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 MAY 02, 2013
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:**
      04-04-2013 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, Consideration and Possible Recommendation to Council on a Use Permit Application submitted by Ms. Kathy Hellman, Library Director of the Town of Camp Verde, for the development of a two-story 17,000 sq. ft. building with 10,000 sq. ft. foot print raised approximately 3 feet above current ground level. The building on parcel 403-19-019, 33 W. Moser Lane, will be demolished and used for fill. The current building on parcel 403-19-018B will be removed or demolished to provide parking area after the new library is occupied. The address of this project is 130 Black Bridge Rd., parcel 403-19-018B.**
   Declare **PUBLIC HEARING OPEN**
   1) Call for APPLICANT'S STATEMENT
   2) Call for COMMENT FROM OTHER PERSONS (either in favor or against)
   3) Call for APPLICANT'S REBUTTAL (if appropriate)

   Declare **PUBLIC HEARING CLOSED**
   - Call for BOARD DISCUSSION (may ask questions of applicant)
   - Call for STAFFCOMMENTS
   - Call for MOTION
   - Call for DISCUSSION OF MOTION
   - Call for QUESTION
   - ANNOUNCE ACTION TAKEN with Findings of Fact

7. **Presentation by Mike Jenkins, followed by discussion regarding the proposed General Plan update and amendment processes as required by Arizona Revised Statute.**
   Staff: Mike Jenkins

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: _____ Date/Time: 4-26-13 11:00AM

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 Office of the Town Clerk.

MINUTES DRAFT

Special Session
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS SUITE 106
THURSDAY APRIL 04, 2013
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 Norton, Vice Chairperson Blue, Commissioners Hisrich, Gordon, Parrish, and Hough were present; Commissioner Freeman was absent.

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

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:**
   02-07-2013 Special Session
   b. **Set Next Meeting, Date and Time:**
   05-02-2013 Regular Session

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

   On a motion by Hough, seconded by Blue, the Commissioners unanimously voted to amend the original motion, deleting the words, "Community Development Director" from the first sentence under Commission Discussion, second page.

   Chairperson Norton pointed out that the Minutes of February 7, 2013, on the second page under Commission Discussion, included the words, "Community Development Director," in error, and should be corrected accordingly. A discussion was held on the issue, after which a motion was made, and passed, to amend the original motion for approval of the Consent Agenda, and a vote was then taken on the original motion.

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 on Use Permit 20130046, an application submitted by Mr. Scott Canty – Attorney General and Ms. Rachel Hood – Manager, agents for the Yavapai-Apache Nation, owners of Distant Drums RV Resort. This Use Permit will replace the expired Use Permit 2002 537. Distant Drums is requesting additional uses to be approved. There is a request for Use Permit 20130046 to be in perpetuity. The property is located on parcel 404-17-030A at 583 W. Middle Verde Road.**
On a motion by Hough, seconded by Blue, the Commission unanimously recommended to the Council approval of Use Permit 20130046 as submitted.

   STAFF PRESENTATION
   Asst. Planner Owens reviewed in detail the background and history of the subject RV Resort, including the previous Use Permits and a list of the current permitted use of the Resort. Owens explained that the current Use Permit expired in late 2012, and the Yavapai-Apache Nation is now requesting a new Use Permit, with changes or additions. The items being requested are set forth in detail in the application, including an alternative plan for a one-acre portion of land located at the northwest corner of the property. As noted, the Nation is requesting the alternative development plans for the one-acre site as permitted uses under the new Use Permit, along with the continuing

option of building out the remaining 23 RV sites. It is acknowledged that whichever options are selected by the Nation, staff will preview and permit per the requirements of the Planning & Zoning Ordinance and Building Codes, and an updated Site Plan will be required showing the development of the selected option or options.

