Support your local merchants.

AGENDA
COUNCIL HEARS PLANNING & ZONING MATTERS
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 28, 2015 at 6:30 P.M.

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**

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 Council requests.
   a) **Approval of the Minutes:**
      1) Work Session – January 14, 2015
   b) **Set Next Meeting, Date and Time:**
      1) February 4, 2015 – Regular Session
      2) February 11, 2015 – Work Session
      3) February 18, 2015 – Regular Session
      4) February 20, 2015 – Council Retreat
      5) February 25, 2015 – Council Hears Planning & Zoning Matters

5. **Special Announcements and presentations:** There are no Special Announcements or Presentations.

6. **Call to the Public for Items not on the Agenda.**

7. **Public Hearing, discussion, consideration and possible approval of Resolution 2014-933 a Resolution of the Common Council of the Town of Camp Verde, Arizona, Yavapai County, on Use Permit 20140272, an application submitted by Steve & Marlys Parks, owners of parcels 403-19-009, 9.26 acres & 404-17-017B, 8.37 Acres for a total of 17.63 Acres. The following existing uses are: 36 RV spaces, 12 RV Storage spaces not to exceed 15 RV's located in row 4 only, with not electrical, propane, or sewer hook-ups allowed. Clubhouse with retail sales for RV Supplies, pool and laundry. Proposed new uses are: converting existing clubhouse into a residence, change existing storage building into an office/check-in and a future clubhouse. Use Permit requested with no time limit. This property is located at 2075 N. Arena Del Loma.** Staff Resource: Michael Jenkins

   - **Call for STAFF PRESENTATION**
   - **Declare PUBLIC HEARING OPEN**
   - **Declare PUBLIC HEARING CLOSED**
   - **Call for COUNCIL DISCUSSION**

8. **Call to the Public for items not on the agenda.**

9. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

10. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

11. **Adjournment**

Posted by: Virginia Jones Date/Time: 1-22-2015 1:30 p.m.

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

4.a1

DRAFT- MINUTES
WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAYJANUARY 14, 2015 at 5:30 P.M.

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. **Call to Order**
Mayor German called the meeting to order at 5:30 pm.

2. **Roll Call**
Mayor German, Vice Mayor Baker, Councilors Whatley, George, Gordon, Jones and German.

Also Present: Town Manager Russ Martin, Marshal Nancy Gardner, Commander Bruce Girnt, Library Director Kathy Hellman, Economic Development Director Steve Ayers, Deputy Clerk Virginia Jones, and Recording Secretary Marie Moore.

3. **Pledge of Allegiance**
Pledge led by Mayor German.

4. **Presentation and review of proposed updated Camp Verde Marshal's Office Policy and Procedure Manual.** Staff Resource: Nancy Gardner

Russ Martin gave a general overview of the meeting and information given to Council members.

Marshal Nancy Gardner addressed Council members regarding policy and procedures for the Marshal's office with a slideshow PowerPoint presentation, which is attached and becomes a permanent part of the record.
Gardner indicated that the updated version of the policy and procedure manual will be e-mailed to Council members along with the 2004 manual for review.

5. **Update by Marshal's Office regarding proposed Intergovernmental Service Agreement between the Town of Camp Verde through the Marshal's Office and the Arizona Department of Transportation (ADOT) to improve technology and efficiency by utilizing an E-Ticket system in order to streamline the citation process between Camp Verde Marshal's Office and the Court.** Staff Resource: Nancy Gardner

Commander Girnt explained that ADOT provides the program and training for law enforcement agencies for free and it recently has been offered to the Marshal's office. The program will increase Marshal Office employees and Court employees a considerable amount in efficiency as well as provide additional safety for officers during routine traffic stops. The Marshal's office was able to receive 35 free printers from other agencies and are now in the process of obtaining scanners donated to the agency as well.

6. **Presentation and review of proposed undated Camp Verde Library Policy & Procedure Manual.** Staff Resource: Kathy Hellman

Library Director Kathy Hellman handed out a printed policy and procedures manual for the Council members to review. Hellman indicated that the manual has been reviewed by the Town Attorney's office as well for approval. Hellman pointed out the change of the internet use policy and the position the library has taken regarding monitoring the usage. Hellman also indicated that there are no procedures in the policy due to the nature of some decisions that would need to be made immediately without restrictions.

7. **Discussion and update on Rio Verde Plaza.** Staff Resource: Russ Martin

Russ Martin indicated that that there have been a few offers for the property and requested Council approval to entertain those offers for further consideration. Martin stated that there are 3 options to consider regarding the property; sell, lease or lease/purchase or to continue moving forward as the town has been. Martin did indicate that there are procedures that must be followed if the offers are considered. Martin also warned Council that the price paid for the property will not be what has been offered.

Baker requested that monetary figures be presented to the Council so that they may consider the offers. Baker indicated that if the property is sold she would like to see the money go toward the current Marshal Office Loan.

Gordon stated that he would favor selling and although there would be a monetary loss, there would eventually be a gain from new business coming to town.

German indicated that she favored entertaining the idea of selling the property as well.

George indicated that he feels it is time to consider the sale of the property even with the potential monetary loss.

Ayers explained that the property is potentially worth $200,000.00 but if a new building was constructed on the property there would be a gain in sales tax for the town.

Mayor German feels that the property has potential to help the town, but not in the situation it sits in at this current point.

8. **Discussion and update on Court Room Remodel.** Staff Resource: Russ Martin

Martin provided a handout for to Council members of an architectural assessment of the central building including rooms 206, 207 and 208 which was provided by Joel Westervelt for consideration.

Whatley asks for a middle class solution to the design given.

Baker suggested the possibility of utilizing the Archeological Center building when it becomes available.

Martin indicated that the matter could be taken back to Westervelt to redesign the area with the original size that was specifically requested.

Baker strongly expressed that she feels this is not with-in the Town's financial capabilities.

After further discussion, it was a consensus of Council to take the drawings back to the architect for re-evaluation and reduction in costs associated with the remodel of the center building.

9. **Discussion and setting Time Frame for Town Manager Review.** Staff Resource: Russ Martin

Martin stated that he would be issuing a memo that would outline the process and dates for the review.

Mayor German called a recess at 7:01 pm. Meeting reconvened at 7:10 p.m.

10. **Presentation and Safety training regarding Camp Verde Adopt-A Highway Permit for SR 260 Mile Post 224-225.** Staff Resource Russ Martin

Council reviewed a Safety Training Video from ADOT ADOPT A Highway Program and agreed they would hold the first initial cleanup on February 6th at 10:00 a.m.

Adjournment

On a motion by Barker, seconded by seconded by Whatley the meeting adjourned at 7:25

_____
Charles German, Mayor

_____
Marie Moore, Recording Secretary

CERTIFICATION
I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special/Work Session of the Town Council of Camp Verde, Arizona, held on January 14, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2015.

