

**MINUTES
SPECIAL SESSION
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
THURSDAY August 27, 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.

Also Present: Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Paulsen, newly-appointed Commissioners Michael Hough and Chip Norton, 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:

July 16, 2009 Special Session

b. Set Next Meeting, Date and Time:

September 3, 2009 – Scheduled Regular Meeting

On a motion by Freeman, seconded by Parrish, the Consent Agenda was unanimously approved as presented.

Asst. Planner Paulsen advised the Commission that no items have been scheduled for the September 3, 2009 regular meeting; the members will be notified of cancellation of that meeting.

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

There was no public input.

6. Appointment of Liaison to the Design Review Board: For a 6 month term beginning June 23, 2009 thru December 22, 2009.

On a motion by Hisrich, seconded by Parrish, the Commission unanimously voted to appoint Alan Buchanan as Liaison to the Design Review Board for a 6-month term beginning June 23, 2009 through December 22, 2009.

Asst. Planner Paulsen explained that the two-month delay in scheduling the appointment of a Liaison was unavoidable because of recent changes in staff and quorum problems. In response to his immediate nomination as Liaison to the Design Review Board, Alan Buchanan said that he would enjoy continuing to

serve for the subject term, two months of which he has already completed.

7. Public Hearing, Discussion, Presentation and possible recommendation to Council on General Plan Amendment 2009-01: An application submitted by Marc W. DuBroy agent for The Willows, LLC, owners of parcel 403-20-169, 403-20-170 & 403-20-171 requesting a General Plan Amendment from low density to high density for approximately 2.61 acres located at 2119, 2093, & 2075 Mondale Lane.

On a motion by Hisrich, seconded by Freeman, the Commission unanimously voted to recommend to Council approval of General Plan Amendment 2009-01, an application submitted by Marc W. DeBroy, agent for The Willows, LLC, owners of parcel 403-20-169, 403-20-170 & 403-20-171 requesting a General Plan Amendment from low density to high density for approximately 2.61 acres located at 2119, 2093, & 2075 Mondale Lane.

STAFF PRESENTATION

Jenkins explained that the General Plan adopted by the community is a vision for the future and not a hard-fixed zoning, but a guide for the Commission and the Council in making decisions, and provides for public input. The first item on the agenda was a request to amend the General Plan from a low density to a high density development, which meets the criteria for a Minor Amendment. If approved, the next agenda item will be for the actual zoning map change for the PUD request from the applicant. The General Plan Amendment is the first step to include the subject three parcels into the Willows Development as an expansion to the current PUD development. Jenkins reviewed the responses from the required Neighborhood Meeting, including a concern about additional traffic and a question regarding a landscape buffer around the property; no letter in favor of or opposing the request has been received. Jenkins also reviewed the Town and County agency responses; their concerns have been satisfied.

PUBLIC HEARING OPEN

Applicant's Statement

Marc DuBroy said he had no presentation and was available to answer any questions the Commission might have.

COMMENT FROM OTHER PERSONS

Jim Bible said he had no opposition to the plan but wanted to be reassured that a change in zoning would not affect his property on Mondale. *He was advised that no action taken tonight would have any affect on his property.*

APPLICANT'S REBUTTAL

There was no rebuttal required.

PUBLIC HEARING CLOSED

Commission Discussion

The Commission questioned the applicant about the issues of screening and a landscape buffer, as well as an understanding by Mr. Bible that the applicant promised him there would be some fencing. During the discussion Mr. DuBroy said he planned to work with staff on directions for screening and landscaping as the development proceeds, and confirmed the location of the emergency access road off of Mondale Lane. Other plans for the development were discussed with Mr. DuBroy and John Keith, one of the owners, including the lot sizes, location of the septic systems, landscaping choices and density for buffers, and the size and type of fence that was contemplated. Jenkins reminded the Commission that the

next item will provide the opportunity for him to explain the many issues that can be addressed and resolved in discussing the PUD development phase, if the density change in the General Plan Amendment is approved. The members agreed that it appears from the staff documentation that all the requirements for a change in the General Plan Amendment have been met.

STAFF COMMENTS

There were no further staff comments.

