

**MINUTES DRAFT**  
**Special Session**  
**THE PLANNING AND ZONING COMMISSION**  
**TOWN OF CAMP VERDE**  
**CAMP VERDE, AZ. 86322**  
**COUNCIL CHAMBERS SUITE 106**  
**THURSDAY MAY 02, 2013**  
**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 Norton, Vice Chairperson Blue, Commissioners Gordon and Parrish were present; Commissioner Hisrich, Freeman and Hough were absent.
3. **Pledge of Allegiance**  
The Pledge was led by Vice Chairperson Blue.
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:**  
**04-04-2013 Special Session**
  - b. **Set Next Meeting, Date and Time:**  
**As Needed**On a motion by Vice Chairperson Blue, seconded by Gordon, 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 on a Use Permit Application submitted by Ms. Kathy Hellman, Library Director of the Town of Camp Verde, for the development of a two-story 17,000 sq. ft. building with 10,000 sq. ft. foot print raised approximately 3 feet above current ground level. The building on parcel 403-19-019, 33 W. Moser Lane, will be demolished and used for fill. The current building on parcel 403-19-018B will be removed or demolished to provide parking area after the new library is occupied. The address of this project is 130 Black Bridge Rd., parcel 403-19-018B.**  
On a motion by Gordon, seconded by Parrish the Commission unanimously recommended to table this item per staff request.

**STAFF PRESENTATION**

Community Development Director Michael Jenkins explained that this item would not be moving forward due to the Boundary Lines which have not been established on the three properties involved. An ALTA survey is to be conducted to discover any conflicts with the adjacent property owners. The existing legal descriptions are not accurate and staff is requesting that this item be tabled until June 06, 2013.

**COMMISSION DISCUSSION**

Commissioner Gordon mentioned that none of the buildings should be removed prior to permits. Community Development Director Jenkins stated that there has been discussion with the Agent for the Library regarding removal of buildings. Mr. Jenkins said that the buildings should not be removed until proper permitting which involves an approved Use Permit and a Demolition Permit. Commissioner Gordon inquired about potential issues with Yavapai County Flood Control. Mr. Jenkins explained that this is in the discussion phase with Yavapai County Flood.

7. **Presentation by Mike Jenkins, followed by discussion regarding the proposed General Plan update and amendment processes as required by Arizona Revised Statute.**

Staff presentation by Community Development Director Michael Jenkins, no action was taken.

**STAFF PRESENTATION**

Mr. Jenkins gave a comprehensive explanation regarding the proposed upcoming General Plan and asked for the Planning & Zoning Commission participation and went on to explain the reasons and responsibilities of the Commission. In addition, Mr. Jenkins reviewed the processes and discussed the Public Hearings that will be involved. The General Plan is a guiding document even though there are laws regarding amendments to the adopted General Plan which involves Major and Minor amendments. Mr. Jenkins asked for a consensus of the Commission on their participation. The Commission gave commitment to work on the upcoming General Plan with their positive consensus.

8. **Call to the Public for Items not on the Agenda**

There was no public input.

9. **Commission Informational Reports**

Commissioner Parrish commented on the passing of Ernestine Murdock. In addition, Commissioner Parrish mentioned that the Camp Verde FFA had done well at the Fair. Chairman Norton thanked Commissioner Gordon for his service to the Planning & Zoning Commission. Mr. Gordon will be serving on the Town of Camp Verde Town Council starting June 05, 2013.

10. **Staff**

There was no staff report.

11. **Adjournment**

On a motion by Parrish, seconded by Gordon, the meeting was adjourned at 7:12 p.m.

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Chip Norton, Chairman

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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 Special Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 4<sup>th</sup> day of April 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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Jenna Owens, Recording Secretary