Owens stated that staff has reviewed the submitted application and Site Plan for compliance with the Planning & Zoning Ordinance RV Park standards, and has found that all requirements have been met per Section 306.C Recreational Vehicle Park Standards. The required neighborhood meeting was held on February 13, 2013; no neighbors were in attendance. Responses from the agencies reflected no objections.

APPLICANT'S STATEMENT
Scott Canty spoke briefly, describing his role as the attorney for the Nation as well as the responsibilities of Rachel Hood as the RV Park Manager. Mr. Canty said that Asst. Planner Owens had reviewed the application in detail, and that the Nation has every intention of continuing operation of the RV Park. Mr. Canty added that plans for any future build-out will depend on an analysis of the highest and best use of the business. The proposed added improvements are in response to suggestions and requests from the Park guests. Mr. Canty said he appreciated the opportunity to appear before the Commission, and invited questions, if any.

COMMISSION DISCUSSION
There was some concern expressed regarding the option of granting a Use Permit in perpetuity; Owens explained that after a Use Permit is granted, the Town still maintains in control since if any changes are made outside the scope of the Use Permit, it can be revoked, and a new Use Permit must be applied for, reviewed by the Commission, and approved by the Council. Staff continually monitors the properties to ensure compliance. The members discussed with the applicants the issue of restricting parking to no more than 90 days; Jenkins said that the policy of the Town is to leave the decisions on parking terms up to the owners of the park. Mr. Canty confirmed his understanding that any changes would necessitate coming back to the Town and applying for further approvals.

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

8. **Commission Informational Reports**
There were no Commission informational reports.

9. **Staff**
There was no staff report.

10. **Adjournment**
On a motion by Gordon, seconded by Parrish, the meeting was adjourned at 7:04 p.m.

_____
Chip Norton, 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 4th day of April 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2013.

_____
Margaret Harper, Recording Secretary

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: May 2, 2013 ***Planning & Zoning Commission***

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

☐ *Presentation Only* ☒ *Action/Presentation*

Requesting Department: **Community Development**

Staff Resource/Contact Person: **Michael Jenkins**

Agenda Title (be exact):

Public Hearing, Discussion, Consideration and Possible Recommendation to Council on a Use Permit Application submitted by Ms. Kathy Hellman, Library Director of the Town of Camp Verde, for the development of a two-story 17,000 sq. ft. building with 10,000 sq. ft. foot print raised approximately 3 feet above current ground level. The building on parcel 403-19-019, 33 W. Moser Lane, will be demolished and used for fill. The current building on parcel 403-19-018B will be removed or demolished to provide parking area after the new library is occupied. The address of this project is 130 Black Bridge Rd., parcel 403-19-018B.

List Attached Documents:

Applicant's application submittal (For Use Permit 20130111 for Camp Verde Community Library)

- Use Permit Application
- Letter of Intent
- Directions to Property
- Yavapai County Assessor's Office Parcel Information
- Site Plan
- Zoning Map
- Land Use Map

Estimated Presentation Time: 20 minutes (Staff & Applicant)

Estimated Discussion Time: 20 minutes

Reviews Completed by: **Michael Jenkins (Community Development Director) and Jenna Owens (Assistant Planner/Admin. Asst.)**

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

Background Information:

The current Library has been in existence since 1975 and library services will continue at the current location throughout the new construction project. On 01-14-2007 The Town Council by a 4-1 vote instructed staff to begin planning of the new Library on its present location. The new library will be a two-story 17,000 square foot building with a 10,000 square foot footprint raised approximately 3 feet above current ground level. The building at 33 W. Moser Lane (old Marshal's Office) will be demolished and used for fill. The current library at 130 N. Black Bridge Road will be removed or demolished to provide a parking area after the new library is occupied. A drive-up materials return will be included on the NW corner of the new library facing Montezuma Castle Hwy. A 50-60 person meeting room will be located on the East end of the building and may accommodate community meetings when the library is closed. Library services may utilize the Rezzonico park area for children's, teens and/or adult programming. Additional parking will be added, landscaping and other aesthetic improvements as part of the project.

