

**MINUTES DRAFT**  
**Special Session**  
**THE PLANNING AND ZONING COMMISSION**  
**TOWN OF CAMP VERDE**  
**COUNCIL CHAMBERS**  
**THURSDAY JULY 01, 2010**  
**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., Vice Chairperson Hisrich presiding.
2. **Roll Call**  
Vice Chairperson Hisrich, Commissioners Hough, Freeman, Parrish and Norton were present; Chairperson Butner and Commissioner Buchanan were absent.  
  
**Also Present:** Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Owens, and Recording Secretary Margaret Harper.
3. **Pledge of Allegiance**  
The Pledge was led by Parrish.
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:**  
April 1, 2010 Special Session
  - b. **Set Next Meeting, Date and Time:**  
As NeededOn a motion by Freeman, seconded by Parrish, 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. **Presentation and Discussion on procedures and duties of the Board of Adjustments & Appeals.**  
Asst. Planner Jenna Owens gave a Power Point presentation on the procedures and duties of the Board of Adjustments & Appeals as part of a continuing effort to acquaint the P&Z Commission with that Board's responsibilities and powers. The presentation reviewed the establishment of the Board and the membership. The procedures, functions and the powers and duties of the Board, as well as the limitation of powers, were outlined in detail. In contrast to the P&Z Commission that only makes recommendations to Council, it was noted that decisions of the Board were final, and any appeal or complaint regarding such decisions may only be brought to the Superior Court for determination. Throughout the presentation, Owens cited examples and past staff experience to demonstrate and further clarify how the Board must properly discharge its duties and responsibilities.

Following the presentation, the members initiated a discussion with Owens and Acting Community Development Director Jenkins on the points covered in the presentation. Also discussed were the issues of addressing existing non-conforming structures, requests to allow temporary additional structures based on family hardships, and past lot splits creating non-conforming lots and construction problems for future buyers. The issue of the need to monitor temporary uses or conditions imposed was also addressed.

**7. Commission Informational Reports:**

There were no Commission informational reports.

**8. Staff**

Owens requested input from the members on whether they felt these types of educational presentations are beneficial. Jenkins added that the presentations are intended to be helpful in keeping the members well informed in an effort to try to replace the past outside seminars that had been available to the Commissions and Boards and are now unavailable because of budget restrictions.

**9. Adjournment**

On a motion by Hough, seconded by Parrish, the meeting was adjourned at 7:09 p.m.

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Joe Butner, 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 1<sup>st</sup> day of July 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

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Margaret Harper, Recording Secretary