



**AGENDA**  
**BOARD OF ADJUSTMENTS & APPEALS**  
**REGULAR SESSION**  
**TOWN OF CAMP VERDE 473 S. MAIN STREET**  
**COUNCIL CHAMBERS STE. 106**  
**CAMP VERDE, AZ 86322**  
**August 8, 2017**  
**3:00 PM**

**Notice of Possible Quorum of the Town of Camp Verde Planning & Zoning Commission: *In accordance with Chapter 3, Title 38, Arizona Revised Statutes; although a majority of the Town Planning & Zoning Commission may be present at the above referenced meeting, no quorum of the Commission will discuss Planning & Zoning Commission business and no official Planning & Zoning Commission action will be taken.***

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
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 the Board so requests.
  - a. **Approval of April 4, 2017 Minutes**
  - b. **Set Next Meeting, Date and Time: TBD**
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 Board from taking any action on items not on the agenda, except to set them for Consideration at a future date.*
6. **Education:** Judith Morgan, Town Clerk, Open Meeting Law presentation.
7. **Review of Quarterly Report for April – June 2017**
8. **Board Informational Reports:**  
(Individual members of the Board 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 Board will have no discussion, consideration or take any action on any such item, except that an individual Board member may request an item be placed on a future agenda.)
9. **Adjournment**

**Please note:** Staff makes every attempt to provide a complete agenda packet for public review. However, it is not always possible to include all information in the packet. You are encouraged to check with Staff prior to a meeting for copies of supporting documentation that may have been unavailable at the time agenda packets were prepared.

Posted by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

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.

***DRAFT MINUTES***  
**BOARD OF ADJUSTMENTS AND APPEALS**  
**RATIFICATION & SPECIAL SESSION**  
**TOWN OF CAMP VERDE**  
**473 S MAIN STREET, SUITE 106**  
**TUESDAY, APRIL 4, 2017 at 3:00 P.M.**  
**COUNCIL CHAMBERS**

1. **Call to Order**

Chairman Binick called the meeting to order at 3:00 p.m.

2. **Roll Call**

Chairman Jim Binick, Vice Chairman B. J. Davis, Board Members Greg Blue, Murray Lichty, Bruce George, Ben Bassous and Doug Stevens were present.

**Also Present**

Community Development Director Carmen Howard, Planner Melinda Lee, Tod Christensen, Variance Applicant, and Recording Secretary Jennifer Shilling.

3. **Pledge of Allegiance**

Chairman Binick led the Pledge.

4. **Ratification**

As required by ARS 38-431.05, discussion, consideration and possible action to ratify the actions of the Board of Adjustment and Appeals at the Regular Session meeting held on February 14, 2017 where they approved minutes of the November 8, 2016 Regular Session meeting and elected Officers. The public may obtain a detailed written description of the items to be ratified. All deliberations and decisions by the members that related to these actions are available at the Office of the Town Clerk, 473 S Main Street, Room 102 between the hours of 7:00 a.m. and 5:00 p.m. Monday thru Thursday and 7:00 a.m. to 11:00 a.m. on Friday.

Director Howard explained that she is still becoming familiar with all the process and such and therefore the agenda positing wasn't done properly and therefore that is the reason this item needs to be ratified.

**Motion** was made by Board Member Blue to accept the ratification as presented. Second was made by Vice Chairman BJ Davis. **Motion** carried unanimously.

**Special Session:**

5. **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 Board requests.*

a) **Approval of the Minutes:**

Regular Session February 14, 2017

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

As needed

**Motion** was made by Board Member George to approve the consent agenda. Second was made by Vice Chairman BJ Davis. **Motion** carried unanimously.

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

None

7. **Application for a Variance**

Board of Adjustment discussion and possible approval (or denial) of a variance request by owner Tod

Christensen to seek a reduction from the required side yard setback of 25' to a reduced side setback of 8-10' on the west side of the parcel to construct a carport that will support solar panels on the roof. The buildable area of the parcel is limited due to width of the lot and the angle of the existing home. The property is located at 2270 W. Newton Lane, parcel 403-20-019.

Director Howard requested this item be pulled from the agenda. Staff discovered that the Town Code allows for the Community Development Director to administratively approve reduced setbacks, for lots recorded prior to the Town's Incorporation, with area less than the required area of the Zoning District. Therefore, since Director Howard has that administrative authority, she asked that this item be removed from the agenda.

Members discussed whether or not to go ahead and hear the presentation. Board Member Blue said he'd rather pull the item; if the Board hears the presentation, there is no assurance that the Board would grant permission, so there is a risk. Ms. Howard would prefer to be allowed to do her Administrative duties and retain the Board as the forum for a potential appeal.

**Motion** was made by Board Member Blue to take staff's recommendation and pull this item from the agenda. Second was made by Board Member Lichty. **Motion** carried unanimously.

8. **Board Informational Reports–**

Chairman Binick- relayed that the League of Cities and Towns is not offering training opportunities any longer, but the Urban Land Institute may offer some classes. He suggested that Director Howard keep an eye out for opportunities that might come up. Director Howard stated that she has requested they contact her when opportunities arise.

9. **Adjournment**

**Motion** to adjourn the meeting was made by Vice Chairman B.J. Davis. Second was made by Board Member Blue. **Motion** passed unanimously. Chairman Binick adjourned the meeting at 3:13 p.m.

\_\_\_\_\_  
Jim Binick  
Chairman, Board of Adjustment and Appeals

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Carmen Howard  
Community Development Director

\_\_\_\_\_  
Date:

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Board of Adjustments and Appeals of the Town of Camp Verde during the Ratification and Special Session of the Board of Adjustments and Appeals of the Town of Camp Verde, Arizona, held on the 4<sup>th</sup> day of April 2017. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Jennifer Shilling, Recording Secretary

**QUARTERLY REPORT**  
**Board of Adjustments & Appeals**  
**April – June 2017**

**REGULARLY SCHEDULED MEETINGS as needed:**       **0**

**April 4, 2017 – Ratification & Special Session**

Ratification of Actions for March 2017 Meeting

Variance Application Review

**April 11, 2017 – Regular Session**

CANCELLED, BUSINESS RESCHEDULED TO 4/4/17

**May 9, 2017 – Regular Session**

CANCELLED, NO BUSINESS BEFORE THE BOARD

**June 13, 2017 – Regular Session**

CANCELLED, NO BUSINESS BEFORE THE BOARD

**SPECIAL SESSION MEETINGS:**                       **0**

**WORK SESSIONS:**                                       **0**

**THE FOLLOWING APPLICATIONS WERE APPROVED:**

There were no applications approved.

**THE FOLLOWING APPEAL WAS DENIED:**

There were no appeals denied.

**THE FOLLOWING APPLICATIONS WERE DENIED:**

There were no application denied.

**THE FOLLOWING ITEMS WERE DISCUSSED BY BOARD:**

Variance Application by Tod Christensen was pulled from the agenda at the request of Carmen Howard, Community Development Director. It was determined the request could be processed by an administrative action.

**THE FOLLOWING ITEMS WERE DISCUSSED IN WORK SESSIONS:**

There were no items discussed in work sessions.

**THE FOLLOWING PRESENTATIONS WERE HEARD BY THE BOARD:**

The actions from the March 2017 meeting required ratification due to improper posting procedures.

**TRAINING:**

There was no training.

**COMMENTS:**

The timing of Ratification required the rescheduling of the April Board of Adjustments & Appeals meeting to an earlier date.