Neighborhood Meeting: *As required, a neighborhood meeting was held by the applicant on April 11, 2013 at the Library meeting room. The meeting was held from 6:30 pm to 8:00 pm. and there were* ***17*** *neighbors/participants in attendance. (Attached: Affidavit of the Neighborhood Meeting, Sign in Sheet & Questions and Answers).*

Agency Review: *There were 7 agencies in attendance for the Development Review meeting that gave comment on this proposed project. The Development Review meeting was held on April 2, 2013 where 12 people were in attendance. The agencies gave their comments on the project to Kathy Hellman Library Director and Joel Westervelt Architect.*

Recommended Action (Motion):

A motion to recommend approval, to the Town Council, of a Use Permit 20130111, an application submitted by Ms. Kathy Hellman, Library Director of the Town of Camp Verde, for the development of a two-story 17,000 sq. ft. building with 10,000 sq. ft. foot print as based on approved site plan. The address of this project is 130 Black Bridge Rd., parcel 403-19-018B.

Revised 6/2011

Land Use Application Form

Project #: 20130111

1. Application is made for:

Zoning Map Change	Use Permit	General Plan Amendment
Conceptual Plan Review	Preliminary Plat	Final Plat
PUD Zoning	Variance	Sign
Street Abandonment	Minor Land Division	Wireless Tower
Appeal	Verification of Non-Conforming Use	
Site Plan Compatibility Review (Commercial)		

Other: _____

2. Project Name: CAMP VERDE COMMUNITY LIBRARY (CVCL)

Please print or type legibly

3. Contact information: *(a list of additional contacts may be attached)*

Owner Name: Town of Camp Verde
Address: 473 S MAIN Street
City: CAMP VERDE State: AZ Zip: 86322
Phone: 928 567-6631
E-mail: _____

Applicant Name: KATHY D HELLMAN
Address: 130 BLACK BRIDGE ROAD
City: CAMP VERDE State: AZ Zip: 86322
Phone: 928 554-8380
E-Mail: kathy.hellman@campverde.az.gov

4. Property Description: Parcel Number 404-19-018 B + 404-19-019 Acres: 1.4 acres + .34 acres

Address or Location: 130 BLACK BRIDGE ROAD

Existing Zoning: R1-18 Existing Use: LIBRARY

Proposed Zoning: _____ Proposed Use: LIBRARY

5. Purpose: *(describe intent of this application in 1-2 sentences)*

CVCL is applying for a use permit to construct a new library on the Town-owned property listed above. The library has been in continuous operation at 130 Black Bridge Road since 1975.

6. Certification:

I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.

Owner: _____ Date: _____ **AND**

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Camp Verde must be submitted prior to having this application processed.

Applicant: Kathy D. Hellman Date: 03/26/2013

Revised 6/2011

Staff Use Only	
Application Number:	2013-012 1
Received By:	J Owens
Date:	3-6-13
Fees Paid:	Waived
Complete:	Y N

USE PERMIT

Application Instructions

Use Permits are provided to ensure the orderly use of land in conformance with the General Plan and applicable Town standards where uses are proposed that may require special limitations or conditions to provide compatibility with other uses. The application for Use Permit approval is applicable to those uses that are specifically listed as "Uses and Structures Subject to Use Permit" in each Zoning Use District in Part Two Section 203. The procedure to obtain a Use Permit shall include requirements set forth in Section 601A, of the Planning & Zoning Ordinance.

Required for a Use Permit

Complete sets of these documents are required at the time of application.
The required quantities are shown next to each item.

