

MINUTES
Regular Session
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
THURSDAY NOVEMBER 5, 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., with Vice Chairperson Freeman presiding;

2. Roll Call

Commissioner Freeman, Vice Chairperson Hisrich, Commissioners Hough, Parrish and Buchanan were present; Commissioner Norton was absent; Chairperson Butner left the meeting briefly in connection with his on-call responsibility to the County Attorney's office.

Also Present: Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Paulsen, Special Projects Administrator Matt Morris, 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:

October 1, 2009 Special Session

b. Set Next Meeting, Date and Time:

December 3, 2009 – Special Session

On a motion by Hough, seconded by Buchanan, 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 of approval for AMD 2009-01 Amendment to Section 124 of the Town of Camp Verde Planning & Zoning Ordinance, Design Review, to transfer the duties of the "Design Review Board" to the "Community Development Director", and to amend appeal process under APPEAL, item 1, to require appeals be heard by the Camp Verde Board of Adjustment & Appeals.

On a motion by Buchanan, seconded by Hisrich, the Commission **voted 5-1** to recommend to Council approval for AMD 2009-01 Amendment to Section 124 of the Town of Camp Verde Planning & Zoning Ordinance, Design Review, to transfer the duties of the "Design Review Board" to the "Community Development Director", and to amend appeal process under APPEAL, item 1, to require appeals be heard by the Camp Verde Board of Adjustment & Appeals; **with a 'no' vote by Hough.**

Staff Presentation

Special Projects Administrator Morris referred to the direction from Council to prepare the proposed Ordinance amendment which will suspend the duties of the Design Review Board as early as possible, and will be in effect until the new zoning ordinance

is amended and adopted, approximately one year from now. The primary change will be to transfer the duties of the Design Review Board to the Community Development Director as a purely administrative function; the Town Attorney has reviewed and approved the proposed amendment. Morris said that he will submit the recommendation from Planning & Zoning to the Council on November 18th, and if adopted the amendment will then take effect 30 days after that date.

COMMISSION DISCUSSION

The members discussed the proposed amendment with Morris and Jenkins, including the intended protection of property rights under Proposition 207. Also noted was a lesser cost to the applicant for administrative review under the recently adopted new fee schedule and the fees that had been charged in connection with Design Review Board hearings. During the discussion, Hough and Hisrich expressed concerns regarding the transfer of authority for design review to one person, as provided in the proposed amendment. Jenkins also outlined the shorter timeline that will be involved in staff participation and administrative review, and the longer process required by the Design Review Board hearings.

Note: Chairperson Butner returned to the meeting at 7:07 p.m., during the discussion on Item 6.

7. Commission Informational Reports:

Freeman requested that the water issue not be scheduled for a meeting at which he may be absent.

Butner and **Buchanan** each announced their planned absence at the December 3rd meeting.

8. Staff

Paulsen said that as of this date an item has been scheduled for the December 3rd Special Session, which will therefore be held.

Morris gave an update on the zoning rewrite that he will also give to Council on November 18th to advance the final Diagnostic Report; it will be on the Web Page tomorrow and will be forwarded to the Zoning Rewrite Committees. In response to a question, Morris assured the Commission that the issue of returning zoning enforcement to a criminal offense instead of civil will be addressed during the zoning rewrite.

9. Adjournment

On a motion by Buchanan, seconded by Butner, the meeting was adjourned at 7:12 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 5th day of November 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, _____.

Margaret Harper, Recording Secretary