AMENDED AGENDA

REGULAR SESSION/COUNCIL HEARS PLANNING & ZONING MATTERS
MAYOR AND COUNCIL
473 S. MAIN STREET ROOM #106

NOVEMBER 18, 2009
6:30 P.M.

REMOVING THE FOLLOWING ITEMS:

7. **Discussion, consideration, and possible approval of the Final Draft Development Guidance System Diagnostic Report prepared by consulting firm Dava and Associates.** Staff Resource: Matt Morris

8. **Discussion consideration, and possible approval of Resolution 2009-781, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona declaring Ordinance 2009-A373, amending Section 124, Design Review, of the Planning & Zoning Ordinance, dated November 18, 2009, and Amending Section 124, Design Review, of the Planning & Zoning Ordinance to transfer the duties of the "Design Review Board" to the "Community Development Director" to be a public record.** Staff Resource: Matt Morris

9. **Discussion, consideration, and possible approval of Ordinance 2009-A373, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting by reference revisions to the duties of the "Design Review Board", as previously established by Section 124, Design Review, of the Planning & Zoning Ordinance (87-A23), and transfer authority and responsibility to the "Community Development Director" while the Town undertakes a broader revision to the Planning and Zoning Ordinance, such suspension to automatically terminate and the Design Review Board automatically reinstated if the Town Council does not amend the Planning & Zoning Ordinance on or before December 31, 2010.** Staff Resource: Matt Morris

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AMENDED AGENDA
REGULAR SESSION/COUNCIL HEARS PLANNING & ZONING MATTERS (COMBINED)
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. Main Street, Room #106
WEDNESDAY, November 18, 2009 - at 6:30 P.M.

1. **Call to Order**
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) Regular Session – November 4, 2009
      2) Council Hears P&Z Matters – October 28, 2009
   b) **Set Next Meeting, Date and Time:**
      1) November 25, 2009 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
      2) December 2, 2009 at 6:30 p.m. – Regular Session
      3) December 16, 2009 at 6:30 p.m. – **COMBINED** Regular Session & Council Hears Planning & Zoning Matters
      4) December 23, 2009 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**

5. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, and Yavapai County Water Advisory Committee. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
   - **Mayor Burnside would like to take the opportunity for Council to honor Mr. Daniel Kleinman of Camp Verde for achieving the highest rank of Eagle Scout. Mr. Kleinman's Eagle Project was comprised of making hygiene kits that support a family of four who have suffered from natural disasters.**
   - **Mayor Burnside will provide an update relative to the litigation and/or possible development of Settlement Agreement among the Town of Camp Verde, California Hotwood, Inc., and business entities and affiliates related to the Zellner family.**

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

~~7. **Discussion, consideration, and possible approval of the Final Draft Development Guidance System Diagnostic Report prepared by consulting firm Dava and Associates.** Staff Resource: Matt Morris~~

~~8. **Discussion consideration, and possible approval of Resolution 2009-781, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona declaring Ordinance 2009-A373, amending Section 124, Design Review, of the Planning & Zoning Ordinance, dated November 18, 2009, and Amending Section 124, Design Review, of the Planning & Zoning Ordinance to transfer the duties of the "Design Review Board" to the "Community Development Director" to be a public record.** Staff Resource: Matt Morris~~

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10. **Discussion, consideration, and possible award of bid for the purchase of a 9-wheel compactor to C & E Paving and Grading in the amount of $25,000. This is a budgeted item in the CIP.** Staff Resource: Ron Long

11. **Discussion, consideration, and possible direction to staff relative to the future of the Teens-A-Chillin' Youth Center. Direction may included, but not be limited to 1) continue pursuit of a non-profit; 2) staff the Center with Town staff; and 3) continue to keep the Center closed.** Staff Resource: Ron Long

12. **Update and discussion of the Library Strategic Plan 2004-2009.** Staff Resource: Gerry Laurito

13. **Discussion, consideration, and possible authorization for the Town Manager to secure an office for Human Resources outside the law enforcement facility.** Staff Resource: David R. Smith

Councilor Garrison requested item #14:

14. **Discussion, consideration, and possible direction to staff regarding the operation of the Town's Weight Room.**

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

There will be no public input on the following items:

16. **Advanced Approvals of Town Expenditures when there are no advanced approvals.**
    a. **There are no advanced approvals.**

17. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and 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.

18. **Adjournment**

Posted by: Virginia Jones Date/Time: 11-17-09 8:40 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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AGENDA
REGULAR SESSION/COUNCIL HEARS PLANNING & ZONING MATTERS (COMBINED)
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. Main Street, Room #106
WEDNESDAY, November 18, 2009 - at 6:30 P.M.

1. **Call to Order**
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) Regular Session – November 4, 2009
      2) Council Hears P&Z Matters – October 28, 2009
   b) **Set Next Meeting, Date and Time:**
      1) November 25, 2009 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
      2) December 2, 2009 at 6:30 p.m. – Regular Session
      3) December 16, 2009 at 6:30 p.m. – **COMBINED** Regular Session & Council Hears Planning & Zoning Matters
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5. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, and Yavapai County Water Advisory Committee. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
   - **Mayor Burnside would like to take the opportunity for Council to honor Mr. Daniel Kleinman of Camp Verde for achieving the highest rank of Eagle Scout. Mr. Kleinman's Eagle Project was comprised of making hygiene kits that support a family of four who have suffered from natural disasters.**
   - **Mayor Burnside will provide an update relative to the litigation and/or possible development of Settlement Agreement among the Town of Camp Verde, California Hotwood, Inc., and business entities and affiliates related to the Zellner family.**

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

7. **Discussion, consideration, and possible approval of the Final Draft Development Guidance System Diagnostic Report prepared by consulting firm Dava and Associates.** Staff Resource: Matt Morris

8. **Discussion consideration, and possible approval of Resolution 2009-781, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona declaring Ordinance 2009-A373, amending Section 124, Design Review, of the Planning & Zoning Ordinance, dated November 18, 2009, and Amending Section 124, Design Review, of the Planning & Zoning Ordinance to transfer the duties of the "Design Review Board" to the "Community Development Director" to be a public record.** Staff Resource: Matt Morris

9. **Discussion, consideration, and possible approval of Ordinance A-373, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting by reference revisions to the duties of the "Design Review Board", as previously established by Section 124, Design Review, of the Planning & Zoning Ordinance (87-A23), and transfer authority and responsibility to the "Community Development Director" while the Town undertakes a broader revision to the Planning and Zoning Ordinance, such suspension to automatically terminate and the Design Review Board automatically reinstated if the Town Council does not amend the Planning & Zoning Ordinance on or before December 31, 2010.** Staff Resource: Matt Morris

10. **Discussion, consideration, and possible award of bid for the purchase of a 9-wheel compactor to C & E Paving and Grading in the amount of $25,000. This is a budgeted item in the CIP.** Staff Resource: Ron Long

11. **Discussion, consideration, and possible direction to staff relative to the future of the Teens-A-Chillin' Youth Center. Direction may included, but not be limited to 1) continue pursuit of a non-profit; 2) staff the Center with Town staff; and 3) continue to keep the Center closed.** Staff Resource: Ron Long

12. **Update and discussion of the Library Strategic Plan 2004-2009.** Staff Resource: Gerry Laurito

13. **Discussion, consideration, and possible authorization for the Town Manager to secure an office for Human Resources outside the law enforcement facility.** Staff Resource: David R. Smith

Councilor Garrison requested item #~~XX~~ 14

14. **Discussion, consideration, and possible direction to staff regarding the operation of the Town's Weight Room.**

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

There will be no public input on the following items:

16. **Advanced Approvals of Town Expenditures when there are no advanced approvals.**
    a. **There are no advanced approvals.**

17. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and 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.

18. **Adjournment**

Posted by: Virginia Jones Date/Time: 11-13-09 9:15 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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MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, November 4, 2009
6:30 P.M.

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council 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.

2. **Roll Call**
Mayor Burnside, Vice Mayor Kovacovich, Councilors Whatley, Baker, Roulette and German were present; Garrison was absent.

Also Present: Town Manager Michael Scannell, Marshal Dave Smith, Deputy Town Clerk Virginia Jones, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**
The Pledge was led by Kovacovich.

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) Regular Session – October 21, 2009
   b) **Set Next Meeting, Date and Time:**
      1) November 12, 2009 at 9:00 a.m. – Strategic Planning Retreat
      2) November 18, 2009 at 6:30 p.m. – **COMBINED** Regular Session & Council Hears Planning & Zoning Matters
      3) November 25, 2009 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
      4) December 2, 2009 at 6:30 p.m. – Regular Session
      5) December 16, 2009 at 6:30 p.m. – **COMBINED** Regular Session & Council Hears Planning & Zoning Matters
      6) December 23, 2009 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**

On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as presented.

5. **Council Informational Reports.**
Whatley reported on her attendance at a meeting of the Audit Committee, together with Mayor Burnside and Mary Taylor; another meeting is scheduled for Friday. Whatley also enjoyed participating in the Trick or Treat event.

Burnside announced that Garrison was absent because of family matters; and she represented the Town of Camp Verde at a NACOG meeting in Page as well. Burnside also commented on attending the Audit Committee meeting and the Trick or Treat event. Burnside reported on the walking tour of the 10 acres being considered as a possibility for a future Park, and, with Council agreeing, requested that Staff bring some ideas back to Council regarding the 10 acres.

6. **Call to the Public for Items not on the Agenda**
Jesse Rodrigues described his experience with a problem in Town involving the use of fireplaces and wood stoves; the smoke being created is affecting the air quality and intruding into the enjoyment of his home, and others have also complained about the problem in discussions with him; he lives in Verde Lakes. *Burnside requested that Scannell research the problem described, possibly an issue falling under air quality regulations.*

There was no further public input.

7. **Presentation by Salt River Project representatives Manager of Water Rights and Contracts David C. Roberts and Jeff Ehlers, Patrick Sigl, and Steve Westwood with respect to the status of the Town of Camp Verde water rights.** *Staff Resource: Michael Scannell*
There was no action taken.

Town Manager Scannell introduced David Roberts and the other three representatives, noting that Mr. Roberts had last appeared before Council in May, and felt it was important to return to brief the new Council members on the interaction between SRP and the Town of Camp Verde on the issue of water rights.

Mr. Roberts distributed copies of a map of the Phoenix area that illustrated SRP boundaries, outlining the background of the

formation and subsequent growth and service provided by the Salt River Project entities. Mr. Roberts said he wanted to make sure that people understand that SRP is trying to work out water issues because it needs more water, and that is not the case. The service area that was established in 1903 is the same today; SRP is trying to protect its interest in the water supplies it has used for years. The growth occurring throughout the State is presenting a big challenge, including trying to resolve the dispute with Prescott on access to water supplies that potentially would impact the headwaters of the Verde River. Mr. Roberts said that SRP hopes to work it out by talking with Prescott officials. He pointed out the huge development of wells from Cottonwood through Camp Verde as indicated on the map, and the potential long-term effect on the water supply. Mr. Roberts added that SRP wants to work on the water rights, especially with Camp Verde in terms of keeping water rights and having the Town fill its portfolio of water rights for the future. Mr. Roberts said he had sent a letter to Scannell in June that outlines all the areas SRP would like to work with the Town on, documenting water rights, working on transferring water rights that are not getting used to the Town, working on economic development opportunities; there is full agreement that the Verde River is a significant asset to the Valley and SRP wants to be a good neighbor and work together. In order for SRP to help the Town, Mr. Roberts said he would encourage Camp Verde to acquire its own water company, as well as a sewer company, creating a single point to work with on water management. It may be necessary to have other types of Central Arizona Projects, that might be Northern Arizona Projects; it was acknowledged that infrastructure takes money, but everyone needs to work together to try to resolve the issue of needing a sustainable water supply. Mr. Roberts said that if other questions arise he would be happy to come back to talk about them, perhaps give a slide presentation, and further give SRP'S perspective.

Mayor Burnside requested item #8

8. **Discussion, consideration, and possible approval of Resolution 2009-788, a Resolution of the Common Council of the Town of Camp Verde, Yavapai County, Arizona, supporting the Public Planning efforts regarding the future use and management of the area described as the Verde Front located within the Prescott National Forest including the Greenway Corridor of the Middle Verde River as managed by Arizona State Parks.** *USFS Representative Dee Hines will be available to answer Council's questions.*
On a motion by Baker, seconded by German, the Council unanimously approved Resolution 2009-788, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, supporting the Public Planning efforts regarding the future use and management of the area described as the Verde Front located within the Prescott National Forest including the Greenway Corridor of the Middle Verde River as managed by Arizona State Parks.

Dee Hines, representing the Forest Service, gave a brief presentation describing what the Verde Front is, the proposed integrated recreation planning, and the need to make it a community planning effort, with everyone working together. There is a possibility of entering into an Intergovernmental Agreement, or Memorandum of Understanding, between the Forest Service and State Parks; the various issues are being discussed. A meeting is scheduled for December 7th in Cottonwood, and another public meeting at the new Ranger Station on December 10th from 6:00 to 8:30 p.m.; it is anticipated that the process will take approximately one year, prior to the actual planning stage.

9. **Discussion, consideration, and possible authorization to execute the contract with Kitchell to perform the technical aspects of the required energy analysis, and to complete and submit the application to the Arizona Department of Commerce Energy Efficiency and Conservation Block Grant in the amount of $91,150.97. The cost for this service is $4,375 and is an unbudgeted item from the Contingency Fund.** *Staff Resource: Ron Long*
On a motion by German, seconded by Roulette, the Council unanimously authorized the Town Manager to execute the contract with Kitchell in the amount of $4,375 to complete the energy analysis, prepare and submit the EECBG.

Scannell explained that staff had become aware of the availability of entitlement funding through the subject Energy Efficiency and Conservation Block Grant (EECBG) to be used for energy conservation type programs. The deadline for submitting the application is November 30th. Scannell outlined the excellent qualifications of the Kitchell staff and the improvements to be made with the proceeds of the Grant; the application needs to be very detailed and specific as to the project. Scannell said he would encourage the Council to authorize the Town Manager to execute a contract with Kitchell to prepare the energy analysis necessary in connection with submitting the application to the State by the deadline of November 30th. Scannell commented that the reimbursable costs to be paid in addition to the $4,375 would be minimal. A potential competitive grant is also being looked into, to possibly replace the existing propane heating system for the pool with a solar powered system.

Councilor Garrison requested item #10:

10. **Discussion, consideration, and possible direction to staff regarding the operation of the Town's Weight Room.**
On a motion by Burnside, seconded by Baker, the Council unanimously continued this item to the meeting scheduled for November 18, 2009.

11. **Discussion, consideration, and possible approval to appropriate into the 2009-10 budget $41,500 of RICO funds the**

Marshal's Office received from the Yavapai County Anti-Racketeering Fund. *This is unbudgeted revenue. Staff Resource: David R. Smith*
On a motion by German, seconded by Roulette, the Council unanimously approved appropriating into the 2009-10 budget the $41,500 of RICO funds that the Marshal's Office received from the Yavapai County Anti-Racketeering Fund.

Dave Smith explained that the subject funds were received from the Racketeering Influenced and Corrupt Organizations pursuant to an act passed in 1970 that allows law enforcement to seize funds and property used in organized crime and to use the proceeds for law enforcement purposes. The $41,500 is unanticipated revenue that needs to be appropriated into the budget. Scannell outlined how there is no problem with allowing that additional amount to be included into the budget; the funds are to be used for equipment needs in law enforcement.

12. **Possible approval of the Intergovernmental Agreement between the Yavapai-Apache Nation and the Town of Camp Verde for police dispatch service.** *Staff Resource: David R. Smith*
On a motion by German, seconded by Kovacovich, the Council unanimously approved the Intergovernmental Agreement between the Yavapai-Apache Nation and the Town of Camp Verde for police dispatch service.

Smith said that the Marshal's Office has been dispatching for the Yavapai-Apache Police Department for the last several years, and the current IGA expired June 30th. It has taken time for the attorneys to work out all the wording; the Nation's governing board has passed the agreement. The service is reciprocal between the two communities; the expense to Camp Verde remains fixed regardless, working with the Nation helps to cover the dispatch services and drive down costs. Burnside noted a clerical error on Page 2 of the Agreement, 6th line, "nation" should be capitalized as "Nation."

13. **Possible approval of the amended and restated Mutual Aid Intergovernmental Agreement between the Yavapai-Apache Nation and the Town of Camp Verde for mutual use of law enforcement personnel and resources.** *Staff Resource: David R. Smith*
On a motion by Whatley, seconded by Baker, the Council unanimously approved the amended and restated Mutual Aid Intergovernmental Agreement between the Yavapai-Apache Nation and the Town of Camp Verde for mutual use of law enforcement personnel and resources.

Smith said that the IGA expired last year, and renewal was held up because of changes in attorneys, which delayed the work on it; Southwest Risk, the Town's insurance pool, recommends approval of the mutual aid that protects both entities with backup help. A major change is that the agreement will self-renew each year unless either party elects to terminate it.

14. **Possible authorization for staff to terminate the contract with Lincoln Financial, the company that currently provides short-term disability insurance to Town employees.** *Staff Resource: David R. Smith*
On a motion by German, seconded by Baker, the Council unanimously authorized staff to terminate the contract with Lincoln Financial, effective January 1, 2010.

Smith explained that termination of the contract would result in a savings of $20,000 per year. Under the new Personnel Policies a sick leave bank has been created that would provide short-term disability coverage for accidents or other illness. Smith outlined how the sick leave bank is funded and administered. During the discussion, Scannell reviewed the benefits provided by sick leave banks that actually would provide a better return to the employee compared with those provided by the insurance company. It was also pointed out that the employees, by contributing to the sick leave bank, in essence are creating their own short-term disability insurance pool.

