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**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MARCH 20, 2024 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/84375754786?pwd=U2c4SkUyMzJMT0tsZGtuWG5KMEp6QT09>

one Tap Mobile: 1-253-215-8782 or 1-346-248-7799

Meeting ID: 843 7575 4786

Passcode: 794764

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

1. **Call to Order**
2. **Roll Call.** Council Members Jackie Baker, Wendy Escoffier, Cris McPhail, Jessie Murdock, Robin Godwin, Vice Mayor Marie Moore, and Mayor Dee Jenkins.
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be approved by one motion 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) Special Session – March 6, 2024 at 5:00 p.m. Page 5
 - b) **Set Next Meeting, Date and Time:**
 - 1) Special Session – Wednesday March 27, 2024 at 5:30 p.m.
 - 2) Special Session – Wednesday April 3, 2024 at 5:00 p.m.
 - 3) Regular Session – Wednesday April 3, 2024 at 6:30 p.m.
 - 4) Executive Session – Friday April 5, 2024-time to be determined
 - 5) Special Budget Session – Wednesday April 10, 2024 at 5:30p.m.
 - 6) Regular Session – Wednesday April 17, 2024 at 6:30 p.m.
 - c) **Possible approval of Intergovernmental Agreement with Drug Enforcement Administration (DEA) and Camp Verde Marshal's Office.** Staff Resource: Town Marshal Corey Rowley Page 7
5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body,

may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

6. **Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai-Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation.
7. **Special Announcements and Presentations:**
 - **Proclamation declaring Saturday, April 13, 2024 as Camp Verde's Arbor/Earth Day Celebration 2024.** Staff Resource: Economic Development Director Molly Davies Page 13
8. **Public Hearing followed by Discussion, Consideration and Possible Approval for a Class 9 (Liquor Store) Liquor License Application #273281 for Smoke Express located at 348 S Main Street Suite 6B, Camp Verde, AZ 86322. Owner Ankit Patel.** Staff Resource: Acting Town Clerk Virginia Jones Page 15
 - **Staff Comments**
 - **Public Hearing Open**
 - **Public Hearing Closed**
 - **Council Discussion**
9. **Discussion, consideration and possible award for Design Services for the Town of Camp Verde Wayfinding Project to Guide Studio in the amount of \$52,720.00** Staff Resource: CIP Project Manager Martin Smith Page 21
10. **Discussion, consideration and possible direction to staff regarding how to proceed with the Sports Complex Concession/Restroom facility construction.** Staff Resource: CIP Project Manager Martin Smith Page 63
11. **Public Hearing followed by discussion, consideration, and possible approval of Ordinance 2024-A489, an Ordinance of the Mayor and Common Council for a Zoning Map Change from C2-PAD (Commercial: General Sales and Service – Planned Area Development) to C2-4 (Commercial: General Sales and Service – 4,000 square foot minimum lot size) for approximately 0.42 acres, specifically described in Exhibit A (APN 404-28-063J), located at 27 West Head Street, Town of Camp Verde, Yavapai, Arizona.** Staff Resource: Community Development Director John Knight Page 139

- Staff Comments
- Public Hearing Open
- Public Hearing Closed
- Council Discussion

12. **Public Hearing followed by discussion, consideration and possible approval of Ordinance 2024-A490, and Ordinance of the Mayor and Common Council for a Zoning Map Change from RR-2A (Rural Residential; 2 acre minimum to C2-4 (Commercial: General Sales and Service; 4000 square foot lot size minimum) for approximately 23.34 acres, specifically described in Exhibit A (APN 403-20-007R). generally located on the North side of West State Route 260 and Horseshoe Bend.** Staff Resource: Community Development Director John Knight Page 167

- Staff Comments
- Public Hearing Open
- Public Hearing Closed
- Council Discussion

13. **Discussion, consideration and possible approval to adopt the FY25-30 Strategic Plan.** Staff Resource: Acting Manager Gayle Mabery Page 209

14. **Adjournment**

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the purpose of discussion or consultation for legal advice with the Town Attorney as permitted by A.R.S. § 38-431.03(A)(3). Any other executive sessions will be separately included on the agenda above if an executive session will be held at the meeting.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. Pursuant to Town Code, Section 2-3-7.1 the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline of 10:00 p.m. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 03-14-2024 at 4:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Virginia Jones

Virginia Jones, Deputy Town Clerk

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**DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MARCH 6, 2024 AT 5:00 P.M.**

Note: Council may attend the meeting in person or by telephone or video conferencing.

1. Call to Order

Mayor Jenkins called the meeting to order at 5:00 p.m.

Others Present: Water Attorney Steve Wene, Town Attorney Trish Stuhan, Utilities Director Jeff Low and Acting Town Clerk Virginia Jones

- 2. Roll Call.** Council Members Jackie Baker, Wendy Escoffier, Cris McPhail, Jessie Murdock, Robin Godwin, Vice Mayor Marie Moore, and Mayor Dee Jenkins

3. Pledge of Allegiance

Councilor Murdock Led the Pledge of Allegiance.

- 4. Discussion regarding the Town's Water Rights Claims and the Yavapai Apache Nation Water Settlement Agreement by Attorney Steve Wene, Moyes, Sellers & Hendricks.** Note: The Council may convene in executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the attorney or attorneys of the public body; or pursuant to A.R.S. § 38-431.03(A)(6) for discussion, consultation or consideration for international and interstate negotiations or for negotiations by the town, or its designated representatives, with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city or town.

On a motion by Vice-Mayor Moore seconded by Councilor McPhail, Council voted unanimously to go into Executive Session for Discussion regarding the Town's Water Rights Claims and the Yavapai Apache Nation Water Settlement Agreement by Attorney Steve Wene, Moyes, Sellers & Hendricks.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye

Recessed into Executive Session at 5:04 p.m.

Reconvened Special Session at 6:09 p.m.

5. Adjournment

Without objection Mayor Jenkins adjourned the meeting at 6:09 p.m.

Mayor Dee Jenkins

Acting Town Clerk Virginia Jones

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 Session of the Town Council of Camp Verde, Arizona, held on March 6, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2024.

Virginia Jones, Acting Town Clerk



Agenda Item Submission Form – Section I

Meeting Date: March 20, 2024

- ☒ Consent Agenda ☐ Decision Agenda ☐ Executive Session Requested
☐ Presentation Only ☐ Action/Presentation ☐ Work Session

Requesting Department: CVMO

Staff Resource/Contact Person: Marshal Corey Rowley

Agenda Title (be exact): IGA Agreement with DEA Taskforce

List Attached Documents: IGA Agreement and email from Risk Management

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews and comments Completed by:

☒ Town Manager: _____ ☒ Department Head: _____

☒ Town Attorney Comments: _____

☒ Risk Management: _____

☐ Finance Department
Fiscal Impact: _____
Budget Code: _____ Amount Remaining: _____
Comments: _____

Background Information: Increased trafficking of narcotics in Camp Verde resulted in requesting assistance from the DEA.

Recommended Action (Motion): To approve the IGA with CVMO & DEA.

Instructions to the Clerk: Receive signatures from required personnel.

PROGRAM - FUNDED STATE AND LOCAL TASK FORCE AGREEMENT

This agreement is made this ____ day of _____ 2024, between the United States Department of Justice, Drug Enforcement Administration (hereinafter "DEA"), and the **Camp Verde Marshal's Office, ORI#AZ0131300** (hereinafter "parent agency"). The DEA is authorized to enter into this cooperative agreement concerning the use and abuse of controlled substances under the provisions of 21 USC § 873.

WHEREAS there is evidence that trafficking in narcotics and dangerous drugs exists in the state of Arizona area and that such illegal activity has a substantial and detrimental effect on the health and general welfare of the people of Arizona, the parties hereto agree to the following:

1. The **Flagstaff Task Force** will perform the activities and duties described below:
 - a. disrupt the illicit drug traffic in the Arizona area by immobilizing targeted violators and trafficking organizations;
 - b. gather and report intelligence data relating to trafficking in narcotics and dangerous drugs; and,
 - c. conduct undercover operations where appropriate and engage in other traditional methods of investigation in order that the task force's activities will result in effective prosecution before the courts of the United States and the state of Arizona.
2. To accomplish the objectives of the Flagstaff Task Force, the parent agency agrees to detail **one (1)** experienced officers to the Flagstaff Task Force for a period of not less than two years. During this period of assignment, the parent agency officers will be under the direct supervision and control of DEA supervisory personnel assigned to the task force.
3. The parent agency officers assigned to the task force shall adhere to DEA policies and procedures. Failure to adhere to DEA policies and procedures shall be grounds for dismissal from the task force.
4. The parent agency officers assigned to the task force shall be deputized as task force officers of DEA pursuant to 21 USC § 878.
5. To accomplish the objectives of the Flagstaff Task Force, DEA will assign six (6) special agents to the task force. The parent agency agrees to provide and maintain a vehicle for use for each of its assigned task force officers. DEA will also, subject to the availability of annually appropriated funds or any continuing resolution thereof, provide necessary funds and equipment to support the activities of the DEA special agents and parent agency officers assigned to the task force. This support will include: office space, office supplies, travel funds, funds for the purchase of evidence and information, investigative equipment, training, and other support items.

6. During the period of assignment to the Flagstaff Task Force, the parent agency will remain responsible for establishing the salary and benefits, including overtime, of the officers assigned to the task force, and for making all payments due them. DEA will, subject to availability of funds, reimburse the parent agency for overtime payments. Annual overtime for each state and local law enforcement officer is capped at the equivalent to 25% of the salary of a GS-12, step 1, of the general pay scale for the rest of the United States. Reimbursement for all types of qualified expenses shall be contingent upon availability of funds and submission of a proper request for reimbursement which shall be submitted monthly or quarterly on a fiscal year basis, and which provides the names of investigators who incurred overtime for DEA during invoiced period, the number of overtime hours incurred, the hourly regular and overtime rates in effect for each investigator, and the total cost for the invoiced period. The parent agency will bill overtime as it is performed and no later than 60 days after the end of each quarter in which the overtime is performed. ***Note: Task Force Officer's overtime shall not include any costs for benefits, such as retirement, FICA, and other expenses.***
7. In no event will the parent agency charge any indirect cost rate to DEA for the administration or implementation of this agreement.
8. The parent agency shall maintain on a current basis complete and accurate records and accounts of all obligations and expenditures of funds under this agreement in accordance with generally accepted accounting principles and instructions provided by DEA to facilitate on-site inspection and auditing of such records and accounts.
9. The parent agency shall permit and have readily available for examination and auditing by DEA, the United States Department of Justice, the Comptroller General of the United States, and any of their duly authorized agents and representatives, any and all records, documents, accounts, invoices, receipts or expenditures relating to this agreement. The parent agency shall maintain all such reports and records until all audits and examinations are completed and resolved, or for a period of six (6) years after termination of this agreement, whichever is later.
10. The parent agency shall comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, as amended, and all requirements imposed by or pursuant to the regulations of the United States Department of Justice implementing those laws, 28 C.F.R. Part 42, Subparts C, F, G, H and I.
11. The parent agency agrees that an authorized officer or employee will execute and return to DEA the attached OJP Form 4061/6, *Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements*. The parent agency acknowledges that this agreement will not take effect and no federal funds will be awarded to the parent agency by DEA until the completed certification is received.

12. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, the parent agency shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with federal money and (2) the dollar amount of federal funds for the project or program.
13. The term of this agreement shall be effective from the date in paragraph number one until September 30, 2026. This agreement may be terminated by either party on 30 days' advance written notice. DEA's support to the task force, including reimbursement of overtime, is subject to the availability of funds on a fiscal year basis (October 1 through September 30 of the next year). Billing for all outstanding obligations must be received by DEA within 60 days of the end of the fiscal year or within 60 days of the date of termination of this agreement. DEA will be responsible only for obligations incurred by parent agency during the term of this agreement on a fiscal year basis, subject to the availability of funds.

For the Drug Enforcement Administration:

Cheri A. Oz, Special Agent in Charge
Phoenix Field Division

Date

For the Camp Verde Marshal's Office:

Corey L. Rowley
Town Marshal

Date



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Department and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The dangers of drugs abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site (s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, country, state, zip code)

DEA Arizona Offices

Check ☐ if there are workplace on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in connection any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



Agenda Item Submission Form – Section I

Meeting Date: March 20, 2024

- ☐ Consent Agenda ☐ Decision Agenda ☐ Executive Session Requested
☐ Presentation Only ☒ Action/Presentation ☐ Work Session

Requesting Department: Economic Development

Staff Resource/Contact Person: Molly Davies and Diane Scantlebury (Tree Advisory Committee)

Agenda Title (be exact): Proclamation Declaring Saturday, April 13, 2024 as Camp Verde’s Arbor/Earth Day Celebration 2024

List Attached Documents: Proclamation

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews and comments Completed by:

- ☐ Town Manager: Gayle Mabery ☒ Department Head: Molly Davies
☐ Town Attorney Comments: _____
☐ Risk Management: _____
☐ Finance Department
Fiscal Impact: _____
Budget Code: N/A Amount Remaining: _____
Comments: _____

Background Information: Annually the Town issues such a proclamation to demonstrate its commitment to improving and managing our tree resources. Further, issuing such a proclamation is part of the Town’s “Tree City USA” designation requirement.

Recommended Action (Motion): Proclamation Declaring Saturday, April 13, 2024 as Camp Verde’s Arbor/Earth Day Celebration 2024

Instructions to the Clerk:



PROCLAMATION
Designating April 13, 2024, as
ARBOR/EARTH DAY

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees; and

WHEREAS, Arbor Day is now observed at various times of the year throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil due to wind and water, cut heating and cooling costs, moderate temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource that increase property values, enhance economic vitality, and create more livable communities; and

WHEREAS, trees, where properly planted, are a source of joy and community pride.

NOW, THEREFORE, The Mayor and Common Council of the Town of Camp Verde urge all citizens to care for our urban forest, to support our town's ongoing commitment to improving and managing our tree resources and commits to planting one celebratory tree to commemorate the concurrent celebration of Arbor Day and Earth Day with Yavapai-Apache Nation. The Camp Verde Town Council hereby proclaims April 13, 2024, as Camp Verde's Arbor/Earth Day Celebration with the Yavapai-Apache Nation.

Passed and approved by a majority vote of the Common Council at the Regular Session of March 20, 2024.

Dee Jenkins, Mayor

Date

Attest:

Virginia Jones, Deputy Town Clerk



Agenda Item Submission Form – Section I

Meeting Date: March 20, 2024

- ☐ Consent Agenda
- ☒ Decision Agenda
- ☐ Executive Session Requested
- ☐ Presentation Only
- ☐ Action/Presentation
- ☐ Pre-Session Agenda

Requesting Department: Town Clerk

Staff Resource/Contact Person: Virginia Jones

Agenda Title: Public Hearing followed by Discussion, Consideration and Possible Approval for a Class 9 (Liquor Store) Liquor License Application #273281 for Smoke Express located at 348 S Main Street Suite 6B, Camp Verde, AZ 86322. Owner Ankit Patel

- Staff Comments
- Public Hearing Open
- Public Hearing Closed
- Council Discussion

List Attached Documents: Copy of Application, Local Governing Body Recommendation

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by: N/A

- ☒ **Department Head:** Virginia Jones
- ☐ **Town Attorney Comments:** N/A
- ☐ **Finance Department N/A**
Fiscal Impact: None
Budget Code: N/A **Amount Remaining:** _____
Comments: _____

Background Information

Staff received a liquor license application on 02-21-2024, and posted the necessary paper work for 20 days as required by state law. All fees associated with the application have been paid. Staff has not received any comments or concerns from the public regarding the application.

Recommended Action (Motion):
Approve a Class 9 (Liquor Store) Application # 273281 for Smoke Express located at 348 S Main Street Suite 6B, Camp Verde, AZ 86322. Owner Ankit Patel

Instructions to the Clerk: Process application and send to Department of Liquor License

Camp Verde
273281

Local Governing Body Report

LICENSE

AGENT

OWNER

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Name:
ANKIT PATEL

Title:
Member

% Interest: 100.00

SMOKE SHOP EXPRESS LLC - Member

Name: ANKIT PATEL
Gender: Male
Correspondence Address: [REDACTED]
CLARKDALE, AZ 86124
USA

Phone: [REDACTED]
Alt. Phone:
Email: [REDACTED]

APPLICATION INFORMATION

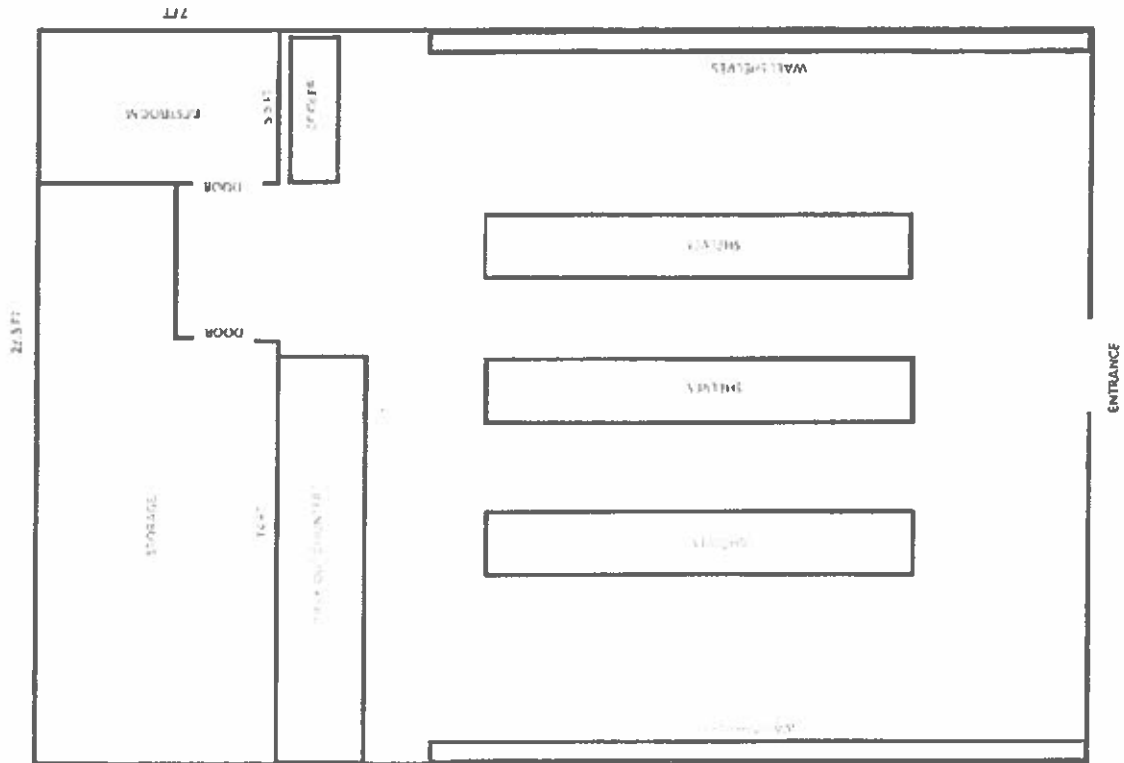
Application Number: 273281
Application Type: New Application
Created Date: 12/20/2023

QUESTIONS & ANSWERS

009 Liquor Store

- 1) Are you applying for an Interim Permit (INP)?
No
- 2) Provide name, address, and distance of nearest school.
(If less than one (1) mile note footage)
ARIZONA JR/SR HIGH SCHOOL
452 FINNIE FLAT RD CAMP VERDE AZ 86322 - 2640 FEET
- 3) Are you one of the following? Please indicate below.
Property Tenant
Subtenant
Property Owner
Property Purchaser
Property Management Company
PROPERTY TENANT
- 4) Is there a penalty if lease is not fulfilled?
Yes
What is the penalty?
\$10,000.00
- 5) Is the Business located within the incorporated limits of the city or town of which it is located?
Yes
- 6) What is the total money borrowed for the business not including the lease?
Please list each amount owed to lenders/individuals.
NONE
- 7) Are there walk-up or drive-through windows on the premises?
No
- 8) Does the establishment have a patio?
No
- 9) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
No

24 FEB 14 1445, U.C. 801103



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Agenda Item Submission Form – Section I

Meeting Date:

- ☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested
☐ Presentation Only ☐ Action/Presentation ☐ Work Session

Requesting Department: Public Works

Staff Resource/Contact Person: Martin Smith, CIP Project Manager & Molly Spangler, Economic Development Director

Agenda Title (be exact): Discussion, Consideration, and Possible Award for Design Services for the Town of Camp Verde Wayfinding Project to Guide Studio in the amount of \$52,720.

List Attached Documents: Guide Studio Proposal, Overall Scoring

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 minutes

Reviews and comments Completed by:

- ☒ Town Manager: Gayle Mabery ☒ Department Head: Ken Krebs
☐ Town Attorney Comments: _____
☐ Risk Management: _____
☐ Finance Department
Fiscal Impact:
Budget Code: 21-170-20-804000 Amount Remaining: \$172,234 (ARPA)
Comments:

Background Information: At the December 20, 2023 regular meeting staff was directed to proceed with a request for proposals for the design and implementation of the Town's wayfinding signage project. Staff initiated an open bid process soliciting proposals from organizations with experience in designing municipal wayfinding programs. As a result of this solicitation the Town received six (6) proposals. A committee was assembled to individually evaluate and score each proposal then meet as a group to obtain an overall score for each proposal and discuss the experience of each organization. Of the six proposals, Guide Studio was the overall pick for each member of the committee. Their vast experience, overall presentation of their proposal, and cost were determining factors in choosing Guide Studio for this project. Staff feels that this organization will be an exceptional fit for this project.

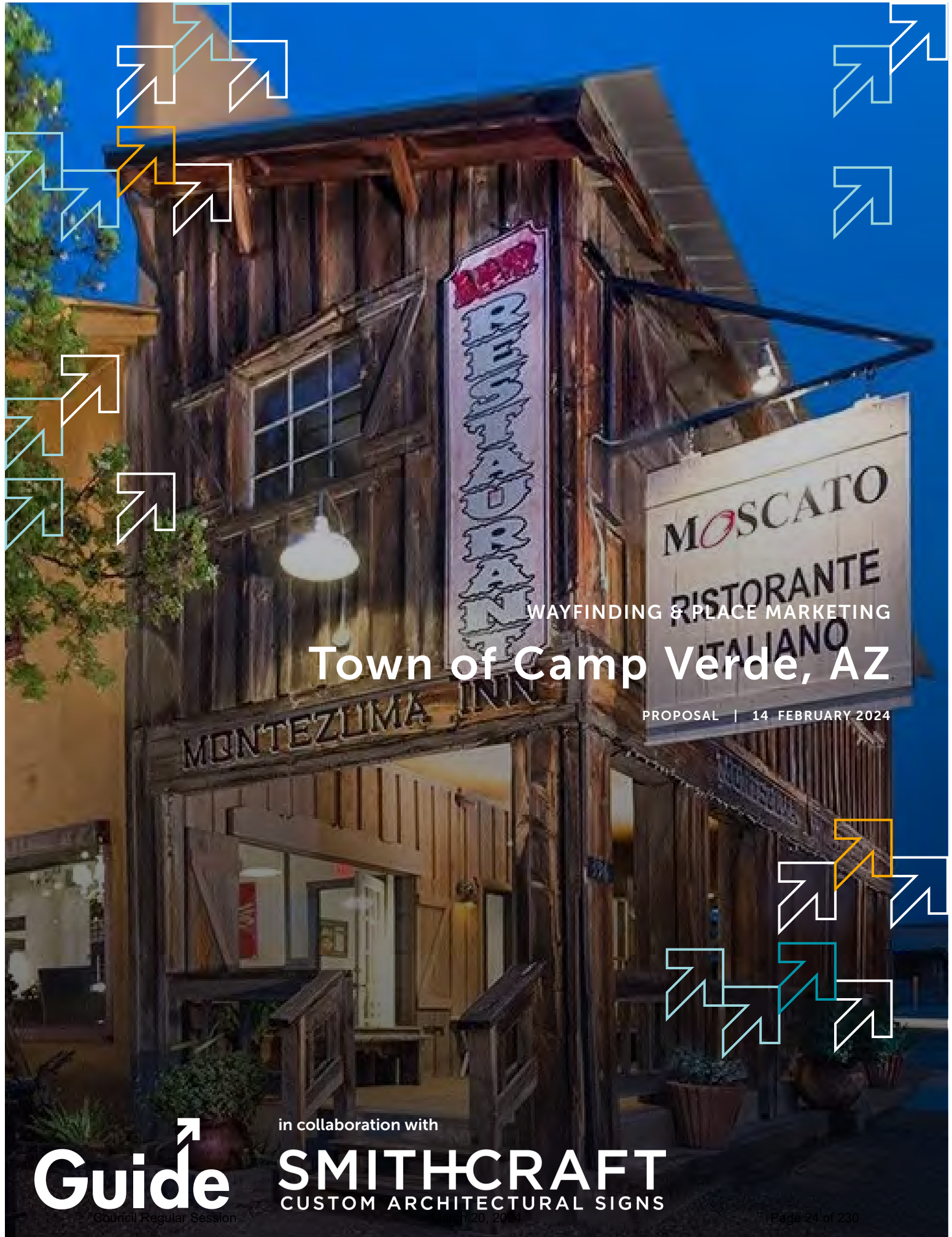
It is important to note that this contract is for design services only. Fabrication and installation of the wayfinding signage will be at an additional cost and will be competitively bid under a separate contract.

Recommended Action (Motion): Move to Award the contract for design services for the Town of Camp Verde Wayfinding Project to Guide Studio in the amount of \$52,720.

Instructions to the Clerk:

TOCV Wayfinding Project RFP Scoring Summary

Contractor	Weighted Score	Rank
Guide Studio	539	1
Kimley-Horn	521	2
Merje	520	3
Multistudio	465	4
Tangram	385	5
National Sign Plazas	357	6



WAYFINDING & PLACE MARKETING

Town of Camp Verde, AZ

PROPOSAL | 14 FEBRUARY 2024

Guide

Council Regular Session

in collaboration with

SMITH+CRAFT
CUSTOM ARCHITECTURAL SIGNS

February 20, 2024

Page 24 of 230

On behalf of Guide Studio and SmithCraft Custom Architectural Signs, I am pleased to submit our proposed Approach and Qualifications for the development of a Wayfinding and Place Marketing Program for the Town of Camp Verde, Arizona.

Any time you are entertaining people who are unfamiliar, you have an opportunity to present an experience that surprises and delights. However, if that experience is left unmanaged and unchecked, it may leave your visitors uncomfortable and confused. Wayfinding isn't only a function of moving people around, but a function of how people understand and experience your place. And if people are comfortable with your place, they will come back over and over and bring others along for a visit.

Putting our experience to work for you

For 25 years, Guide has been working with place-based clients has helped us fine tune our service offerings to help managers, directors, planners and designers of public places with image and communication challenges. We help develop brand tools that improve image and tell your authentic story; we design wayfinding programs that welcome visitors and guide the experience of place through signage, graphics and technology; and we help communities and organizations stay connected with their people through engaging and smart communications strategies.

With well over fifty wayfinding programs under our belts, we know that finding a good sign contractor that understands the parameters and challenges of building and installing a community wayfinding sign program can be challenge, that is why we are pleased to partner with SmithCraft Custom Architectural Signs a Phoenix based firm. Their experience and expertise will ensure that we plan and design a sign program that is buildable, implementable, and within your budget.

Guide has developed wayfinding programs for cities, downtowns, neighborhoods, and districts throughout the United States. We know the development of your wayfinding system is a major investment for your town, and with that, **we promise:**

- **To guide you through a creative and strategic process that helps you understand how wayfinding and placemaking tools can be effectively used in YOUR community;**
- **Provide a process that allows you and your stakeholders to feel that you contributed and feel a sense of ownership for the project and its outcomes;**
- **And project deliverables that allow your team to feel prepared to confidently implement this work when you are ready.**
- **That you have supportive partners in our team as you begin to work on your image and experience.**

We feel comfortable that the project we are proposing covers the expectations outlined in your RFP. We have the knowledge and expertise to deliver the work objectives outlined in this proposal and we believe the information contained in this response will demonstrate our process, as well as clearly presenting our experience in developing the development of Wayfinding and Place Marketing Programs.

Sincerely,


Cathy Fromet, President
cathy@guidestudio.com



14 February 2024

Guide Studio Conflict of Interest Statement

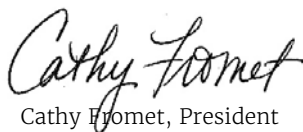
Guide Studio, Inc. hereby declares that, to the best of our knowledge, there is no present or potential conflict of interest that could adversely affect the objectivity, fairness, or transparency in relation to the execution or outcomes of the proposed project.

We affirm that all parties involved in the project, including but not limited to employees, contractors, consultants, and agents have disclosed any relevant affiliations, financial interests, or personal relationships that could pose a conflict of interest. Any known conflicts of interest have been duly considered and appropriate measures have been taken to ensure that they do not compromise the integrity, impartiality, or credibility of our work.

In the event that a conflict of interest arises during the course of the project, Guide Studio commits to disclose it promptly and take necessary actions to manage or resolve the conflict in a fair and transparent manner. Such actions may include recusal of relevant individuals from decision-making processes, seeking external expertise or guidance, or implementing measures to minimize the impact of the conflict.

We understand the importance of maintaining the highest standards of ethical conduct, accountability, and public trust. Therefore, we assure that we will uphold the principles of integrity, objectivity, and impartiality throughout the duration of the project, and that any actions taken will be in compliance with applicable laws, regulations, and organizational policies.

By submitting this proposal, we affirm that the information provided herein is accurate, complete, and in conformity with the stated conflict of interest policy. We remain committed to promoting a transparent and ethical approach in all our activities.



Cathy Fromet, President
cathy@guidestudio.com

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Guide

Wayfinding & Branding for Places with People-traffic

Guide Studio is a multidisciplinary design studio that helps communities and public places engage people, manage image, and enhance experience — so these organizations can work to strengthen pride and attract investment in their communities.

When we approach any project, we consider the opportunities each person has to engage with your place. We help you create the image you want and provide the tools that ensure your brand is positively and appropriately represented in each interaction — from the first visit to your website to the moment they walk through your streets and any communication that follows.

Communities and public places share the unique challenges of connecting philosophical, physical and virtual experiences. When each touch-point represents your vision and values, the visitors, residents, stakeholders that engage and trust become champions by demonstrating pride and investment.

Quick Facts

Founded

1997, incorporated 1999
Certified Female Business
Enterprise

Main Office

Cleveland, OH

Contact

216-921-0750
cathy@guidestudio.com

Website

www.guidestudio.com

Services

We believe that Brand and Wayfinding are powerful communication tools that can improve image, elevate experience, and contribute to positive economic growth for communities and public places.

When people experience a place, they encounter many touch-points – each interaction an opportunity for things to go wrong (or right!). Guide Studio services make building your image and managing your reputation easier while helping you create positive, lasting impressions along the way.

Wayfinding

Wayfinding is one of the most valuable communication tools that public places can use to set up a positive and engaging experience for people who are new to or unfamiliar with a place. Signage and technology are part of the wayfinding tool kit; but more than that it's a strategy that provides information in the right way, at the right moments, so people don't get lost or confused.

Place Branding

Branding is important to any public place. It defines the critical elements that people value about a community and provides a foundation for how to express these things to the most people in the most consistent way.

A place brand is so much more than a logo. Understanding how to use a brand platform to effectively communicate to audiences, attract new people or businesses, and improve the image of place requires planning, creative implementation and resource management.

SMITHCRAFT

CUSTOM ARCHITECTURAL SIGNS

3643 South 7th Street | Phoenix, AZ 85040.1130
602.268.1349 ph | smithcraftsigns.com

p 602.268.1349
f 602.268.1369

contact
Kent Grantham - Senior Project Manager

About Us
SmithCraft is a Veteran-Owned Small Business with two production facilities in the Southwest. For over forty years, we have evolved from a wholesale fabricator of custom signs into a full-service signage and environmental graphics design, manufacturing, and installation firm. As a key contributor to the International Sign Association (ISA), Arizona Sign Association (ASA), Society for Environmental Graphic Design (SEGD), American Institute of Architects (AIA) Affiliates and Lean Construction Institute (LCI), we are well suited for the collaborative nature of Wayfinding projects.

