

**MINUTES
REGULAR SESSION
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
THURSDAY MAY 07, 2009
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 and Burnside were present; there is currently one seat vacant.

Also Present: Community Development Director Nancy Buckel, Sr. Planner Mike Jenkins, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Burnside.

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:

December 04, 2008 – Regular Meeting

March 05, 2009 – Regular Meeting

b. Set Next Meeting, Date and Time:

May 13, 2009 – Joint Work Session with Council

June 04, 2009 – Special Session

July 02, 2009 – Regular Meeting

On a motion by Burnside, seconded by Buchanan, the Consent Agenda was unanimously approved as presented, with the exception of approval of the Minutes of December 4, 2008.

Parrish pointed out that because of absences there was not a quorum present to be able to approve the Minutes from the December 4, 2008 meeting; the Minutes were pulled for possible approval at the next meeting. Parrish advised Director Buckel that he would be absent at the June 4th meeting.

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

There was no public input.

6. Public Hearing, Discussion and possible recommendation to Council on a Use Permit 2009-02: a Use Permit application for Jackpot Ranch as submitted by Bill Moore, agent for the owner, The Shuster Foundation, LTD, to host the following activities on parcel 403-17-006K: Horse Motel; Corporate, Spiritual and Governmental retreats; Group activities, Weddings, Family reunions; Youth retreats; and Charitable & Civic Events. Property location is 2025 Reservation Loop Road.

On a motion by Burnside, seconded by Buchanan, the Commission voted unanimously to recommend to Council approval of Use Permit 2009-02 application for Jackpot Ranch as submitted by Bill Moore, agent for the owner, on

Parcel 403-17-006K, including the ten staff recommended stipulations as discussed, with the following specific changes: Item 2 removed; Item 4.A., Buckel will apply an amount for decibel monitoring limited to such level as staff deems appropriate; Item 8, change from 100 to 150; Item 9, one week prior notification of dates and times to the neighbors, Community Development Department and the Marshal's Office of events larger than 200 people, or any activity using amplification of sound.

PUBLIC HEARING OPEN

Applicant's Statement

Bill Moore, agent for the Shuster Foundation, reviewed the long-term goal of the Jackpot Ranch which is to remain the same as it is through hosting activities and events that will generate the funds to help offset the cost of maintenance; the owner wants the Ranch to continue to be an asset to the community. Moore described the planned activities that he said would be low-risk and low-impact on the property. Moore said that management will do everything possible to address neighborhood concerns about potential traffic and noise. Moore outlined the planned activities and the facilities that would accommodate those activities, including a horse motel, and hosting various retreats, group, charitable and civic events. Moore commented that he is not aware of any adverse effect on the neighborhood from past events held at the Ranch. As evidenced by the required public meeting held at the property, the biggest concern expressed by the neighbors was the sound from the events; Moore said the owners would be willing to monitor the decibels or to take whatever reasonable measures would be necessary to address that concern. Moore suggested that the Use Permit could be approved subject to certain conditions, which would give the owners the option to determine whether they want to pursue a particular activity.

Shortie Graham, Manager of the Ranch, stressed that the primary goal of the Ranch is to have the facility available to the community and to the public on a limited basis, but the core and heart of it are the youth retreats that afford opportunities for underprivileged, foster and at-risk youths to enjoy a totally different experience at the Ranch.

COMMENT FROM OTHER PERSONS

Marlin Cassa, who lives adjacent to the Jackpot Ranch, said he had questions about just what is involved in the planned activities listed in this Agenda item; he also expressed concern about the traffic flow entering and exiting the facility. *Chairperson Butner said that the applicant would respond to his questions after the input from other speakers.*

Jodie Filardo, President of the Verde Valley Leadership Organization based in Sedona. Ms. Filardo spoke in support of the application of Jackpot Ranch for a Use Permit, and described the purpose of and activities associated with the 2-day retreats held by her organization that is dedicated to grooming leaders for the various communities.

Susan O'Neill, representing the Foster Children Center, said her organization would like to continue to use Jackpot Ranch for their annual event that is attended by approximately 75-80 people, by invitation only; the facilities are fabulous, no alcohol is allowed, and the activities are quiet.

APPLICANT'S REBUTTAL

Mr. Moore first addressed the questions from Mr. Cassa, explaining the facilities that would allow the operation of a horse motel to serve individuals and families traveling with their horses, and outlined the different types of group retreats. As far as traffic, Mr. Moore said he believes that for most events that would be of no concern; however, he would be willing to have traffic monitored if that would be what the Town would prefer. For large events, the Ranch has the right to require the participants to provide traffic control.

PUBLIC HEARING CLOSED

Staff Presentation

Sr. Planner Mike Jenkins projected a site plan onto the screen for viewing, and pointed out the location of the different areas and facilities which he said have been inspected by staff. The zoning is RCU-2A; the ordinance allows extended uses with a Use Permit, and the application for the Use Permit is before the Commission tonight. Parking provisions are more than adequate, landscaping well exceeds requirements, and outdoor lighting appears to be grandfathered in. The required neighborhood meeting was held on April 21, 2009; the main concern expressed was noise, and noise particularly associated with rodeos.