8. **Public Hearing, Discussion, Presentation and possible recommendation to Council on Zoning Map Change 2009- 02: An application submitted by Marc W. DuBroy agent for The Willows, LLC, owners of parcel 403-20-169, 403-20-170 & 403-20-171 requesting a Zoning Map Change from R1-35 to a zoning of Planned Unit Development (PUD) for approximately 2.61 acres located at 2119, 2093, & 2075 Mondale Lane.**

On a motion by Freeman, seconded by Buchanan, the Commission unanimously voted to recommend to Council approval of Zoning Map Change 2009- 02, an application submitted by Marc W. DuBroy agent for The Willows, LLC, owners of parcel 403-20-169, 403-20-170 & 403-20-171 requesting a Zoning Map Change from R1-35 to a zoning of Planned Unit Development (PUD) for approximately 2.61 acres located at 2119, 2093, & 2075 Mondale Lane, **with the following stipulations:** Provide a six-foot high opaque fence surrounding the RV storage area; the buffer zone to contain as many bushes and landscaping items to make it as opaque and dense as possible in the rest of the buffering area, consisting of two alternating rows of larger plants for screening, with 15 to 20-foot spacing between the plants, filling in with smaller plants.

STAFF PRESENTATION

Jenkins commented on the format provided by staff for a motion for approval or denial of the request for the zoning change following further discussion; the Commission may add any stipulations it so chooses. Jenkins said the Zoning Map change is the second step in the request to include the subject three parcels into the Willows Development as an expansion to the current PUD development. Jenkins also reviewed the Neighborhood Meeting held and the Town and County agency comments as set forth in the preceding related item. Jenkins reviewed ways the Town can exercise great flexibility in working with the site planner to apply specific requirements allowed by the PUD designation.

PUBLIC HEARING OPEN

Applicant's Statement

Marc DuBroy again remarked that he is available to answer questions. Mr. DuBroy expressed an understanding of the range of requirements allowed in a PUD. There was discussion with Mr. DuBroy and Mr. Keith regarding their concept of appropriate landscaping and screening, as well as the issue of some possible fencing, and the location of the septic system. The applicants agreed with the suggestions by the Commission and will work with staff as the development moves forward.

COMMENT FROM OTHER PERSONS

There were no comments from other persons.

APPLICANT'S REBUTTAL

There was no applicant's rebuttal required.

PUBLIC HEARING CLOSED

Commission Discussion

The members further clarified their understanding with the applicants that the planned opaque fence, approximately 6 feet high, would be approximately 60 feet long on the west, and approximately 290 feet long from the south side of the emergency road, and an equal distance on the east side, with the septic disposal field an open space area without the need for screening.

STAFF COMMENTS

There were no further staff comments.

9. Discussion and update on Water Conservation regarding Council Direction of 2-06-08. (Mike Jenkins)

There was no action taken.

Jenkins reminded the members of the recent direction from Council to work on a Water Conservation plan. Jenkins and Paulsen proposed using the Sedona plan for staff to use as a format and revise it to fit Camp Verde. However, the members all agreed on Camp Verde's unique water resources, with no similarity to other communities, and the need for a water policy that recognizes those resources. There was deep concern expressed about endangering or outright losing ownership of water rights that Camp Verde has been blessed with and are worth fighting for if necessary. Commissioner Freeman outlined the research he has done to date on a water conservation plan specifically for Camp Verde that would emphasize good management of water rights, and educational programs to promote more awareness of the various issues affecting this community; such a plan could also be a defense against SRP's attempts to usurp water rights. After further discussion it was determined that Buchanan and Freeman, consulting with staff, will work on a draft policy to be brought back to the Commission for discussion and review at a future Work Session; such policy will be prefaced by a strong statement stressing protection of Camp Verde's private water rights.

10. Commission Informational Reports:

Buchanan commented on the two terms of Commissioners that will be expiring next month, and urged those two Commissioners to reapply and continue to serve.

Freeman said he was pleased to see both Norton and Hough present at the meeting, and is looking forward to having them join in on the Commission hearings.

There were no further reports.

11. Staff Report

Asst. Planner Paulsen advised Chairperson Butner and Vice Chairperson Hisrich that the interest forms for reapplying are online, and if they are interested in continuing as Commissioners they will need to complete and submit the forms to the Town Clerk as soon as possible.

Paulsen introduced the two new Commissioners, both of whom gave brief outlines of their backgrounds, including their education, training and excellent qualifications to serve as Commissioners.

12. Adjournment

On a motion by Buchanan, seconded by Parrish, the meeting was adjourned at 8:04 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 27th day of August 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