Vision & Mission
Our vision is to create lasting value for our community by implementing compelling and effective identification and wayfinding solutions. For this, we partner with our customers and leverage our experience, knowledge, and talents to design, fabricate and install innovative, high-quality signage and wayfinding systems that exceed every expectation.

Value Proposition
SmithCraft is a premier supplier of wayfinding and streetscape signage. Our past projects include the Downtown City of Phoenix Wayfinding, City of El Mirage Streetscape, Mesa Fiesta District, Scottsdale Road Streetscape, Arizona Avenue Streetscape and Wayfinding, and the Flagstaff Gateway Entry Signs.

We fabricate in house, enabling us to control quality and deliver timeframes. Additionally, with support from four (4) in-house graphic designers, we offer a deep bench of signage design experience with specific knowledge of interior and exterior signage.

contractor’s license numbers **AZ-087799** **CA-669982** **NV-0074551**

affiliations



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3643 South 7th Street | Phoenix, AZ 85040.1130
602.268.1349 ph | smithcraftsigns.com

MUNICIPAL SIGNAGE & WAYFINDING EXPERIENCE

Downtown City of Phoenix Wayfinding, 2009

- Budget, \$1,000,000.
- Complete exterior wayfinding signage fabrication/installation.

Downtown City of Chandler Wayfinding, 2012

- Budget \$150,000.
- Fabricated and installed Main ID signage, entry monument signs, wayfinding directional signs and kiosks.

Mesa Fiesta District, City of Mesa, 2014,

- Budget \$600,000
- Exterior sign fabrication/installation.
- Fabricated and installed Main ID signage, entry monument signs and bus shelters.

City of El Mirage Gateway Markers, 2018

- Budget \$100,000.
- Fabricated and installed Gateway Markers in the median.

Phoenix Sky Harbor International Airport, 2012/2022

- Budget \$1,000,000
- Fabricated and installed Dynamic and static roadway wayfinding signs

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602.268.1349 ph | smithcraftsigns.com



City of Mesa District Entry Sign



City of Scottsdale Streetscapes



DC Ranch Scottsdale



DC Ranch Scottsdale

Our clients know that we are as dedicated to their projects as they are. We thoroughly enjoy working with them and think they are amazing. We would love to add you to this list!

Brand Strategy 2015 Wayfinding Master Plan 2016 Sign Program Development and Implementation 2017-2018	City of Sandusky, OH Eric Wobser, former City Manager ericwobser@gmail.com Brand Strategy, Planning and Design of Downtown, City-wide Signage and Wayfinding Program Also developed Ohio City Neighborhood Wayfinding Program with Eric while he was the Executive Director of Ohio City, Inc.	City of Sandusky 240 Columbus Avenue Sandusky, OH 44870
Anticipated completion 2024	City of New London, CT Felix Reyes, Economic Development Director FReyes@newlondonct.org Elizabeth Nocera, Economic Development Coordinator ENocera@newlondonct.org Community Engagement, Focus Groups & Surveys, Wayfinding & Placemaking Strategy, Downtown Signage and Wayfinding Master Plan, Design-Build Program Implementation	City of New London, CT 181 State Street New London, CT 06320 860.447.5200
Longmont Brand completed in 2019 Signage & Wayfinding Programs in 2022	City of Longmont, CO Marijke Unger, City-wide Communications Manager marijke.unger@longmontcolorado.gov Community Engagement, Focus Groups & Surveys, Brand Strategy, Brand Identity, Brand Guidelines, Brand Implementation Plan, Police & Fire Brand Integration Guidance, City-wide Wayfinding Program, Parks, Trails, Greenways and Open Space Sign Program and Guidelines	City of Longmont 350 Kimbark St., Longmont, CO, 80501 303.776.6050
Sign Program Designed 2018 Implementation 2019	City of Worthington, OH Lee Brown, Director of Planning and Building Lee.Brown@worthington.org Planning and Design for a District-wide Wayfinding Program (vehicular and pedestrian)	City of Worthington 374 Highland Ave. Worthington, OH 43085 614.431-.2424

From the outset, we were so impressed with Guide Studio, not only for their creativity, but their approach to the relationship. Rather than dictating their own ideas, they opened up a dialogue and listened.”

Lee Brown, Director, Planning and Building Department, City of Worthington



Erica Deutsch, Business Development

Project Manager

People-person. Devoted mother of three. Skilled multi-tasker.

MORE THINGS TO KNOW

Not really a “soccer mom”...more like a die-hard sports mom

Wellness enthusiast with a weakness for vegan desserts

Has served on numerous boards and committees over the years from PTA to APA Cleveland

On the high school volleyball court, in a college forum, or at a professional conference – Erica has had a lifetime of building relationships and forging connections. She is the kind of person who remembers everyone’s name and feels familiar on the first introduction.

Before spending several years as a Marketing Manager at a local Architecture firm, Erica spent 11 years at Guide Studio (then Studio Graphique) wearing many hats from office management to sales & marketing. As one of Guide Studio’s boomerangers, Erica rejoined the team doing what she does best – developing and nurturing relationships in a business development and project management role. Her depth of knowledge and experience in civic markets supports our clients in a multitude of ways, while her uncanny ability to multi-task is greatly appreciated on projects.

Years of Experience

20 years in the Design and AEC Fields
15 years with Guide Studio

Education

Cleveland State University
Bachelor of Arts in Communication

MEMBER
APA Cleveland
3CMA

Relevant Project Experience

SIGNAGE & WAYFINDING

- City of Allegan, MI
- City of Euclid, OH
- City of Green, OH
- City of Lima, OH
- City of Mansfield, OH
- City of Strongsville, OH
- City of Youngstown, OH
- Kent State Univeristy, OH
- St. Joseph Academy, OH

EXPERIENTIAL GRAPHIC DESIGN

- City Hall, Cleveland, OH
- NRP Development, multiple states

PLACE BRANDING

- Colerain Township, OH
- North Coast Harbor, Cleveland, OH

Over the 15 years Erica has been with Guide, she has elevated herself from Office Manager, to Marketing Director, to Business Development Director, and now helping to build strong relationships with our clients through project management.



Kevin Fromet, Senior Designer

Project Lead/Wayfinding Strategist

MORE THINGS TO KNOW

Father to 2 intensely creative boys

Contributor/designer for Cleveland-based sports blog

Certified AIA Continuing Education Presenter (An Overview of the ADA and its Accessibility Guidelines for Signage)

Married to the President (of Guide)

Practical problem-solver. Full-blown perfectionist. Tortured Cleveland sports fan.

Kevin has always been fascinated with the creative process. Even as a kid, he would sketch logos for the next NFL team or tour construction sites to see how architectural drawings transformed into three-dimensional spaces. Once he realized that he wasn't going to be Cleveland's next professional sports hero, Kevin pursued a degree in architecture, before transitioning to visual communication design, where he fell in love with EGD (environmental graphic design). Prior to Guide Studio, he spent eleven years as a design consultant for an international architectural signage company, where he became well versed in the fabrication process, techniques and materials.

Years of Experience

26 years Branding, Design, & Wayfinding
11 years with Guide Studio

Education

The Ohio State University

Bachelor of Science in Visual Communication, Summa Cum Laude

SPEAKER

Beyond Code Signs

How to Develop Wayfinding for Communities

Follow the Sign Standards for Colleges & Universities

Relevant Project Experience

SIGNAGE & WAYFINDING

City of Akron, OH
City of Beachwood, OH
City of Bedford, OH
Village of Bratenahl, OH
City of Brooklyn, OH
City of Cleveland, OH
City of Delaware, OH
City of Dubin, OH
City of Fariview Park, OH
Village of Grand River, OH
City of Independence, OH
City of Kaukauna, WI
City of Keene, NH
City of Kent, OH
City of Lima, OH
City of Longmont, CO
City of Lowell, MA
City of Mansfield, OH
City of North Olmsted, OH
City of North Ridgeville, OH
City of Oak Creek, WI

City of Oberlin, OH
City of River Falls, WI
City of Sandusky, OH
City of South Euclid, OH
City of Stamford, CT
City of Strongsville, OH
City of University Heights, OH
City of Worthington, OH
West Chester Township
Cleveland Off-road Trails, OH
Cuyahoga River Water Trail, OH
Downtown Akron, OH
Downtown Canton, OH
Downtown Dayton, OH
Flats Neighborhood, OH
MidTown Cleveland, OH
Ohio City Cleveland, OH
Great Miami Riverway, OH
Montgomery County Bikeways, MD
Arkansas Tech Univeristy, AK
Cleveland State University
Franciscan University, OH

Kent State University, OH
The Ohio State University, OH
University of West Georgia, GA
The Cleveland Clinic, OH/FL
MetroHealth Cleveland, OH

EXPERIENTIAL GRAPHIC DESIGN

City Hall, Cleveland, OH
Cuyahoga County Offices, OH
Glass City Center, Toledo, OH
Lucas County Offices, OH
Heinen's Fine Foods, OH/IL
Housing Authority, Pittsburgh, PA
Progressive Field, Cleveland, OH

PLACE BRANDING

City of Delaware, OH
City of Kaukauna, WI
City of Strongsville, OH
City of Reminderville, OH
West Chester Township, OH
Downtown Canton, OH
Great Miami Riverway, OH
Montgomery County Bikeways, OH



Gina Gerken, Creative Director

Project Designer/Brand Strategist

Relationship builder. Harmony seeker. Instinctively creative.

THINGS TO KNOW

Mid-century modern design-lover (before it was popular)

Mother of one curly-haired and imaginative girl

Tiki bar and craft beer enthusiast

For Gina, it was love-at-first-sight with Guide Studio. Barely out of college, Gina met founder, Rachel Downey at an AIGA portfolio review and was hired on the spot. Her undeniable talent has shaped the direction and growth of Guide Studio over the past twenty-five years, and she continues to play an integral role in developing and stewarding the business.

Gina's diverse background is rooted in graphic design, EGD (environmental graphic design) and brand development, always with intent to connect strategy with design. In her tenure at Guide Studio, she has created compelling brands for over 100 clients and is known to spend late nights pouring over the details to perfect a project.

Years of Experience

25 years Branding, Design, & Wayfinding
25 years with Guide Studio

Education

Bowling Green State University
Bachelor of Fine Arts, Magna Cum Laude

Relevant Project Experience

PLACE BRANDING

City of Centennial, CO
City of Davenport, IA
Village of Fairport Harbor, OH
City of Hagerstown, MD
City of Hilliard, OH
City of Independence, OH
City of Kaukauna, WI
City of Keene, NH
City of Lawrence, KS
City of Longmont, CO
City of North Olmsted, OH
City of North Ridgeville, OH
City of Oberlin, OH
Orange Township, OH
City of Newark, OH
Village of Plain City, OH
City of Reynoldsburg, OH
City of South Euclid, OH
City of University Heights, OH
West Chester Township, OH
Downtown Akron Partnership, OH

Downtown Canton Partnership, OH
Downtown Lakewood, OH
Cuyahoga Greenways, OH
DC23 Corridor, OH
Longmont Downtown, CO
Greater Old North Dayton, OH
Great Miami Riverway, OH
Historic Gateway Neighborhood, OH
Industrial Heartland Trails, multi-state
North Coast Harbor, Cleveland, OH
Shaker Square, Cleveland, OH
Wayne County Parks, MI

SIGNAGE & WAYFINDING

City of Beachwood, OH
City of Brooklyn, OH
City of North Ridgeville, OH
City of Oberlin, OH
City of Piqua, OH
City of Reynoldsburg, OH
City of River Falls, WI
City of South Euclid, OH
City of University Heights, OH

City of Willoughby, OH
Cleveland Off-road Trails & Bikeways
Downtown Dayton, OH
Downtown Lakewood, OH
Greater Old North Dayton, OH
Great Miami Riverway, OH
MidTown Cleveland, OH
Shaker Square, Cleveland, OH
University Circle, Cleveland, OH

EXPERIENTIAL GRAPHIC DESIGN

Cleveland Lakefront Nature Preserve
Cuyahoga Community College
Fiver Rivers Metro Parks
Glass City Center, Toledo, OH
Huntington Arena, Toledo, OH
Heinen's Fine Foods, OH/IL
Karamu House, Cleveland, OH
Lake County Captains Stadium, OH
One of a Kind Pet Rescue, Akron, OH
Progressive Field, Cleveland, OH
Fifth Avenue Place, Pittsburgh
Superman Exhibit CLE Airport



Jamie Wilhelm, Senior Designer

Project Designer

World traveler. Lego lover. Keeps it simple.

MORE THINGS TO KNOW

Likes to try new foods and not afraid to try anything

Has over 30 pairs of cool patterned socks

Father of 2 crazy girls

Adjunct Professor at The Cleveland Institute of Art

The first time Jamie picked up an Industrial Design magazine, it sealed the deal: making things purposeful and appealing was going to be his destiny. Trained in both industrial and graphic design, Jamie moves in and out of 2D and 3D design with ease, resulting in work that reflects his understanding of structure and space, as well as the technology behind it. Guide Studio clients especially appreciate Jamie’s ability to ideate high design concepts within budgets and timelines.

Years of Experience

25 years Branding, Design, & Wayfinding
12 years with Guide Studio

Education

Kent State University
Master of Fine Arts in Visual Communication Design

Rhode Island School of Design

SPEAKER

How to Develop Wayfinding for Communities

Relevant Project Experience

SIGNAGE & WAYFINDING

City of Akron, OH

City of Bedford, OH

Village of Bratenahl, OH

City of Fariview Park, OH

City of Green, OH

City of Independence, OH

City of Kaukauna, WI

City of Mansfield, OH

City of North Olmsted, OH

City of Piqua, OH

City of Reynoldsburg, OH

City of South Euclid, OH

City of Stamford, CT

City of Strongsville, OH

City of Worthington, OH

City of Youngstown, OH

West Chester Township, OH

Downtown Canton, OH

Flats Neighborhood, OH

MidTown Cleveland, OH

North Coast Harbor, OH

University Circle, OH

Centerville-Washington Parks, OH

Stark Parks, Stark County, OH

Wayne County Parks, MI

Montgomery County Bikeways, MD

Arkansas Tech Univeristy, AK

Cleveland State University

Franciscan University, OH

MetroHealth Cleveland, OH

Notre Dame High School, OH

St. Edwards High School, Cleveland

St. Joseph Academy, Cleveland

St. Ignatius High School, Cleveland

Urban Community School, Cleveland

Colerain Township, OH

City of Hilliard, OH

City of Independence, OH

City of Lawrence, KS

Orange Township, OH

City of Newark, OH

City of Painesville, OH

Village of Plain City, OH

City of Reynoldsburg, OH

City of Strongsville, OH

Downtown Canton, OH

North Coast Harbor, OH

Montgomery County Bikeways, MD

Ratner School, Cleveland, OH

EXPERIENTIAL GRAPHIC DESIGN

Lucas County Offices, OH

Fifth Avenue Place, Pittsburgh

Huntington Arena, Toledo, OH

Progressive Field, Cleveland, OH

St. Ignatius High School, OH

PLACE BRANDING

Village of Bratenahl, OH

SMITHCRAFT

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602.268.1349 ph | smithcraftsigns.com



Kent Grantham - Senior Project Manager

kent@smithcraftsigns.com

o 602.268.1349 x 261
c 623.606.3389

career summary

Motivated, personable business professional, constantly striving to advance field knowledge and execution of my work. Demonstrated success handling production and installation of \$1M+ projects. Flexible and versatile – able to maintain a sense of humor under pressure. Diplomatic and tactful with professionals and non-professionals at every level. Joined SmithCraft as Graphics Department Manager in 1986; ascended to Vice President of Sales. Owned and operated the Arizona franchise of Rapid Recovery, increasing sales by more than 40%. Recently returned to SmithCraft as a Senior Project Manager.

education

Thunderbird High School, Phoenix, Arizona
Glendale Community College, Glendale, Arizona

professional experience

SmithCraft Custom Signs & Graphics - Phoenix, AZ

2016 - present senior project manager

Responsible for sales efforts and project management to include the aspects of project sign code requirements, design, and proper sign construction as required by each project.

Rapid Recovery - Peoria, AZ

2013 - 2015 owner

Owner & Operator, responsible for sales, recovery team scheduling, quoting new projects and invoicing customers. As required worked in the field recovering refrigerants and providing customer service. Also served on the ACCA (Air Conditioning Contractors of Arizona) New Member Committee working to introduce the association and its services to potential new members.

SmithCraft Custom Signs & Graphics

1986 - 2012 vice president of sales

2009 - Vice President – Sales responsible for management of the SmithCraft Design Team and for company Marketing and Sales efforts. Work with project managers on design and sign code requirements, to ensure proper sign construction. **1996** - Project Management – Responsible for individual Sales Goals, Procurement of city permits and working to meet the clients requirements for Design, Budget and Completion requirements. **1991** - Supervise 25 production employees and one installation foreman in all phases of fabrication and installation of electrical and architectural signage. Manage the company safety and OSHA compliance programs. Manage all aspects of fabrication to comply with design drawings, engineering and U.L. requirements. **1986** – Manage a team of 3 to operate computer assisted vinyl cutting and routing equipment and apply graphics and copy to fabricated signs per design drawings.



Methodology

Design With Direction®

Since 1997, Guide Studio has partnered with communities and place-based organizations to communicate and engage with their residents, visitors, and local businesses — helping them create places where people thrive.

Design With Direction® is the 4-step methodology that helps us uncover your authentic image and story so that we can create the tools that will allow your brand to be represented well and managed effectively. The outcome is thoughtful strategies, plans, and designs that improve the image, reputation, and experience of the communities and public places we serve.

1

ENGAGE

It starts with people.

2

PLAN

A blueprint for everything.

3

DESIGN

Tools to tell your story.

4

IMPLEMENT

Guidance and support to help you succeed.



Design With Direction®

1

ENGAGE

It starts with people.

The best part of our jobs is getting to know new people and places! We have developed a tool box of fun and engaging exercises that allow us to facilitate strength-based conversations. From these we can gain an understanding of how people perceive, use, and navigate your places and spaces.

We are experienced facilitators who value appreciative inquiry and face-to-face engagement with the people of your community. While we may have the expertise to develop wayfinding strategies and designs, the members of your community hold the knowledge to inform how these plans influence the desired experience.

DISCOVERY DAYS

Our community engagement begins with a multi-day visit. It is important that we spend uninterrupted time with your people and place. During our time with you we will conduct a variety of focus groups and exercises which may include:

- Wayfinding discovery workshop(s) with a steering committee and with community stakeholders
- Windshield and Walking tours
- Focus groups and interviews for more specific feedback. This may include: children and teens, visitor-based organizations, residents groups, etc.

ONLINE SURVEYS

We use online surveys for broader outreach. We do this to gain information on initial beliefs, perceptions, and experiences.



Methodology

Design With Direction®

2

PLAN - Signage & Wayfinding

A blueprint for everything.

Effective wayfinding is essential for creating a positive user experience and can help to improve comfort, safety, and accessibility for all users. A wayfinding strategy and plan defines the visual cues and navigational tools to help people find their way in your environment. It aims to create a user-friendly experience that guides people efficiently and effectively while minimizing confusion and frustration.

We begin with the end in mind, our responsibility is a project that reaches our clients' goals. From our discovery sessions and visit, we develop a Wayfinding Framework that outlines the strategies and tactics for improving the experience of your environments.

WAYFINDING STRATEGY AND PLANNING

- Analysis of streets, facilities, places and spaces to identify key points of interest, decision points and navigation challenges.
- Audience assessment to understand the expectations and needs of various user groups such as people with disabilities, non-native speakers, or children, to ensure that the wayfinding experience is accessible to all.
- Research related to Department of Transportation standards and best practices, state and federal regulations, accessibility requirements and guidelines, and other rules that apply to your environments.

WAYFINDING FRAMEWORK

The Framework contains the following foundational elements:

- User profiles and recommendations
- Sign Type Hierarchy
- Naming Convention/Nomenclature Matrix for messaging
- Preliminary location planning
- Preliminary budget development
- "Beyond signage" placemaking and experience recommendations

"From the outset, we were so impressed with Guide Studio, not only for their creativity, but their approach to the relationship. Rather than dictating their own process and ideas, they opened up a dialogue and listened."

Lee Brown, Director, Planning and Building Department, City of Worthington



Methodology

Design With Direction®

3 DESIGN - Signage & Wayfinding

Tools to tell your story.

Design is time for creativity combined with problem-solving, allowing you to see your wayfinding strategy converted into tangible visual tools to guide people through your desired experience.

Signage is a complex form of communication. Clear, consistent visual language that reflects your community's character and provides users with the information they need in the right way, at the right moments, so people don't get lost or confused.

When designing signage and wayfinding systems, we use a three-step iterative design process that allows for your team's review and input at each stage.

DESIGN SOLUTIONS

We are always considering the following during design:

- **Messaging:** This is the main purpose of signs, which means the message not only needs to fit the sign, but context, placement, and legibility must all be considered.
- **Context and placement:** The environment where the sign will be placed also affects the sign's design.
- **Regulatory parameters:** Sign codes and regulations can affect the size of signs, reflectivity requirements for night visibility, placement or location of signs, accessibility considerations, and even the materials used in construction. Local, state, or federal agencies dictate these, and our team investigates these so they are taken into consideration during design.
- **Updateability and maintenance:** How signs are constructed, as well as the materials used, affect the use, durability, and longevity of a sign program. Industry best practices, along with your expectations, are taken into consideration as part of the sign program design.
- **Budget:** We continually review and consider your budget in the design decisions we recommend. Our team of experienced designers knows how to provide cost-effective design adjustments without sacrificing the quality of the design.



Methodology

Design With Direction®

4

IMPLEMENTATION

Guidance and support to help you succeed.

Signage and wayfinding programs are all fun and games until they have to be built and installed. The plan and design won't be worth your investment if it's not fabricated and implemented to spec, making your vision the reality. The process involves third parties, long timelines, materials, and lots of documentation and communication. Needless to say, things can get complicated.

We recognize that implementation is a major investment for our clients. Our responsibility is to ensure the finished product aligns with the original design intent and quality expectations. We coordinate with the selected contractors, carefully review their documents and materials, and bring up any questions and concerns so they can be addressed before construction and installation begin.

CONSTRUCTION ADMINISTRATION

Our involvement in the implementation phase provides the following:

- **Elevated accountability:** The finished program is a reflection of our wayfinding and design expertise, so we take full accountability for design coordination, production, and installation.
- **Attention to detail:** Implementation requires a lot of details. Our team will carefully review all contractor's documentation, proofs, and final materials and bring up any questions or concerns on your behalf.
- **Cost savings:** We have worked with fabrication and installation contractors for over 20 years. We understand the industry and our collaboration with these partners can uncover recommendations that maintain or improve the finished product's quality while bringing cost savings to you.
- **Less worries:** We know you have a variety of other responsibilities. If our team is involved, all the coordination legwork is off your plate.

Project Scope

1. **Project Work Area** For the wayfinding program, we will study and provide comprehensive recommendations and designs that guide experience and create a sense of place for the Town of Camp Verde. This includes specific attention to Downtown, Finnie Flat, and Pecan Lane Character areas.
2. **Anticipated Sign Types to be developed:** Sign types recommended and developed will communicate with people engaging in multiple modes of travel and may include but are not limited to: Gateway Signs, Pedestrian Directional/Orientation Signage, Vehicular Directional Signage, Destination Signs (public sites and municipal facilities), Point of Interest Signs, and Parking Signage.
3. **Community Stakeholder Engagement** We involve members of the community to provide their own observations regarding signage and wayfinding issues and experiences as well as tapping into their expertise of place — understanding the character, personality and unique stories that make your community special.
4. **Wayfinding Analysis and Framework** The Framework will present our observations and recommendations for improving the experience of the Town of Camp Verde.
5. **Sign System Design** The design phases of this project will be from Concept Presentation through Schematic Design and Programming.
6. **Program Budget** We consider your budget throughout the development of the project. For each phase of work a budget will be updated and presented. We will also develop an appropriate phasing plan based on available funding.
7. **Fabrication and Installation** SmithCraft provides full-service planning, design, fabrication, logistics, and installation of wayfinding systems and custom architectural signage.

Project Approach

Getting Started

- **Client Team:** We refer to the Client Team as the one to two individuals from your organization who will act as the project managers on the client side.
- **Steering Committee:** For balanced support throughout the project process, we will utilize a Steering Committee made up of local and civic organizations. With the support of Guide, this group will be responsible for advising the process, making decisions and advocating for the determined solution.

Research Tasks #1-2

- **Kick-off Meeting with the Client Team:** To establish priorities, define the work plan and project timeline, set benchmarks, define the working relationships, and identify the appropriate public and/or internal communication process. We will determine the approach to gathering both qualitative and quantitative data and learn about challenges as you see them to help guide our Phase 1 work.
- **Existing Brand, Master Plans, Special Initiatives Review:** We will request any existing strategic plans, narratives, brand and identities currently in use for review and analysis. This information helps to inform how we develop our discovery sessions as well as future recommendations.

Based on our Methodology Design With Direction® outline in the previous pages, we expect to include the following tasks, activities and deliverables to fulfill the expectations outlined in your RFP.

1

COMMUNITY ENGAGEMENT (LED BY GUIDE STUDIO)

Task #6

Discovery Our Discovery work is typically conducted over 2-3 in-person discovery days and may include the following activities:

- **Wayfinding Workshop:** The consulting team will conduct Discovery Workshop with select stakeholders. This workshop will help us understand in greater detail what your stakeholders see as the biggest challenges and greatest opportunities for the ideal experience.

In these workshops we facilitate conversations and conduct exercises that help us understand:

- Audience identification and behavior exercise
- Town/Downtown/Character Area journey mapping
- Ideal experience
- Personality and character
- **Wayfinding Planning session:** Our project team will spend a day (on-site) analyzing the results of the site visit and discovery workshops and begin framing out the wayfinding strategy.
- **Preliminary Wayfinding Strategy Working Meeting w/Steering Committee:** Before we head out, we will share with you the initial thoughts from our Planning Session — the foundation for the wayfinding strategy. This working session allows us to make sure we all are on the same page before we head back and begin to develop the Sign Program.

2

SIGNAGE & WAYFINDING PLAN (LED BY GUIDE STUDIO)

TASK #3, 4 & 5

Assessment & Analysis

Our Assessment and Analysis deliverable contains our recommendations for signage and wayfinding in Camp Verde. This comprehensive document may contain the following information:

- User profiles and recommendations
- Destination Navigation Analysis: considering travel paths and decision points required to navigate to key destinations
- Sign Type Hierarchy that outlines and defines the recommended sign types for your program
- Naming Convention/Nomenclature Matrix for messaging
- Preliminary Location Plan
- Preliminary budget development using cost data from comparable programs within the last 2-3 years
- “Beyond signage” placemaking and experience recommendations including the integration of community based public art.

Conceptual Design

- **Conceptual Design** We will present up to (3) conceptual design themes for the proposed program. Client team/Steering Committee will select a conceptual direction to move forward and provide consolidated feedback to inform the next phase of development.
 - Concepts may include hand sketches, scaled drawings, support imagery and notations to describe the concepts.

- 4–6 sign types will be selected from the Sign Type Hierarchy to demonstrate the conceptual design themes.
- Updated project budget based on the conceptual design direction selected.

Deliverables:

- **Wayfinding Plan**
- **Design Concept Presentation**
- **Update Program Budget**

Meeting:

Wayfinding Plan and Conceptual Design Presentation We will present the completed Framework and Schematic Design to the Steering Committee

3

SIGN PROGRAM DESIGN (LED BY GUIDE STUDIO) TASK #7

Sign program development is an iterative design process which will allow us to continually improve the concept/design based on your review and feedback. Based on the selected concept direction, our team will begin to develop the full sign family, which includes the development of a coordinated Message/Content Schedule and Location Plan. Activities and deliverables include:

- **Programming** Based on the Framework location plan and nomenclature guide, we will create message schedules and location plans for the study area. Client team will review and provide consolidated feedback.
 - Guide Studio uses Sign Agent Pro, a cloud-based sign project management tool for planning and managing sign programs. We will be able to provide you access to the plans for reviewing locations and messages and you will be able to note changes and revisions directly in the program.
 - Review, comment and update of location plans and message schedule prior to the development of sign face layouts during implementation.
 - Meetings with the local DOT to ensure adherence to federal and state regulations, right-of-way issues, and review sign type messages and locations along state routes.
- **Sign Family Design Intent/30%:** Based on the selected Design Concept, we will develop designs for all the primary sign types recommended in the framework.
 - Design Intent 30% provide scaled drawings with basic dimensions, material, color and recommended fabrication techniques. Client team will review and provide consolidated feedback. Any revisions will be presented in the Design Development.
- **Sign Program Pricing Proposal** Based on the schematic level drawings and updated location plans, SmithCraft will provide a pricing proposal for the sign program. This will be the agreed upon pricing for the fabrication and installation of the project.
- **Phased Implementation Plan** we will provide recommendations on how the Sign Program may be implemented over a period of time with alignment of projects and resources.

Town Council/Planning Review Board Presentation (if applicable) The Design Intent presentation is appropriate to share with any required government review boards for final approval before development of bid documents.

4

IMPLEMENTATION (DESIGN-BUILD LED BY SMITHCRAFT)

TASKS 8 & 9

Based on the priority projects identified in the phasing plan, our fabrication partner SmithCraft will begin to finalize the design of the program and prepare for fabrication and installation.

- **Shop Drawing Development:** Based on feedback received from the 30% design package, SmithCraft will begin to develop the construction drawings for the sign program
 - Shop Drawings includes functional details with selected material, color, finishes, etc. Detailed views of architectural elements, construction and installation, which shall show joints, anchorage, accessory items, and finishes. Shop drawings shall include accurately scaled masonry details, including finished sizes of brick, stone, mortar joints and foundations.
 - Guide Studio will work closely with SmithCraft to address design intent and content questions, as well as reviewing sign face layouts.
 - Material samples and mock-ups will be shared with the client for review and approval.
- **Field Logistics:** The SmithCraft team will manage utility locates as well as coordinating all aspects of the installation process. This includes planning the mobilization of our field crew, coordinating installation phasing and timelines, managing field cleanup, coordinating debris disposal, etc.
- **Fabrication:** The SmithCraft team will manage the fabrication of the sign program. From sourcing raw materials to welding, painting, large format printing, to assembly.
- **Installation:** All field work will be managed by our field operations team in accordance with all local requirements. Our installation strategy is to eliminate unnecessary disruption to your residents by reducing the amount of field work to the minimum required. Final deliverables will include plans, maps, fabrication drawings, material samples, prototypes (where applicable), and an installation plan.

Deliverables:

- **Construction Drawings**
- **Sign Face Layouts**
- **Material Samples for review**

Meeting(s):

- **Shop drawing and material review meetings with client.**
- **Sign Location verification and walk-through with client and implementation team.**
- **Twice monthly progress meetings during the fabrication process.**
- **Installation walk-thru and punch list report.**

SmithCraft will become the project lead with support from Guide during implementation which includes the fabrication and installation of the sign program.

Proposed Project Schedule

WEEKS 1-3	• Initial meeting with client team via online meeting • Internal project & Discovery Workshop preparation; Project Communications set-up • Conduct initial research; Review of existing research, plans, etc. • Deploy perception survey
WEEK 4	• Visit #1: Discovery Workshops (multiple days on-site)
WEEKS 5-9	• Develop Wayfinding Framework • Conceptual Sign Program Design • Presentation of Wayfinding Framework & Conceptual Design to Client Team/Steering Committee (Virtual)
WEEKS 10-14	• Sign System Programming (Round 1) • Develop Preliminary Programming Scenarios • Schematic Design (30%) • Presentation of Design Development to Client Team/Steering Committee (Virtual) • Pricing proposal for fabrication and installation
WEEKS 15	• Visit #2: Presentation to Town Council • On-site Programming Review • On-site Working Session – building the Implementation Plan
WEEK 16-20	• Updates to the location plans and message schedule • Development of shop drawings • Development of sign face layouts • Procure material samples • Visit #3: Meeting to review of construction drawings and samples
WEEK 21-29+	• Fabrication period (timeframe dependent on size/scope of work) • Visit #4: Sign location and verification walk-thru • Installation preparation
WEEK 30-34+	• Installation period 4 weeks (timeframe dependent on size/scope of work) • Visit #5: Installation review
TBD	• Punch list report
TBD	• Punch list item correction period

Fees for Services

Estimates are based on historic data, assumptions of scope and include time and materials for project management, client meetings, administrative activities and other work as described for an all-inclusive price. Reimbursable Expenses are included in the fees proposed below. No additional funds will be requested to cover out-of-pocket expenses. Fees and expenses do not include applicable sales or use tax.

