

**MINUTES
REGULAR SESSION
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
THURSDAY SEPTEMBER 11, 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 Parrish, Buchanan, Burnside and German were present; Commissioner Hisrich was absent..

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 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:

July 10, 2008 – Regular Meeting

b. Set Next Meeting, Date and Time:

October 2, 2008 – Regular Meeting

On a motion by Burnside, seconded by Buchanan, 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 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 7/10/08 meeting)

A motion by Parrish, seconded by Freeman, to recommend Council approval 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, including the changes discussed, **resulted in denial by a 3-3 vote; with 'no' votes by Buchanan, Butner and German.**

STAFF PRESENTATION

Sr. Planner Jenkins reviewed the prior steps followed in discussing and considering allowing the subject shipping containers, including information received from other communities, suggested draft language and amendments, and public input. Jenkins added that the proposed final draft has now been provided for consideration and recommendation to Council.

PUBLIC HEARING OPEN

The public hearing opened with the Commission discussing several requests for clarification of the proposed language regarding required ventilation and egress safety, and verification by Jenkins regarding his understanding from the Chief Building Inspector that the currently adopted International Building Code would be the controlling document.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

John Stevens, President of the Homeowners Association for The Views, said he could not understand why the proposed revision to the Ordinance is even being considered, and asked if it was in response to somebody's request and objected that it now is taking up so much of the staff's time. (*Mr. Stevens was advised that the issue has come up because of complaints from the community over the increasing number of containers placed on properties and the apparent need to implement some controls*).

Mr. Stevens continued his comments and discussion with the Commission arguing that staff is already overloaded and unable to go out to inspect and look for violations; he also commented on past actions by the Commission and Council that he felt adversely affected The Views. (*It was suggested to Mr. Stevens that the P&Z Commission only makes recommendations to Council, and further concerns should properly be voiced at the Council hearings.*)

There was no further public input.

PUBLIC HEARING CLOSED

Commission Discussion

The members discussed the problem of addressing the existing placement of the containers on properties, with an apparent choice of either considering revising the Town Code to legitimize the containers, or simply to just encourage staff to cite the existing violations. It was also suggested that the latest draft ordinance appears to be clear and enforceable, appropriate for the Town and in the best interests of the Town. Further discussing the draft, it was agreed that all references to "storage containers," "storage unit," "shipping containers," be consistently identified as "container" or "containers." Also, any reference to the International Building Code shall be identified "currently adopted."

- 7. Presentation and discussion and on AMD 07-05: Amendment to Section 118.IVA2 (Town of Camp Verde Sign Ordinance, PROHIBITED SIGNS) to allow for an Exception of Signs for businesses immediately adjacent and fronting the right of way of Main Street, from Arnold Street to General Crook Trail, to project over the said right of way; to add the definition to Section 118.III (Definitions) for "A-Frame Signs"; to add "A-Frame Signs" to Section 118.IV (PROHIBITED SIGNS) item 12 except as a temporary use to advertise Community Wide Events and to add to Section 118.IX (BUSINESS / COMMERCIAL / INDUSTRIAL SIGNS), item 5, outlining criteria for placing projecting signs over the described Main Street area for Businesses.**

It was agreed to continue this item to the next regular meeting for a public hearing.

STAFF PRESENTATION

Jenkins explained that at the last Commission meeting on July 10, 2008, allowing the use of projected signs was discussed, as well as allowing a time frame for the

use of A-frame signs. Pursuant to subsequent recommendations from the Town Attorney and Town Engineer, a completely new first draft of the proposed amendment has been created that includes allowing projecting signs along Main Street and prohibiting A-frame signs, except for advertising community-wide events.

COMMISSION DISCUSSION

Director Buckel responded to an opening question by advising the members that the issue of allowing the A-frame signs to continue would be subject to a policy determination by the Council; staff would be directed by Council accordingly at such time as the proposed draft ordinance would be approved; in any event, there would be a period of 30 days after approval before the regulation goes into effect. Buckel said she is also researching the possibility of using the light poles to advertise types of businesses in the Main Street area.

