MINUTES
Special Session
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
THURSDAY FEBRUARY 3, 2011
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 Norton, Parrish and Hough were present; Commissioner Freeman arrived at 6:34 p.m.; Commissioner Hisrich & Commissioner Buchanan were absent.

Also Present: Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Owens, Code Enforcement Official Robert Foreman, Permit Tech Becky Oium, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**
The Pledge was led by Norton.

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:**
      January 13, 2010 Special Session
      January 20, 2010 Special Session
   b. **Set Next Meeting, Date and Time:**
      As needed

On a motion by Hough, seconded by Norton, the Consent Agenda was unanimously approved as presented and discussed.

There was a brief discussion to clarify a correction requested for the Minutes of January 20th regarding the spelling of a speaker's name; also, Butner commented that Special Sessions were scheduled for February 17 and 24;

5. **Call to the Public for Items not on the Agenda**
There was no public input.

6. **Public Hearing, Discussion, Consideration and possible recommendation to Council for proposed revisions to the Planning and Zoning Ordinance and Subdivision Regulations.**
There was no action taken.

Acting Community Development Director Jenkins reminded the Commissioners that the review had left off on the section dealing with Item 3, Graffiti, in Part 3, at Page 4. As previously requested, staff is researching State statutes that may affect the ability of the Town to impose a time limit within which to remove the graffiti.

Jenkins said that for the rest of Section 3 and subsequent portions of the draft document, staff has provided a listing of their recommendations based on a cursory review, in order to assist the Commission in its continuing review. The Commissioners and members of staff, together with comments from Greg Blue, who had actively participated as a

member of ZORC, discussed the staff-proposed changes and additions and unanimously agreed on the following changes or staff recommendations, as noted:

Section 302.A.4.d: Changes proposed by staff approved: "The Town shall notify the property owner of any violations of the above and take enforcement action as prescribed in Sec 604, if necessary."

Section 302.A.5: Changes proposed by staff approved: "All dwellings or portions thereof, that are determined after inspection to be unsafe shall be declared public nuisances as determined in the Town's adopted Building Code(s).

Section 302.B.1.a: (It was agreed to reject the language proposed by staff; and that staff will work on the language further, including looking into the "ornamental" aspect; **staff will come up with the appropriate language.)**

Section 302.B.1.d: Changes proposed by staff approved: "The outside storage of objects and materials shall be a permitted accessory use in commercial and industrial zones. Screening shall be provided from commercial- or industrial-zoned properties located within 200 feet of residential property in accordance with Subsection 302.B.5."

Section 302.B.2.a: Changes proposed by staff approved, with addition of exception: "A property owner or tenant may park or store any number of personally owned vehicles on property where a primary residential use has been established, with the exception that each occupant of the residence may drive one company vehicle home, up to a limit of three such vehicles at any one residence. All vehicles must be for personal use, have appropriate title and/or registration available, be demonstrably operable under its own power, and be parked in an orderly fashion. Vehicles which do not meet these conditions shall be considered general outside storage and shall be subject to screening standards in Section 302.5.5."

Section 302.B.2.b: Change requested by Commission: "Auto repair on more than two vehicles at any one time outside is prohibited in all residential districts."

Section 302.B.2.d: Changes proposed by staff approved: "All boats, trailers, motor homes, travel trailers, and recreational vehicles shall be kept in good repair, neatly arranged and demonstrably operable."

Section 302.B.3.b: Changes proposed by staff approved, as indicated, in part: ".....occupancy for longer than 10 consecutive days without obtaining a Temporary Use Permit (See Section 601.D). Temporary occupancy, for a period up to 180 days, may be...." Also, last sentence added, beginning, "Evidence of an intention for long term...."

Section 302.B.4. & 4.a: Changes proposed by staff approved, as noted:

4. "Other Outside Storage: Inoperable or unusable machinery, device, fixture or other object or item that is in disuse, or use other than on-site shall not be stored outside." **(Note: Staff <u>possibly</u> will be addressing "ornamental" aspect by adding to Definitions and including it in the statement.)**

4.a: "Firewood may be stored for on-site, personal use, in other than the front yard, stacked no higher than six feet unless against a structure."

Section 303.B.2: Changes recommended by Commission: "Sales (retail or wholesale) or storage of inventory not required for on-site business practice is prohibited."