A recess was called at 8:00 p.m.; the meeting was called back to order at 8:11 p.m.

Councilor Roulette requested item #15:

15. **Discussion and possible consideration of either suspending or repealing the Transaction Privilege Tax imposed on commercial rentals that house retail merchants, followed by direction to staff to research the matter.**
By consensus of the Council, staff was directed to return this item to the Town Council when the AZ North case has been determined, for the purpose of evaluating waiver of the Transaction Privilege Tax on commercial properties in the Town; in the interim the Town Manager will confer with Don Zelechowski for input regarding the commercial properties.

Councilor Roulette said that a main topic among constituents appears to be how the merchants in Town can be helped, since there are businesses that are failing and being lost. Roulette said that George Young has suggested that the Transaction Privilege Tax imposed on commercial rentals be suspended or repealed, which might help to lessen the financial burden for those businesses renting space. Those businesses already contribute by paying sales taxes. Roulette said that Town Attorney

Sims has said that waiving those property rental taxes for retailers may be considered a form of tax rebate, and there is currently a case being litigated that is challenging the constitutionality of municipal tax rebates. Mr. Sims has advised that before taking any action, there should be some research done on that issue, and it might be well to wait until the case is decided.

PUBLIC INPUT
(Comments from the following individual are summarized.)
George Young, as a business person over a number of years and having to collect sales taxes, confirmed his suggestion that waiving the Transaction Privilege Tax would not affect the property owners, but would be passed on to the merchants who need help from the Town.

After further discussion, it was agreed that any decision would be delayed until after the AZ North case has been resolved. During the discussion the question arose regarding how many commercial properties are involved in the Town. In the interim, Scannell said he will work with Don Zelechowski who is researching the current compliance rate among the businesses, to come up with an estimate of the number of commercial rental properties and potential revenue figures as quickly as possible. Scannell will return to the Council when the AZ North case is determined, for the purpose of evaluating waiver of the Transaction Privilege Tax on retail properties occupying commercial spaces in the Town.

Mayor Burnside requested item #16 &17:

16. **Discussion, consideration, and possible selection of projects to recommend to the Yavapai Apache Nation for consideration as a contribution from the Cliff Castle Gaming Facility, pursuant to the Tribal-State Gaming Revenue Sharing distribution.**
On a motion by German, seconded by Whatley, the Council **voted 5-0** to recommend to the Yavapai Apache Nation for consideration the following items as a contribution from the Cliff Castle Gaming Facility, pursuant to the Tribal-State Gaming Revenue Sharing distribution: (1) 80% for General Public Services, for the Community Pool and to help support the Summer Youth Recreation Program; (2) 20% for Public Enhancement Services, to help with the Library Building Construction Fund; **Baker abstained.**

Mayor Burnside advised the members that a meeting is scheduled with the Yavapai-Apache Nation next Tuesday in connection with the new policy arising from events of last year regarding the contributions from the Nation to local communities. The Nation has requested that the Mayors present to them their preferred projects or programs to benefit from the distribution of the revenue-sharing monies. Burnside suggested a list of items for the Council to discuss and determine as priorities. The members discussed at length each of their individual preferences, and arrived at a final consensus on programs to present to the Nation for their consideration: 80% of the funding for the Community Pool and support for the Summer Youth Recreation Programs, since all of the youth, including those from the Nation, would benefit from those amenities; and 20% for the Library building fund which would also benefit all youth.

17. **Discussion, consideration, and review of the Performance Evaluation Procedures for Council-appointed staff as adopted by Council in 2004 and amended in 2005, followed by possible direction to staff relative to including the new procedures in a document, such as the Personnel Manual or in the Council Policies, Rules, and Procedures Manual.**
The HR Director was directed to prepare an evaluation protocol that includes a 360-degree evaluation with input from a random selection of department heads, and includes a process for summarization of performance by the Council, together with a summarization of goals that a majority of the Council supports, and bring the document back to Council for approval.

Burnside referred to the recent Town Manager evaluation during which questions had come up regarding several problems in the procedure followed. To address that, Burnside said that he would like to make sure that documentation will be available setting forth the specific Town Manager evaluation procedure not only for this year but for future years, possibly memorializing the procedure recommended by the HR Director during the recent evaluation. It was suggested that an agreed-upon procedure become a part of the Personnel Manual. The members discussed at length their areas of concern and the need for guidance through written documentation, together with input and recommendations from Scannell based on his past experience with other government entities. The Council agreed upon directing Dave Smith to prepare a document that addresses the issues discussed, and then bring the document back to Council for approval.

18. **Call to the Public for Items not on the Agenda.**
There was no public input.

19. **Advanced Approvals of Town Expenditures**
a. **There are no advanced approvals.**
There were no advanced approvals.

20. **Manager/Staff Report**

Scannell distributed to Council copies of a report he received from the Arizona League of Cities and Towns on Monday that gives a forecast of the Urban Revenue Sharing Distributions that are due to be disbursed on or about July 1st for the Fiscal Year 2010-11, from the State Income Tax collections of two years ago. The forecast shows that the monies for all the municipalities and towns within the State will be radically reduced; for Camp Verde, the reduction will be $340,783 over what is being received in the current year. Scannell said that instead of an anticipated approximately 15 percent reduction based on the economy, the figures indicate a 24.6 percent reduction. Scannell assured Council that staff will be monitoring the financial impacts very closely through weekly reports from the League, and will continue to keep Council advised. On November 18th the Council will receive an update on the budget and a forecast of the estimated status of the budgeted numbers.

21. **Adjournment**

On a motion by German, seconded by Baker, the meeting was adjourned at 10:26 p.m.

_____

Bob Burnside, Mayor

_____

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 4th day of November 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, _____.

_____

Debbie Barber, Town Clerk

MINUTES
COUNCIL HEARS PLANNING & ZONING MATTERS
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, OCTOBER 28, 2009
6:30 P.M.

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council 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.

2. **Roll Call**
Mayor Burnside, Vice Mayor Kovacovich, Councilors Whatley and Roulette were present; Councilors Garrison, Baker and German were absent.

Also Present: Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Paulsen, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**
The Pledge was led by Whatley.

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) Work Session – October 21, 2009
      2) Special Session – October 20, 2009
      3) Executive Session – October 20, 2009 (recorded)
   b) **Set Next Meeting, Date and Time:**
      1) November 4, 2009 at 6:30 p.m. – Regular Session
      2) November 18, 2009 at 6:30 p.m. – **COMBINED** Regular Session & Council Hears Planning & Zoning Matters
      3) November 25, 2009 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
      4) December 2, 2009 at 6:30 p.m. – Regular Session
      5) December 16, 2009 at 6:30 p.m. – **COMBINED** Regular Session & Council Hears Planning & Zoning Matters
      6) December 23, 2009 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**

On a motion by Kovacovich, seconded by Roulette, the Consent Agenda was unanimously approved as presented.

5. **Council Informational Reports.**
Whatley reported on her attendance at an audit meeting with Lombard & Associates who gave an overview of what they are looking for and their recommendations on possible changes; it was a very good meeting and understandable presentation.

Burnside also reported on attending the audit meeting; he also enjoyed attending the meeting on the Clarkdale Sustainable Park, for ecology; they will be bringing a presentation to the Council on their unique ideas.

6. **Call to the Public for Items not on the Agenda**
There was no public input.

Burnside welcomed the members of the Boy Scout group that was in attendance at the meeting.

7. **Discussion, consideration, and possible approval of Resolution 2009-793, a Resolution of the Common Council of the Town of Camp Verde, Arizona, Yavapai County, approving Use Permit 2009-03 to allow an off-premise sign advertising Otto Bond & Bail, LLC displayed on parcel 403-25-023 owned by Leslie Friedlander. The property is located in Verde Valley Business Park, 2931 Commonwealth Drive. Off-premise sign Use Permits expire in three years.** Staff Resource: Mike Jenkins
On a motion by Whatley, seconded by Kovacovich, the Council unanimously approved Resolution 2009-793, a Use Permit 2009-03 for a period of 3 years from the date of the Town Council approval, as required by Section 118 of the Planning & Zoning Ordinances, for an Off-Premise sign located on Parcel 403-25-023, owned by Leslie Friedlander, as requested by Jeff Wilhelm, owner of Otto Bond & Bail, LLC, with the following stipulations:

1. That all conditions of Section 118-XIV (Sign Ordinance) of the Town of Camp Verde Planning & Zoning Ordinances be met and continue to be met throughout the allowed 3-year term of the Use Permit.
2. That under the conditions of the Use Permit process as described in Section 108-I of the Town of Camp Verde

Planning & Zoning Ordinances, if any requirements of the Use Permit approval and requirements are violated, the said Use Permit will be voided and the Off-Premise sign shall be removed.

3. No Use may be modified, changed, altered or increased in intensity, in any manner that conflicts with the Use Permit and/or required conditions of approval, with approval of a new Use Permit (Section 108.K)
4. A Town of Camp Verde Business License must be in place and current.
5. Conditioned upon Otto Bond & Bail having an office located in Camp Verde, in operation, as long as the sign Use Permit is in effect.
6. The back side of the said sign shall be painted to blend in with the local surroundings.
7. The sign as submitted by the applicant will state the name of the business, the local phone number and address of the business office in Camp Verde, and a copy of the sign is to be attached to the Resolution as an exhibit and made a part thereof.

STAFF PRESENTATION

Acting Community Development Director Jenkins reviewed the purpose of the request for the Use Permit, which is to place a sign in the Verde Valley Business Park on the subject parcel pursuant to the owner's letter of permission; there currently are no other off-premise signs in the area. The conditions required by the Planning & Zoning Ordinance have been met by the applicant. The letters sent to adjacent property owners resulted in three responses, two of which expressed objection to the proposed sign, with one supporting the request. The main objections, in summary, were that the applicant has no plans to construct a building or business; a precedent could be set for other property owners to collect space rent and allow any business to advertise; the sign could give unfair advantage to businesses outside of Camp Verde; the sign does not indicate a business location in Camp Verde, and indicates a physical address located in Flagstaff; a new business wanting to put a similar agency in the Business Park may be discouraged from doing so; and the Business Park does not want a potential "Billboard Junction." No comments have been received from either the Town Engineer or the Town Building Department.

The Planning & Zoning Commission voted unanimously to recommend that Council deny the subject application for the Use Permit; the motion was based on the possibility of more billboard-type signs, the effect on property values, and on future development. Jenkins projected an aerial view of the area, indicating the location of the proposed sign and its proximity to the County facility, as well as the site plan outlining the subject parcel and access road.

PUBLIC HEARING OPEN

Applicant's Statement

Jeff Wilhelm, one of the three owners of Otto Bond & Bail, outlined the background of the establishment and operation of the family-owned bail bond business since 1990; he also maintains an insurance business along with the bail bond service in Prescott. The applicant described the bail bonding service provided primarily for the families and friends of individuals who have been arrested and placed in detention, and listed the counties and courts that have authorized their activities, as well as his certification by the Professional Bail Bond Agent Association of the United States, and as a member of good standing in the State Bar of Arizona. The business has never received even an inquiry by the Department of Insurance, an entity that heavily regulates bail bond agencies. Mr. Wilhelm explained that the jail in Prescott has been shut down, and all detention now is being handled at the Camp Verde site, which led to looking into the possibility of locating an office in Camp Verde, and preferably close to the detention center. There currently is no building activity in connection with the lots in the Business Park, so no office is available at that site. Mr. Wilhelm said that arrangements have been made to lease a Camp Verde office, located at 348 South Main Street, Suite 14, contingent upon receiving the Use Permit for the off-premises sign. Mr. Wilhelm stated that, in addition to paying rent at that location, which would benefit the Town, he has applied for a business license, and will be joining the local Chamber of Commerce.

COMMENT FROM OTHER PERSONS

There were no comments from other persons.

APPLICANT'S REBUTTAL

No applicant's rebuttal was necessary.

PUBLIC HEARING CLOSED

Council Discussion

During the Council discussion, there was comment that none of the objecting Business Park property owners has an office in Camp Verde. The members discussed several issues with Mr. Wilhelm, including how long his group has been in business, and a reluctance to rule against the P&Z Commission recommendation. However, it was noted that changes have been made since the Commission hearing, including arranging to provide a Camp Verde business address and applying for a business license, and the plan to join the local Chamber of Commerce. In addition, Mr. Wilhelm produced a redraft of the proposed sign, revised to

show the local phone number as well as the Camp Verde address; there was a suggestion that the revised sign be made a part of the Resolution, if the request for a Use Permit is approved. Mr. Wilhelm confirmed that the Prescott office will continue as the administrative office, since he also maintains an insurance business there as well. Making Camp Verde the central hub of the business has not been thought through as yet; that will depend upon future demand, in essence. There were general comments in support of how the applicant has met the concerns of the Commission, and that if the application is approved, such approval should include a stipulation that the sign must be removed in the event of termination of the Use Permit at any time. Other stipulations were discussed, including requiring maintaining and operating an office in Camp Verde during the term of the Use Permit. The applicant also agreed to paint the back of the sign in an earth tone, to blend in with the background. The additional stipulations discussed were summarized and incorporated into the formal Council action.

8. **Call to the Public for Items not on the Agenda.**
There was no public input.

9. **Advanced Approvals of Town Expenditures**
a. **There are no advanced approvals.**
There were no advanced approvals.

10. **Manager/Staff Report**
There was no Manager/staff report.

11. **Adjournment**
On a motion by Kovacovich, seconded by Roulette, the meeting was adjourned at 7:32 p.m.

_____
Bob Burnside, Mayor

_____
Margaret Harper, Recording Secretary

CERTIFICATION
I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 28th day of October 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2009.

_____
Debbie Barber, Town Clerk

#5

10-19-09P02:55 RCVD

October 19, 2009

The Honorable Mayor
of Camp Verde
473 S. Main Street
Camp Verde, Arizona 86322

Dear Mayor Burnside ,

My name is Becky Kleinman and I live in Camp Verde, Arizona. It seems in this world of so much turmoil, with our youth so set on themselves and what makes them happy, it seems fitting to pause and recognize our youth who do something out standing.

One of these young men is Daniel Kleinman. This young man has been dedicated to the scouting program since the beginning of cubs. He has been in the same pack and troop his whole scouting career. This is the Camp Verde Pack/Troop 7023.

What makes Daniel different is he has become apart of this community and has been an active part in helping the citizens here. His scout service projects have helped the elderly, the school, our forest and youth.

Some of the things Daniel has been involved in are wood cutting for the elderly, helping in the project of painting the school lockers, cleaning the surrounding area of his camping spot every time he has gone camping, (Daniel and his family camp 10 or more a year in this are) following the scout motto of leave no trace behind, cleaning the yards of the elderly, singing and playing the piano at the rest home and helping out at the ARK and Rainbow Acres,(both are places were the handy capped youth live). Daniel has been an active part in working with the younger scouts, being a good role model, teaching them skills and teaching them how to be good citizens.

Daniel graduated from American Heritage at the age of 17. He is currently working saving his money to go on a mission for his Church. When he returns he will go to collage, pursuing his dreams.

Daniel has accomplished his Eagle Project, which is a major accomplishment for a young man. Daniel passion for helping people is what inspired his Eagle Project. He made hygiene kits. These kits support a family of 4. They included towels, tooth brushes, tooth paste, combs, and soap. These kits are then sent through a non-profit organization to families that have suffered from natural disasters.

This is one of our Camp Verde boys. He has lived 16 ½ of his 17 ½ years in this town.

Daniel has truly excelled. This young man is learning to be a great leader because he stands for truth, patriotism, honesty, loyalty, family, faith, helping others succeed and being the best he can. He has learned that true happiness comes from serving others.

Daniel would be honored to have you attend his Eagle Court of Honor

November 7th at 5:00 pm

It will be held at the following location:

The Church of Jesus Christ of Latter-day Saints church building
360 S. 5th St.
Camp Verde, Arizona

Thank you for your interest in our youth.

Becky Kleinman Troop 7023 Committee Secretary

PO Box 3672 Camp Verde, Az 86322

928-554-7298 jbkleinman@commspeed.net

#7

TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: November 18, 2009 **Meeting Type**: Regular/P&Z
☐ **Consent Agenda** ☒ **Regular Business**

Reference Document: Final Draft Development Guidance System Diagnostic Report

Agenda Title (be exact): Discussion, consideration, and possible approval of Final Draft Development Guidance System Diagnostic Report prepared by consulting firm Dava and Associates.

Purpose and Background Information:

The first major step in revising the Town's development and zoning regulations includes a comprehensive review of the Town's current regulations. Having completed initial interviews with the Zoning Ordinance Rewrite Committee (ZORC) and the Zoning Technical Advisory Committee (ZTAC), and having also completed the first series of neighborhood meetings, the consulting team prepared a draft diagnostic report which was presented to the Town Council and ZORC at the October 21st work session. Comments received at the work session were utilized in preparing the final report.

Included with the final report is a list of revisions completed since the draft document was advanced for review in October. In addition to text revisions, the report includes new material in the report appendices including two new tables, Zoning Matrix and Subdivision Matrix. The two tables identify challenges within the existing regulations as well as list possible modifications, relating General Plan goals, and priority rankings. Also included in the appendices are notes detailing comments received at the October 21st work session.

