

MINUTES DRAFT
Special Session
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
THURSDAY FEBRUARY 10, 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, Commissioners Buchanan, Parrish, Freeman, Hough and Hisrich were present; Vice Chairperson Norton arrived at 7:32 p.m.

Also Present: Town Manager Russ Martin, Mayor Bob Burnside, Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Owens, Code Enforcement Official Robert Foreman, Special Projects Administrator Matt Morris, 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:

January 27, 2010 Special Session

February 3, 2010 Special Session

b. Set Next Meeting, Date and Time:

As needed

On a motion by Hough, seconded by Parrish, the Commission voted unanimously to continue the Consent Agenda until the next meeting.

Commissioner Hough requested that approval of the Minutes be continued to the next meeting in order to have time to review them; Chairperson Butner also noted that a correction was to be made to the Minutes of February 3, 2011 that incorrectly stated that Commissioner Buchanan was present. It was decided to continue approval of the Consent Agenda to the next meeting.

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

(Comments from the following individual are summarized.)

Marilyn Ewing, a resident of The Cliffs, Unit 1 for 15 years, said that she had been asked by other concerned residents to bring to the attention of the Town certain activities taking place in their development that they believe are adversely affecting property values. Because of the state of the economy, homes have been lost to banks and subsequent new owners have created rental properties; now there are transients living in the homes. There are numerous violations of the CC&Rs which normally would be addressed by a Home Owners' Association; however, HOAs were not formed, not only because of a lack of oversight by the developers, but apparently because the residents chose not to belong to an HOA. The violations consist of some of the rental homes being occupied by 15 to 17 people each, resulting in numerous vehicles being parked in the front yards. Ms. Ewing said she is appealing to the Town for help in resolving the

problems, perhaps through enforcing ordinances, or at least to look into some possible remedies. (*Chairperson Butner advised the speaker that the residents could seek to enforce the CC&Rs through the courts; and asked if the zoning violations had been reported to the Town. She said they had, and Butner suggested that she follow through and report the problem to the Town again.*)

There was no further 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 noted that the Commission's review had left off at the last meeting with the Staff recommendations at Section 403.D.7, Improvement and Design Standards for Off-Street Parking.

Commissioner Hough commented that the discussion of Part 4 had moved faster than he had felt comfortable with, and requested that the review return to the beginning of Section 400. Hough outlined the establishment and subsequent disbanding of the Design Review Board, of which he had been a member, and the resulting Council-approved incorporation of the Design Review standards into the existing Zoning Ordinance as Section 400. Hough commenced the discussion stating his objection to Section 401.A.1.a. and the requirement that all buildings shall be located at or within ten feet of the front property line. The in-depth discussion that followed, together with input from ZORC member Greg Blue as well as clarifications from staff, addressed that issue and related required setbacks and pedestrian traffic, including objection to the use of the mandatory "shall," the parking requirements for commercial buildings, and naming specific streets as examples of major corridors; and the delineation of a boundary for the Downtown area referred to as the "Historic Preservation District." Following are revisions recommended or suggested during the discussion of Part 4:

400.B.2: (After further discussion it was agreed to leave the language as it is.)

401.A.1 & 2: Staff will take the following suggestions made and discussed, work on the language, and then bring it back to the Commission for further review.

A.1.a: (in part): "...it is suggested that all buildings be located (in the Historic Town Center area) at or within 10 feet of the front property line, with the exception of those setbacks noted in Item 2; and..."

A.2. (in part): "It is suggested that the same or similar front yard setbacks for new buildings and additions to existing buildings be maintained as those on the same block, and it is suggested that no new building or addition be set back solely..."

402.B.5. Foundation Planting: (It was agreed to strike this No. 5.)

400.D.1 thru 404.H.i & I, (Commission agreed with the revisions submitted by staff for review as Additional Information for Item #6.)

402.C: It was suggested that staff revise the language to "strongly suggest" what the appearance standards are in the Town of Camp Verde, and the kind of standards that staff can have developers adhere to. The "shall" mandates were of particular concern. Jenkins said that based on what has been discussed, staff can perhaps refine the language; if it still appears to be too restrictive, staff will bring it back to the Commission for further review. (Note: Jenkins had reviewed the history of design review efforts; subsequent to the Board being disbanded, Jenkins explained that Council wanted to keep Section J to guide staff to continue appearance standards for all commercial development; it has been working very well and smoothly and it is important to retain some control.) In addition, staff will continue to maintain the Visual Library.

402.D Historic Preservation: Staff was requested to verify that this section in the Draft is the same as that in the existing ordinance, and to also verify that it was formally adopted, with due process, and when, after which the Commission will further review the issue. (Morris later during the meeting advised the members that research had confirmed that Section 108, Section B, Historic Preservation, as revised August 2002, was basically the same language as in the proposed Draft Part 4.)

(Note: Hough had expressed concern that the designation of the historic preservation district was arbitrary and without due process, In an ensuing discussion, Jenkins said he understands that there is no area officially designated as such in the Town of Camp Verde; furthermore, no part of this section has ever been enforced.)

403.E.1: On the Chart specifying parking spaces required, it was recommended that staff revise “Wholesales, discount stores” to state, “Wholesales, not open to the general public.” Also, for Billiard parlors, one suggestion was for spaces required to be corrected to indicate “1 per billiard/pool table plus 1 per 2 employees.”

404 Signs – 404.C.Definitions: Replace language defining “Maintenance” as follows: “Maintenance” or “maintain” means the replacing or repairing of a part or portion of a sign. (There was a brief discussion regarding 404.B.k. and concern about enforcing the prohibition of signs that are misleading.)

SECTION 405 Outdoor Lighting: Pursuant to a request from staff, the Commission approved exempting outdoor lighting requirements for the lighting of flagpoles; staff will create the necessary language to address the issue. (The discussion included confirmation that the lighting would be spot that would focus on the flag and would therefore still be shielded.)

The discussion concluded with agreement that the review has been completed through Section 400, and will resume at the next meeting with Section 500.

7. Commission Informational Reports:

Norton reminded everyone about the upcoming Pecan & Wine Festival and Buffalo Soldiers event this weekend.

Parrish commented that APS had cut down a 52-year-old tree on his property to make way for a power line.

Buchanan said the Pecan & Wine event promises to be the best one ever, with some terrific entertainment in store.

8. **Staff**

There was no staff report.

9. **Adjournment**

On a motion by Norton, seconded by Parrish, the meeting was adjourned at 9:00 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 10th day of February 2011. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2011.

Margaret Harper, Recording Secretary