

**MINUTES  
REGULAR SESSION  
THE PLANNING AND ZONING COMMISSION  
TOWN OF CAMP VERDE COUNCIL CHAMBERS  
THURSDAY OCTOBER 09, 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 by Chairperson Freeman at 6:30 p.m.

**2. Roll Call**

Chairperson Freeman, Commissioners Hisrich, Buchanan, Burnside and German were present; Vice Chairperson Butner arrived at 6:51 p.m.; Commissioner Parrish 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 German.

**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:**

September 11, 2008

**b. Set Next Meeting, Date and Time:**

November 06, 2008 – Regular Meeting

**c. Set meeting date and time for Planning & Zoning Commission meetings for the First and Second Thursday of the month, 6:30 PM in Council Chambers for 2008-2009 year.**

On a motion by German, seconded by Burnside, the Consent Agenda was unanimously approved as presented.

In response to a question regarding Item 4.c., Director Buckel explained that pursuant to the Town Code, meeting schedules are required to be reviewed and established once a year.

**5. Call to the Public for Items not on the Agenda**

There was no public input.

**6. Election of Chairman and Vice Chairman.**

On a motion by Burnside, seconded by German, the Commission unanimously elected Joe Butner as Chairman.

On a motion by German, seconded by Buchanan, the Commission unanimously elected Hisrich as Vice Chairman.

Freeman opened the proceeding expressing his gratitude for having been selected to serve as Chairman for the preceding year, and thanked all the members for working with him through the rough spots.

7. **Public Hearing, Discussion and Possible recommendation to Council on AMD 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.**  
*(continued from 9/11/08 meeting)*

On a motion by Hisrich, seconded by Buchanan, the Commission approved a recommendation to Council on AMD 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, **as previously discussed, with the additional changes as discussed during this meeting.**

#### **STAFF PRESENTATION**

Sr. Planner Mike Jenkins explained that this item had been brought to the Commission for review and discussion at the September 11, 2008 meeting and is not presented for further review and possible recommendation to Council on the subject amendments to Section 124 of the P&A Ordinances. Jenkins pointed out an additional change that had been reflected in the Minutes, but not noted on the proposed draft, to Item I.1., the last sentence, in part, as underlined: "...submitting an application for an external remodel or expansion.

#### **PUBLIC HEARING OPEN**

##### **Applicant's Statement**

The applicant's statement was noted as the Staff Presentation.

#### **COMMENT FROM OTHER PERSONS**

There were no comments from other persons

#### **APPLICANT'S REBUTTAL**

No rebuttal was required.

**(Note: Joe Butner arrived at 6:51 and assumed his seat of office as Chairperson.)**

#### **PUBLIC HEARING CLOSED**

##### **Commission Discussion**

The Commission reviewed in detail the proposed draft, and with input from staff agreed upon the following revisions as shown in bold print and underlined in the sections indicated:

During the discussion there was also concern expressed about the need to focus the responsibilities of the Design Review Board rather than to result in overly broad powers being provided in the ordinance.

#### **DEFINITIONS**

7, "Vertical Structures" means all construction **including** placement of mobile units with the exception of resurfacing of streets, parking lots, and driveways.

##### **(New Item 8):**

8. "Mobile Units" means anything brought in on wheels or carried in as units to be assembled on site.

##### **(New Item 9):**

9. "Development Activities" **are defined as commercial or industrial activities that require a building permit and will have a visual effect on the**

contiguous neighborhood whether permanent or temporary in nature as described in the narrative of the application.

#### **ADMINISTRATION AND PROCEDURES**

**(Former Paragraph 1 to become Paragraph 2** and amended as follows, in part: “Prior to review of final architectural or engineering drawings.....” Also, under Exception: An applicant submitting an application for a remodel or expansion of an existing commercial building has the option of making a conceptual presentation but it is not required.”

**(Former Paragraph 3 to become Paragraph 1.)**

**(Former Paragraph 2 to become Paragraph 3.)**

Paragraph 5.g) amended as follows, in part: “.....submitted with this application. Suggested Western elements may be found in the photo library at the Town’s website.”

Paragraph 6, first paragraph clarified as follows, in part: “.....if the proposal meets any of the criteria listed in Items a) through d) below.”

Paragraph 7, language added as follows, in part: “.....This approval will be good for a period of.....”

#### **STAFF COMMENTS**

There were no further staff comments.