_____
Virginia Jones CMC
Interim Clerk

1

Town of Camp Verde

Exhibit A - Agenda Item Submission Form – Section I

Meeting Date: **January 28, 2015 Council Hears Planning & Zoning**

☐ *Consent Agenda* ☐ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☒ *Recommendation to Council*

Requesting Department: **Community Development**

Staff Resource/Contact Person: **Jenna Owens – Asst. Planner**

Agenda Title (be exact):

Public Hearing, Discussion and Possible approval of Resolution 2014-933 for Use Permit 20140272, an application submitted by Steve & Marlys Parks owners of parcels 403-19-009, 9.26 acres & 404-17-027B, 8.37 acres for a total of 17.63 acres. The following existing uses are: 36 RV Spaces, 12 RV Storage spaces not to exceed 15 RV's located in Row 4 only, with no electrical, propane, or sewer hook-ups allowed. Clubhouse with retail sales for RV supplies, pool and laundry. Proposed new uses are: Converting existing Clubhouse into a residence. Change existing storage building into an office/check-in and a future Clubhouse. Use permit requested with no time limit. This property is located at 2075 N. Arena Del Loma.

List Attached Documents: **Application, Directions to Property, Letter of Intent, Neighborhood meeting affidavit, Agency Comments, Site Plan, Vicinity Map, Land Use Map, Zoning Map of Adjacent properties, existing Resolution 2009-782 and new draft Resolution 2014-933, Planning & Zoning Commission draft minutes from 01-08-2015.**

Estimated Presentation Time: **10 minutes**

Estimated Discussion Time: **15 minutes**

Reviews Completed by:

☒ ***Department Head:*** **Michael Jenkins**

☒ ***Town Attorney Comments:***
Remove the word 'current" under second paragraph, 1.

Instructions to the Clerk: **Power Point**

Exhibit B – Agenda Item Submission Form – Section II (Staff Report)

Council Hears Planning & Zoning – January 28, 2015

Agenda Item Submission Form – Section II (Staff Report)

Department: **Community Development**

Staff Resource/Contact Person: **Jenna Owens – Asst. Planner**

Contact Information: **(928) 554-0053**

Background: **Steve & Marlys Parks owners of the Krazy K RV Park renewed their current Use Permit in August of 2009. Council approved Resolution 2009-782 for the owners to allow for a total of 36 RV spaces, 12 RV storage spaces, Clubhouse with retail sales for RV supplies, pool and Laundry room.**

The proposed additional uses will include:

- **Convert the current Clubhouse to a residence**
- **Change a storage building into an office/check-in. (This building was an office in 2008)**
- **Future Clubhouse**

The owners are requesting to have the new Use Permit in perpetuity as is their current Use Permit.

Per a portion of the Planning & Zoning Ordinance Part 6, Section 601 C (Use Permit Approvals) 1.e "No use may be modified, changed, altered or increased in intensity, in any manner that conflicts with the Use Permit and/or required conditions of approval, without approval of a new Use Permit." Therefore the proposed changes require a new Use Permit.

The following has been completed by the applicant and staff:

- **The applicant mailed out letters to the neighboring property owners within 300' of the subject property and invited them to a meeting to express concerns and comments.**
- **The meeting was held on September 22, 2014 at the Krazy K RV Park at 6:30 pm until 7:00 pm. There were no neighbors in attendance.**
- **Staff mailed 10 letters to properties with 300' of the subject parcel on December 18, 2014. This letter advised the neighbors of the Planning & Zoning Commission and Town Council meeting times and dates.**

Agencies were notified and the responses are as follows:

Town of Camp Verde Building Official-

- Change of use and occupancy of the existing Clubhouse into a residence will require the building to be compliant with the 2012 Residential Code.

Town of Camp Verde Community Development Director-

- Per Part Two, Section 203, item D. 3. C. of the Planning & Zoning Ordinance, Mobile/Manufactured Home & Recreational Vehicle Parks are allowed with an approved Use Permit. ***There have been no complaints on this property since 1995 when the first Use Permit was approved. All requirements of the Planning & Zoning Ordinances have been met. Staff is recommending approval of the submitted Use Permit in perpetuity.***

Yavapai County Flood –

Yavapai County Flood has no issues or concerns with the proposed Use Permit. These parcels are not located within any FEMA designated flood plain.

Yavapai County Environmental Services –

- After reviewing the existing septic records and the application for the changes to the Use Permit for the Krazy K RV Park, if the proposed new uses or conversions of uses would include the addition of any additional flows into any of the septic systems on these properties, the following would apply. A hydrogeological report must be conducted by an Arizona Registered Professional Engineer to address nitrogen loading issues before any increase in design flows will be allowed on the property. If no new flows are being added to the total calculated flows at this time or at any time in the future, these requirements would not apply.

Planning & Zoning Commission Recommendation:

- **Public Hearing, Discussion and possible Recommendation of approval (or denial) to Council on Use Permit 20140272, an application submitted by Steve & Marlys Parks owners of parcels 403-19-009, 9.26 acres & 404-17-027B, 8.37 acres for a total of 17.63 acres. The following existing uses are: 36 RV Spaces, 12 RV Storage spaces not to exceed 15 RV's located in Row 4 only, with no electrical, propane, or sewer hook-ups allowed. Clubhouse with retail sales for RV supplies, pool and laundry. Proposed new uses are: Converting existing Clubhouse into a residence. Change existing storage building into an office/check-in, (This building was an office in 2008) and a future Clubhouse. Use permit requested with no time limit. This property is located at 2075 N. Arena Del Loma.**

On a motion by Norton, seconded by Parrish, the commission unanimously recommends approval on Use Permit 20140272, an application submitted by Steve & Marlys Parks owners of parcels 403-19-009, 9.26 acres & 404-17-027B, 8.37 acres for a total of 17.63 acres. The following existing uses are: 36 RV Spaces, 12 RV Storage spaces not to exceed 15 RV's located in Row 4 only, with no electrical, propane, or sewer hook-ups allowed. Clubhouse with retail sales for RV supplies, pool and laundry. Proposed new uses are: Converting existing Clubhouse into a residence. Change existing storage building into an office/check-in, (This building was an office in 2008) and a future Clubhouse. Use permit requested with no time limit. This property is located at 2075 N. Arena Del Loma.

Recommended Motion:

A Motion to approve (or deny) Resolution 2014-933 for Use Permit 20140272, an application submitted by Steve & Marlys Parks owners of parcels 403-19-009, 9.26 acres & 404-17-027B, 8.37 acres for a total of 17.63 acres. The following existing uses are: 36 RV Spaces, 12 RV Storage spaces not to exceed 15 RV's located in Row 4 only, with no electrical, propane, or sewer hook-ups allowed, pool and laundry. Proposed new uses are: Converting existing Clubhouse into a residence. Change existing storage building into an office/check-in and a future clubhouse. Use permit requested with no time limit. This property is located at 2075 N. Arena Del Loma.

