

**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 OCTOBER 1, 2015**  
**6:30 PM**

1. **Call to Order**  
Chairman Davis called the meeting to order at 6:30 pm.
2. **Roll Call**  
Chairman Davis, Vice Chairman Freeman, Commissioners Blue, Burnside, Norton, and Parrish are present. Commissioner Hisrich is absent.  
  
Also present: Community Development Director Michael Jenkins, Assistant Planner Kendall Welch, Building Official Robert Foreman, and Recording Secretary Marie Moore.
3. **Pledge of Allegiance**  
  
Vice Chairman Freeman 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:**  
No Minutes for Approval
  - b. **Set Next Meeting, Date and Time:**  
As Needed  
No action was taken on this item.
5. **Call to the Public for Items not on the Agenda**  
  
None.
6. **Public Hearing, Discussion and possible Recommendation for approval (or denial) to Council on Use Permit 20150245, an application submitted by Mrs. Sue Mesa, agent for Mr. Ignacio M Mesa, owner of parcel 404-13-013D, which is 10.09 acres. The property owner is requesting a Use Permit to allow for Agri-Tourism in a residential neighborhood zoned R-R (Residential-Rural) for the purpose of selling and operating a wine tasting room as authorized by Arizona Domestic Farm Winery License #13133013. Agri-Tourism is an allowed use under the R-R (Residential-Rural) District in the current Planning & Zoning Ordinance with a Use Permit. The property is located at 4053 E State Route 260, in Camp Verde, Yavapai County, Arizona.**

*On a motion by Commissioner Norton, seconded by Vice Chairman Freeman, the Commission recommends for approval to Council, Use Permit 20150245, an application submitted by Mrs. Sue Mesa, agent for Mr. Ignacio M Mesa, owner of parcel 404-13-013D, which is 10.09 acres. The property owner is requesting a Use Permit to allow for Agri-Tourism in a residential neighborhood zoned R-R (Residential-Rural) for the purpose of selling and operating a wine tasting room as authorized by Arizona Domestic Farm Winery License #13133013 with the following stipulations:*

- *Per Arizona Department of Transportation (ADOT), should the use increase additional improvements at the entrance may be required.*
- *Per the Camp Verde Fire District, should the entry gate be locked after closing then a Knox box will be required.*

- *Provide suction water pipe at an accessible location for fire water as approved by the Camp Verde Fire District and supply adequate supply for fire protection as determined by the Camp Verde Fire District.*
- *Per the Building Official, as a condition of the Use Permit approval for Clear Creek Vineyard & Winery LLC a Commercial Tenant Improvement Building Permit Application along with As-Built Plans will be required by the Building Division in order to change the use and occupancy of the existing Residential Barn (Group U Occupancy) into a Commercial Wine Tasting Room (Group A-2 Occupancy) and Wine Processing Facility (Group F-2 Occupancy). The applicant should note that the Certificate of Occupancy from the Building Division will not be issued until this item has been completed.*
- *This Use Permit shall be in perpetuity.*

*Agri-Tourism is an allowed use under the R-R (Residential-Rural) District in the current Planning & Zoning Ordinance with a Use Permit. The property is located at 4053 E State Route 260, in Camp Verde, Yavapai County, Arizona.*

*All Commissioners are in favor. Motion passes unanimously.*

Community Development Director Michael Jenkins read the definition of Agri-Tourism to the Commission out of the current Planning and Zoning Ordinance. Jenkins also read in detail from the staff report items that the applicant and staff had completed as well as information and comments that had been received from various agencies that were notified regarding the Use Permit application. Jenkins also explained the current and proposed development conditions of the property and concluded his presentation with the approval recommendation from staff.

Various Commission members such as Chairman Davis, Commissioners Norton and Burnside questioned and indicated their concern in the wording of the requirements for Agri-Tourism within the existing R-R (Residential-Rural) zoning district and agreed the wording of the existing requirements under Agri-Tourism would need to be addressed and discussed in further detail at a later date in time.

Commissioner Burnside questioned the reason for the six month stipulation/condition being placed on the permitting of the existing winery by the Building Official. Building Official Robert Foreman explained that this condition is already stated in the current Planning and Zoning Ordinance and was a reasonable recommendation.

Chairman Davis declared the public hearing open.

The property owner, Ignacio Mesa, gave a brief presentation to the Planning and Zoning Commission and used an aerial photograph of the property to explain his intentions of how the property is to be developed and the process he plans to follow.

Town Council Member and Camp Verde Resident, Bruce George, addressed the Commission and explained that the applicant had previously come forward at a Council Meeting expressing concerns that they were unable to start their business. George indicated that after that Council Meeting the Mesa's graciously allowed the Mayor and himself to tour the property. George closed by stating that he felt the Mesa's have diligently attempted to comply with the Town's requirements and supports the recommendation of approval to Town Council.

Tom Pitts made a brief statement of support toward the application and stated that he feels it is a step forward and a positive business for Camp Verde.

Kris Metzler stated to the Commission that it was difficult for him to run a small winery boutique due to all of the planning and zoning regulations. Metzler indicated his strong support toward the approval of the Mesa's application.

Chairman Davis declared the public hearing closed.

Community Development Director Michael Jenkins indicated that the Planning and Zoning Ordinance allows for a time limit to be placed on the use permit and that the Commission would need to determine the time limit. Jenkins also stated that there was still an issue of an adequate water supply capacity for the Camp Verde Fire District.

Commissioner Burnside recommended striking a time limit on the use permit. Vice Chairman Freeman agreed with Commissioner Burnside's recommendation. Commissioner Blue recommended the use permit be in perpetuity with Chairman Davis agreeing as well.

**There will be no Public input on the following items:**

**7. Commission Informational Reports:**

There were no Commission Informational Reports given.

**8. Staff Comments**

Assistant Planner Kendall Welch stated that the Commission Members had received an invitation to attend the presentation at Town Hall on November 13<sup>th</sup> regarding the Arizona Open Meeting Law. Welch requested that the Commission RSVP if they interested in attending.

**9. Adjournment**

On a Motion by Commissioner Blue, seconded by Vice Chairman Freeman, the meeting adjourned at 7:47 pm.

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Chairman B.J. Davis  
Planning & Zoning Commission

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Michael Jenkins  
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 Special Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 1st day of October, 2015. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_\_ of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Marie Moore, Recording Secretary