8. **Public Hearing, discussion and possible recommendation to Council 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.**

On a motion by German, seconded by Burnside, the Commission voted unanimously to recommend to Town Council approval 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, **with the changes discussed.**

#### **STAFF PRESENTATION**

Community Development Director Buckel said that this item has been brought back following the Commission meeting of September 11, 2008 at which time recommendations were given to staff for changes to the amendment to allow for

projecting signs. Buckel outlined the further changes that had been made, and confirmed that the proposed size of the projecting signs cannot exceed 12 sq. ft., and to project from the side of the building no more than 6'.

#### **PUBLIC HEARING OPEN**

##### **Applicant's Statement**

The applicant's statement was noted as the Staff Presentation.

#### **COMMENT FROM OTHER PERSONS**

There were no comments from other persons.

#### **APPLICANT'S REBUTTAL**

No rebuttal was required.

#### **PUBLIC HEARING CLOSED**

##### **Commission Discussion**

The Commission discussed with Buckel the changes shown on the Draft, and requested clarification of the provisions for projected signs as previously agreed upon, as follows:

Restate Item IX, Paragraph A.5., as follows, "**Business that are immediately adjacent to the right of way on Main Street from Arnold Street to General Crook Trail, 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.**"

The members questioned their previous concern regarding the time frame within which the A-frame signs would be discontinued depending upon business hardship. Buckel explained that the attorney had advised against including such a provision in the document; that time limit would be decided by Council direction at the time staff is requested to take action regarding eliminating the signs. Buckel also pointed alternate options that the businesses could consider.

A typographical error was also noted on Page 4 of the Draft, under Definitions, "Real estate/property for sale, rent or lease sign," **means** any sign....."

#### **STAFF COMMENTS**

There were no further staff comments.

9. **Presentation and Discussion on Resolution 2008-751: A resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, superseding Resolution 2003-568 and adopting the Town of Camp Verde Code of Conduct for elected and appointed officials.**

There was no action taken.

Buckel said that the subject Resolution was recently approved by Council, and the Commission is requested to read the document referred to in the Resolution, and to sign and return to staff the receipt that has been provided. She briefly reviewed the document that basically covers Code of Conduct, is a reminder of protocol and policies, and would refer not only to Council but to board members as well.

Commissioner Burnside stated for the record his concern regarding the omission from the proposed document of the 2003 provision in the Code of Ethics signed by Mitch Dickinson that explicitly requires a member to step down and outside

when the member has a conflict of interest. Buckel confirmed that such a provision does not appear to be in the new document; however, the Town Code does require that the member also step outside, and that is not affected by the new Code of Ethics.

**10. Burnside requested discussion on:** Discussion on some of the Code language errors.

There was no action taken.

Burnside said that many of the existing problems stem from the verbiage, and reminded Buckel that the Council had allocated funding for an attorney to review the Code language and make corrections and that has not been done. Buckel said that at the last Council meeting an additional amount of money had been approved. The attorney said that the problems were caused by a lack of a Development Code and the language of the Zoning Ordinance, and suggested that the Development Code be first addressed, and then the Zoning language. Buckel reviewed the importance of working on a Development Code, and the need for the legal review to remove the conflicting language in the Zoning Ordinance and get everything in agreement so that the language would hold up in a court proceeding. Buckel described how the work has started, and outlined the role of staff in the project that may take as long as two years to come up with the final product..

There was some discussion regarding the Commission helping Buckel to begin making some of the apparently simple language corrections. Buckel reminded the members that any changes would need to be made through the public hearing process.

**11. Commission Informational Reports:**

**German** said she had some questions, including a recent newspaper item regarding Town approval of parking for 100 RVs, and why that item did not have to go through Planning & Zoning. Buckel explained that the requested approval simply involved a grading permit and the applicant only had to show the proposed project; when it becomes an RV park, it will then come to Planning & Zoning.

**German** requested an agenda item for the November 6 meeting to look at and discuss Paragraph 3(b) on Page 7 of Section 108 concerning building heights, and possible removal of that paragraph.

**Burnside** questioned the status of his request to clarify the role of liaison and possible conflict of interest; Buckel said she would remind the attorney again. A brief discussion followed to update the members on the reason for his request.

**Buchanan** wanted to congratulate Howard Parrish on his participation in the parade and Fort Verde Days.

**Staff Report**

There was no staff report.

**13. Adjournment**

On a motion by Burnside, seconded by Buchanan, the meeting was adjourned at 8:48 p.m.

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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 Regular Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 9<sup>th</sup> day of October 2008. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2008

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Margaret Harper, Recording Secretary