

**MINUTES  
JOINT WORK SESSION  
MAYOR and COMMON COUNCIL  
PLANNING & ZONING COMMISSION  
Council Chambers  
WEDNESDAY, MAY 13, 2009  
6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.  
Public input is placed after Council motions to facilitate future research.  
Public input, where appropriate, is heard prior to the motion

1. **Call to Order**

2. **Roll Call**

For the Council, Mayor Gioia, Councilors Garrison, Kovacovich, German and Roulette were present; Vice Mayor Hauser and Councilor Smith were absent; for the Planning & Zoning Commission, Chairperson Butner, Vice Chairperson Hisrich, Commissioners Freeman, Parrish, Buchanan and Burnside, and newly-appointed Commissioner Meredith were present.

**Also Present:** Town Manager Mike Scannell, Community Development Director Nancy Buckel, Special Projects Administrator Matt Morris, Sr. Planner Mike Jenkins, Public Works Director Ron Long, Councilors-Elect Robin Whatley and Jackie Baker, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Roulette.

4. **Planning Session pertaining to the update and overhaul of the Town's zoning ordinances. Discussion topics include the following:**

- a. Initial considerations (e.g. enabling legislation, Arizona Revised Statutes, list and type of current zoning ordinances adopted by town, etc.)
- b. Strategies for zoning ordinance overhaul.
- c. Analysis of external assistance via private consultants (i.e. cost, time, etc.)

Special Projects Administrator Matt Morris gave a Power Point presentation to in effect continue the dialogue started a few months ago regarding updating the Planning & Zoning ordinances, and to look at the entire project as a whole in terms of the regulations that govern the development of the Town. Morris distributed copies of a draft of the projected time line, estimated to start with approximately 6 months for the project planning, a period of approximately 480 days for Phase I to evaluate and revise the existing ordinances, and then 720 days for Phase II to research, identify, complete and finally implement the new zoning model. Morris gave an overview of the elements within each of the phases which include the vision of the General Plan, legislation establishing the right to regulate property, conflicting language creating liability issues, protection of private property rights, and finally the need to devote sufficient time to complete the project right.

During the general discussion of the existing problems with the ordinances, it was pointed out that Camp Verde has never had the staff or funding to do a major overhaul of the Code and has just had to address the "hot spots," which has contributed to the existing problems of conflicts and confusion in the different sections of the Code. Morris outlined the limited staff time available, the complex task ahead, the issue of outside assistance, and the potential cost based on the experience of other communities in completing similar projects. Morris estimated that typically, with a team of planners all working together, it still took approximately two years, and the costs were found to range from \$200,000 to \$225,000. The proposed budget for 2009-2010 includes the amount of \$150,000 which will begin the process for the first year; the total amount to complete the project is estimated at over \$300,000; using professional outside consultants is the "cost of doing business." There was a suggestion to have Planning staff, in addition to Morris, dedicate more time to assisting in the revision. There was also discussion regarding perhaps the less expensive and better approach of one person revising the entire Code from front to back, resolving all of the internal inconsistencies, prior to any public participation. In response to both suggestions it was pointed out that ongoing intensive public participation will be required throughout the complex revision process to make sure the right path is being followed, plus there simply is no extra staff time available to

contribute to the project because of an already overburdened workload required by the current economy and resulting budget cuts. There was also discussion about wanting to incorporate stronger power to enforce the Code provisions, and the need to upgrade the subdivision regulations and get development standards in place that are currently lacking. For example, the Town Engineer has no authority to ask for design criteria for street safety issues; that is another area that will require help from consultants.

The importance of the diagnosis was stressed in that it will determine what needs to be fixed right away; analysis next, along with the mandated public participation to correct the inconsistencies, and legal review during the phases including addressing the consequences of Prop. 207. Priorities are to be identified; a decision by the Council and Planning & Zoning to modify, reject or proceed with the outlined updating and revision project will be made following review of the proposed new budget.

5. **Adjournment**

The meeting was adjourned at 8:19 p.m.

  
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Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the Joint Work Session held by the Mayor and Common Council and the Planning & Zoning Commission of the Town of Camp Verde, Arizona, on the 13th day of May 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 28 day of May, 2009.

  
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Debbie Barber, Town Clerk