

**MINUTES**  
**Regular Session**  
**THE PLANNING AND ZONING COMMISSION**  
**TOWN OF CAMP VERDE 473 S. MAIN STREET**  
**CAMP VERDE, AZ. 86322**  
**COUNCIL CHAMBERS STE. 106**  
**THURSDAY JANUARY 7, 2016**  
**6:30 PM**

**1. Call To Order**

Vice Chairman Freeman called the meeting to order at 6:31 pm.

**2. Roll Call**

Present is Vice Chairman Freeman, Commissioners Hisrich, Norton and Burnside. Chairman Davis, and Commissioners Blue and Parrish are absent. Also present is Assistant Planner Kendall Welch and Recording Secretary Marie Moore.

Vice Chairman Freeman requested a five minute recess as Chairman Davis is running late.

Chairman Davis joined the meeting at 6:33 pm. Also joining the meeting at that time is Community Development Director Michael Jenkins, and Town Clerk Virginia Jones.

**3. Pledge Of Allegiance**

Chairman Davis led the pledge.

**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 3, 2015 – Special Session  
December 10, 2015 – General Plan Work Session

**b. Set Next Meeting, Date and Time:**

January 14, 2016 – 6:00PM, General Plan Work Session (If Needed)  
February 4, 2016 – 6:30PM, Special Session

**On a motion by Vice Chairman Freeman, seconded by Norton, Commission voted unanimously to pass the consent agenda as presented.**

**5. Call To The Public For Items Not On The Agenda**

No matters were brought before the commission.

**6. Election of Officers**

**Commissioner Hisrich nominated Chairman Davis to remain as Chairman. Chairman Davis accepted the nomination. Hearing no other nominations, Commission voted unanimously that Chairman Davis is to remain Chairman of the Planning & Zoning Commission.**

**Commissioner Norton nominated Commissioner Burnside for Vice Chairman. Vice Chairman Freeman seconded the nomination. Commissioner Burnside accepted the nomination. Hearing no other nominations, Commission voted unanimously to elect Commissioner Burnside as Vice Chairman of the Planning & Zoning Commission.**

Chairman Davis gave a brief outline to the Commission regarding how the election process would proceed. Chairman Davis notified the Commission that he had been contacted by Commissioner Blue, who stated that he would be unable to make tonight's meeting. Davis stated that Blue's recommendation for nominations were as follows: Chairman Davis to remain as Chairman and

Commissioner Burnside to be elected as Vice Chairman. Davis also clarified to the Commission that these are only opinions, and do not count as official votes since Commissioner Blue is not in attendance.

**7. Discussion and Update of General Plan Schedule. – Resource: Commissioner Davis**

**At 6:38 pm, Commissioner Hisrich informed the Commission of a family emergency and stated that he needed to leave the meeting. A quorum of the Planning & Zoning Commission remains, and the meeting will continue in his absence.**

Chairman Davis discussed the upcoming schedule regarding public meeting dates. Davis indicated that he would like to shorten the public presentations to approximately 30 minutes and allow for a question and answer session afterwards, which would then allow there to be 8 meetings for public input rather than 4. Commissioner Norton agreed with the benefit of having 8 meetings. Norton questioned the Council meeting set for January 13<sup>th</sup>, 2016. Davis indicated that the Agenda for Council is already full and that the Town Clerk is attempting to make room on the agenda for the item to be heard.

Vice Chairman Burnside indicated he feels the Commission has met their obligations and hopes Council will accommodate the process necessary for the General Plan to move forward. Burnside also expressed he wants to make sure the public is notified and their opinions are heard and requested some time to address issues brought forth between the public meetings and suggested that previous questions and answers are posted to keep from the same questions getting asked at following meetings. Additionally, Burnside requested the subcommittee be recognized and thanked for the effort they have put forth towards the General Plan update.

Commissioner Freeman expressed he feels it is imperative that a location list is started soon that consists of 6 or 8 confirmed meeting places. Chairman Davis stated that Mayor German has already confirmed locations at this point. Commissioner Freeman asked that the locations be double checked to make sure that no one is excluded from the list. Chairman Davis stated he will send the list out to all Commissioners for review. Davis also indicated that the days and times are not set specifically and can be changed. Davis requested that if a meeting is to take place at a local Church, the doors are to be open to the entire community, not just the specific congregation of the Church.

