

**TOWN OF CAMP VERDE**  
**JOINT WORK SESSION**  
**MAYOR AND COUNCIL**  
**&**  
**PLANNING AND ZONING COMMISSION**  
**473 S MAIN STREET, SUITE 106**  
**WEDNESDAY, FEBRUARY 22, 2017 at 5:30 P.M.**

**1. Call to Order**

Mayor German called the meeting to order at 5:30 p.m.

**2. Roll Call**

Mayor Charles German, Vice Mayor Jessie Murdock, Councilor Robin Whatley, Councilor Brad Gordon, Councilor Jackie Baker, Councilor Buck Buchanan and Councilor Dee Jenkins.

Planning & Zoning Commission members, Chairman B.J. Davis, Vice Chairman Teresa Helm, Dave Freeman (5:33), Greg Blue, and Dennis Willis and Jim Hisrich are present. Chip Norton was absent.

**Also Present**

Community Director Carmen Howard, Planner Melinda Lee, Town Manager Russ Martin, Intern Jessica Panitz, Economic Development Director Steve Ayers, Building Official Robert Foreman, Town Clerk Virginia Jones and Recording Secretary Jennifer Shilling.

**3. Pledge of Allegiance**

Mayor German led the Pledge.

Mayor German took a point of Personal Privilege. He asked Economic Development Director Steve Ayers to share a project that is a joint effort with the Yavapai Apache Nation. Mr. Ayers explained this is probably the first joint project that has been done with the Nation. A talented Canadian Map Maker put together a map of the area highlighting the outdoor recreational areas. These maps can be reproduced on a smaller scale and used throughout the community. The Yavapai Apache Nation will be doing the printing. The artist was so excited about how the map came out that he will be submitting his work into International Cartography Map Contest.

**4. Discussion, consideration and possible direction to staff regarding potential upcoming projects and code amendments to include, but not limited to, improving development processes with the use of a PAD/PUD Overlay District, The Sign Code, Manufacturing Homes & RV Park Zoning, Public Land/Community Facility Zoning Districts, Private Road Standards, Development Performance Standards, Cargo Containers, Group Homes, Accessory Dwelling Units, Tiny Homes and International Dark Skies Designation.**

Community Development Director, Carmen Howard explained that she has been working with the Town a few months now and would like to ensure that the Community Development Department is pursuing objectives in alignment with the Town. Staff would like to discuss and get direction relating to the following topics.

**International Dark Skies Designation-** Economic Development Director Steve Ayers- the Town has talked for years about getting the International Dark Skies Designation. There are a few minor

changes that need to be done to the code to make it up to compliance. For example, there is currently no Engineering Standard for when you need a street light and illumines need to be designated between residential and commercial. Community Development Director, Carmen Howard gave kudos for those who originally wrote the dark skies ordinance. It is well written and well developed.

Councilor Gordon asked how the signs along the freeway will be affected by this code. Mr. Ayers explained the Town has no jurisdiction over the Nation or ADOT. Ms. Howard explained the current Town Code requires businesses to turn off their lights at close of business or 10 pm. Currently there are no illumine limits. Councilor Gordon asked if the Town would allow electronic billboards. Ms. Howard explained there is a size limit for signs in the Town.

Chairman B.J. Davis asked if there would be any changes to the existing Dark Skies Ordinance in any major way. Mr. Ayers explained the Current Lighting Code is written to speck in 2011. Some restrictions are no longer in place so there will be minimal changes.

Members talked about Agriculture Projects and how the lights needed at night might affect the ordinance. Mr. Ayers will look into this.

Councilor Gordon said the Observatory is also concerned about the color of lights. Mr. Ayers says this is the Calvin Rating which refers to the color of light. The Calvin Rating is not addressed in the old code, and this number will need to be put in.

Building Official Robert Foreman stated the agriculture building on Hwy 260 does have indoor shading and temp control.

Mayor German asked about how a scrolling sign would be acceptable. There was discussion in the past to place one on the end of the Town Building as well as one on the library. Ms. Howard explained scrolling signs are currently not allowed unless it is inside a window. Electronic signs are allowed as long as it's not moving and distracting. Ms. Howard would like to have a focus group meeting with business owners to get good sign code amendments.

