

MINUTES
Special Session
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE 473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
THURSDAY, OCTOBER 13, 2016
6:30 PM

Because All Commission meetings will end at 9 PM, any remaining agenda items will be heard at the next Commission meeting.

1. Call to Order

Chairman B.J. Davis called the meeting to order at 6:30 p.m.

2. Roll Call

Chairman B.J. Davis, Vice Chairman Teresa Helm, Greg Blue and Jim Hisrich are present. Absent are Commissioners Dave Freeman, and Chip Norton.

Also Present

Community Development Director Michael Jenkins, Assistant Planner Kendall Welch, Planning & Zoning Commissioner Appointee Dennis Willis, and Recording Secretary Jennifer Shilling.

3. Pledge Of Allegiance

Commissioner Helm led the Pledge.

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:

September 8, 2016 – Special Session

b. Set Next Meeting, Date and Time:

As needed

Motion was made by Commissioner Blue to approve the Consent Agenda. Second was made by Commissioner Hisrich. Commissioners unanimously approved the Consent Agenda.

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

None.

6. Presentation and Introduction of the new Community Development Director, Carmen Ogden. –Staff Resource: Community Development Director Michael Jenkins.

Community Development Director Michael Jenkins introduced his replacement, Carmen Ogden, who starts her new position with the Town of Camp Verde on Monday, October 17, 2016. Mrs. Ogden will be training with Mr. Jenkins until he resigns his position on October 31, 2016. Mrs. Ogden stated that she is excited to begin working with the Planning & Zoning Commission.

7. Public Hearing, Discussion and possible Recommendation to Council for a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance amending the requirements of Part Three – General Regulations/Provisions, Section 306 – Mobile/Manufactured Home Parks (MHP & RV Parks), Subsection B. Mobile/Manufactured Home and Recreational Vehicle Park Standards by the deletion of Item 1.b.2. “Park models for placement in RV parks”. – Staff Resource: Community Development Director Michael Jenkins.

Motion was made by Commissioner Hisrich to recommend to Council a Text Amendment to the Town of Camp Verde Planning and Zoning Ordinance amending the requirements of Part Three- General Regulations/Provisions, Section 306 – Mobile/Manufactured Home Parks (MHP & RV Parks), Subsection B. Mobile/Manufactured Home and Recreational Vehicle Park Standards by the deletion of Item 1.b.2. “Park models for placement in RV parks. Second was made by Commissioner Blue. **Motion** carried unanimously.

Community Development Director Michael Jenkins informed the Commission that Assistant Planner Kendall Welch would be giving the presentation on this agenda item. Mrs. Welch stated that this item is fairly straight forward. On page 95 of the current Planning and Zoning Ordinance, under Section 306, there is a list of items that require installation permits from the Town of Camp Verde. One item mentioned in that section of code is "Park models for placement in RV parks". After researching "park model homes", Community Development Department Staff has discovered that they are defined by the state to be a recreational vehicle. The Recreational Vehicle Industry Association of America (RIVA) also recognizes park models as recreational vehicles that are to be used for recreation or camping purposes only and not to be utilized as a full time, permanent residence. Mrs. Welch concluded by stating that since park model homes are considered to be recreational vehicles, they do not qualify for any time of installation permit, which is why staff is recommending deletion from the code.

There was no further discussion or questions from the Planning & Zoning Commission.

8. Public Hearing, Discussion and possible Recommendation to Council for a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance amending the requirements of Part Three – General Regulations/Provisions, Section 306 – Mobile/Manufactured Home Parks (MHP & RV Parks), Subsection B. Mobile/Manufactured Home and Recreational Vehicle Park Standards, Item 2.b., replacing "Arizona Office of Manufactured Housing" with "Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing". – Staff Resource: Community Development Director Michael Jenkins

Community Development Director Michael Jenkins informed the Commission that Assistant Planner Kendall Welch would be giving the presentation on this agenda item. Mrs. Welch stated that this item is being pulled from the agenda tonight by Community Development Department Staff because shortly after placing this item on the agenda, they were informed by the former Arizona Department of Fire Building and Life Safety that their organization has been in essence, disbanded, reorganized, and assigned to different divisions of the State of Arizona. Mrs. Welch indicated that the proposed name change was to keep the wording consistent for how to correctly identify the organization referenced in this section. Mrs. Welch concluded by stating that she will be bringing the document back to the commission at a later date in time.

