AGENDA
Regular Session
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE 473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS SUITE #106
THURSDAY SEPTEMBER 6, 2012
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**
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 Commission so requests.
   a. **Approval of Minutes:**
      07-12-2012 Special Session
   b. **Set Next Meeting, Date and Time:**
      As Needed

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.)

6. **Public Hearing, Discussion and Possible Recommendation to Council for Text Amendments to the Town of Camp Verde Planning & Zoning Ordinance under Part Three, Section 306, Item B (Mobile/Manufactured Home and Recreational Vehicle Park Standards), Item B.1.b.1 & B.1.b.4, B.2.b & B.2.c to (1) change the agency responsible for issuing a Mobile Home Rehabilitation permit from the Town of Camp Verde to the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing, (2) remove the allowance to transfer or install within Town limits, a Mobile Home, previously outside the Town limits, and (3) remove the allowance to transfer or install within the Town limits, a Manufactured Home with a manufacture date greater than 20 years, from the date of application submittal**. (This item was continued from the P&Z Commission Hearing of 07-12-2012

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

There will be no Public input on the following items:

8. **Commission Informational Reports**: 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.

9. Staff

10. Adjournment

Please note: The Planning and Zoning 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 The Community Development Department prior to a meeting for copies of supporting documentation, if any that were unavailable at the time agenda packets were prepared.

Posted by: J Owens Date/Time: 8-30-12 3:00PM

Note: *Pursuant to A.R.S.§38-431.03A.2 and A.3, the Planning & Zoning Commission may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.*

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 Community Development Office.

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MINUTES
Special Session
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS
THURSDAY JULY 12, 2012
6:30 PM

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

1. **Call to Order**
The meeting was called to order at 6:30 p.m.

2. **Roll Call**
Chairperson Butner, Commissioners Parrish, Freeman and Hough were present; Commissioner Hisrich arrived at 6:32 p.m.; Vice Chairperson Blue and Commissioner Norton were absent.

Also Present: Community Development Director Mike Jenkins, Building Official Robert Foreman, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**
The Pledge was led by Freeman.

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:**
   06-07-2012 Special Session
   b. **Set Next Meeting, Date and Time:**
   As Needed

On a motion by Hough, seconded by Freeman, the Consent Agenda was unanimously approved as presented.

5. **Call to the Public for Items not on the Agenda**
There was no public input.

6. **Public Hearing, Discussion and Possible Recommendation to Council for Text Amendments to the Town of Camp Verde Planning & Zoning Ordinance under Part Three, Section 306, Item B (Mobile/Manufactured Home and Recreational Vehicle Park Standards), Item B.1.4, B.2.a & B.2.b changing the agency responsible for using a mobile home rehabilitation permit from the Town of Camp Verde to the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing and removing the allowance to move a Mobile Home that was previously outside the Town Limits into the Town.** *(This item has been continued from the Planning and Zoning Commission Hearing of June 7, 2012)*
On a motion by Hough, seconded by Hisrich, the Commission unanimously voted to continue this Item 6 to the next meeting for further discussion.

Community Development Director Jenkins, said he was following up on a request

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from the Commission at the June 7th meeting for some input from the Town Attorney. He noted that the Town Attorney has provided some case law material for the members to read, together with his opinion that it appears that the Town would have the ability to at least prohibit mobiles that were previously outside the Town from being brought into the Town. Jenkins said that other communities have imposed the same prohibition, and to date there have been no court actions in protest. Jenkins also noted that Building Official Robert Foreman is in attendance. Foreman had crafted some of the language for the proposed text amendments, in particular the statement that "no mobile home may be moved into the Town of Camp Verde," which was the issue brought back for further discussion.

The Commission discussion on the proposed text amendments commenced with clarification from Foreman that even though a mobile home has been refurbished and inspected by the Housing Authority, it gains no different nomenclature but is still a mobile home; the plumbing, electrical wiring and mechanical have not been brought up to current code, and cosmetic repairs are not a part of the rehab. The discussion, with input from Foreman and Jenkins, included the measures available for keeping track of where mobiles are situated, and the requirements for moving a mobile out of the Town, or replacing it. And under no circumstances would that same mobile be allowed to be returned to the Town.

