

DRAFT MINUTES
Regular 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, JANUARY 11, 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 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, Greg Blue, Bruce George, Jim Hisrich, and Chip Norton were present.

Also Present

Community Development Director Carmen Howard, Town Planner Melinda Lee, Public Works Director Troy O'Dell and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Commissioner Blue 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:

December 7, 2017 – Regular Session

b. Set Next Meeting, Date and Time: (Tentative)

Motion was made by Commissioner Blue to accept the consent agenda as presented. Second was made by Commissioner George. **Motion** carried unanimously.

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.

6. Public Hearing and Discussion regarding; 1) Street Abandonment of the existing right-of-way for the Hualapai Drive entrance of the Rio Verde Vista Subdivision, from State Route 260 east to Hualapai Drive for a length of approximately 169.5 feet, splitting the property equally between the existing Tract "B" and Tract "C". 2) Dedication of the north 25' of Tract "B" in Rio Verde Vista Subdivision to the Town of Camp Verde as future right-of-way for Dickison Circle. 3) Approval of an Amended Plat of a portion of the Rio Verde Vista Subdivision done to correct survey errors contained on the original plat so that the aforementioned abandonments and dedications may be accurately done.

Actions:

Declare Public Hearing Open: 6:32 pm

Call for Staff/Applicant Presentation:

Public Works Director Troy O'Dell stated the Commission will not have to make amendments to the Plat. The surveyor found additional monumentation, it was staked twice and there was a hiatus on the mid-section line. So there is no need to amend the plat. All that is needed is a Map of Abandonment and Map of Dedication. It will show abandonment of the entrance to Hualapai Drive.

Mr. O'Dell stated this subdivision was done in 60's and showed an entrance at Hualapai Drive with a long frontage. This doesn't work anymore with the widening and revamp of State Route 260 -- you can't just enter a road anywhere anymore. ADOT plans to have a roundabout every mile, with multiple access points at ¼ mile intervals. Many of those will need to be shared entrances. The proposed dedication will be an access point for future Dickson Circle. The owner to the north has some drainage issues that they need to work out with ADOT, after that they will give the Town the remaining right-of-way for Dickson Circle.

The other property owners, Camp Verde Parkers LLC, support dedicating the right-of-way to the Town.

Call for Comments from the Public: None

Call for Staff and/or Applicant Rebuttal/Clarification, if appropriate:

Commissioner Norton clarified if Item 3 was being removed under this topic; Community Development Director Carmen Howard stated yes.

Declare Public Hearing Closed at 6:40 pm

Call for Commission Discussion: None

Call for Staff Comments: None

7. **Possible Recommendation to the Town Council regarding; 1) Street Abandonment of the existing right-of-way for the Hualapai Drive entrance of the Rio Verde Vista Subdivision, from State Route 260 east to Hualapai Drive for a length of approximately 169.5 feet, splitting the property equally between the existing Tract "B" and Tract "C". 2) Dedication of the north 25' of Tract "B" in Rio Verde Vista Subdivision to the Town of Camp Verde as future right-of-way for Dickson Circle. 3) Approval of an Amended Plat of a portion of the Rio Verde Vista Subdivision done to correct survey errors contained on the original plat so that the aforementioned abandonments and dedications may be accurately done.**

Actions:

Call for Motion

Motion was made by Commissioner Norton to recommend as noted on the agenda with the exception to strike Item 3 from the motion. Second was made by Commissioner Hisrich.

Call for Discussion of Motion

None needed

Call for the Question

Motion passed unanimously

8. **Public Hearing and Discussion regarding a Text Amendment to the Town of Camp Verde Planning and Zoning Ordinance amending Section 103, Definition of Terms, Section 301, Exceptions to Yard and Height Requirements; and Section 405, Outdoor Lighting.**

Actions:

Declare Public Hearing Open: 6:42 pm

Call for Staff/Applicant Presentation:

CDD Howard stated these changes are a continuation of housekeeping amendments to the code. Due to the number of changes lately, staff can't always anticipate or find everything when making changes.

Section 103, Definition of Terms:

Ms. Howard explained that in Mobile/Manufactured Home Park, the definition said that more than one mobile or manufactured home is considered a mobile/manufactured home park. After adding "Accessory Dwelling Unit" to the code, a property can now have two manufactured homes on a single family lot. Therefore, we are revising the definition to add, "*under single ownership that are or intended to be occupied as dwellings, upon lots which are not conveyable, excluding Accessory Dwelling Unit (ADU) per Section 311*".

Chairman Davis asked does that mean that all manufactured homes in an RV Park are all under one ownership. Ms. Howard stated that this is intended for lots to not be conveyable. Commissioner Hisrich pointed out that a parcel of land could be owned by more than one person. Ms. Howard suggested to strike “*under single ownership*”.