RESOLUTION 2014- 933 DRAFT

A RESOLUTION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, YAVAPAI COUNTY, ON USE PERMIT 20140272, AN APPLICATION SUBMITTED BY STEVE & MARLYS PARKS OWNERS OF PARCELS 403-19-009, 9.26 ACRES & 404-17-027B, 8.37 ACRES FOR A TOTAL OF 17.63 ACRES. THE FOLLOWING EXISTING USES ARE: 36 RV SPACES, 12 RV STORAGE SPACES NOT TO EXCEED 15 RV'S LOCATED IN ROW 4 ONLY, WITH NO ELECTRICAL, PROPANE, OR SEWER HOOK-UPS ALLOWED. CLUBHOUSE WITH RETAIL SALES FOR RV SUPPLIES, POOL AND LAUNDRY. PROPOSED NEW USES ARE: CONVERTING EXISTING CLUBHOUSE INTO A RESIDENCE. CHANGE EXISTING STORAGE BUILDING INTO AN OFFICE/CHECK-IN AND A FUTURE CLUBHOUSE. USE PERMIT REQUESTED WITH NO TIME LIMIT. THIS PROPERTY IS LOCATED AT 2075 N. ARENA DEL LOMA.

The Common Council of the Town of Camp Verde hereby resolves as follows:

1. The Common Council hereby finds as follows:

   A. A request for approval of Use Permit 20140272 was filed by Steve & Marlys Parks owners of parcels 403-19-009 and 404-17-027B, located at 2075 N. Area Del Loma. These parcels are zoned RR (Rural Residential) and the proposed uses are permitted under such zoning with a Use Permit.

   B. The request was reviewed by the Planning and Zoning Commission on January 08, 2015 and by the Common Council on January 28, 2015 in public hearings that were advertised and posted according to state law.

   C. A neighborhood meeting was held on September 22, 2014 by the applicant to provide for citizen review pursuant to ARS § 9-462.03 and as required by the Town of Camp Verde Planning & Zoning Ordinance, Part 6, Section 601 (Zoning Decisions) A.3.a-e.

   D The purpose of the use will not constitute a threat to the health, safety, welfare or convenience to the general public and should be approved and the Council hereby finds that the uses covered by the Use Permit and the manner of its conduct will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare generally and the uses shall be in conformity to the conditions, requirements and standards of the Town Planning and Zoning Code.

The Common Council of the Town of Camp Verde hereby approves UP 200140272 for the purpose of operating the Krazy K RV Park with no time limit with the following findings:

1. The use of this property shall be operated and maintained in a manner consistent with the general provisions of the Town of Camp Verde Planning & Zoning Ordinance.

2. Per Part 6, Section 601, C.e, the Use Permit is valid and operable only for the specific use as granted. No use may be modified, changed, altered or increased in intensity, in any manner that conflicts with the Use Permit and/or required conditions of approval, without approval of a new Use Permit.

new Use Permit.

3. Conversion of the existing Clubhouse with retail sales for RV supplies to a residence and the conversion of an existing storage building to an office/check-in and a future Clubhouse will require building permits and inspection by the Town of Camp Verde Building Department.

All of the requested uses to continue with no time limit, but are subject to the requirements of Part 6, Section 601 (Zoning Decisions), C. 1 & 2 of the Town of Camp Verde Planning & Zoning Ordinance.

PASSED AND ADOPTED AT A REGULAR SESSION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA ON JANUARY 28, 2015.

Date:_____

_____
Charles German, Mayor

Approved as to form: _____
Town Attorney

Attest:_____
Deborah Barber, Town Clerk

Use Permit
Council Hears P&Z Check List

Pre-Application Conference with staff and the Community Development Director was held prior to application submittal.

***Staff Report**

Will include summary of agency & citizen's comments, Traffic Impact Analysis or ADOT approval of site access (if applicable), Town requirements, and Applicant's narrative as it addresses requirements for application and recommended stipulations if approved.

*** Current Resolution for reference** (if applicable)

*** Draft Resolution or Ordinance** (whichever is applicable)

*** Application including:**

1. ***Directions to Property**
2. ***Letter of Intent (Narrative)**
3. ***Public Participation, Neighborhood meeting, completed. Date: 9-09-14**
   - ***Affidavit of summary of meeting**
   - ***Statement of how the applicant addressed neighborhood concerns.**
   - Copy of letter sent to neighbor's within 300'
   - Posting of Property by applicant (photo)
   - Affidavit attesting to notification of neighbors
   - Sign in sheet
4. ***Site Plan**
5. ***Vicinity Map**
6. ***Land Use Map**
7. ***Zoning Map**
8. ***Minutes from P&Z Commission**

Legal Description

Advertising & Posting has been completed & meet State Law Requirements.

Traffic Impact Analysis or ADOT approval of site access (if applicable)

NOTE: *Indicates included in packet. All other items, <u>not in bold</u> lettering, are in the applicants folder and available for viewing upon request.

Revised 6/2011

Land Use Application Form

Project #: 20140272

CASE# 14-25

1. Application is made for:

Zoning Map Change	Use Permit	General Plan Amendment
Conceptual Plan Review	Preliminary Plat	Final Plat
PUD Zoning	Variance	Sign
Street Abandonment	Minor Land Division	Wireless Tower
Appeal	Verification of Non-Conforming Use	
Site Plan Compatibility Review (Commercial)		

Other: _____

2. Project Name: KRAZY K RV PARK

Please print or type legibly

3. Contact information: *(a list of additional contacts may be attached)*

Owner Name: Steve & Marlys Parks

Address: 2075 Arizona Del Loma

City: Camp Verde State: Az Zip: 86322

Phone: 928 567-0565

E-mail: Steve Parks 864@yahoo.com

Applicant Name: Steve & Marlys Parks

Address: 2075 Arizona Del Loma

City: Camp Verde State: Az Zip: 86322

Phone: 928 567 0565

E-Mail: _____

4. Property Description: **Parcel Number** 40319-009 404-17-027B 8.37 **Acres:** 9.26 / TOTAL 17.63

Address or Location: 2075 Arizona Del Loma

Existing Zoning: ~~RR~~ RR Existing Use: RR

Proposed Zoning: _____ Proposed Use: _____

5. Purpose: *(describe intent of this application in 1-2 sentences)*

add clubhouse

6. Certification:

I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.

Owner: [signature] Date: 9/8/14 **AND**

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Camp Verde must be submitted prior to having this application processed.

Applicant: _____ Date: _____

Directions to Property

404-17-027B

Assessor's Parcel Numbers 403-19-009

Applicants Name Steve & Marlys Parks

Property Address 2075 N Arena Del Loma

Directions To Property:

Take Middle Verde Rd South to Montezuma Castle Hwy. to Arena Del Loma, go West one mile to Park on the right. #2075

November 19,2014

Letter of Intent

We would like to turn the existing clubhouse into our private residence.

We will need to return our office to the small building we used prior to 2008.

Everything else we have is staying the same. We still have 36 sites, possibility for 12- 15 storage spaces on row 4 (no utilities included).