Item 2c, on Page 4, was addressed, and it was determined that language be added to specify *"within the Town of Camp Verde"* in connection with moving a mobile home from one property or park to another. There was a suggestion to add a section to Item 2, possibly 2f, regarding the requirement for a demolition permit when moving the mobile outside of the Town. Jenkins read aloud the definition of a mobile home in response to a request from the Commission; the key date is "manufactured prior to June 15, 1976." The members discussed the problems of "stockpiling" older mobiles on former sales lots, or reselling those mobiles and moving them to mobile home parks. It was suggested that language be crafted to also address those concerns, but to not create a problem for a mobile home owner wanting to move the home to another park.

Jenkins noted that other communities have placed a 20-year-old time limit on manufactured homes that are purchased and brought into the town; that could be applied to any mobile or manufactured home to be brought into Camp Verde. The members agreed that such a requirement should be looked into; Jenkins cautioned that it might possibly limit the availability of affordable homes which the Council believes is needed for Camp Verde. Jenkins said he would research the issue with other communities further in order to be sure that the language is crafted in the right way, including the 20-year-old time limit. It was agreed that such a requirement could take away the ability of slum lords to continue using the older homes. In response to a concern about the possibility of such a regulation resulting in "taking property," Butner said that he believes that would be a reasonable type of regulation, and should result in cleaning up some problems over a period of time. Freeman suggested that staff also provide some documentation regarding the life span of the homes in order to support the logical choice of the 20-year provision. Hough would also suggest looking into size restraints based on concern about the issue of recreational vehicles. Butner also pointed out the language contained in the case law provided by the Town Attorney, regarding zoning ordinances being presumed valid, "and this presumption can be overcome only by a showing.... *that the classification is clearly arbitrary and unreasonable and without any substantial relation to the*

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public health, safety, morals, or general welfare." Concluding the discussion, Jenkins said he would follow through with the research requested, and it was agreed that this item will be continued to the next meeting.

7. **Call to the Public for Items not on the Agenda**
There was no public input.

8. **Commission Informational Reports**
Chairperson Butner reported on his participation in the recent highly successful Prescott Frontier Days Rodeo this year from June 28 through July 4, 2012; all attendance records had been broken at this 125th Prescott Frontier Days Rodeo. Butner invited everyone to attend next year's Rodeo that promises to be another special event.

9. **Staff**
Jenkins outlined the recent collaboration with the Town Marshal that resulted in now having the assistance of the two recently hired Animal Control Officers who are being trained to also act as Code Enforcement Officers; this has eliminated the need to hire a Code Enforcement Officer, as had been planned and included in the budget. Jenkins said the new Animal Control Officers are being exceptionally well trained in Code enforcement, and he predicts a whirlwind coming through Camp Verde. He reviewed the recent amendments that have strengthened the Code, including the simplified procedural change in enforcement of nuisance and zoning violations. *In response to request for clarification, Jenkins said that for the present, enforcement will be based on complaints.*

10. **Adjournment**
On a motion by Hisrich, seconded by Parrish, the meeting was adjourned at 7:18 p.m.

_____
Joe Butner, Chairman

_____
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 12th day of July 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

_____
Margaret Harper, Recording Secretary

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: September 6, 2012 ***Planning & Zoning Commission***

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☒ *Action/Presentation*

Requesting Department: Community Development

Staff Resource/Contact Person: Michael Jenkins, Community Development Director

Agenda Title (be exact): **Public Hearing, Discussion and Possible Recommendation to Council for Text Amendments to the Town of Camp Verde Planning & Zoning Ordinance under Part Three, Section 306, Item B (Mobile/Manufactured Home and recreational Vehicle Park Standards), Item B.1.b.1 & B.1.b.4, B.2.b & B.2.c to (1) change the agency responsible for issuing a Mobile Home Rehabilitation permit from the Town of Camp Verde to the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing, (2) remove the allowance to transfer or install within Town limits, a Mobile Home, previously outside the Town limits, and (3) remove the allowance to transfer or install within the Town limits, a Manufactured Home with a manufacture date greater than 20 years, from the date of application submittal. (This item was continued from the P&Z Commission Hearing of 7-12-2012)**