**Tiny Homes-** Building Official Robert Foreman explained there is a lot of misconceptions about tiny homes. If a home is on wheels it is considered an RV. RV's were only designed to be a temporary residence. The rate of fire growth is 5 times what it was a couple of decades ago. There is a proposed appendix addition to the 2018 International Residential Code. It may/may not be adopted by the ICC Code Council. He has recommended Camp Verde use a 6-year code cycle adoption instead of a 3-year code cycle adoption because of cost and staffing trying to keep up with rapid changes. Tiny homes are required to comply with local building codes. Mr. Foreman stated that under the current code today, someone could build a structure as small as 250 sq. ft. as a single family residence and fixed to ground. If legislation has passed a new state law, Mr. Foreman might have to look at doing a specific section for tiny homes.

Community Development Director, Carmen Howard would like the Development Office to be a one stop shop and be all things development. They ship out plans for other agency review to be able to get projects done. She really appreciates the staff. Some of the future projects the office will be working on is the annexation of waste treatment plant. Part of it is in the County and part of it is in the Town. It needs to be rezoned. There are a lot of nonconforming parcels in the Town of Camp Verde. Zoning Districts need to be cleaned up and are confusing. On Earth Day the Code Enforcement Department and Public Works Department will provide Verde Lakes with some dumpsters to clean up their community. Earth Day is April 22nd & 23rd. Ms. Howard has been

working with code development relating to changes to simplify process and make it easier to come in door and get projects done.

**PAD/PUD Overlay District-** Community Director Carmen Howard explained the difference of a PAD Overlay Zoning District (PAD) and a Planned Unit Development (PUD). The current Zoning District is a PUD. It has a minimum acreage requirement and a residential requirement. Staff would like to remove these two requirements to allow smaller developments the benefit of this type of planning tool and flexibility to allow the overlay in residential, commercial and industrial districts.

Councilor Baker stated that she appreciates Ms. Howard's recommendations and the great explanation of how this change can allow more flexibility that we need to address so that we have good plans. Mayor German feels like this addresses a problem that has existed for awhile. People want things to be done right but allow flexibility. Chairman Davis asked if the underlying existing zoning remain. Ms. Howard stated this is in conjunction with the zoning as an overlay. Chairman Davis asked what happens to the underlying zoning if in the future if it is not developed. Ms. Howard explained there is a time period and reviewed how the Preliminary Development Plan works. Chairman Davis thinks it's a great idea and there shouldn't be any reason not to use the PAD/PUD process. Mayor German asked that when this comes back, he would like for the safety features be put in there.

**The Sign Code-** Community Director Carmen Howard explained a recent Supreme Court's decision stated that nothing relating to content can be put into the Sign Code. This means about two pages will have to come out of the current code. This is a good time to make other changes. Business owners and the public will have a chance to give their input. Councilor Baker thinks the input will be helpful.

**Cargo Containers,** Yavapai County has made changes to their code, added performance standards. Currently allows if they are engineered for a specific use. Ms. Howard would like Council to consider putting Performance Standards in place. Mr. Foreman stated that these containers are designed to stack on top of each other. If they are used as a shed, he has no problem with door and a window be added for ventilation. If its habitable, it needs to be engineered for such. Chairman Davis asked if there would be an objection for using them as a shop. Mr. Foreman said then electrical would need to be added which it would need to be engineered for a specific use. Mayor German would like to provide the people with the opportunity, if they wanted to. Right now current owners are using them for just storage. Members wouldn't want to impose the cost of engineering on someone who wants to use it as a shed. Councilor Whatley stated the problem is neighbors who wants to use it, but other neighbors would like to live in a place that is nice. Mr. Foreman says Performance Standard would help with this by limiting the size and only allowing one. Violations have been issued. Chairman Davis says a reasonable code needs to be written to give the homeowner an option. Members decided to wait until there is an ordinance before enforcing the current code.