Vice Chairman Burnside indicated that if a joint work session is to happen with Council and the Commission, a consensus can only be achieved and there has to be quorum of Commission members in attendance. Chairman Davis stated that the intent of the joint meeting is an informational meeting rather than a decision making meeting and during previous meetings, the Mayor has run the meeting and Commission members have acted as a guest, therefore, no quorum is necessary.

**8. Discussion, Public Input, and Commission Consensus on Chapter 1: Introduction, Chapter 2: History & Culture, and Chapter 3: Land Use & Character Areas. – Resource: Community Development Director Michael Jenkins**

**It is the consensus of the Commission to make the requested changes to pages 11, 24, 33, and 160. It also is the consensus of the Commission to add the 260 Annexation and Entertainment District Maps to the Land Use element of the General Plan.**

Assistant Planner Kendell Welch stated that at the end of the last meeting, it was the consensus of the Commission to go back and look at elements within the Introduction that do not belong. Per this direction from the Commission at the last General Plan Work Session, Assistant Planner Kendell Welch summarized all of the changes made to the document in order to facilitate this request.

Vice Chairman Burnside requested the first sentence on Page 11 be reversed to read "For the first time the Town of Camp Verde 2016 General Plan also presents "Character Areas" within the Chapter 3 – Land Use element."

Assistant Planner Kendall Welch stated that Staff recommends adding a map of the Entertainment District to the Land Use element of the General Plan, as well as a map of the 260 Annexation. Commissioner Freeman stated he felt it would be beneficial to add the map. Chairman Davis suggested adding both maps at the end of the Land Use element to avoid possible disruptions with the flow of the text.

Community Development Director Mike Jenkins added that Staff is also recommending to strike the Historical Town Site paragraph on page 33 due to the fact that there is no record of the area being officially designated. Subcommittee member Tony Gioia indicated that the first General Plan Committee named the area, but Council never took action on the matter. Vice Chairman Burnside questioned Mr. Gioia and Staff regarding a recorded documented township plaque. Jenkins indicated that there is a Town Site Map which was submitted to the State and although it is the oldest designation document, it does not make it official.

Commissioner Norton stated that there was a grammatical error, sentence fragment on page 24 as well as a typo on page 160, and requested Figure 11.1 read "Water Demand in 2012/2013 (Acre-Feet).

Chairman Davis asked Subcommittee member Kathy Davis to help review the draft document for consistency and potential grammatical errors.

Assistant Planner Welch also indicated that staff is still waiting on the trails map to be completed in order to be able to carry that information across to each individual character area reference chart.

**9. Discussion, Public Input, and Commission Consensus on Status of Remaining General Plan Items including: Trails Map, Public Facilities Map, Points of Interest Map, etc. – Resource: Community Development Director Michael Jenkins**

Assistant Planner Kendall Welch reviewed the revised Water Resources Map with the Commission. Chairman Davis requested the legend be enlarged on the map. Welch indicated the maps are currently formatted for large scale printing, and they will be reformatted for insertion into the General Plan at a later date in time. Welch also added that Staff is still working on Public Facilities and Points of Interest maps. Welch explained that the old Public Facilities Map included areas within the Yavapai Apache Nation and questioned how the Commission would like to address those facilities. Chairman Davis expressed that if the facilities are truly open to the public, they should be included. Subcommittee member Tony Gioia indicated that there are inter-agency agreements, which is why the public facilities were included and should continue to be listed on the map. Chairman Davis indicated the General Plan will be sent to the Yavapai Apache Nation for review and they would notify the town if there is a problem with any information included regarding their entity. Commissioner Norton indicated that if there are trails that are included that Yavapai Apache Nation doesn't want listed they can update as necessary.

