

**DRAFT MINUTES  
WORK SESSION – GENERAL PLAN UPDATE  
THE PLANNING AND ZONING COMMISSION  
COUNCIL CHAMBERS  
473 S. MAIN ST. STE. 106  
THURSDAY FEBRUARY 18, 2016 6:00PM**

**1. Call to Order**

Chairman Davis called the meeting to order at 6:00 pm.

**2. Roll Call**

Chairman Davis, Commissioners Blue, Helm, and Hisrich are present.  
Vice Chairman Burnside and Commissioner Freeman are absent.

Also present is Community Development Director Michael Jenkins, Assistant Planner Kendall Welch, and Recording Secretary Marie Moore.

Commissioner Norton joined the meeting at 6:06 pm.

**3. Pledge of Allegiance**

Chairman Davis 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**

N/A

**b. Set Next Meeting, Dates and Times:**

Thursday, March 3<sup>rd</sup>, 2016 – Special Session 6:30 PM (CANCELLED)

Thursday, March 17<sup>th</sup>, 2016 – Special Session 6:30 PM (General Plan)

**On a motion by Commissioner Hisrich, seconded by Commissioner Blue, the Consent Agenda was unanimously approved by Commission.**

**4. Discussion, Public Input, and Commission Consensus for all public comments received to date on the Town of Camp Verde 2016 General Plan – Working Draft #1, dated January 11, 2016.** Staff Resource: Community Development Director, Michael Jenkins

Assistant Planner Kendall Welch and Community Development Director Michael Jenkins informed the Commission that the purpose of tonight's meeting is to serve as a midway check-in point for the 60-day review period on the Draft 2016 General Plan. Welch and Jenkins reviewed the comments that have been received to date from the general public, state agencies, and local surrounding jurisdictions, as well as feedback that had been received from the public at General Plan Presentations with members of the Planning & Zoning Commission.

The discussion of the Commission and Consensus for each comment are as follows:

Arizona State Land Department: Received February 8, 2016:

The Arizona State Land Department requested the following paragraph be added to Chapter 3 in regards to land ownership:

*It should be noted that State Trust land is not private land. State Trust land was granted to the State of Arizona, and placed in trust for the benefit of 13 beneficiaries. The largest of these are Common Schools. The State Land Department was created in 1915 to manage the land, and maximize the economic return to the trust beneficiaries; this is achieved by permitting, leasing or selling the land and its natural products. All uses of the land must benefit the Trust, a fact that distinguishes it from the way public land, such as parks or national forests, may be used. While public use of Trust land is not prohibited, it is regulated to ensure protection of the land, and compensation to the beneficiaries for its use.*

Commissioner Hisrich questioned who the 13 beneficiaries are that are referenced in the statement. Assistant Planner Kendall Welch stated that she would get clarification from the State Land Department. It is the consensus of the Commission to include the statement as requested, with an additional statement that clarifies who the 13 beneficiaries are.

The Arizona State Land Department also requested the Open Space and Growth Area maps be corrected to reflect that parcels 800-20-026 and 800-20-025 are not to be included as open space.

It is the consensus of the Commission to correct the maps as requested.

Town of Camp Verde Economic Development and Parks & Recreation:  
Received January 13, 2016:

Economic Development Director Steve Ayers and Parks and Recreation Director Mike Marshall submitted written comments on January 13, 2016 and indicated that the 2004 Trails map should not be used in the General plan due to the fact that several roads, amenities and landscape features are not included on the map such as:

- 1) Camp Verde's 118 acre Community Park property (Purchased in 2008)
- 2) SR 260 bypass road (Completed in 2004)
- 3) Rezzonico Park (Partially developed)
- 4) Homestead Park (Development underway)
- 5) Parsons Park at I-17 (RRMP)
- 6) Waterfall Loop Trail out of Copper Canyon Trailhead (Development currently underway)

Chairman Davis questioned if other parks were included on the Trails map and suggested a more appropriate location to include that information would be on the Points of Interest and Recreation Map. Assistant Planner Kendall Welch indicated that parks are included on the Points of Interest and Recreation Map. Commissioner Blue questioned the location of Parsons Park. Assistant Planner Kendall Welch described the location to be on the North side of I-17 towards the Verde River. Commissioner Norton clarified the park to be land owned by the Town of Camp Verde located off I-17 and confirmed that it is listed in the River Recreation Master Plan.

Chairman Davis questioned the SR260 Bypass road concern. Assistant Planner Welch explained the bypass was not shown on the 2004 Trails Map.

