

**MINUTES  
REGULAR SESSION  
THE PLANNING AND ZONING COMMISSION  
TOWN OF CAMP VERDE COUNCIL CHAMBERS  
THURSDAY NOVEMBER 06, 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 Butner, Vice Chairperson Hisrich, Commissioners Freeman, Burnside, and Parrish were present; Commissioners German and Buchanan were 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 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:**  
October 09, 2008 – Regular Meeting
  - b. **Set Next Meeting, Date and Time:**  
November 13, 2008 – Regular MeetingOn a motion by Hisrich, seconded by Freeman, the Consent Agenda was unanimously approved as presented; with the exception that Parrish abstained from approving the Minutes of October 9, 2008 since he had been absent.
5. **Call to the Public for Items not on the Agenda**  
There was no public input.
6. **Discussion on Section 108 E., Height Limits, 3b Buildings and possible removal of a paragraph.** *(Requested by Commissioner German)*  
On a motion by Burnside, seconded by Hisrich, Item 6 was unanimously tabled.  
  
Chairperson Butner noted that Commissioner German was absent, and it was decided to table this item indefinitely.
7. **Presentation and Discussion on Zoning ordinance text amendments done between January 2000 and November 2002, that may not have been done according to ARS Statutes and Zoning Ordinance Section 113.**  
Staff was requested to proceed with researching the omissions and additions that have not been subject to approval through the Planning & Zoning Commission

and public meetings; present the Commission with the complete package, with suggestions as to where to begin to make the necessary corrections.

Sr. Planner Jenkins explained that in researching historical Ordinance Amendments in connection with a separate issue, it was discovered that certain language had been either amended or added with no apparent notice or public hearing on the part of the Commission or Council, and therefore appeared to have been done without legal process. Jenkins asked if the Commission wanted to immediately move forward on researching such additions or omissions and bringing them into compliance with the required legal process, reminding the Commission that staff has also been currently tasked with working on a complete Code review.

During the Commission discussion and consideration of resolution of the immediate concerns regarding the need to bring the Code into full compliance, Director Buckel shared her understanding of how the problems originated during the subject period of time, citing examples. In connection with working with a consultant on the Zoning Code update, Buckel added that there was also some consideration being given to the alternate approach of working on the project in-house. After further discussion, including estimation of the time required for the planned Code review and suggested procedures to follow, the Commission requested that staff take the necessary steps to proceed with the corrections.

**8. Commission Informational Reports:**

**Freeman** reported on the work and research he has been doing in connection with the proposed Water Conservation Plan for the Town, commenting on how well he has been received in contacting several private water and ditch companies. Freeman said that he is primarily concerned at this point on the formal format and how to present the Plan, and would appreciate input or suggestions from the other members, perhaps within the next week or so.

**Parrish** described his experience working today with a group of ladies and a professional photographer who was taking publicity photos for eye glasses, featuring a Western theme; there will be an article in the paper explaining the project.

**Burnside** thanked the Street Department with the help from Brenda Hauser to get the grounds at the new Marshal's facilities cleaned up. Burnside also requested that Director Buckel provide him with a complete update of all Town Ordinances from 2006 on. *Buckel said she would give him a list and Burnside agreed to use that to download the information from the Town website, [www.cvaz.org](http://www.cvaz.org).*

**9. Staff Report – Annual Boards & Commissions Conference December 5, 2008 in Phoenix.:** Buckel requested the members to let Jenna know who will be attending the upcoming Conference.

Buckel advised the Commission that a meeting will be set for next week to discuss further action on the proposed Sign Ordinance in light of the recent Council action and the need for a public hearing on final adoption.

**Staff's response to Commissioner Burnside's question on the status of his request to clarify the role of liaison and possible conflict of interest:** Buckel stated for the record that she had talked to the Attorney and he said that many

times members of Boards, Commissions and Council serve as Liaison to special committees, and “that is in no way going to affect your ability to hear it as a Board member if the project comes before you to make a decision or recommendation.”

**10. Adjournment**

On a motion by Parrish, seconded by Burnside, the meeting was adjourned at 7:24 p.m.

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Joe Butner, Chairperson

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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 6<sup>th</sup> day of November 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