

**DRAFT MINUTES**  
**Special Session**  
**THE PLANNING AND ZONING COMMISSION**  
**TOWN OF CAMP VERDE 473 S. MAIN STREET**  
**CAMP VERDE, AZ. 86322**  
**COUNCIL CHAMBERS STE. 106**  
**THURSDAY, SEPTEMBER 8, 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, Commissioners Teresa Helm, Dave Freeman, Greg Blue and Jim Hisrich are present. Commissioner Chip Norton is absent.

**Also Present**

Community Development Director Michael Jenkins, Assistant Planner Kendall Welch, Economic Development Director Steve Ayers and Recording Secretary Jennifer Shilling.

**3. Pledge Of Allegiance**

Commissioner Helm 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:**

March 10, 2016 – Special Session

March 17, 2016 – Special Session

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

Thursday, October 6, 2016 – Special Session (Zoning Map Change)

Thursday, October 13, 2016 – Special Session (P&Z Ord. – Misc. Updates)

**Motion** was made by Commissioner Blue to approve the Consent Agenda. Second was made by Commissioner Hisrich. The Commission unanimously approved the Consent Agenda.

**5. Call to the Public for Items Not On the Agenda: NONE**

**6. Update and Discussion of Planning & Zoning Commission Seat Vacancy.**

Assistant Planner Kendall Welch stated that Commissioner Burnside was holding the Vice Chair seat, and due to his recent passing the Commission needs to elect a new Vice Chairman. Welch also stated that Town Clerk, Virginia Jones has posted a notice of the Planning & Zoning Commission seat vacancy and applications/letters of interest are due by September 26<sup>th</sup> at noon. Welch also added that the Town Council is scheduled to review those applications and make a possible appointment on October 5<sup>th</sup> – Commissioner Burnside's seat is up for reappointment in January of 2017. Welch confirmed one application has already been received. Chairman Davis requested staff to check for past applications on file.

**7. Election of Officer (Vice Chairman)**

Chairman Davis entertained nominations for the election of Vice Chairman. **Motion** was made by Commissioner Blue to nominate Commissioner Helm for the Vice Chair position. There were no other nominations. Commissioner Helm confirmed that she is willing to serve as Vice Chair. Second was made by Commissioner Hisrich. **Motion** carried unanimously.

**8. Update and Discussion on the Verde River Recreation Master Plan approved by Council on February 3, 2016.**

Community Development Director Michael Jenkins introduced Economic Development Director Steve Ayers.

Mr. Ayers gave a presentation to the Commission on the Verde River Recreation Master Plan that was approved by Council on February 3, 2016. Mr. Ayers reviewed the three general expressed needs that created this plan - first is to manage a situation where property owners were impacted by unmanaged recreation, second is to

develop public accessible recreation sites and third to protect the river's natural resources, wildlife and habitats.

Ayers stated that neighborhood meetings were held to get the public's input, and also added that there was consultation with various agencies such as the Arizona Department of Game and Fish, the National Parks Service, Arizona State Land Department, as well as the US Forest Service for their input and expertise. Ayers explained that some portions of the Verde River is currently used for homeless camps and is full of trash and debris. Ayers added there is also a high volume of traffic that travels through private property that runs along the Verde River.

Ayers stated the Town of Camp Verde has been awarded multiple grants to see this plan through, and added that work has already begun in certain areas by installing gates, donated by the US Forest Service and by placing boulders in specific spots to keep unwanted traffic out.

Mr. Ayers also explained the master plan calls for the future development of four additional public accessible parks. Mr. Ayers explained that by creating these recreational parks it will help beautify the community and make people want to invest in the community.

***There will be a public presentation of the Verde River Master Plan in the high school cafeteria, next Tuesday, September 13<sup>th</sup> from 5:30pm to 8:30pm.***

**9. Update and Discussion on the August 30, 2016 Election Results regarding the Ratification of the Town of Camp Verde 2016 General Plan.**

Assistant Planner Kendall Welch stated she is unofficially giving that Commission the official results from the August 30<sup>th</sup> election. Welch explained that the Town Clerk did get the canvass of the vote back, and the General Plan was ratified by voters, with 61.92% in favor and 38.08% opposed. Welch stated that moving forward a Resolution is being prepped by the Town Clerk for Council to officially adopt the results of the election. After the Resolution is approved by Council then the new General Plan will be in place.

Chairman Davis asked about the trails map. Welch stated the 2005 trails map was inserted into the new General Plan with a disclaimer on it. Welch added that subcommittee member Tony Gioia has been trying to get updated GIS information from Coconino National Forest, and that staff is still working on the revised trail map behind the scene. Chairman Davis requested this topic to come back on a future agenda for a more official update.

Chairman Davis expressed his appreciation to the Commission, subcommittee members, and staff for all their time and efforts in putting the plan together.

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

**10. Current Events**

Chairman Davis stated that he would like to take a brief moment to remember Commissioner Bob Burnside. Davis stated that even though they sometimes didn't see eye to eye, they still talked things through. Davis stated he had a lot of respect for Commissioner Burnside, considered him to be a friend, and closed by stating that his presence on the Planning & Zoning Commission would be greatly missed.

Commissioner Freeman added that he remembers working with Commissioner Burnside. Freeman stated that Commissioner Burnside was helpful in giving him a better feel for what Planning & Zoning and the Town was all about. Freeman added that Commissioner Burnside was a great mentor to him, and agreed with Chairman Davis that he would be missed.

**11. Staff Comments**

Assistant Planner Kendall Welch stated that there are items scheduled for both meeting dates in October.

Community Development Director Michael Jenkins added that his replacement is officially coming on board October 17<sup>th</sup>. Jenkins stated that he participated in the reviews of the applicants and stated there were many kudos expressed by the applicants regarding the General Plan.

Commissioner Blue and Chairman Davis asked when the Commission might be seeing then new Community Development Director. Assistant Planner Kendall Welch stated that it would probably be sometime in October.

**12. Adjournment**

**Motion** was made by Commissioner Freeman to adjourn the meeting. Second was made by Commissioner Helm. **Motion** carried unanimously. Meeting was adjourned at 7:23 PM

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Chairman B.J. Davis

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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 17th day of March, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 9th day of September, 2016.

Jennifer Shilling  
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Jennifer Shilling, Recording Secretary