While public comment and analysis will continue throughout the project process, the diagnostic report shall serve as a foundation for the update process. Approval of the final report will conclude the first phase of the project. The next phase will build upon the work completed in the diagnostic report by integrating General Plan goals and objectives into the update process.

Recommendation (Suggested Motion):

Move to approve Final Draft Development Guidance System Diagnostic Report as prepared by consulting firm Dava and Associates.

Finance Review: ☐ **Budgeted** ☐ **Unbudgeted** ☒ **N/A**

Finance Director Comments/Fund: N/A

Attorney Review: ☐ **Yes** ☐ **No** ☒ **N/A**

Attorney Comments: N/A

Submitting Department: Administration

Contact Person: Matt Morris

Action Report prepared by: Matt Morris

REVISED SECTIONS OF FINAL DIAGNOSTIC REPORT FROM OCTOBER 21, 2009 JOINT WORK SESSION

Note: where new paragraphs were added, they are shown in their entirety; where phrases or words have been added or modified, they are underlined.

Pg 1, inserted new paragraph, second from bottom:

These steering groups, together with interested members of the public, met in a Joint Work Session to review the Draft Diagnostic Report with consultants. Directions and suggestions from that meeting were incorporated in this final Diagnostic Report. A listing of comments received at the Joint Work Session can be found in the Appendix.

Pg 2, rephrased words (underlined) in paragraph below the list of concerns:

Recent interviews conducted with Town staff and others well-versed in Camp Verde's development codes yielded additional suggestions for investigation. Mentions included: more effective zoning enforcement; a record of code interpretations to reduce inconsistencies; eliminating the Design Review Board to <u>be replaced by a less cumbersome process</u>; providing illustrations and graphics as visual examples in the ordinance; and addressing issues pertaining to parking, lighting and sign standards.

<u>Multiple</u> factors contribute to potential ordinance revisions.

Pg 3, inserted new paragraph above the "existing General Plan....":

Encouraging modular homes constructed to high standards would respond to affordable housing goals. Likewise, incentives for developments that emphasize water conservation and/or provide pathway connections would help implement the General Plan.

Pg 5, added phrase in top listing:

A few recurring themes for Zoning Ordinance improvements were:

- need for clear regulatory intent
- concerns about the local economy
- codes should be simple, allow flexibility <u>and be administered equally for all</u>

Pg 5, added sentence at end of first paragraph of first bullet, "Conflict Elimination":

Additional terms should be explained in understandable language.

Pg 6, added sentence at end of second bullet, "Community Appearance":

A "do-it-yourself" design review portfolio to clarify what is acceptable or not acceptable was suggested at the Joint Work Session.

Pg 12, added phrase at end of last sentence of first, top paragraph:

Regulations for flexibility of roadway design that may be approved administratively by the Town Engineer, (e.g. allowing slightly higher street grades and/or allowing narrower street sections and right-of-way widths in some areas to reduce scarring <u>and to avoid creating "heat islands"</u>).

Pg 14, added phrase for more clarification to "Appearance Standards":

- Appearance Standards
  Written criteria will be recommended to promote appropriate visual aspects and site design for compatibility with surrounding structures and with the Town's western character. Suggesting a simple, straightforward checklist of appearance expectations (with photographic and other graphics cataloguing acceptable or unacceptable appearances) with review by Staff and appropriate appeal procedures follows Town Council's recent direction to address procedural difficulties relating to the Design Review Board.

Pg 14, added phrases to last paragraph:

- Street and Alternative Transportation Requirements
  A Master Street Classification System based on the Circulation Map of the General Plan should be prepared to illustrate roadway types intended to serve different transportation purposes and traffic levels. Design specifications illustrate required dimensions and construction improvements. Flexible criteria may be identified to adapt facility design to unusual physical conditions. Master Trails and Bikeway Plans, including proposed routes emphasizing connections to neighborhoods, shopping and recreation areas, and engineering standards, would provide for a multi-modal circulation system, as called for in the adopted General Plan.

Town of Camp Verde

DEVELOPMENT GUIDANCE SYSTEM

Final

Diagnostic Report

With Input from October 21, 2009 Joint Work Session

Camp Verde Development Guidance System

Diagnostic Report

INTRODUCTION

The Town of Camp Verde recognizes the need to have an effective process for achieving quality development. Zoning, together with related codes and guidelines, should reflect citizens' community values. State law (ARS § 9-462.01-F) requires that these regulatory tools are consistent with the adopted General Plan's goals.

A critical first step toward creating a development guidance system that is expressly tailored to the Town's unique conditions is a thorough, diagnostic evaluation. Town officials, staff, advisory committees, stakeholders and study consultants are determining what works and what doesn't work with the present codes.

The ordinances that are in place today were derived from Yavapai County regulations. Over the years since the Town's incorporation, they have been amended, adapted or expanded to fit local circumstances. There are numerous inconsistencies or conflicts resulting from adjustments to those general land use control criteria that were designed for unincorporated areas in a very diverse County.

It is very important that rules governing land use -- from the types of activities that are permitted in certain locations to the standards for construction or other property improvements -- respect the community's character. Rural, historic, scenic and other attributes need to be treated differently here than in other places. Engineering standards are based on safety, but they must also aim for lasting quality without being so costly as to frustrate reasonable use of private lands.

The analyses undertaken for this diagnostic reporting have been founded on community input. Three public meetings were held in September. Residents' comments constitute a major emphasis in determining ways to streamline, clarify or otherwise improve the codes. Town personnel who deal with planning, zoning and building administration on a regular basis provided their insights, as well.

In addition to Town Council and the Planning and Zoning Commission, two advisory committees are in place to review study progress. The Zoning Ordinance Revision Committee (ZORC) includes community representatives with interests ranging from home owners' groups to residential builders. There is, also, a Zoning Technical Advisory Committee (ZTAC) comprised of representatives from utilities, fire district and municipal development service departments.

These steering groups, together with interested members of the public, met in a Joint Work Session to review the Draft Diagnostic Report with consultants. Directions and suggestions from that meeting were incorporated in this final Diagnostic Report. A listing of comments received at the Joint Work Session can be found in the Appendix.

The diagnosis for Development Guidance System updating follows in three parts. First, matters dealing with the Zoning Ordinance regulations and procedures are addressed. Second, a section on related codes and guidelines (e.g., subdivision code, engineering

standards) has been prepared in a similar format. These related subjects will be cross-referenced and coordinated throughout the code updating project. To conclude the diagnostic assessment, some general suggestions are offered for responding to the key problems that have been identified thus far.

ZONING ORDINANCE EVALUATION

The Camp Verde Zoning Ordinance represents the key tool for General Plan implementation. It is the legal basis for maintaining orderly development in the Town. The following steps outline the methods, findings and preliminary conclusions for revising the Ordinance.

Identified Problems

From the very beginning of the code update study, consultants, with Town Staff help, have been exploring numerous information sources. Field observations, document reviews, staff and stakeholder interviews, and, especially input from the public and Town leadership have resulted in recognition of many challenges or opportunities that require attention. Observations from all these various sources were pursued to create this general assessment.

Areas of concerns that were immediately brought to researchers' attention included:

- design review procedure
- non-conforming uses
- historic preservation
- guest houses, granny flats
- time-consuming processes
- A-frame signs
- animal raising
- infrastructure
- residential density
- open space protection
- code enforcement
- economic development

Recent interviews conducted with Town staff and others well-versed in Camp Verde's development codes yielded additional suggestions for investigation. Mentions included: more effective zoning enforcement; a record of code interpretations to reduce inconsistencies; eliminating the Design Review Board to be replaced by a less cumbersome process; providing illustrations and graphics as visual examples in the ordinance; and addressing issues pertaining to parking, lighting and sign standards.

Multiple factors contribute to potential ordinance revisions. One, for example, is devising practical, equitable standards covering both the older and more recently-developed parts of Town. Addressing growth potential under different conditions (e.g., vacant lands, infill, redevelopment) is another. Land Use compatibility assurances among different development types and intensities -- and, especially, considering activities in the incorporated municipality adjacent to tribal lands -- must be carefully weighed. Infrastructure availability, also, can affect zoning policy.

Solutions need to be practical, easy to understand and administer. For several reasons, there is no intention to throw out the current codes and "start over from scratch". First, many of the familiar practices and standards are still sound. Change for the sake of change alone is not desirable. Second, the updating goal is to simplify and coordinate

rather than devising complicated ordinance provisions. Third, creating more non-conforming conditions among existing, developed land uses should be avoided.

General Plan Conformance

Arizona's Statutes, as noted, require that municipal zoning is consistent with the adopted General Plan. During the Development Guidance System diagnostic exercise, likely zoning techniques were identified for possible Plan goals or objectives implementation. At a later stage in the study process (Task Three, General Plan Coordination), more detailed coordinating between code recommendations and broader community planning principles will be suggested; however, general references to specific Elements' (e.g., Land Use, Growth Area, Environmental) emphasis on implementation are recorded in this initial reporting stage.

The purpose of a preliminary listing of implementation opportunities is to create an early awareness among all process participants of our need to tie implementation tools closely together with the Camp Verde General Plan future vision. Plan goals are directly related to implementation actions.

In some instances, code-strengthening has already been suggested in the General Plan document. Also, current issues may require new solutions not addressed previously. There are numerous existing conditions with distinct pros and cons regarding how they might be resolved. For example, farm animal raising (See Land Use Goal A-6, below) fits well with the desired rural community image; however, excesses can cause conflicts with other community values such as residential privacy or adjacent uses' compatibility.

Encouraging modular homes constructed to high standards would respond to affordable housing goals. Likewise, incentives for developments that emphasize water conservation and/or provide pathway connections would help implement the General Plan.

Existing General Plan implementation principles that may be supported through Zoning Ordinance improvements include:

Chapter 3. Land Use

- Vision Statement... remain a community with a rural setting...
- Goal A2 — Encourage compatible land use in areas adjacent to public lands and existing uses.
- Goal A3 — Update and consistently apply the Town's development regulations.
- Goal A6 — Review animal privilege ordinances to ensure compatibility with the Camp Verde lifestyle.
- Goal B1 — Future commercial expansion will be encouraged in designated growth areas.
- Goal B2 — Update and consistently apply the Town's development regulations.
- Goal B3 — Develop guidelines for Town staff for review of new commercial development proposals.

- Goal B4 — Use criteria for commercial development plans to incorporate techniques whereby the rural nature of Camp Verde will not be compromised.

Chapter 5. Growth Area

- Goal A1 — Direct commercial development to areas currently located on major collector roads and served by water, sewer and electric.
- Goal A2 — Support infill on existing commercial and industrial zoned property.
- Goal A3 — Encourage growth on areas where utilities currently exist, are planned or can be included in service areas.
- Goal B2 — Develop comprehensive landscape and open space guidelines for development bordering Hwy. 260.
- Goal C2 — Institute design guidelines for all commercial development.
- Goal F2 — Maintain and implement building height guidelines.
- Goal F4 — Develop and implement open space buffer guidelines for all development.

Chapter 10. Environmental Planning

- Goal A3 — Develop and implement dust prevention ordinances for commercial and industrial operations...
- Goal B2 — Discourage high-density growth in areas where water and sewer infrastructure is not available or planned.
- Goal C1 — Maintain lighting ordinances that promote not only dark skies but property owners' needs as well.
- Goal D1 — Regulate commercial and industrial hours of operation to prevent noise pollution.
- Goal E4 — Actively enforce outside storage ordinances.
- Goal F2 — Maintain and enforce building height guidelines.
- Goal F3 — Require new high-density development to provide an open space plan.

The preceding sampling is not exhaustive. Several other General Plan Elements mention a need for positive action through the Town's land use policies. Specific additional implementation references are anticipated as proposed Zoning Ordinance revisions go through the review and drafting phases.

Citizen Issues

Zoning-related concerns raised by members of the community provide a significant diagnostic resource -- derived from persons most affected by the Ordinance. The three recently-held neighborhood meetings obtained a wealth of citizen input. Sessions were publicized in a variety of ways, from newspaper and radio announcements to posted flyers and mailings. Group discussions, together with about 50* participant survey responses (48 received at meetings;*1 returned between meetings) highlighted numerous concerns or strongly-held opinions among Camp Verde residents.

A few recurring themes for Zoning Ordinance improvements were:

- need for clear regulatory intent
- concerns about the local economy
- codes should be simple, allow flexibility and be administered equally for all
- procedures that are too time-consuming and expensive discourage investment in the community
- workforce housing for families of persons employed in Town
- protect open space, scenic views and Verde River riparian areas
- junk cars, eyesores
- balanced growth : business and homes

Survey responses are summarized in the attached Diagnostic Report appendix.

Code Revisions

Major topics are noted that require thorough investigation leading to proposed alternatives for Zoning Ordinance changes. The aim is to make provisions more understandable and applicable to the variety of different conditions that occur Town-wide.

- Conflict Elimination
  Conflicting, sometimes contradictory, language should be replaced with clear directions to establish and/or maintain the various types of land use. The Definitions section needs revision. Additional terms should be explained in understandable language.

  Regulations pertaining to non-conforming uses and granting of variances, for example, should not be open to conflicting interpretation. Rather, these and other terms must be tightened to conform with state statutes. Staff and consultants reviewed decisions rendered by the Board of Adjustments over the past several years (2002-09). These evaluations suggest that: 1) some common development problems (e.g., building setbacks) might be resolved through ordinance text revisions: 2) criteria for Board decisions could be clarified; 3) effective notice to interested persons might be improved (for other hearings -- P&Z, Council, as well); and 4) greater attention, for purposes of recording precedent, should be given to preparing written findings for all decisions.

- Performance-Based Use/Density Criteria
  More flexible utilization of private property may be considered through the introduction of voluntary developer impact mitigation for adjacent properties or offering public-serving amenities as trade-offs. This approach could be promoted to encourage investment in planned developments: residential, commercial and mixed use.

- Distinctions: Older, Platted Areas; Non-complying Utility Capacities
  Code requirements might be adapted better to recognize varying physical, construction, site improvement and neighborhood character differences throughout the community. For example, substandard lots of record, pre-incorporation properties lacking water/sewer service, properties in flood plains or containing steep terrain could be held to different standards to allow reasonable development on those sites. Overlay district designations might identify specific areas -- such as historic downtown or pre-incorporation subdivisions -- where adjusted regulations should apply.

- Community Appearance
  Camp Verde takes pride in its frontier, rural character. Revisions pertaining to Town image should range from restriction/elimination of unsightly storage or property maintenance to encouraging compatible western theme colors, building materials and site improvements. Special design standards or overlays to aid in retaining the Town's character may be appropriate for new development or major remodeling of buildings within or near the historic core. The Town Council has directed less cumbersome, time-consuming guidelines for community appearance to alter or replace former Design Review Board procedures. A "do-it-yourself" design review portfolio to clarify what is acceptable or not acceptable was suggested at the Joint Work Session.

Streamlining Prospects

User-friendly codes combine understandable instructions for development compliance (e.g., checklists, charts, graphics) with time-sensitive application processing.

- Tabular formats, Checklists, Cross-referencing
  For the convenience of property owners and staff, regulatory information could be more effectively coordinated. The code should call interrelated requirements and their joint purposes to users' attention to avoid expensive, time-consuming surprises.

- Clear Pre-App, Plan of Development Requirements
  Examples of typical information required from applicants should be provided. Improved turn-around time can be achieved through informative, pre-application work sessions.

- Decision Points
  Step-by-step instructions and flow charts should be highlighted for each type of action: rezoning, site plans, variances. Staging typical time frames for each stage of the process helps applicants to schedule their project realistically.

- Coordinate with other Departments, Agencies and "Presumed Approvals"
  "One stop" reviews could improve on the currently successful joint meetings among special districts, neighboring jurisdictions, utility providers and Town

departments. To expedite applications, some communities allow applicants to move on to the next step if preliminary processing has not been completed within a stipulated time.

- Zoning Enforcement
  Methods for more consistent, timely response on violations and citizen complaints need to be proposed. Town leadership may wish to direct personnel to conduct uniform community-wide inspections to address certain problem areas rather than operate solely on a "complaint only" basis.

SUBDIVISION REGULATIONS/ENGINEERING STANDARDS EVALUATION

The Town of Camp Verde's Development Guidance System consists of the Zoning Ordinance, which primarily regulates land uses in zoning districts; the Subdivision Regulations, which designate procedures for the development of land proposed for multiple divisions; and Engineering Standards, which prescribe engineering design and construction specifications for drainage, streets, bicycle and pedestrian pathways and utilities. These three bodies of regulations must be integrated for complete development guidance. The following summarizes the methods, issues and preliminary conclusions for code revisions.

Identified Problems

Information was gathered continuously during August and September from meetings with Town staff and Council; at three neighborhood meetings with community residents and business people; and at the Zoning Ordinance Revision Committee and the Zoning Technical Advisory Committee; and from interviews with Town staff and contractors closely involved with development and the use of existing codes. Field research was conducted to review existing, older subdivisions, street construction and other conditions. Observations were noted and generally divided into broad categories as follows.

