

**MINUTES  
SPECIAL SESSION  
THE PLANNING AND ZONING COMMISSION  
TOWN OF CAMP VERDE COUNCIL CHAMBERS  
THURSDAY July 16, 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, Vice Chairperson Hisrich, Commissioners Buchanan, Parrish and Freeman were present; there are currently two seats vacant.  
  
**Also Present:** Acting Community Development Director/Sr. Planner Mike Jenkins, Asst. Planner Jenna Paulsen 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:**  
December 4, 2008 – Regular Session  
May 7, 2009 – Regular Session
  - b. **Set Next Meeting, Date and Time:**  
September 3, 2009 – Regular MeetingOn a motion by Freeman, seconded by Parrish, the Consent Agenda was unanimously approved as presented.  
  
Parrish questioned whether the Minutes of December 4, 2008 could be approved since there was no quorum present who had been in attendance; Asst. Planner Paulsen confirmed that according to State Statutes the Minutes may be approved after briefing of the absentees by those who had attended. After a short pause for that purpose, the remainder of the Consent Agenda was addressed.
  
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 UP 2009-01: An Application submitted by Steve and Marlys Parks, owners of parcels 403-19-009 & 404-17-027B for the purpose of amending their current 10 year Use Permit, (Resolution 2000-04), to a *permanent* Use Permit with no time limit. The amendment would include a Club House, pool, 36 additional future RV sites & RV storage facility. The total approximate acreage is 17.63 and is located at I-17 & Arena Del Loma.**

On a motion by Parrish, seconded by Buchanan, the Commission voted 2-3 to recommend to Council that UP 2009-01, an application submitted by Steve and Marlys Parks, owners of Parcels 403-19-009 and 404-17-027B be approved as a permanent Use Permit, with the modification that the requested storage units be 12 in number in Row 4 of the Plan as submitted, and that the retail store and a portion of the residence be the Club House be approved; **with 'no' votes by Hisrich, Butner and Freeman.**

On a motion by Hisrich, seconded by Freeman, the Commission voted 4-1 to recommend to Council approval of UP 2009-01, an application submitted by Steve and Marlys Parks, owners of Parcels 403-19-009 and 404-17-027B, for the purpose of amending their current 10-year Use Permit, for an additional 10-year Use Permit, with the stipulation that the storage units, 12 in number, will be located in Row 4, and that the Club House and the small retail area also be approved; **with a 'no' vote by Parrish.**

Discussing the second motion, Parrish commented that allowing a permanent Use Permit would save the staff a lot of time, and would save the applicants and the Town money.

### **STAFF PRESENTATION**

Jenkins explained that the residence and a pool/spa had been constructed in 2008 with the intent to use part of the residence as a Club House/Office. The Club House portion has been approved by the Camp Verde Building Inspector and the Fire Code Official as meeting the Commercial Building Code and ADA requirements. There are currently 36 RV spaces available within the Park and the current zoning is RCU-2A. Renewal of the original Use Permit was approved by Town Council on September 20, 2000, and is scheduled to expire on September 20, 2010.

Jenkins stated that parking and landscaping for the parking areas have been met; outdoor lighting requirements have been met; there are a number of non-conforming lighting fixtures that have been grandfathered in and are allowed to continue until such time as they need to be replaced. The required neighborhood meeting resulted in questions regarding the planned RV storage area and retaining wall. Jenkins also reviewed the responses from the Camp Verde Fire Department, Yavapai County Flood Control District, and Yavapai County Environmental Services. The Fire Department may require additional life safety code upgrades in connection with the change of the Club House to retail; the site plan indicates structures are out of the floodplain although new structures may require engineering. Environmental Services determined that with the additional spaces, if the nitrogen level being emitted from the on-site waste water systems exceeds the maximum allowed level then it may be necessary to retrofit the existing systems with nitrogen reducing technologies, and a vault & haul tank would need to be installed to accommodate discharge from new RV arrivals. The Camp Verde Building Inspector has determined that applications for utility permits and appropriate Building Department inspections would be required for expansion of RV spaces, and an increase in the number of RV sites will incur a development fee per site. In response to letters sent out to adjacent property owners, one letter was received objecting to the requested permanent Use Permit and the proposed storage of unoccupied RV units. Staff is recommending that a time limit of 10 years be placed on this Use Permit request.

