

MINUTES DRAFT
Regular Session
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
THURSDAY NOVEMBER 4, 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.

2. **Roll Call**
Chairperson Butner, Vice Chairperson Hisrich, Commissioners Buchanan, Parrish, Freeman, Hough and Norton were present.

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 Norton.

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 Notes:**
September 27, 2010 Joint Work Session with ZORC committee
 - b. **Approval of Minutes:**
October 7, 2010 Special Session
 - c. **Set Next Meeting, Date and Time:**
As NeededOn a motion by Buchanan, 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. **Public Hearing, Discussion and Possible recommendation to Council on a Use Permit 2010-02:**
An application submitted by Mr. Craig Brandon agent for WHR Properties, Inc., owners of Camp Verde RV Resort (formerly American Adventure Camp Ground) located on parcels 403-19-205, 403-19-013H, 403-19-013J, 403-19-013Q and 403-19-207: to allow for the continued use of the RV Park and Campground. WHR Properties, Inc. is requesting a Use Permit with no time limit. The property is located at 1472 Horseshoe Bend Drive.
On a motion by Hough, seconded by Freeman, the Commission unanimously recommended that Council approve Use Permit 2010-02, an application submitted by Craig Brandon, agent for WHR Properties, Inc., owners of Camp Verde RV Resort, located on Parcels 403-19-205, 403-19-013H, 403-19-013J, 403-19-018Q and 403-19-207, **in perpetuity**; and the property owners to install signage at the lower area of the property indicating that it is in a flood zone, pursuant to the Yavapai County Flood Control notice requirement.

STAFF PRESENTATION

Asst. Planner Jenna Owens reviewed the background of the subject RV Resort that

operates year-around as a membership facility serving members from the United States and Canada. Owens outlined the number of spaces provided together with all the amenities. The applicant is requesting a Use Permit to be granted with no time limit imposed, and with the understanding that any changes or additions of uses must be approved by the P&Z Commission. The Community Development Department In the past 15 years has received no complaints; an inspection of the property has verified that there have been no changes to the use of the property. The applicant, Craig Brandon, was unable to attend due to budget constraints, and has authorized the General Manager of the RV Resort, Cori Allen, to represent the WHR property.

The neighborhood meeting was held on October 11, 2010, at the Resort clubhouse. The three neighbors attending the meeting had questions regarding vehicles in the park and children's noise at the pool. Ms. Allen gave her phone number to those individuals in the event they had questions or concerns in the future. No responses have been received to the 20 letters mailed to adjacent property owners.

No comments were received from the Town Engineer, Building Official or Camp Verde Fire Inspector; the Yavapai County Flood Control noted that the RV's should be "Road Ready" and removed from floodplain prior to any flood event, and Yavapai County Environment Services stated that it had no concerns with the renewal of the Use Permit.

PUBLIC HEARING AND COMMISSION DISCUSSION

Cori Allen said she had nothing further to add to the staff presentation.

Although not at issue, Commissioner Hough questioned whether the business had a Town tax license; Ms. Allen indicated that the Resort did, and Owens said she would look into that status on future applications. As a matter of interest, Owens pointed out that the site plan included in the agenda packet was dated 1985; it was submitted as an exhibit after staff inspected the property and confirmed that there have been no changes whatsoever to that site plan. In response to a question suggesting that the granting of a Use Permit in perpetuity would be the same as changing the zoning, staff explained that the advantage of the Use Permit is that it would allow the Town to continue to exercise control over the use of the property. Should there be any violations of the terms of the Use Permit, the Town could void the permit, whereas a change in zoning would create a vested right over which the Town would not have the same control.

Jenkins commented that staff did not believe there would be a problem for the Town should be Use Permit be approved with no time limit. The discussion also included the issue of the expense involved in requesting each renewal of a Use Permit.

The Commission discussed the comment from Yavapai County Flood Control regarding the requirement that the RV's should be "Road Ready" in preparation of a possible flood event. Ms. Allen volunteered how the emergency warnings were handled in response to the recent threat of flooding. It was suggested that the Town should require the property owner to notify the residents of the Flood Control requirement; countered with concern over the Town possibly undertaking liability by doing so, The members favored adding a stipulation that the property owner should notify all residents of the RV park of the requirement of the Yavapai County Flood Control agency so that the liability remains with the County agency. Owens noted that the Sign Code would allow placing informational signs at the two lower entry points of the Resort putting the residents on notice of that portion of the park being in a flood zone, and that the RV's should be "road ready" to remove from that area. Also, the existing signage at the park could be amended to reflect the requirement of Yavapai County Flood Control.

7. Commission Informational Reports:

Parrish commented on the recent extensive hurricane damage throughout the State; a good example of the destruction can be viewed at Clint Wells where an area about 5 miles wide and 20 miles long was seriously impacted and trees destroyed.

8. **Staff**
Owens noted that no meeting is scheduled for December; there will be a Regular Session in January.
9. **Adjournment**
On a motion by Freeman, seconded by Hisrich, the meeting was adjourned at 7:04 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 Regular Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 4th day of November 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2010.

Margaret Harper, Recording Secretary