Major Areas of Concern

- Integration of Codes and Standards
  - Lack of consistency and cross-referencing among General Plan policies, land use/zoning code, site plan review, subdivision regulations, engineering design standards and other regulations
  - Comprehensive Site Plan Review needs to consider design of site grading, drainage and retention areas, street access, parking/loading areas, lighting, screening, landscaping and other zoning requirements
- Streets
  - Need for Street Classification System to be established for Arterials; Collectors, both industrial and residential; and Local Residential
  - Need for Master Trails and Bikeways Plans
  - Need for uniform street section design standards with flexibility for varying land use areas and types of streets:
    - Main Street commercial/mixed use, pedestrian-oriented area
    - Highway commercial areas

        - Industrial areas
        - High density residential
        - Low density residential
        - Very low density residential and rural areas
        - Conversion of dirt roads to pavement
    - Street section design considerations:
        - Traffic lane numbers and widths
        - Types of stormwater transmission (curbs, ditches, culverts)
        - Sidewalks and trails
        - Bicycle lanes
    - Standard Construction Details needed for
        - Signalization of non-state highways/arterials and collectors
        - Roadway construction using MAG (or, alternatively, ADOT) Standard Construction Details and Specifications
        - Ramps for American Disabilities Act (ADA)
        - Cul-de-sac, hammer-head or other street terminations need to be designed in compliance with Camp Verde Fire District regulations
- Drainage
    - Criteria needed to guide design for comprehensive solutions
    - Storm drain system needed for commercial and higher density residential areas
    - Storm drain systems preferable in industrial areas to optimize buildable sites
    - Minimum design solutions such as roadside channels and driveway culverts needed for low density/rural areas
    - Standards for low-water roadway crossings
    - roadway elevations
    - Flood irrigation practices to mitigate roadway maintenance issues
    - When appropriate, reference applicable State and Federal regulations (e.g. NPDES - National Pollution Discharge Elimination System)
- Utilities
    - Utilities installed in public rights-of-way need to follow construction standards even though utilities are not municipal facilities
        - Proper trenching and compaction for underground utilities at initial installation and during repairs/maintenance
        - Manholes and valves need adjustment to match existing driving surfaces
        - Vaults and boxes need proper weight load design and construction
        - Fire hydrants need to be spaced in compliance with the Camp Verde Fire District regulations

General Plan Conformance

Although state statutes require that zoning conforms to municipal General Plan objectives and doesn't mention other codes such as subdivision regulations or engineering design standards, their conformity is implied by extension. The type of roadways, for example, may range from low traffic carrying, two-lane narrow roadways with drainage ditches to complete, high-traffic parkways with multiple lanes, left- and right-turn bays, medians, bike lanes, sidewalks and landscaping. The decision as to types and styles of roadways is

determined not only by traffic demand, but also by goals and objectives of the General Plan. Similarly, whether residents' expectations include bicycle routes and trail systems is expressed in the General Plan.

Other expectations by municipal leaders and residents may include protection of views and natural resources. This may result in requirements for underground construction of utility lines and structures in new developments to eliminate disruptions of view sheds. Additionally, ordinances may be updated to require connections to water companies and sewer districts rather than using on-site wells and septic tanks to protect ground water quality.

The following Town of Camp Verde General Plan implementation principles are reviewed for the revisions to subdivision regulations and engineering design standards as part of the comprehensive Development Guidance System.

Chapter 3. Land Use

- Goal A4 — Identify and develop walkways and trails, which link neighborhoods and preserve a "sense of community" and the ability to interact with neighbors.
- Goal C4 — Follow County Flood Control guidelines for development within the floodplain to ensure the safety of townspeople, and to avoid economic loss caused by floods.
- Goal C5 — Review commercial projects for adequate open space, waste disposal methods and possible impact on surface or ground water or soil.

Chapter 5. Growth Area

- Goal B1 — Develop a comprehensive circulation and access plan for property bordering Hwy. 260 that would include ADOT approved access points.
- Goal B3 — Develop and implement trails guidelines to connect development within designated growth areas to National Forest Land and other recreational areas.
- Goal D1 — Direct high-density residential development to areas where water and sewer utilities are available, planned or can be extended conveniently and economically.
- Goal D2 — Negotiate development agreements with property owners who extend existing infrastructure to their development location.
- Goal D3 — Require new residential development in densities of 35,000 square feet and less to be hooked up to sewer service or provide alternate means of sewage disposal other than individual septic systems.
- Goal E3 — Require developers to provide financial assurance that all curbs, gutters, pathways, fire hydrants, and street are installed to Town's specifications.
- Goal E4 — Encourage property adjacent and contiguous to the Sanitary District to annex into the District.

- Goal G1 — Develop intergovernmental agreements to fund infrastructure expansion and improvements such as roads, water, and sewage disposal for adjacent growth areas.

Chapter 8. Transportation and Circulation

- Goal A2 — Provide for bike paths and lanes within road easements linking neighborhoods and commercial areas, when road widening and resurfacing projects are considered.
- Goal A7 — Develop natural, low maintenance, non-motorized trails in keeping with Camp Verde's western rural atmosphere.
- Goal A9 — Adopt standards within Town ordinances, including recommendations and coordination between Parks and Recreation Department, Trails and Pathways Committee, Street Department and Community Development Department to ensure inclusion of trails.
- Goal A12 — Develop a system to formally encourage private property owners to allow access through easements when property is sold or changes hands.
- Goal E1 — Ensure that road projects provide solutions to drainage problems, alternate transportation accesses, as well as improving road conditions.

Chapter 10. Environmental Planning

- Goal B1 — Encourage growth in areas where water and sewer utilities exist or are planned.
- Goal B3 — Implement Best Management Practices (BMPs) as outlined in the Town of Camp Verde Storm Water Management Plan.
- Goal F1 — Develop and implement slope, ridge, natural drainage, vegetation, and wildlife corridor protection guidelines

Chapter 11. Water Resources

- Goal A2 — Require new residential subdivisions and commercial developments to provide centralized water service, whenever feasible.
- Goal B2 — Coordinate with ADEQ and various ditch companies to create a drainage system to regulate water runoff to the ditches and river.

Citizen Issues

At the several neighborhood meetings, ZORC and ZTAC meetings, consultants received input and concerns on zoning and development issues. Some concerns about development impacts and infrastructure were noted in neighborhood meeting comments and surveys. These are listed below.

- stormwater runoff
- safe, clean environment
- define urban/rural standards

- not enough infrastructure for economic development; sewer, available water tied to growth
- desert and open space lands need protection
- possible public access to forest and river; horse/hiking trails; greenway/wildlife corridors
- protect areas adjacent to river preserve; protect Verde River, waterways, wetlands, public lands and wildlife
- wide, slow-speed streets, even with speed bumps to protect children; Main St needs more plants; lighting
- utilities and ditch companies should meet Town standards, for engineering and permit review.

For a complete summary of survey responses, see the attached Diagnostic Report appendix.

Code Revisions

The primary areas of the existing Subdivision Regulations and Uniform Standard Specifications that need revision and/or additions are suggested below. The intent is to create a development code which is comprehensive and coordinated with the Zoning Ordinance through references and supportive regulation, and, together, provide for implementation of General Plan goals and objectives.

- Master Street Classification System
  Based on the Circulation Map of the General Plan, a street classification system will designate existing and proposed streets that fall into different categories based on several features including traffic demands, access, terrain, planned intersections and connections. General categories are: arterial (major and minor) streets, collector streets and local streets. Collectors and local streets are usually further delineated for serving residential, commercial or industrial development. Design and construction requirements for streets vary according to the classification system category.

- Street Design Standards
  The Subdivision Regulations should include individual sections for each Master Street Classification System category. Each type would specify minimum design standards for number and width of traffic lanes, and other requirements including bicycle lanes, curb and gutter, sidewalks, medians, where appropriate. Additionally, design standards need to be added for construction of trails for hiking, equestrian use and off-highway vehicles, in support of a Master Trail Plan. The new sections are to be accompanied by graphics of typical street cross-sections and charts to enable clarification.

- Special Engineering Design Considerations
  Flexibility for topographic conditions and/or for the protection of natural features is critical for the preservation of the western character of Camp Verde. The Town contains many types of terrain from relatively flat areas to rolling hillsides. One-

size-fits-all street design requirements will not accommodate all conditions without possible negative impacts. Criteria need to be added to the Subdivision Regulations for flexibility of roadway design that may be approved administratively by the Town Engineer, (e.g. allowing slightly higher street grades and/or allowing narrower street sections and right-of-way widths in some areas to reduce scarring and to avoid creating "heat islands").

- Updates: Definitions, Procedures, Organization
  To simplify and coordinate the various parts of the Development Guidance System, an overall review may lead to revisions including updates to:
  - Definitions: terms such as, subdivision, street, lot split, etc. in accordance with statutes for cities and towns; review for duplicated terms leading to confusion.
  - Plat design requirements and procedures may need clarification/ simplification through reorganization of sections and the addition of charts and graphic illustrations .

- General Plan Goals-Oriented Provisions
  - New incentives (e.g. smaller lot size bonus) may be added for developers to extend water and sewer mains, where appropriate, in support of General Plan goals and for the protection of ground water supplies.
  - A section may be added to encourage developers (e.g. allow area in proposed trails to be counted in area calculations for lots) to add or extend trails, and/or to provide access to public lands and the Verde River in support of General Plan goals.

- Stipulations of Regulatory Documents
  The authority of the Town Engineer to require new development compliance with other regulatory agencies' requirements will be added to the Subdivision Regulations. These include: Yavapai County Flood Control Department on floodplains and drainage; Arizona Department of Transportation on access management; the American Disabilities Act regulations, Arizona Department of Environmental Quality for water and sewer systems; MAG Uniform Standard Specifications for Public Works Construction, and addenda; and the Camp Verde Fire District regulations.

Streamlining Prospects

The subdivision of land is a complex and intensive process. A series of steps is needed for the assurance of sound design and construction practices. The regulations should be clear and concise to encourage good development.

- Delineated Procedures
  Creating simplified flow charts for the various steps involved with subdivision phases will aid developers in quickly understanding procedures. Estimates of time for completion of each step could be added for further edification and project scheduling.

- Consolidation of Requirements
  Charts, matrices or other graphics that consolidate the required data necessary for each of the three levels of subdivision platting: Conceptual Plan, Preliminary Plat and Final Plat, can reduce extensive page-turning and possibly reduce accidentally missed components.

- Graphic Standards
  Illustrations with dimensions of typical street sections by classification added to the Subdivision Regulations will provide a needed resource for engineers designing new streets. Similar illustrations of construction details or references to those existing in other regulatory documents also expedite understanding of the required standards.

- Coordination and Cross-Referencing
  Coordination with Town departments, utilities, fire and school districts, State and Federal agencies, and adjacent jurisdictions (municipalities, Tribe, County) can streamline the subdivision process. By combining this coordination with the pre-application meeting with the developer, important considerations can be discussed prior to drawing plans. Cross-referencing to other codes and regulatory documents should be provided at the same time.

- Review/Streamline Platting Process
  Consolidation of agency reviews during the developer's pre-application meeting is a first step in streamlining the subdivision process. Additionally, in some instances (e.g. an experienced subdivider with consecutive or nearby subdivision proposals) it may be expedient to combine these with the review of the Conceptual Plan in one step. In many jurisdictions, the approval of a Preliminary Plat is by both the Planning Commission and Council, with the Final Plat by Council only. Final Plats are often included on the Council consent agenda.

PRELIMINARY RECOMMENDATIONS/ALTERNATIVES

Initial responses are proposed, below, for a number of the problems identified to date. Where optional solution approaches are evident, they have been noted. As more detailed investigations are made on individual topics, researchers will try to offer further alternatives for discussion.

- Administrative Review
  Staff-level approvals for construction of otherwise permitted uses should be expanded to facilitate and expedite developments. Means and venues for appealing staff decisions --to Council, Planning and Zoning Commission, or Board of Adjustments, will be evaluated.

- Permitted Use on Lots of Record
  Owners of legally-recorded lots should be allowed to develop the land use or uses permitted in the applicable zoning district. Adjustments to constraining standards

(e.g., minimum area, setbacks) will be specified and approved administratively to facilitate construction of useable buildings. In the alternative, circumstances requiring greater deviation from current zoning standards might be evaluated at public hearings.

- Expanded Use District Flexibility
  Use and building arrangement mixtures may open creative economic development possibilities. Clustering, shared parking, density bonuses and common open space in both residential and commercial development may increase investment attraction on numerous skipped-over infill properties or underutilized sites, and encourage preservation of open space in new developments.

- Appearance Standards
  Written criteria will be recommended to promote appropriate visual aspects and site design for compatibility with surrounding structures and with the Town's western character. Suggesting a simple, straightforward checklist of appearance expectations (with photographic and other graphics cataloguing acceptable or unacceptable appearances) with review by Staff and appropriate appeal procedures follows Town Council's recent direction to address procedural difficulties relating to the Design Review Board.

  Building appearance elements include construction materials, color palette, dimensional relationships (e.g., height, bulk), building proportions (i.e. ratio of door/window areas and recesses to solid surfaces) and the like, without dictating "look alike" design. Where pedestrian traffic is promoted, placement of human scaled amenities and attractions (e.g. display windows, murals, awnings, wide sidewalks) will be specified. Undesirable features (e.g., garish colors, highly-reflective glass) may be prohibited.

  Site design, as critical as building design, will include elements such as building-site arrangements, placement of impervious or other materials for parking and loading, street-site vehicular access, grading and drainage; foundation plantings, landscaping or other structures for parking and screening. Good site design provides protection to adjacent properties as well as enhancing appearance.

- Street and Alternative Transportation Requirements
  A Master Street Classification System based on the Circulation Map of the General Plan should be prepared to illustrate roadway types intended to serve different transportation purposes and traffic levels. Design specifications illustrate required dimensions and construction improvements. Flexible criteria may be identified to adapt facility design to unusual physical conditions. Master Trails and Bikeway Plans, including proposed routes emphasizing connections to neighborhoods, shopping and recreation areas, and engineering standards, would provide for a multi-modal circulation system, as called for in the adopted General Plan.

- Engineering Design
  Specifications in engineering design should be tailored to cover a variety of development situations. A variety of drainage solutions, for example, could be incorporated for treating stormwater runoff in locations with more urban development differently from solutions acceptable in more rural areas.

  Coordination among municipal requirements and necessary standards for utility service providers is essential. Reasonable standards for joint access provisions, common trenching and similar practices should be established to meet multiple agencies' needs.

- General Plan Implementation
  Trade-offs allowing more efficient lot layouts (i.e., yielding more parcels) are recommended to encourage developer-provided utility extensions, trails, open space or other public amenities.

- User-Friendly Regulations
  Providing graphic illustrations, charts detailing submittal requirements and review steps for obtaining Town development approvals, examples of acceptable development plans and lists of resource documents or agencies all help to simplify the development process for applicants. Supplementary, instructional pamphlets are also recommended to encourage comprehensive submittals. Expedited review timetables may be offered to developers who prepare adequately for "express" processing of their plans.

DEVELOPMENT GUIDANCE SYSTEM

Diagnostic Report Appendices

A. Combined Tally Responses

B-1. Zoning Matrix

B-2. Subdivision Matrix

C. Joint Session Notes

Appendix A

Tallies as of 9/25/09

COMBINED RESPONSES

Color codes: **combined**
09/16/09 meeting
09/23/09 meeting 3 pm
09/23/09 meeting 6pm
* added response

Town of Camp Verde

DEVELOPMENT GUIDANCE SYSTEM
Neighborhood Meeting Participant Survey

Meeting Date: **09/16/09; Yavapai College–CV School Complex Campus; 16 respondents**
09/23/09; 3pm; Verde Lakes Property Owners Assoc. Clubhouse; 19 respondents
09/23/09; 6pm; Camp Verde United Methodist Church; 13 respondents
* 1 additional response returned between meetings

I. FUTURE DEVELOPMENT

A. Which objectives are high or lower priority?
Rank: 1 (most important) to 6 (least important):

4	affordable housing	**2**	economic development
1	preserve property values	**5**	community appearance
6	small town atmosphere	**3**	quality growth

B. Some suggest that to implement the Camp Verde General Plan vision, regulations should be streamlined, less time-consuming and more flexible to promote creativity. Do you agree or disagree?

22 Yes. We should encourage development.

29 Depends on what, where projects are proposed.

3 Town is growing too fast, NO

II. CURRENT ISSUES / PROBLEMS

A. Please circle topics from the following list that need to be addressed:

18 commercial/industrial locations	**14** street standards	**14** stormwater runoff
16 allowable signs	**15** keeping animals	**20** housing density
13 residential variety	**6** home business	**6** parking
12 outside storage	**12** business appearance	

other: **administrative processes; guest houses; duplex/triplex. get rid of rundown housing; stored cars. lighting, brush.**

B. Any concerns you'd like to explain or add?
Country, historic preservation; stormwater runoff -- some places really bad; more housing variety; preserve rural atmosphere (2); duplex/triplex -- let these be residential (2); too many commercial/industrial buildings where shouldn't be, ugly storage too large; Main

Street needs more plants; non-conforming residential areas' blight; "downtown atmosphere"; enforcement!; appearance should be regulated as far as abandoned buildings and vehicles (2), encourage real "rural western" style on Main but relax elsewhere; cookie cutter housing shouldn't have been allowed -- common sense has to prevail; different colors would liven up downtown; enforce littler control/clean alleys; gazebo looks great in Verde (green) Valley.
Property appearance; cluster for density (O/S); code enforcement (2); available water tied to growth; safe, clean environment; limit chickens, no roosters; filling in streets in Verde Lakes; Verde Valley Business Park lot owners -- don't allow billboards; cut weeds; grandfather changes made to older homes; building codes and impact fees; extra cars stored on property/current license; keep rules and regulations simple.
Clear, concise regulation, define urban/rural standards; homes young and old can afford; can't rezone business district without General Plan changes; protectionism, nepotism, public safety, sewer; guest house usage; R1L zoning; concerned about quality of life if more high density is allowed -- affects rural appearance.
*Parking should always be allowed on residential streets.