The Fire Department and the Building Inspector have questioned whether the building referred to as the bunkhouse, with horse facilities underneath, would be allowed pursuant to existing code covering accessory buildings. Following questions from the Commission on interpretation of "accessory", Jenkins said that a decision on that would be made by the Fire and Building Inspectors, with involvement by the Community Development Director as well. Only one letter of concern has been received in response to the letters directed to the area homeowners. Jenkins said that staff has never received a complaint regarding activities at the Ranch.

Jenkins reviewed the stipulations recommended by staff as to times of operation, requirement for handicap parking spaces, sound from amplified music, hours during which nonconforming outdoor lighting should be extinguished, the issue of the animal enclosures below the proposed bunkhouse, 4 events with the maximum number of 300 people to be allowed per year, with unlimited events allowed for 100 people or less, notification to neighbors of dates and times, as well as to the Community Development Department and the Marshal's Office for the large events. Jenkins referred to the staff recommendation for a motion to recommend approval or denial of the Use Permit application.

Board Discussion

The members discussed with Mr. Moore the proposed stipulations; he continued to express the willingness of the owners to do everything possible to meet all the requirements. Mr. Moore was advised that the need for handicap parking was an ADA requirement and therefore necessary. After further detailed discussion, the Commission arrived at what was agreed to be reasonable revisions to the recommended stipulations, all of which were set forth in the formal motion recommending approval of the Use Permit. For clarification, it was also agreed that the Certificate of Occupation referred to in Item 7 of the recommended stipulations should more correctly be stated as a Certificate of Compliance.

It was suggested that notification of upcoming events could be made by mailing postcards; Buckel said that her office could supply the addresses for the mailing. In response to some concern regarding the reference to expanded uses, Buckel

confirmed that the umbrella of the proposed Use Permit would cover all of the described activities and associated use of the facilities.

Discussing the controversy over applying the definition of an accessory building to the building housing animals on the ground floor beneath living quarters, Buckel said she would contact the County offices to find out how they have allowed this type of use in the past. Buckel will also research the issue of establishing acceptable decibel levels; in the interim it was agreed that decibel monitoring will be limited to such level as staff deems appropriate.

7. Presentation and Discussion on Arizona Smart Growth Scorecard.

On a motion by Freeman, seconded by Buchanan, the Commission unanimously recommended that staff be commended for doing a good job in completing the Arizona Smart Growth Scorecard.

Buckel explained that the document in each agenda packet is a draft indicating scores in several different categories based on selections from predetermined statements and then using the figures to arrive at the total average score. Buckel said she ran the figures through the management team consisting of all the department heads, and will next present the draft to Council. The report will be submitted to the Department of Commerce for a grade on how well the community is doing with the Smart Growth program, which is also a part of the General Plan.

The members discussed the draft with Buckel, including the method of assigning grades. Buckel also pointed out that the ability to apply for Federal and State grants is dependent upon completion and submission of the Smart Growth Scorecard. The members reviewed some of the questions and the predetermined answers in order to arrive at a better understanding of Buckel's research and reasoning in assigning the proposed grades.

After the Commission review of the information required for the different categories, Chairperson Butner commented that the Smart Growth Scorecard appears to be a way of the Department telling us what needs to be done in order to be a "Smart Growth" community, and maybe Camp Verde does not wish to be classed as such, ending up with an ordinance governing how yards can be watered; one of the reasons most residents live in Camp Verde is because of its unique natural resources. In summary, Butner stated for the record that he believes we have a quasi-governmental entity eyeballing our private water rights, which is also a concern of the whole Commission.

There was no further discussion.

8. Discussion of AMD 2008-02 amending Section 108 E, 3b, of the Town of Camp Verde Planning and Zoning Ordinances under Height Limits, Commercial/Industrial Buildings. *Continued from March 05, 2009 meeting.*

On a motion by Burnside, seconded by Parrish, the Commission voted unanimously to continue this item to the July meeting.

Buckel reported that more research will be necessary on the Code that existed prior to when the language was changed during the period of 43 Ordinance revisions made by the previous Director; the project is more complex than anticipated.

9. Commission Informational Reports:

Burnside questioned the procedure for following up on Design Review Board actions; *Buckel will discuss the issue with him in her office. Buckel confirmed that requests for agenda items may also be made at this time.*

Parrish suggested that the new Commissioner, Jim Meredith, be invited to attend the May 13th Work Session. Parrish added that he will not be in town for the June 9th Commission Training Session.

Buchanan also said he will not be able to attend the June 9th meeting. Buchanan complimented the Camp Verde Cavalry on a wonderful Mail Ride and Barbeque.

Butner reiterated the comment by Parrish that the Cavalry is already working on next year's Mail Ride event.

10. Staff Report

Buckel said the upcoming Work Session on the Code revision will involve input from the Council and Commission on the procedure, time line and organization of the revisions; everyone is encouraged to attend. Buckel also said that copies of the Smart Growth packet are available in her office.

11. Adjournment

On a motion by Parrish, seconded by Burnside, the meeting was adjourned at 8:52 p.m.

Joe Butner, Chairperson

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 Regular Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 7TH day of May 2009. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2009

Margaret Harper, Recording Secretary