①	TASKS 1, 2 & 6 DISCOVERY: ENGAGEMENT & SITE VISIT	\$14,500
	• Discovery	\$14,500
②	TASKS 3, 4 & 5 SIGNAGE & WAYFINDING PLAN	\$20,300
	• Wayfinding Assessment & Analysis	\$8,700
	• Conceptual Design	\$11,600
③	TASK 7 SIGN PROGRAM DESIGN	\$17,920
	• Programming	\$7,000
	• Schematic Design	\$10,920
	PLANNING & DESIGN SERVICES TOTAL	\$52,720

④	TASKS 8 & 9 SMITHCRAFT WILL SUPPLY A FINALIZED FABRICATION/INSTALLATION PRICING PROPOSAL AT THE CONCLUSION OF SCHEMATIC DESIGN	
	• Which will include Fabrication Observation Support by Guide Studio	\$8,500 — \$14,700

Without a well developed wayfinding plan and sign type designs it is difficult to provide accurate costs for the fabrication and installation of a sign program that would best suit the Town of Camp Verde. However, we wanted to provide cost ranges, based on recently design programs of similar type, for both anticipated sign types (unit costs) as well as what you can expect for the overall cost of a sign program. Our team provides multiple touch points with program costs during planning and design to ensure we develop a program you can both afford and be proud of.

FABRICATION AND INSTALLATION COST EXPECTATIONS

Neighborhood/District Identification Signs (Unit Cost)	\$5,200 — \$10,200+
Vehicular Directional (Unit Cost)	\$3,800 — \$7,200+
Pedestrian Directory/Kiosk (Unit Cost)	\$3,500 — \$6,500+
Facility/Amenity Identification Sign (Unit Cost)	\$2,500 — \$7,000+
Point of Interest Signs (Unit Cost)	\$2,000 — \$3,500+
Town Gateway Signs (Unit Cost)	\$8,000 — \$40,000+
Complete Sign Program Cost Range	\$350,000 — \$650,000*
<i>*based on historic pricing data from comparable sign programs</i>	

Submitted by:


Cathy Fromet, President

PROPOSAL FORM

Page 60 of 230

TOWN OF CAMP VERDE, ARIZONA

AUTHORIZED SIGNATURE FORM

Camp Verde Agreement Number: 23-184

Contractor Name: **Guide Studio, Inc.**

WHEREAS, the Town of Camp Verde requires that Contractor execute documents necessary for the prompt and efficient execution of the business related to the AGREEMENT:

NOW, THEREFORE, on behalf of the Contractor, I hereby declare that

Cathy Fromet

(Name of Parties Authorized)

is/are authorized to execute and sign on behalf of said Contractor the following documents:

- | | |
|------------------|--------------------------------|
| 1. The AGREEMENT | 5. CHANGE ORDERS |
| 2. The Bond | 6. All other papers necessary |
| 3. Payrolls | for the conduct of the |
| 4. Claims | corporation's affairs and |
| | the execution of the AGREEMENT |

The above-named person is granted the authority and duties herein referenced for the duration of the AGREEMENT for this PROJECT or until express notice of revocation has been duly given in writing, whichever is the lesser period. In the event Contractor is governed by a Board of Directors, a copy of the Resolution of the Board granting authority to said person(s) is attached hereto, and I hereby verify that such Resolution remains in full force and effect.

Cathy Fromet

Name

President

Title

(Seal of Corporation)

STATE OF

Ohio

)

) ss.

County of

Cuyahoga

)

I, Cathy Fromet

of the Guide Studio

corporation, do hereby certify that the above is a true and correct copy of a resolution adopted by the Board of Directors of said corporation, at a meeting of said Board held on the 18 day of

January, 2024, and that the same is in full force and effect at this time.



Cathy Fromet
(Officer of Corporation)

STATE OF Ohio)
County of Cuyahoga) ss.

This instrument was acknowledged before me this 14th day of February, 2024 by Cathy Fromet, appearing before the undersigned Notary Public, and stated that he executed such instrument on behalf of said corporation for the purpose and consideration therein expressed.

Notary Public:

William J Sweress

My Commission Expires:

11/29/2025



WILLIAM J SWERESS
Notary Public, State of Ohio
My Commission Expires
November 29, 2025

02/14/2024



Agenda Item Submission Form – Section I

Meeting Date:

- ☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested
☐ Presentation Only ☐ Action/Presentation ☐ Work Session

Requesting Department: Public Works

Staff Resource/Contact Person: Martin Smith, CIP Project Manager

Agenda Title (be exact): Discussion, Consideration, and Possible Direction to staff regarding how to proceed with the Sports Complex Concession/Restroom facility construction.

List Attached Documents: Floor plans from CXT, Easi-Set, Public Restroom Company, and Romtec

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 15 minutes

Reviews and comments Completed by:

☒ Town Manager: Gayle Mabery ☒ Department Head: Ken Krebs

☐ Town Attorney Comments: _____

☐ Risk Management: _____

☐ Finance Department
Fiscal Impact:
Budget Code: 04-800-20-804000 Amount Remaining: \$1,303,813.13
Comments:

Background Information: In July 2023 staff placed an open bid for the construction of the concession/restroom building at the sports complex. Two bids were received – one for approximately \$1.80 million and the other for approximately \$1.35 million. At that time these bids were rejected as the cost was far outside of our budget for this amenity. Since then, staff have looked at potential ways to reduce the cost of constructing this building but have not been able to find any significant savings.

Staff have been looking at other alternative solutions to satisfy the need for a concession/restroom facility at the sports complex. We found a few companies that offer prefabricated buildings that could achieve what we need to accomplish. The first of these companies is CXT. You may be familiar with that name as this is the same company that we used to supply the restrooms at the Grief Hill trailhead project. The floor plan attached is their "Pamona" model. It is a little on the small side, but could fit our most basic needs.

Another option is offered by Easi-Set Worldwide in their “Appalachian” model. It is a little larger than the CXT building, but crafted in similar fashion. Still a basic building, but capable of fulfilling our most basic needs.

More attractive options are provided by the nationally renowned Public Restroom Company. Attached are several floor plans of what they have created in the past. PRC coordinates all the fabrication and installation of the building. They will provide the underground utility connections 6’ outside of the building for our utility staff to make the final connections. These buildings range from \$650,000 to \$1,150,00 installed. See the attached floor plans for estimated cost of each model. All these floor plans can be modified to fit our needs and are viable alternatives to traditional construction.

Another alternative we have found is a company called Romtec that designs and supplies all the building materials for the building. We would need to hire a local contractor to construct the building. Attached is a floor plan for their extra large concession/restroom building, model 2089. Romtec has priced this building at \$295K - \$450K, depending on which options are selected. Their estimates of construction of this building is expected to cost 1 – 1.25 times the cost of the building. This would place the total cost of the building at approximately \$665,000 for the most affordable building and \$1.02M for the fully optioned building.

Regardless of the route we pursue there will be additional costs relating to the connection of utilities to the building, particularly the electric service.

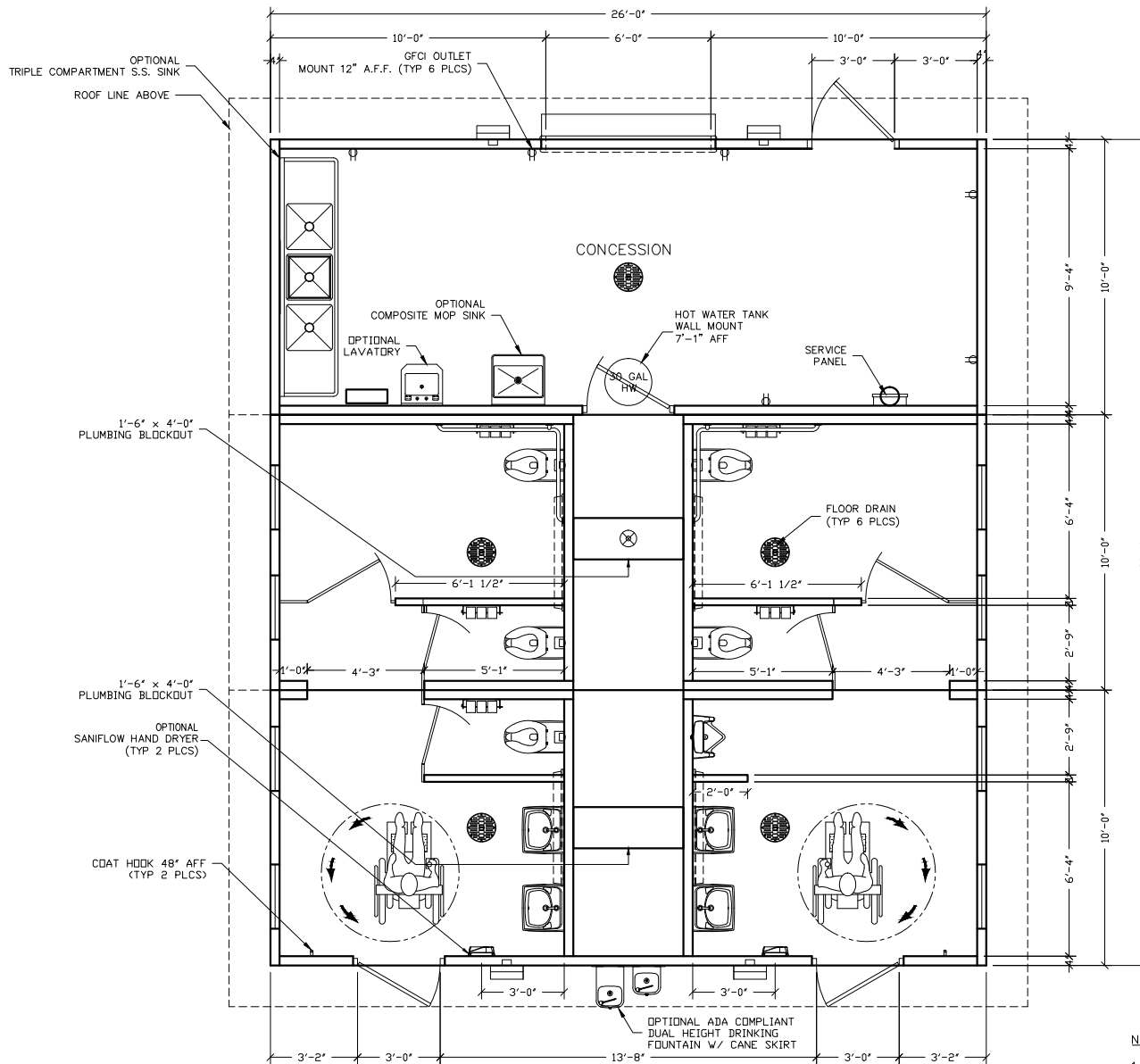
Upon Council’s direction to proceed with alternative building methods staff will carefully evaluate the offerings and construction methods of each manufacturer. Once a determination of which manufacturer is best suited for the project has been made, a floor plan that best meets the needs of the sports complex will be selected. Staff will work with the manufacturer to clearly define what options are desired and obtain tighter estimates of costs. This information will be brought back to council for approval prior to ordering the building and proceeding with construction.

Recommended Action (Motion): Move to direct staff to proceed with alternative methods of construction for the sports complex concession/restroom building.

Instructions to the Clerk:

None.





FOR
REFERENCE
ONLY

NOTES:

1. PLUMBING AND ELECTRICAL COMPONENTS ARE SHOWN FOR GENERAL ARRANGEMENT ONLY. SEE SHEETS PM-36 THRU PM-41 FOR COMPLETE SYSTEM DESCRIPTIONS.

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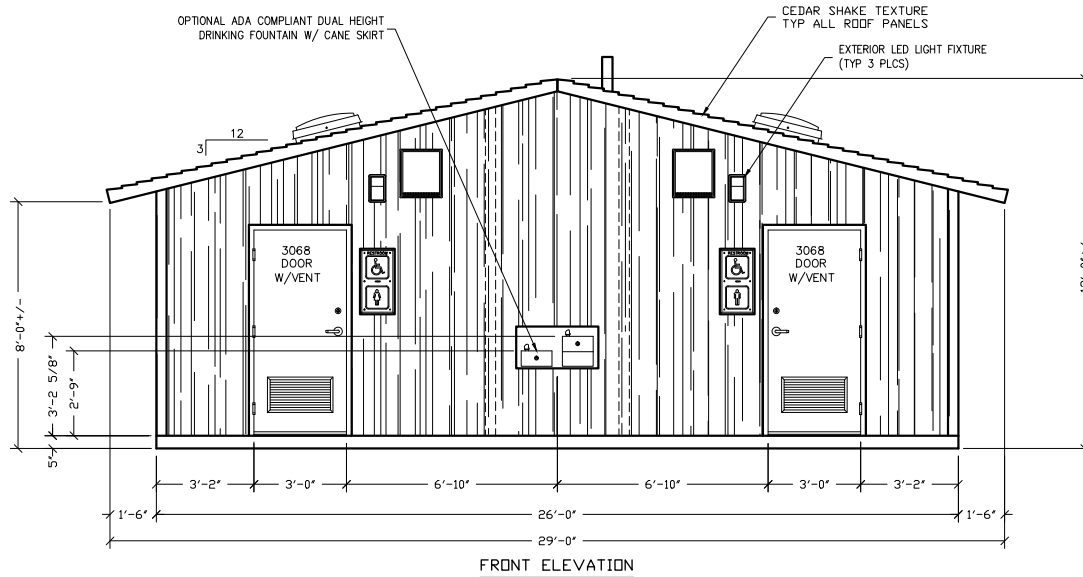
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PROJECT FILE
POMONA
CXT STANDARD BUILDING

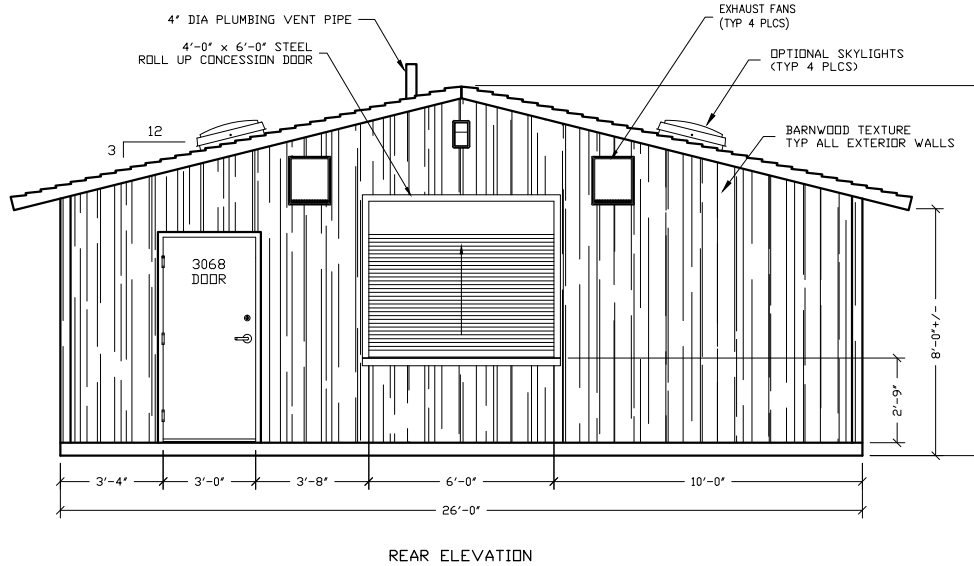
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REV.	DESCRIPTION	DATE	BY
1	NTS	04-30-16	DR
2	FILE NO.	PO-PMD3	DR
3	PLOT	48	DR

FLOOR PLAN		
DWG NO.	SHEET	REV.
PM-03		



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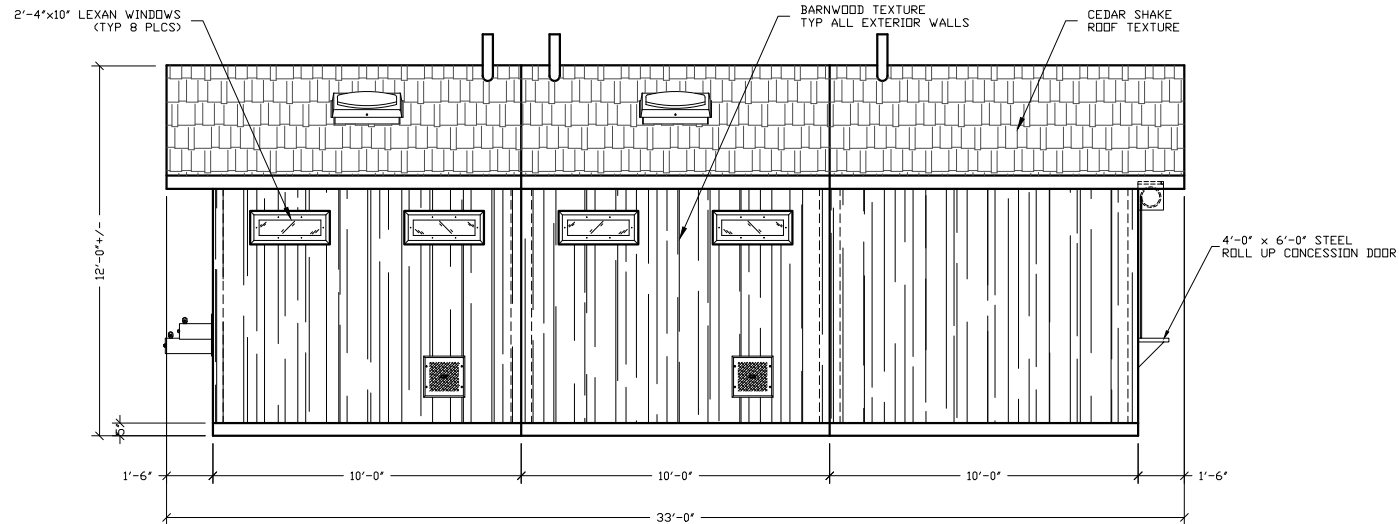
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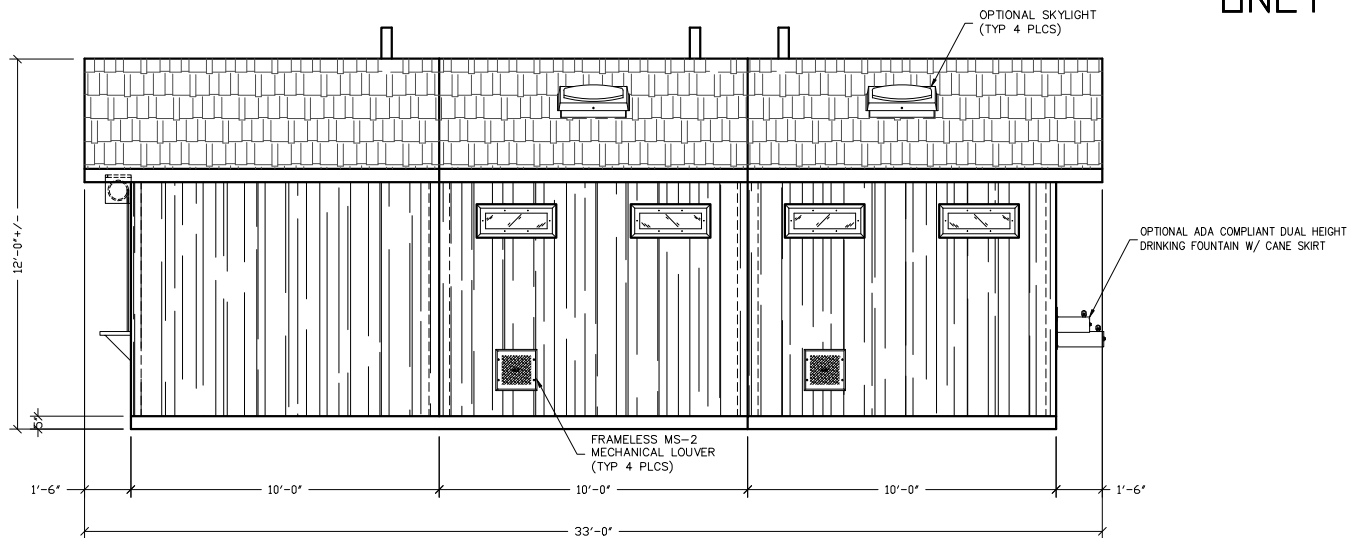
BUILDING ELEVATIONS

DWG NO.	SHEET	REV.
PM-04		



RH SIDE ELEVATION

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LH SIDE ELEVATION

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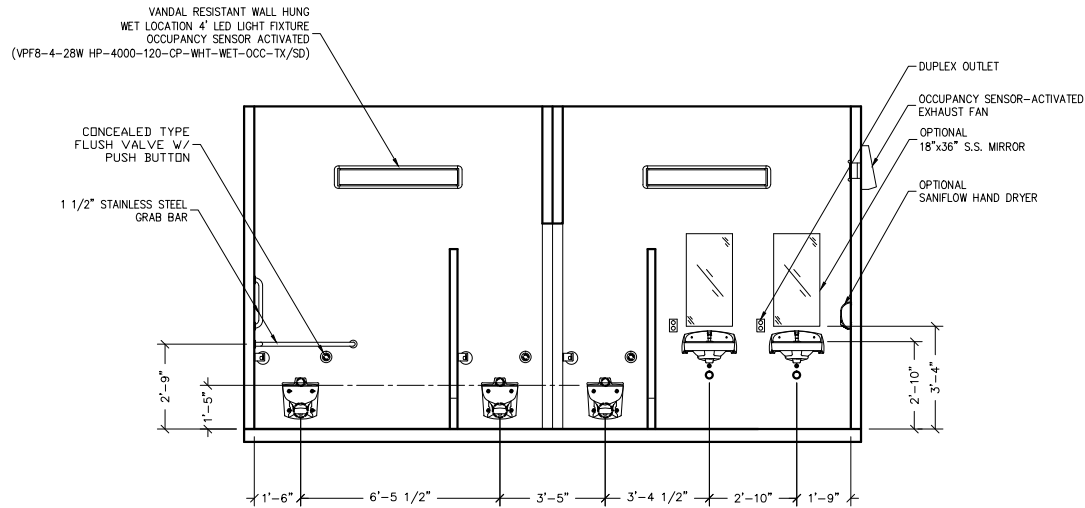
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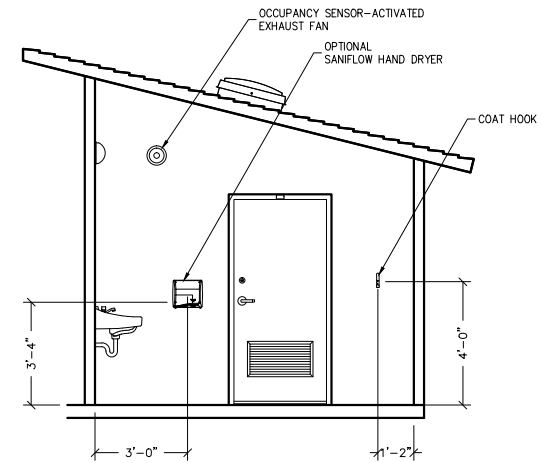
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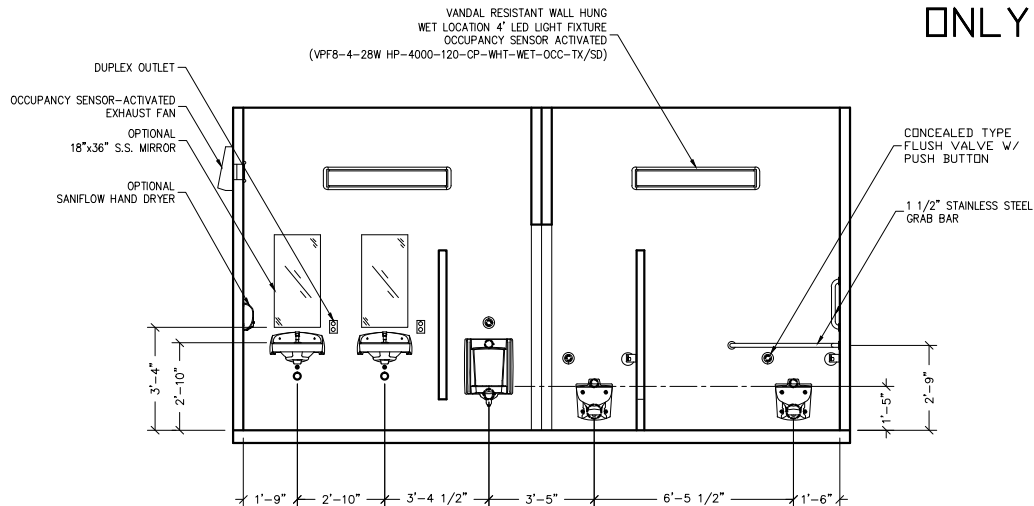


INTERIOR ELEVATION - WOMEN'S RESTROOM

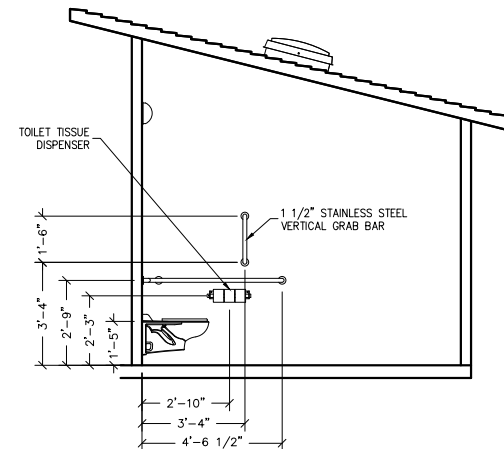
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INTERIOR ELEVATION - WOMEN'S RESTROOM
MENS OPPOSITE HAND



INTERIOR ELEVATION - MEN'S RESTROOM



INTERIOR ELEVATION - MEN'S RESTROOM

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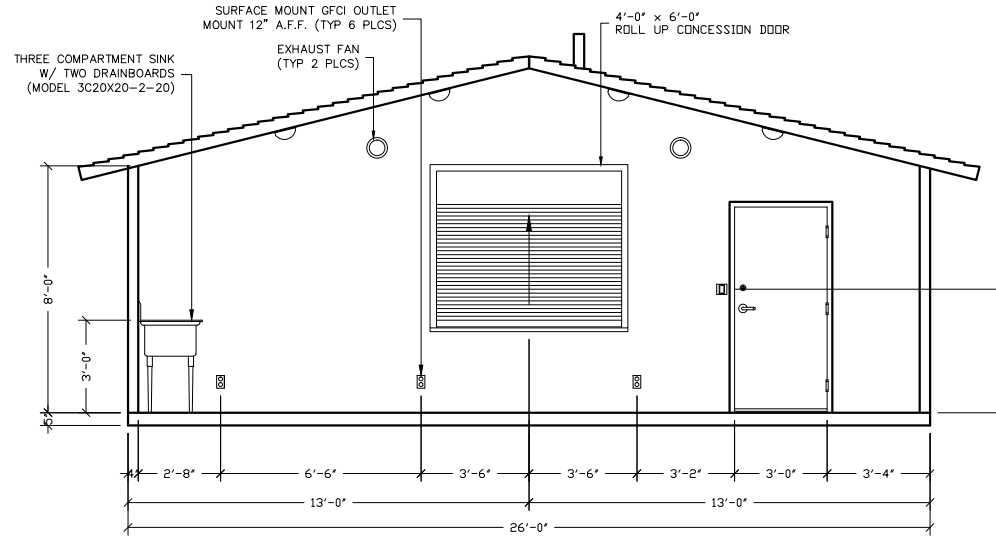
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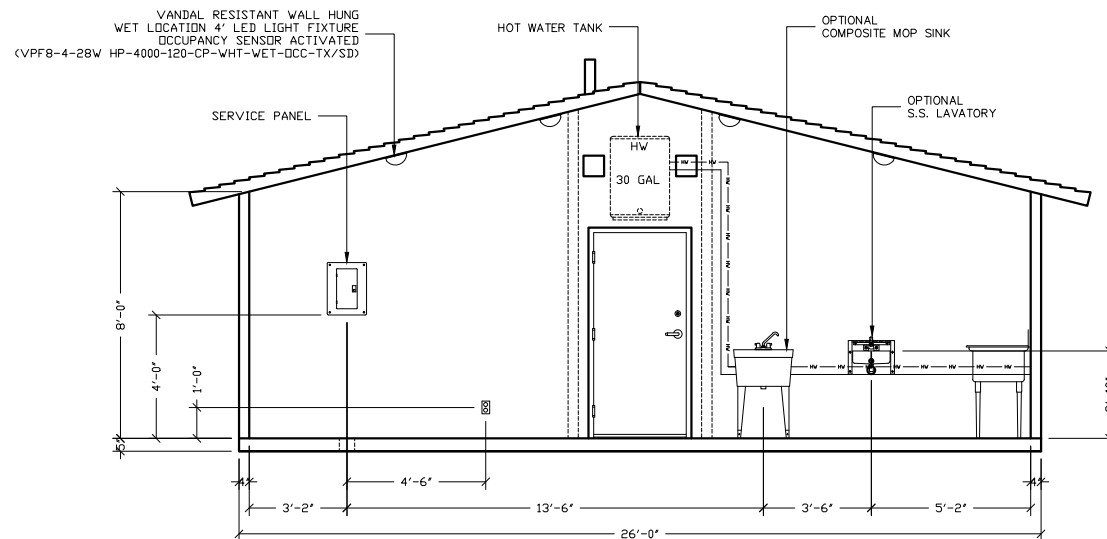
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CONCESSION FRONT WALL INTERIOR ELEVATION