List Attached Documents: NA

Estimated Presentation Time: 20 minutes

Estimated Discussion Time: 30 minutes

Reviews Completed by: Michael Jenkins, Community Development Director & Bill Sims, Town Attorney & Robert Foreman, Town Building Official

☒ ***Department Head:*** ☒ ***Town Attorney Comments:***

Finance Review: ☐ Budgeted ☐ Unbudgeted ☒ N/A

Finance Director Comments/Fund:

Fiscal Impact:

Budget Code: _____ ***Amount Remaining:*** _____

Comments:

Background Information:

The Following Recommended Text Amendments are provided in a track change format for Part Three, Section 306.B (Mobile / Manufactured Home and Recreational Vehicle Park Standards), Item B.1.b.1, B.1.b.4. B.2.b & B.2.c as follows:

SAFF RESEARCH FINDINGS ON CURRENT AGE PROHIBITIONS FOR MANUFACTURED HOMES IN ARIZONA COUNTIES & MUNICIPALITIES

COUNTY – MUNICIPALITY	AGE PROHIBITION
City of Yuma	Manufactured Home no older than 1985
Bull Head City	Not more than 7 years old prior to the year in which the permit is requested.
Snowflake	A maximum of 7 years old.
Apache Junction	No Manufactured Home having a manufacture date older than June 1976.
La Paz County	No Manufactured Home older than 1980.
Yavapai County	No Manufactured or Mobile Home having a manufacture date older than June 1976.

SECTION 306 - MOBILE/MANUFACTURED HOME PARKS (MHP & RV PARKS)

A. Mobile/Manufactured Home and Recreational Vehicle Parks Placement Procedure:

1. **Permits:** Permits shall be required for all mobile and/or manufactured homes installed, placed, kept or stored within the limits of Camp Verde (except for unoccupied units on sales lots or authorized storage facilities). Permits shall be issued only for the placement of mobile homes/manufactured homes within mobile/manufactured home parks.

    a. Permits shall be required for all building**S** and structures within mobile/manufactured home or RV parks. It shall be unlawful for any person to construct, maintain or operate any mobile/manufactured home park or RV park within the limits of Camp Verde unless they hold a valid use permit and valid installation permits issued by the Community Development Department for each specific manufactured home, mobile home, or structure.

    The fee for all permits shall be determined by resolution of the Town Council. Issuance of permits shall be made by the Community Development Department and shall be contingent upon compliance with all health laws and regulations of the State of Arizona and the County of Yavapai; and this Zoning Ordinance:

    Permit applications shall be received and processed according to the current codes.

    b. Applications for permits to construct or enlarge mobile/manufactured home parks or RV parks shall be made in writing, signed by the applicant who shall file with the application proof of

ownership of the premises or of a lease or written permission from the owner. The application shall contain a complete set of plans drawn to scale, showing the location of the proposed mobile/manufactured home park or RV park, and which shall include:

1) The areas and dimensions of the tract of land.
2) The maximum number, location and size of all mobile/manufactured home or RV spaces.
3) The location of any existing buildings and any proposed structures.
4) The location and width of access driveways, roadways, parking areas, walkways, and turn-arounds.
5) The location of electrical, water, storm drainage, and sewer lines and the sewage disposal systems.
6) The location and elevation of all flood hazard areas.
7) A contour map showing the proposed grading of the park.

2. **Use Permit Required for Constructing/Enlarging Park**

   a. The Use Permit process is required to construct or enlarge a mobile/manufactured home park or RV park by obtaining a recommendation from the Planning and Zoning Commission and approval from the Town Council.

   b. Before a Use Permit may be issued:

      1) There must be a plan for park development or enlargement approved by the Town Council.
      2) The Town Council may require a performance bond from the operator of the park to assure that the park is constructed in a satisfactory manner.
      3) The Town Council may require any other improvements and facilities in the interest of public safety, health and welfare. before approving the mobile/manufactured home park or RV park.
      4) The Town Council may accept the proposed plan with recommended changes, or reject the plan.
      5) Utility service shall not be provided to any unit or other building until approved by the Building Official.