		Staff Use only
1.	Pre-Application meeting with Staff	Y N
2.	Application fee as per the current fee code.	N/A Y N
3.	Completed ***Land Use Application*** form	Y N
4.	★ Written Legal description of property – Mike?	Y N
5.	Directions to property	Y N
6.	Letter of Intent	Y N
7.	Town Engineer or ADOT approval of site access (if applicable)	Y N
8.	Approved request to be annexed into the Camp Verde Fire District (if applicable)	Y N
9.	Site Plan (24" high X 36" wide) **(25 Folded copies)**	Y N

-Vicinity map included
-North arrow, scale (1"=100' or 1"=200'), and date of preparation.
-Subdivision or block and lot name of the area to be utilized for a Use Permit (if applicable) at the top of each sheet.
-Locations and boundaries, including dimensions, of property(s) proposed for Use.
-Acreage or square footage contained within property proposed for Use.
-All existing land uses in the proposed rezoning area
-Zoning and/or existing land uses on all lands adjacent to the propose Use.
-Location and dimensions for all existing right-of-way within, and adjacent to, the Use.
-Names of adjoining subdivisions with lines of abutting lots, and departing property lines of Adjoining properties not subdivided.
-Building elevations (if applicable)

Please Note: A request will not be scheduled on an agenda until the application is complete. Submittal of an application does not constitute a complete application until the application is verified as complete and confirmation has been given by the planning division to the applicant verbally. Once an application is deemed complete, payment will be accepted and the application will be scheduled to be heard. The applicant or their designated representative must attend the meeting when their application is being considered. Failure to attend may result in postponement of action by the Planning and Zoning Commission

10. Neighborhood Meeting Requirements:

Property owner or designated agent must provide the Community Development Department the following information on the neighborhood meeting within 10 working days prior to the Planning & Zoning Commission Meeting hearing date.

a. A letter notifying neighbors within 300' of the subject property with a description of the copy of the letter sent out to all property owners within 300 feet.

b. Post the actual property with meeting date and time. Provide the Planning & Zoning Department with a photo of the posted property.

d. The applicant shall prepare a written summary of the meeting by way of affidavit, including:
   1. A sign in sheet of attendees.
   2. A summary of questions and answers which were discussed with the neighbors.

e. Affidavit must be completed and notarized.

130 Black Bridge Road | Camp Verde AZ 86322

CAMP VERDE COMMUNITY LIBRARY

good company always Welcome...

March 06, 2013

Re: Neighborhood Meeting for New Library Building, Letter of Intent
Parcel 404-19-018NB and Parcel 404-19-019

Dear Neighbor,

Camp Verde Community Library is applying for a Use Permit to build a new library building on the Town owned property listed above. The library has been in continuous use at 130 N Black Bridge Road since 1975. Library services will continue at the current location throughout the new construction project.

The new library will be a two-story 17,000 square foot building with a 10,000 square foot footprint raised approximately 3 feet above current ground level. The building at 33 W Moser Lane (old Marshal's Office) will be demolished and used for fill. The current library building at 130 N Black Bridge Road will be removed or demolished to provide a parking area after the new library is occupied.

A drive-up materials return will be included on the NW corner of the new library facing Montezuma Castle Hwy. A 50-75 person meeting room will be located on the East end of the building and may accommodate community meetings when the library is closed. Library services may utilize the Rezzonico Park area for children's, teens and/or adult programming. We will be adding additional parking, landscaping and other aesthetic improvements as part of the project.

The meeting will be held at: Camp Verde Community Library
130 Black Bridge Road, Camp Verde AZ 86322

Date & Time: April 11, 2012 at 6:30 p.m.