We are asking to keep our conditional use valid perpetually for the life of the park.

Thank for your time on this matter.

Sincerely,

Steve and Marlys Parks
Owners

Affidavit

I MARLYS PARKS owner of parcel 403-19-009 have notified my neighbors within 300' of my residence, by sending letters on 9-9-14 to notify them of the neighborhood meeting that I conducted on the 22ND day of SEPT. 20 14.

I posted my property with meeting date and time on the 9th day of SEPT 20 14.

I MARLYS PARKS owner of parcel 403-19-009 have provided a summary of Neighborhood meeting I conducted to the Planning & Zoning Department of Camp Verde within 15 days attesting to the issues and concerns discussed at the Neighborhood Meeting held on the 22nd day of SEPTEMBER 20 14

Summary Statement: MEETING WAS HELD ON SEPTEMBER 22nd AT 6:30 PM AND NO NEIGHBORS WERE IN ATTENDANCE. MEETING WAS ENDED AT 7:00 PM.

If Summary statement is too long, attach a copy.

State of Arizona}

County of Yavapai}

Signature of Document Signer No. 1

Signature of Document Signer No. 2

Subscribed and sworn to (or affirmed) before me this 23 day of SEPT 20 14

OFFICIAL SEAL
PAT DAVIS
NOTARY PUBLIC - State of Arizona
YAVAPAI COUNTY
My Comm. Expires April 7, 2015

Signature of Notary

TOWN OF CAMP VERDE

Memorandum

To: Jenna Owens, Assistant Planner

Cc: Kendal Welch, Permit Technician

Emily Diver, Permit Technician

Mike Jenkins, Community Development Director

Kristi Gagnon, Camp Verde Fire Marshal

From: Robert Foreman, Building Official

Date: October 2, 2014

Re: Development Review (Use Permit) Krazy K RV Park, Project #20140272

Building Department has the following comments on the use permit application. These comments are preliminary in nature only, and are subject to change.

- Change of use and occupancy of clubhouse into a residence will require building to be compliant with the 2012 Residential Code.
- No dimensions given for the new clubhouse, depending on size and occupant load plans may have to be prepared by an Arizona registered design professional. Clubhouse will have to be constructed by a licensed contractor.
- Change of the current office into storage is going from a higher use to a lower use. Change of storage building to office is going from a lower use to a higher use, change of use and occupancy. Will need to be compliant with 2012 Building Code. Work will have to be done by a licensed contractor.

Robert L. Foreman
Building Official
Town of Camp Verde
473 S. Main St. Ste 108
928-567-8514 ext 112
Robert.foreman@campverde.az.gov

Jenna Owens

From: Vickie Lewis <Vickie.Lewis@yavapai.us>
Sent: Friday, October 03, 2014 2:59 PM
To: Jenna Owens
Subject: UP2014-0272

Jenna,
Yavapai County Flood Control has no issues or concerns with the proposed Use Permit for parcels 403-19-009 and 404-17-027B. These parcels are not located within any FEMA-designated flood plain. Please let me know if you have questions.

Have a great weekend.

Vickie Lewis
Hydrologist
Yavapai County Flood Control
610 S Sixth Street
Cottonwood, AZ 86326
(928) 649-6222

All messages created in this system belong to the Town of Camp Verde and should be considered a public record subject to disclosure under the Arizona Public Records Law (A.R.S. § 39-121 et seq.) Town employees, Town public officials, and those who generate email to them, should have no expectation of privacy related to the use of this technology. The content of this message may contain the private views and opinions of the sender and does not constitute a formal view and/or opinion of the Town unless specifically stated. The contents of this email and any attachments may contain confidential and/or proprietary information, and is intended only for the person/entity to whom it was originally addressed. Any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this email in error please notify the sender immediately by return e-mail and delete this message and any attachments from your system.

Furthermore, to ensure compliance with the Open Meeting Law, Council or Board/ Commission / Committee members who are recipients of this message should not forward it to other members of the Council or Board / Commission / Committee of the Town of Camp Verde. Council Members or Board / Commission / Committee members may reply to a staff member regarding this message, but they should not send a copy of a reply to other Council or Board / Commission / Committee members.

Please consider our environment before printing this email.

Yavapai County Development Services

Prescott Office
1120 Commerce Dr., Prescott, AZ 86305
(928) 771-3214 Fax: (928) 771-3432

Cottonwood Office
10 S. 6th Street, Cottonwood, AZ 86326
(928) 639-8151 Fax: (928) 639-8153

Addressing – Building Safety – Customer Service & Permitting – Environmental –Land Use – Planning

To: The Town of Camp Verde
Community Development Department

From: Stacey Clark, RS
Yavapai County Development Services- Environmental Unit
(928) 649-6210

Date: October 17, 2014

RE: Use Permit changes for the Krazy K RV Park Project UP 20140272

To Whom It May Concern:

After reviewing the existing septic records and the application for the changes to the Use Permit for the Krazy K RV Park, if the proposed new uses or conversions of uses would include the addition of any additional flows into any of the septic systems on these properties, the following would apply:

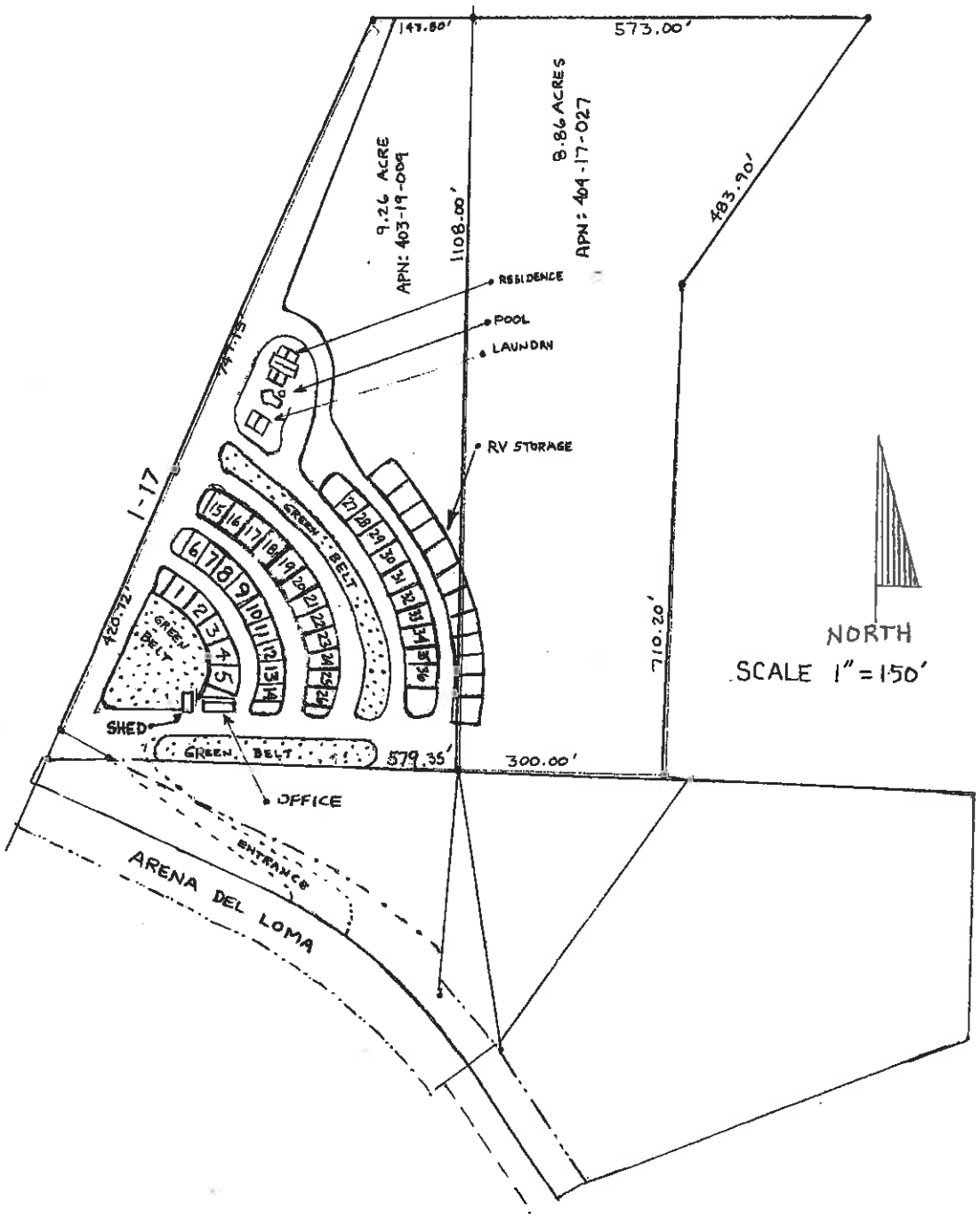
The Krazy K RV Park consists of two parcels totaling 17.63 and is currently serviced by seven independent septic systems. The total calculated flows from these systems are approximately 7,400 gallons per day (GPD). As a result of the calculated flows, the park would be required to meet the requirements of an Arizona Department of Environmental Quality (ADEQ) type 4.23 general permit. The ADEQ rules require flows to be considered as a whole and not as separate systems when dealing with projects such as this RV Park (Arizona Administrative Code (AAC) R18-9-A309.A.10 and AAC R18-9-E323). Based on these rules, a hydrogeological report must be conducted by an Arizona Registered Professional Engineer to address nitrogen loading issues before any increase in design flows will be allowed on this property. If it cannot be shown through this report that the total nitrogen levels are less than 0.088 pounds of total nitrogen per day per acre, measures will have to be taken to ensure that total nitrogen levels are not exceeded. It may be necessary for the existing systems to be retrofitted with nitrogen reducing technologies to meet this requirement.

YCDS-EU would also require a Vault and Haul tank to be installed, after going through the permitting process, to accept holding tank discharges from new arrivals into the park. This will prevent ammonia based chemical holding tank stabilizers from being discharged into the septic systems servicing the park. These chemical stabilizers are often highly detrimental to the biological activity required for a septic system to function properly. This vault tank should have a minimum capacity of 1500 gallons and an integrated alarm system set to sound when the tank reaches no more than 80% capacity. A contract with a septic pumping service provider for this vault and haul tank will be required.

If no new flows are being added to the total calculated flows at this time or at any time in the future, these requirements would not apply. Please direct any questions to the Yavapai County Development Services- Environmental Unit.