CONCESSION BACK WALL INTERIOR ELEVATION

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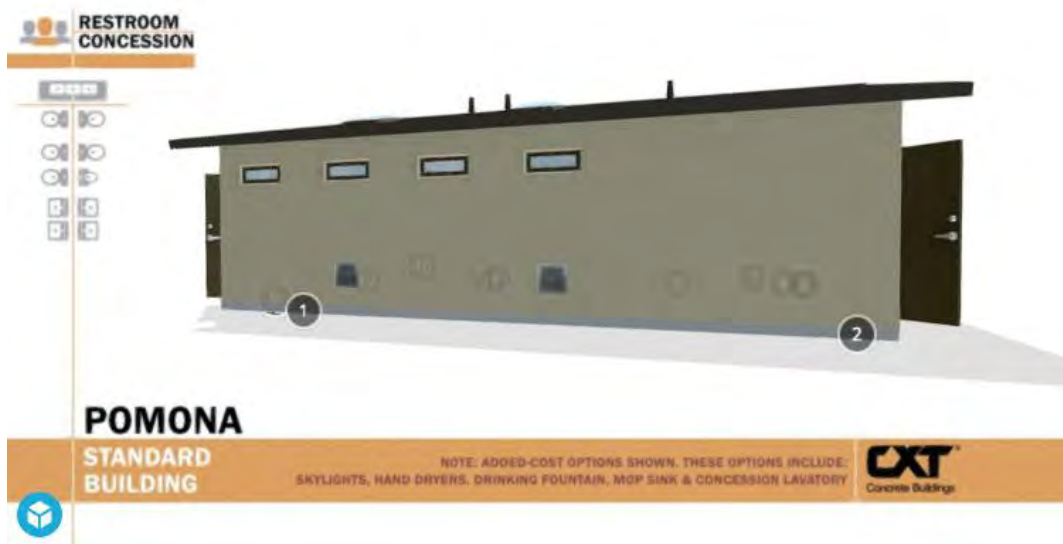
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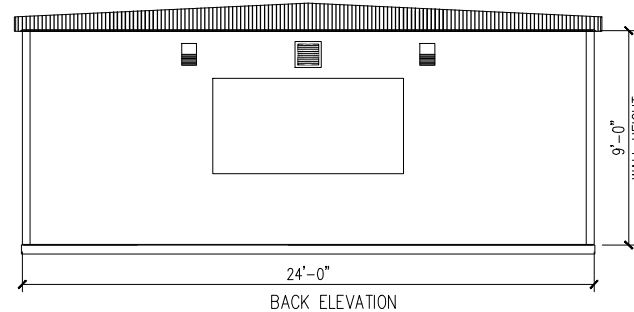
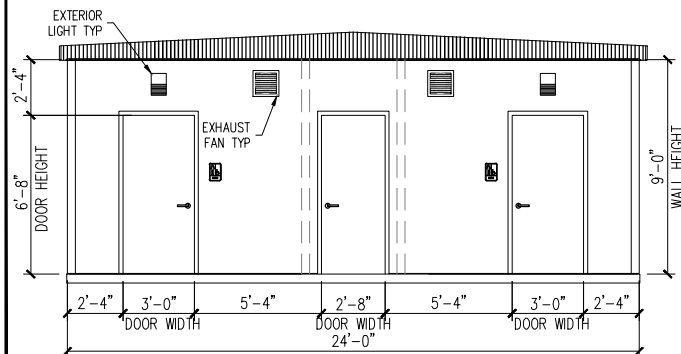
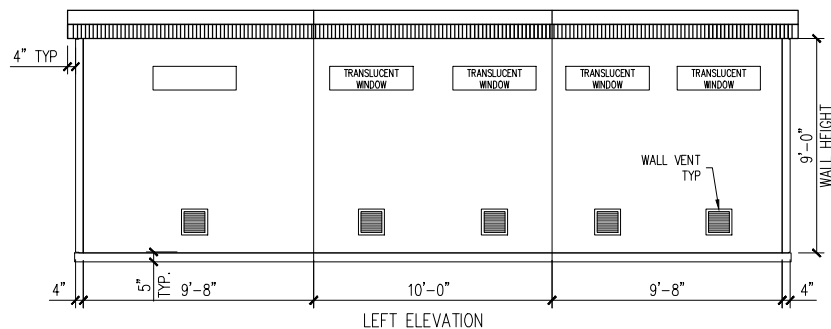
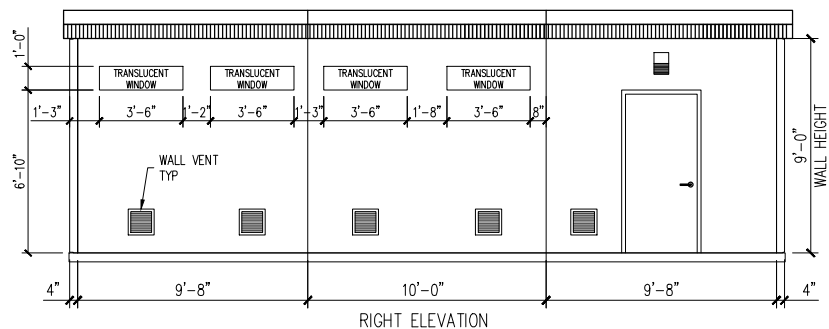
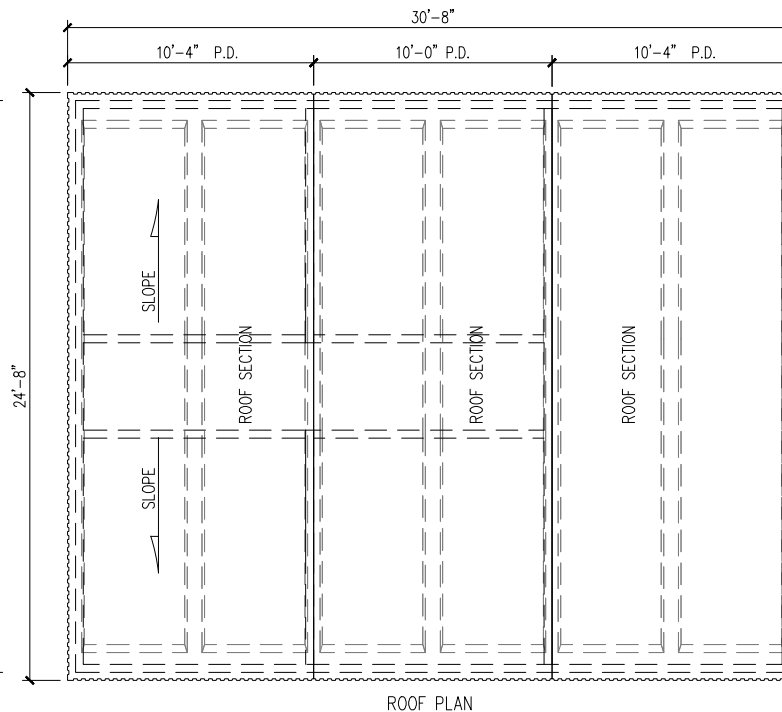
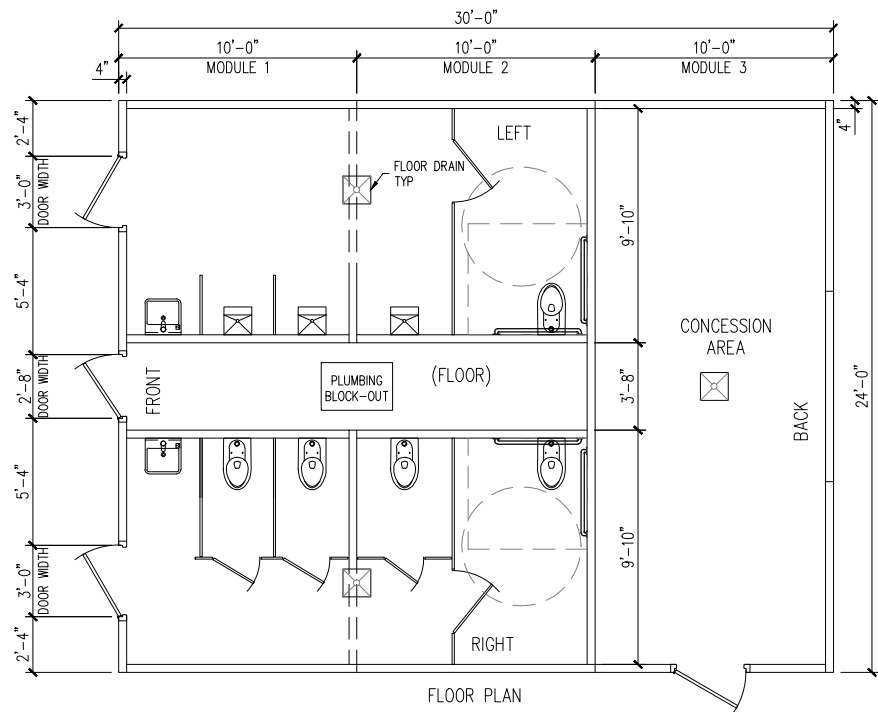
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REV.	DESCRIPTION	APPROVAL	DATE
SCALE	3/8"=1'-0"	DATE	04-30-18
DRAWN	FILE NO.	90-PM07	
CHECKED	PLOT	48	

CONCESSION
INTERIOR ELEVATIONS
DWG NO. PM-07 SHEET REV.





NOTE: FINISH OPTIONAL, VARIOUS
FINISHES ARE AVAILABLE

- ☐ EASI-BRICK
☐ BARNBOARD
☐ BROOM
☐ OTHER: _____

GENERAL NOTES:

1. ALL REQUIRED OPENINGS FOR ELECTRIC, MECHANICAL, LOUVERS, ETC. MUST BE SIZED AND LOCATED BY BUYER ON THIS DRAWING (OPENING SIZES AND LOCATIONS MAY HAVE TO BE ALTERED IF THEY INTERFERE WITH CONNECTIONS OR REINFORCING)
2. ALL VIEWS ARE FROM EXTERIOR
3. A SIGNED COPY MUST BE RETURNED BEFORE BUILDING CAN BE RELEASED FOR PRODUCTION

MESSAGE CENTER

BUILDING FINISH TO BE SELECTED

BUILDING STAIN

DOOR COLOR

BUILDING WEIGH

CUSTOMER APPROVAL

APPROVED BY:

Page ^{DATE:} 72 of 230

DATE	DESCRIPTION	INI.	REV
			A
			A
			A
			A
			A

PROJECT: 24'x30'x9' EASI-SPAN
RESTROOM/CONCESSION BUILDING
CITY STATE
CONTRACTOR: CONTRACTOR

BUILDING LAYOUT

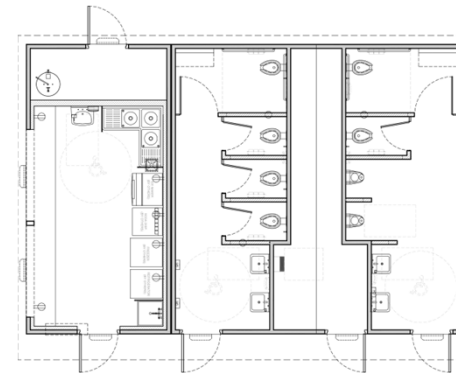
JOB *10/10/10*

DRAWN BY
WCR

CHECK BY
ESW

ISSUE DATE
09.23.15

SHEET
LAYOUT



FLOOR PLAN

SCALE: NOT TO SCALE

770 S.F.
\$700,000 - \$750,000

**FORT PARK
WINDOW ROCK**



www.PublicRestroomCompany.com

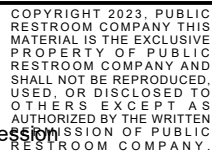
2587 BUSINESS PARKWAY
MINDEN, NEVADA 89423
P: 888-888-2069 F: 888-888-4446

RESTROOM/
CONCESSION BUILDING
DEFIANCE, ARIZONA
ARTIST IMPRESSION: 3D
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SCALE: 3/16"=1'0"



RESTROOM/ CONCESSION BUILDING

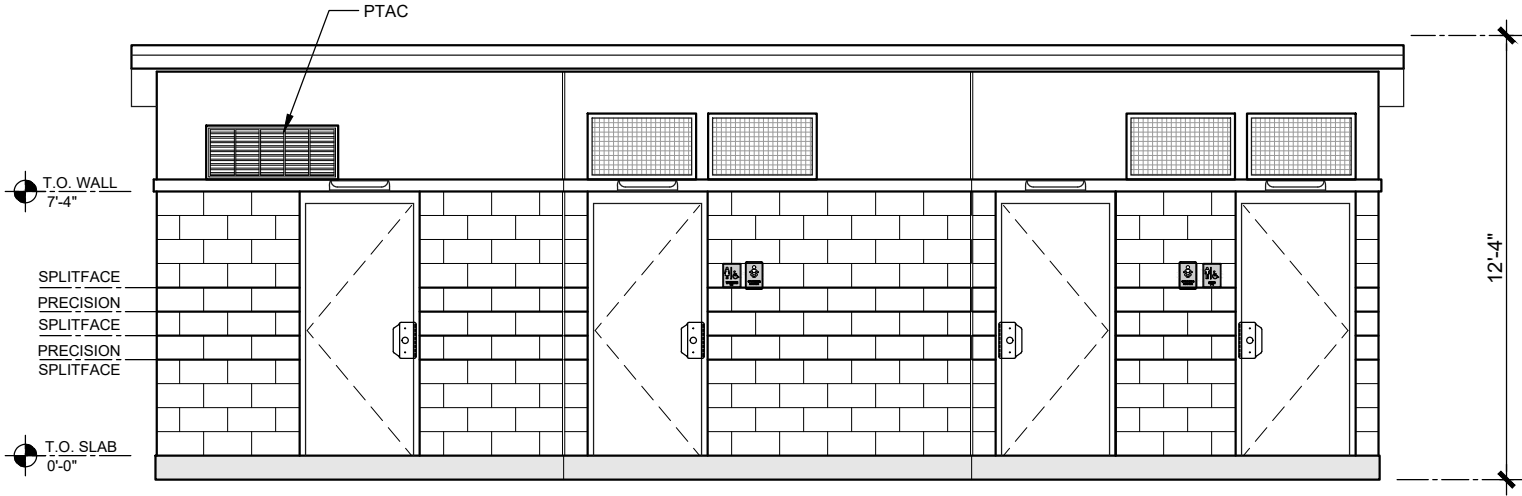
WINDOW ROCK FORT
DEFIANCE, AZ
March 20, 2024

5

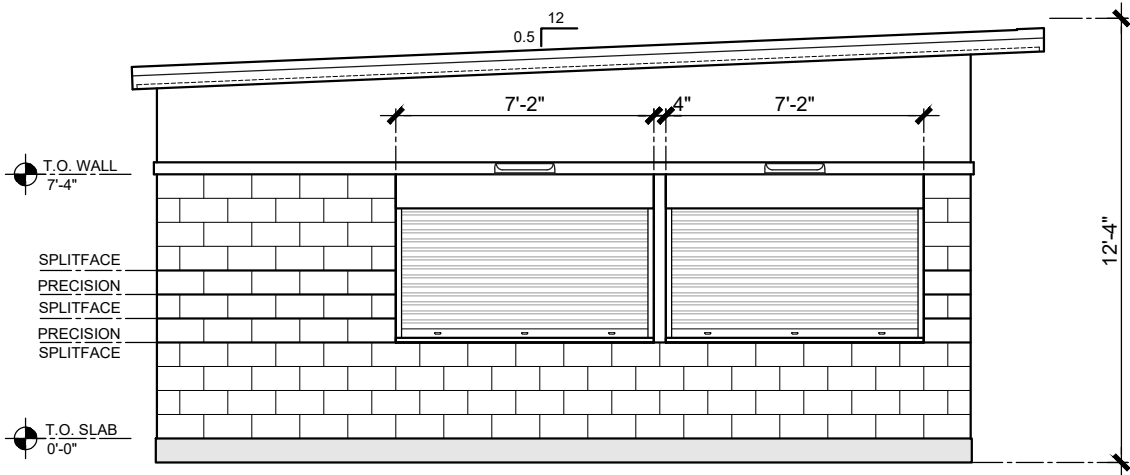
A-1

11590

270 M

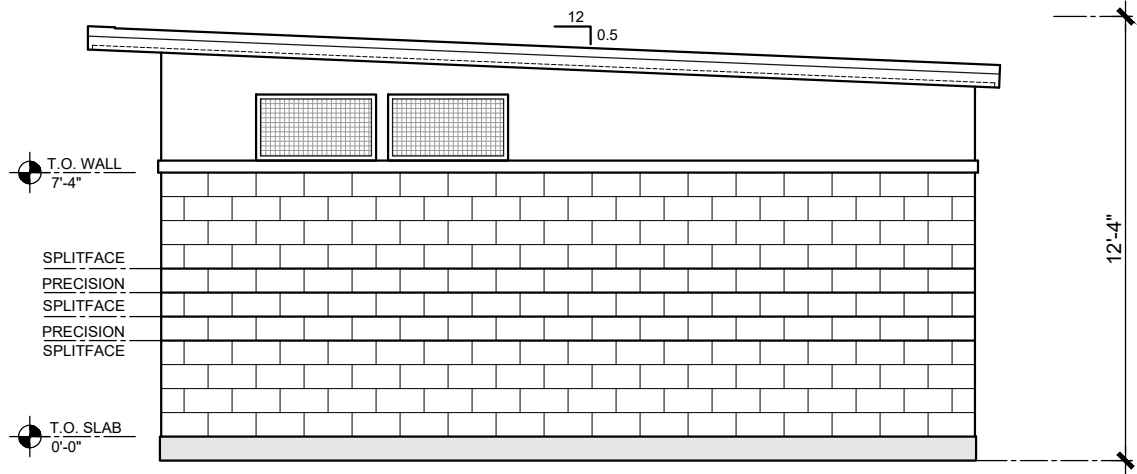


ELEVATION 1
SCALE: 3/16"=1'-0"

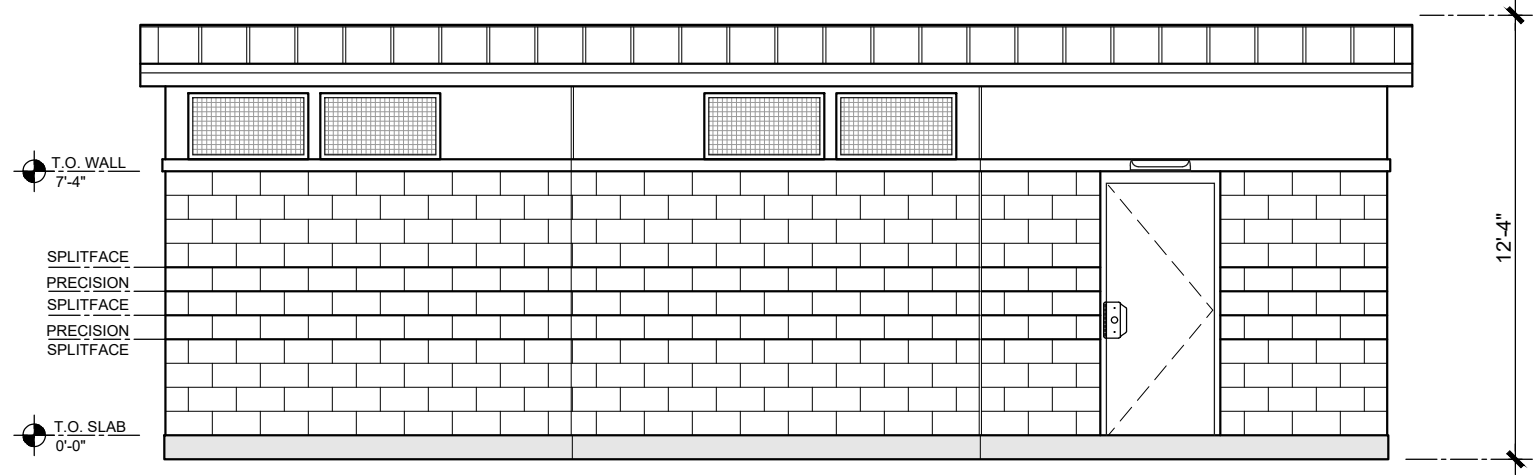


ELEVATION 2
SCALE: 3/16"=1'-0"

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				DRAWN BY: EOR	
				START DATE: 6/20/2023 DRAWN BY: EOR	



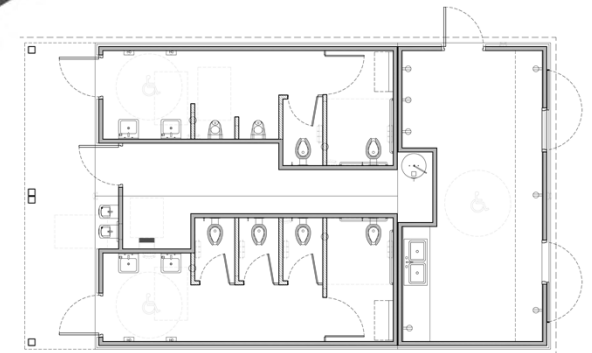
ELEVATION 3
SCALE: 3/16"=1'-0"



ELEVATION 4
SCALE: 3/16"=1'-0"



SLAB BY OTHERS



FLOOR PLAN

SCALE: NOT TO SCALE



770 S.F.
\$650,000 - \$725,000

RESTROOM BUILDING
KELLER, TEXAS

KELLER SPORTS PARK

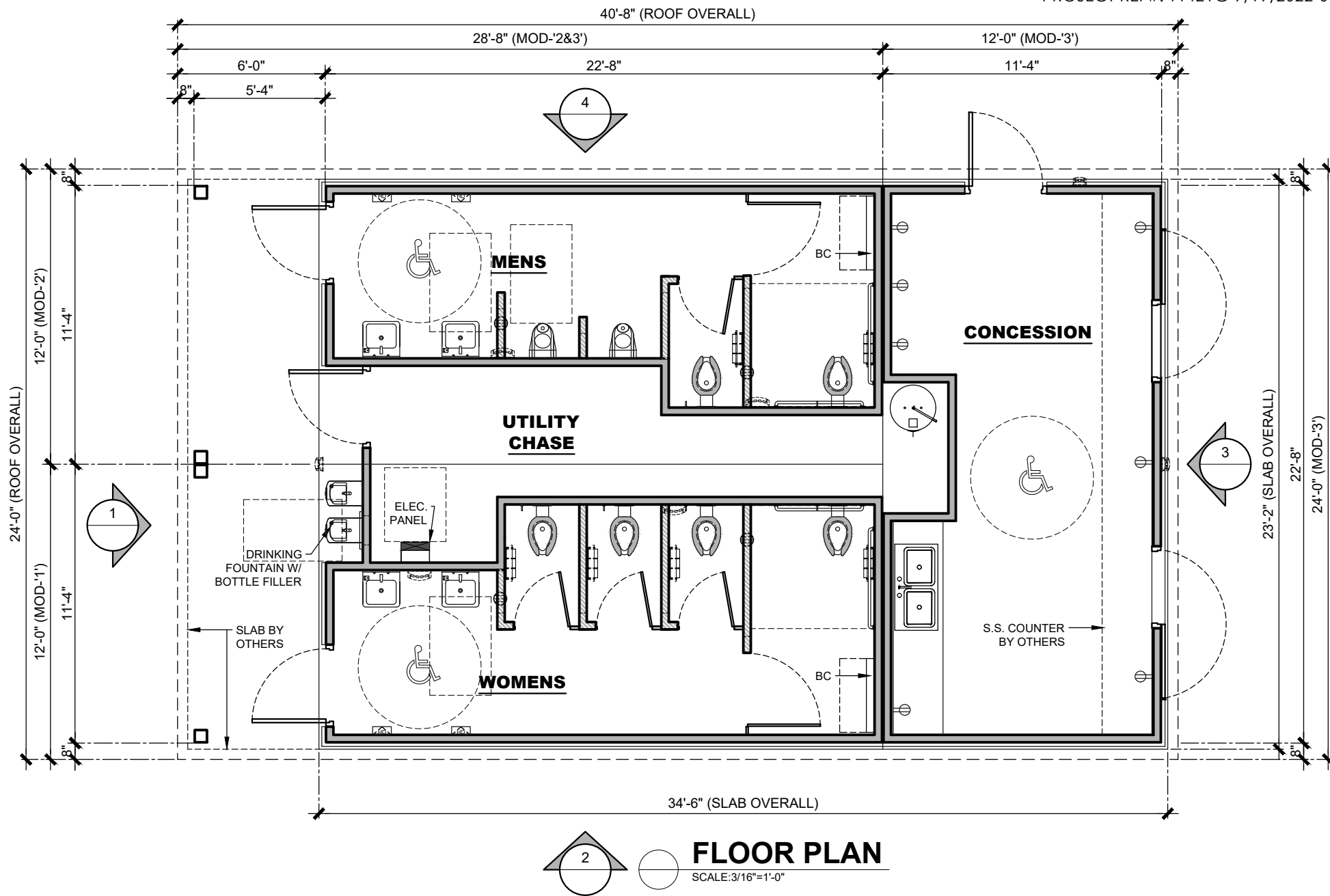
ARTIST IMPRESSION: 3D RENDERING ONLY FOR REPRESENTATION. COLORS AND MATERIALS ARE SUBJECT TO CHANGE
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Page 77 of 230



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BUILDING TYPE:

RESTROOM BUILDING

PROJECT:

KELLER SPORTS PARK - 'C'
KELLER, TX

REVISION #

-

REVISION

DATE:

-

DRAWN BY:

-

SHEET#

A-1

PROJECT #:

11421C

START

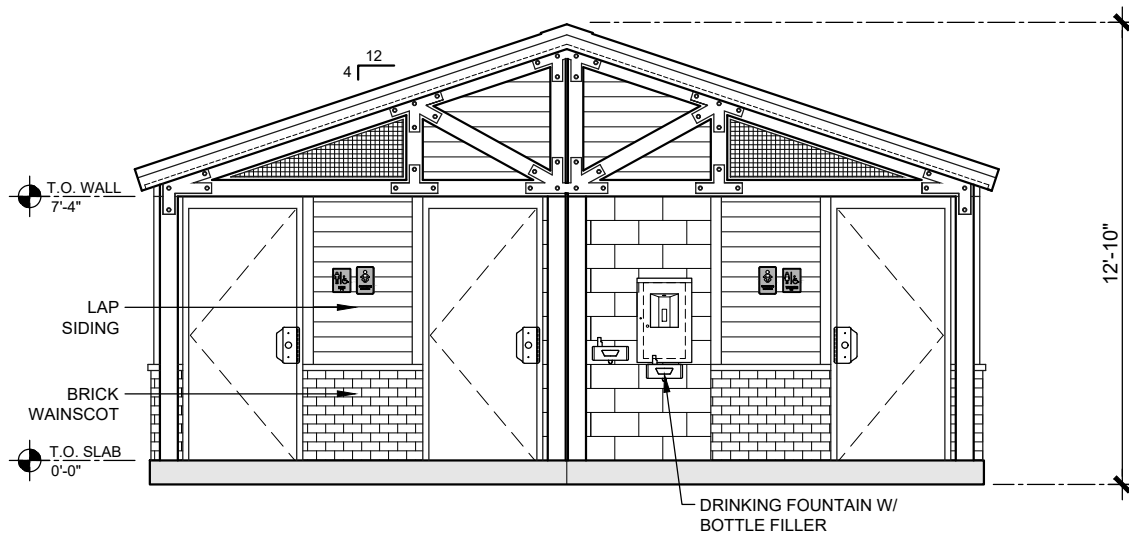
DATE:

9/20/2022

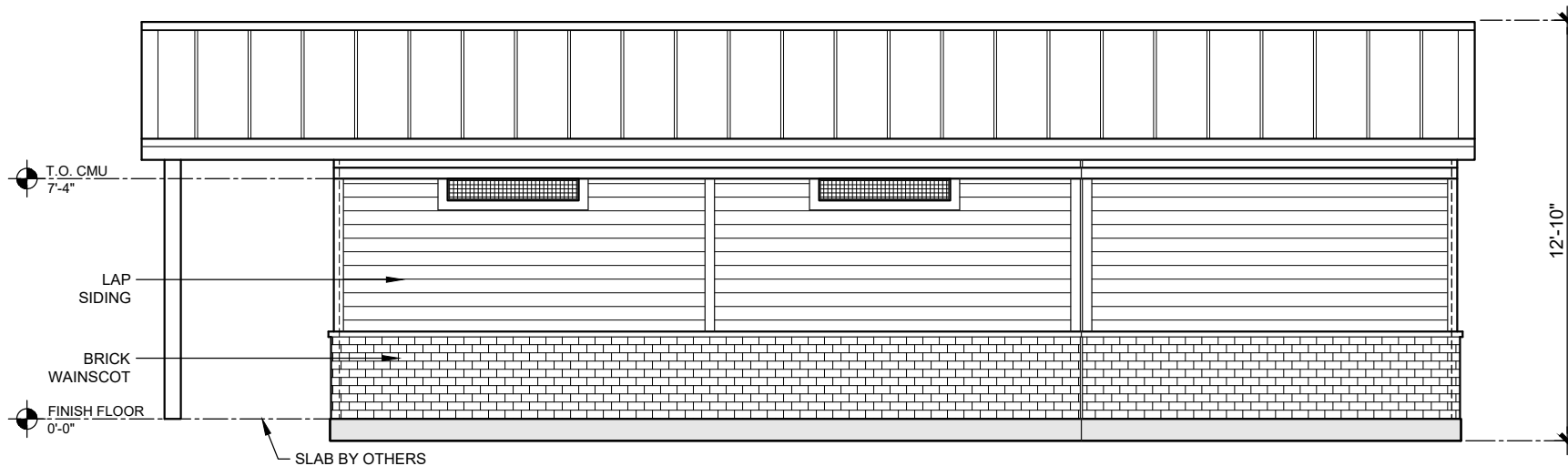
DRAWN BY: EOR

MAX. PERSON / HOUR:

90**S**

**ELEVATION 1**

SCALE: 3/16"=1'-0"

**ELEVATION 2**

SCALE: 3/16"=1'-0"



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BUILDING TYPE:

RESTROOM BUILDING

PROJECT:

KELLER SPORTS PARK - 'C'
KELLER, TX
 March 20, 2024

REVISION #

-

REVISION

DATE:

-

DRAWN BY:

-

SHEET#

A-2

PROJECT #:

11421C

START

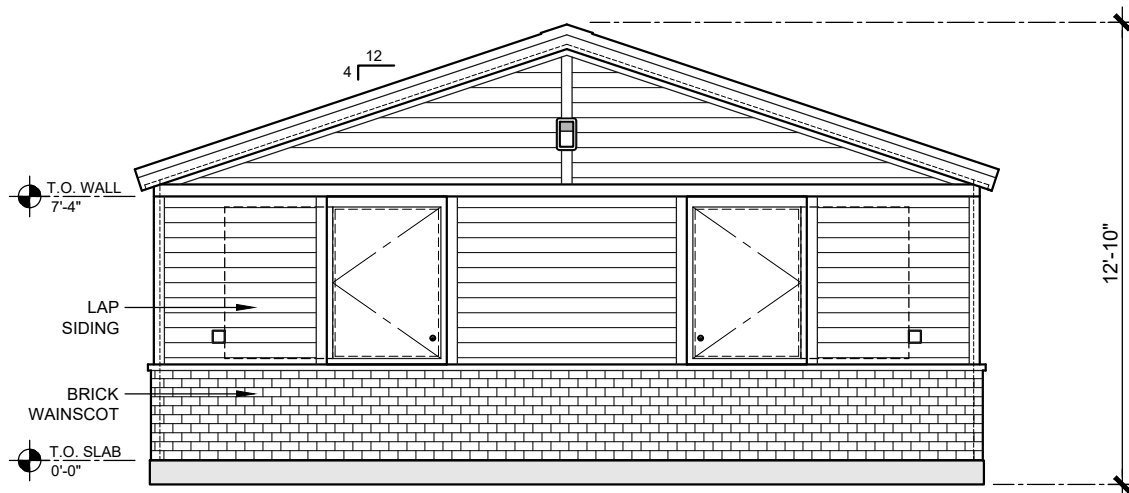
DATE:

9/20/2022

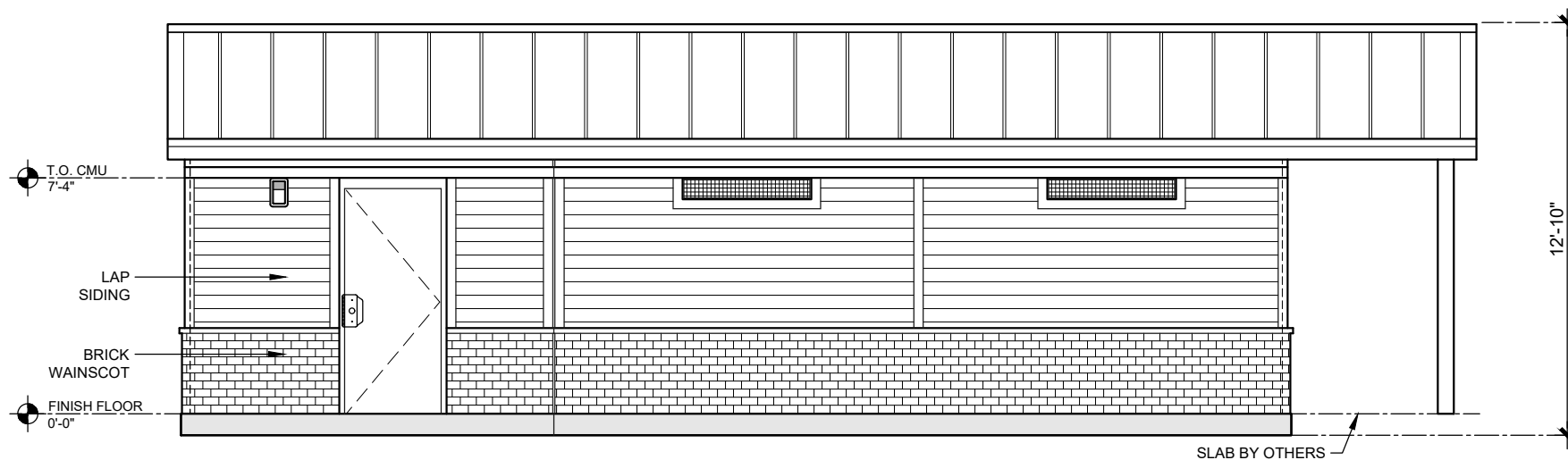
DRAWN BY: EOR

MAX. PERSON / HOUR:

90 S

**ELEVATION 3**

SCALE: 3/16"=1'-0"

**ELEVATION 4**

SCALE: 3/16"=1'-0"



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BUILDING TYPE:

RESTROOM BUILDING

PROJECT:

KELLER SPORTS PARK - 'C'
KELLER, TX
 March 26, 2024

REVISION #

-

REVISION DATE:

-

DRAWN BY:

-

SHEET#

A-3

PROJECT #:

11421C

START DATE:

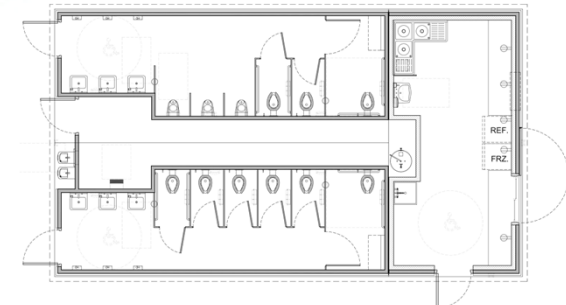
9/20/2022

DRAWN BY:

EOR

MAX. PERSON / HOUR:

90 S



FLOOR PLAN

SCALE: NOT TO SCALE

938 S.F.
\$825,000 - \$900,000

FAYETTEVILLE,
NORTH CAROLINA
SPORTS COMPLEX
McARTHUR ROAD



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MILFORD, NEVADA 89413
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RESTROOM/
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41'-4" (ROOF OVERALL)

29'-4" (MOD-1&2')

12'-0" (MOD-3')

28'-8"

11'-4"

12'-0" (MOD-2')

12'-0" (MOD-1')

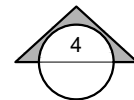
23'-2" (SLAB OVERALL)

22'-8"

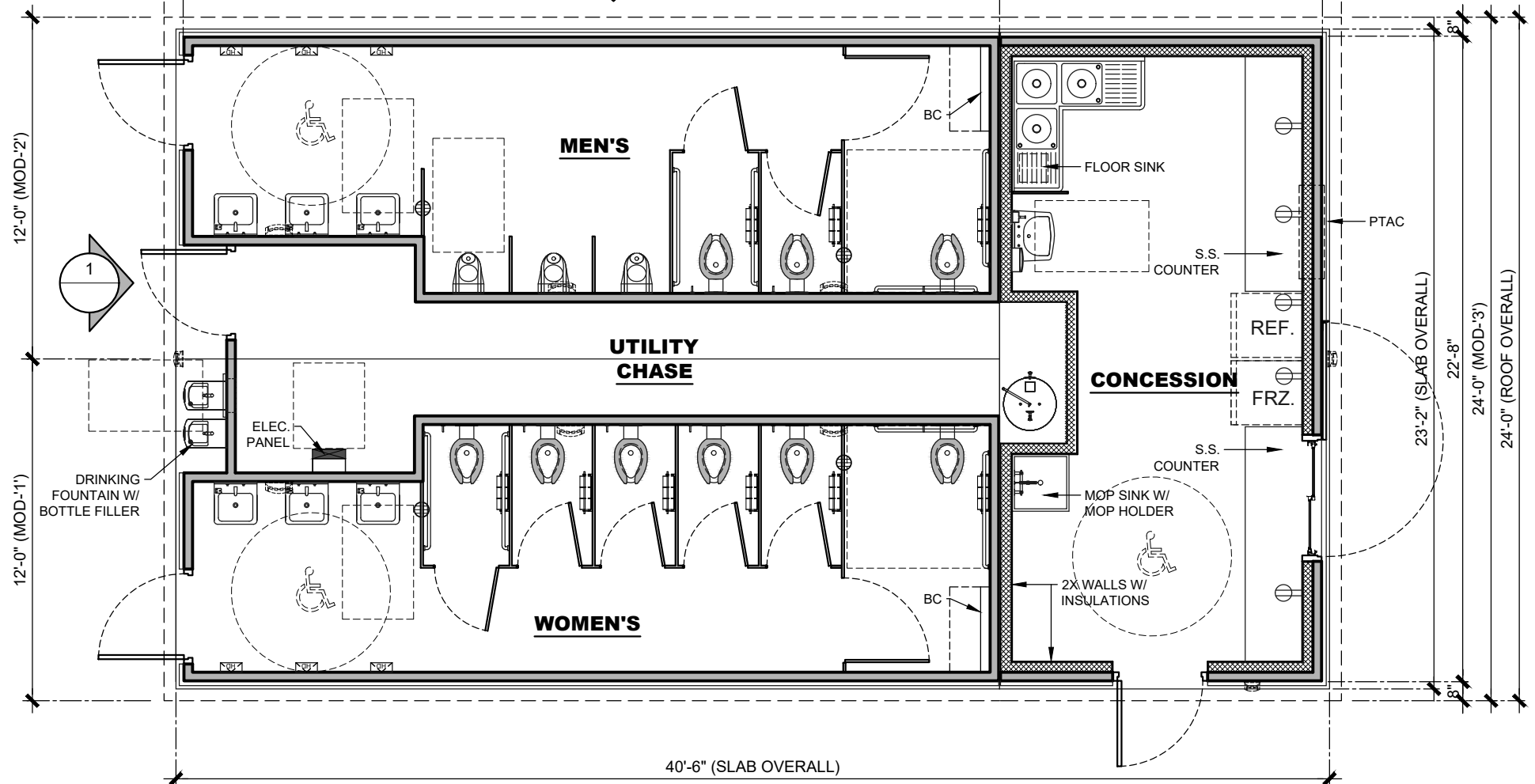
24'-0" (MOD-3')

24'-0" (ROOF OVERALL)

40'-6" (SLAB OVERALL)

**FLOOR PLAN**

SCALE: 3/16" = 1'-0"



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BUILDING TYPE:

RESTROOM/ CONCESSION BUILDING

PROJECT:

McARTHUR ROAD SPORTS COMPLEX
FAYETTE, NC
 March 20, 2024

REVISION #

-

REVISION DATE:

DRAWN BY:

PROJECT #:

11632START DATE: **5/7/2023**

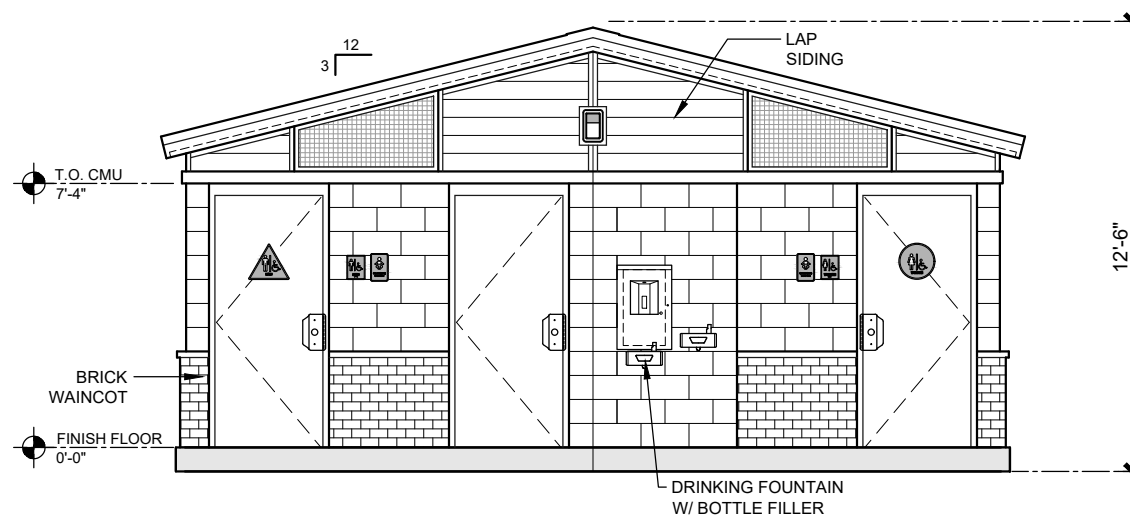
DRAWN BY: EOR

SHEET#

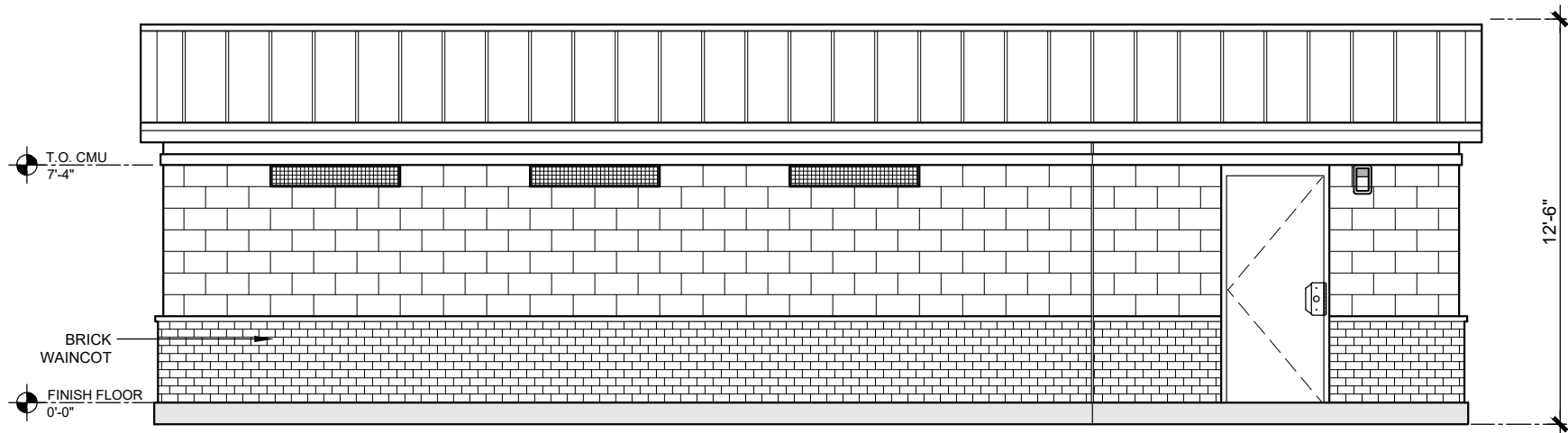
A-1

MAX. PERSON / HOUR:

540 M

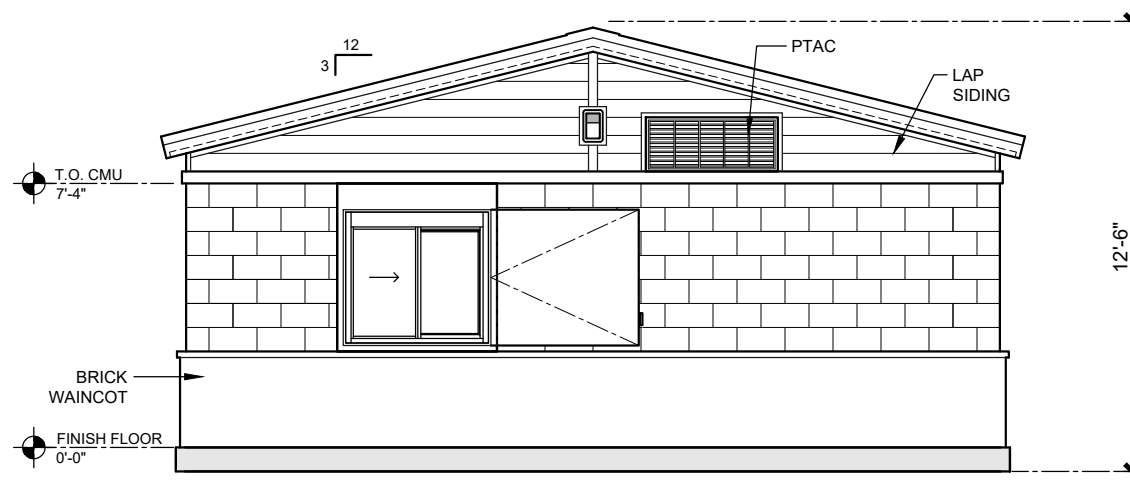


ELEVATION 1
SCALE: 3/16"=1'-0"



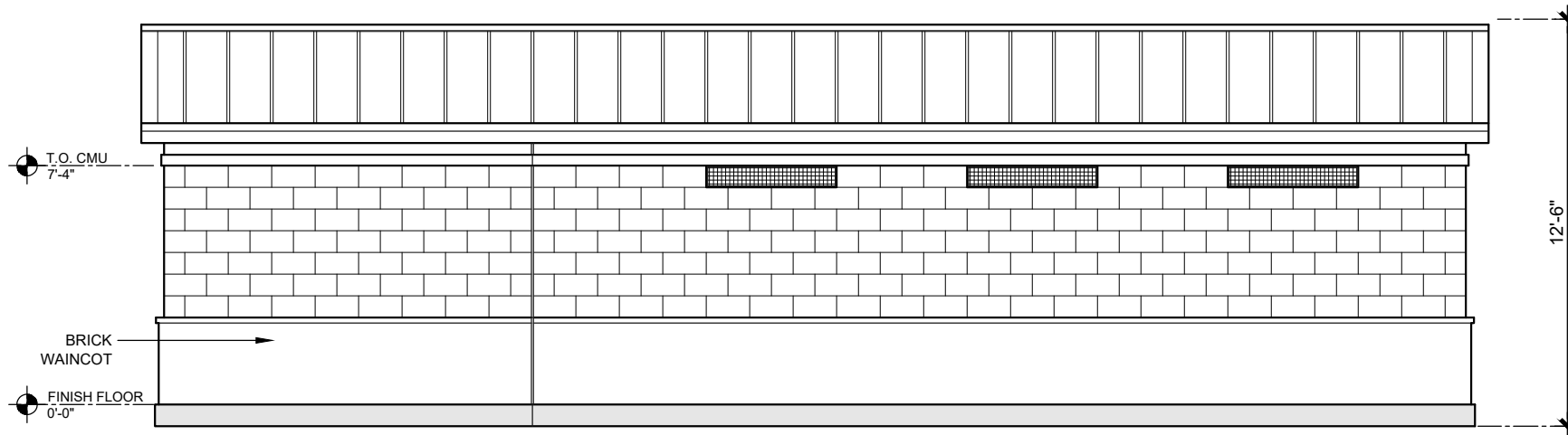
ELEVATION 2
SCALE: 3/16"=1'-0"

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			PROJECT #: 11632	START DATE: 5/7/2023 DRAWN BY: EOR	



ELEVATION 3

SCALE: 3/16"=1'-0"



ELEVATION 4

SCALE: 3/16"=1'-0"



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BUILDING TYPE:

RESTROOM/ CONCESSION BUILDING

PROJECT:

McARTHUR ROAD SPORTS COMPLEX**FAYETTE, NC**

March 20, 2024

REVISION #

-

REVISION
DATE:

DRAWN BY:

PROJECT #:

11632START
DATE: **5/7/2023**

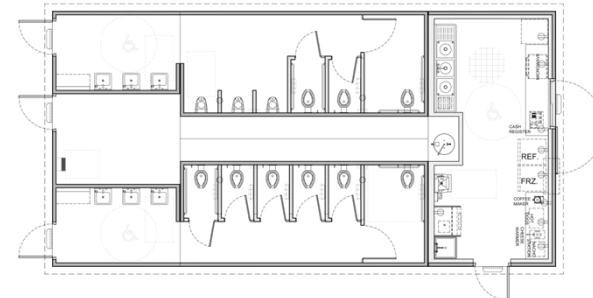
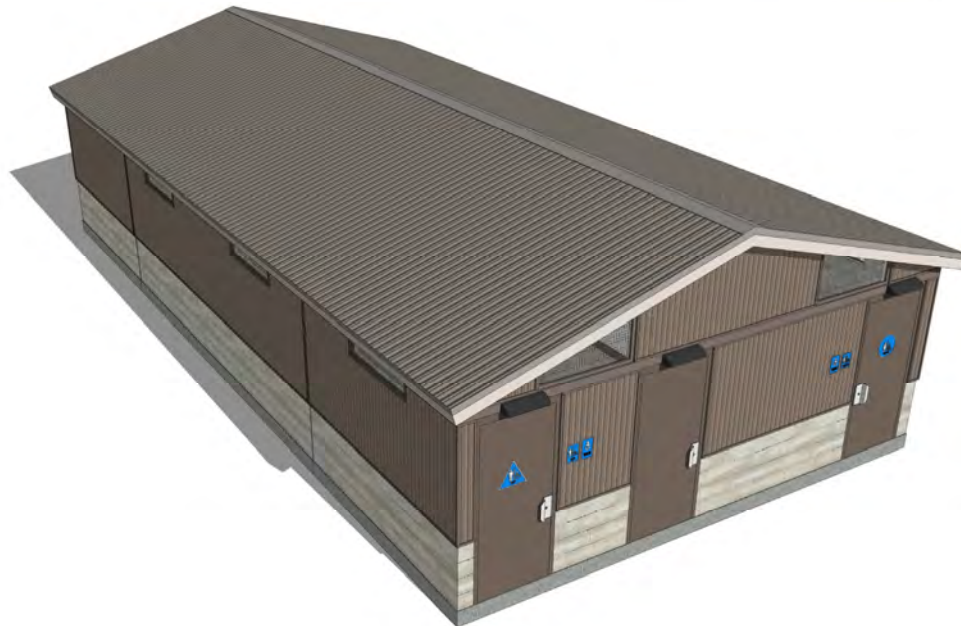
DRAWN BY: EOR

SHEET#

A-3

MAX. PERSON / HOUR:

540 M



FLOOR PLAN

SCALE: NOT TO SCALE

1,012 S.F.
\$1,050,000 - \$1,150,000

VALLEY WIDE PARK DISTRICT, CALIFORNIA
RESTROOM/ CONCESSION BUILDING
WINCHESTER SPORTS PARK



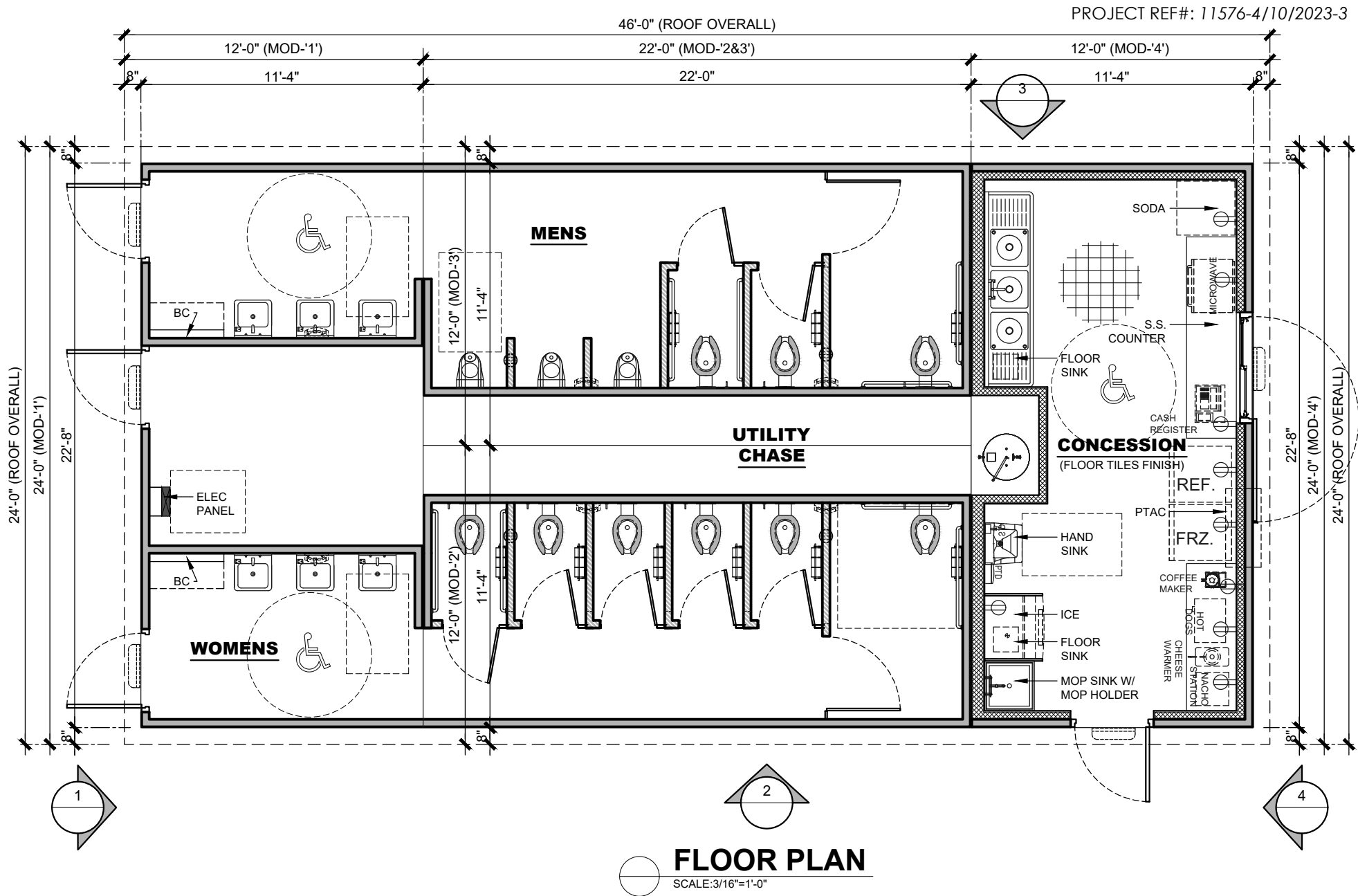
www.PublicRestroomCompany.com

2587 BUSINESS PARKWAY
MINDEN NEVADA 89423

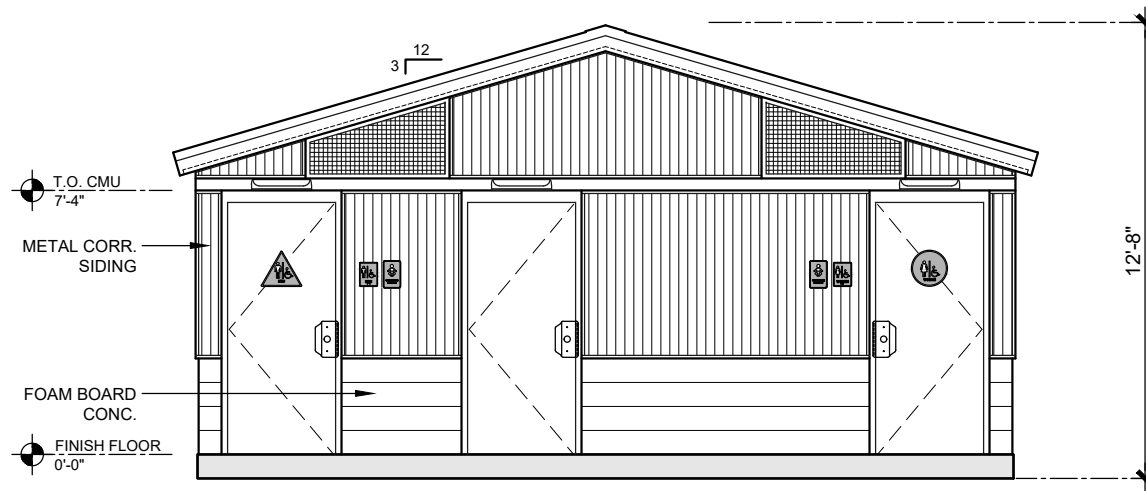
P: 888-888-2066 F: 888-888-4442

ARTIST IMPRESSION: 3D
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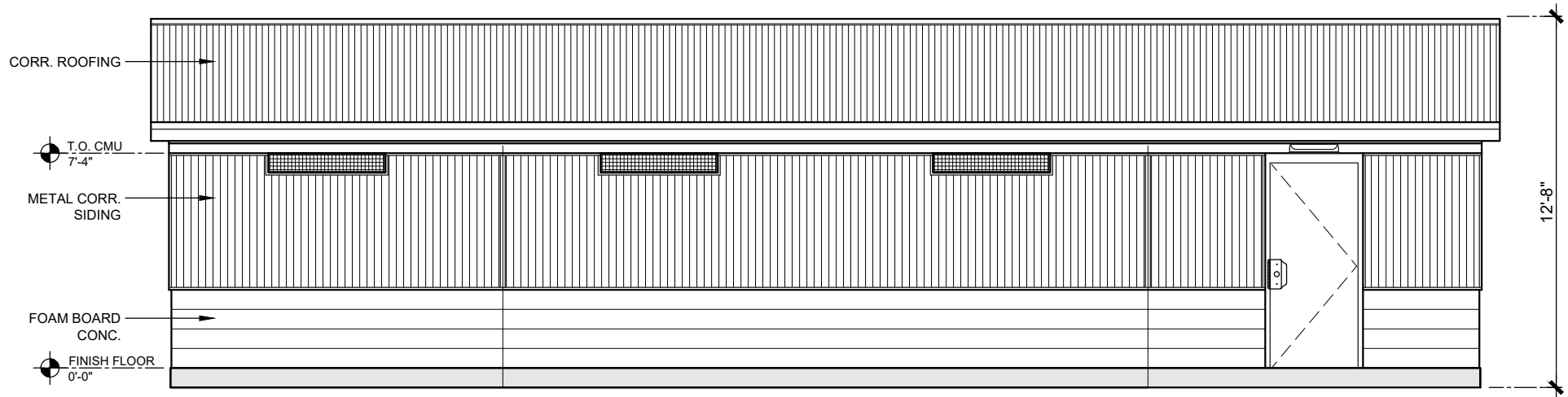


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		PROJECT:		PROJECT #:	START DATE:		MAX. PERSON / HOUR:
				11576	4/10/2023		540 M
					DRAWN BY: EOR		
Ph: 888-888-2060 Fax: 888-888-1428		~NOT FOR CONSTRUCTION ~ PRELIMINARY DESIGN DRAWING ONLY ~ DO NOT SCALE, DIMENSIONS PRESIDE					



ELEVATION 1

SCALE: 3/16"=1'-0"



ELEVATION 2

SCALE: 3/16"=1'-0"



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BUILDING TYPE:

RESTROOM/ CONCESSION BUILDING

PROJECT:

**WINCHESTER SPORTS PARK
VALLEY WIDE PARK DISTRICT, CA**

March 20, 2024

REVISION #

-

REVISION DATE:

-

DRAWN BY:

-

PROJECT #:

11576

START DATE:

4/10/2023

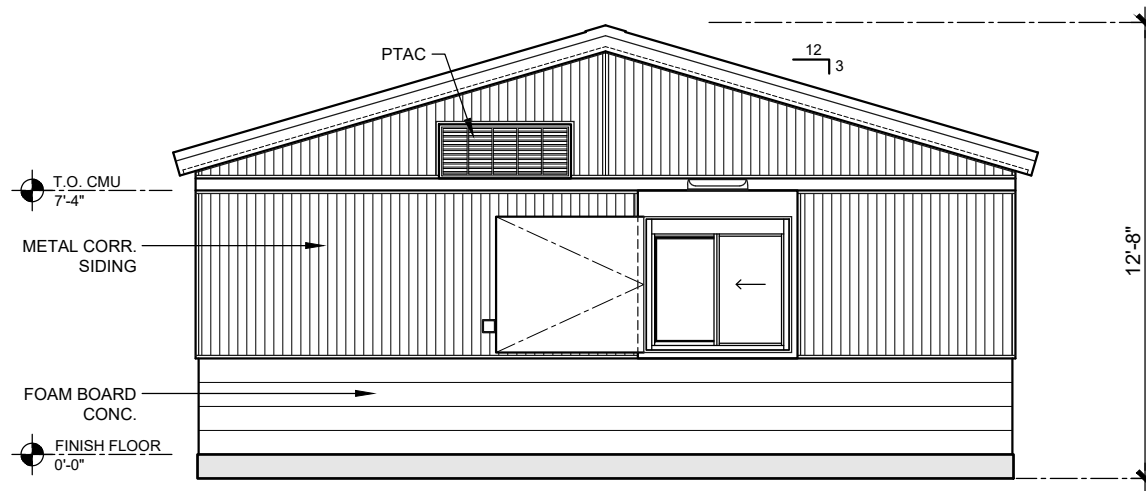
DRAWN BY: EOR

SHEET#

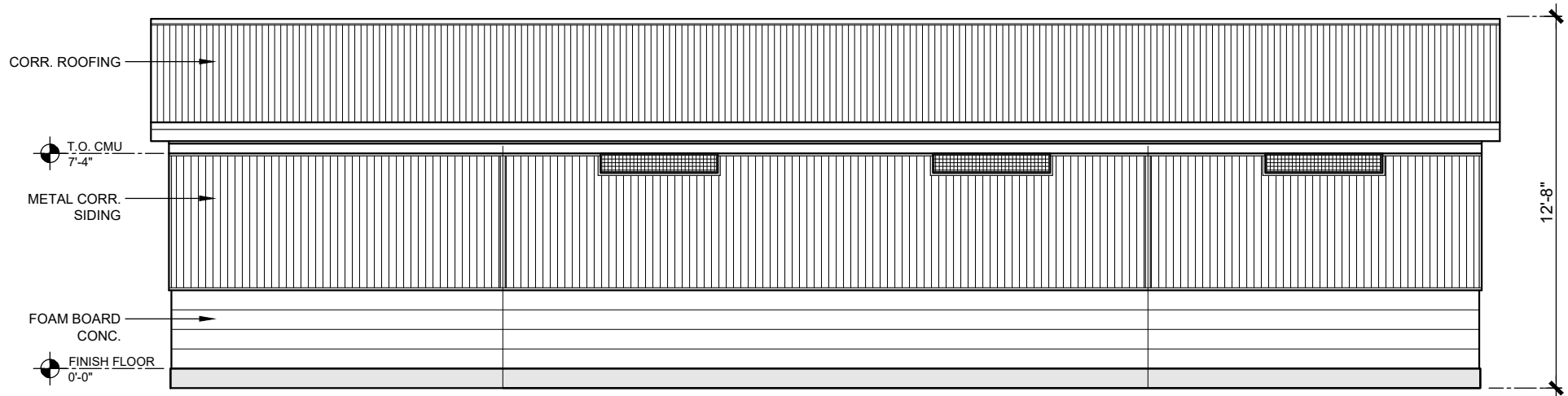
A-2

MAX. PERSON / HOUR:

540 M



ELEVATION 3
SCALE: 3/16"=1'-0"



ELEVATION 4
SCALE: 3/16"=1'-0"



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BUILDING TYPE:

RESTROOM/ CONCESSION BUILDING

PROJECT:

**WINCHESTER SPORTS PARK
VALLEY WIDE PARK DISTRICT, CA**

March 20, 2024

REVISION #

-

REVISION

DATE:

DRAWN BY:

PROJECT #:

11576

START

DATE:

4/10/2023

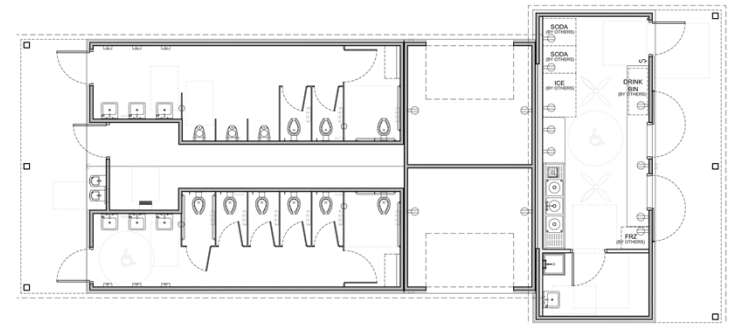
DRAWN BY: EOR

SHEET#

A-3

MAX. PERSON / HOUR:

540 M



1,300 S.F.
\$1,000,000 - \$1,100,000

FLOOR PLAN

SCALE: NOT TO SCALE

RESTROOM/
CONCESSION/ STORAGE BUILDING

CITY OF CARROLLTON, TEXAS

R.E. GOOD SOCCER COMPLEX

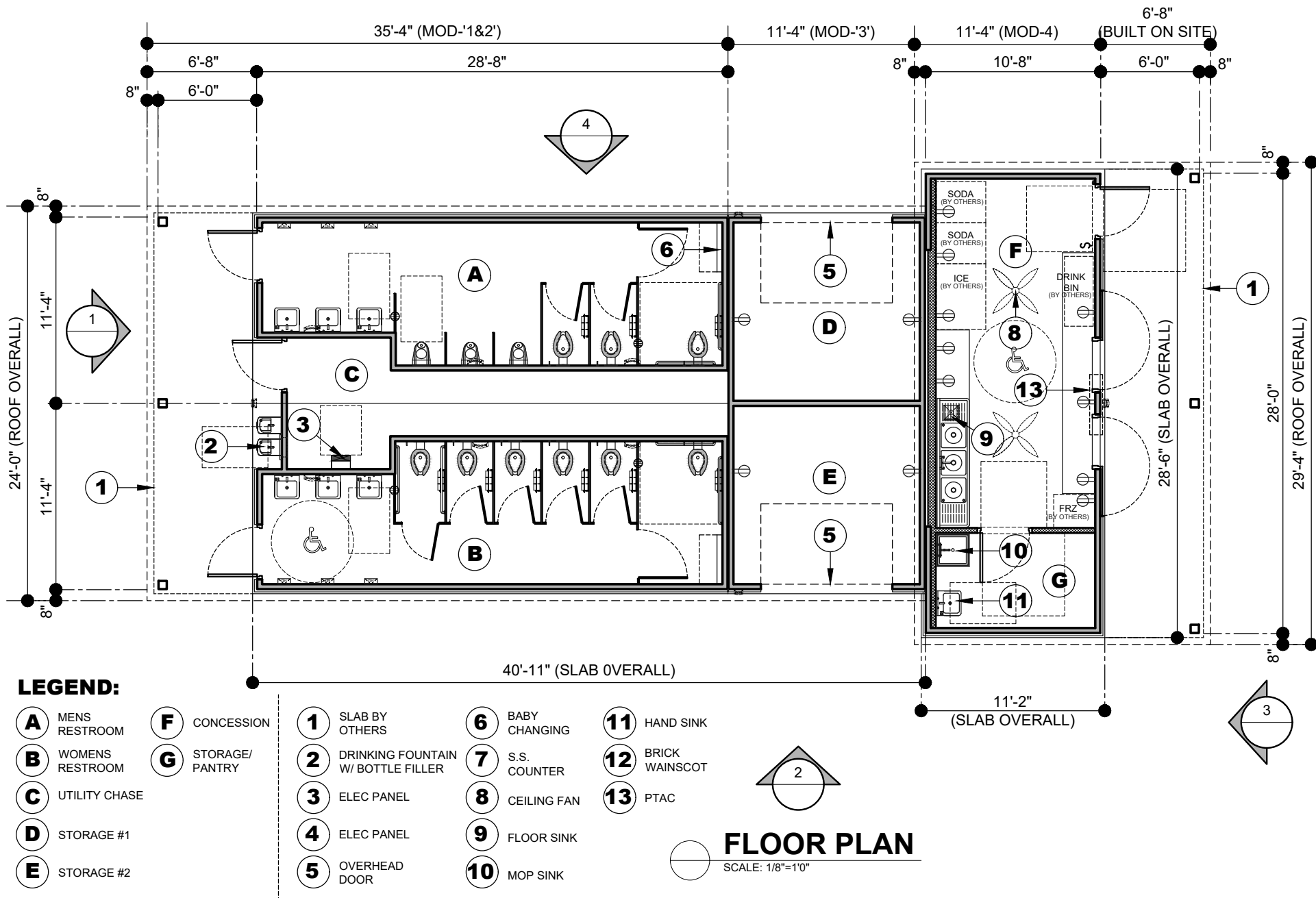
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BUILDING TYPE: **RESTROOM/ CONCESSION/ STORAGE BUILDING**

PROJECT: **R.E. GOOD SPORTS COMPLEX
CARROLLTON, TX**

REVISION #

-

PROJECT #:

11390

REVISION DATE:

DRAWN BY:

START DATE: **9/1/2022**

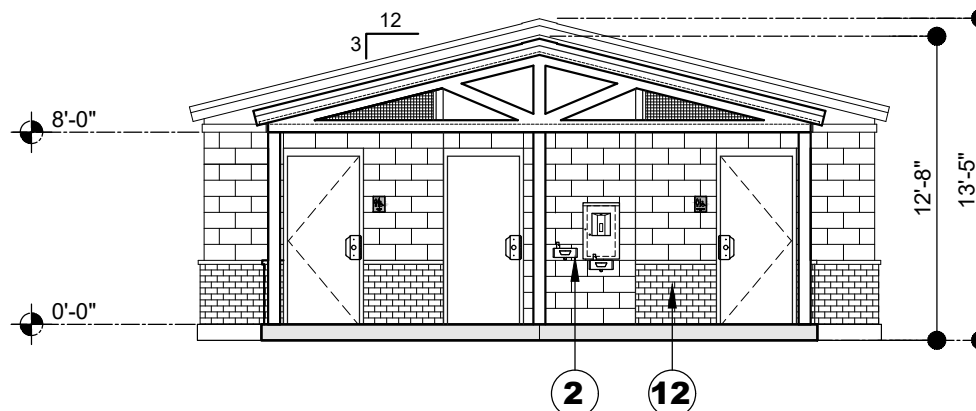
DRAWN BY: EOR

SHEET#

A-1

MAX. PERSON / HOUR:

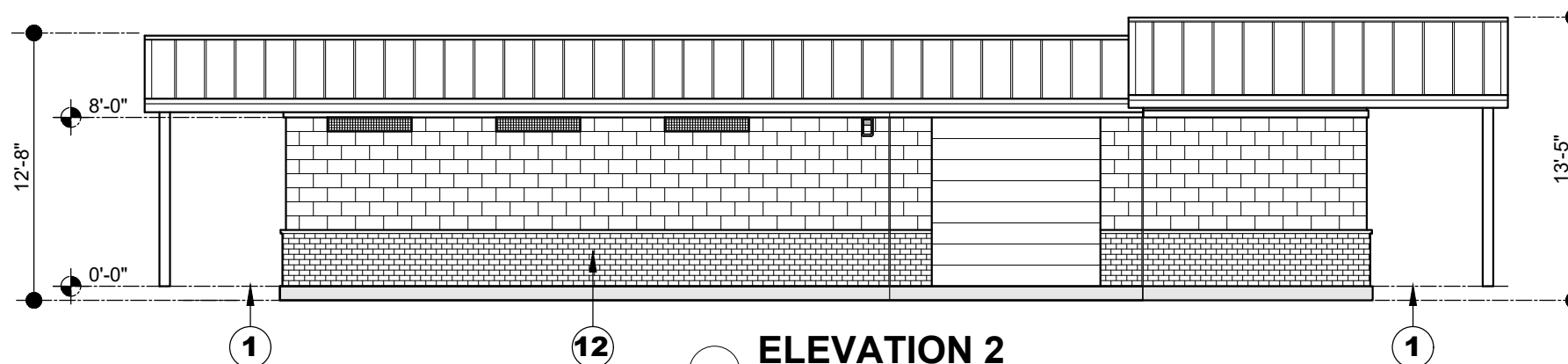
540 M

**ELEVATION 1**

SCALE: 1/8"=1'-0"

LEGEND:

- | | | | | |
|--------------------------|--------------------------|---|------------------------|--------------------------|
| A MENS RESTROOM | F CONCESSION | 1 SLAB BY OTHERS | 6 BABY CHANGING | 11 HAND SINK |
| B WOMENS RESTROOM | G STORAGE/ PANTRY | 2 DRINKING FOUNTAIN W/ BOTTLE FILLER | 7 S.S. COUNTER | 12 BRICK WAINSCOT |
| C UTILITY CHASE | | 3 ELEC PANEL | 8 CEILING FAN | 13 PTAC |
| D STORAGE #1 | | 4 ELEC PANEL | 9 FLOOR SINK | |
| E STORAGE #2 | | 5 OVERHEAD DOOR | 10 MOP SINK | |

**ELEVATION 2**

SCALE: 1/8"=1'-0"



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BUILDING TYPE: **RESTROOM/ CONCESSION/ STORAGE BUILDING**

PROJECT: **R.E. GOOD SPORTS COMPLEX**
CARROLLTON, TX
 March 20, 2024

REVISION #

-

REVISION DATE:

DRAWN BY:

PROJECT #:

11390START DATE: **9/1/2022**

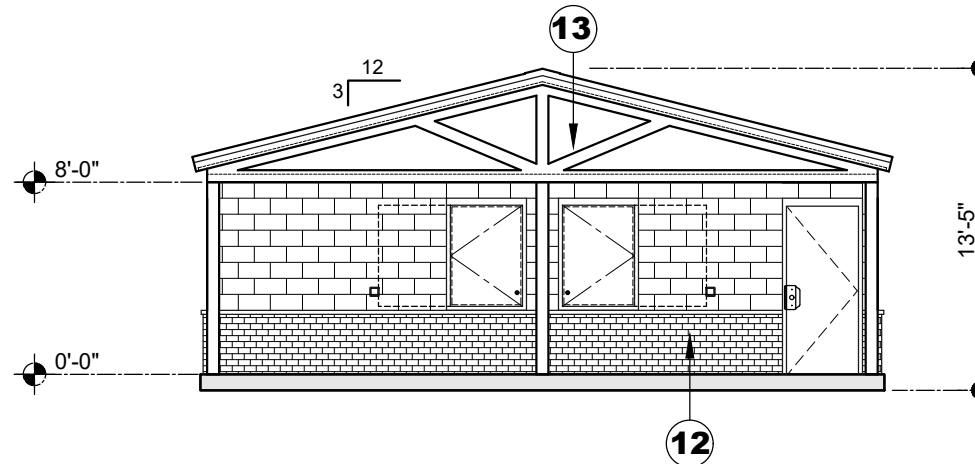
DRAWN BY: EOR

SHEET#

A-2

MAX. PERSON / HOUR:

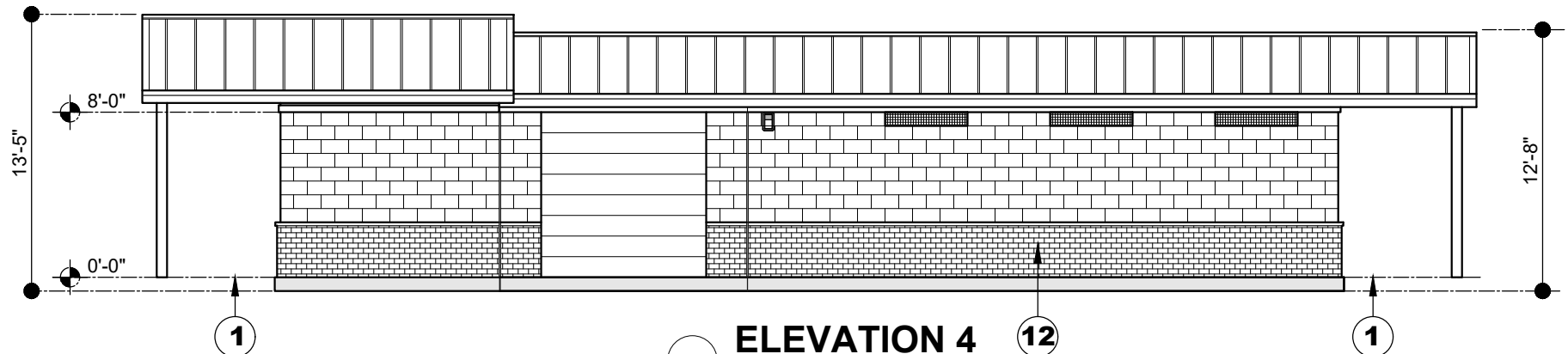
540 M

**ELEVATION 3**

SCALE: 1/8"=1'-0"

LEGEND:

- | | | | | |
|--------------------------|--------------------------|---|------------------------|--------------------------|
| A MENS RESTROOM | F CONCESSION | 1 SLAB BY OTHERS | 6 BABY CHANGING | 11 HAND SINK |
| B WOMENS RESTROOM | G STORAGE/ PANTRY | 2 DRINKING FOUNTAIN W/ BOTTLE FILLER | 7 S.S. COUNTER | 12 BRICK WAINSCOT |
| C UTILITY CHASE | | 3 ELEC PANEL | 8 CEILING FAN | 13 PTAC |
| D STORAGE #1 | | 4 ELEC PANEL | 9 FLOOR SINK | |
| E STORAGE #2 | | 5 OVERHEAD DOOR | 10 MOP SINK | |

**ELEVATION 4**

SCALE: 1/8"=1'-0"



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BUILDING TYPE: **RESTROOM/ CONCESSION/ STORAGE BUILDING**

PROJECT: **R.E. GOOD SPORTS COMPLEX**
CARROLLTON, TX
 March 20, 2024

REVISION #

-

PROJECT #:

11390

REVISION DATE:

DRAWN BY:

START DATE: **9/1/2022**

DRAWN BY: EOR

SHEET#

A-3

MAX. PERSON / HOUR:

540 M





 8" REINFORCED CONCRETE MASONRY
BLOCK WALL WITH MORTAR JOINTS,
GROUTED SOLID ALL CELLS RUNNING
BOND PATTERN.

THESE PLAN VIEW AND ELEVATION DRAWINGS ARE A PRELIMINARY ARCHITECTURAL REPRESENTATION OF THE BUILDING. ALL DIMENSIONS, FEATURES AND COMPONENTS SHOWN ON THESE PRELIMINARY DRAWINGS MAY OR MAY NOT BE PART OF THE QUOTE. PLEASE REFER TO THE "SCOPE OF SUPPLY AND SERVICES" LETTER PROVIDED WITH YOUR QUOTE FOR ROMTEC'S PROPOSED SCOPE OF SUPPLY.

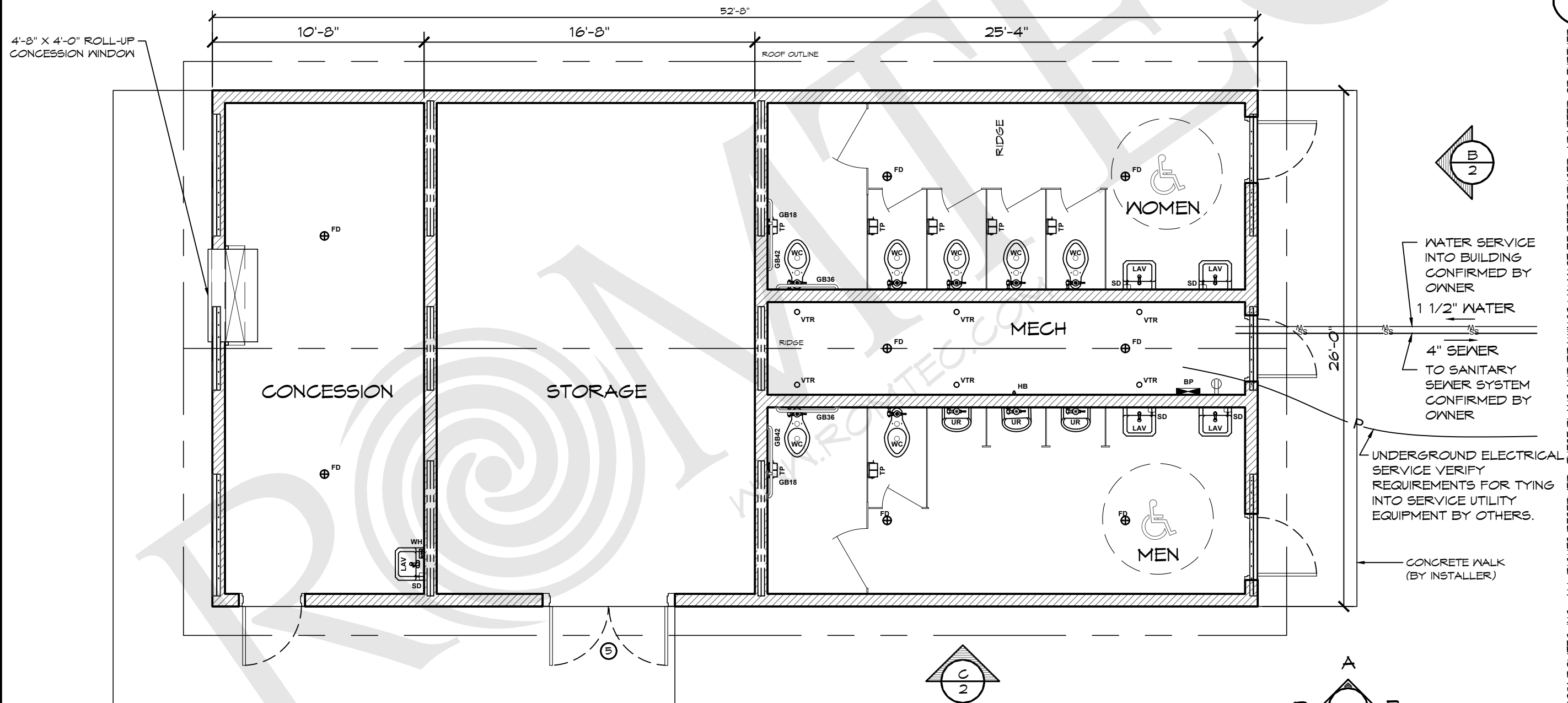
LEGEND		
SYMBOL	DESCRIPTION	AREA/ QUANTITY
	GABLE VENT	4
	EXTERIOR WALL LIGHTS	9
	INTERIOR CEILING LIGHTS	11
 FD	FLOOR DRAIN	7
	ELECTRICAL OUTLET	6
	ROMTEC 6.1 VENTILATION PACKAGE	
	16" x 24" KICKPROOF WALL VENT	12



ROMTEC

18240 NORTH BANK ROAD - ROSEBURG, OR 97470
(541) 496-3541 FAX (541) 496-0803

PRELIMINARY



1 FLOOR PLAN
SCALE: 3/16" = 1'-0"

SCALE: 3/16" = 1'-0"

March 20, 2024

Council Regular Session

JOB CREATED: 6/23/2021 - LAST SAVED BY: jmillar ON 6/23/2021 - LAST PRINTED: 6/23/2021 - LOCATION: O:\Engineering R\Sales Drawings\Templates\Sierra III & IV - 2061-2101\2089\2089- 25-4x53-4 Multi w Stor & Con -210623.dwg

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DRAWN	REV.	DATE	MO	PR	PROJECT: 2089 SIERRA III MULTI-USER RESTROOM W/ CONCESSION & STORAGE
-------	------	------	----	----	--

CUSTOMER

CUSTOMER
PROJECT
LOCATION

PROJECT#:

XXXX

MODEL#: 2089

DATE: _____

00/00/2

REVISIONS

REV. _____ DATE: _____

[illegible]

RAWN BY:

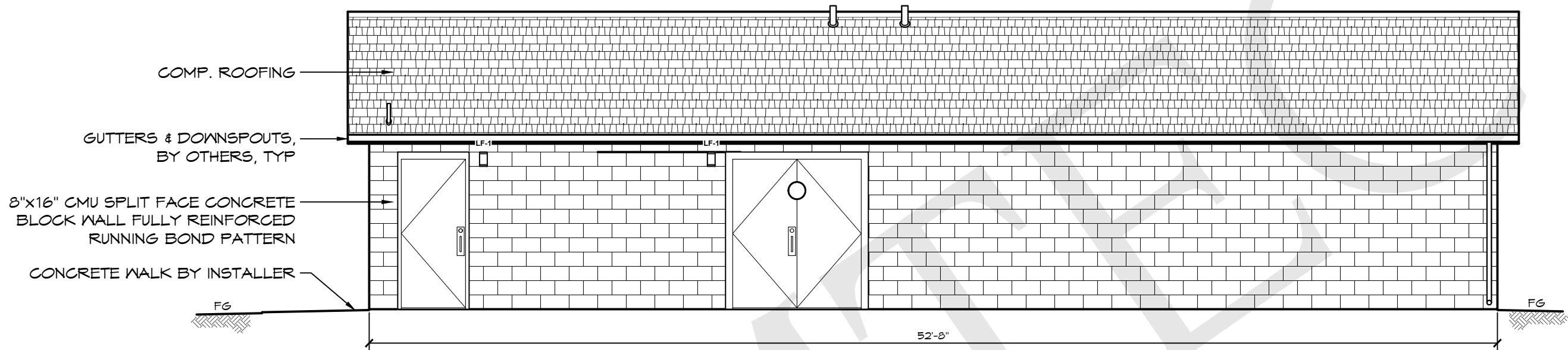
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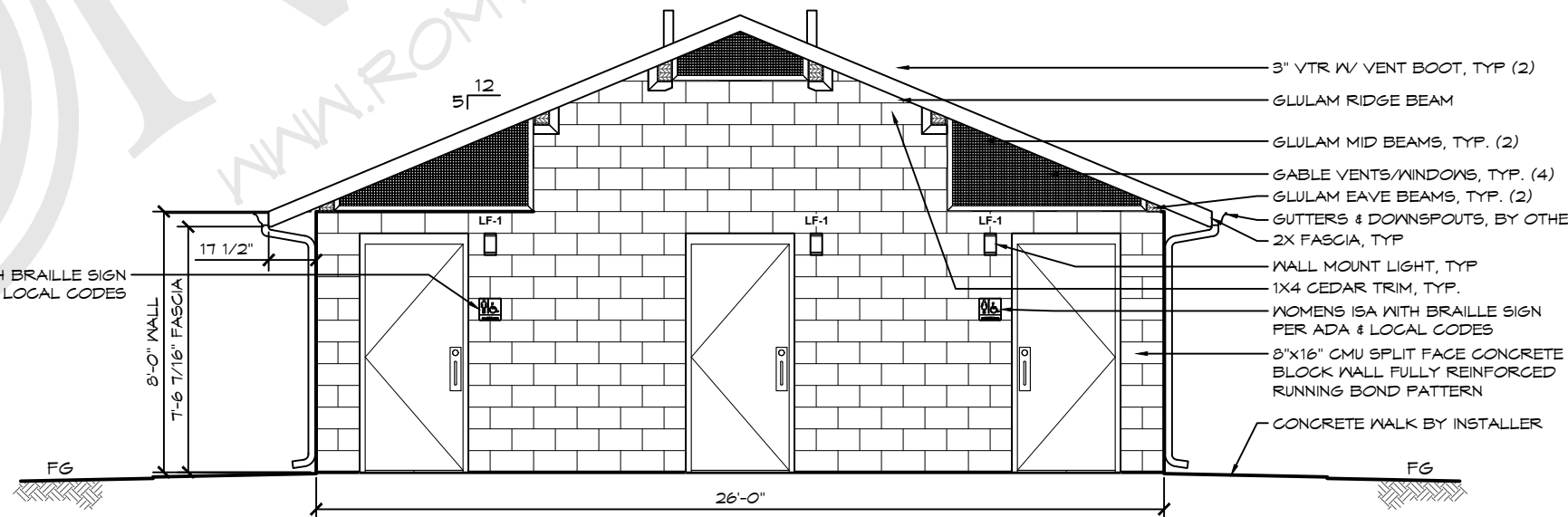
5 of 230

0 91 200:



C ELEVATION VIEW
SCALE: 3/16" = 1'-0"

THESE PLAN VIEW AND ELEVATION DRAWINGS ARE A PRELIMINARY ARCHITECTURAL REPRESENTATION OF THE BUILDING. ALL DIMENSIONS, FEATURES AND COMPONENTS SHOWN ON THESE PRELIMINARY DRAWINGS MAY OR MAY NOT BE PART OF THE QUOTE. PLEASE REFER TO THE "SCOPE OF SUPPLY AND SERVICES" LETTER PROVIDED WITH YOUR QUOTE FOR ROMTEC'S PROPOSED SCOPE OF SUPPLY.



D ELEVATION VIEW
SCALE: 3/16" = 1'-0"

ROMTEC
18240 NORTH BANK ROAD - ROSEBURG, OR 97470
(541) 496-3541 FAX (541) 496-0803

PRELIMINARY

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PROJECT: 2089 SIERRA III MULTI-USER RESTROOM W/ CONCESSION & STORAGE

CUSTOMER PROJECT LOCATION

SHEET TITLE: ELEVATION VIEW

PROJECT#: XXXX
MODEL#: 2089
DATE: 00/00/21
REVISIONS
REV. DATE BY
DRAWN BY: JS

SHEET NO. 02

Council Regular Session
March 20, 2024
JOB CREATED: 6/23/2021 - LAST SAVED BY: jmillar ON 6/23/2021 - LAST PRINTED: 6/23/2021 - LOCATION: O:\Engineering R\Sales Drawings\Templates\Sierra III & IV - 2061-2101\2089\2089- 25-4x53-4 Multi w Stor & Con -210623.dwg

Supplemental Information For Public Restroom Company



Building Better Places To Go.SM



PRODUCT CATALOG

www.publicrestroomcompany.com | 888.888.2060

PRC PRODUCT LINES

RESTROOMS

PAGES

Playground Series	6 - 9
Sports Park Series	10 - 12
Stadium Series	13, 16
Family Series	14 - 16

CONCESSIONS

All Models	17, 19
------------------	--------

SHOWERS

All Models	18 - 19
------------------	---------

SPECIALTY

All Specialty	20 - 21
---------------------	---------

STORAGE

All Models	22 - 23
------------------	---------

COMPANY OVERVIEW

Public Restroom Company (PRC) is a design, build, and installation firm of prefabricated public restrooms and other park buildings for over forty years. Our modular construction approach allows us to customize any restroom or building by adding on for storage, offices, showers, concessions, or whatever you have in mind. We are driven to design and build architecturally pleasing, safer, cleaner, odor-free, vandal-resistant, and longer-lasting public restrooms for parks, marinas, beaches, water parks, campgrounds, and transit stations.

PRC is a family-owned and managed company by a brother and sister team, Chad Kaufman and Katie Kaufman-Sherin. After many years working under their late father and company founder, Chuck Kaufman, they took control of the business in 2019 and continue the PRC legacy today. Chuck was a public restroom industry front-runner who was always looking to develop innovative ways to build better restrooms and he did exactly that. Over the years, Chuck and the PRC Team introduced new design ideas to help reduce vandalism, continually improved the quality of components installed in each building until they were the best in the market, and developed a proprietary concrete additive that makes our buildings' concrete floors and walls water resistant, non-staining, and odor-free. These are only a few of his progressive changes to the standard public restroom building that make our buildings truly stand out from the rest.

Over the years, PRC has built one of the largest existing design libraries with plans for: public restrooms, showers, storage, concession stands, scorekeeper booths, laundry rooms, maintenance rooms, and so much more. We strive to design the best looking buildings, but also build buildings that last. We proudly stand behind our quality and finished product with an industry-leading warranty of 20 years structural and 5 years for parts.

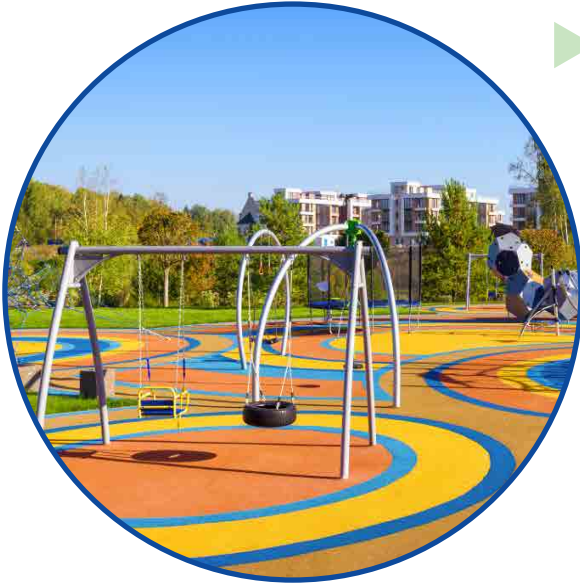
Our mission is ***Building Better Places To GoSM*** and we are committed to do that every day.



Katie Kaufman-Sherin & Chad Kaufman

To see more of what we can do,
visit our project gallery at:
publicrestroomcompany.com

THE PRC PROCESS



► STEP ONE | SIZE

What is the **general size** of the park or outdoor space you are planning a restroom for?

- Is this a smaller, neighborhood park?
- Or will it be a larger, multi-sports complex?

It may be difficult to approximate number of users per hour, so first understand the size and primary activities at the location and then determine the number of fixtures needed. Our restroom models are separated into various series to accommodate both size and purpose. Our Team can help guide you through this step to determine the best model.

► STEP TWO | EXTRA FEATURES

Now that you've decided on how many basic restroom fixtures are needed to accommodate peak usage. The next step is to identify any unique features to the location, typical weather patterns, and if any modular add-ons are needed. Here are some things to consider:

- Incorporating drinking fountains or a water bottle filler is an appreciated extra convenience whether at a playground or trailhead location.
- Does the location get really hot or experience harsh weather? Might be a good idea to add a covered entrance for shade and protection from any outside elements.
- Dog Park? Include a pet fountain, dog washing station, or both!
- For Sports Parks, it's always a good idea to add more storage space for park maintenance equipment or include a concession stand.

► STEP THREE | DESIGN & FINISHES

Last step is the fun part, deciding on the overall look for your building and selecting all exterior/interior finishes and colors. Sometimes this can also be the most difficult part, so to help with that we offer one of the largest design libraries of custom restrooms and buildings. This can help guide you on what would look best to match the existing site architecture and be in harmony with the location's natural landscape.

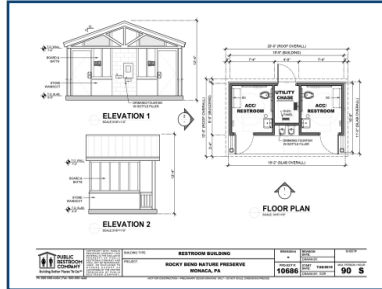


PRC BUILDING WARRANTY

20 YEAR STRUCTURAL | 5 YEAR PARTS & FIXTURES



1 | Design & Renderings for Client Approval



2 | Engineered Drawings & State Approved Plans



3 | Engineered Rebar Mat ready for Concrete Pour



4 | Finished Slab of Specialized Moisture Resistant Concrete



5 | CMU Walls Constructed on Concrete Slab



6 | Turnkey Electrical, Plumbing, and Fixtures



7 | Roof is Installed on CMU Walls



8 | Shrink Wrapped prior to Transportation to Site



9 | Sub-Grade Pad Preparation



10 | Drop-In-Place Installation with a Crane



11 | Finished Building & Ready to Go! (literally)

RESTROOMS | PLAYGROUND SERIES



PS-011 Model

- One Single Occupant Restroom
- (1) Toilet | (1) Interior Sink
- ADA Compliant
- Vandal Resistant Components & Fixtures
- 45 Users per Hour

PS-111 Model

- One Single Occupant Restroom
- (1) Urinal | (1) Toilet | (1) Interior Sink
- ADA Compliant
- Vandal Resistant Components & Fixtures
- 45 Users per Hour



PS-021-ES Model

- Two Single Occupant Restrooms
- (2) Toilets | (1) Exterior Sink
- ADA Compliant
- Vandal Resistant Components & Fixtures
- 90 Users per Hour

***Note:** Drinking fountains and water bottle fillers are common add-ons to this model with the alcove already in place.

| PS-022 | ////////
 Best selling model in the
 Playground Series

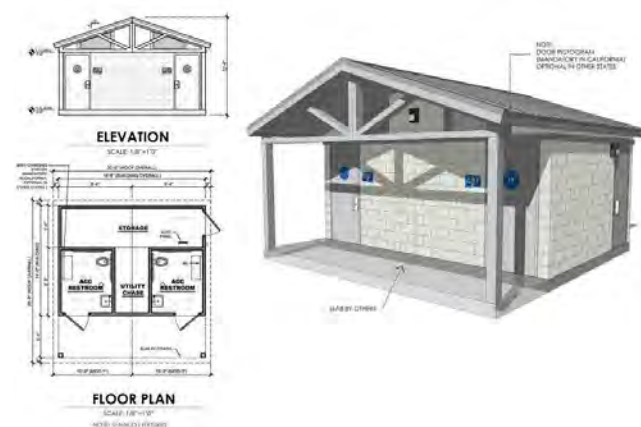


PS-022 Model

- Two Single Occupant Restrooms
- (2) Toilets | (2) Interior Sinks
- ADA Compliant
- Vandal Resistant Components & Fixtures
- 90 Users per Hour

PS-022-ST-CE-2M Model

- Two Single Occupant Restrooms
- (2) Toilets | (2) Interior Sinks
- Covered Entry + Storage Room
- ADA Compliant
- Vandal Resistant Components & Fixtures
- Building is composed of 2 Mods
- 90 Users per Hour



RESTROOMS | PLAYGROUND SERIES

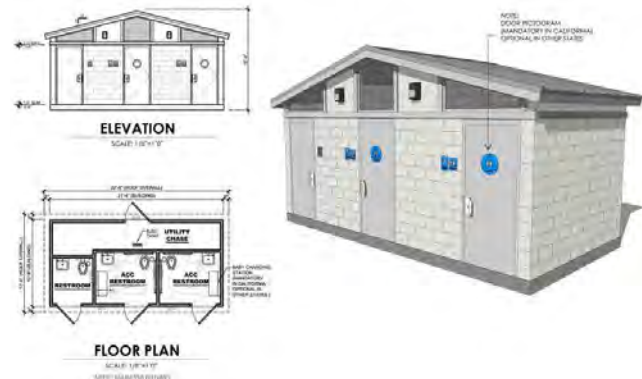


PS-122 Model

- Two Single Occupant Restrooms
- (1) Urinal | (2) Toilets | (2) Interior Sinks
- ADA Compliant
- Vandal Resistant Components & Fixtures
- 90 Users per Hour

PS-033 Model

- Three Single Occupant Restrooms
- (3) Toilets | (3) Interior Sinks
- ADA Compliant
- Vandal Resistant Components & Fixtures
- 135 Users per Hour



COMMON ADDITIONS AND CHANGES

Fixture & Feature Add-Ons:

- Drinking Fountains, Water Bottle Fillers, Green Screens, Pet Fountain, Trellis, Covered Entrance, Privacy Site Screens, Exterior Sinks, Custom Tiled Alcoves

Modular Add-Ons:

- Storage, Concession, Office Space, and Showers

Other Changes:

- Relocate the utility room access door to the back of the building, this can be done for most plans where it is located on the front side of the building.