Thank you,

Kathy D. Hellman

Kathy D Hellman, Library Director
Camp Verde Community Library

Phone: 928 567-3414 | FAX: 928 567-9583
http://www.campverde.az.gov/government/public-library/

Directions to Property

Assessor's Parcel Number 404-19-018 B & 404-19-019

Applicants Name Kathy D Hellman

Property Address 130 Black Bridge Road Camp Verde, AZ

Directions To Property:

From Camp Verde Town Hall at 473 S Main Street, head north
on S Main St toward E Hollamon St.
Take the 3rd right onto Pecan Lane
Continue onto S Montezuma Castle Hwy
Take a slight right onto Black Bridge Road
the destination: 130 Black Bridge Road
is on the left

YAVAPAI COUNTY GOVERNMENT

Parcel ID
404-19-018B

Check Digit
4

Owner
TOWN OF CAMP VERDE

Owner's Mailing Address
473 S MAIN ST #102
CAMP VERDE, AZ 86322

Secondary Owner
N/A

Recorded Date
N/A

Last Transfer Doc Docket
N/A

Last Transfer Doc Page
N/A

Physical Address
130 N Black Bridge Rd

Incorporated Area
Town of Camp Verde

Assessor Acres
2.16

Subdivision
N/A

Subdivision Type
N/A

School District
Camp Verde Unified SD #28

Fire District
Camp Verde FD

County Zoning Violation
No Zoning Violation

Improvements (1)

Type: Library - Public
Floor area: 4000
Effective/constructed: 1970

Assessment

2014 Full Cash Value
$105,973

2013 Full Cash Value
$129,401

2014 Limited Value
$99,685

2013 Limited Value
$90,623

2014 Assessment Ratio
0

2013 Assessment Ratio
0

2014 Legal Class
Vacant or Other

2013 Legal Class
Vacant or Other

2014 Net Assessed Full Cash Value
$

2013 Net Assessed Full Cash Value
$

2014 Net Assessed Limited Value
$

2013 Net Assessed Limited Value
$

Taxes

Tax Area Code
2872

2012 Taxes Billed
$

Recent Sale Date
1987-07-08

Sale Amount
N/A

Deed Type
OTHER

Sale Docket
1951

Sale Page
288

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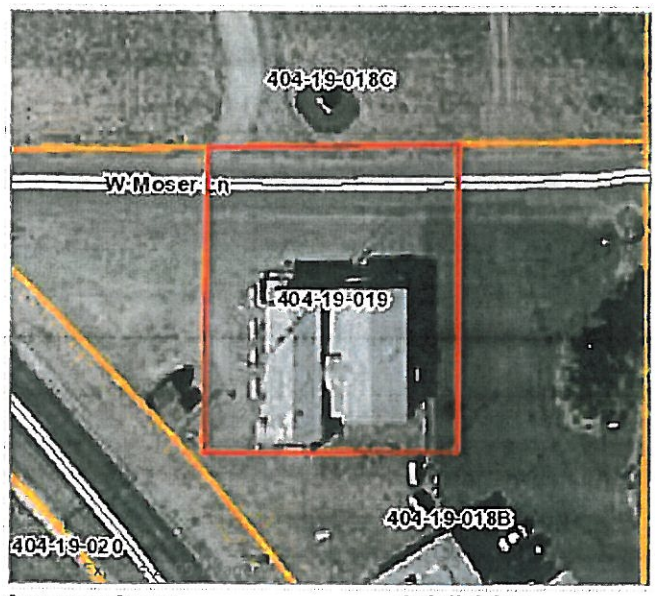
YAVAPAI COUNTY GOVERNMENT



Parcel ID
404-19-019

Check Digit
9

Owner
TOWN OF CAMP VERDE

Owner's Mailing Address
473 S MAIN ST #102
CAMP VERDE, AZ 86322

Secondary Owner
N/A

Recorded Date
N/A

Last Transfer Doc Docket
N/A

Last Transfer Doc Page
N/A

Physical Address
33 W Moser Ln

Incorporated Area
Town of Camp Verde

Assessor Acres
0.34

Subdivision
N/A

Subdivision Type
N/A

School District
Camp Verde Unified SD #28

Fire District
Camp Verde FD

County Zoning Violation
No Zoning Violation

Improvements (1)