Commissioner Norton explained that although the 2004 Trails Map exists, it is not available in digital format. Norton indicated that there is important information on the 2004 Trails Map and

stated that he feels that it should be included as well as an updated digital map. Chairman Davis agreed that both maps could be included in the General Plan.

Assistant Planner Kendall Welch reminded the Commission that Sub-Committee Member Tony Gioia has been diligently working with Coconino and Prescott National Forest to obtain an updated digital base layer data and suggested that Commission include a goal in the Draft 2016 General Plan for the creation of an updated trails map utilizing this digital data. Chairman Davis questioned if it should become a new goal or an implementation strategy on an existing goal. Sub-Committee Member Kathy Davis suggested editing the existing B.4 implementation strategy on page 136 and also including the digital trails map, once completed, on the Town of Camp Verde's website.

It is the consensus of the Commission to rewrite Goal B.4 on page 136 to read:

B.4. Create an updated Trails Map to provide current information about recreation opportunities available on the Town's website.

Chairman Davis questioned the verbiage of the disclaimer on the 2004 Trails Map. Sub-Committee Member Kathy Davis stated the term "every effort" is inaccurate and should be removed.

It is the consensus of the Commission to change the disclaimer on the 2004 Trails Map to read: The Town of Camp Verde shall assume no liability for the information contained on this map. This map is being provided in the General Plan to give the public an overall sense of the multitude of trails available in and around the Town of Camp Verde. This map is strictly for information purposes only, and should not be used in place of official trails/recreational maps printed by the U.S. Forest Service or other legal authorities. Please refer to the U.S. Forest Service, specifically the Coconino and Prescott National Forests for additional information regarding the area's trails, and recreational guidelines.

Commissioner Norton indicated that Homestead Park is included in the River Recreation Plan which was adopted by Council on February 3, 2016 and suggested that rather than saying "encourage the implementation of a Verde River Recreation Management Plan as defined by the citizens", the wording could be changed or a link could be provided on the Town website to reflect the Verde River Recreation Management Plan has already been adopted. Commissioner Blue agreed. Chairman Davis suggested that the insert be included specifically in Open Space and Recreation element. Assistant Planner Welch suggested the statement be included where there is any mention of it. The Commission was in consensus to add a reference statement such as "adopted on (date), available for review on the Town's website" anywhere the Verde River Recreation Management Plan is stated in the General Plan.

Clarkdale Town Council (Curt Bohall) Response Dated January 24, 2016:

No Comment.

Town of Jerome (Albert Sengstock, Zoning Administrator) Response Dated January 19, 2016:

No Comment.

Yavapai County Development Services (Mark Rogers, Building Official) Response Dated January 25, 2016:

No Comment.

## General Plan Presentation, January 23<sup>rd</sup>, 2016, Town Hall, Feedback/Notes:

Assistant Planner Welch reviewed the notes taken by Staff and included written comments received at the January 23<sup>rd</sup> 2016 meeting.

### Easel Pad Notes:

1. More support for code enforcement to clean up Clear Creek residential neighborhoods. (Ditto)
2. No more "Cliffs" and "Views" type developments.
3. Fewer developments like "Verde Lakes" (Ditto)
4. Stricter noise/animal barking ordinances.
5. At least one (1) full time code enforcement office (only) not split jobs for one (1) person. (Ditto)
6. Good paying steady employment. (Ditto)

Chairman Davis questioned staff regarding the first note request for cleanup in Clear Creek residential neighborhoods. Community Development Director Michael Jenkins explained to Commission that enormous amounts of cleanup has taken place through the Town's Code Enforcement Department. Jenkins also explained that action is complaint driven and is addressed as either a nuisance or zoning violation. As a nuisance, if the property is not cleaned up per the Town's request, a contractor does the work, the owner is billed and if the bill is not paid, a lien is placed on the property. If the complaint is addressed as a zoning violation, eventually the owner is cited and goes before the Town Municipal Court. Jenkins also indicated that Code Enforcement was minimal up to 3 or 4 years ago, and the proof of headway being made is sometimes hard for the public to see.

Jenkins also addressed comment #4 and indicated there is a new ordinance in place regarding noise restrictions which is now measured by decibels. Commissioner Helm questioned the time restrictions on the noise ordinances, Jenkins gave a brief overview of the ordinance.

Jenkins informed Commission that there are two (2) full time employees for code/animal enforcement that are on duty 6 days per week, in regards to comment #5.

Chairman Davis indicated that he felt the Economic Development Chapter addressed the #6 concern stated above.