III. MANAGING LAND USE IN CAMP VERDE

A. Is preservation just as important as growth?

12 Yes, even more
7 No, need new growth
31 Both are vital

Please give an example of two areas or types of land use that, perhaps, should be protected.

Any large residential acreage; desert and open space need protection; protect old airport (2); agricultural; historic buildings; too many ATVs, motorcycles; protect adjacent to river preserve (2); what's possibility for public access?; historic and open space = a must; trail/greenway/wildlife corridors.
Existing Federal Land; farm land (2); we have a lot of government land; open space in Town and other areas (2), riparian areas; parks, schools; animal privileges, rehab older residential properties; growth needs to happen; protect our beautiful Verde River (2) -- especially from overbuilding; maintain agricultural base, farms; protect Town treasures; waterways; public land protected.
Open spaces, parks, ball fields, low density properties; density, wetlands, historic buildings or residences; wildlife preservation; recreation; Town is gasping for sales tax dollars, not enough infrastructure and scaring off economic development; River; agricultural use, ranching, natural open space.
*River areas, mountains for all to enjoy.

B. Show where you believe the Town is on this sliding scale. Put an **X** where you believe we are now, put an **O** where we should be.

0	1 2 3	4 5 6	7 8 9	10
Few, if any controls	Basic guidance	Moderate regulation	Substantial requirements	Strict controls

Confused responses: most saw current regulation as basic to moderate; and, in the future, should increase somewhat, to moderate to substantial.
Although there were single responses to each of the numbers on the scale, highest concentration of ratings were as follows: 7 responses rated the "now" levels between the upper end of basic and the lower end of moderate; and 7 responses indicated that future controls should be high moderate to low substantial.
Again, there were single responses in most of the numbers on the above scale. However, most responses pertaining to current levels of regulation centered on the upper "basic guidance" level; and a majority of responses noted that, in the future, regulation should be "moderate", slightly more than at present.
*10 now; should be 2.

Feel free to explain your ratings:

X is all over the scale -- need consistency for fun town to live in.
Government guidance inconsistent/zoning ordinance vague; too much control on some sense; no control on others; too much regulation can destroy growth; Existing regulations are moderate and appropriate but are so disjointed, inconsistently enforced.
Complaint too problematic; problems between neighbors; many were not in effect proper to incorporation; too long for building permits to be approved; need enforcement for fast resolution; some violations not grandfathered; zoning regulations too slow to get anything done; doesn't seem to be consistency; too much restriction from design review for commercial; "tired of people tattling on each other" if he doesn't see it when it happens, it's too late; more uniform enforcement, maintain individualists; enforce -- no special deals.
Codes too specific and detailed, need thorough checklist; inadequate codes and little enforcement, wording not easy to interpret; lack of experienced leaders, inspectors' enforcement of existing regulations; Town departments don't interact enough, separated themselves from the business community; code enforcers slow; should be consistent with other jurisdictions; this is not Scottsdale or Sedona -- making contractors/developers jump through hoops causes them to take business elsewhere; very difficult and expensive to get things done, too hard for commercial growth.
*Building ordinances should address health and safety not aesthetics.

PLEASE ADD ANY FURTHER COMMENTS BELOW.

Moderate regulation is desired -- oppose gaudy colors and too much individuality; residential areas allowed to trash their lots with cars, junk; guest house regulation; get rid of design review; need to define Historic District -- DRB served a purpose, negative if no guidelines; delighted that the Town has will and foresight to proceed -- high quality development; forest land access; horse/hiking trails.
Enforcement; define Historic Downtown; encouraged by progress our Town Manager has led; Council working together, forward in all directions; A-frame signs -- hazard; more is on the books than is being enforced; need affordable housing -- planned, appropriately placed.
Totally against high density housing -- becomes slum in 20 years; keep in mind that overprotection of land will not allow for proper planned growth of balanced residential/commercial sustainability; need sufficiently wide, slow speed streets, even speed bumps to protect children.
*Utilities and ditch companies should be controlled and required to go through both building permit process and engineering.

See meeting updates on Camp Verde Website at http://www.cvaz.org/pzupdate.htm

Thanks for your input!

APPENDIX B-1

ZONING CODE ANALYSIS MATRIX

STUDY UNIT	MAJOR TOPICS	CURRENT SECTIONS	REARRANGE	CHALLENGES	PLAN GOALS	Priority 1-3
I. ZONING OVERVIEW	REGULATORY SCOPE	100-02, 104?	Add General Plan in §102?	Cross-reference Town Code	LU/A3-5; B1; H/B1	2
			Statutory references	Hearing Procedures		
				Appeals		
				Board of Adjustment(s)		
	DEFINITIONS	103		Add terms (e.g., Zoning Administrator)		1
II. ZONING REGULATIONS	DISTRICTS	106, 109		New Districts?	LU/B3-4; C5; OS/K-1	2
	MAP	107				3
	GENERAL PROVISIONS	108	Move some to Additional Requirements	Off-street parking	LU/A-6; B2; GA/A1-3; H/C1; EP/A3-4	1
						1
	NON-CONFORMING	105				1
III. ADDITIONAL REQUIREMENTS	SIGNS	118	Clarify permitted uses	Sign types		3
	OUTDOOR LIGHTING	120			EP/C1	3
	STREET NAMING	121	(move elsewhere?)			3
	WIRELESS COMMUNICATIONS	122				3
	APPEARANCE STANDARDS	124		Replace DRB	GA/B2; EP/E4	1
	OVERLAY DISTRICTS?		(e.g., historic, riparian; also add incentives?)		GA/B9, F3-4; H/A1; T/A12	2?
IV. ADMINISTRATION AND PROCEDURES	P&Z/BofA	112			CD/A3	2
	ACTION/AMENDMENTS	113	Reverse with 112?			2
	FEES & CHARGES	114				2
	VIOLATIONS & PENALTIES	115		Code enforcement		1
	SEVERABILITY, REPEAL	116, 117				3

SUBDIVISION AND RELATED CODES ANALYSIS MATRIX

CODE/GUIDELINE SOURCE	MAJOR TOPICS	CURRENT SECTIONS	REARRANGE	CHALLENGES	PLAN GOALS	Priority 1-3
CODE INTEGRATION	SUBDIVISION	III-II	Requires section organization	Formatting		1
	DESIGN STANDARDS	VI	Engineering criteria			1
	DEFINITIONS	II	Cross reference			1
	ADMINISTRATION	I, V, VII, VIII		Joint review	GA/E3	3
STREETS	CLASSIFICATION SYSTEM	III, IV	Engineering design guidelines	Rural/Urban	GA/B1	1
	MASTER TRAILS, BIKEWAYS					2
	STREET STANDARDS		Construction, details, cross-sections		LU/A4; GA/B3; T/A2, 3, 9, 12	1
UTILITIES (also ditch companies)	INSTALLATION	III, IV	Interagency cross-reference	Responsible for engineering, review	GA/D1, 2, 3; G1, WR/B2	2
	COMPONENT DESIGN		Manholes, Vaults, Hydrants	Rural/Urban standards		2
	SEWER, SEPTIC			Sanitary District, County, ADEQ coordination		1
DRAINAGE	STORMWATER	III, IV		Roadways, low water crossings	LU/C4-5, CD/B1, B3; GA/E4; T/E1	1
	FLOOD IRRIGATION			Road maintenance		3

Appendix C
DEVELOPMENT GUIDANCE SYSTEM
DIAGNOSTIC REPORT REVIEW
Joint Work Session: Council, ZORC &ZTAC, October 21, 2009

Mayor Burnside convened the meeting at 4:00 p.m. Following brief presentations by Dava Hoffman and Rick Counts, comments from participants were entertained.

Greg Blue suggested that consultants should expand the definitions section. He ascertained that the Diagnostic Report had included staff input as well. Matt Morris explained that some definitions were previously moved to other parts of the Town Code.

Al Rodman stated the need for waste water/sewer district standards. He also commented that buildings should reflect the community's vision, not whether they are stick-built, modular or manufactured homes.

Dave Freeman raised several points that should be addressed: 1) need incentives for water conservation such as gray water and rain harvesting systems; 2) include paths between neighborhoods and to shopping areas; 3) consider a "do-it-yourself" type Design Review with photos, graphics showing what is encouraged or discouraged (e.g., include fencing, roofs, colors), should be very comprehensive but simple to use; 4) encourage new modular homes (built in parts off-site and assembled on-site – not mobile homes) in order to keep costs down for well-built, affordable housing.

Suzy Burnside observed that the sanitary district and water companies have existing construction standards that need to be coordinated. Also, she recommended using "rural" engineering standards for streets to prevent creating "heat sink"; the study should consider the existing Trails Map and Land Use-Transportation Report (BRW, circa 1995) and the General Plan circulation map.

Jackie Baker observed that she believes there is an updated trails map.

Mayor Burnside asked for clarification of the differences between "Stakeholders" and "Public", if any. Consultants and staff responded regarding the importance of a highly-participatory, inclusive process. The Mayor also called for: 1) improved methods for code interpretations as well as the need for staff training; 2) fair and equally enforced regulations; and 3) specifying that mayor and council members follow procedures and requirements with no granting of special favors.

Chip Norton asked about including a density bonus into the code. Dava Hoffman responded that this will definitely be an option.

Carol German commented on a number of code enforcement issues that were raised at neighborhood meetings. Discussion of enforcement practice ensued, including participants, staff and consultants.

Randy McDonald observed that the name of the person who complains should be public.

Pete Roulette stated that we should remind all residents that this is their Town; input is needed from all.

Mayor Burnside adjourned the meeting at 5:20p.m.

#8

TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: November 18, 2009 **Meeting Type**: Regular Session

☐ **Consent Agenda** ☒ **Regular Business**

Reference Document: Ordinance 2009 A373

Agenda Title (be exact): Discussion, consideration, and possible approval of Amendment 2009-01 adopting Ordinance 2009 A373 an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting by reference amendments to Section 124, Design Review, of the Town of Camp Verde Planning & Zoning Ordinance (87-A23), and transferring the duties of the "Design Review Board" to the "Community Development Director", and amending appeal process to require appeals be heard by the Camp Verde Board of Adjustments and Appeals.

Purpose and Background Information:

The Town Council, at their regular held meeting on September 2, 2009, directed staff to begin the process to suspend the Design Review Board duties at the earliest possible date to provide relief to the development community from what has been described as an onerous and bureaucratic process. In addition, the Council indicated their intent to incorporate appearance standards and check lists within the revised Planning and Zoning Ordinance during the comprehensive update to the Planning and Zoning Ordinance. As such, staff has prepared an ordinance that amends Section 124, Design Review, of the Planning and Zoning Ordinance by transferring the duties of the "Design Review Board" to the "Community Development Director". In addition, the proposed amendment includes revisions to the appeal process, whereas currently appeals are heard by the Town Council, we are recommending appeals be heard by the Board of Adjustments and Appeals for decisions rendered by the Community Development Director. Since appeals of staff decisions are typically heard by the Board of Adjustments and Appeals, and given the recommended change for the Community Development Director to administer the Design Review process, staff is recommending this change to the appeal process.

The Planning and Zoning Commission heard this item on November 5th whereto they recommended approval of the proposed revisions to Section 124. There were, however, multiple issues or concerns raised by the Commission. The first of which pertains to the transfer of authority from a seven community member board to an individual staff member, i.e. Community Development Director. While the Town Council considered suspending the ordinance in its entirety, they ultimately decided to suspend the duties of the Design Review Board while the Town completes the comprehensive update to the Planning and Zoning Ordinance, with the expectation that appearance standards will be developed and included in the revised zoning regulations. Preserving the provisions of Section 124 in the current ordinance will help to retain the Town's right to include appearance standards in the revised Planning and Zoning Ordinance vis a vis the Private Property Rights Act of 2006 otherwise referred to as Proposition 207. The Commission also inquired about the application fee amounts. The current Town fee schedule includes two alternative fees for Design Review whether the review is completed by the Design Review Board, $2,000, or the Community Development Director, building review $100 and sign review $50.

As per Arizona Revised Statutes, and per the Planning and Zoning Ordinance, Council approved amendments become effective thirty days after Council approval. Applications for Design Review approval submitted in the interim will be required to obtain approval by the Design Review Board as currently specified by Section 124, Design Review, of the Planning and Zoning Ordinance.

Recommendation (Suggested Motion):

Move to approve Amendment 2009-01 adopting Ordinance 2009 A373, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Section 124 of the Town of Camp Verde Planning & Zoning Ordinance, Design Review, to transfer the duties of the "Design Review Board" to the "Community Development Director", and to amend appeal process under APPEAL, item 1, to require appeals be heard by the Camp Verde Board of Adjustments and Appeals.

OR

Move to disapprove Amendment 2009-01.

Finance Review: ☐ **Budgeted** ☐ **Unbudgeted** ☒ **N/A**

Finance Director Comments/Fund: N/A

Attorney Review: ☒ **Yes** ☐ **No** ☐ **N/A**

Attorney Comments: Town Attorney Mr. William Sims as reviewed and approved proposed changes to Section 124 of the Planning and Zoning Ordinance.

Submitting Department: Administration

Contact Person: Matt Morris

Action Report prepared by: Matt Morris

RESOLUTION 2009-781

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DECLARING ORDINANCE 2009 A373, AMENDING SECTION 124, DESIGN REVIEW, OF THE PLANNING AND ZONING ORDINANCE, DATED NOVEMBER 18, 2009, AND AMENDING SECTION 124, DESIGN REVIEW, OF THE PLANNING AND ZONING ORDINANCE TO TRANSFER THE DUTIES OF THE "DESIGN REVIEW BOARD" TO THE "COMMUNITY DEVELOPMENT DIRECTOR" TO BE A PUBLIC RECORD.

Whereas, ARS 9-802 permits the enactment and publication by reference of a code or public record, including a statute, rule or regulation of the municipality, in the interest of economy, and

Whereas, the document entitled **Section 124 Design Review,** dated November 18, 2009 is a lengthy ordinance to be adopted by **Ordinance 2009 A373**, and which would qualify for enactment by reference by law.

NOW THEREFORE THE MAYOR AND THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE HEREBY DECLARE SECTION 124, DESIGN REVIEW, OF THE PLANNING AND ZONING ORDINANCE, ATTACHED HERETO AND INCORPORATED HEREIN, TO BE PUBLIC RECORD PURSUANT TO ARS 9-802, TO BE ENACTED BY ORDINANCE 2009-A373, AND ORDER THAT THREE (3) COPIES OF THE ORDINANCE, TOGETHER WITH ANY FUTURE AMENDMENTS OR ADDITIONS WHICH ARE ADOPTED, BE PERMANENTLY FILED IN THE OFFICE OF THE TOWN CLERK AND AVAILABLE FOR PUBLIC INSPECTION.

PASSED, APPROVED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on the 18th day of November 2009.

Bob Burnside, Mayor	Date
Attest:	Approved as to form:
Deborah Barber, Town Clerk	**Town Attorney**

November 18, 2009

SECTION 124
DESIGN REVIEW

DEFINITIONS

1. "Applicant" means any real property owner or agent applying for Design Review approval according to this article.

~~2. "Board" means the Design Review Board of the Town of Camp Verde.~~

~~3.~~2. "Commission" means the Planning and Zoning Commission of the Town of Camp Verde.

~~4.~~ 3. "Department" means the Community Development Department of the Town of Camp Verde.

~~5.~~ 4. "Director" means the director of the Community Development Department of the Town of Camp Verde.

~~6.~~ 5. "Building Inspector" means building inspector of the Community Development Department of the Town of Camp Verde.

~~7.~~ 6. Vertical Structure" Means all construction including placement of Mobile Units with the exception of resurfacing of streets, parking lots, and driveways. (Ord. 2008 A357)

~~8.~~ 7. "Mobile Unit" means anything brought in on wheels or carried in as units to be assembled on site. (Ord. 2008 A 357)

~~9.~~8. -"Development activities" are defined as commercial or industrial activities that will require a building permit and will have a visual effect on the contiguous neighborhood whether it is considered permanent or temporary in nature as described in the narrative of the application. (Ord. 2008 A357)

A. PURPOSE

1. The Town of Camp Verde's Design Review process is intended to provide an aesthetic direction for continuing development within town boundaries in order to help preserve the western rural appearance and small town sense of place described in the Town's General Plan. ~~A Town Council appointed citizen's board~~ The Director will review applicable proposed building projects to help ensure that new construction is consistent with the General Plan's vision of the Town's past, present and future character.

2. To further this purpose, the Town, ~~through the Design Review Board and~~ Planning Staff, will review and the ~~Board~~ Director shall act upon all development applications pertaining to commercial, industrial, multi-family, Planned Unit Developments and Planned Area Developments.

B. APPLICABILITY

1. This Ordinance shall apply to all buildings and other vertical structures and signs erected, constructed, converted, established, altered (including resurfacing and repainting), or enlarged within the Town of Camp Verde.

