

**MINUTES
REGULAR SESSION
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
THURSDAY December 4, 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 German were present; Chairperson Butner and Commissioner Parrish 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 Burnside.

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 13, 2008 – Regular Meeting

b. Set Next Meeting, Date and Time:

December 11, 2008 – Regular Meeting

On a motion by Burnside, seconded by Buchanan, the Consent Agenda was unanimously approved as presented, with the meeting of December 11, 2008 canceled.

Community Development Director Buckel reported that there are no regular scheduled hearings, and suggested that the meeting set for December 11th could be canceled; Council has recommended that all Boards and Commissions cut back on their meetings wherever possible.

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

There was no public input.

6. Appointment of Liaison to the Design Review Board: for a 6 month term beginning January 27, 2009 thru June 23, 2009.

On a motion by Burnside, seconded by German, the Commission voted unanimously to appoint Alan Buchanan as Liaison to the Design Review Board for a 6-month term beginning January 27, 2009 through June 23, 2009.

Commissioner Buchanan indicated that he would be interested in serving as Liaison to the Design Review Board and action was taken accordingly.

7. **Discussion on Section 108 E., Height Limits, 3b Buildings and possible removal of a paragraph.** *(Requested by Commissioner German)*

There was no action taken.

Commissioner German explained that Councilor Hauser has requested that she research the issue of building heights, and bring it to the Commission for discussion. As an option to resolve the concern about what was felt is an allowed excessive building height, German understands that a recommendation was made by Buckel to remove Paragraph 3.b) under 3. Buildings in Section 108. Buckel reviewed the background leading to the addition of that paragraph to the Code. The revision basically was created in order to accommodate the unique need of one business owner as well as in anticipation of future similar requests.

The Commission discussed the perceived community objection to the location on Howard's Road and appearance of the original building, the effect on future commercial development of eliminating the paragraph, and the possible alternate option of an applicant going through the variance procedure. The general consensus was to eliminate the subject paragraph, but the members agreed that the issue required further discussion. Buckel will include this item on the agenda for the January meeting.

8. **Public Hearing, discussion and possible recommendation to Council on changes to Ordinance 2008-A354 that amends Section 118 of the Zoning Ordinance to define A-Frame signs, add exceptions for Projecting Signs and A-Frame signs into the right-of-way for businesses along Main Street under Prohibited signs, and define the criteria under which Projecting Signs may be used under Business/Commercial/Industrial signs.**

A motion by German, seconded by Buchanan, to recommend to Council to rescind Ordinance 2008-A354, and suggest that business owners along Main Street apply for a variance from the Board of Adjustments to display one A-Frame or similar sign per business until such time as the Council passes an ordinance that amends the Zoning Ordinance to more clearly define land use activity along Main Street under an Overlay District, **was withdrawn following discussion.**

On a motion by Hisrich, seconded by Burnside, the Commission **voted unanimously to recommend to Council**, as follows:

- (1) To reconsider Ordinance 2008-A354 dated October 22, 2008, in its original form, with the addition of two words: "events" in Paragraph 12.a) on Page 2, and "side" in Paragraph A.5 on Page 3; **and**
- (2) To suggest that business owners along Main Street apply for a variance from the Board of Adjustments to display one A-Frame or similar sign per business until such time as the Council passes an Ordinance that establishes an Overlay District to more clearly define land use activity along Main Street.

STAFF PRESENTATION

Buckel reported on the action by Council at their public hearing that resulted in a further change to the Code, in addition to the Commission recommendation, to allow A-Frame signs temporarily. A draft of that proposed change has been included in the Agenda packet for Commission review. Buckel added that after discussion with the Town Attorney regarding that proposed revision, staff has refined that alternative plan and has suggested action for the Commission to recommend to Council. That recommendation would include rescinding

Ordinance 2008-A354 and suggesting that business owners along Main Street apply for variances. Buckel pointed out the changes requested by Council to the October 22, 2008 Draft that the Commission had prepared and submitted to Council for approval. Buckel also briefly outlined the current project being undertaken to reestablish the Section 119 Overlay Zones and to create a Main Street Overlay Zone that addresses the special conditions present along Main Street.

PUBLIC HEARING OPEN

Applicant's Statement

The Town of Camp Verde is the applicant.

COMMENT FROM OTHER PERSONS

There were no comments from other persons.

APPLICANT'S REBUTTAL

No rebuttal was required.

PUBLIC HEARING CLOSED

Board Discussion

The Commission discussed at length their past work done on the drafts submitted to Council, the past and proposed granting of encroachment permits, and the A-Frame and projecting signs liability issues. The Commission researched and discussed the conditions necessary as the bases for granting variances. After further discussion there was general agreement on recommending that business owners be required to apply for a variance in order to display the signs, and that the original Draft Ordinance dated October 22, 2008 be adopted, with two minor word additions.

- 9. Discussion on establishing a Downtown Overlay Zoning District to address unique Zoning issues associated with the Commercial activity, Section 119.**
(Staff directed by Council 11-19-08)

There was no action taken.

Vice Chairperson Hisrich requested that this item be continued to the next meeting in January for further review and discussion.

After Buckel outlined the procedure and the conditions necessary for staff to address in order to establish an Overlay Zone, and after further discussion with Buckel, the Commission agreed that there appears to be merit, as well as some benefit, in establishing the proposed Downtown Overlay Zoning District.

- 10. Commission Informational Reports:**

There were no Commission informational reports.

- 11. Staff Report**

Buckel confirmed the attendance of three of the Commissioners at the Boards & Commissions Conference tomorrow. Buckel reported that in another budget move, one of her permit techs has been reassigned to Public Works. The Code amendments that Matt Morris will start working on in March was briefly addressed. Buckel said she will be working with Morris to strategize and put together a timeline on how the project will be approached. Freeman briefly

outlined the function of the computer program proposed in connection with the Code amendment project.

12. Adjournment

On a motion by Buchanan, seconded by Freeman, the meeting was adjourned at 8:20 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 4th day of December 2008. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2009

Margaret Harper, Recording Secretary