### Written Comments:

Written Comments #1 – Debra Fenner, January 23, 2016:

- Housing – Low income – Senior Apartments (Commission indicated this item had been previously discussed.)
- Code Enforcement – Full time not split up with other jobs. (Commission indicated this item had been previously discussed.)
- Clean up the neighborhoods. (Commission indicated this item had been previously discussed.)
- Community groups help residents: (Commissioner Blue indicated there are several departments reviewing such situations.)
- Homeless Center: (Commissioner Blue indicated that the Housing Opportunities covers the complaints made, and the questioned have already been addressed.)
- Get higher quality of housing developers (not cheaper ones). (The Commission indicated that this item is not a situation that can be addressed.)

Written Comments #2 – Anonymous, January 23, 2016:

- Some sort of plan to cleanup neighborhoods and yards. The town needs pride in their

homes. (Commission indicated this item had been previously discussed.)

Commission reviewed a star chart created during meetings that notated what participants felt were important assets/qualities to Camp Verde. Commissioner Blue questioned how to effectively add the comments into the plan and stated he feels the information gathered should be included but unless the comments differ vastly from the plan as written, no changes should be made. Commissioner Norton and Chairman Davis agreed with Commissioner Blue's suggestion and suggested to note the data acquired in the introduction and nothing more.

#### General Plan Presentation, January 30<sup>th</sup>, 2016, Town Hall, Feedback/Notes:

##### Easel Pad Notes:

1. Include Comment that "Trade" or other types of schools are encouraged throughout Camp Verde.
2. Coordinate with Yavapai College.
3. Add directions on walking paths, bike paths in neighborhoods, place for people with strollers and walkers to move through neighborhoods, atv trails separate from equestrian/hiking.
4. Make Park at McCracken a priority to develop with amenities such as soccer fields, trailhead, rodeo grounds. (We have this equipment already!)
5. Add restrictions on wood burning stoves as primary heat source under air quality section.
6. Water drainage issues on the end of Stolen Blvd.

In regards to comment #1, Commissioner Norton stated that education is not addressed in the General Plan. Assistant Planner Kendall Welch indicated there is not information necessarily stating the encouragement of trade or other schools within the Draft General Plan. Commissioner Hisrich suggested adding trade schools to the Economic Development chapter. Chairman Davis indicated this issue could be addressed on page 115 of the General Plan. Commissioner Norton suggested adding to the end of A.5 on page 115: ,including vocational programs. The Commission was in agreement.

Commission agreed that note #2 was addressed with response to comment #1 on the notes.

Commissioner Norton indicated that he felt that comment #3 coordinates with multi-modal references on page 136 of the General Plan.

Assistant Planner Welch explained that the park at McCracken, referenced in comment #4, is the 118 acres park owned by the Town and is included in the Open Space portion on page 141. Commissioner Norton questioned what the status is regarding the property with Council. Vice Mayor George, who was present in the audience, stated that Council is currently working on access road for the park. Norton question how best to appropriately add the park to the goals and implementation strategies. Chairman Davis stated that there is currently no implementation strategy that specifically refers to the 118 acre park. Commissioner Norton indicated he felt that the park is a high priority of the Town and should be included. Commissioner Hisrich suggested making it a stand-alone goal. Chairman Davis suggested adding it as an implementation strategy 1 or 5 on Goal C. Commissioners Hisrich and Norton agreed it should become a new stand-alone goal. Commissioner Norton questioned if the park has been designed. Vice Mayor George indicated that the Town does have design plans.

It is the consensus of the Commission to create a new goal on page 146 to read:  
Goal B: Advance the development of the Town owned, 118 acre, Community Park.  
Implementation Strategies:

B.1: Update design of the proposed park.

B.2: Obtain public and private funding for park development.

Commission directed staff to shift all other goals down to accommodate the new goal in the Open Space and Recreation chapter.

The Commission indicated that comment #5 is addressed on page 153 and governed by state law.

In regards to comment #6, staff indicated the Town is aware of the drainage issue.

General Plan Presentation, February 9<sup>th</sup>, 2016, Senior Center, Feedback/Notes:

Easel Pad Notes:

1. Include Camp Verde Senior Center in the Character Area.
2. General Crook off of I-17 into Town needs directional signage. Main St. 7 260; Finnie Flat & 260, including the Entertainment District.
3. Encourage Lowes, Home Depot, etc. to locate to Camp Verde for convenience.
4. Maintain and improve drinking water quality.
5. Pursue grants for the enhancement of the river.
6. Stay vigilant with protecting water rights in Camp Verde.