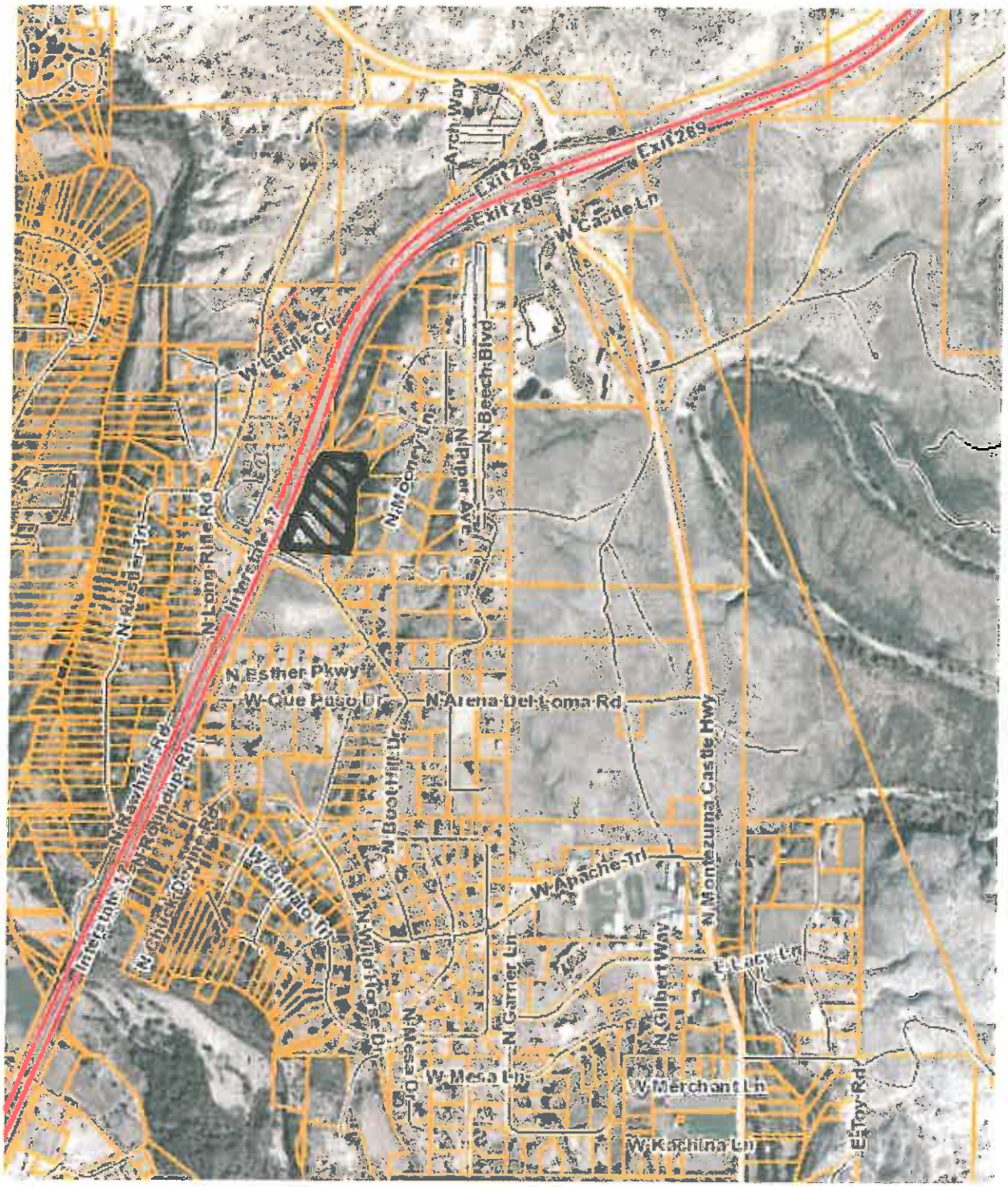
SITE PLAN

SEPTEMBER 09, 2014



KRAZY K RV PARK
2075 N. ARENA DEL LOMA
CAMP VERDE, AZ. 86326
403-19-009 RCU-2A

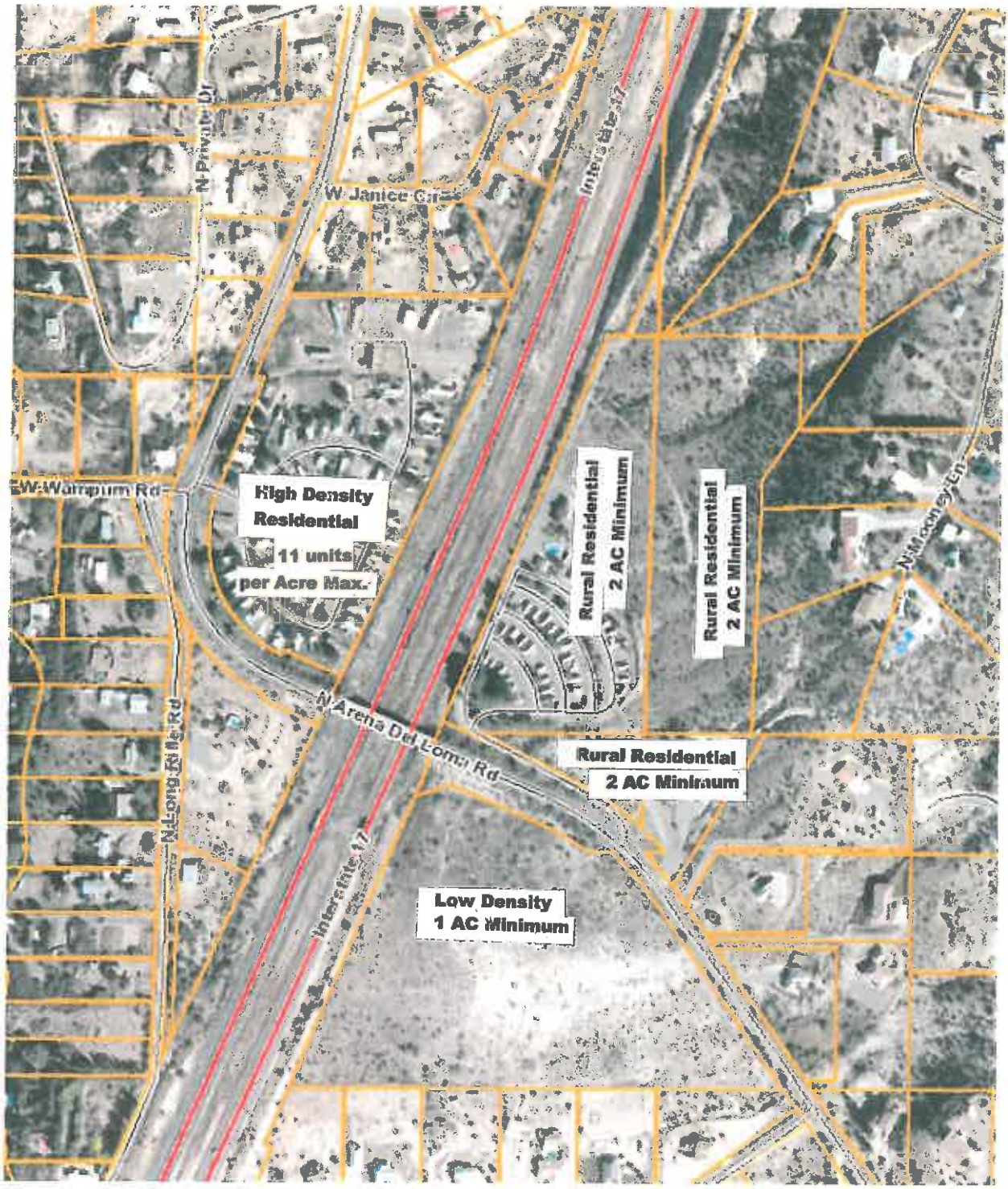
Vicinity Map



Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be or used as a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.

Map printed on 9.25.2014

Land Use



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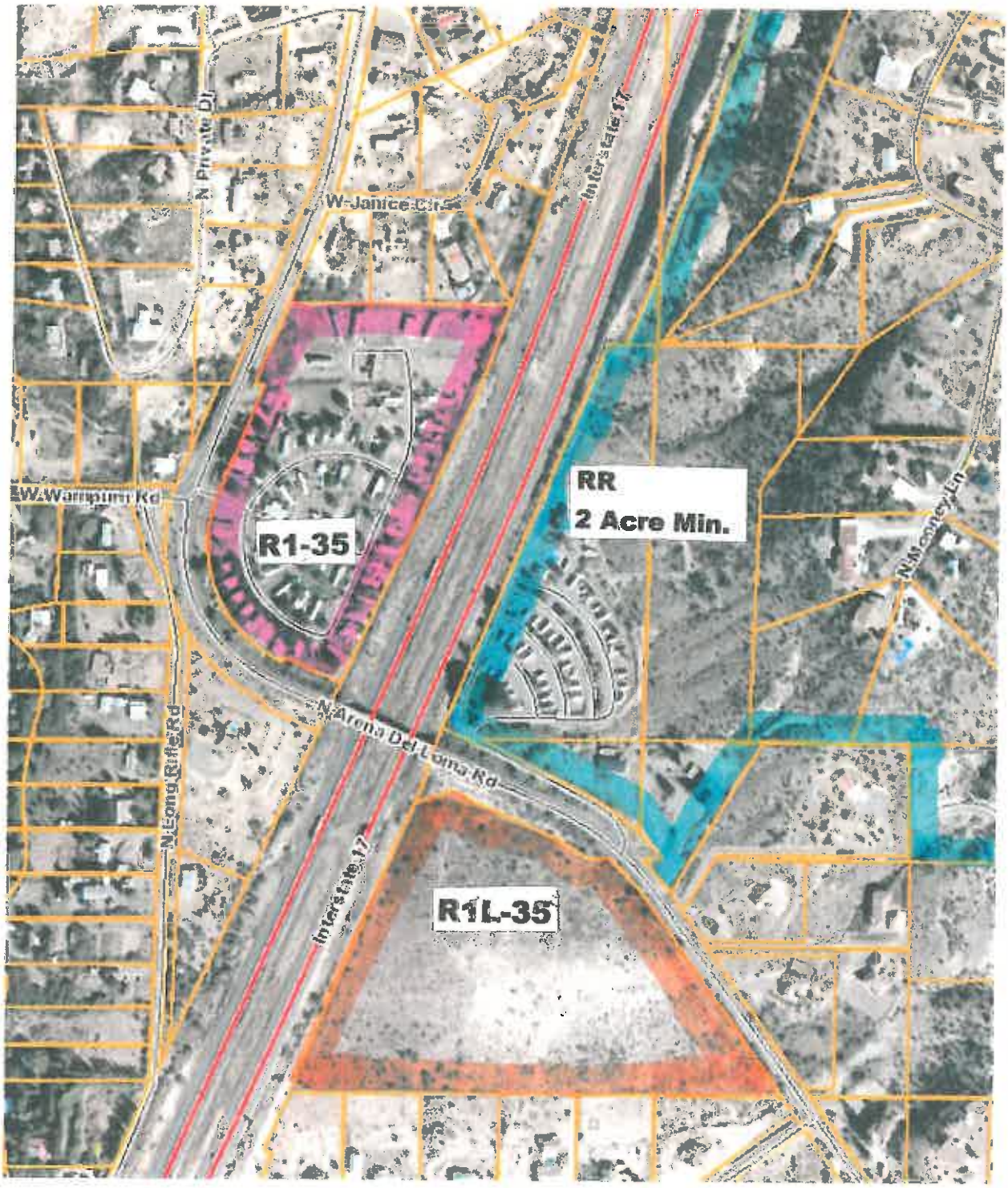
Map printed on 9.25.2014