Staff requested that Subcommittee member, Tony Gioia, address the Commission regarding the status of the Trails Map as he has done substantial research on the matter. Mr. Gioia explained that he has had help from a few other community members and have found some discrepancies in the current draft map. Gioia explained that currently there is only an analog version of the map available and he has physically checked trails as well as worked with the US Forest Service to obtain accurate on the trails. Chairman Davis indicated that he feels accuracy is important, but cautioned that it should be remembered that the map is not to be used as a hiking map but rather an informational source as to what is available in the area. Gioia explained that the US Forest Service will be providing a digital base layer map and are currently awaiting information regarding the Coconino National Forest area. Gioia recommended the Commission include the currently adopted (2004) map for the 60-day review with a disclaimer that a digital map will be included in the future. Commissioner Norton requested clarification that the only issue is transposing the map from analog to digital or if there are issues with the US Forest Service. Gioia stated that due to the fact that he hasn't spoken with GIS, he is unsure if there are deeper issues than transposing the map. Gioia did indicate that there are trails listed on the current map that the US Forest Service have stated are physically impossible.

Vice Chairman Burnside questioned the date of creation on the current map and indicated he feels that the Commission should not be telling the public not to use the map but use the digital version. Gioia clarified that he is not stating that this shouldn't be used but rather disclaimers should be clear as to the accuracy of the map.

Chairman Davis questioned if a new map is achieved after August when the plan has been adopted, can the map be included after. Community Development Director Mike Jenkins explained that scenario is possible, however it would require an amendment to the plan.

Subcommittee member Kathy Davis stated that the map is 12 years old feels that it should be referenced that a digital map will be included once available and recommend the public reference

the available maps from the US Forest Service or National Geographic.

After further discussion from Commission members, subcommittee members and staff, it is the consensus that the current map (2004) will be inserted into the draft General Plan with appropriate disclaimers as to the accuracy and use as general information only. Staff and Subcommittee members will be given more time to receive the digital base layer maps from the US Forest Service.

Assistant Planner Welch cautioned the Commission that a digital copy of the current (2004) map does not exist, and that graphic quality may not be of professional quality, especially if the graphic is reproduced multiple times.

**10. Discussion, Public Input, and Commission Consensus on Chapters 4 – Appendix of Town of Camp Verde 2016 General Plan, Working Draft #1 dated January 4, 2016. – Resource: Community Development Director Michael Jenkins**

Assistant Planner Kendall Welch explained to the Commission that this item has been included on the Agenda to allow Commission to discuss any other issues they may have in the working draft copy of the General Plan.

Commissioner Norton again pointed out a typo error on page 160.

Vice Chairman Burnside questioned if the last item on the yellow sheet list had already been completed, which states: Ask U.S. Forest Service, Yavapai- Apache Nation or others if they would like a special presentation. Chairman Davis stated that item has not been entirely completed, but will be in the very near future. Chairman Davis also suggested the new Chamber of Commerce be included in the option for a special presentation.

Commissioner Freeman suggested staff contact the individuals listed on the acknowledgment page for their input.

**There Will Be No Public Input On The Following Items:**

**11. Current Events**

Chairman Davis congratulated and welcomed the newly appointed Commissioner Teresa Helm who is replacing Commissioner Parrish.

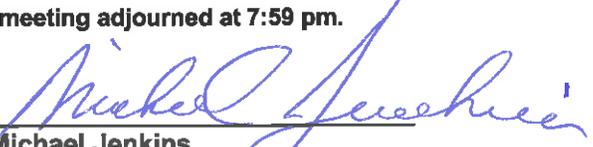
**12. Staff Comments**

Assistant Planner Kendall Welch stated she has talked to various residents and community members around Town regarding pictures that can be included in the General Plan. Welch stated they may be an opportunity to get additional community involvement.

**13. Adjournment**

On a motion by Burnside, seconded by Norton, the meeting adjourned at 7:59 pm.

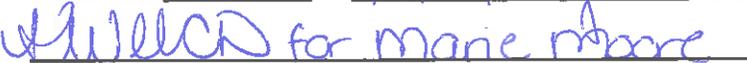
  
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Chairman B.J. Davis  
Planning & Zoning Commission

  
\_\_\_\_\_  
Michael Jenkins  
Community Development Director

**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 Work Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona held on the 7<sup>th</sup> day of January, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 9<sup>th</sup> of February, 2016.

  
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Marie Moore - Recording Secretary