

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

1. **Call to Order**

Mayor German called the meeting to order at 6:30 pm.

2. **Roll Call**

Mayor German, Vice Mayor Bruce George, Councilors Baker, Gordon, German and Whatley present.
Councilor Jones-Murdock absent.

Also Present: Town Manager Russ Martin, Town Clerk Virginia Jones, Community Development Director Mike Jenkins, Asst. Planner Kendall Welch, Recording Secretary Marie Moore.

3. **Pledge of Allegiance**

Mayor German 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 Council requests.

a) Approval of the Minutes:

- 1) Work Session – October 14, 2015
- 2) Joint Council & Planning & Zoning Work Session—October 16, 2015
- 3) Council Manager Retreat – October 17, 2015

b) Set Next Meeting, Date and Time:

- 1) Wednesday, November 4, 2015 at 6:30 p.m. Regular Session
- 2) Wednesday, November 11, 2015 –CANCELLED – VETERANS DAY
- 3) Wednesday, November 18, 2015 at 6:30 p.m. Regular Session
- 4) Friday, November 20, 2015 at 8:00 a.m. Work Session – General Plan
- 5) Wednesday, November 25, 2015 at 6:30 p.m. Council Hears Planning & Zoning-CANCELLED

c) Possible award of separate, three-year, on-call consulting services agreement to 22 professional consultants in 9 categories of Civil Engineering, Surveying Services, Wastewater Treatment, Geotechnical & Construction, Traffic Engineering, Architectural Services, Environmental, Mechanical Engineering and Structural Engineering Request for Qualifications solicitation number 15-112. Staff Resource: Ron Long

d) POSSIBLE APPROVAL OF YAVAPAI COUNTY FLOOD CONTROL INTERGOVERNMENTAL AGREEMENT CHANGE ORDER NUMBER 1; RE-APPORTIONING OF THE FISCAL YEAR 2015-16 IGA FUNDING BY SPLITTING INTO THREE PROJECTS. STAFF RESOURCE: RON LONG

On a motion by George, seconded by Baker, the consent agenda was unanimously passed by Council with the exception of items 4 A (2), A (3) and 4 C as requested by Councilor Baker and Councilor German.

Regarding Item 4 A(2), Councilor Baker expressed that she would like for all or at least the majority of the Planning & Zoning Commissioners to be present during the joint work sessions so the Council can hear all of their opinions. Councilor Baker also indicated that the 8 am meeting time made it difficult for the public to attend which seemed to be counterproductive from what the Council and Commission are trying to accomplish.

Regarding Item 4 A(3), Councilor Baker stated that there was a member of the public present and participated during the last Council Manager Retreat that was not recorded in the minutes. Town Clerk Virginia Jones explained that members of the public are not included as present members of a meeting with in the recorded minutes. Councilor German conveyed that in previous Council Manager Retreat

minutes, members of the public have been mentioned and noticed in minutes.

Councilor German inquired about item 4 C and if the sewer district consultant was already hired. The Town Manager stated that there was not a current sewer district consultant and this process is similar to the Job Order Contract process that was previously approved by Council for contractors the Town may use when necessary. This process will simply eliminate the qualification process for engineers and would provide staff with a list of individuals easily accessible when needed but would not be used exclusively.

Councilor Gordon questioned the comprehensive liability and the monetary limit. The Town Manager stated he would check on that and report to Council with the information.

5. **Special Announcements and presentations:**

- **There are no special announcements**

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

7.

Bob Johnson apologized to Council for his behavior at the previous Council meeting. Mr. Johnson indicated that his actions were altered due to a side effect of some new medication he had been prescribed.

Tom Pitts notified Council of his resignation as the President of the Chamber of Commerce due to health matters and other obligations. Mr. Pitts assured Council members that he still supports the Chamber of Commerce and firmly believes the Town needs it.

8. **Quarterly Reports from the following Commissions/Boards**

- **Planning & Zoning Commission**
- **Board of Adjustments & Appeals**

Community Development Director Mike Jenkins presented an overview of the Planning and Zoning Commission and Board of Adjustments and Appeals for the quarter. Jenkins passed along Chairman Davis' apology for missing the meeting.

9. **Public Hearing, discussion, and possible approval of Resolution 2015-946, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on Use Permit 20150245, an application submitted by Mrs. Sue Mesa, agent for Mr. Ignacio M. Mesa, owner of parcel 404-13-013D, which is 10.09 acres. The property owner is requesting a Use Permit to allow for Agri-Tourism in a residential neighborhood zoned R-R (Residential-Rural) for the purpose of selling and operating a wine tasting room as authorized by Arizona Domestic Farm Winery License #13133013. Agri-Tourism is an allowed use under the R-R (Residential-Rural) District in the current planning and Zoning Ordinance with a Use Permit. The property is located at 4053 E State Route 260, in Camp Verde, Yavapai County, Arizona. Staff Resource: Michael Jenkins**