9. Public Hearing, Discussion and possible Recommendation to Council for a Text Amendment to the Town of Camp Verde Planning & Zoning Ordinance amending the requirements of Part Eight – Wireless Communication Facility Regulations. – Staff Resource: Community Development Director Michael Jenkins

Direction to Staff is to make the recommended changes listed below and bring the revised document back to the Commission for review at a later date in time.

Community Development Director Michael Jenkins gave background information on this agenda item. Mr. Jenkins stated the wireless ordinance originally came from Yavapai County back when the Town incorporated. Chairman Davis requested that he would like to go over the document with staff tonight line by line and discuss the proposed changes.

Chairman Davis requested Community Development Staff research and or change the word "sitting" used throughout the document to either the appropriate word or spelling (i.e. "siting").

Chairman Davis requested Community Development Staff research and or change the word "collocation" used throughout the document to either the appropriate word or spelling (i.e. "co-location").

Chairman Davis requested Community Development Staff add a definition called "owner" and that "owner" be defined as "the owner of the wireless communication facility".

Chairman Davis, Commissioners Hisrich and Blue requested Section 802 General Provisions, page 206, to remove line 8.c.

Chairman Davis requested Section 804 Prohibitions, page 207, the last sentence should read, "*Lighting alternatives and the design chosen must be compatible with the Dark Sky Ordinance*" or similar.

Community Development Director Michael Jenkins requested Section 806 Application Submittal and Review, page 209, old item d., to be revised to read "All use permit or administrative review approvals for new wireless communication facilities shall be granted for a time limit to be determined by Council..."

Chairman Davis requested Section 806 Application Submittal and Review, page 209, item g. be revised to reference the tower height requirements section that appears later in the section.

Chairman Davis also requested that Section 806 Application Submittal and Review, page 210, items g., h., and i., Community Development Department Staff add "in height" to the end of each sentence for better clarification.

Chairman Davis requested Section 807 – Administrative review applications, page 211, that the first sentence should read, "*Applications for collocation of antennae on, and equipment at, an existing; permitted wireless communications facility, shall be subject to an **Administrative** review by the Community Development Department staff and approved by the Community Development Director*".

Chairman Davis requested Section 808 Administrative Review with Comment Period Applications, page 212, item b. be revised to reference the tower height requirements section that appears later in the section.

Chairman Davis requested the last sentence of Section 810 Reclamation Plan be revised to read "*The applicant will add an amount equal to eight percent (8%) of the cost estimate to the financial assurance for each year of the use permit time limit as granted by the Town Council **for the reclamation plan.***"

Chairman Davis requested the following changes to Section 811 – Removal, page 215:

- Throughout this section, change "*applicant*" to "*owner*"
- The first sentence of the new 2nd paragraph should read, "*Towers and antennae shall be removed, at the owner's expense, within one hundred eighty (180) days, unless this period is extended pursuant to this Section*".
- Add, "*at the cost of the owner*" to the end of the first sentence of the 4th paragraph.

There Will Be No Public Input on the Following Items

10. Current Events

Community Development Director Michael Jenkins introduced the newly appointed Planning & Zoning Commissioner Dennis Willis. Mr. Willis was appointed by Town Council to serve on October 5, 2016. Mr. Willis introduced himself to the Commission and indicated that he is currently working on a master's degree in planning and zoning and stated this will be a great experience for him

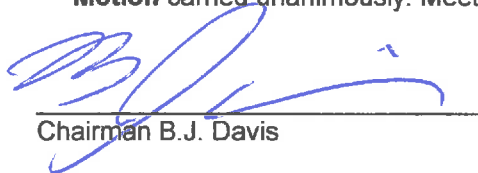
Chairman Davis stated that he would like to thank Community Development Director Michael Jenkins for his 10 years of service, and said he has been a great asset to the Town of Camp Verde. Chairman Davis also indicated that he enjoyed working with Mr. Jenkins and appreciates his honesty and forthrightness.

11. Staff Comments

Assistant Planner Kendall Welch explained that the last meeting was canceled because the applicant wasn't prepared to move forward with their item. Mrs. Welch stated that she is waiting for additional items from the applicant before she reschedules the meeting. Mrs. Welch also reminded the Commission that the next scheduled Planning and Zoning Meeting will be the first week of November.

12. Adjournment

Motion was made by Commissioner Hisrich to adjourn the meeting. Second was made by Commissioner Blue. **Motion** carried unanimously. Meeting was adjourned at 7:41 PM



Chairman B.J. Davis



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 17th day of March, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 14th day of October, 2016.

Jennifer Shilling
Jennifer Shilling, Recording Secretary
