

**MINUTES  
WORK SESSION – GENERAL PLAN UPDATE  
THE PLANNING AND ZONING COMMISSION  
473 S. MAIN ST. STE. 106  
THURSDAY DECEMBER 10, 2015 at 6:00PM**

**1. Call to Order**

Chairman Davis called the meeting to order at 6:00 pm.

**2. Roll Call**

Chairman B.J. Davis, Vice Chairman Dave Freeman, Commissioners Greg Blue, Bob Burnside, and Chip Norton are present. Commissioners Howard Parrish and Jim Hisrich were absent.

**Also Present**

Community Development Director Michael Jenkins, Assistant Planner Kendall Welch, and Recording Secretary Saepyo Choe.

**3. Pledge of Allegiance**

The Pledge was led by Vice Chairman Freeman.

**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**

No minutes for approval.

**b. Set Next Meeting, Dates and Times:**

January 7, 2016 – Regular Session (Election of Officers)

On a motion by Vice Chairman Freeman, seconded by Commissioner Norton, the Commission voted unanimously to approve the Consent Agenda.

**5. Discussion, Public Input, and Commission Consensus on Acknowledgement Page.**

Staff Resource: Community Development Director, Michael Jenkins

The Commission reached a consensus on the following: 1) The order of acknowledgements should reflect the following: Planning & Zoning Commission, followed by Town Council, Town Staff, Contributors, followed by Community Members & Volunteers; 2) Include a disclaimer to thank all those who contributed to the process that may not be listed; 3) Allow room for the list of names on the Acknowledgements page to grow as more people contribute to the process; 4) Change the name of the document to "2016 General Plan."

**Discussion**

Assistant Planner Kendall Welch originally featured the Community Members & Volunteers at the top of the Acknowledgements page. The Commission appreciated the gesture, but decided it was best to feature the names on the acknowledgements page in order of responsibility. Welch also informed the Commission that community members and volunteers listed on the acknowledgement page have all served on general plan subcommittees at some point or another. Commissioner Burnside requested Marshall Whitmire be added to the Community Members & Volunteers list. Since the General Plan is scheduled to be ratified in 2016, the Commission requested the title of the document be changed to the "2016 General Plan".

**Public Input**

Kathy Davis recommended the first line of the Acknowledgments read: "Preparing the 2016

General Plan in accordance with Arizona Revised Statutes was a cooperative effort . . .”

**6. Discussion, Public Input, and Commission Consensus on Table of Contents Page.**  
Staff Resource: Community Development Director, Michael Jenkins

The Commission reached a consensus to make the following changes to the Table of Contents page: 1) Add a separate “List of Tables” and/or “List of Figures”; 2) Add the “Overall Town Character Areas Map” to all applicable tables; 3) Standardize the names of the Character Areas (i.e. “McCracken” vs. “McCracken Lane”); 4) Change “Growth Area” to plural, “Growth Areas” if applicable. 5) Remove the Preface.

Chairman Davis asked Staff to prepare an updated draft for review at the next available Planning & Zoning Commission Meeting.

**Discussion**

Assistant Planner Kendall Welch explained that the page numbers are likely to change with the formatting of the 2016 General Plan. Welch also explained that the 2016 General Plan follows the same order as the 2005 General Plan, though the 2005 General Plan did not include a Table of Contents.

**Public Input**

Kathy Davis added it was standard practice to also include a separate section for “List of Tables” and “List of Figures” in the Table of Contents to facilitate locating specific items within the general plan. The Commission agreed this was a good idea and requested Staff insert the additional tables.

**7. Discussion, Public Input, and Commission Consensus on Chapter 1 - Introduction.**  
Staff Resource: Community Development Director, Michael Jenkins

The Commission reached a consensus on the following changes to “Chapter 1 – Introduction, With Suggestions from Community Development Staff, Dated: December 7, 2015.” The Commission also acknowledged that they will still need to update some sections of this chapter to reflect future public input after the plan goes out to the public during its review period. Chairman Davis directed Staff to make the recommended changes and bring back at the next available Planning & Zoning Commission Meeting. Staff recommendations noted within the draft Introduction were followed, except where noted below.

**VISION**

- 1) Incorporate economic development into the revised vision statement.
- 2) Second sentence should read: “Natural resources will be a priority to preserve, including the Verde River, tributaries, and open space areas.”