PLAYGROUND SERIES GALLERY



Model: PS-011



Model: PS-011



Model: PS-021-ES



Model: PS-022



Model: PS-033



Model: PS-033

RESTROOMS | SPORTS PARK SERIES

SP-132 Model



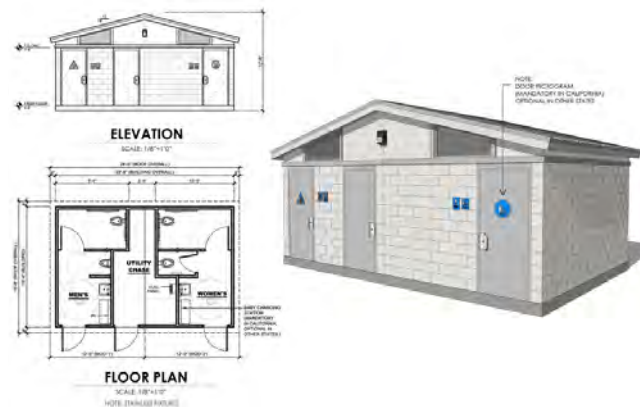
- Two Multiple Occupant Restrooms
- (1) Urinal | (3) Toilets | (2) Interior Sinks
- ADA Compliant
- Vandal Resistant Components & Fixtures
- 180 Users per Hour

***Note:** If the building is located in California, you must use the SP-132-2M floor plan (below) for code compliance.

SP-132-2M Model

- Two Multiple Occupant Restrooms
- (1) Urinal | (3) Toilets | (2) Interior Sinks
- ADA Compliant
- Vandal Resistant Components & Fixtures
- Building is composed of 2 Mods
- 180 Users per Hour

***Note:** This is the code compliant floor plan for the State of California.



SP-132-ST-2M Model



- Two Multiple Occupant Restrooms + Storage Room
- (1) Urinal | (3) Toilets | (2) Interior Sinks
- ADA Compliant
- Vandal Resistant Components & Fixtures
- Building is composed of 2 Mods
- 180 Users per Hour

***Note:** Drinking fountains and water bottle fillers are common add-ons to this model with the alcove already in place.

| SP-132-2M | //
 Best selling model in the
 Sports Park Series

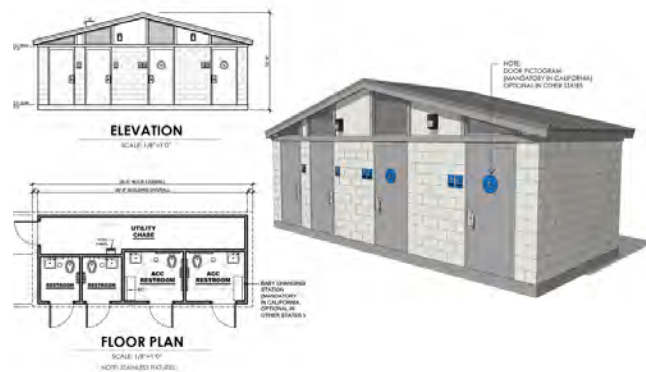


SP-o42-ES Model

- Four Single Occupant Restrooms
- (4) Toilets | (2) Exterior Sinks
- ADA Compliant
- Vandal Resistant Components & Fixtures
- 180 Users per Hour

SP-o44 Model

- Four Single Occupant Restrooms
- (4) Toilets | (4) Interior Sinks
- ADA Compliant
- Vandal Resistant Components & Fixtures
- 180 Users per Hour



SPORTS PARK SERIES GALLERY



Model: SP-132



Model: SP-132



Model: SP-132-ST-2M



Model: SP-132-2M



Model: SP-O44-2M



Model: SP-O44

RESTROOMS | STADIUM SERIES



SS-242 Model

- Two Multiple Occupant Restrooms
- (2) Urinals | (4) Toilets | (2) Interior Sinks
- ADA Compliant
- Vandal Resistant Components & Fixtures
- 270 Users per Hour

SS-264 Model

- Two Multiple Occupant Restrooms
- (2) Urinals | (6) Toilets | (4) Interior Sinks
- ADA Compliant
- Vandal Resistant Components & Fixtures
- 360 Users per Hour



SS-396 Model

- Two Multiple Occupant Restrooms
- (3) Urinals | (9) Toilets | (6) Interior Sinks
- ADA Compliant
- Vandal Resistant Components & Fixtures
- 540 Users per Hour

RESTROOMS | FAMILY SERIES



SS-154-FAM Model

- Two Multiple Occupant Restrooms + (1) Family Restroom
- (1) Urinal | (5) Toilets | (4) Interior Sinks
- ADA Compliant
- Vandal Resistant Components & Fixtures
- 255 Users per Hour

SS-154-2FAM Model

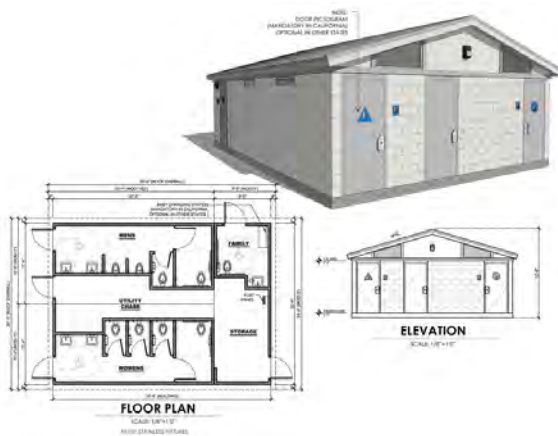
- Two Multiple Occupant Restrooms + (2) Family Restrooms
- (1) Urinal | (5) Toilets | (4) Interior Sinks
- ADA Compliant
- Vandal Resistant Components & Fixtures
- 270 Users per Hour



SS-164-2FAM-ST Model

- Two Multiple Occupant Restrooms + (2) Family Restrooms + Storage Room
- (1) Urinal | (6) Toilets | (4) Interior Sinks
- ADA Compliant
- Vandal Resistant Components & Fixtures
- 300 Users per Hour

| SS-154-2FAM | //
 Best selling model in the
 Family Series



SS-275-FAM-ST Model

- Two Multiple Occupant Restrooms + (1) Family Restroom + Storage Room
- (2) Urinals | (7) Toilets | (5) Interior Sinks
- ADA Compliant
- Vandal Resistant Components & Fixtures
- 405 Users per Hour

STADIUM & FAMILY SERIES GALLERY



Model: SS-154-FAM



Model: SS-154-2FAM



Model: SS-242



Model: SS-242



Model: SS-164-2FAM-ST



Model: SS-394

CONCESSIONS



CN1 Model

- Level 1 Concession
- Able to serve: canned beverages, bottled water, and individually packaged foods (ex. chips & candy)
- Base level concession stand
- ADA & Health Code Compliant
- This model is best when serving only pre-packaged food and beverage items that do not require preparation.

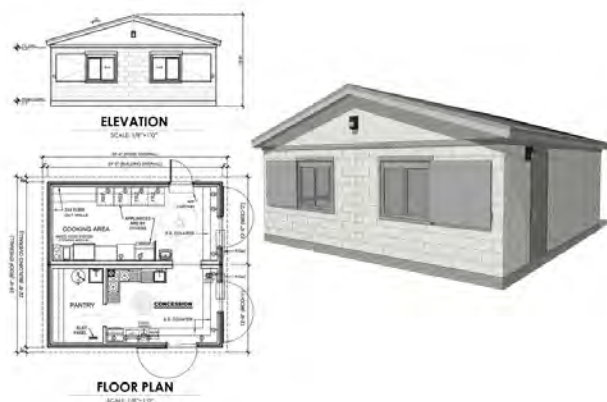
CN2 Model

- Level 2 Concession
- Able to serve: ice, coffee, fountain drinks, nachos, hot dogs, and popcorn
- ADA & Health Code Compliant
- This model is best for serving food and beverages that only require minimal preparation and limited contact. Able to serve ice and offer warmed drinks and food, not a full-service kitchen.



CN3 Model

- Level 3 Concession
- Able to serve: ice, coffee, fountain drinks, nachos, hot dogs, and popcorn + **grilled and fried foods**
- ADA & Health Code Compliant
- This model is best for having the ability to serve most all foods, dependent on local health codes. Full-service kitchen for food preparation, anything that may require rinsing, washing, or thawing.



SHOWERS

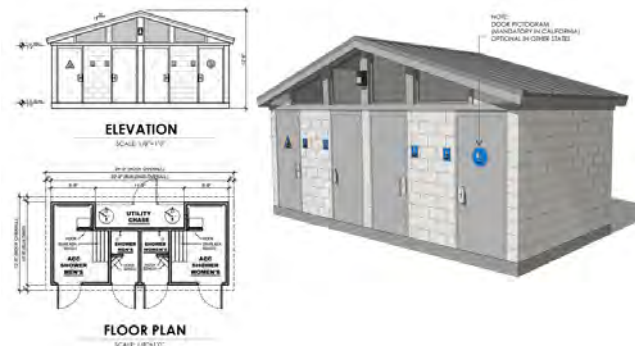
SH2 Model

- Two Single Occupant Shower Rooms
- ADA Compliant
- Vandal Resistant Components & Fixtures



SH4 Model

- Four Single Occupant Shower Rooms
- ADA Compliant
- Vandal Resistant Components & Fixtures

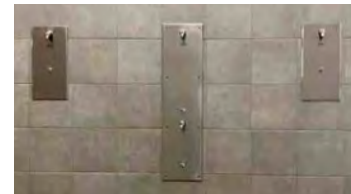


SHOWER OPTIONS

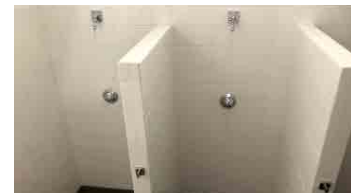
PRC's shower buildings can be built as standalone buildings or added on to any of our restroom models or other floor plans. Shower fixtures are typically installed in the interior, but can be relocated to the building's exterior or can be placed in both locations.

Locker rooms and individual changing rooms are other popular additions when including showers.

Exterior Showers



Interior Shower Stalls



ADA Shower Stall

SHOWER & CONCESSION GALLERY



Model: PS-022-SH2-ST



Model: SS-264-ST + CN2



Model: SS-242-SH4



Model: CN3



Model: SP-133-SH4-ST | Exterior Showers



Model: SS-385-SH2-ST + CN2

SPECIALTY BUILDINGS



We go beyond just restrooms and can build almost any prefabricated building you envision.

While these buildings and floor plans are custom, as with every project, we will provide you with 3D renderings to start with so we can get the exact layout and finished look you are trying to achieve.



Below is a list of various buildings we have built for customers to date:

- Pro Shop for Golf Course & Tennis Center
- Ticket Booths & Kiosks
- Transit Stations
- Meeting Rooms & Offices
- Lifeguard Station
- Scorekeeper Booths
- Multi-Use Building
- Laundry Rooms
- Trash Enclosures

SPECIALTY BUILDING GALLERY



Ticket Booth



Kiosk & Information Center



Lifeguard Station | Shower & Restrooms



Laundry Room + Restrooms

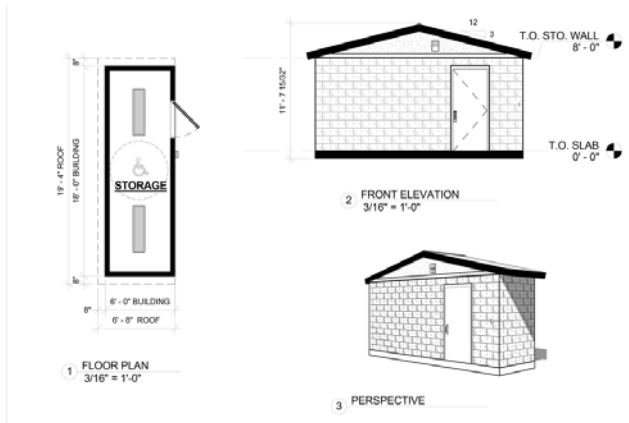


Meeting Room



Scorekeeper Booth

STORAGE BUILDINGS

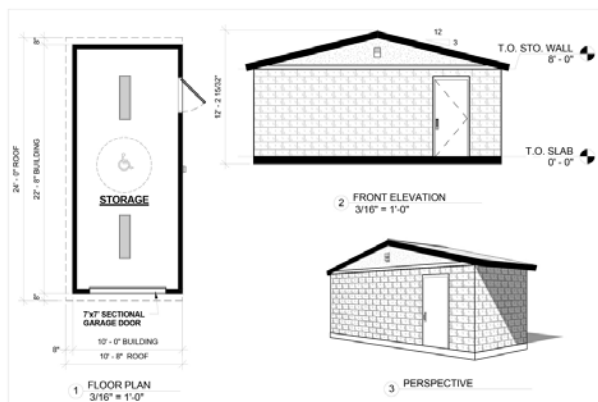
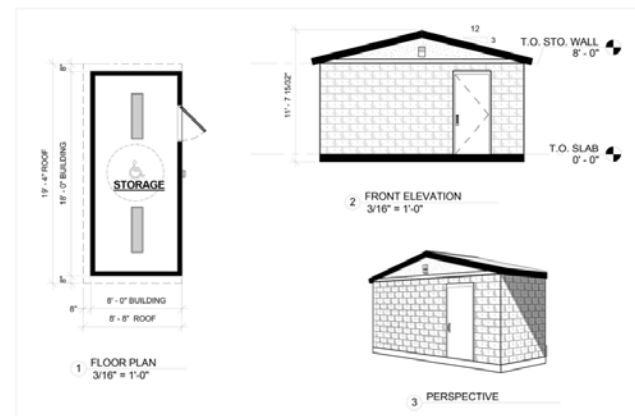


ST-6 Model

- Adds over 135 square feet of storage space for maintenance
- Designed to extend an 18' ft. wide building by an additional 6' ft.

ST-8 Model

- Adds over 180 square feet of storage space for maintenance
- Designed to extend an 18' ft. wide building by an additional 8' ft.
- Able to add a garage door to allow easy access for larger equipment and tools (ex. lawn mower)



ST-10 Model

- Adds over 225 square feet of storage space for maintenance
- Designed to extend an 22' 8\"
- Able to add a garage door to allow easy access for larger equipment and tools, or a small vehicle (ex. lawn mower, ATV)



Storage with Single Garage Door



Storage with Double Garage Doors



ST-6 Model attached to Restroom



ST-10 Model attached to Restroom

If you are looking to install the highest quality building with the best overall aesthetics, your search ends here. With our flexible architecture and continual improvement process, we promise to deliver you the best looking and longest lasting restroom that is easy to maintain. This is why we offer a twenty (20) year structural warranty and a five (5) year warranty on parts and fixtures, the leading warranty offered within the industry.

Our team will walk you through the entire process and in the end, the building can be installed and up and running in only a few days. A complete turnkey building, just like we promise.

We look forward to helping you with your next project.



www.publicrestroomcompany.com | 888.888.2060

V2.2022



WE OFFER DESIGN FLEXIBILITY & QUALITY THAT YOU CAN TRUST



STANDARD CMU BLOCK FINISHES

CMU Precision | Painted



Precision | Tan



CMU Split Face | Painted



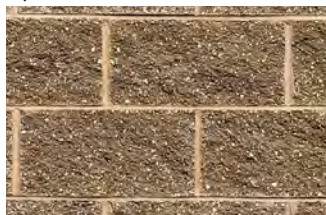
Precision | Gray



CMU Precision + Split Face



Split Face | Tan



CMU Color Band

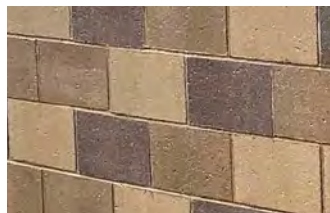


Anti-Graffiti Coating



FLEXIBLE EXTERIOR WALL FINISHES

Custom CMU Block



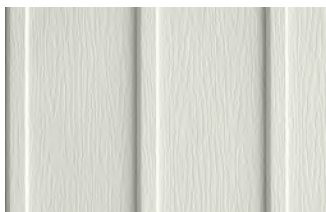
Lap Siding



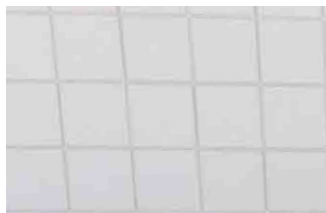
Ground CMU Block



Board & Batten



Scored Block



Cultured Brick



Custom Tiled Alcoves



Cedar



Country Rubble Stone



River Rock Stone



Bluffstone Stone



Ledge Stone



ROOF OPTIONS

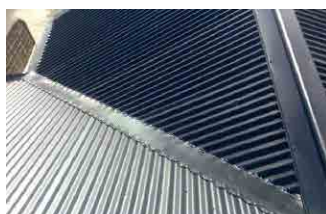
Standing Seam Metal



Shingles



Corrugated Metal



Tile





ARCHITECTURALLY FLEXIBLE



DISCOVERY PARK | Chino, CA



EMERALD GLEN PARK | Dublin, CA



WILLOW GROVE PARK | Fallbrook, CA



MEMORIAL PARK | Santa Ana, CA



BODIE STATE PARK | Bodie, CA



WARM SPRINGS | Fremont, CA



TIDELANDS BEACH | Long Beach, CA



FORT INDEPENDENCE | Independence, CA

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MATCHING SITE ARCHITECTURE



Site Architecture | Historic Library



McKinley Park | Sacramento, CA

A four, single-occupant restroom and storage building was made to match the existing historic library through color matching the cultured brick and mission style, clay tile roof. Metal gates were custom fabricated to match the existing gate pattern found on the library building.



Site Architecture | Amphitheater

Town Square Park | Murrieta, CA

This project is comprised of two separate buildings. One building is an internal restroom and dressing room, plus locker room area. The other building serves primarily as storage. Opened in 2020, this project was part of City of Murrieta's master plan for the downtown park improvements. Town Square intends to be a central gathering place for concerts and outside community events.

Public Restroom Company

Location: TBD

Project: **TBD**Size: See DrawingsDescription: Restroom buildingState Seal: TBD

Note: All model numbers subject to change due to availability and manufacturers updates

TYPE OF BUILDING

Walls to 7'4"	Masonry
MVR Wood	Wood Roof Structure, 1" x 1" x 1/4" S.S. vent

FLOOR SYSTEM

Type	Standard weight concrete in primed 6x6 steel angle frame	
Floor finish		
Entire bldg	Exposed concrete with light broom finish with water resistant coating	
Fiberglass grates	Yes	Provide grates for slab openings
Foundation Tie-Downs See note	Yes	Provide steel angle tie down plates

Note: (Required for buildings that will be placed on concrete footings)

WALL SYSTEM (structural)**Framing**

Exterior walls	4" CMU	Split face, all rows, gray
Interior	4" CMU	Precision, gray
Cap beam (all walls)	Tubular Steel Cap Beam at 7'4" elevation.	
Gable & Pony walls	Wood Framed with FRC	
Vents (exterior RR walls)	1" x 1" x 3/16"	
Vents (Mech)	Sunvent Industries model #157 EX w/O.B Damper	

WALL FINISHES - Exterior

CMU	Paint over block filler full height
Vent trim	1" x 1/2" C-channel S.S.

WALL FINISHES - Interior

Restrooms	to ceiling	Block filler & regular paint
	Base	None
Mechanical	to ceiling	Unpainted CMU but seal to 24" AFF

ROOF SYSTEM

Style:	Gable with 3.5/12 pitch, 8" overhang
Roofing:	26 ga 12" wide Standing Seam "Metal Sales Image II" (prefinished)
Underlayment:	Metal Sales ms-HT (high temp peel and stick) or equal
Framing:	Wood Rafters with OSB sheathing
Ceiling:	5/16" Cement Board Stucco Pattern
Fascia - eave & rake:	2 x 8 KD SPF wrapped with 14 ga formed steel

DOORS & HARDWARE

		Size	1 & 2 Type	3 Hinge	4 Lock	5 a Closer	5 b Pull plate	5 c Thresh	5 d Sweep
Restroom Doors		3'x7'	HM	Cont	B660	yes	both sides	no	no
Mechanical Door		3'x7'	HM	Cont	B660	no	both sides	270A	321 SSN

1. DOOR TYPES:

- a) HM: GALVANIZED HOLLOW METAL, 14 GA DOOR w/ 14 GA FRAME.

2. ALL H.M. DOOR FRAMES:

- WELDED WITH MASONRY ANCHORS.
- 6-3/4" WIDE, TYPICAL
- 4" MASONRY HEADERS

3. HINGE SPECS

- a) CONT = PEMKO KCFM-83" HD CONTINUOUS GEAR HINGE

4. LOCKS

- a) DEADBOLT: SCHLAGE B SERIES 626 WITH LARGE FORMAT TEMPORARY CORE
- 1) B660J - KEY ONE SIDE, ADA TURN LEVER LOCKS AND UNLOCKS

5. HARDWARE SPECS:

- a) CLOSER: LCN 4211
- b) PULL PLATES:
 - 1) PULL PLATE: ROCKWOOD **VRT24C US32D x 92 CFC US32DMS** (WITH BLACK GRIP HANDLE AND LATCH GUARD)
- c) THRESH: PEMKO #270A
- d) SWEEP: PEMKO 321 SSN

6. OTHER:

- a) PROVIDE CHECK CHAIN (Ives CS 115-25)

RESTROOM ACCESSORIES

ITEM	SIZE	MANUFACTURER / MODEL #	FINISH	NOTES
Grab Bars	18"	ASI 3801	S.S.	
Grab Bars	42"	ASI 3801	S.S.	
Grab Bars	48"	ASI 3801	S.S.	
Signs - rectangular room ID ADA - "All Gender"	6"x8"	Sign Elements	Aluminum Blue	
Toilet Paper Holders	3-roll	Royce Rolls TP-3	S.S.	
Hand Dryer		Dyson Airblade V	Nickel	Surface mount

PLUMBING**Restrooms**

Fixture type	Stainless Steel
Toilets	ACORN 1675-W-1-HET-FVBO-ADA-1.28-PFS
Seats	standard Bemis 1955C (Black)
Flush valves	standard ZURN Z6143AV-HET-BG-7L
Lavs (wall hung)	ACORN 1652 LRB-1-DMS-03-M
Faucets	Air control, single temp valve, deck mounted spout
Floor drains:	Zurn ZN460-2NH-5B

General

Water heater	Yes	Steibel DHC-E 8-10
Water filter	Yes	(single) Keystone CG10
Pressure Gauge	Yes	Proflo PFXPG100K
Check valve	Yes	1-1/2" Proflo PFX31SJ (lead free)
Expansion tank	Yes	Proflo PEXT5
Hose bib (interior)	Yes	Woodford 24-PC in mechanical room
Hose reel	Yes	Rapid Reel #1041-GH with hose bib and 75' hose
Water	Copper	
Waste	PVC	
Vent cap	Yes	Smith 1748
Corp stop	Yes	McDonald 73149B 1-1/2"

ELECTRICAL

Service	100 amp	120/240 volt	single phase
Meter base	no - if required, it should be by others		
Panel	100 amp - main breaker		Square D QO112M100
Breakers	Plug on		Square D QO
	Single pole 20 amp		QO120
Raceway	Metallic (EMT in exposed areas & MC Cable where concealed)		
Receptacles	Dedicated GFCI in mechanical chæ		Leviton GFNT2-I
Switches	Single pole	(2 BYPASS for lighting control override)	Leviton 1221-I
	Timeclock		Intermatic T101
	Photocell		Intermatic K4421M
Lights - Exterior	15 watt LED		Luminiare YWP610-15WHP-120-4000-K-DP-BRZ
	Controlled by photo cell		
	Controlled by BYPASS SWITCH		
Lights - RR	15 watt LED		Luminiare SWP610-15WHP-120-4000-K-DP-BRZ
	Controlled by time clock		
	Controlled by BYPASS SWITCH		
Lights - Mechanical	4 ft. 2 lamp- LED		Greenlighting AL42L
	Controlled by single pole switch		

Typical Scope of Work by Public Restroom Company

Our Offer to Sell:

1. Prefabricated Restroom Building delivered to site \$ (Price to be provided in formal quote)

Public Restroom Company herein bids to furnish (building only per plans and specifications, delivered to site with all costs except installation including applicable taxes excluding retention. (Retention is not allowed as this is materials or a product fully assembled before shipment to the site and therefore not subject to retention.)

2. Turnkey Installation of the Building above \$ (Price to be provided in formal quote)

Public Restroom Company also includes in this two-part quotation our turnkey installation package for this building. Our national factory authorized installation team will:

- a. Arrive onsite to confirm and verify the Owner/General Contractor provided scope of work in preparation for installation including access to the site.
- b. Verify the building pad size, building corners, finished slab elevation, utility depth and location, meter size and distance from building, and compaction compliance.
- c. Excavate the utility trenches for placement of our prefabricated underground piping tree for plumbing and electrical, set the kit in place, provide the water test for inspection before backfilling, and then place the site adjacent coarse sand you provide to us alongside the building pad and screed it level for final building placement. We will need onsite water availability for wetting the sand bed before building placement to consolidate the pad.
- d. Set the building on the site pad.
- e. Connect the utility piping stub ups to the building piping stub down building points of connection for water, sewer, and electrical conduit to the building internal electrical panel.

***** Please note: If there is a Community Workforce Agreement or other regulation requiring local labor for installation, Public Restroom Company will not offer this full installation package. The building will be delivered to the site and offset with a crane only. The Owner or General Contractor will be responsible for installation, and a separate price will be issued for the crane and site supervision. Please see "Optional Building Installation Steps – By Others" on page 8. *****

3. Owner/General Contractor Final Tie In of Utilities and other site work:

- a. The exterior utility connections for water, sewer and electrical 6' or less from the footprint of the building are by owner/general contractor.

4. Total Cost of building and delivery \$ (Price to be provided in formal quote)

OWNER/GENERAL CONTRACTOR SCOPE OF WORK WITH/WITHOUT FOOTINGS:

Scope of Work Background:

Owner/General Contractor shall survey the site, establish survey for the building pad and prefabricated building slab elevation and front corners, excavate for building footings (if required), locate footing sleeves for electrical, waste, and water, pour the footings (if required), furnish sand base adjacent to subgrade pad, and provide location for utility POC's nominally 6' outside the foundation.

Preparation of Building Pad:

Owner/General Contractor is responsible for providing the building subgrade pad or when required footings to frost depth per Public Restroom Company design specifications. PRC will provide detailed drawings for the subgrade building pad, utilities POC's, and if required the footings, attached to this scope of work.

Subgrade Pad/Foundation Requirements:

1. Owner/General Contractor shall survey the building site and provide a finished slab elevation for the prefabricated building. The building pad size we require is larger than the final actual building footprint. Provide building front corner stakes with 10' offsets.
2. Excavate the existing site to the depth of the required footings to local code if required.
3. Furnish coarse concrete sand adjacent to subgrade pad so owner/general contractor can cut the utility trenches, install underground utilities, and screed sand.

Owner/General Contractor verification of site access to allow Building Delivery:

1. You certify to PRC that suitable delivery access to the proposed building site is available. Suitable access is defined as 14' minimum width, 16' minimum height, and sufficient turning radius for a crane and 70' tractor-trailer.
2. Our cost is based upon the crane we provide being able to get within 35' from the building center and for the delivery truck to be no more than 35' from the crane center picking point.
3. If the path to the building site traverses curbs, underground utilities, landscaping, sidewalks, or other obstacles that could be damaged, it is the Owner/General Contractor's responsibility for repair and all costs, if damage occurs.
4. If trench plating is required, it shall be the cost responsibility of the Owner/General Contractor.
5. If unseen obstacles are present when site installation begins, it is the Owner/General Contractor responsibility to properly mark them and verbally notify PRC before installation.
6. If weather becomes an issue for safety or site installation delays due to weather, Owner/General Contractor or PRC with General Contractor's confirmation may call-off set. If building set is stopped, relocation of the building modules to an onsite or offsite location may incur additional costs to Owner/General Contractor.

Delivery Notice and Site Availability:

PRC will provide sufficient notice of delivery of the prefabricated building. The Owner/General Contractor shall make the site available during the delivery period. During the delivery period, on an

improved site, Owner should stop site watering several days before delivery to minimize the impact on the soils for the heavy equipment needed for installation.

Caution: *If site is not ready for our field crew to perform their delivery and if no notice of delay in readiness from Owner/General Contractor is received, PRC will provide a change order for re-mobilization on a daily basis until the site is ready for us. Ready means that the site pad is completed, the corner required survey stakes are in place, the slab elevation stakes are in place, the location of the front of the building is confirmed on site, and access to the site is available from an improved roadway. Owner/General Contractor shall sign the change order before we will continue delivery.*

Utility Connections:

1. The Owner/General Contractor is responsible for flushing all water service lines before final connection.
2. The Owner/General Contractor is responsible for the **final connections** of water, sewer, and electrical at the exterior of building POC's.
3. Public Restroom Company provides a POC for water, a POC DWV waste line with a clean out your service connection, and an electrical schedule 80 PVC sleeve at an exterior POC.
4. Public Restroom Company provides and connects the interior building utility connections and the Owner/General Contractor, or their subcontractor makes the exterior connections to POC's for services.

Special Conditions, Permits, and Inspection Fees:

Follow any published specifications governing local building procedures for applicable building permit fees, health department fees, all inspection fees, site concrete testing fees, and compaction tests, if required by Owner. PRC is responsible for all required State inspections and final State insignia certification of the building, if applicable.

Jurisdiction for Off-site Work:

Jurisdiction, for permitting and inspection of this building shall be either the State agency who manages prefabricated building compliance in the state or the local CBO (when the State does not provide certification.) If the responsibility for building inspection is the local CBO, we will provide a certified plan set, calculations, and a third-party engineer inspection report for any and all closed work the local official cannot see.

PUBLIC RESTROOM COMPANY SCOPE OF WORK:

Our In Plant/Off-Site Construction Scheduling System:

PRC has several off-site manufacturing centers in the United States, strategically located, with the proper equipment and trained staff to fabricate our custom buildings to our high-quality fit and finish standards. PRC manages quality control in our off-site production facility to comply with the approved drawings and provides an inspection certification and photos as required. When proprietary materials, which we have designed and fabricated, are part of the project, PRC supplies the manufacturing centers

with these proprietary PRC components. We then schedule the in-plant construction process to coordinate with your delivery date through our Operations Division field staff. We guaranty on time at cost delivery weather permitting.

Special Payment and Progress Billing Terms:

Invoicing begins on the 30th of the month following an order and/or the acceptance of the proposal/contract. The first progress billing invoice will be issued for the commencement of design and engineering of architectural plans. This will be 10% of the contracted amount. Once construction begins invoicing will commence monthly based on plant percentage of completion, supported by photographs.