2. Exceptions:

   a) Single Family detached dwellings, vertical structures and accessory structures that are not a part of a Planned Area Development or a Planned Unit Development; including manufactured homes.

b) **Temporary sales and construction offices.**

c) **Public utility electrical transmission structures. Substations are considered voltage reduction facilities and are not exempt from the provisions of this Ordinance.**

C. **POWERS AND DUTIES**

1. **The ~~Board~~ Director shall have the power to ~~hold public meetings to~~ review design aspects of the following applications to assure conformance with the general intent and specific provisions of this Ordinance and shall review the following: applications for new commercial development, industrial development, institutional development, all types of subdivisions, multi-family development, Planned Area Developments, Planned Unit Development, and vertical structures within the Town of Camp Verde to assure conformance with the general intentions and provisions of the Town of Camp Verde Design Review Ordinance.**

2. **~~Each Board member~~ The Director shall fairly review each application without regard to (1) property ownership, (2) the Director's ~~member's~~ relationship, if any, to the Applicant or property owner, or (3) the type of business proposed. The Director ~~All Members~~ shall be subject to ARS 38-501, et. seq.**

3. **The ~~Board~~ Director shall have the power and duty to grant approval, conditional approval, or disapproval of all applications for Design Review under this Ordinance based solely on the criteria set forth in Section ~~J~~ E of this Ordinance and any supplemental guidelines as approved by the Town Council.**

~~*D.ESTABLISHMENT, COMPOSITION*~~

~~1.The Board shall be appointed by the Town Council and be comprised of seven (7) voting members, each of whom shall be a resident of the Town. The composition of the Board shall be as follows:~~

~~a)Two (2) members who shall be qualified by background, training or experience in design related occupations such as architecture/building design, landscape architecture, land use planning, civil engineering or similar fields.~~

~~b)Two (2) members who shall be or have been a builder, contractor, developer, real estate agent or otherwise represents contracting, development or real estate interests.~~

~~c)Two (2) members who shall represent the general public interest. These members may be lay persons with or without special knowledge of building design, construction, or real estate development, but should not be generally representative of those occupations described above.~~

~~d)One (1) representative member from the Planning and Zoning Commission.~~

~~*E.TERMS OF MEMBERS, VACANCIES, COMPENSATION*~~

~~1.With the exception of Planning and Zoning Commission representatives, members shall be appointed to three-year terms of service. However, the first appointment for one member of each of the three representative groups shall be to two-year~~

~~terms to stagger appointments as determined by the Town Council.~~

~~2.The Planning and Zoning Commission representatives shall be appointed to six-month terms and shall rotate to provide the opportunity for all Commissioners to serve during their term of office. The Commission will select its representative member for the term and forward his or her name to the Town Council for appointment.~~

~~3.Members of the Board may be removed by the Town Council pursuant to Town Code Section 4-1-D.~~

~~4.The Town Council shall appoint a qualified person to fill any vacancy for the duration of the term. However, if the length of the unexpired term is less than six months, the Town Council may elect to appoint the member to the balance of the unexpired term plus a new three-year term.~~

~~5.All members shall serve without pay. However, members of the Board may be reimbursed for actual expenses incurred in connection with their Board duties upon prior authorization or ratification by the Board and approval by the Town Manager.~~

~~*F.SELECTION OF OFFICERS*~~

~~1.The Board shall elect a Chairman and Vice-Chairman from its members to serve for one (1) year and until a successor is elected and qualified. The Chairman shall preside at all meetings and exercise all the usual rights and duties of the head of any similar organization. The Chairman shall have the power to administer oaths and to take evidence. The Vice-Chairman shall perform the duties of the Chairman in the Chairman's absence or disability. A new election shall be held to fill any vacancy for an unexpired term.~~

~~*G.QUORUM, VOTING*~~

~~1.Four (4) members shall constitute a quorum. The affirmative vote of a majority of members voting shall be required for passage of any matter before the Board. A member may abstain from voting only upon a declaration that he or she has a conflict of interest, in which case such member shall take no part in the deliberation on the matter in question.~~

~~2.In the event that a voting quorum is unachievable on a particular application due to declared conflicts of multiple members, the Director shall assume the powers of the Board to determine the outcome of the application.~~

~~*H.RULES AND REGULATIONS*~~

~~1.The Board shall make and publish rules and regulations as necessary to govern its proceedings and to provide for its meetings.~~

~~2.All meetings of the Board shall be open to the public.~~

~~3.The minutes and records of all Board proceedings shall be kept and filed as public record in the office of the Town Clerk.~~

~~I~~D. ADMINISTRATION AND PROCEDURES

1. A Pre-Application meeting shall be held with the Director, Planning Staff, and Town Engineer to discuss project and the approval process. Application forms and a list of required information will be provided at this meeting. (Ord. 2008-357)

2. Prior to the review of final architectural or engineering drawings for any building or structure to which this Ordinance is applicable, a conceptual presentation to the ~~Design Review Board~~ Director must take place to identify positive and negative attributes early in the design process, unless waived by the ~~Community Development d~~Director. A concept site plan and elevations indicating basic colors and materials are required. Exception; an applicant submitting an application for an external remodel or expansion of an existing commercial building has the option of making a conceptual presentation, but is not required. (Ord. 2008-357)

3. The project must go through development review and receive approval from the Town~~'s engineer~~ Engineer on the civil plans before applying for approval of final architectural or engineering drawings for any building or structure. (Ord. 2008-357)

4. Subsequent to the pre-application meeting, a complete Application for Design Review shall be submitted to the Director. Application forms and a complete list of required information are available upon request at the Community Development Department.

5. As part of the Application, the applicant or authorized agent shall submit the following information for consideration by the ~~Board~~ Director:

   a) A site plan indicating:

      i. The areas devoted to buildings, walkways, landscaped areas, retention or detention structures, and parking layouts.

      ii. The existing and proposed drainage systems, sign locations, outdoor lighting locations, trash enclosures, cluster mailboxes, vending machines, backflow prevention devices and service entrance panels.

   b) A site cross-section showing the relationship of the proposed building and its grades to those adjacent if the proposed building's finished floor will be 36 inches above or below any adjacent building within 100 feet.

   c) An outdoor lighting layout showing types of lamps and fixtures used and lumen per acre calculations. All Outdoor lighting shall comply with Section 120 (Outdoor Lighting Ordinance). Manufacturer's cut sheets showing fixture appearance and shielding information shall be included. Any building skylights and the method of shielding shall be indicated.

d) A landscape plan with a description of the (1) size and (2) type of landscape materials to be used and the method for maintenance.

e) Elevation drawings of all sides of the building or structure with an indication of materials and colors being used. The ~~Board~~ Director shall require material and color samples and other information to clarify the application. (Ord. 2008-A357)

f) All proposed signs must be detailed graphically with illustrations depicting size, height and shape of the sign and a description of materials, colors and lighting to be used.

   i. Free standing sign locations must be shown on the site plan.

   ii. Building-mounted signs must be shown on the building elevation.

g) The Applicant shall provide a list of western elements that have been used in the design of the project with the application. A list of suggested western elements may be found in the photographic examples found on line at the Town's website. (Ord. 2008-A357)

~~6.The Director may approve an application for a building or structure. in lieu of forwarding the application to the Board if the proposal meets any of the criteria a through d below. The Director shall have the same duties and powers of the Board in regard to these buildings and structures. If there are concerns that cannot be resolved between the Applicant and the Director or if the proposal does not clearly meet the criteria set forth in Subsection the application shall be forwarded to the Board for consideration.~~

~~a)Any and all resurfacing of vertical structures.~~

~~b)Signs that are 64 square feet or less in area, are building-mounted or monument style, and clearly meet both the requirements and intent of this Ordinance and the requirements of Sections 118 (Sign Regulations) and 120 (Outdoor Lighting Ordinance).~~

~~c)A proposed building or vertical structure that:~~

~~i.is either an addition or an accessory structure to an existing building and does not exceed twenty-five percent (25%) of the existing building floor area or five thousand (5,000) square feet~~

~~ii.conforms to the criteria set forth in Section J D of this Ordinance for all proposed and existing buildings, vertical structures, signs and landscaping on the site, and~~

~~iii.is complimentary with surrounding properties as well as with the existing building.~~

~~d)An addition or accessory building that does not substantially or detrimentally alter the appearance of the site as seen from off-site.~~

~~7. The~~6. The ~~Design Review Board~~ Director shall have the power to approve, conditionally approve, or deny all applications for Design Review. If there is a delay in the start of the project, one year administrative extension of time may be requested. If an extension is not requested, all approvals will expire and a new submittal will be required. (Ord. 2008 A357)

~~8. Upon~~7. Upon receiving approval or a conditional approval from the ~~Design Review Board~~ Director, the Applicant may proceed with the preparation of a complete set of plans for submittal to the Department for a building permit. Prior to issuance of a Certificate of Occupancy, the Building Inspector shall determine that all Design Review requirements have been met. (Ord. 2008 A357) \

~~J.~~ E. CRITERIA

1. In considering an application for Design Review, the ~~Design Review Board~~ Director shall be guided by the following criteria:

   a) The general design of buildings, structures, signs, and the surrounding site shall reflect the simple building style historically prevalent within the Town, and should draw on the western, rural, and historic military influences that have shaped Camp Verde's architecture since its inception. Comfortable simplicity is to be preferred over architectural complexity, while still addressing massing and scale considerations.

   b) Projects should promote elements that contribute to the western rural atmospheres by integrating outstanding natural features such as trees, rivers, creeks, rock outcroppings, or the like whenever possible.

   c) Special attention shall be required for prominent industrial and high intensity commercial projects allowable within industrial and C-3 districts that are visible and are within close proximity to non-industrial/C-3 districts, residential districts and major transportation corridors such as Main Street, State Route 260, and Interstate 17. Such projects shall be designed to minimize negative impacts with improved building exteriors and both vegetative and structural screening techniques.

   d) Residential projects subject to Design Review, as part of a PAD and PUD or as required by the Town subdivision regulations, shall minimize monotony by using different colors and types of roofing materials, alternating the orientation of roof lines and pitches, varying lot widths, staggering front yard setbacks, varying side yard setbacks, and using different elevations on adjacent lots. In addition, medium to high-density residential zones shall include mini-parks providing active and passive recreational opportunities, for example, barbecues, ramadas, picnic tables, children's playgrounds, horseshoes, and volleyball areas.

e) Building color should be compatible with existing structures and should reinforce the visual character of the proposed building.

   i. The color should not be such that the building is competing for attention.

   ii. Generally, building colors should be subdued and not garish, and should not in any way become "signing" of the building or site.

   iii. Warm, muted shades should be used as the body or overall building background color.

   iv. Brighter and richer hues of related or contrasting color should be used as accent colors and highlight colors for architectural elements.

   v. Paint colors should be related to the natural material and colors found on the building, such as brick, terra cotta, stone, tile, wood or cast iron.

   vi. Brick and stone should be left natural.

f) The materials used in constructing the building, structure, or sign shall be of equal or superior quality, color and texture and shall be compatible with those materials used in construction of buildings, structures or signs in the general proximity to the Applicant's request.

g) The building or structure shall be in proper scale with the parcel upon which it is located and shall be compatible with those in the general proximity and the community.

h) The overall site design and design of the building, structure or sign shall not adversely affect the existing or potential development of properties in the general proximity.

i) Trails and pathways identified by the Camp Verde General Plan shall be included in proposed development designs in furtherance of the Town's goal of developing public access to the Verde River and other natural watercourses and should contribute to the western rural atmosphere of the Town. Trails shall be improved to provide multi-modal transportation opportunities for pedestrians and equestrians.

j) Ingress, egress and on-site traffic, parking and circulation shall be designed to promote both driver and pedestrian safety and convenience and shall meet the minimum requirements outlined in Sections 108.L and 108.M of the Zoning Ordinance.

k) **The proposed development shall not have any detrimental effect upon the general health, welfare, safety and convenience of persons within the community.**

2. **Within the Downtown Redevelopment Area, in addition to the above:**

   a. **New buildings, structures, signs and exterior remodeling or resurfacing projects shall be designed with special attention to historical context.**

      i. **Though certain historically used materials may be unavailable or impractical in modern construction, the designer should try to use materials that imitate the appearance of those materials.**

      ii. **Reflective, glossy surfaces and materials that are obviously modernistic shall be avoided.**

   b. **Architecture and design elements should reflect or complement those present in Camp Verde's older historic buildings to ensure the compatibility with the immediate vicinity. It is strongly recommended that owners or builders consult with the ~~Design Review Board~~ Director in the early planning stages of a new construction project. New construction should be compatible with existing structures in the immediate area in the following ways:**

      i. **Size, height, and setback of structures;**

      ii. **Relationship of the structure to the open space between it and neighboring structures;**

      iii. **Exterior features, such as window sill or header lines, the proportion of window and door openings to the overall façade, and the horizontal or vertical emphasis of major building elements; and**

      iv. **Building materials**

   (Please see Historical Overview and Visual Library for examples.)

   c. **The ~~Design Review Board~~ Director shall give special attention to application within the Downtown Redevelopment Area to assure that new and remodeled buildings fit within a reasonable historic context, even if compatibility with more modern surrounding buildings is diminished.**

~~K. DECORUM, PROTOCOL~~

~~1. Meetings will be conducted according to policy set by the Board. Such policy shall be subject to approval by the Town Council.~~

~~2. The Chairman shall direct meetings in such a manner as to assure adequate discussion among members and applicants. All speakers shall address the Chair.~~

~~3. Design Review Board proceedings are regulatory in nature rather than advisory or legislative. While open to the public, no statutory right of the public to speak exists. The Chairman may allow public input as appropriate; however, the decision of the Board is to be primarily made based on the physical merits of the application.~~

~~*L.*~~ *F.* DUTIES OF STAFF

1. **Planning Staff shall accept and review completed applications for Design Review~~, compile meeting packets, and advise the Board as to whether the application complies~~ for compliance with Planning and Zoning Ordinance requirements for lot coverage, parking and circulation, landscaping, lighting, signage and other applicable requirements.**

~~*2.Planning Staff shall prepare and post meeting notices, Board agendas and other notifications as required by the Town Code.*~~

~~*3.Planning Staff shall provide written minutes of all meetings and provide to the Town Clerk copies of documents of public record.*~~

~~*M.*~~ *G.* FEES

1. **Upon filing an application, the Applicant shall pay an application fee to the planning department in accordance with a schedule established by resolution of the Town Council and posted in the office of the Zoning Administrator.**

2. **No part of any such fee shall be returnable after an application is filed and the fee is paid.**

~~*N.*~~ *H.* APPEAL

1. **Notwithstanding Section 7-2-103.14.3 of the Town Code, ~~A~~any applicant or any citizen of the Town of Camp Verde who is dissatisfied or aggrieved by the decision of the ~~Design Review Board~~ Director may appeal such decision to the ~~Town Council~~ Board of Adjustments and Appeals per Section 112, Establishment of the Planning and Zoning Commission and Board of Adjustments and Appeals, of the Planning and Zoning Ordinance.~~ by filing a written Notice of Appeal with the Town Clerk, not later than fifteen (15) days from the date of the Board's decision, and the Council shall hear all appeals *de novo.* The decision of the Council shall be binding upon all parties.~~**

~~O.~~ I. ENFORCEMENT, VIOLATIONS, PENALTIES

1. **The Director shall insure that all matters are undertaken according to conditions of the approved plans.**

2. **Noncompliance with the approved plans shall be grounds for stopping work on the project or for denial of Certificate of Occupancy.**

3. **Penalty. Any person who fails to comply with any provision of Section 124 of the Planning and Zoning Ordinance, or uses property in violation of any provision of said Section, or a permit issued therein, shall be guilty of a Class 2 misdemeanor, punishable as provided by law, with each day the property or activity is in violation constituting a separate offense. "Person" includes the property owner, occupant, agent, or any person having control over the use of the property. Enforcement of the Section may also be through injunction or abatement as set forth in ARS 9-462.05, as amended.**

Section 2. **All ordinances or parts of ordinances adopted by the Town of Camp Verde in conflict with the provisions of this ordinance or any part of the code adopted, are hereby repealed, effective as of the effective date of this ordinance.**

Section 3. **This ordinance is effective upon completion of publication and any posting as required by law.**

Section 4. **If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.**

PASSED AND ADOPTED by a majority vote of the Town Council in an open meeting by the Town Council, Town of Camp Verde, Arizona, on the *18th day of November 2009.*

Approved:_____
Bob Burnside, Mayor

Date_____

Approved as to form:

Attest: _____
Deborah Barber, Town Clerk

_____
Town Attorney

DRAFT

MINUTES
Regular Session
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
THURSDAY NOVEMBER 5, 2009
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., with Vice Chairperson Freeman presiding;

2. **Roll Call**
Commissioner Freeman, Vice Chairperson Hisrich, Commissioners Hough, Parrish and Buchanan were present; Commissioner Norton was absent; Chairperson Butner left the meeting briefly in connection with his on-call responsibility to the County Attorney's office.

Also Present: Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Paulsen, Special Projects Administrator Matt Morris, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**
The Pledge was led by Parrish.

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:**
   October 1, 2009 Special Session
   b. **Set Next Meeting, Date and Time:**
   December 3, 2009 – Special Session

On a motion by Hough, seconded by Buchanan, the Consent Agenda was unanimously approved as presented.

5. **Call to the Public for Items not on the Agenda**
There was no public input.

6. **Public Hearing, discussion and possible recommendation of approval for AMD 2009-01 Amendment to Section 124 of the Town of Camp Verde Planning & Zoning Ordinance, Design Review, to transfer the duties of the "Design Review Board" to the "Community Development Director", and to amend appeal process under APPEAL, item 1, to require appeals be heard by the Camp Verde Board of Adjustment & Appeals.**
On a motion by Buchanan, seconded by Hisrich, the Commission **voted 5-1** to recommend to Council approval for AMD 2009-01 Amendment to Section 124 of the Town of Camp Verde Planning & Zoning Ordinance, Design Review, to transfer the duties of the "Design Review Board" to the "Community Development Director", and to amend appeal process under APPEAL, item 1, to require appeals be heard by the Camp Verde Board of Adjustment & Appeals; **with a 'no' vote by Hough**.