**PURPOSE**

- 1) Opening paragraph, last sentence, change “practicable” to “practical measures.”
- 2) Second paragraph, second sentence: reaffirm the public’s preference for specifying “western.” Third sentence, add “parks/ball fields” to the list after “When asked about the future of their community, residents overwhelmingly stated a desire for . . .”
- 3) Third paragraph, combine the first two sentences into one: “Similar comments were given during the update process of the 2015 General Plan by Camp Verde residents at National Night Out and Cornfest, two Town events that took place in the Summer of 2015.” Fourth sentence should read: “Future concerns were expressed as a need . . .”

**BACKGROUND AND HISTORY**

- 1) Fourth paragraph, include that Yavapai-Apache Nation is the “largest employer in the Verde

Valley” upon fact-checking.

2) Look at relocating the “Background and History” section to the Chapter 2 – History & Culture element.

#### **ENVIRONMENT AND LIFESTYLE**

1) Opening sentence should read, “At an elevation of 3,160 feet, Camp Verde is classified as Upper Sonoran Desert.”

2) Second paragraph: remove the sentence “However, the Verde River needs protection from . . .”; add a statement about the Wild and Scenic stretch of the Verde River; allude to the importance of protecting the Verde River with a general statement.

3) Fifth paragraph, third sentence should read, “Residents and visitors alike enjoy pursuing recreational activities . . .”

4) Seventh paragraph, opening line should read, “At the time of incorporation in 1986, the population was . . .”

5) Last paragraph, last two sentences, replace “openness” with “open space.”

6) Look at relocating the “Environment and Lifestyle” section to Chapter 2 – History & Culture element.

#### **STATE REQUIREMENTS**

End of third paragraph, add sentence “The Camp Verde 2016 General Plan includes three additional elements: History & Culture, Economic Development, and Housing.” Kathy Davis recommended adding “See exhibit XX,” and referencing the applicable Arizona Revised Statute verbatim.

#### **ORGANIZATION OF THE GENERAL PLAN**

1) First paragraph, last sentence should include chapter numbers for each element.

2) Second paragraph, last sentence should read, “The reader should also note that implementation strategies included in the plan will ultimately guide policy makers and private sector entities in reaching tangible decisions relative to the goals approved by the people of Camp Verde.”

3) Fourth paragraph, last sentence, end the sentence after “a town” and strike the remainder.

4) Sixth paragraph, opening sentence should read, “The Downtown Character Area has Main Street, retail sales . . .”

5) Last paragraph, opening line should read, “Another new concept supported by character areas is that of Camp Verde being a “gateway” community for the Verde Valley and beyond.” The following sentence should read, “There are several road entrances into the Verde Valley, and many of them are located in Camp Verde . . .”

**DEFINITIONS.** Remove Definitions section from the Introduction and list needed definitions in a glossary or appendix.

**PUBLIC PARTICIPATION GUIDELINES.** Keep this section in the Introduction and update the information as needed.

**CITIZEN PARTICIPATION RESULTS.** Reference the 2015 public participation results as “See Table XX.”

#### **8. Discussion, Public Input, and Commission Consensus on Status of Remaining General Plan Items including Preface, Trails Map, etc. Staff Resource: Community Development Director, Michael Jenkins**

The Commission reached a consensus on the remaining General Plan items: 1) Remove the Preface from the General Plan and place its contents in the Introduction. 2) Consider changing the name of the Introduction to “Introduction to the General Plan.” 3) Town of Camp Verde Trails

Map will be added upon completion. 4) Improve the readability of the Public Facilities and Points of Interest Maps and include them as 11" x 17" inserts.

Commissioner Norton and Chairman Davis thanked Staff, the Commissioners, and Kathy Davis for showing immense dedication and continually producing quality work.

**9. Adjournment**

On a motion by Commissioner Blue, seconded by Commissioner Norton, the Commission voted unanimously to adjourn the meeting at 8:06 pm.

**Next Sub-Committee Meeting:**  
TBD

**Next General Plan Work Session:**  
January 14, 2016 – Thursday

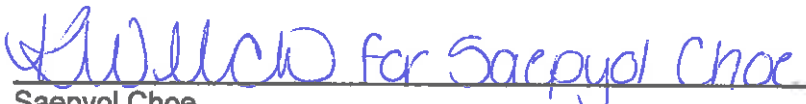
  
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Chairman B.J. Davis  
Planning & Zoning Commission

  
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Michael Jenkins  
Community Development Director

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Planning & Zoning Commission of the Town of Camp Verde during the Special Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona held on the 10<sup>th</sup> day of December, 2015. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 7<sup>th</sup> of January, 2015<sup>6</sup>.

  
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Saepyo Choe  
Recording Secretary