Section 301, Exceptions to Yard and Height Requirements:

Ms. Howard stated the last version of the code didn’t have a height requirement for front fences, so a maximum height of 4 feet was recently added. Generally, you don’t want too high of a fence in the front and you want a low triangle of site visibility. Recent inquires about livestock fencing demonstrated a need to address that issue separately, by allowing agricultural fencing up to 6 feet, as long as it is see-through. Commissioner Blue asked if a chain link fence would work on top of the 4 ft fence. Ms. Howard stated a front fence cannot be more than 4 ft. Commissioner Blue concern was, if you have a dog in the front yard, it could jump a 4 ft fence but not a 6 ft fence. Commissioner Blue suggests changing the wording to allow an additional 2 feet that is open. Ms. Howard suggested this change: “*fences or free standing walls, not to exceed a height of six (6) feet in any required front yard, where at least the top 2 feet shall not be opaque or solid*”.

Section 405, Outdoor Lighting:

Ms. Howard explained that this change goes along with the Dark Skies Ordinance. The Kelvin temperature deals with the coloration of the bulb, and bulbs should not exceed 3,000 Kelvin. This is being changed in the ordinance so Economic Development can finish applying for the International Dark Skies Designation.

Commissioner Norton wanted to clarify that the wording in the text, someone could get approval if it exceeds 3,000 Kelvins from the staff, would it still be appropriate for the Dark Sky Designation. Ms. Howard said yes, that this is written by the gentleman from Dark Skies. Chairman Davis asked what would be the basis to approve one over the other. Ms. Howard stated that staff would look at the circumstances and assess it, then come up with the best recommendation. Businesses have to turn their signs off at 10:00 pm or close of business and both business and residential uses have maximum lumen counts. Ms. Howard also stated that according to the sunset clause in the ordinance, all lighting has to be in compliance by 2024.

Call for Comments from the Public-

Steve Vanlandingham, a member of the public, asked “What is the reason to go forward with this?” Ms. Howard stated the Town of Camp Verde is applying for International Dark Sky Designation. The Economic Development Department feels is a good marketing tool and is a valuable designation to have. Having the title is a benefit and its environmental designation fits in with the community. Commissioner George also pointed out that Camp Verde has telescopes that benefit from dark skies.

Call for Staff Rebuttal/Clarification, if appropriate – Staff supports this option.

Declare Public Hearing Closed at 7:08pm

Call for Commission Discussion: None

Call for Staff Comments: None

- 9. Public Hearing and Discussion regarding a Text Amendment to the Town of Camp Verde Planning and Zoning Ordinance amending Section 103, Definition of Terms, Section 301, Exceptions to Yard and Height Requirements; and Section 405, Outdoor Lighting.**

Actions:

Call for Motion

Motion was made by Commissioner Norton recommend to the Town Council to adopt Text Amendment to the Town of Camp Verde Planning and Zoning Ordinance amending Section 103, Definition of Terms, Section 301, Exceptions to Yard and Height Requirements; and Section 405, Outdoor Lighting, as amended by staff at this meeting. Second was made by Commissioner George.

Chairman Davis asked Ms. Howard to read back the changes.

Section 103, Definition of Terms:

Mobil/Manufactured Home Park: A parcel of land used (or designed) for the location of more than one Mobile/Manufactured Home that are or intended to be occupied as dwellings, upon lots which are not conveyable, excluding Accessory Dwelling Unit (ADU) per Section 311.

Section 301, Exceptions to Yard and Height Requirements:

Fences or free standing walls, not to exceed a height of six (6) feet in any required front yard, with at least the top 2 feet shall not be opaque or solid. Agricultural fences (may not be opaque or solid) intended for confining livestock are exempt from the height restrictions of subsection 1). Above.

Section 405, Outdoor Lighting:

The correlated color temperature of all permanently-installed lighting, except for neon lighting, shall not exceed 3,000 K (Kelvin). Temporary lighting installations whose correlated color temperature exceeds 3,000 K shall require approval by staff.

Call for Discussion of Motion: None

Call for the Question

Motion passed unanimously

10. Election of Officers

Motion was made by Commissioner George to appoint BJ Davis as Chairman. Second was made by Commissioner Blue. **Motion** passed with BJ Davis abstaining.

Motion was made by Commissioner George to appoint Teresa Helm as Vice Chairman. Second was made by Commissioner Norton. **Motion** passed with Teresa Helm abstaining.

11. 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.

Commissioner George- Friends of the Verde River will be hosting an Open House, Thursday, January 25th.

12. Staff Comments

Town Planner Melinda Lee announced that Greg Blue and Chip Norton have been reappointed for another term. Dave Freeman declined due to health issues, which leaves a vacancy on the board.

13. Adjournment

Motion was made by Vice Chairman Helm to adjourn the meeting. Second was made by Commissioner Norton. **Motion** carried unanimously. Meeting was adjourned at 7:17 PM

Chairman B.J. Davis

Carmen Howard, CD 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 & Public Hearing of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 11th day of January 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 11th day of January 2018.

Jennifer Reed
Jennifer Reed, Recording Secretary