Staff Presentation

Special Projects Administrator Morris referred to the direction from Council to prepare the proposed Ordinance amendment which will suspend the duties of the Design Review Board as early as possible, and will be in effect until the new zoning ordinance

DRAFT

is amended and adopted, approximately one year from now. The primary change will be to transfer the duties of the Design Review Board to the Community Development Director as a purely administrative function; the Town Attorney has reviewed and approved the proposed amendment. Morris said that he will submit the recommendation from Planning & Zoning to the Council on November 18th, and if adopted the amendment will then take effect 30 days after that date.

COMMISSION DISCUSSION
The members discussed the proposed amendment with Morris and Jenkins, including the intended protection of property rights under Proposition 207. Also noted was a lesser cost to the applicant for administrative review under the recently adopted new fee schedule and the fees that had been charged in connection with Design Review Board hearings. During the discussion, Hough and Hisrich expressed concerns regarding the transfer of authority for design review to one person, as provided in the proposed amendment. Jenkins also outlined the shorter timeline that will be involved in staff participation and administrative review, and the longer process required by the Design Review Board hearings.

Note: Chairperson Butner returned to the meeting at 7:07 p.m., during the discussion on Item 6.

7. **Commission Informational Reports**:
Freeman requested that the water issue not be scheduled for a meeting at which he may be absent.

Butner and **Buchanan** each announced their planned absence at the December 3rd meeting.

8. **Staff**
Paulsen said that as of this date an item has been scheduled for the December 3rd Special Session, which will therefore be held.

Morris gave an update on the zoning rewrite that he will also give to Council on November 18th to advance the final Diagnostic Report; it will be on the Web Page tomorrow and will be forwarded to the Zoning Rewrite Committees. In response to a question, Morris assured the Commission that the issue of returning zoning enforcement to a criminal offense instead of civil will be addressed during the zoning rewrite.

9. **Adjournment**
On a motion by Buchanan, seconded by Butner, the meeting was adjourned at 7:12 p.m.

_____
Joe Butner, Chairman

_____
Planning & Zoning

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 Special Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 5thday of November 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, _____.

_____
Margaret Harper, Recording Secretary

19

ORDINANCE 2009 A373

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA ADOPTING BY REFERENCE REVISIONS TO SUSPEND THE DUTIES OF THE "DESIGN REVIEW BOARD", AS PREVIOUSLY ESTABLISHED BY SECTION 124, DESIGN REVIEW, OF THE PLANNING AND ZONING ORDINANCE (87-A23), AND TRANSFER AUTHORITY AND RESPONSIBILITY TO THE "COMMUNITY DEVELOPMENT DIRECTOR" WHILE THE TOWN UNDERTAKES A BROADER REVISION TO THE PLANNING AND ZONING ORDINANCE, SUCH SUSPENSION TO AUTOMATICALLY TERMINATE AND THE DESIGN REVIEW BOARD AUTOMATICALLY REINSTATED IF THE TOWN COUNCIL DOES NOT AMEND THE PLANNING AND ZONING ORDINANCE ON OR BEFORE DECEMBER 31, 2010.

Section 1. Adoption by Reference. Pursuant to A.R.S. Section 9-802 (as amended) the Town hereby adopts for application and enforcement Section 124, Design Review Ordinance of the Planning and Zoning Ordinance, dated November 18, 2009, that is declared a public record pursuant to **Resolution 2009-781** and attached thereto.

Section 2. Effective Date. The effective date of the revised portions of Design Review Section 124 of the Planning and Zoning Ordinance, dated November 18, 2009 shall be December 18, 2009, or upon completion of publication and posting as a penal ordinance as provided by law, whichever date is later.

Section 3. Repeal. Upon adoption of this ordinance, any part of the current Zoning Ordinance that previously regulated Design Review shall be deemed suspended.

Section 4. Copies of the Design Review Section. At least three (3) copies of the Town of Camp Verde Planning and Zoning Ordinance Section 124, Design Review, dated November 18, 2009 and any future amendments or revisions, shall be kept on file in the office of the Town Clerk for public access. Additional copies may be purchased by the public at nominal cost for material and reproduction. Copies placed for public access shall be readily available for public inspection during normal working hours.

Section 5. Penalty. Any person who fails to comply with any provision of Section 124 of the Planning and Zoning Ordinance, or uses property in violation of any provision of said Section, or a permit issued thereunder, shall be guilty of a Class 2 misdemeanor, punishable as provided by law, with each day the property or activity is in violation constituting a separate offense. "Person" includes the property owner, occupant, agent, or any person having control over the use of the property. Enforcement of the Section may also be through injunction or abatement as set forth in ARS 9-462.05, as amended.

PASSED AND APPROVED by a majority vote of the Town Council in an open meeting by the Town Council of the Town of Camp Verde, Arizona on this 18th day of November 2009 to be effective when publication and posting, pursuant to A.R.S. Section 9-813, is completed as set forth in Section 2 above.

_____
Bob Burnside, Mayor

Date_____

Approved as to form:

Attest: _____
Deborah Barber, Town Clerk

_____
Town Attorney

#10

TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: November 18, 2009 **Meeting Type**: Regular Session
☒ **Consent Agenda** ☐ **Regular Business**

Reference Document: Purchase of a used 9-Wheel Compactor for Public Works, Streets Division

Agenda Title (be exact):
Discussion, consideration, and possible action to approve bid # 09-074 for the purchase of a 9- wheel compactor from C & E Paving in the amount of $25,000

Purpose and Background Information: The Street Division of Public Works currently does not own a 9-wheel compactor, and is forced to rent one on a regular basis. This piece of equipment is required for any asphalt overlay project and is necessary for routine maintenance. Staff advertised under bid # 09-074 and received two responses: a 1995 Ingersol Rand 125R, priced at $25,000 and a Dynapac CP142 for $56,934.15; both rated in good condition.

(Staff offers this additional information to support the market value of this equipment: three recent competitive sales were found from Florida to California: Ingersol Rand 125R between $27,500 for a 1995 to $31,500 for a 2004 -photos and specs are both comparable- only one Caterpillar comparable was located a Cat PS 360b for $39,500.)

Recommendation (Suggested Motion):
Move to approve the purchase of the 1995 Ingersol Rand 9-Wheel Roller from C and E Paving and Grading, Flagstaff, AZ

Finance Review: ☒ **Budgeted** ☐ **Unbudgeted** CIP #30-00-00- 5412 has $40,000 available; remaining account balance to be used to replace additional aging equipment
The bid and use of CIP approved funds for this item was approved by Town Manager, Michael K. Scannell

Finance Director Comments/Fund: N/A

Attorney Review: ☐ **Yes** ☐ **No** ☒ **N/A**

Attorney Comments: N/A

Submitting Department: Public Works

Contact Person: Ron Long
Action Report prepared by: D. Ranney

BID OPENING
#09-074.

Date: Nov. 4, 2009

Time: 2:40 p.m.

Present: Deborah Ranney and Valerie House

Name	Bid Amount
1. C & E Paving/Grading	$25,000
2. Falcon Power	$56,934.15
3.	
4.	
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14.	
15.	

TOWN OF CAMP VERDE

BID POSTING
09-074
Request for Bid
9- Wheel Roller/Compactor

Present: **Valerie House, Special Projects , Deborah Ranney, Administrative Assistant**

Bids

BIDS RECEIVED		
COMPANY	**ADDRESS**	**Total Bid**
.C & C Paving/Grading	Camp Verde, Az	$25,000
Falcon Power	Camp Verde, Az	$56,934.15

Posted By Deborah Ranney____Date/Time November 5, 2009 10:30 a.m.

Quotation

Falcon Power, Inc.
1411 N. 27th Avenue
Phoenix, AZ 85009
602-269-3221

Town of Camp Verde Public Works
395 S. Main St.
Camp Verde, AZ 86322

Prepared By: Bob Seidler

Prepared For: Deborah Ranney

Proposal: CP142 - P55075

Date: Friday, October 23, 2009

Valid Until: **Sunday, November 22, 2009**

Equipment:

Qty	Manufacturer	Description	Price	Ext. Price
1	Dynapac	CP142 Tire Roller 425 hours PIN: 2163BR2329 -13,230 lbs. operating weight -With 6 ballast boxes 26,460 lbs. -Transmission-Hydrostatic, direct drive motors at rear tires -Speed 6/12 mph -31% Gradeability -69" Rolling Width -0.5" Tire Overlap -Wheel loads 2,930lbs. with 6 ballast boxes -Tire Type(14 ply) 7.50-15 lbs. -5 Front, 4 Rear Tires -Pressurized, electric pump -132 gal tank capacity -1 per tire Spray Nozzle -Cummins B4.5T engine -Water cooled Turbo diesel engine -37 gal Fuel Tank -12 volt Electrical system -Rated power 2,200 rpm,hp/99 -Backup Alarm -Main battery switch -Dual scrapers with cocoa mats	$52,500.00	$52,500.00

Total Equipment: $52,500.00

Quotation Summary:

Sale Price:	$52,500.00
Sales Tax:	$4,434.15
Sales Price + Tax:	$56,934.15

THIS IS NOT A CONTRACT

C and E
PAVING & GRADING
L.L.C.

P.O. BOX 551 • FLAGSTAFF, ARIZONA 86002
PHONE: (928) 774-4133 • FAX (928) 774-1055

Town of Camp Verde
Public Works Department
Bid # 09-074

IR, PT125R, 1995, s/n 142170, 9 wheel roller

2191.4 hours
O.R.O.P.S.
Hydrostatic drive
JD Diesel Motor

- No warranties expressed or implied; Equipment sold as is
- Machine use was chip seal projects for C & E Paving
- Will supply owner and operator manuals, as well as parts manuals

Bid price to include delivery = $25,000*

*Will be a private sale if awarded, therefore, tax exempt.

Offer submitted by,

Signature

11-09-2009
Date

Appraisal Family: Compactors

Account Manager: Chet Craft
Inspector: Jim Lockhart
Customer: C & E PAVING & GRADING LLC
Location: Flagstaff, Az.

Inspection Date: 9/30/2009
Report Date: 10/2/2009
Approved Date: 10/5/2009
Expiration Date: 12/4/2009

Machine Details

Manufacturer: IR
Model: PT125R
S/N: 142170
Year: 1995
Eng S/N: TO4039D496466
Trans S/N:
SMU/Hrs: 2191
Hours Date: 9/30/2009
Last Schedule:
Last CTS:
Last PM:
Date Oil Sample Sent to Lab: 9/30/2009
Oil Sample:
Recommendations:

Compactors Configuration

EROPS: No
OROPS: Yes
Air Conditioner: No
Single Drum: No
Double Drum: No
Smoth Drum: No
Pad Foot: No
Vibratory System: No
Spray System: Yes
Dozer: No
Lighting System: No
Engine Tier Rating:
Tire Size Rear: 7.50-15
Tire Size Front: 7.50-15
Product Link: No
Anti-Theft System: No

General Appearance

	Code	Remarks	Parts	Labor
Radiator Grill & Shroud	Fair	Minor damage to shroud	$0.00	$250.00
Eng. Enclose	Fair	Latches are damaged	$0.00	$160.00
Hood / Stack	Good		$0.00	$0.00
Fenders	Good		$0.00	$0.00
Fuel Tank	Good		$0.00	$0.00
Crankcase Guard	Good		$0.00	$0.00
Battery Box	Good		$0.00	$0.00
Front Frame	Good		$0.00	$0.00
Rear Frame	Good		$0.00	$0.00
Diff Supports	Good		$0.00	$0.00
Bumper	Good		$0.00	$0.00
Counterweight	Good		$0.00	$0.00
Pre-Cleaner Bowl	Good		$0.00	$0.00
Cab	Not Applicable		$0.00	$0.00
Canopy	Not Applicable		$0.00	$0.00
Steps / Ladder	Good		$0.00	$0.00
Grab Irons	Good		$0.00	$0.00
Paint	Good		$0.00	$0.00
Sheet Metal / Guards	Good		$0.00	$0.00
Notes				
SOS Taken	Yes		$0.00	$0.00
Cleaning Required	Yes		$0.00	$350.00

Safety Items

	Code	Remarks	Parts	Labor
ROPS	Poor	ROPS has been cut and rewelded together	$0.00	$1,000.00
Glass / Mirrors	Not Applicable		$0.00	$0.00
Seat Belt	Good		$0.00	$0.00
Back Up Alarm	Poor	Inop	$0.00	$250.00
Horn	Not Applicable		$0.00	$0.00
Parking Brake	Good		$0.00	$0.00
Brake Hold	Good		$0.00	$0.00
Art Safety Bar	Not Applicable		$0.00	$0.00

Safety Decals	Good		$0.00	$0.00
Notes				

Gauges, Operator Station, Console

	Code	Remarks	Parts	Labor
Dash Console	Good		$0.00	$0.00
Meter	Good		$0.00	$0.00
Gauges	Good		$0.00	$0.00
Switches	Good		$0.00	$0.00
Wipers	Not Applicable		$0.00	$0.00
Air Conditioner	Not Applicable		$0.00	$0.00
Heater	Not Applicable		$0.00	$0.00
Interior Lights	Not Applicable		$0.00	$0.00
Seat Cushions / Arm Rests	Good		$0.00	$0.00
Floor Boards	Good		$0.00	$0.00
EMS Panel / Warnings	Good		$0.00	$0.00
Door Latches	Not Applicable		$0.00	$0.00
Doors	Not Applicable		$0.00	$0.00
Hyd Controls	Good		$0.00	$0.00
Parts Book	No		$0.00	$0.00
Safety Manual	Yes		$0.00	$0.00
O&MM	No		$0.00	$0.00
ROPS Cert Plate	Yes		$0.00	$0.00
Notes				

Engine

	Code	Remarks	Parts	Labor
Oil Leaks	No		$0.00	$0.00
Blow By	No		$0.00	$0.00
Knocking	No		$0.00	$0.00
Compression In Radiator	No		$0.00	$0.00
Water In Oil	No		$0.00	$0.00
Fluid Levels OK?	Yes		$0.00	$0.00
Anti-Freeze Color	GREEN		$0.00	$0.00
Oil Pressure (H/L/W)			$0.00	$0.00
Smoke (B/D/L/W)			$0.00	$0.00
Operating Condition	Good		$0.00	$0.00
Turbocharger / Blower	Good		$0.00	$0.00
Fuel Injection System	Good		$0.00	$0.00
Governor	Good		$0.00	$0.00
Engine Supports	Good		$0.00	$0.00
Air Cleaners	Good		$0.00	$0.00
Exhaust / Muffler	Poor	Inlet is cracked and muffler is loose - weld	$0.00	$350.00
Oil Filter Condition	Good		$0.00	$0.00
(Cut)	No		$0.00	$0.00
Notes				

Cooling System

	Code	Remarks	Parts	Labor
Radiator	Good		$0.00	$0.00
Coolers	Good		$0.00	$0.00
Hoses	Good		$0.00	$0.00
Water Pump	Good		$0.00	$0.00
Fan	Good		$0.00	$0.00
Fan Drive	Good		$0.00	$0.00
Belts / Pulleys	Good		$0.00	$0.00
Notes				
Leaks	No		$0.00	$0.00

Electrical, Starting And Charging System

	Code	Remarks	Parts	Labor
Batteries / Cables	Good		$0.00	$0.00
Starter	Good		$0.00	$0.00
Alternator	Good		$0.00	$0.00
Wiring	Good		$0.00	$0.00
Pre-Heater	Good		$0.00	$0.00
Lighting	Not Applicable		$0.00	$0.00
Notes				
Block Heater	No		$0.00	$0.00
Ether Aid	No		$0.00	$0.00

Transmission

	Code	Remarks	Parts	Labor
Case	Not Applicable		$0.00	$0.00
Seals	Not Applicable		$0.00	$0.00
Torque Converter	Not Applicable		$0.00	$0.00
Universal Joints	Not Applicable		$0.00	$0.00
Temp / Pressure	Good		$0.00	$0.00
Gauges	Good		$0.00	$0.00
Drive Shaft	Good		$0.00	$0.00
Lines / Fittings	Good		$0.00	$0.00
Oil Filter Condition (Cut)	Not Applicable		$0.00	$0.00
Cooler	Not Applicable		$0.00	$0.00
Operating Condition	Good		$0.00	$0.00
Transmission - Noisy	Good		$0.00	$0.00
Transmission Leaks	Good		$0.00	$0.00
Notes	Hydrostatic drive			

Steering

	Code	Remarks	Parts	Labor
Pivot P & B	Good		$0.00	$0.00
Trunnions	Good		$0.00	$0.00
Articulate P & B	Not Applicable		$0.00	$0.00
Steering Linkage	Good		$0.00	$0.00
Steering Valves / Pumps	Good		$0.00	$0.00
Lines / Fittings	Good		$0.00	$0.00
Notes				

Brakes

	Code	Remarks	Parts	Labor
Type (Wet / Dry)			$0.00	$0.00
Drums / Rotors			$0.00	$0.00
Control Valve	Not Applicable		$0.00	$0.00
Lines	Not Applicable		$0.00	$0.00
Master Cylinder	Not Applicable		$0.00	$0.00
Compressor	Not Applicable		$0.00	$0.00
Brake Linkage	Not Applicable		$0.00	$0.00
Pedal	Not Applicable		$0.00	$0.00
Parking Brake	Good		$0.00	$0.00
Hydraulic Pumps	Good		$0.00	$0.00
Accumulators	Not Applicable		$0.00	$0.00
Notes	Hydrostatic drive			