Section 304.C.2.b.: Changes proposed by staff approved: "Supervised youth livestock market project that exceeds the number of animals allowed according to the animal points on property greater than one-half acre in size."

Section 304.C.3.c: (Discussion regarding "nuisance, <u>as defined in the current Town</u>

Code," which makes it even more necessary to come up with the definition of "nuisance." It is understood that **staff is currently working on definition;** it was recommended that the language be tailored as closely as possible to the Arizona Revised Statutes definition of nuisance, bearing in mind that the issue involves a zoning ordinance type of nuisance, not a public nuisance.)

Section 305.A.1.a: Changes proposed by staff approved as indicated. Note: Use lower case "c" in referring to "Codes."

Section 305.B.1.b. & b.4): Changes proposed by staff approved, except the lower case "c" is to be used in Item 1.b. referring to "Codes," and in Item 1.b.4), correctly spell out "rehabilitation" instead of "rehab."

Section 305.B.1.c.3 & c.3.b: Changes proposed by staff approved, except lower case "c" referring to "Codes" in **c.3.**

Section 305.B.2.b.c.d.e.: Changes proposed by staff including revisions requested by Commission:

b. No mobile home may be moved into the Town of Camp Verde unless it has been completely rehabilitated pursuant to the requirements of **the Arizona Office of Manufactured Housing.** Upon completion of all rehabilitation work the owner must obtain a certificate of rehabilitation and insignia issued by the Arizona Office of Manufactured Housing certifying that the mobile home was found to fully comply with mobile home rehabilitation standards prescribed by the Arizona Department of Manufactured Housing. The certificate and insignia must then be submitted to the Town of Camp Verde for approval prior to issuance of an installation permit.

c. Mobile homes existing within the Town limits to be moved from a private property or from one mobile/manufactured home park to another mobile/manufactured home park must be completely rehabilitated pursuant to a rehabilitation permit issued by the Town of Camp Verde. Upon completion of all rehabilitation work the owner must obtain a certificate of rehabilitation issued by the Town of Camp Verde certifying that the mobile home was inspected on (date) by (qualified inspector named) and found to comply fully with mobile home rehabilitation standards prescribed by the Arizona Department of Manufactured Housing and the Town of Camp Verde.

(Note: Prior "c" and "d" are changed to "d" and "e")

Section 400.D.1: Changes proposed by staff approved, including revisions requested by Commission:

D. Submittals

- "Locations of existing and proposed buildings, signs with detailed and dimensioned and color graphics, light posts, fences, walls and other structures, all fully dimensioned and with dimensions between structures and to lot lines
- An outdoor lighting layout showing types of lamps and fixtures used and lumen per acre calculations. Method of shielding shall be indicated."

Section 400.D.2: Changes proposed by staff approved, **except** last bullet paragraph and sub-bullets to be revised as discussed (reference to low water use drought tolerant plants and Section 402.B.2.d.):

Section 401.B.2 & 3 & 7 (added): Changes proposed by staff approved, **except** for revisions requested by Commission to Items 2 and 7 as indicated:

2. Permits are required for all grading pursuant to the requirements of the current adopted building code, as may be amended by the Town of Camp Verde, and in conformance with the further requirements of this Ordinance. All commercial grading plans shall be designed by an Arizona Registered Civil Engineer and bear their wet seal stamp.

7. All development grading plans shall be designed by an Arizona Registered Civil Engineer and bear their wet seal stamp.

Section 402-C.b.6: Changes proposed by staff approved.

"6) windows above the first floor in multi-storied non-residential buildings shall be placed so as not to overlook adjacent residential uses where possible; and"

Because of the late hour, the Commission ended the review at this point, to be continued at the Special Session scheduled for February 10th.

7. Commission Informational Reports:

Butner expressed his concern about complaints of very low water pressure in The Views, and after a short discussion with staff, requested that staff look into how the problem originated and whether the entire development is affected, as well as a possible solution.

8. Staff

There was no staff report.

9. Adjournment

On a motion by Hough, seconded by Norton, the meeting was adjourned at 9:06 p.m.

Joe Butner, 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 Special Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 2nd day of February 2011. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 17th day of Feb., 2011.

Margaret Harper

Margaret Harper, Recording Secretary