rural landscapes to maintain the character of Camp Verde; encourage the preservation of agricultural soils; and protect the rural character and cultural resources and preserve open space.

Goal C encourages the implementation of a Verde River Recreation Management Plan as defined by the citizens to encourage recreation which is compatible with the natural and cultural environment. Allowing the guests of the tiny home and vintage RV community to have a private access to the Verde River complies with this element.

Ms. Lee shared a power point presentation showing the different views of the property, location of the RV's, future equestrian parking area and road access.

Call for Applicant Presentation:

Carmen Howard stated Ms. Lee reviewed the plans well and is here to answer any questions the commission might have.

Commissioner Blue asked if she had a number of units in mind. Ms. Howard stated it is hard to provide him with a hard number because she doesn't want to limit herself. There are so many unknowns at this point. Her vision is a community of people who want to share the agricultural experience.

Commissioner Blue is concerned with an open ended motion. Ms. Howard is asking for a Use Permit and understands this is a permission and not a right and would be able to expand that right without creating a nuisance. Commissioner George said a Use Permit doesn't state how many units she can have or not have. Ms. Howard said the commission or council could decide to put that stipulation on it. Commissioner Norton stated the code could tell her how many RV's can fit on the property. Ms. Howard stated she has designated where the electric/sewer will go. She would like to have the flexibility to manage how the park is laid out.

Commissioner Blue asked if the Use Permit would go with the property if sold and Commissioner Helm asked if a future owner could have the use revoked. Ms. Howard said it would run with the property; the Use Permit is an accessory use to the residential use and any owners would have to continue to comply or it could be revoked. Commissioner Vanlandingham asked if staff would be overseeing the Use Permit as its being developed. Ms. Howard stated that Ms. Lee did hand out the Agri-Tourism criteria which has restrictions for maintaining this use. Future proposals may not be permitted under this criteria. Commissioner George stated that he agreed with keeping the number of units open, allowing for good management. Commissioner Norton agreed that an applicant should be allowed to demonstrate good management, however, including a maximum number of units would help protect the intended use with future buyers.

Commissioner Norton asked how many acres of pre-1919 Water Rights run with the property; Ms. Howard explained there are 7 acres and they intend to manage the rights to keep it.

Call for Comments from the Public:

Joe Butner is not opposed to the project but would like to see the property owner required to maintain low density; he suggested a cap of 30 spaces and that the open space/river is preserved. He would also like the commission to require the property owner to live on site.

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

Commissioner Vanlandingham asked if Ms. Howard is really comfortable with a max of 30 RV spaces. Ms. Howard stated she is comfortable with the 30 space cap. She wanted to have a smaller community and could always revisit this again if change is needed.

Declare Public Hearing Closed at 7:49 pm

Call for Commission Discussion: Commissioner Hisrich doesn't understand why it has to be RV Park and Agri-Tourism. Ms. Howard stated she is looking for people who would like to participate in farming and enjoy the river. People who want to participate in agriculture.

Call for Staff Comments: None

Call for Motion:

Motion was made by Commissioner George to recommend approval of an application requested by the property owner, Carmen Howard, for a Use Permit for Agri-Tourism to allow for the development of a tiny-house-on-wheels and vintage recreational vehicle community, and agricultural events up to a limit of 30 units and in perpetuity. Second was made by Commissioner Vanlandingham.

Call for Discussion of Motion:

Chairman Davis agrees with the limit of 30 because it sounds reasonable, he disagrees with the property owner being required to live on site and he will be abstaining from voting on the motion because he couldn't hear well enough.

Commissioner Hisrich will also be abstaining because he couldn't hear well enough.

Call for the Question:

Motion carried with, Vice Chairman Helm, Commissioners Blue, George, Vanlandingham, and Norton approving. Chairman Davis and Commissioner Hisrich abstaining.

7. 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.)

Fort Verde Days October 12th & 13^h.

Dark Skies Festival October 6th at 2pm.

8. Staff Comments

Town Planner Melinda Lee will send out the Quarterly Report.

Commissioner Norton would like to have the teleconference system fixed. Ms. Lee stated an upgrade is being looked into.

9. Adjournment

Motion was made by Commissioner Blue to adjourn the meeting. Second was made by Commissioner VanLandingham. **Motion** carried unanimously with Chairman Davis, Vice Chairman Helm, Commissioners Hisrich, Blue, George, Vanlandingham, and Norton approving. Meeting was adjourned at 7:55 PM

Chairman BJ Davis
Planning & Zoning Commission

Carmen Howard, Director
Community Development

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 4th day of October 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 4th day of October 2018.

Jennifer Reed
Jennifer Reed, Recording Secretary