Zoning



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Map printed on 9 25 2014

RESOLUTION 2009-782

A RESOLUTION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA APPROVING USE PERMIT 2009-01, A USE PERMIT FOR THE KRAZY "K" R.V. PARK ON PARCELS 403-19-009 & 404-17-027B, TO AMEND THE CURRENT USE PERMIT FOR PERMANENT APPROVAL FROM THE DATE OF THIS APPROVAL, FOR THE ADDITION OF A COMBINED RESIDENCE AND CLUB HOUSE / OFFICE AND AN R.V. STORAGE AREA (12 IN NUMBER, NOT TO EXCEED 15 RV'S) TO BE PLACED IN ROW 4. THE PROPERTY (CONSISTING OF TWO PARCELS) IS LOCATED AT 2075 ARENA DEL LOMA AND HAS A LAND AREA OF APPROXIMATELY 17.63 ACRES.

The Common Council and the Town of Camp Verde hereby resolves as follows:

1. The Common Council hereby finds as follows:

   A. A request for approval of Use Permit 2009-01 was filed by Steve & Marlys Parks, owners of tax parcels 403-19-009 & 404-17-027B for the purpose of amending the current Use Permit for permanent approval from the date of this approval for a RV Park with 36 spaces and to add 12 storage spaces, not to exceed 15 RV's to be placed in Row 4 and a Clubhouse/ office with retail sales.

   B. The request was reviewed by the Planning and Zoning Commission at a special session on July 16, 2009 and by the Common Council on August 23, 2009 in public hearings that were advertised and posted according to state law.

   C. The purpose of the Use Permit is to allow for the operation of a RV Park.

   D. The proposed use will not constitute a threat to the health, safety, welfare or convenience to the general public and should be approved.

   The Common Council of the Town of Camp Verde hereby approves UP 2009-01 for the purpose of operating the Krazy K RV Park for permanent approval and to add 12 Storage Spaces, not to exceed 15 RV's located in Row 4, Clubhouse with retails sales with the following findings:

   1. The project, as proposed, meets the requirements of the Residential Conditional Use – 2 acre minimum lot size: (RCU-2A zoning on the property with the conditions contained in Exhibit A to this resolution).
   2. The project, with the conditions contained in Exhibit A to this resolution, will be required to meet all requirements of the reviewing agencies responsible for approving this project or portions thereof.
   3. The project, with the map as Exhibit B indicates 12 RV Storage spaces, not to exceed 15 RV's located in Row 4 for RV Storage only, no electrical, propane, or sewer hook-ups allowed.

PASSED AND ADOPTED AT A REGULAR SESSION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA ON AUGUST 26, 2009

Bob Burnside

Bob Burnside – Mayor

9-9-09

Date

APPROVED AS TO FORM:

Bill Sims – Town Attorney

Attest: Deborah Barber

Deborah Barber, Town Clerk

Resolution 2009-782
August 26, 2009

EXHIBIT A
USE PERMIT 2009-01
CONDITIONS OF APPROVAL

1. This Use Permit shall not be applied to any additions to the property or to a new operator / owner and becomes null and void if the property is sold or assigned unless transferred through a staff review with the Camp Verde Community Development Department confirming compliance with the conditions of this approval.

2. The use of this property shall be operated and maintained in a manner consistent with the general provisions of the Camp Verde Planning and Zoning Ordinance Section 108, inclusive, and any other applicable sections of the Planning and Zoning Ordinance and the Town Code unless otherwise specified.

3. Any violation of the conditions contained in this Use Permit is basis for revocation of the permit by the Camp Verde Community Development Director. A revocation of the Use Permit by the Community Development Director may be appealed to the Town Council as per Section 108.I.3.i of the Town of Camp Verde Planning & Zoning Ordinances.

4. This permit is issued for permanent approval. This permit is subject to standard procedures through the Planning Commission and the Town Council.

5. **Signs:** All requirements for new signs will be subject to the requirements of the Section 118 of the P & Z Ordinance or any Section that addresses Commercial signs including Section 124, Design Review.