A Power Point presentation was made showing the site plan and indicating the proposed RV storage area, the planned future sites, parking spaces, the new landscaped area, and the Club House/Office.

## **PUBLIC HEARING OPEN**

### **Applicant's Statement**

Steve and Marlys Parks commented that the staff had adequately represented their request; however, Ms. Parks stated that the additional sites would not be added any time soon, especially with the conditions being imposed by the Environmental Services regarding the septic and water nitrogen issues and the vault and haul process that would be required, all of which would be financially prohibitive.

Ms. Parks said that if the additional sites were not allowed, they would have no problem with that, but they would like to have the storage area for the RV units approved.

## **COMMENT FROM OTHER PERSONS**

There was no comment from other persons.

## **APPLICANT'S REBUTTAL**

No Applicant's rebuttal was necessary.

## **PUBLIC HEARING CLOSED**

### **Board Discussion**

The Commission confirmed that the zoning does allow a Use Permit, and briefly discussed the issue of the allowed non-conforming lighting fixtures. Jenkins advised the members that the fixtures are grandfathered in and are allowed by the ordinance to remain until they are worn out and need to be replaced. The members discussed with the applicants the existing retaining wall, and the location of the planned retaining wall for the added sites. Staff confirmed that no complaints have been received in the past. The applicants explained using the Club House for a retail store to supply snacks and RV accessories. The applicants reiterated that they would give up the plan for the expanded sites; the gist of their request is for the storage area, change the portion of the residence to a Club House, and a permanent Use Permit status. The members discussed with staff the difference between granting a permanent Use Permit and simply rezoning the property. The applicants explained that their request for permanent status is based on the expense of the process of having to reapply every ten years. Jenkins pointed out for the benefit of both the Commissioners and the applicants that pursuant to the ordinance, a 20-foot width strip of land is required around the perimeter of all RV parks; Jenkins also cited from the ordinance the broad definition of landscaping.

There was additional discussion with the applicants regarding screening and the planned area for the storage units; they agreed to relocate that area to a lower point in the property, as discussed. The Commission also confirmed that if a ten-year Use Permit were to be granted at this meeting, it could be in addition to the period remaining on the current Use Permit.

## **STAFF COMMENTS**

Jenkins reminded the members and the applicants that even if no time limit were imposed on the Use Permit, it would still be necessary to come back and go

through the process of requesting any change to the Park. Jenkins confirmed that the change in the storage area as agreed to would be indicated on the site plan that goes to Council.

**7. Commission Informational Reports:**

Buchanan reminded all about the Cornfest scheduled for this weekend.

Parrish said that July 24<sup>th</sup> is the National Day of the Cowboy, with the parade in Sedona.

Butner urged everyone to try to find qualified persons to fill the two vacant seats on the Commission.

**8. Staff Report**

A Special meeting had been tentatively scheduled for August 6, 2009, with a General Plan Amendment and a Zoning Map Change to be heard. Paulsen advised that the August 6<sup>th</sup> meeting is changed to August 27<sup>th</sup>, and the members confirmed that a quorum would be available on that date.

Jenkins reported on the potential reorganization of the Community Development Department and a new direction on the amendments to the ordinances. The Administration has been in contact with consulting firms in Prescott and will be presenting to the Council a process that appears to be viable. They will also be discussing the project with Planning & Zoning at a Work Session some time in the future, as well as the creation of engineering standards for the Public Works Department.

**9. Adjournment**

On a motion by Buchanan, seconded by Freeman, the meeting was adjourned at 7:46 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 16th day of July 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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Margaret Harper, Recording Secretary