MINUTES
Special Session
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
THURSDAY JANUARY 13, 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, Commissioners Buchanan, Parrish, Freeman, Hough and Hisrich were present.

Also Present: Town Manager Russ Martin, Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Owens, Special Projects Administrator Matt Morris, Permit Tech Becky Oium, Town Clerk Debbie Barber, 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:**
   None
   b. **Set Next Meeting, Date and Time:**
   January 20, 2011 Special Session
   January 27, 2011 Special Session
   February 3, 2011 Special Session
   February 10, 2011 Special Session

On a motion by Freeman, seconded by Buchanan, 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. **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.

Chairperson Butner noted that the members have all been provided with copies of the changes or modifications to the Zoning Ordinance, tentatively referred to as the "Camp Verde Development Guidance System," that will be identified, after final approval, as the "Town of Camp Verde Planning & Zoning Ordinance." After a review of the scheduled public hearings and target date for submission to the Council for final approval, the Commission opened the initial discussion on the proposed document as well as revisions presented by staff. With further input from staff as well as from the public, the members agreed upon the following suggested changes or additions to language for the planned first segment of their review of the document:

Section 102.B.4.c 1: "1. Replacement of a nonconforming mobile home with a certified manufactured home that neither decreases the existing nonconforming setback distance

nor creates any further nonconforming conditions and maintains an interior side yard setback of not less than three feet (3') to the property line."

Section 102.B.4.c 2: "2. Building extension or extensions of a nonconforming single family, site-built residence that neither decreases the existing nonconforming setback distance nor creates any further nonconforming condition and maintains an interior side yard setback of not less than three feet (3') to the property line."

Section 102.B.4.d.1 & 2: (Per staff's proposed changes, strike "installation", stating only "valid permit", and adding "valid" wherever "permit" is noted.)

(Note typo: Part 1 – Page 5, middle of page, small "c", Correct "Director" to "Community Development Director.")

Section 103 Definition of Terms
Agriculture: (in part, change) "….of plants or animals useful to man…."

Boarding Stable: (in part, change) "…feeding, housing or exercising…"

Building: Detached: (Proposed changes by staff) (**Note:** Per discussion with the Commission, staff is requested to work on this definition.)

(Suggested that "**CAFO"** be included in Definitions.)

(Correction to **LOT:** Strike "of" between "land" and "established."

Maintenance: The repair, replacing or renovating of a part (or parts) of a structure, which do not require a permit under the Building Code.

(**Note:** Staff will bring discussion back to the suggestion to add "**Repairs"** to **Definitions** at a later point in the review.)

Mining: (in part, add) "…minerals, ores, rock materials, or other natural….."

Mobile Home: "A portable dwelling unit larger than 400 square feet and manufactured prior to June 15,1976, designed and constructed to permit permanent occupancy as a residence and also to facilitate transfer from one site to another by means of a chassis with wheels and hitch or flatbed truck."

(**Note: Staff is directed** to develop a definition of "**Nuisance"** for Commission review**)** (Example: **A.R.S Section 13-2917,** Public Nuisance, Abatement and Classification.)

Outdoor Recreation Facility: (in part, add) "….football fields, golf courses, equestrian facilities, tennis courts….."

(**Note:** Staff will look into suggestion from public to include steps in yards as part of landscaping, not as part of a structure, for determining setback.)

Resident Camping: (Following discussion, staff will do a word search to determine whether this definition is necessary or should be revised or stricken from Definitions, and bring back to Commission.)

Street: (Per discussion, staff will work on definition and bring back to Commission.)

Section 103 Use Districts
A. R1L DISTRICT (Residential; single-family limited)
(**Note:** Commission majority agreed in general with Proposed Changes by Staff; however, staff will further review language per Commission discussion.)

B. R1 DISTRICT (Residential, single-family and cluster dwellings.)
(**Note:** Commission majority agreed with Proposed Changes by Staff; however, staff will further review language per Commission discussion.)

Concluding the discussion, Morris requested that as the members continue their individual reviews of the proposed document, staff be informed in advance of the next meeting regarding concerns, suggested changes or additions, perhaps a list from each member, in order to help expedite the approval process.

7. Commission Informational Reports:
There were no Commission reports.

8. Staff
There was no Staff report.

9. Adjournment
On a motion by Hisrich, seconded by Parrish, the meeting was adjourned at 8:59 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 13th day of January 2011. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 17th day of February, 2011.

Margaret Harper, Recording Secretary