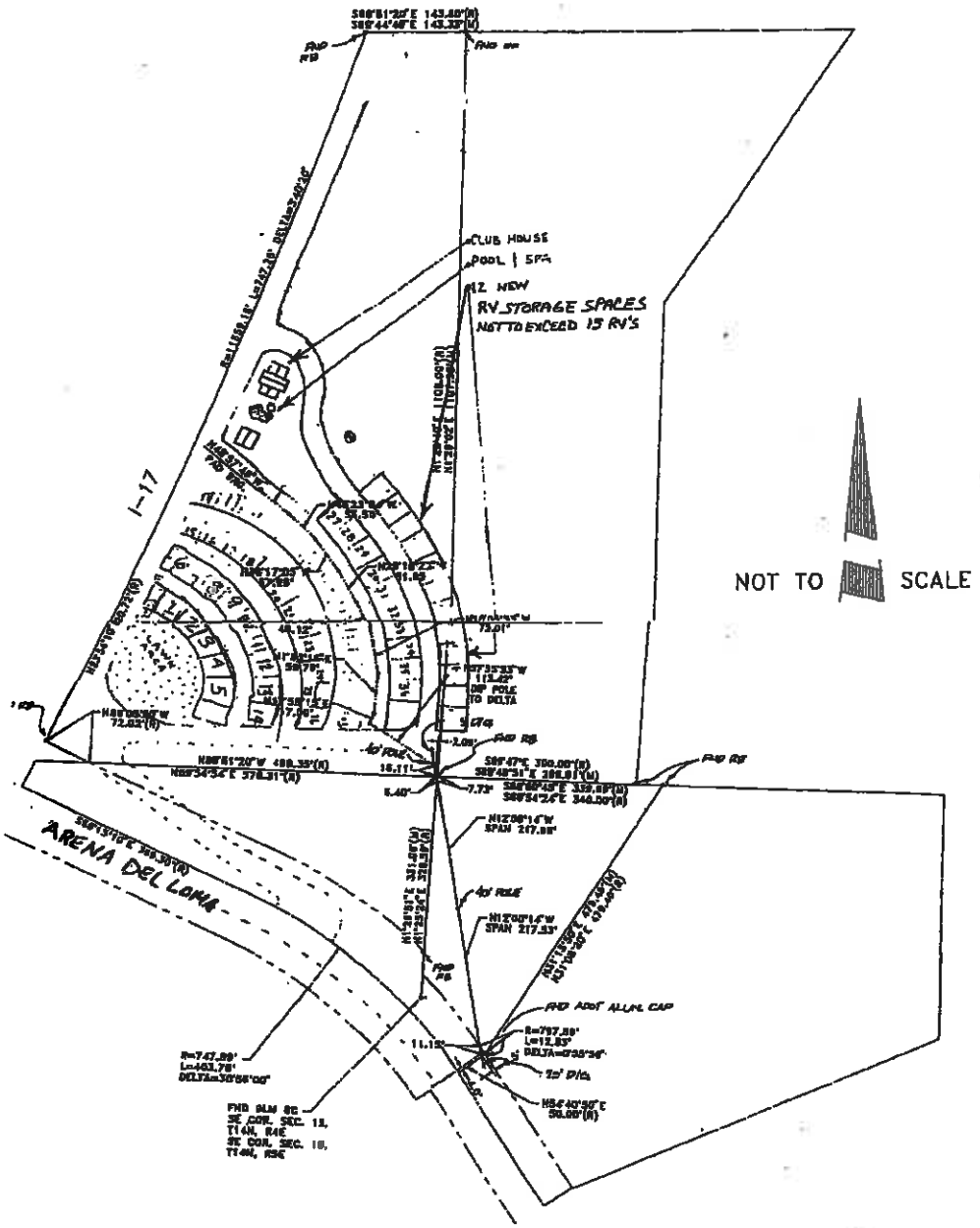
6. **Parking:** Shall comply with requirements in Section 108.M or any Section of the P & Z Ordinance that addresses parking.

7. **Lighting:** All lighting will be maintained in accordance with Section 120 or any Section of the P & Z Ordinance that regulates outdoor lighting to protect our dark skies.

8. The applicant will be required to comply with all State and County requirements for the operation of an RV Park.

9. As per the Camp Verde Fire Department, the change of the Clubhouse / Office to retail sales may require additional life safety Code upgrades.

EXHIBIT B
USE PERMIT 2009-01
SITE PLAN



KRAZY K R.V. PARK
2075 ARENA DEL LOMA
CAMP VERDE. AZ.

Special Session DRAFT
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE 473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
THURSDAY JANUARY 08, 2015
6:30 PM

1. **Call to Order**

Chairman Davis called the meeting to order at 6:30 pm.

2. **Roll Call**
Chairman Davis, Commissioners Blue, Burnside, Freeman, Hisrich Norton and Parrish present.

Also Present: Community Development Director Mike Jenkins, Asst. Planner Jenna Owens and Recording Secretary Marie Moore.

3. **Pledge of Allegiance**
Commissioner Blue 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 11, 2014 – General Plan Work Session
   b. **Set Next Meeting, Date and Time:**
   February 05, 2015 Special Session

On a motion by Freeman, seconded by Blue, the commission passed the consent agenda unanimously.

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

Tom Pitts stated the Camp Verde Chamber of Commerce has been reinstituted and looks forward to working with the Commission in future events.

6. **Election of officers.**

Commission voted unanimously for the Chairman position to be filled by BJ Davis and the Vice Chairman position to be filled by Dave Freeman.

Chairman Davis explained that nominations needed to be made and they could accepted or denied.
Commissioner Blue nominated Chairman Davis to remain the Chairman of the Commission. Davis accepted the nomination.
Commissioner Parrish nominated Burnside for Vice Chairman. Burnside declined the nomination.
Commissioner Parrish nominated Freeman as Vice Chairman. Freeman accepted the nomination.

7. **Public Hearing, Discussion and possible Recommendation of approval (or denial) to Council on Use Permit 20140272, an application submitted by Steve & Marlys Parks owners of parcels 403-19-009, 9.26 acres & 404-17-027B, 8.37 acres for a total of 17.63 acres. The following existing uses are: 36 RV Spaces, 12 RV Storage spaces not to exceed 15 RV's located in Row 4 only, with no electrical, propane, or sewer hook-ups allowed. Clubhouse with retail sales for RV supplies, pool and laundry. Proposed new uses are: Converting existing Clubhouse into a residence. Change existing storage building into an office/check-in, (This building was an office in 2008) and a future Clubhouse. Use permit requested with no time limit. This property is located at 2075 N. Arena Del Loma.**

On a motion by Norton, seconded by Parrish, the commission unanimously recommends approval on Use Permit 20140272, an application submitted by Steve & Marlys Parks owners of parcels 403-19-009, 9.26 acres & 404-17-027B, 8.37 acres for a total of 17.63 acres.

The following existing uses are: 36 RV Spaces, 12 RV Storage spaces not to exceed 15 RV's located in Row 4 only, with no electrical, propane, or sewer hook-ups allowed. Clubhouse with retail sales for RV supplies, pool and laundry. Proposed new uses are: Converting existing Clubhouse into a residence. Change existing storage building into an office/check-in, (This building was an office in 2008) and a future Clubhouse. Use permit requested with no time limit. This property is located at 2075 N. Arena Del Loma.

1. **Staff Presentation**

   Asst. Planner Jenna Owens gave a brief history of the current use permit and overview of the application requested for a new Use Permit. Staff recommended approval of the application.

2. Declare **PUBLIC HEARING OPEN**
   Steve Parks addressed commission with a brief explanation as to their request.

3. Declare **PUBLIC HEARING CLOSED**

   Freeman commended the applicants on their great track record.
   Parrish commended the applicant on the appearance of the property.

   Davis inquired if new septic plumbing would be necessary. The applicant explained that there would not be.

There will be no Public input on the following items:

8. Commission Informational Reports:

None

9. Staff Comments

None

10. Adjournment

On a motion by Parrish, seconded by Freeman, the meeting adjourned at 6:50 pm.

Chairman B.J. Davis

Michael F. 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 Special Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 8th day of January, 2015. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ of _____, 2015.

Marie Moore, Recording Secretary