

**MINUTES**  
**Special Session**  
**THE PLANNING AND ZONING COMMISSION**  
**TOWN OF CAMP VERDE COUNCIL CHAMBERS**  
**THURSDAY APRIL 7, 2011**  
**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.

**2. Roll Call**

Chairperson Butner, Vice Chairperson Norton, Commissioners Hisrich, Buchanan, Parrish and Freeman were present; Commissioner Hough was absent.

**Also Present:** Town Manager Russ Martin, Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Owens and Recording Secretary Margaret Harper.

**3. Pledge of Allegiance**

The Pledge was led by Butner.

**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:**

March 31, 2011 Special Session

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

As needed

On a motion by Freeman, seconded by Buchanan, the Consent Agenda was unanimously approved as presented, with the next meeting set for April 14, 2011, as needed.

Asst. Planner Owens noted that she has scheduled a meeting to be held on April 14, 2011, in the event that it becomes necessary.

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

(Comments from the following individual are summarized.)

**Alan Williams** said he wanted to speak regarding accessory structures; as an example, he said he owns a building on a lot next door, and bought another lot. He wants to put a shed on the lot, and since it is not 2-1/2 acres the lots have to be combined in order to build a storage shed. Later they want to build a house on that lot, and would then have to "re-separate" the acreage. He said he is not just speaking for himself, but others as well, if someone wants to build a shed for storage on their property, not for a living space, but for storage only.

The Commissioners then discussed with Mr. Williams the issue he had presented. Mr. Williams confirmed that he was speaking primarily on behalf of the actual property owners who live in Phoenix; the proposed shed would be in anticipation of building a home on the lot in the future. There was an in-depth discussion with Mr. Williams, with input from staff, regarding the issue of proposing to build an accessory building with no primary use in place on the particular piece of property.

**Greg Blue** commented that he believes the property owners could appeal to the Town for a variance; however, staff explained that a variance could not be granted since the problem would have been self-imposed.

It was subsequently suggested that the following agenda item involving revisions to the Planning & Zoning Ordinance would allow for further discussion of the issue presented by Mr. Williams.

There was no further public input.

**6. Public Hearing, Discussion, Consideration and possible recommendation to Council for proposed revisions to the Planning and Zoning Ordinance and Subdivision Regulations.**

On a motion by Hisrich, seconded by Buchanan, the Commission voted 5-1 to **strike all of Section 401.A.**; Freeman abstained.

On a motion by Buchanan, seconded by Norton, the Commission voted unanimously to accept Section 404 as written.

Continuing the discussion on the subject presented by Mr. Williams, Town Manager Martin noted that Accessory Buildings were addressed in Part Two of the Code. There was a comment that the use of accessory buildings is consistently associated with a primary permitted use throughout the Town Code. The possible exception for a 200 sq. ft. building in residential was also discussed, together with a comparison between the current Code and the proposed re-write. Martin said he would suggest that the current Code be included in Part Three that explains allowing accessory uses according to the size of the property, based on the principles that are in the current Code. The members discussed whether or not an exception should be allowed for a structure that does not require a building permit. It was acknowledged that the problem is a shed sitting on a small piece of property in a residential zone, and there was general agreement that the size of the property should remain at 2 acres. Martin summarized his understanding of the intent of the Commission; that is, to go back to the existing 2-acre requirement for accessory buildings without a primary structure; at that point then the building requirements take over, and if under that square footage, discuss whether or not it is permitted there, and try to find a way to either enforce it or not; staff will try to come up with the appropriate language.

The Commission next addressed **PART FOUR**.

Martin said that the changes discussed regarding "shall" and "should" have been addressed, including the parking area in **401.A** that will be changed to "should." On Page 7, just the figure indicating Preferred Parking Locations remains. The members further discussed the parking requirements set forth in **401.A.1.**, concern for consistency with neighboring properties, and the intent to preserve the western/rural image of Camp Verde.