Type: Office Building
Floor area: 1415
Effective/constructed: 1961

Assessment

2014 Full Cash Value
$41,918

2013 Full Cash Value
$50,875

2014 Limited Value
$41,918

2013 Limited Value
$50,875

2014 Assessment Ratio
0

2013 Assessment Ratio
0

2014 Legal Class
Vacant or Other

2013 Legal Class
Vacant or Other

2014 Net Assessed Full Cash Value
$

2013 Net Assessed Full Cash Value
$

2014 Net Assessed Limited Value
$

2013 Net Assessed Limited Value
$

Taxes

Tax Area Code
2872

2012 Taxes Billed
$

Recent Sale Date
1989-10-05

Sale Amount
N/A

Deed Type
OTHER

Sale Docket
2189

Sale Page
169

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Land Use Map

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Map printed on: 4.11.2013

Zoning Map

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Map printed on: 4.11.2013

ORDINANCE NO. 2001-A199

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DESIGNATING TOWN STAFF AS THE PLANNING AGENCY

WHEREAS, ARS 9-461 defines a "planning agency" to be the official body designated by local ordinance to carry out the purposes of municipal planning, and may be a planning department, a planning commission, a hearing officer, the legislative body itself, or any combination thereof, and

WHEREAS, the Town Council, by Ordinance 87-A12 established the Planning & Zoning Commission for the Town, which described the membership, duties, meeting procedures and use of fee schedules, and

WHEREAS, the Town Code, adopted by Ordinance 96-A116 on September 18, 1996, incorporated Ordinance 87-A112, and provided that "each board or commission shall have the power and the express authority to review those matters specifically assigned to it by ordinance or statute: (Section 4-4.J.1), and

WHEREAS, it would be in the best interests of the citizens of the Town of Camp Verde, having adopted a general plan, capital improvements plan, and other planning directives to separately designate the Planning Department as the planning agency,

NOW, THEREFORE, be it ordained by the Common Council of the Town of Camp Verde:

1. ***Designation of Planning Agency.*** The Planning Department of the Town of Camp Verde, now described as Community Development, shall be designated the planning agency pursuant to ARS 9-461 (as amended) to carry out the purposes of Article 6, Chapter 4, Title 9, of Arizona Revised Statutes.

2. ***Powers and Duties.*** The Planning Agency shall develop and maintain a general plan, necessary specific plans, periodically review the capital improvement program, and perform such other planning functions as may be assigned by the Town Council. Contracting for grants or other financial assistance, or with any state, federal or local agency or political subdivision, shall be reserved to the Town Council as a planning agency rather than the planning department. The requirements of the "Growing Smarter Act" (GSA) (HB 2631) (as amended) for a planning agency shall be performed by

the Planning Department, unless reserved to the Planning & Zoning Commission by GSA, or the governing body.

3. ***Specific Duties of the Planning Agency (Town planning department) and the Planning & Zoning Commission.*** There are specific duties of the Council as the legislative body, the Planning Department as the Planning Agency, and the Planning & Zoning Commission, listed in the statutes, both for municipal planning, and for zoning:

Municipal Planning

- The Planning Agency shall develop and maintain a general plan, specific plans as may be necessary, periodically review the Capital Improvement Plan (CIP), and perform such other planning functions as the legislative body may provide (ARS 9-461.01)
- If a Planning & Zoning Commission is created, the local Ordinance [87-A12, and now the Code] shall specify the organization, number of members [at least 5], terms of office, and method of appoint and removal (ARS 9-461.02)
- The legislative body may establish a planning department, a director, and employ or contract with consultants (ARS 9-461.03). The legislative body is responsible for providing the funds, equipment and accommodations necessary for the work of the Planning Agency (ARS 9-461.04)
- The Planning Agency shall prepare, and the legislative body shall adopt, a comprehensive, long-range general plan for the development of the municipality (ARS 9-461.05)[this statute was substantially modified by GSA by adding new GP elements]. The GP shall be adopted pursuant to the procedures set forth in ARS 9-461.06.
- The adoption, re-adoption, or amendment of the General Plan is done first by the legislative body adopting written procedures for public participation, and consulting with various regional agencies, utilities, schools, professional groups, property owners, and citizens generally, to "secure maximum coordination of plans and to indicate properly located sites for all public purposes on the general plan." (ARS 9-461.06.B) This will be accomplished by joint work sessions with the Planning and Zoning Commission and the Council with public input. Next, at least 60 days before adoption of the General Plan, "or a portion, element or major amendment of the General Plan is adopted," the Planning Agency shall transmit the proposal to the legislative body and submit a copy for review and comment to the county, contiguous municipalities, regional