The Commissioners addressed the current economic hardship that the business owners are facing, expressing disappointment regarding the months of work on an ordinance amendment that would have allowed the inexpensive A-frame signs, that was then rejected by the Council. The amendment now before the Commission now prohibits the A-frame signs and would allow projected signs along Main Street. It was suggested that the Commission could either debate at length this latest proposed ordinance that in essence was recommended by Council, or send it back to Council for their approval and final decision.

The Commission discussed and agreed on revisions to the proposed draft, including how far to allow a sign to project, and the total square feet and shape of the sign, as follows:

Suggested revisions:

1. Sign to project out a maximum of six (6) feet, depending on the Town Engineer approval;
2. Suggested wording for projecting sign, "May have a projecting sign over the right-of-way that does not exceed 12 square feet, does not project out from the building more than 6 feet, and does not project above the store front height of the building";

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Jerry Tobish said that he had understood from the December Council meeting that the businesses that could not afford to get projecting signs up right away would have a time frame of up to two years within which to continue using A-frame signs; that was subsequently reversed at the Council meeting in July and the ordinance sent back to the Commission. Mr. Tobish stressed the current serious economic downturn affecting the businesses, and commented on the willingness of the merchants to provide liability insurance for the use of A-frames, and the prohibitive expense of erecting projecting signs. *(Mr. Tobish was encouraged to get a group of merchants together to make a presentation to Council on the concerns he expressed.)*

Therese Tobish commented that at the last meeting the Town Engineer showed up, and she remembers clearly that he retracted his feeling about the safety of A-frame signs, stating that what he had said was interpreted to the Council incorrectly.

There was no further public input.

Further Commission discussion included the question of the Town holding funds from future special events to possibly use those funds to help defray the costs for merchants to erect projecting signs.

8. Discussion on Amendment 2008-01: amending Section 124 (Design Review) of the Town of Camp Verde Planning and Zoning Ordinances under DEFINITIONS items 7 & 8; ADMINISTRATION AND PROCEDURES, item I numbers 1-3, 5g, 7 and 8.

It was agreed to continue this item to the next regular meeting for a public hearing.

STAFF PRESENTATION

Director Buckel said that the proposed document is going through the amendment process. The Design Review Board felt they needed some refinements to this Code. What the Commission has before it is what they are proposing to amend; staff has added just one item under Paragraph 1.5., new **Paragraph g)**, as shown in red print.

COMMISSION DISCUSSION

The Commission reviewed the document, suggesting the following revisions or additions:

1. **Paragraph 1.1.**, Add word to clarify as underlined: "EXCEPTION: AN APPLICANT SUBMITTING AN APPLICATION FOR EXTERIOR REMODEL OR EXPANSION....."
2. **Paragraph 1.5.g)**, "A LIST OF WESTERN ELEMENTS THAT HAVE BEEN USED IN THE DESIGN OF THE PROJECT IS TO BE SUBMITTED WITH THE APPLICATION. THIS LIST COULD BE DERIVED FROM THE SUGGESTED LIST OF WESTERN ELEMENTS PROVIDED WITH THE PHOTO LIBRARY ON FILE AND AVAILABLE FOR REVIEW."

There was no public input.

9. Commission Informational Reports:

Burnside requested the following:

1. A report on his request for clarification from the Town Attorney regarding serving as liaison, and question regarding possible conflict of interest;
2. Thanked Buckel for what appears to be the Town beginning to step up and address issues of Code enforcement;
3. Questioned the process necessary to request an agenda to discuss some of the Code language errors.

10. Staff Report

Discussion regarding upcoming conferences.

Buckel advised the members that there were some funds to cover expenses for attending the conferences indicated in the agenda packets; each member could sign up for one class or seminar, except the one on water; notify her office if interested in signing up. The issue of keeping the Commissioners informed of enforcement and development activities was also briefly discussed. A neighborhood meeting on the Woodyard is scheduled for next Thursday at 6:30 p.m. in the gym to bring the interested parties up to date including the current legal status.

11. Adjournment

On a motion by German, seconded by Burnside, the meeting was adjourned at 8:29 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 11th day of September 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