

**DRAFT MINUTES**  
**Special Session & Public Hearing**  
**THE PLANNING AND ZONING COMMISSION**  
**TOWN OF CAMP VERDE 473 S. MAIN STREET**  
**CAMP VERDE, AZ. 86322**  
**COUNCIL CHAMBERS STE. 106**  
**THURSDAY, DECEMBER 13, 2018**  
**6:30 PM**

*All Commission meetings will end at 9 PM; therefore, any remaining agenda items will be heard at the next Commission meeting.*

**1. Call to Order**

Chairman Davis called the meeting to order at 6:30 p.m.

**2. Roll Call**

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

**Also Present**

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

**3. Pledge of Allegiance**

Commissioner Vanlandingham led the Pledge.

**4. Consent Agenda:**

*All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.*

**a. Approval of Minutes:**

November 1, 2018 – Regular Session

**b. Set Next Meeting, Date and Time:**

TBD

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

**5. Call to the Public for Items Not on the Agenda**

*Residents are encouraged to comment about any matter not included on the agenda. State law prevents the Commission from taking any action on items not on the agenda, except to set them for consideration at a future date.*

No public comments were made.

**6. Public Hearing Items:**

**Public Hearing, Discussion, and Possible Recommendation to the Town Council for an application submitted by Simonton Ranch, LLC, for a Preliminary Subdivision Plat for a proposed business park. The property is 6.59 acres and is located at the end of Homestead Parkway extension of Davidson Drive, Parcel number 403-23-104W, in Camp Verde, Yavapai County, Arizona.**

**Declare Actions:**

**Public Hearing Open at 6:32 pm**

**Call for Staff Presentation:**

Town Planner Melinda Lee stated that this application is for a Preliminary Plat for the proposed "White Hawk Business Park" which will create 12 individual parcels for commercial development. This part of the process gives the developer the authorization to do a Final Subdivision Plat. The applicant and staff has completed all of the necessary requirements for public participation. Comments received from agencies have been addressed already or will be addressed during the final plat process.

The applicant, Scott Simonton, intends to develop Homestead Parkway to the end of the existing right-of-way. The internal roadway in the project, White Hawk Drive, will be dedicated to the public and also developed by Mr. Simonton. Existing utilities will be extended into the project, which will provide service hookup for future parcel owners.

This plat is compliant with the General Plan. Ms. Lee reviewed the aspects of compliance with the Finnie Flat Character Area. These include:

- **Goal A: Promote regional commercial and employment opportunities.** This will encourage commercial and employment centers in the region. The project also access and utilities to future projects in the area, and improve the design of the Town's Urban Trail System.
- **Goal D: Encourage the implementation of the Verde River Recreation Management Plan as defined by the citizens.** The development of Homestead Parkway will facilitate access to the open space at the end of the roadway and trails will be created from the Verde Valley Archaeology Pit House to the Verde River.
- **Goal E: Create inviting gateway entrances.** Homestead Parkway extension is dirt right now. This project will provide improvements that will enhance the aesthetics, safety and efficiency of the existing right-of-way.

There were some questions about the north boundary which is a residential area. Mr. Simonton has proposed that he will provide a 50ft buffer between the residential and commercial areas.

Staff supports the project and recommends approval of the request for a Preliminary Plat. It will provide commercial properties with infrastructure in place.

**Call for Applicant Presentation:**

Scott Simonton, manager of Simonton Ranch introduced himself and is available for questions.

Commissioner Vanlandingham asked where the buffer to 50 feet will be and the reason for that width. Mr. Simonton referred to the PowerPoint presentation slide showing the aerial view of the property. He explained that the one residential neighbor came to him and requested that they not be able to see what is on the property. The 50 foot buffer will only be along the back side of property.

Mr. Simonton has also met with engineers and with McDonald Brother's Construction to work out final bids and proposals. He stated the Town had an obligation to complete Homestead Parkway but he is going to proceed in doing the road improvements himself; to be repaid at a later date. The improvements that are going in on the properties include water, power and conduit.

Mr. Simonton stated he is spending money to try to solve the drainage problems. Chairman Davis asked where that water will go. Mr. Simonton said it will go into the Verde Ditch but in a controlled manner. He will also be doing a complete drainage study.

Commissioner George asked what the procedure is if artifacts are found during construction. Mr. Simonton said they have spent \$450,000 already, preserving what they have found and had it carbon dated. When an item was found, they notified the state and asked them to get involved. Five tribes have also claimed affinity. Representatives from the state and the five tribes held a ceremony and reburial for remains found on site; they were relocated to a designated half-acre parcel near the park. There is an agreement in place for future findings, where an archeologist will be present to observe.

**Call for Comments from the Public:**

No public to comment.

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

**Declare Public Hearing Closed at 7:07 pm**

**Call for Commission Discussion: None**

**Call for Staff Comments: None**

**Call for Motion:**

**Motion** was made by Commissioner Hisrich to recommend approval of an application for a Preliminary Subdivision Plat, known as "White Hawk Business Park" as requested by the property owner, Simonton Ranch 1,

LLC. The property is located at the end of Homestead Parkway extension, Northeast of Davidson Drive on Parcel number 403-23-104W. Second was made by Commissioner George.

**Call for Discussion of Motion:**

None.

**Call for the Question:**

**Motion** carried unanimously with Chairman Davis, Vice Chairman Helm, Commissioners Hisrich, Blue, George, and VanLandingham approving.

**7. Current Events**

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

Chairman Davis wanted to thank Teresa Helm for her commitment to the Board as she is to step down after her term. He said they have received two applications in for the position. The Council Meeting is scheduled for January 16<sup>th</sup> to appoint the next commissioners.

**8. Staff Comments**

Ms. Lee would like Commissioners to return the copies of the Plats so she can use for Town Council.

Community Development Director Carmen Howard said that she and Ms. Lee attended a Planning Commission and Board of Adjustments Training. She said it was a good workshop.

**9. Adjournment**

**Motion** was made by commissioner Vanlandingham to adjourn the meeting. Second was made by Commissioner Blue. **Motion** carried unanimously with Chairman Davis, Vice Chairman Helm, Commissioners Hisrich, Blue, George, and VanLandingham approving. Meeting was adjourned at 7:12 PM.

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Chairman B.J. Davis

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Carmen Howard, Director  
Community Development

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Planning & Zoning Commission of the Town of Camp Verde during the Regular Session & Public Hearing of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 13<sup>th</sup> day of December 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 13<sup>th</sup> day of December 2018.

Jennifer Reed

Jennifer Reed, Recording Secretary