

**MINUTES
REGULAR SESSION
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
THURSDAY MAY 08, 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 Buchanan, Parrish, Burnside and German were present; Commissioner Hisrich was absent.

Also Present: Sr. Planner Mike Jenkins, Administrative Assistant Jenna Paulsen, 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:

No minutes for approval

b. Set Next Meeting, Date and Time:

June 5, 2008 – Regular Meeting

On a motion by Parrish, seconded by Butner, 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 by Housing Commissioner(s) and Housing & Neighborhood Revitalization Director Matt Morris, followed by Commission discussion and possible recommendation to Housing Commission: regarding the Parkway Homes Development on the Town owned five-acre property located on Cliffs Parkway (APN: 404-28-439), and possible selection of Commission liaison for future Housing Commission work sessions to draft Request For Proposals.

There was no action taken.

Housing & Neighborhood Revitalization Director Matt Morris, together with input from Housing Commissioner Tony Varela, gave a presentation on the background, the public outreach efforts and current progress of the proposed Parkway Homes development project on the Town-owned five-acre property located on Cliffs Parkway. Morris displayed charts showing the location of the property and proposed layout of the homes, a percentage of which will consist of attainable housing. The presentation outlined the goal of raising funds for the new Library while providing attainable housing opportunities for the working class

citizens of Camp Verde. Morris also reviewed the amenities suggested to be built into the project.

Morris explained that the Housing Commission will be working on drafting a Request for Proposal that will set forth the criteria for builders to incorporate in building the project. Morris said that input from the Planning & Zoning Commission will be important, and invited the Commission to appoint a member as liaison to represent the interests of the Commission in the process of drafting the Request for Proposal; the Housing Commission meets at 4:00 p.m. on the third Tuesday of every month.

The Commission discussed the project with Morris, expressing general approval for the vision of the proposed project and appreciation for the excellent progress made. Buchanan and Freeman excused themselves from acting as liaison since Buchanan's wife is on the Housing Commission, and Freeman also serves on the Housing Commission. Commissioner German volunteered to act as liaison, and Commissioner Burnside volunteered to share that responsibility with German.

For the record, Burnside asked if he and German will have to recuse themselves as liaisons to the Housing Commission, when the product of the RFP comes before the Planning & Zoning Commission for decisions, and would they be acting as individuals or as P&Z Commissioners. Morris suggested that there should be no conflict; however, Freeman said that staff will follow up and seek legal advice on that question which might also address the concern of Buchanan and Freeman.

7. Discussion on AMD 2007-08: Amending Section 108F Accessory Uses and Structures to allow for the use of shipping containers as accessory structures in residential and commercial zoning districts. (Continued from 5-01-08 mtg.)

On a motion by Buchanan, seconded by Burnside, the Commission voted unanimously to direct staff to rework and redraft the document pursuant to the suggestions as discussed, and bring the revisions back at the next available meeting for review and report on the requested research.

Sr. Planner Jenkins said that Administrative Assistant Paulsen had researched shipping containers, both online and directly with suppliers. Jenkins cited a portion of the information gathered on the issues of weight, placement, recommendation against stacking, safety measures, and ventilation.

The members discussed at length the language included in the Draft of Section 108, **Paragraph 2, Accessory Buildings**, which indicated the revisions previously proposed by the Commission. The need to mandate adequate and safe ventilation was stressed throughout the discussion, together with concerns for safety features.

The members generally agreed upon the following suggestions during the discussion:

Paragraph 3, Accessory Uses or Structures: *Replace with original language, "Accessory uses and structures are allowed prior to installation of the principal structure only when a construction permit is issued for the principal structure and construction of the same is commenced within six months. On lots of two acres or more in size, an accessory structure may be constructed for the purpose of*

storing machinery or other miscellaneous equipment without a primary structure being required. A building permit must be obtained and all structures must be built to conform to the International Building Code and setback requirements.”

Paragraph 2, Accessory Buildings, Section a.1)vi): The number of containers allowed in residentially zoned property are as follows:

One or more acres: One container;

Two acres or more: Two containers;

Use of more than two containers on residentially zoned property will require a Use Permit.

Definition of Standard Container: Not to exceed 10' by 10' by 53'; rectangular in shape. (Staff will research standard size including height.)

Paragraph 2.a)1)i): **Revise** to only recommend “Modify to include ability to open door from inside.” Require a total of 100 sq. in. of unblocked ventilation.

Staff to research *issue of fees connected with these types of Accessory buildings.*

Staff to research *total ventilation required based on size of container; ventilation to be unblocked.*

Discussion the motion made, the members were encouraged to make a final decision during the next review in order to go ahead and make a recommendation to Council.

8. Presentation and Discussion of Establishing a Water Conservation Plan for the Town of Camp Verde as directed by Council. (Continued from 5-01-08 mtg.)

On a motion by Butner, seconded Parrish, the Commission voted unanimously to continue this Item 8 to the next meeting.

Jenkins reminded the members that Council had requested an update on the Water Conservation Plan on July 9th.

Chairperson Freeman said that he is arranging for presentations from representatives of other communities for the first meeting of next month, which should help in tailoring a plan for Camp Verde. Following a brief discussion it was agreed to continue this item to the next meeting.

9. Commission Informational Reports

Parrish thanked everyone who attended the Sheriff's Posse party; they have agreed to bring the mail in again next year.

German requested two agenda items: (1) A discussion in the near future on a possible recommendation to Council changing enforcement of Town Ordinances from a civil violation to a criminal violation; and (2) Develop a follow-up procedure concerning complaints that come to the Planning & Zoning Commission. *(Staff briefly discussed with German her request for an agenda item on the issue of complaints.)*

Freeman reiterated the report by Parrish on the success of the mail run event. He also commented on a concern from Council that they do not fully understand

the basis for the Commission's recommendations. Freeman added that he personally has attended some of the meetings to be available for clarification if requested. *A brief discussion with staff followed.*

10. Staff Report

There was no staff report.

11. Adjournment

On a motion by Butner, seconded by Parrish, the meeting was adjourned at 8:59 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 8th day of May 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