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AGENDA

WORK SESSION
MAYOR and COMMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, # 106
Wednesday October 21, 2009
4 p.m. to 6 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Joint Work Session of the Town Council, Zoning Ordinance Rewrite Committee and Zoning Technical Advisory Committee to review and discuss the Draft Development Guidance System Diagnostic Report with consulting firm Dava and Associates.** Staff Resource: Matt Morris

5. **Adjournment**

Posted by: Sharon McCormick Date/Time: 10-15-09 10:00 Am

Note: Pursuant to A.R.S. §38-431.03.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.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

TOWN OF CAMP VERDE
Agenda Action Form

Meeting Date: October 21, 2009 **Meeting Type:** Work Session

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

Reference Document: Draft Development Guidance System Diagnostic Report

Agenda Title (be exact): Joint Work Session of the Town Council, Zoning Ordinance Rewrite Committee and Zoning Technical Advisory Committee to review and discuss the Draft Development Guidance System Diagnostic Report with 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 has prepared a draft diagnostic report of the Town's current development guidance system. While public comment and analysis will continue throughout the project process, the diagnostic report shall serve as a foundation for the update process. The purpose of the October 21st Joint Work Session is to provide an opportunity for review and comment of the draft report. Comments from the work session will be utilized in the final revisions of the report, which will be advanced to the Council in November for final approval.

Recommendation (Suggested Motion): N/A

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: Administration

Contact Person: Matt Morris

Action Report prepared by: Matt Morris

Administration

MEMORANDUM

To: Town Council, Zoning Ordinance Rewrite Committee, Zoning Technical Advisory Committee
From: Matt Morris, Special Projects Administrator
CC: Debbie Barber, Town Clerk
Date: 10/14/2009
Re: Planning and Zoning Ordinance Comprehensive Update (Work Session & DRB)

Attached hereto is a copy of the Draft Development Guidance System Diagnostic Report. We are advancing the report to you a few days prior to the publication of the work session agenda and packets in order to give you the maximum amount of time for your review and consideration prior to the October 21st Joint Work Session.

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 has prepared a draft diagnostic report of the Town's current development guidance system. While public comment and analysis will continue throughout the project process, the diagnostic report shall serve as a foundation for the update process. The purpose of the October 21st Joint Work Session is to provide an opportunity for review and comment of the draft report. Comments from the work session will be utilized in the final revisions of the report, which will be advanced to the Council in November for final approval.

Please do not hesitate to contact us should you have questions or concerns regarding the draft report.

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. 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, staff is proposing modifications to the appeal process to enable aggrieved parties to appeal administrative Design Review determinations by the Community Development Director to the Board of Adjustments and Appeals. Currently, appeals of Design Review Board decisions are reviewed by the Town Council.

Arizona Revised Statutes, and Town Code, prescribe the process whereto modifications to the Planning and Zoning Ordinance can occur. As such, staff has worked diligently to expedite the preparation of legal notices, staff reports, and the draft ordinance in response to the Council's request to move quickly. The formal process will begin with a public hearing of the Planning and Zoning Commission on November 5th. Their recommendation will then be advanced for Council review at the November 18th Council meeting. Revisions to Section 124 will become effective 30 days after Council approval. Therefore, applications submitted for Design Review approval prior to December, are subject to the requirements as specified currently in the ordinance, which depending upon application type, may require review by the Design Review Board. Once the revisions become effective, application review and approval will be completed entirely by staff, which should help to shorten project timelines.

As always, please do not hesitate to contact us should you have any questions comments or concerns regarding any of the above. Thank you.

Town of Camp Verde

DEVELOPMENT GUIDANCE SYSTEM

Diagnostic Report

Draft for Joint Work Session
October 21, 2009

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.

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; providing illustrations and graphics as visual examples in the ordinance; and addressing issues pertaining to parking, lighting and sign standards.

Several 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.

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 and allow flexibility
- 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. 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.

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).

- 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 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 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 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.

Tallies as of 9/25/09

DEVELOPMENT GUIDANCE SYSTEM

Diagnostic Report Appendix

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!