**Manufactured Homes & RV Park Zoning-** These homes are currently only in town with a Use Permit. Ms. Howard recommends put in appropriate zoning district. Councilor Whatley stated this is long overdue. She thinks it would be better for homeowners to be put in permanent zone instead of with a Use Permit. Commissioner Hisrich stated that RV Parks weren't designed to be a permanent residence. There should be a designation between long term and short term. Manufacturers state it is not designed for long term residence. Ms. Howard explained that the state says a municipality cannot regulate the length of time someone can rent out their home and cannot prohibit short term rentals. Councilor Baker questioned if it had been approved for people to live in RV's for work related jobs. Mr. Foreman stated the manufacture code trumps building codes. Open building

permits allow people to live in an RV while the home is being built. Mr. Foreman thought about putting an age limit on a manufactured home. Councilor Buchanan suggested they could put it into code that it needs to be inspected by home inspector.

**Accessory Dwelling Units-** Guest houses are allowed in all zoning districts as long as they don't have a stove. Staff finds that this leads to the addition of stoves after the final inspection. Staff suggests there are other methods of regulating guest homes that makes more sense, such as putting a maximum size on it, single driveways and placing it a measured distance from the main house. Chairman Davis is in agreement with this recommendation but asked how could you regulate someone not renting it to a nonfamily member. You could regulate it if it falls in the single family zoning district. Councilor Whatley advised she likes limiting them to a single driveway and distance between the two houses.

**Public Land/Community Facility Zoning Districts-** Suggests a zoning district specifically for uses such as schools, and a variety of public and quasi-public institutions and facilities which generally serve the community. Uses such as parks, school, government facilities and maintenance facilities. Current public uses are allowed with a use permit. Staff suggests creating a zoning district specific to these uses rather than an onerous use permit process. Mayor German asked how this would affect the general plan. Ms. Carmen stated there would not be anything that would be against the general plan. Chairman Davis suggests wording it appropriately and make it compatible. Councilor Gordon asked about including halfway and rehab houses. Ms. Howard said halfway and rehab homes are not considered a community facility.

**Private Access Road Standards-**Recent residential parcel splits and interest in development has brought attention to the fact that the Town Code and Fire Code, Private Road Standards are in conflict with each other. Staff proposes to amend Town Code to ensure these standards are in alignment. Town Manager Russ Martin stated this is trying to balance the need of public safety and meeting the fire code. Councilor Murdock asked what is the maintenance suggestion on a new road. Ms. Howard stated they required to have a road maintenance agreement, in place and be recorded.

**Development Performance Standards-**Staff would like direction relating to commercial parking areas. Currently, Town Code requires rolled, dust free and all weather surfaces (gravel). Staff proposes this standard be heightened to permanent dust free pavement. Chairman Davis asked if this is being recommended for all Zone Districts. Ms. Howard stated mostly for the Commercial Projects. Chairman Davis says if public accesses it a lot then maybe. Take a look at specific zone areas that it might benefit. Members decided to think about drainage and safety vehicles. Direction to staff is to leave it up to the developer.

**Group Homes-**Town Code has no provisions for Group Homes. Recent issues have surfaced, specifically with Sober Living Homes in Prescott. Staff requests direction relating to this use. Federal law relating to Fair Housing Act makes it so that it's a blanket, no touching anything relating to handicap. Handicap is viewed very broadly. Members discussed what is happening with the homes in Prescott. Chairman Davis asked how urgent is this matter, is there another city to look at. Ms. Howard explained it's not so urgent yet and it is specifically in Prescott right now. Councilor Gordon would like to put something in place before there is a problem. Chairman Davis would like Carmen to do more research. Councilor Whatley said to watch Prescott. Mayor German would like to see what is happening in valley.

Town Manager Russ Martin took an opportunity to introduced the new Planner, Melinda Lee and the Intern Jessica Panitz . If any member has questions please don't hesitate to ask.

Mayor German indicated that if any Council Member wished to car pool to the Intergovernmental Meeting on Thursday that will be leaving Town Hall at 4:45 p.m., and reminded Council of Trash pickup on Saturday starting at 8:00 a.m. unless it is raining.

5. **Adjournment**

Without objection, Mayor adjourned the meeting at 7:47 p.m.

  
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Charles German, Mayor

  
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Jennifer Shilling, 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 Joint Work Session Mayor and Common Council of the Town Council and Planning and Zoning Commission of Camp Verde, Arizona, held on February 22, 2017. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 16 day of March, 2017.

  
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Virginia Jones – Town Clerk