B. Mobile/Manufactured Home and Recreational Vehicle Park Standards:

The following regulations shall apply with respect to mobile/manufactured home parks and all mobile or manufactured homes in a park:

1. Mobile/manufactured home and Recreational Vehicle parks shall be developed in accordance with the following:

   a. Mobile/manufactured home and Recreational Vehicle parks shall provide for individual mobile/manufactured home or recreational vehicle spaces, access driveways, parking and open spaces for recreation.

b. Installation permits shall be issued only to those units that qualify under the current codes as a:

1) Manufactured Home **with a manufacture date not greater than 20 years from the date of application.** (HUD label, Arizona Office of Manufactured Housing)

2) Park models for placement in RV parks.

3) Factory built building used as a dwelling unit.

4) Mobile home. (Pre June 15, 1976 must have rehabilitation certification issued from ~~BUILDING DEPARTMENT~~ **ARIZONA DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY, OFFICE OF MANUFACTURED HOUSING**.)

c. A current valid permit is required before installation or placement of an approved unit on a lot, subject to the following:

1) Permanent piers, blocks, or foundations are required.

2) Connections to utilities must be made.

3) The exterior elements shall be installed in accordance with the current codes and maintained in good condition.

a) For the purpose of this section, skirting and retaining walls shall have an eighteen-inch by twenty-four inch (18" x 24") under floor area access.

b) Skirting shall be installed around the entire perimeter of the unit, prior to the issuance of a Certificate of Occupancy.

d. A minimum of two vehicular entrances shall be provided for each mobile/manufactured home and recreational vehicle park. One entrance may be kept closed to the general public if provision is made for emergency access.

e. All utility lines, cable TV, and electrical transmission lines shall be placed underground. Each mobile/manufactured home space shall be provided with water, sanitary facilities, electric lines, and telephone lines. Fire hydrants installed by the developer in compliance with applicable Town Ordinances.

f. Refuse collection areas shall be centrally located and screened from public view.

g. Street lighting shall be provided along the park streets for the safety of pedestrians.

h. A strip of land at least twenty feet in width shall be maintained as landscaped area abutting all mobile/manufactured home and recreational vehicle park property lines.

2. **Mobile/Manufactured Homes: Installation and Maintenance Standards**

a. Mobile/manufactured homes shall be installed in compliance with the standards prescribed by the Arizona Department of **FIRE,** Building and ~~FIRE~~ **LIFE** Safety, Office of Manufactured Housing, for ground level installation; installation of a fully skirted mobile/manufactured home; or installation on a fully enclosed, permanent site-built foundation.

b. No mobile home, **previously located outside the Town limits** (see Section 103 Definitions MOBILE HOME), may be moved into the Town of Camp Verde~~. UNLESS IT HAS BEEN COMPLETELY REHABILITATED PURSUANT TO THE REQUIREMENTS OF THE ARIZONA OFFICE OF MANUFACTURED HOUSING. UPON COMPLETION OF ALL REHABILITATION WORK THE OWNER MUST OBTAIN A CERTIFICATE OF REHABILITATION ISSUED BY THE ARIZONA OFFICE OF MANUFACTURED HOUSING~~

~~CERTIFYING THAT THE MOBILE/MANUFACTURED HOME WAS FOUND TO COMPLY FULLY WITH MOBILE HOME REHABILITATION STANDARDS PRESCRIBED BY THE ARIZONA DEPARTMENT OF MANUFACTURED HOUSING. THE CERTIFICATE AND INSIGNIA MUST THEN BE SUBMITTED TO THE TOWN OF CAMP VERDE FOR APPROVAL PRIOR TO ISSUANCE OF AN INSTALLATION PERMIT.~~

c. Mobile homes existing within the Town limits to be moved from a private property or from one mobile/manufactured home park to another mobile/ manufactured home park must be completely rehabilitated pursuant to a rehabilitation permit issued by the ~~TOWN OF CAMP VERDE~~ **ARIZONA DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY, OFFICE OF MANUFACTURED HOUSING** and ~~U~~upon completion of all rehabilitation work the owner must obtain a certificate of rehabilitation ~~ISSUED BY THE TOWN OF CAMP VERDE~~ certifying that the mobile home was inspected on (date) by (qualified inspector named) and found to comply fully with mobile home rehabilitation standards prescribed by **THAT DEPARTMENT** ~~THE ARIZONA DEPARTMENT OF MANUFACTURED HOUSING AND TOWN OF CAMP VERDE~~.

