

**MINUTES**  
**Regular Session**  
**THE PLANNING AND ZONING COMMISSION**  
**TOWN OF CAMP VERDE 473 S. MAIN STREET**  
**CAMP VERDE, AZ. 86322**  
**COUNCIL CHAMBERS STE. 106**  
**THURSDAY, NOVEMBER 3, 2016**  
**6:30 PM**

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

**1. Call to Order**

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

**2. Roll Call**

Chairman B.J. Davis, Vice Chairman Teresa Helm, Commissioners Dave Freeman, Greg Blue, and Dennis Willis are present. Commissioners Norton and Hisrich are absent.

**Also Present**

Community Development Director Carmen Howard, Assistant Planner Kendall Welch, and Recording Secretary Jennifer Shilling

**3. Pledge Of Allegiance**

Commissioner Willis 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:**

October 13, 2016 – Special Session

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

As needed

**Motion** was made by Commissioner Blue to approve the Consent Agenda with one correction to the minutes. Second was made by Commissioner Helm. The Commission unanimously approved the Consent Agenda.

Commissioner Freeman noted that there was a typo on page two of the draft minutes.

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

None

**6. Public Hearing, Discussion and possible Recommendation to Council for a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance amending the requirements of Part Three – General Regulations/Provisions, Section 306 – Mobile/Manufactured Home Parks (MHP & RV Parks), Subsection B. Mobile/Manufactured Home and Recreational Vehicle Park replacing “Arizona Office of Manufactured Housing” with “Arizona Department of Housing, Office of Manufactured Housing”. – Staff Resource: Community Development Director Carmen Howard**

**Motion** was made by Commissioner Blue to recommend to Council a Text Amendment to the Town of Camp Verde Planning and Zoning Ordinance amending the requirements of Part Three- General Regulations/Provisions, Section 306 – Mobile/Manufactured Home Parks (MHP & RV Parks), Subsection B. Mobile/Manufactured Home and Recreational Vehicle Park Standards, replacing “Arizona Office of Manufactured Housing” with “Arizona Department of Housing, Office of Manufactured Housing”. Second was made by Commissioner Willis. **Motion** carried unanimously.

Assistant Planner Kendall Welch stated that the Arizona Department of Fire Building and Life Safety Office of Manufactured Housing has been reorganized. They are now part of the Arizona Department of Housing, Office of Manufactured Housing so this is just a name change throughout the P & Z Ordinance. This will eliminate

unnecessary confusion for future staff and members of the general public that may need to reference this section.

7. **Public Hearing, Discussion and possible Recommendation to Council for a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance amending the requirements of Part Eight – Wireless Communication Facility Regulations** – Staff Resource: Community Development Director Carmen Howard.

**Motion** was made by Commissioner Freeman to recommend to Council a Text Amendment to the Town of Camp Verde Planning and Zoning Ordinance amending the requirements of Part Eight – Wireless Communication Facility Regulations as per the changes discussed. Second was made by Commissioner Helm. **Motion** carried unanimously.

Community Development Director Carmen Howard stated that based on the recommended changes from the Planning Commission, Assistant Planner Kendall Welch has gone through the document and had made the changes which are notated in green. Chairman Davis stated he'd like to go through the document to discuss the noted changes.

Chairman Davis requested Section 806 Application Submittal and Review, page 210, item d, the third sentence; Community Development Staff should read "Applications for colocation on existing structures shall be set for a period of time so that the expiration date for the colocation expires simultaneously with the *expiration of the Use Permit* for the structure."

Community Development Director Carmen Howard requested Section 806 Application Submittal and Review, page 211 item d and in Section 808 Administrative Review with Comment Period Applications, page 213, the first paragraph, change "5,000 feet from private land" to "1,000 feet from residentially zoned land".

Chairman Davis and Commissioner Freeman, requested Section 806 Application Submittal and Review, page 211, item 2d to be moved below 2f. Commissioner Willis remarked that for perpetuity purposes, he would like to require or give a higher preference to a tower that is camouflaged.

**There Will Be No Public Input on the Following Items**

8. **Current Events**


There were no current events discussed.

9. **Staff Comments**

Assistant Planner Kendall Welch reminded the Commission that the Town Clerk will be putting out the Vacancy Notice Publication for both the Board of Adjustment/Board of Appeals as well as the Planning and Zoning Commission. There is one vacant seat for the Planning and Zoning Commission and three vacant seats for the Board of Adjustments/Board of Appeals. Letters of interest need to be submitted in order to be considered.

10. **Adjournment**

**Motion** was made by Commissioner Freeman to adjourn the meeting. Second was made by Commissioner Helm. **Motion** carried unanimously. Meeting was adjourned at 7:09 PM



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Chairman B.J. Davis  
Planning & Zoning Commission



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Carmen Howard  
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 Regular Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 3<sup>rd</sup> day of November, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 4<sup>th</sup> day of November, 2016.

Jennifer Shilling  
Jennifer Shilling, Recording Secretary