

**MINUTES
REGULAR SESSION
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
THURSDAY NOVEMBER 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**
Vice Chairperson Hisrich, Commissioners Freeman, Buchanan, Burnside and Parrish were present; Chairperson Butner and Commissioner German 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:**
November 6, 2008 – Regular Meeting
 - b. **Set Next Meeting, Date and Time:**
December 4, 2008 – Regular MeetingOn a motion by Burnside, seconded by Parrish, 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 on amendment to Section 118, Sign Regulations as approved by Council and amended by staff to include the allowance of the use of A-framed signs by the businesses located along Main Street between Arnold Street and General Crook Trail.**
There was no action taken.

STAFF PRESENTATION

Sr. Planner Mike Jenkins explained that at its October 22, 2008 meeting, the Town Council had approved an Ordinance that included the changes requested by Council and subsequently recommended by the Commission to allow for projecting signs, but with the added allowance of A-Frame signs along the Main Street designated corridor. The Town Attorney has advised that the legal advertisement and postings for the Council October 22, 2008 meeting had not included the added allowance of the A-Frame signs; therefore, new hearings

before the Commission and the Council are necessary to meet State Law requirements.

DISCUSSION

The members referred to the previous drafts that the Commission had presented to the Council for approval; the draft submitted on October 22, 2008 included the work done by the Commission to incorporate the allowance of the projecting signs. The Commissioners also reviewed the action taken by Council at its October 22nd meeting that would allow the A-Frame signs as requested by the majority of the merchants attending that meeting. Buckel pointed out that the subsequent third Draft now submitted for review and recommendation to Council by the Commission has incorporated the allowance of the A-Frame signs, the size requirement, and the need to go through Design Review, as well as the provision for Indemnity Agreements between the merchants and the Town; the further public hearing process became necessary because of those additional criteria. Buckel added that further revisions or changes could be made at this meeting if requested by the Commission. Also, the Town Engineer has indicated that since allowance of the A-Frame signs was a Council policy decision, he would only be involved if a real hazard exists, at which time he would contact the business owner. The members suggested that further clarification might be needed regarding the requirement that businesses be immediately adjacent and fronting the right of way of Main Street; for instance, listing parcel numbers for identification.

During discussion, with input from staff, the Commissioners continued to express concern about allowing the A-Frame signs with no limitation as to a time period; and the extreme difficulty of taking away the right to use the signs once the right has been granted, pursuant to recent legislation. It was recalled that at the October 22nd Council meeting the merchants themselves had suggested a time frame of from one to two years, recognizing that as the economy improved the need for the A-Frame signs probably would no longer exist. Buckel suggested an option for the members to consider, based on her research with other communities in regard to a separate issue she will be taking to Council; that is, issuance of a right-of-way permit to a business for a temporary encroachment, including items that are put out and then stored after hours. Buckel added that the suggestion depends upon the decision by Council regarding the encroachment issue that led to the research. If approved as a Council policy decision, the Commission could then recommend that Council not allow A-Frame signs except through issuance of a temporary right-of-way permit; the Council would instruct the Town Engineer when to quit issuing such a permit for signage.

In summary, it was generally agreed that unless the Council rules against such a policy regarding a temporary encroachment, at the December 4th meeting the Commission will receive back its original October 22nd Draft ordinance with the additional recommendation through the Staff Report that a right-of-way permit procedure be added that allows for use temporary items, or A-Frame signs, in the right-of-way until such time as Council would then instruct the Town Engineer to no longer issue such permits.

7. Commission Informational Reports:

There were no Commission reports.

8. Staff Report

There was no staff report.

9. Adjournment

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

Joe Butner, Chairperson

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 November 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