Hydraulics

	Code	Remarks	Parts	Labor
Tank	Good		$0.00	$0.00
Cylinders	Good		$0.00	$0.00
Hose Lines	Good		$0.00	$0.00
Propel Motor	Good		$0.00	$0.00
Propel Pump	Good		$0.00	$0.00
Vibratory Motor	Not Applicable		$0.00	$0.00
Vibratory Pump	Not Applicable		$0.00	$0.00
Notes				

Drum

	Code	Remarks	Parts	Labor
Drum Width			$0.00	$0.00
Drum Surface	Not Applicable		$0.00	$0.00
Drum Scrapers	Not Applicable		$0.00	$0.00
Drum Hubs	Not Applicable		$0.00	$0.00
Pad Feet	Not Applicable		$0.00	$0.00
Cleaner Bars	Good		$0.00	$0.00
Vibratory System	Not Applicable		$0.00	$0.00
Isolators	Not Applicable		$0.00	$0.00
Water Dist. Mats	Fair		$0.00	$0.00
Drum Drive Plantaries	Not Applicable		$0.00	$0.00
Notes				

Blade

	Code	Remarks	Parts	Labor
Face / Moldboard	Not Applicable		$0.00	$0.00
Push Arms	Not Applicable		$0.00	$0.00
Pins & Bushings	Not Applicable		$0.00	$0.00
Cutting Edges / End Bits	Not Applicable		$0.00	$0.00
Cylinders	Not Applicable		$0.00	$0.00
Notes				

Tires

	Make S/N	Tread Depth 1/32"		% Life Left	Recapped	Tread Cut/Chunks	Side Cuts Sections	
Right Front		0.00	0.00					
Left Front		0.00	0.00					
Right Rear		0.00	0.00					
Left Rear		0.00	0.00					
Tire Size	7.50-15							
Average Life Left								
Notes								
Tires Needed							$0.00	$0.00

Service

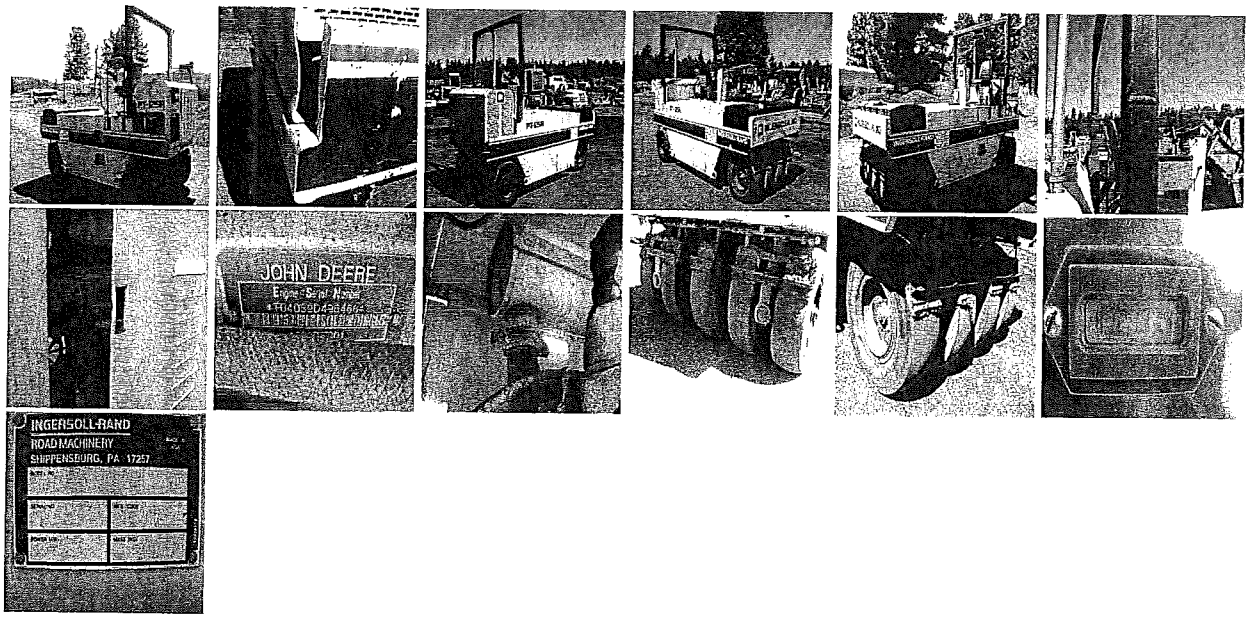
	Code	Remarks	Parts	Labor
Service Needed		No Service due	$0.00	$0.00

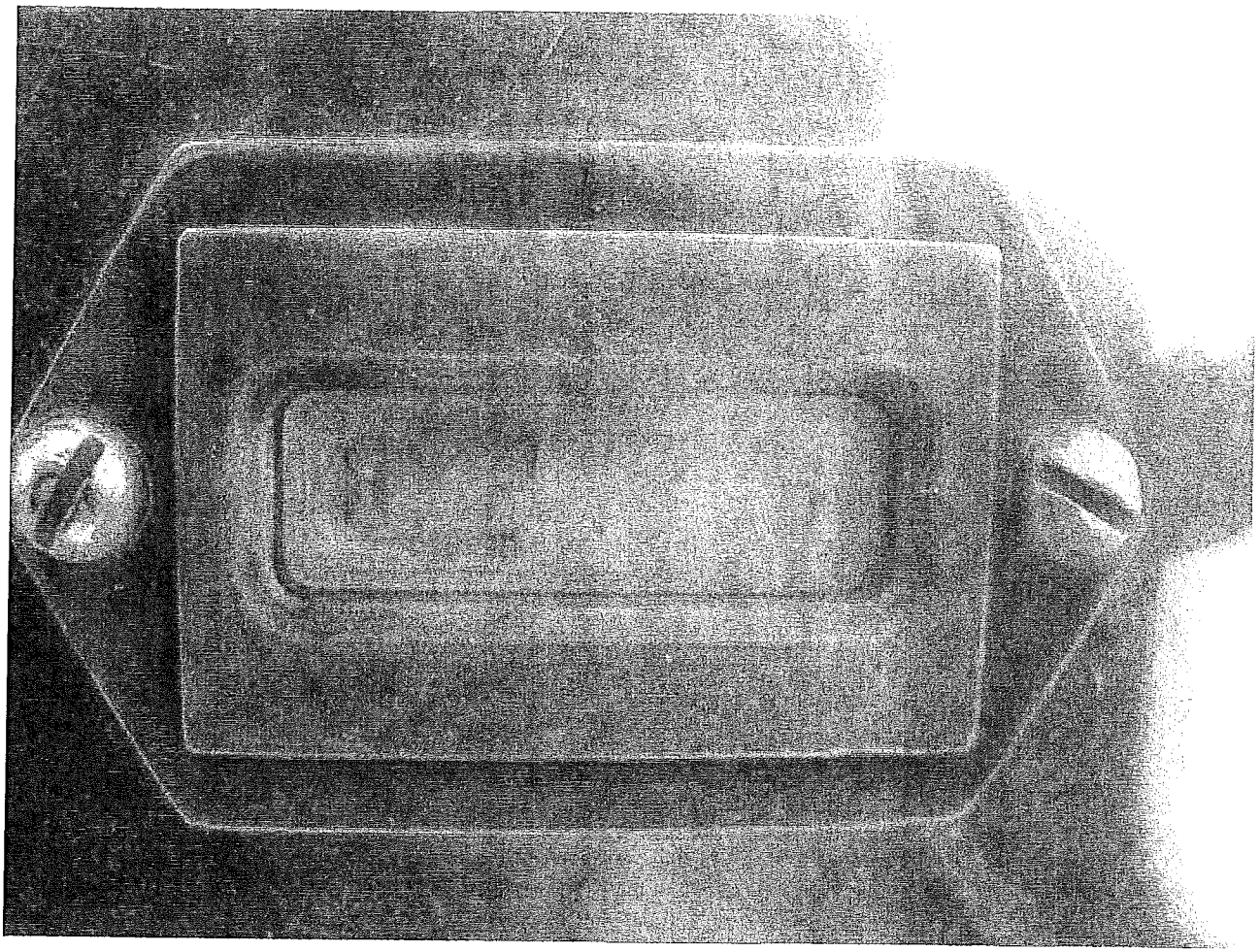
General Repairs and Remarks

Repairs Needed: Muffler is cracked and loose - engine door latches broken - ROPS has been cut and rewelded - cocoa pads are

worn

General comments: Overall condition of machine is good





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#11

TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: November 18, 2009 **Meeting Type**: Regular Session
☐ **Consent Agenda** ☒ **Regular Business**

Reference Document: Youth Center

Agenda Title (be exact):
Discussion, consideration, and possible direction to staff relative to the future of the Teens A Chillin' Youth Center.

Purpose and Background Information:
The following is a chronology of events relative to the Youth Center from Sept. 16, 2009 to present.

- Based on direction from Council at the Sept. 16, 2009 Council meeting, staff moved forward with "option A", which was to enter into a MOU with Youth Count, to lease the building and continue to build infrastructure and within one year turn the center over to a non-profit.
- Lori Deutsch of Youth Count went before her board for approval of entering into a MOU with the Town of Camp Verde. Youth Count declined entering into an MOU with the Town.
- VISTA employee Katelyn Cohen was directed by Youth Count to continue moving forward in the search for a non-profit to take over operations of the Center.
- The Youth Center officially closed on October 2, 2009.
- Staff continued to work closely with Youth Count, VISTA, and Youth Coalition for progress reports and updates on the search for a non-profit.
- One local non-profit stepped forward and expressed interest in taking over the operations of the Youth Center.
- The Community Youth Coalition met on Oct. 15, 2009 at which time Katelyn Cohen reported that there were no other non-profits willing to take over the operations of the Youth Center, although a couple of them were willing to assist another non-profit when the Center re-opens. At this meeting the non-profit interested in taking over the Center made a presentation.
- Staff spoke to Lori Deutsch from Youth Count about only having one non-profit interested in the Center. It was decided that staff would meet with the non-profit and prepare a draft MOU to take to Council. Following the meeting, Lori Deutsch emailed an official announcement to the Youth Coalition members of our intent.
- On October 26th, staff met with Lori Deutsch to discuss how to move forward with a MOU and important points that would need to be included, such as insurance requirements, rules, regulations, etc. Staff is working towards setting up a meeting with the non-profit and community volunteers who showed interest in assisting with the Youth Center and discuss a MOU that would be taken to Council in December.

Staff is seeking direction from Council to determine if we should: 1) keep pursuing the search for a non-profit, 2) have town staff run the Youth Center, or 3) continue to keep the Center closed.

Recommendation (Suggested Motion):
1. Staff has no recommendation at this time.

Finance Review: ☐ **Budgeted** ☐ **Unbudgeted** ☒ **N/A**

Finance Director Comments/Fund: N/A

Attorney Review: ☐ **Yes** ☐ **No** ☒ **N/A**

Attorney Comments: N/A

Submitting Department: Public Works
Contact Person: Ron Long
Action Report prepared by: Lynda Moore

#12

TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: November 18, 2009 **Meeting Type**: Regular Session
☐ **Consent Agenda** ☒ **Regular Business**

Reference Document: Library Strategic Plan 2004 – 2009 Report

Agenda Title (be exact):
Update and discussion of the Library Strategic Plan 2004 - 2009.

Purpose and Background Information:
On January 7, 2004, the Town Council approved this plan for future development of the Camp Verde Library. This is a report to council on what has been done to fulfill this plan.

Recommendation (Suggested Motion): No action needed

OR

Finance Review: ☐ **Budgeted** ☐ **Unbudgeted** ☒ **N/A**

Finance Director Comments/Fund: N/A

Attorney Review: ☐ **Yes** ☐ **No** ☒ **N/A**

Attorney Comments: N/A

Submitting Department: Library

Contact Person: Gerard Laurito

Action Report prepared by: Gerard Laurito

CAMP VERDE COMMUNITY LIBRARY
STRATEGIC PLAN
2004 – 2009

On January 7, 2004, the Town Council approved this plan for future development of the Camp Verde Library. The 2 areas of services that were agreed upon for the library to concentrate on were "Cultural Awareness" and "Community Referral". Cultural Awareness services help satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others. Community Referral services addresses the need for information related to services provided by other community agencies and organizations. A third service was added to the plan contingent upon our getting a new library building. That service is called "Commons". Commons service is defines as providing for the needs of all citizens to have a place to meet and interact with others in their community and to participate in public discourse about the community.

In regards to Cultural Awareness, we have acquired many books on the many and varied nations, cultures, and beliefs in this world. These are listed in our monthly new book list and sometimes displayed on our shelves. Alice has taken a basic Spanish class for library workers to better communicate with our Hispanic patrons. We have increased the number of Spanish language materials in our children's section and the circulation of that material has been increasing over the years. We have also translated a brochure on how to get a library card into Spanish and we have had some children's programs dealing with other cultures. In our Children's area, we have 3 cultural displays. Chinese art in our young adult area, a poster of children dressed in traditional clothes from around the world, and a display of world flags on the west wall.

In regards to Community Referral, we participated in the creation of a volunteer referral directory. This directory was created by Amber Polo and was a list of local groups that use and need volunteers. These groups provided Ms. Polo with their needs and requirements and Ms. Polo compiled them into a loose-leaf directory. We have a copy here at the library and on our website. We have acquired many service directories for the Verde Valley Yavapai County and Arizona. The Circulation Desk for easy access as needed usually keeps these items. We accept flyers for posting on our bulletin board from groups that offer services at no charge, and we also display brochures from groups as space permits.

#13

TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: November ~~5~~ 18, 2009 **Meeting Type**: Regular Session

☐ **Consent Agenda** ☒ **Regular Business**

Reference Document:

Agenda Title (be exact):
Discussion, consideration, and possible authorization for the Town Manager to secure an office for Human Resources outside the law enforcement facility.

Purpose and Background Information:
Human Resources is comprised of five components: Recruitment, retention, training, benefits and counseling. When it comes to recruitment, retention, and training, these areas have improved significantly and are running smoothly. When it involves employee discussion of benefits and/or counseling, our employees need to know they have a safe and confidential place to go.

In the past, we have tried to ease the discomfort of discussing personal and confidential information, but this may not be possible with everyone, particularly at the law enforcement facility. The security access alone can be intimidating to some people.

We recommend that an office be secured on Town property but away from the law enforcement facility. Darby Martin, the H.R. assistant, could use this office one day a week for Human Resources business. This office should be located where all employees could have unfettered access. This action would allow all employees a confidential and inviting access to Human Resources.

Recommendation (Suggested Motion):
Move to authorize the Town Manager to secure a vacant office on the town premises for Human Resources and grant him the permission to make necessary cosmetic changes to provide a warm, confidential, and personal atmosphere.

Finance Review: ☐ **Budgeted** ☒ **Unbudgeted** ☐ **N/A**

Finance Director Comments/Fund:

Attorney Review: ☐ **Yes** ☐ **No** ☒ **N/A**

Attorney Comments:

Submitting Department: Human Resources

Contact Person: Darby Martin
Action Report prepared by: Darby Martin

14

TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: November 4, 2009 **Meeting Type:** Regular Session

☐ **Consent Agenda** ☒ **Regular Business**

Reference Document: N/A

Agenda Title (be exact):
Discussion, consideration, and possible direction to staff regarding the operation of the weight room. This may include, but not limited to closing of the weight room.

Purpose and Background Information
The Town of Camp Verde currently has three or more fitness centers located within the Town limits. Council needs to discuss the advantages and disadvantages of keeping the weight room open.

Recommendation (Suggested Motion):

OR

Finance Review: ☐ **Budgeted** ☐ **Unbudgeted** ☒ **N/A**

Finance Director Comments/Fund: N/A

Attorney Review: ☐ **Yes** ☐ **No** ☒ **N/A**

Attorney Comments: N/A

Submitting Department: Councilor Garrison

Contact Person: Councilor Garrison

Action Report prepared by: v. Jones

The weight room is located at the rear of the Public Works/Parks & Rec building at Main and Hollamon St. The entrance to the weight room faces the Ramada and soccer fields.

Equipment in the gym has all been donated from various facilities and or organizations. There cable machines, free weights, benches and a few aerobic machines.

There are currently 11 paying members, assessed $15/month – membership was increased effective October 16th to $30/month. (One membership expired in Sept and has not renewed, one will renew in October, three renew in November, one in December, three renew in January and 2 renew in April 2010). Total revenue from the weight room in the 08/09 budget year was $1,557.

There are three gyms in Camp Verde. Verde Bar Bell charges $39.99 start up fee and $29.99 per month. Curves charges $39.00 per month or offers other membership plans Snap Fitness has various plans but basic membership is $25 key fee and $30 per month.

There are19 *known* non-paying employees or family members, town volunteers, fire fighters or others eligible to use the facility

On average there are 18 entries per month on the sign in sheet to pick up the key.

Most members must get entry into the facility by coming to the front desk at Parks/Rec, opening the door to the weight room then returning the key to the front desk. Other individuals have their own keys to enter and use the room without accessing the front desk. There is currently no key control and it appears that keys have been duplicated outside of Town control.

There is no employee monitoring the gym it is unknown if the membership rules of use and safety are being followed.

Wiring and other equipment for our telephone system is run through this room and is exposed; there are some holes in the walls; one is around the base of an electrical panel. Both situations raise additional security and safety concerns.

On more than one occasion, maintenance staff has had to remove large amounts of trash brought in and left in the dressing room. Also, people have urinated in the dressing room and it is not uncommon for bottles of urine to be left for staff to remove; this behavior continues in spite of the public restrooms just outside the door.