In response to comment #1, Commission agreed that if not already included, the Senior Center shall be included in the Points of Interest chart in the Down Town area.

In response to comment #2, the Gateway identification is already included in the Draft General Plan.

The Commission agreed that the revised Economic Development element covers the request in comment #3.

The Commission stated that comment #4 is specifically addressed on page 153, under goals, maintaining the high level of water quality.

Commissioner Norton stated that the River Recreation Plan references potential grants similar to those stated in comment #5.

Commission assumes concerns stated in comment #6 stems from SRP and recognized that the Town does what is within its legal limits to do regarding water rights.

Written Comments:

Written Comments #1 – Denny Hach, February 8<sup>th</sup>, 2016

- Lowes, Home Depot, Walmart or Lumber Yard
- Texas Road House on Finnie Flat
- Red Lobster on Finnie Flat
- Big Water Park For Tourism
- Industrial Area, Manufacturing Area
- Target Store
- Write Grants From United States Waterway

The Commission consensus was that all written comments included on the written comment form submitted are addressed within the Economic Development portion of the General Plan.

Written Comment #2 – Carrie McCarter, Received February 13, 2016:

- I-17 and 260, Change sign to read “Cottonwood, Camp Verde, Payson”
- 260 and Finnie Flat, Sign W/Arrow to Downtown Camp Verde
- 260 and Main, Sign W/Arrow to Downtown Camp Verde
- Try and put in clothing, grocery – i.e. Walmart
- Lumber Store – Couple of Mid-Cost Restaurants that stay open past 2PM.

The Commission agreed that the first three comments are covered by the Gateway Identification sections within the Draft Plan, and the last 2 comments are addressed by the Economic Development section.

Arizona Game and Fish Department:  
Received February 12<sup>th</sup>, 2016:

Community Development Director Michael Jenkins stated that he felt all of the comments received from the AZ Game & Fish Department are covered or the intent is already included in the Draft General Plan.

Commissioner Norton explained AZ Game & Fish Department’s involvement in the River Recreation Plan and their help with funding. Norton indicated he felt working with them would be mutually beneficial.

Commissioner Hisrich questioned how to answer the comments received without making numerous changes to the General Plan.

Chairman Davis recommended further review from Staff and then a follow up letter explaining information is already included and or how their suggestions would be included.

Commissioner Norton suggested including Game & Fish as much as possible and referenced their positive involvement with the River Recreation Plan.

## **6. Discussion and Update on the General Plan Schedule.**

Resource: Chairman Davis

Chairman Davis reviewed meetings on the schedule provided:

- February 20<sup>th</sup> meeting is confirmed and Commissioner Norton will be present.
- February 27<sup>th</sup> is tentatively set, and may need to be shifted to the 26<sup>th</sup> if staffing at the facility is unavailable.
- March 3<sup>rd</sup> meeting is confirmed. Commissioner Hisrich will be present. Vice Chairman Burnside will be requested to attend. Chairman Davis requested having the old growth area plan for review.
- March 12<sup>th</sup> meeting will be located at the Verde Lakes Clubhouse.
- The deadline for 60-day review written comments to be submitted is March 15<sup>th</sup> at 5PM.

Cherie Lederer, public attendee questioned what type of housing development would be allowed off of Arena Del Loma. Community Development Director Jenkins explained that it would be for stick built or modular homes with their own wells and septic systems.

Robert & Frances Landers, public attendees questioned when the Town would be getting natural gas utilities, as it is already available on the Reservation. Jenkins explained that the expansion is not up to the Town of Camp Verde as it is a private utility and that citizens can pay for the expansion and are reimbursed as others use the service.

Commissioner Blue indicated that the utility is available through Unisource.

## 7. Current Events

Assistant Planner Kendall Welch informed Commission members that an open meeting law training is available for members to participate in on March 2<sup>nd</sup>, 2016 at the Cottonwood Recreation Center and a follow up e-mail would be sent with further information.

Commissioner Helm suggested Staff put notices of General Plan Work Sessions/Meetings in the paper in the events section to improve interest and participation of citizens. Both Jenkins and Welch indicated they would need to confirm they could do so.

Bill Helm, public attendee, explained that events run in the paper regularly until the time of the event, rather than for a short time on the front page and encouraged the Town utilize the benefit of free and frequent publication available.

## 8. Adjournment

**On a motion by Commissioner Blue, seconded by Commission Helm, the meeting adjourned at 7:52 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 Work Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 18th day of February, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_\_ of \_\_\_\_\_, 2016.

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