planning agency [NACOG], DOC, and any person requesting a copy in writing. Then the Planning & Zoning Commission holds a public hearing on the General Plan or any amendment, giving notice between 15 and 30 days prior to the hearing by newspaper publication or local posting. Action by the Commission is to be transmitted to the legislative body (ARS 9-461.06.D/.E). Now the legislative body, by resolution and with the same prior notices, and by 2/3 vote if a major amendment, adopts the General Plan or amendment. If it is a major amendment, it must be presented at a single annual public hearing. Finally, the new General Plan is put to a public vote under ARS 16-204 (one of 4 consolidated election dates)

- After the municipality has adopted a General Plan, the Planning Agency "shall undertake the following actions to encourage effectuation of the plan" – investigate and make recommendations to the legislative body concerning regulations, financial reports, and capital budgets; render an annual report on the status of the plan; promote public interest in the plan and regulations; and consult and advise with public official and agencies, utilities, civic or professional groups, other organizations, and citizens generally "with relation to carrying out the General Plan." (ARS 9-461.07).
- The Planning Agency may, or, if directed by the legislative body, shall prepare specific plans relating to zoning ordinances, subdivision regulations, use districts, floodplains, public facilities, open spaces, street and highway naming, building heights, infrastructure service areas, measures to insure the execution of the General Plan, and "other matters which will accomplish the purposes of this article."
- Specific plans and regulations are adopted after a public hearing by the Planning & Zoning Commission, recommendation, and another hearing by the legislative body (ARS 9-461.09)
- The legislative body shall determine and establish administrative rules and procedures for the application and enforcement of specific plans and regulations, and may assign or delegate administrative powers and duties to the Planning Agency (ARS 9-461.10)

Municipal Zoning

- The general authority for a municipality to zone is contained in ARS 9-462.01
- A zoning ordinance that changes any property from one zone to another, that imposes any regulation not previously imposed or

that removes or modifies any such regulation must be adopted through a citizen review process (notification to adjacent and potentially affected citizens of the application, the substance of the proposed rezoning, and opportunity to be heard)(ARS 9-462.03) and hearings under ARS 462.04.

- The Planning & Zoning Commission shall hold a hearing on any zoning ordinance, with specific notice requirements at least 15 days before the hearing date (ARS 9-462.04). It then makes a written recommendation to the legislative body. A written objection by 20% or more of the property owners triggers a ¾ vote requirement by the legislative body to adopt.
- The legislative body has the authority to enforce the zoning ordinances, establish the office of zoning administrator, and "establish all necessary and appropriate rules and procedures governing application for zoning amendment, review and approval of plans, issuance of any necessary permits or compliance certificates, inspection of buildings, and other actions necessary for enforcement." (ARS 9-462.05). The legislative body is also required to establish a Board of Adjustment with specific duties and procedures as set out in ARS 9-462.06

PASSED AND ADOPTED This 7th day of November 2001:

Mayor:

Brenda Hauser

Attest:

Deborah Barber
Town Clerk

Approved as to form:

Julie M. Krieg
Town Attorney

Publish November 21st & November 28th
Posted by O Jones Date/Time: 11-14-01 10:00 a.m. Effective Date: December 14, 2001