d. Mobile/manufactured homes shall be used as dwelling units only.

1) No mobile/manufactured home or park model shall be placed on a property for use as an accessory structure or storage unit, nor shall be stored on the property unless zoned for such use.

2) Permits shall be required for the installation, alteration or repair of accessory structures, additions and service equipment in a mobile/manufactured home or recreational vehicle park.

3) If the Town Building Official finds that the work described in the permit application conforms with the Town's codes and that the fees have been paid, a permit shall be issued to the applicant.

e. All existing and new mobile/manufactured units, and all parts thereof shall be maintained in a safe and sanitary condition.

1) All devices or safeguards (including but not limited to smoke alarms and skirting) which are required by applicable codes or by the manufactured home standards to which it was installed shall be maintained in a safe and sanitary condition.

2) The exterior elements (including, but not limited to: eaves, awnings, stairs, porches, skirting, and heating and cooling units) of the unit shall be painted and maintained in good condition.

3. **Community Use Area** shall be at least ten percent of the total area. Such land may include all land devoted to recreation and service facilities, landscaping not included in individual mobile/manufactured home spaces, and accessory parking areas. Such land shall not include recreational vehicle storage areas, private streets, boundary landscaping areas and refuse areas.

a. Mobile/manufactured home parks shall provide at least ten percent of their total area for recreation or other open space purposes.

b. Recreational vehicle storage areas:

1) if provided, shall be at the minimum ratio of 50 square feet of land for each mobile/manufactured home space and shall be a dust-free surface with crushed rock or similar material.

2) if no recreational vehicle storage is provided, recreational vehicles shall not be stored at mobile/manufactured home spaces.

4. **Parking Requirements:**

   a. A minimum of two off-street parking spaces shall be provided for each mobile/manufactured home. The spaces and the drive shall be dust-proofed and surfaced with crushed rock or similar material.

   b. Guest automobile parking shall be provided at a minimum ratio of one and one-half parking spaces for each five mobile/manufactured home spaces (See Section 404).

5. **Certificate of Compliance and Business Licenses:**

   a. No certificate of compliance or business license for the park shall be issued unless and until thirty percent of the mobile/manufactured home spaces planned in any park, or ten such mobile/manufactured home spaces, whichever is greater, shall have been completely prepared, constructed and equipped for use in all respects.

   b. No certificate shall be issued unless and until a like portion of the mobile/manufactured home park's community facilities such as driveways, laundry facilities, bath, wash and toilet rooms shall have been completely prepared, constructed and equipped for use in all respects.

C. Additional Recreational Vehicle Park Standards

In addition to the requirements of Section 306 B. The following regulations shall apply to all Recreational Vehicle Parks:

1. Recreational vehicle parks shall provide for individual recreational vehicle spaces, access driveways and parking.
2. Each recreational vehicle space shall be at least 1500 square feet in area, and at least thirty feet in width and have a compacted gravel surface at least ten feet in width and twenty feet in depth.
3. A strip of land at least twenty feet in width shall be maintained as a landscaped area abutting all recreational vehicle park property lines.
4. No certificate of compliance or business license for the park shall be issued unless and until all required improvements have been completely prepared, constructed and equipped for use in all respects.

Recommended Action (Motion): A motion to recommend approval or denial of the text amendments to the Planning and Zoning Ordinance as presented in the text track changes as presented for **Part Three, Section 306.B (Mobile / Manufactured Home and Recreational Vehicle Park Standards), ItemB.1.b.1, B.1.b.4, B.2.b & B.2.c.**