**Greg Blue** said that he believes that the discussion appears to be in favor of striking all of 401.A, all the way up to Section B. In Section 402, the compatibility that was discussed regarding Main Street is addressed. In particular, the Town should be encouraging the Targets and Lowes without the restrictions dictated by Section 401.A.

The members discussed the economic benefit of encouraging "big box" stores, with further input from Mr. Blue and staff, and a suggestion was made to eliminate all of Section 401.A; Freeman objected, maintaining that the language would be helpful to developers by offering guidelines for them to follow; a motion was made and vote taken on the issue. Martin then reminded the members that by their action the historical section has been removed for now, and that the General Plan should dictate those kinds of things. Butner added that those provisions have been eliminated until the Town of Camp Verde adopts an Historic Preservation District.

Martin then directed the discussion to the issue of A-Frame signs, Section 404, outlining the rationale for the added references to A-Frame signs on Pages 19, 20, 22, 26 and 28. The members discussed with Martin several examples of the history and use of off-

premise A-Frame signs; the added language on Page 28 was revised as follows: (In part) "...placement must be as close to business as reasonable and must be no further than 500' **from** the business..." Norton commented that there may need to be an exception for churches. After further discussion it was generally agreed to accept Section 404 as reviewed, and a motion was made and action taken accordingly. Martin added that the language will be clarified to make sure that the locals on Main Street do not go down the street 500 feet to put a sign on some other business for advertising purposes.

Freeman questioned the requirement for "qualified Contractor" information on Page 29, Paragraph 4.I.; Jenkins explained that a license is required by the Building Code.

After further discussion, the language in **Section 402.B.3.c.**, was revised as follows: "Landscape materials should be capable within three years of providing shade to pedestrians along or between sidewalks and streets, and to parked vehicles and pavement within parking areas, and must be maintained in perpetuity."

There was further discussion regarding the issue of medical marijuana and location of growing facilities in relation to the dispensaries, as well as parking provisions; Jenkins reminded the members that a section on medical marijuana has not yet been inserted into the Code re-write document; the addendum had been provided for discussion of the subject. Staff was reminded that they had been previously requested to make a presentation on the issue of medical marijuana. The members discussed the issues of including C-3 zoning for off-site growing, whether a decision should be made to allow it, and the location(s), as well as allowing growing for dispensaries that are not in our CHAA; and the possibility of tax revenues. It was suggested that the growing location should be closely associated with the distribution location, and could be regulated by the particular zoning.

Martin gave a brief preview of the new Part 5 that sets forth the process involved in subdivision and land divisions; Part 6, Administration and Procedures essentially closes the door on the rest of the ordinances. If any member has any concern with those two sections, staff should be immediately informed so that any small corrections can be made and the draft document adopted next week. Hopefully the document will go before the Council on April 27<sup>th</sup>. With at least two more hearings before adoption, it conceivably would not be until the middle of June that the document is adopted. Martin said he hopes the members will be active participants in the Council hearings.

**7. Commission Informational Reports:**

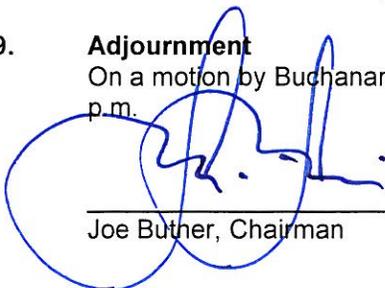
There were no Commission informational reports.

**8. Staff**

Owens said that the Council meetings will be scheduled for April 27, May 11 and May 25. Martin said that if the Commissioners have any concerns to be sure to let staff know by May 5<sup>th</sup> in time for the Council meeting. Owens added that the Council meetings have been advertised as having a majority of the P&Z Commission in attendance.

**9. Adjournment**

On a motion by Buchanan, seconded by Freeman, the meeting was adjourned at 9:02 p.m.



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Joe Butner, Chairman

  
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Michael Jenkins  
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 7<sup>th</sup> day of April 2011. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 14<sup>th</sup> day of April, 2011.

Margaret Harper  
Margaret Harper, Recording Secretary