

**MINUTES
REGULAR SESSION
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
THURSDAY MARCH 13, 2008
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 Freeman, Vice Chairperson Butner, Commissioners Hisrich, Buchanan, Burnside, German and Parrish were present.

Also Present: Community Development Director Nancy Buckel, Sr. Planner Mike Jenkins, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Butner.

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 to approve at this time.

b. Set Next Meeting, Date and Time:

April 10, 2008 – Regular Session

On a motion by Parrish, seconded by Hisrich, 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. Presentation and Discussion regarding “Site finished homes made by factory built modules” to be considered under the R1L zoning.

There was no action taken.

Al Roddan gave a Power Point presentation on the subject process that consists of 60% of the home being built in the factory and 40% on site, with the finished product meeting IRC 2006 Standards. The presentation illustrated the delivery and placement of the factory-built modules on the concrete foundation and the final finishing process on site. The presentation was followed by a Commission question-and-answer session with Mr. Roddan, including the comparison of costs between the subject process and site-built homes.

The Commission also discussed with Community Development Director Buckel the issue of allowing the subject type of construction in Section 109 of the Town

Code, and the need for definitions that clearly define the difference between factory-built homes vs. manufactured homes, and what would meet the criteria.

7. Discussion on AMD 07-05: Amendment to Section 118 VII temporary signs to allow for the use of “A” Frame signs within the Historical Commercial District.

There was no action taken.

The Commission reviewed the 1st Draft prepared by staff based on the discussion and suggestions at the February 7th Commission meeting. The concerns and opinions of the members were discussed at length, with input from staff, including the issues of the separation of distance between the signs, the need for businesses off of Main Street requiring signage directing people to their shops, the need to regulate A-frame signs and yet be business friendly, and acknowledgment that, to begin with, the existing A-frame signs are in violations of the Town Code. Also discussed were safety issues related to pedestrians and vehicular traffic and the assumption of liability by allowing the signs.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Cindi Redden commented on the need for a definition of what area is included in what is referred to as the Downtown Historical District. Ms. Redden also said that she did not like the A-frame signs, and suggested using the street light poles on corners of Main Street for directional signs to the business off Main Street, and perhaps a billboard at the highway indicating the existence of Camp Verde.

Parry Haddon, owner of Beaver Creek Books, stressed his need for an A-frame sign to make people aware of his business; the suggested distance between signs is worrisome; and Mr. Haddon added that perhaps just being silent on the subject is the best solution.

Skip Hornberg shared his concern that the Town does not investigate and prosecute the numerous violations of the Town Code that he observes; he feels that the attitude of the Town is that he should just do whatever he wants, no fines will be imposed.

There was no further public input.

The Commissioners discussed with each of the individuals the concerns each had expressed, agreeing that problems exist and explaining how some of them evolved and are being addressed to the best ability of the Town’s limited staff. A general discussion followed, with input from staff and occasional input from the public, with general agreement on the following suggested revisions and additions to the Code:

Page 13, revise Paragraph 10, **“Temporary A-frame signs are allowed in the Historic Downtown Commercial District which is zoned Commercial in the Town Site area, subject to the following:**

Paragraph 10, revise paragraph (b): **The maximum size of any ‘A’ frame sign shall be 2-foot wide by 3-foot high.**

Paragraph 10, **remove paragraphs (d) and (e).**

Paragraph 10, **revise paragraph (f): All “A” frame signs must be placed in a manner in which they do not interfere with vehicular traffic visibility and pedestrian safety.**

Paragraph 10, **remove paragraph (h).**

Move existing paragraph (o) up to between existing paragraphs (l) and (m).

Paragraph 10, **revise paragraph (m): All “A” frame signs must meet the criteria as set forth in the Town of Camp Verde Design Review Section of the Planning & Zoning Ordinance, section 124. Corporate logos are allowed.**

Note: Paragraph (p): The Commission discussed having the applicant just bring in the sign for approval at the time of requesting renewal of a permit.

Paragraph 10, **simplify paragraph (q): An “A” frame temporary sign permit and right-of-way permit are a license to use the Town of Camp Verde’s right-of-way. Any violation of this code will result in immediate removal of an “A” frame sign by the Town of Camp Verde code enforcement officer.**

Buckel said she will prepare a final draft for a public hearing at the next meeting, for final review and recommendation to Council. In connection with the question of signage for businesses off of Main Street, it was agreed that Chairperson Freeman will work with the members to draft a letter setting forth a suggestion or recommendation on whether the Town or the businesses would bear the cost of providing some type of signage directing people to their shops, and the need for such a provision separate from the Temporary A-Frame Signs Code section.

8. Discussion on AMD 2007-08:

The Commission agreed to continue Item 8 to the next meeting.

9. Presentation and Discussion of Establishing a Water Conservation Plan for the Town of Camp Verde as directed by Council.

The Commission agreed to continue Item 9 to the next meeting.

10. Commission Informational Reports:

Parrish gave an update on the plans by Lakeside-Pinetop Sheriff’s Posse for carrying the mail down on horseback, arriving at Camp Verde on May 2nd; Camp Verde Cavalry will escort them into town.

Burnside requested a discussion for the next meeting on why Council hears the P&Z items before the Commission approves the Minutes. Burnside also questioned why the hearing is referred to as “Council Hears P&Z” when in fact Council hears the applicant and refers to the P&Z recommendation and the data provided by staff. *Buckle will include an agenda item for discussion on that question.*

11. Staff Report

There was no staff report.

12. Adjournment

On a motion by Butner, seconded by Burnside, the meeting was adjourned at 9:13 p.m.

Dave Freeman, 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 Regular Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 13th day of March 2008. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2008

Margaret Harper, Recording Secretary