On a motion by German, seconded by Baker Council unanimously approves the Resolution 2015-946, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on Use Permit 20150245, an application submitted by Mrs. Sue Mesa, agent for Mr. Ignacio M. Mesa, owner of parcel 404-13-013D, which is 10.09 acres. The property owner is requesting a Use Permit to allow for Agri-Tourism in a residential neighborhood zoned R-R (Residential-Rural) for the purpose of selling and operating a wine tasting room as authorized by Arizona Domestic Farm Winery License #13133013. Agri-Tourism is an allowed use under the R-R (Residential-Rural) District in the current planning and Zoning Ordinance with a Use Permit. The property is located at 4053 E State Route 260, in Camp Verde, Yavapai County, Arizona. With the following stipulations as recommended by the Planning and Zoning Commission:

- **Per the Arizona Department of Transportation (ADOT), should the use increase, additional improvements at the entrance may be required.**
- **Per the Camp Verde Fire District, should the entry gate be locked after closing then a Knox Box will be required.**
- **Per the Camp Verde Fire District, provide suction water pipe at an accessible location and supply adequate water supply for fire protection.**
- **Per the Building Official, as a condition of the Use Permit approval for Clear Creek Vineyard and Winery LLC a Commercial Tenant Improvement Building Permit Application along with As-Built Plans will be required by the Building Division in order to change the use and occupancy of the existing Residential Barn (Group U Occupancy) into a Commercial Wine Testing Room (Group A-2 Occupancy) and the Certificate of Occupancy from the Building Division will not be issued until this item has been completed.**
- **This Use permit shall be in perpetuity.**

Community Development Director Mike Jenkins explained the intent of the application is to obtain a use permit for agri-tourism. Jenkins gave a brief overview of the applicants and staffs actions in preparation to receive the permit. There were no responses from the public regarding the application.

Jenkins described the logistics of the property and pond located on the property and the agreement with the fire department regarding the replacement of the required fire hydrant.

Jenkins read the stipulations recommended by Commission for Councils consideration.

Brad Gordon stated that he felt it was a great idea but was concerned regarding the fact that a well was not represented on the map of the property because ADEQ would need to know any existing wells when considering the septic installation. The applicant explained the property is serviced by Verde Lakes Water and there is a non-working well on the property by ADEQ would be notified as required.

Bruce George indicated he was in favor of the approval of the application.

Councilor German requested clarification for the 6 month condition by building official. Jenkins explained that once a certificate of occupancy is received that building can be used until a new building is constructed.

Applicant Sue Ignacio indicated that they are currently working on the requirements for the Certificate of Occupancy and those matters should be under control quickly.

Tom Pitts indicated that he has vast experience with wineries in the area and feels that approving the application will be a benefit to the town in many ways.

Council Baker questioned staff regarding the fire district and the required turn around and questioned where there was an area on the property that large. Baker acknowledged that there is room for negotiation with in the matter with the fire department. Jenkins explained that the requirement actually relates to the fact that if the area is more than a certain distance from the access point they have to meet those requirements but the applicants meet the requirements and therefore doesn't apply.

Mayor German commended the applicant on the matter of the fire hydrant requirement in use to the matter of the pond accessibility.

Councilor German questioned how soon the certificate of occupancy will be given to the applicants. Mike Jenkins indicated that would depend on how quickly the applicants meet the requirements and once approved it will be issued immediately.

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

Tom Pitts passed out a flyer printed by the chamber for the Camp Verde trunk or treat.

11. **Council Informational Reports.**

Councilor Baker stated that the Town needed to participate with other Cities and Towns in seeking a resolution to State Legislature to request NACOG restore HURF funding. Baker stated she gave a book on Area Agency Aging to the Town Clerk.

Mayor German informed Council Members of a conference in Phoenix on energy/solar and new businesses in AZ on Saturday from 8 am to 5 pm. Neither the Mayor nor Vice Mayor are able to attend, therefore, he encouraged other councilors to attend to represent the Town.

Mayor German stated he went to Sierra Vista for a seminar on water treatment for waste and flood waters and received information that will be helpful for our area regarding recharging of the aquifer and managing flood water.

Vice Mayor George attended an all day aging conference on the 15th and brought back ideas that he would like to pass along Council. George apologized for missing the last meeting with a video call due to his extreme degree of illness.

12. **Manager/Staff Report**

Town Manager Russ Martin reminded Council members of the Trunk or Treat on Saturday, October 31, 2015 at 5:00 pm to hand out candy. Martin also expressed that Interstate Tire and Auto is repairing the Town van that experienced mal-function on the Mayors trip.

- **Reminder: Open Meeting Law Presentation by Kathryn Marquoit for the Office of the Arizona Ombudsman. Meeting will be held at 9:00 a.m. on Friday, November 13, 2015 at 473 South Main Street, Suite 106, Camp Verde, sponsored by the Verde Natural Resource Conservation District. Council and public is invited.**

13. **Adjournment**

The meeting adjourned at 7:40 p.m.

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 Council Meeting of the Town of Camp Verde, Arizona, held on October 28, 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, Town Clerk