In the event of project stoppage, additional fees may be assessed for re-mobilization, storage, crane costs, etc. ***Our discounted project costs are based upon timely payments. Delays in payment could change delivery schedules and project costs.***

Delivery and Installation Supervision:

Site Inspection:

PRC staff, upon site arrival, will verify the required dimensions of the building pad and the corner locations/elevation. We will also verify the delivery path from an accessible road or street and install the underground utilities to the point of connection nominally 6' from the exterior of the building.

Testing of Water, Sewer, and Electrical in Plant and Final Site Utility Connection:

Before the building leaves the manufacturing center, PRC certifies a pressure water piping test, DWV, and the electrical connections for compliance with code. While the building is fully tested for leaks at the plant before shipment, road vibration may loosen some plumbing slip fittings and require tightening once the building services (water) is completed. Owner/General Contractor is responsible for minor fitting tightening to handle small slip fitting leaks caused by transportation.

Time of Completion:

PRC estimates a 240 calendar day schedule to complete our scope of work from receipt of written notice to proceed together with signed approved architectural submittals from all authorities required to approve them.

Exclusions/Exceptions:

- 1. Access issues for delivery of the building by a clear unobstructed path of travel from an improved roadway to the final installation pad or foundation may cause site delays and extra cost at each site. This exclusion covers sites whose access is limited by trees, inaccessible roadways, overhead power lines at location where crane will lift building, grade changes disallowing our delivery trailers with only 4" of clearance to grade, berms, or uneven site grades, or when the path of travel is over improvements such as sidewalks, all of which are not within the scope of work by PRC. On some sites without on-site storage availability for buildings that cannot be set, relocation to a proximal crane yard and later relocated to the site for installation, will incur additional fees at rates that vary**

depending on local rates. PRC will provide written costs for this additional work by change order.

2. If weather on site causes site delivery issues, the delivery may have to be diverted to an off-site location and the additional costs will be a change order to the bid. Our staff works with the Owner/General Contractor in advance to make sure sound decisions for delivery are made to avoid this issue. But sometimes Owner/General Contractor take risks for weather, but this risk is clearly at the Owner/General Contractor risk, not PRC.
3. Sidewalks outside the building footprint.
4. Trench plates or matting needed for protection of site soils, sidewalks, hardscaping, or site utilities shall be the responsibility of the Owner/General Contractor. Any site soils damage or other site improvements if damaged during installation shall be the responsibility of the Owner/General Contractor.
5. Not responsible for removing any soil, sand, or other debris as a result of trenching or installation.
6. Survey, location of building corners, finish floor elevation, excavation, and construction of subgrade building pad and footings (if required) per PRC plans.
7. Soil conditions not suitable for bearing a minimum of 1500 PSF with compaction to 90% maximum dry density shall require Owner/General Contractor correction before building placement. If no soils testing report is available before bid, Owner/General Contractor must verify site supporting soils at a minimum of 1500 PSF because that is the least we can place our structures on or Owner/General Contractor or engineer of record must design a foundation system to meet the imposed loads of site placement.
8. Improper water pressure, an undersized meter, or improper water volume flow to the building may necessitate a change order for installation of a building internal diaphragm tank to provide the minimum flow rate and static pressure of up to 60 PSI and a minimum of 40 PSI to properly flush the fixtures. Building water service chlorination, post installation, shall be by Owner/General Contractor.
9. Our bid included crane costs are based on a maximum 35' radius from the center pin of the crane (10' back from the rear of the crane) to the building center point of the furthest building module roof. If additional distance requires a larger crane, additional costs will be assessed by change order to the Owner/General Contractor.
10. Bonds, building permits, a site survey, special inspection fees, minor trash removal (nominally one pickup truck of shipping materials), final utility connections to the on-site water, sewer and electrical are by the Owner/General Contractor. Since the building is fully inspected and tested in plant, minor plumbing leaks (if water is not available when building site work installation is completed) is by the Owner/ General Contractor.
11. Site Traffic Control, if applicable, shall be by Owner/ General Contractor, not PRC.
12. Any equipment installation, site work or special inspections other than described within this proposal, shall be by Owner/General Contractor.
13. Backflow certification if applicable by Owner/ General Contractor.

Insurance and Prevailing Wage Certification:

PRC shall comply with the required insurance requirements, wage reports, and safety requirements for the project, including OSHA regulations.

Special Insurance to protect the Building before acceptance:

As PRC requires payment for each month of off-site construction, and since the building is not on owner property where their insurance will cover the building, we maintain a special policy that insures the property even when paid for off-site until the building is finally accepted by the owner. This special policy protects the Owner's custom ordered materials to be used in the fabrication of the building during this period. PRC provides this Stock Throughput Policy to cover the building materials from supplier to manufacturer, while it is being built off-site, while in transit to the job site, during and after it is installed on-site until final acceptance. This special policy has a \$1,000,000 coverage limit. This exceeds the cost of any single building we have offered for sale herein.

Errors and Omissions Insurance:

Our firm employs licensed architects, engineers, and drafting staff to provide design of our buildings. Since these buildings are required to meet accessibility standards and building codes on site, and since we are the designer, we carry Errors and Omissions Insurance (E & O) to protect our clients from any errors. The policy covers a limit of up to \$2,000,000 per occurrence and is more clearly explained in the insurance certificates we provide after receipt of a purchase order.

WARRANTY

All work performed by PUBLIC RESTROOM COMPANY (called "Company") shall be warranted to the Owner to be of good quality, free of faults and defects in material, workmanship, and title for 5 years from last date of installation if building is installed by Company or 1 year if building is installed by Owner or Owner's agent without on-site supervision by Company. Company warranty on building shell including exterior walls, concrete 8" slab/foundation, and roof system is warranted for 20 years structurally. The Company will repair or replace at their sole option any defects in work upon proper notice to the below stated address below.

Our Company extended warranties shall be Company only and shall have no effect on any required Performance, Payment, or Warranty Bonds where Surety shall assume no liability to the Company, the Owner, or any third parties should the Company fail for any reason to deliver acceptable maintenance warranties beyond the one year period. The warranty extension is solely between the owner and PRC and not the general contractor, bonding company, or architect/engineer of record.

This warranty applies only if all work performed by Company has been fully paid for, including change orders if applicable. Company has no responsibility for any neglect, abuse, or improper handling of building product.

The warranties expressed herein are exclusive, and are in lieu of all other warranties expressed or implied, including those of merchantability and fitness.

There are no warranties which extend beyond those described on the face of this Warranty. The foregoing shall constitute the full liability of the Company and be the sole remedy to the Owner.

Term of Offer to Sell and Owner/General Contractor Acceptance:

This offer is valid for acceptance within 30 days, or when a part of a public bid for the applicable duration imposed within the Owner's bid documents. Acceptance is by approving our post bid preliminary notice to begin drawings subject to final Owner/General Contractor approval of our submittals and receipt of a contract or a purchase order/contract.

Special Notice of Possible Project Cost Increases as a Result of Late Payments:

In the event of delayed or late payment, PRC shall have the right to remedies including late charges, overall project total cost increases, and other damages as allowed by applicable law. The contract price quoted herein is a discounted price based upon our receipt of progress payments as invoiced on the agreed billing schedule of PRC. In the event of non-payment, PRC will provide a 5 day written notice to cure and if payment is still not received, the discounted price for the payment due may increase, to an undetermined amount, to cover work stoppage, remobilization, cancellation of materials and subsequent restocking charges, resale of the contracted building to another party, storage fees, additional crane fees, travel and per diem costs for field crews, and any other cost applicable to the project, as allowed by law. Interest if applicable to non-payment will be assessed at the maximum amount allowed by law or 18% whichever is greater.

Termination

Upon Termination for any reason, Owner/General Contractor shall be liable for the cost of all work performed up to the date of termination. Additionally, Owner/General Contractor shall pay for off-site demolition and disposal of the partially or fully fabricated building as well as any non-returnable materials which were custom-ordered to complete fabrication in PRC's factory location. Any returned materials are subject to return and restocking fees at the Owner/General Contractor expense.

Venue for Contract Jurisdiction:

Public Restroom Company requires all contracts accepted by our firm to hold that the venue for legal jurisdiction for this contract offer and acceptance shall be Douglas County, Nevada. In the event of your default, PRC shall be entitled to the full amount due including reasonable attorney fees, costs, storage, expenses of physical recovery, and statutory interest, as allowed by law.

Optional Building Installation Steps – By Others:

If a Community Workforce Agreement or other labor regulation requires the use of local labor for site work, our trained installation staff will not be able to complete the installation work on site. In these cases, Public Restroom Company shall provide one staff member for supervision of installation work being performed by others for warranty to be valid. Below is a general guide for the installation and may not constitute a full installation process depending on the unique features of the site, building, and utilities needed.

1. Underground Utility Prep: *Reminder - 8" slab arrives with the building*

- a. Owner/ General Contractor to stringline outside of building slab and mark the utility drop locations per the plumbing drop plan provided with submittal drawings.
- b. Owner/ General Contractor to trench utility lines to meet the drop locations.
- c. Owner/ General Contractor to assemble the underground sewer piping, electrical conduit, and install underground water line.
- d. Trench and install building utilities.
- e. Slope the sewer to code (minimum 2%).
- f. Shade pipes with sand while waiting for the underground inspection.
- g. Pass local building underground inspection.
- h. Backfill with course mason sand around all the plumbing risers.
- i. Pad should be laser level 8" below the finish floor elevation. Place course mason sand and screed sand flush using 2x4's.

2. Building Off-Load and Set:

- a. Remove plastic shrink wrap.
- b. Remove steel tie-down plates from building slab and install provided pick plates.
- c. Remove the electrical conduit from the main panel, clear all block out grates.
- d. Hook up the rigging and install protection from rigging at the fascia.
- e. Pick the building slowly, lift the building up 1 inch off the trailer to make sure building is secure. Check the level of the building and adjust with shackles.
- f. Set the building on the sub-grade at marked location.
- g. Repeat for any additional building modules.

3. Final Install Steps:

- a. Make sure the building is level and aligned properly (block joints, cap beam, concrete slab, plumbing, fascia, ridge, etc.)
- b. Dry in the roof including caulking joints at the fascia.
- c. Connect all interior plumbing, including clean outs before the exterior sewer POC.
- d. Connect the 2" electrical conduit to the main panel in the chase, install 10' ground and connect it to the Ufer ground that is located under the panel.
- e. Touch up paint, as needed.
- f. Sweep out all the rooms, wipe all fixtures and doors, etc.
- g. Install backer rod where the building modules join.
- h. Install self-leveling caulking on the floor slab joints where the building modules meet.

No modifications to this offer shall be authorized unless confirmed in writing by the President of Public Restroom Company.

Offered by: Public Restroom Company by _____
Charles E. Kaufman IV, President

This provides conditional acceptance of this preliminary purchase order for this building subject to acceptance of the submittals, furnished by Public Restroom Company. Once you accept the preliminary submittals, this shall become a final purchase agreement or at your discretion the final purchase order or a contract may be substituted with this attached.

Accepted by:

Authorized Signature

Date Signed

Printed Name

Legal Entity Name and Address

Compliant, Competitive, and Convenient

Contracts for government, education, and nonprofits

Accomplish More

As a leader in cooperative purchasing, we are passionate about helping public agencies fulfill their public service missions.

We are building stronger relationships with agencies and suppliers to develop practical solutions together.

Learn how we can serve you.
For contract documents and
participating agency information,
visit:

sourcewell-mn.gov
877-585-9706

Supplier related questions:

info@publicrestroomcompany.com

Or Call Us at 888-888-2060

Compliant



- Trusted process satisfies bid requirements
- Government agency that works like you
- Achievement of Excellence in Procurement recipient

Competitive



- Buying power of 50,000 participating agencies

Convenient



- More than 400 trusted brands under contract
- Full catalog of options for a complete solution
- Easy, no-cost registration to use



Contract #081721-PRM

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Agenda Item Submission Form – Section I

Meeting Date: Town Council: March 20, 2024

- ☐ Consent Agenda
 ☒ Decision Agenda
 ☐ Executive Session Requested
☐ Presentation Only
 ☐ Action/Presentation
 ☐ Pre-Session Agenda

Requesting Department: Community Development

Staff Resource/Contact Person: Cory Mulcaire, Planner

Agenda Title: Public Hearing followed by discussion, consideration, and possible approval of Ordinance 2024-A489, an ordinance of the Mayor and Common Council for a Zoning Map Change from C2-PAD (Commercial: General Sales and Service – Planned Area Development) to C2-4 (Commercial: General Sales and Service – 4,000 square foot minimum lot size) for approximately 0.42 acres, specifically described in Exhibit A (APN 404-28-063J), located at 27 West Head Street, Town of Camp Verde, Yavapai, Arizona.

List Attached Documents:

Ordinance 2024-A489

- A. Excerpt from Planning Commission Meeting January 25, 2024
- B. Letter of Intent
- C. Affidavit of Neighborhood Meeting
- D. Public Comments Received
- E. Ordinance 2017-A421
- F. Relevant Zoning Ordinance Sections
- G. 2016 General Plan Section Downtown Character Area

Estimated Presentation Time: 10 minutes

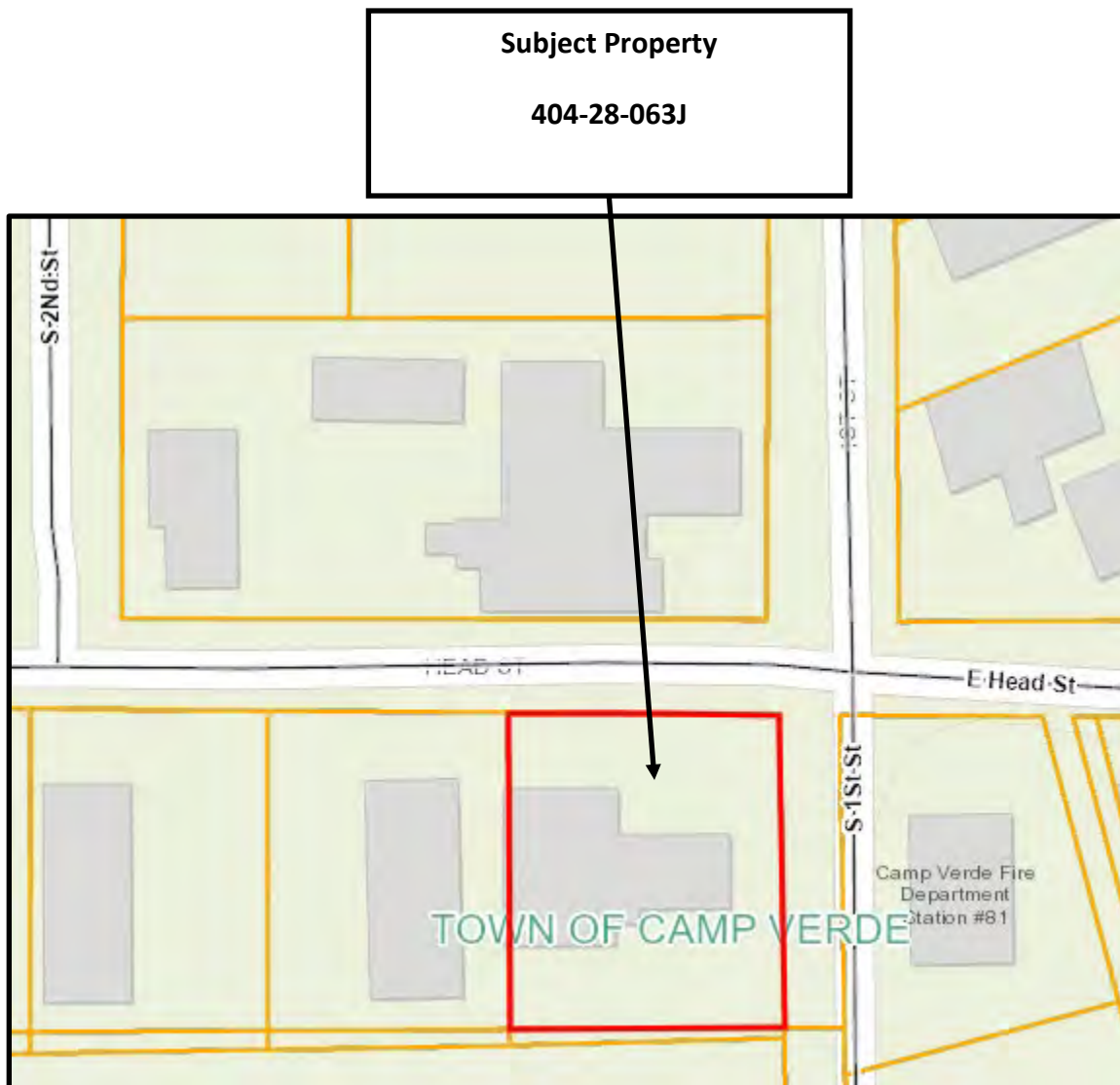
Estimated Discussion Time: 10 minutes

Executive Summary: Ezequiel Casillas and his father Mario Casillas have applied for a Zoning Map Change from C2-PAD (Commercial: General Sales and Services – Planned Area Development) to C2-4 (Commercial: General Sales and Services – 4,000 square foot minimum lot size). The purpose of the application is to allow the family to build two homes on the property, currently the property is only allowed to have an RV Park. Note that a rezone to C2-4 would also allow a variety of other uses, including, but not limited to, multi-family homes, retail, restaurants, automotive repair, and bars.

Planning and Zoning Commission Recommendation: On January 25, 2024, in a Regular Session of the Planning and Zoning Commission, the Commission unanimously recommended the council approve the rezone.

Property Information:

Location	27 West Head Street
Parcel	404-28-063J
Owner	Casillas, Ezequiel
Applicant	Mario Casillas
.42	0.96
Zoning Designation	C2-PAD
Current Land Use	Vacant Land
Surrounding Properties	North: C2-4; Mixed Use Building South: C3-4; Future Town Hall Site West: C2-4; Residential East: C2-4; Copper Canyon Fire Station



Zoning:



Background Information:

The applicant is requesting a Zoning Map Change C2-PAD to C2-4.

In 2017, the previous property owner, Mr. Stoumbis was a RV Park developer and rezoned this property from C2-4 to C2-PAD. His intent was to develop 9 or 10 RV sites, along with a small office and laundry facility. The staff recommended approval to both the Planning and Zoning Commission, as well as the Town Council. On December 20, 2017, the Town Council unanimously approved the Zoning Map Change for C2-4 to C2-PAD.

In March of 2019, the Casillas family purchased parcel 404-28-063J with the intent to someday build one or two single family residences for their family to occupy.

On July 24, 2023, Mr. Casillas came into the Community Development Department to see what he was allowed to do on the property. After doing some research into the history of the parcel, staff discovered the PAD and that only an RV Park was currently allowed to be developed on the property.

The family applied on July 27, 2023, in order to start the Zoning Map Change process to change the parcel back to C2-4. There are no site plans for this property currently as the family only wants to be able to develop the property in the future.

Discussion:

There are two sections within our current Planning and Zoning Ordinance which describe the allowed uses in the current and proposed zones of this property. In addition, the process for a Zoning Map Change is described. These are discussed below:

1. Section 203.L. PAD (Planned Area Development - pg. 64 - 65 for Town of Camp Verde Planning and Zoning Ordinance) A Planned Area Development designation ensures orderly and thorough planning and review procedures that result in high quality project design and encourages variety in architectural design through techniques including, but not limited to, variations in building style, lot arrangements and site planning.

Staff Response: The property is currently Zoned C2-PAD, with an approval for an RV Park. Which means that this is the only thing that can be developed on this parcel.

2. Section 203.G. C2 District (Commercial: General sales and services - pg. 47-50 of Town of Camp Verde Planning and Zoning Ordinance). The C2 District is intended to permit a broader range of business uses compatible with permitted residential uses in the district and surrounding vicinity.

Staff Response: Through approval of the Zoning Map Change application, this parcel will be allowed to have a wider range of projects developed on this parcel, including, but not limited to a single-family dwelling unit.

3. Section 601 – Zoning Decisions, specifically 601.A provides the guidance on the application and approval process for all Zoning Ordinance Amendment Applications and Hearings (Attachment C).
 1. *Applications for Zoning Ordinance text amendments, rezoning amendments, Use Permits, or other requests requiring town Council approval shall be filed in the office of the Community Development Department on a form provided, along with such supplemental information required by the Department, and shall be accompanied by a fee established by approval of the Town Council. No part of any such fee shall be refundable after an application is filed and such fee paid, except at the discretion of the Town Council.*
 - a. *The Planning and Zoning Commission shall hold a public hearing within 90 days of the date of a complete application submittal. After such hearing the Council may adopt the recommendation of the Planning and Zoning Commission without holding a second public hearing provided there is no objection, request for public hearing or other protest.*
 - b. *The Town Council shall hold a public hearing if requested by the party aggrieved, any member of the public or of the Town Council, or in any case, if no public hearing has been held by the Planning and Zoning Commission.*

2. *Notice of the time and place of Council or Commission hearing shall be given in the time and manner provided for:*
 - a. *Notice of public hearing before the Commission or Council for all amendments to the Zoning Ordinance text, the zoning map, Use Permits, or other requests, shall be done in accordance with the provision of Arizona Revised Statutes 9-462.04 as they exist now or as they are amended from time to time. Such notice includes at a minimum the posting and publishing of public hearing notices as specified in the statute.*
 - b. *Written protests of any recommendation action taken by the Commission shall be filed in the office of the Community Development Department before noon on Monday the week of the preceding the Council meeting at which such amendment will be considered. If such written protest constitutes twenty percent (20%) or more of the immediate area involved in a request for rezoning as specified in ARS 9-462.04.H, as may be amended, a favorable vote of three-fourths of the Council shall be required.*
 - c. *A decision made by the Council involving rezoning of land which is not owned by the Town, and which changes the zoning classification of such land may not be enacted as an emergency measure and such a change shall not be effective for at least 30 days after the final approval of the change in classification by the Council.*
 - d. *In the event an application has been denied by the Council, the Commission shall not consider a similar application within 12 months of the application date.*
3. *Citizen review and participation process is required for all zone change application or Use Permit applications:*
 - a. *Prior to any public hearing, the applicant or an appointed representative shall arrange a meeting with the planning staff, which identifies development issues as well as arrangements and scheduling for neighborhood meeting described in subsection b below.*
 - b. *The applicant or an appointed representative shall conduct a neighborhood meeting designed to inform adjoining residents and property owners about the proposed zone change, specific plan application or Use Permit.*
 - c. *At least 15 days prior to the scheduled neighborhood meeting, the applicant shall notify all property owners within 300 feet of the subject site by first class mail and post the actual property with meeting date and time. The notification shall include the date, time and place for the neighborhood meeting, as well as a description of the proposed land uses. The applicant shall provide an affidavit attesting to this notification being accomplished.*
 - d. *It is the responsibility of the applicant or their representative to conduct the meeting, provide opportunity for a question-and-answer period by the audience, and identify a point of contact to the public for follow-up questions and comments.*
 - e. *The applicant shall prepare a written summary of the meeting by way of affidavit, including a list of attendees and the issues and concerns discussed and submit a copy of the summary, with a photo of the posting of the property and a copy of*

the meeting announcement letter, to the Planning Department within 15 days after the neighborhood meeting.

4. *Zoning Ordinance text amendments: If the Town adopts a zone change or any amendment that imposes any regulation not previously imposed or that removes or modifies any such regulation previously imposed or that removes or modifies any such regulation previously imposed, it must comply with the citizen review process as set forth in ARS 9-462.03, as may be amended, and the public hearing notice procedures as set forth in ARS 9-462.04.A as may be amended.*

Staff Response: The key criteria referenced above have been completed by the applicant's representative, as well as the Community Development Department. Rezone is a discretionary action. It is up to the Planning and Zoning Commission to make a recommendation as to whether the proposed zone, C2-4 and allowed uses are appropriate at this location.

2016 General Plan: The 2016 General Plan places this property in the Downtown Character Area which allows for churches, medical services, retail sales, restaurants, and housing. (Attachment E)

Staff Response: By granting this Zoning Map Change application, parcel 404-28-063J will be brought into conformity with the 2016 General Plan.

The following have been completed by staff:

- Neighborhood meeting was held by the applicant on November 7, 2023.
- The Town mailed a letter providing notice of this public hearing to all parcels within 300' of this parcel on January 2, 2024.
- A public hearing notice was placed in the Verde Independent Newspaper on January 9, 2024, and January 13, 2024.
- A public hearing notice was posted at the property on January 10, 2024.
- A meeting agenda was posted at Town Hall and Bashas' on January 18, 2024.
- A public hearing was held by the Planning and Zoning Commission on January 25, 2024.
- The Town mailed a letter providing notice of this public hearing to all parcels within 300' of this parcel on February 22, 2024.
- A public hearing notice was placed in the Verde Independent Newspaper on March 5, 2024, and March 9, 2024.
- A public hearing notice was posted at the property on March 5, 2024.

Recommended Action (Motion): Motion to approve Ordinance 2024-A489, an ordinance of the Mayor and Common Council for a Zoning Map Change from C2-PAD (Commercial: General Sales and Service – Planned Area Development) to C2-4 (Commercial: General Sales and Service – 4,000 square foot minimum lot size) for approximately 0.42 acres, specifically described in Exhibit A (APN 404-28-063J), located at 27 West Head Street, Town of Camp Verde, Yavapai, Arizona.

Ordinance 2024-A489

An ordinance of the Mayor and Common Council for a Zoning Map Change from C2-PAD (Commercial: General Sales and Service – Planned Area Development) to C2-4 (Commercial: General Sales and Service – 4,000 square foot minimum lot size) for approximately 0.42 acres, specifically described in Exhibit A (APN 404-28-063J), located at 27 West Head Street, Town of Camp Verde, Yavapai, Arizona.

Whereas, Mario Casillas, on behalf of owner Ezequiel Casillas, has made an application for a Zoning Map Change for an approximately 0.42-acre property located at 27 West Head Street (APN 404-28-063J);

Whereas, all required notices of the public hearing for this Zoning Map Change application were properly noticed and posted;

Whereas, the Planning and Zoning Commission of the Town of Camp Verde held a public hearing on Thursday January 25, 2024, and unanimously recommended this Zoning Map Change be approved by the Mayor and Common Council,

Whereas, consideration of this application has been completed in accordance with Article II, Sections 1 and 2 of the Arizona Constitution;

Whereas, the Mayor and Common Council find the requirements set out in Arizona Revised Statutes Article 9-462.03 and 9-462.04 have been met;

Whereas, the proposed Zoning Map Change of C2-PAD to C2-4 is authorized by and satisfies the requirements of the Planning and Zoning Ordinance, specifically Section 601.A; and

Whereas, this Zoning Map Change to C2-4 is in conformance with the purposes and intent of the Town's Zoning Ordinance and 2016 General Plan.

Now therefore be it ordained by the Mayor and Common Council of the Town of Camp Verde:

Section 1: The Zoning Map Change for the Town of Camp Verde is hereby amended by the zoning classification change from C2-PAD (Commercial: General Sales and Service – Planned Area Development) to C2-4 (Commercial: General Sales and Service – 4,000 square foot minimum lot size) for 0.42 acres specifically described in Exhibit A (APN 404-28-063J), located at 27 West Head Street, Town of Camp Verde, Yavapai County, Arizona;

Section 2: All ordinance or parts of ordinances adopted by the Town of Camp Verde in conflict with the provision of this ordinance or any part of the code adopted, are hereby repealed, effective as of the effective date of this ordinance;

Section 3: If any section, sentence, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance; and

Section 4: This Ordinance shall be effective upon expiration of a thirty (30) day period following the adoption hereof and completion of publication and any posting as required by Arizona State Law.

Section 5: In accordance with Article II, Sections 1 and 2, Constitution of Arizona, and the laws of the State of Arizona, the Mayor and Common Council has considered the individual property rights and personal liberties of the residents of the Town and the probable impact of the proposed ordinance on the cost to construct housing for sale or rent before adopting this ordinance.

PASSED AND APPROVED BY A MAJORITY OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, ON THIS 20th day of March 2024.

Dee Jenkins, Mayor

Attest:

Approved as to form:

Virginia Jones, Town Clerk

Trish Stuhan-Town Attorney

Exhibit A – Legal Description & Map

That portion of the Northeast quarter of the Southeast quarter of Section 31, Township 14 North, Range 5 East of the Gila and Salt River Base and Meridia, Yavapai County, Arizona described as

Beginning at the Northeast corner of said Northeast quarter of the Southeast quarter; thence West 150 feet; thence south 150 feet; thence East 150 feet; thence North 150 feet to the point of beginning.



ATTACHMENT A

Excerpt from Draft P&Z minutes January 25, 2024

Public Hearing: Discussion, consideration and possible recommendation to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona for approval of Zoning Map Change for 27 West Head Street (APN 404-28-063J) from C2-PAD (Commercial: General sales and services, planned area development) to C2 (Commercial: General sales and services). Staff Resource: Cory Mulcaire

- **Staff Comments** Town Planner Cory Mulcaire shared that the applicant was not in attendance. Ms. Mulcaire told the Commission that when the owner purchased that property, they did not know what a PAD was. This particular property can only be developed into an RV park. Knowing this, the owner would like to rezone it to C2, with the intent to build two small homes for their family. Ms. Mulcaire feels that the rezone would be appropriate, as most of the downtown is C-2.
- **Open Public Hearing** Chairman Faiella opened the public hearing at 7:55 PM.
- **Close Public Hearing** Chairman Faiella closed the public hearing at 7:55 PM. There were no blue cards.
- **Commission Discussion**

Mr. Knight agreed with the applicant that the property should be reverted to C-2.

Vice Chairman Scantlebury was concerned with the rezone. Though the applicant's intent is to build two small homes on the property, he was reluctant in the rezone because C-2 would open up a lot of possibilities for the property. Would there be a way to bind the applicant to their original intent, so as not to see the property developed into something completely random?

Mr. Knight told him that they cannot legally bind the applicant on their intention for the property.

On a motion by Vice Chairman Scantlebury, seconded by Commissioner Lomeland, the Commission moved to recommend approval to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona for approval for Zoning Map Change for 27 West Head Street (APN 404-28-063J) from C2-PAD (Commercial: General sales and services, planned area development) to C2-4 (Commercial: General sales and services).

Roll Call Vote:

Commissioner Hauser: Aye

Commissioner Tippet: Aye

Commissioner Osses: Aye

Chairman Faiella: Aye

Vice Chairman Scantlebury: Aye

Commissioner Lomeland: Aye

Commissioner Foreman: Aye

Motion Carried 7-0.

AUG 03 2023

Aug 3, 2023

To whom it may concern

we are proposing to submit a application to change the zoning on this vacant lot from a (C2 pad)? to a C-2 zone we purchased this property a few years ago for our family this parcel was zone to be a cv park for both short - long term rentals we have decided that for the well being of my family we need to pass on this and rezone this lot and make it livable for my family and me by placing a nice and newer manufactured home and upgrade the area as well.

Erquiel Canellos

Affidavit

I, Ezequiel Cailles, owner/agent of parcel 404-28-0631
have notified the neighbors within 300' of above property, by sending letters on
_____ to notify them of the neighborhood meeting that I conducted
on the _____ day of _____ 20____.

I posted my property with meeting the date, time, and place, on the 15 day of
November 2023, and taken a photograph of such posting.

I, Ezequiel Cailles, owner/agent of parcel 404-28-0631
will provide a summary of neighborhood meeting I conducted to the Planning & Zoning
Department of Camp Verde with the associated application submittal, attesting to the
issues and concerns discussed at the above neighborhood meeting.

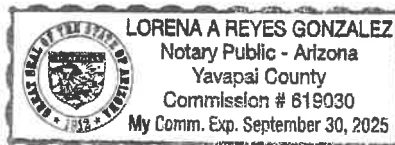
Summary

Statement: I Ezequiel Cailles arrived at my property
27 head st. to attend our meeting today November 15, 2023
at 10:00am I waited there for 45 minutes No one showed up.

If Summary statement is too long, attach a copy.

State of Arizona}

County of Yavapai}



Ezequiel Cailles
Signature of Document Signer No. 1

Signature of Document Signer No. 2

Subscribed and sworn to (or affirmed) before me this 16 day of
November 2023.

LS
Signature of Notary

1-16-2024

RE: Rezone of parcel 404-28-063J

To Whom it May Concern:

I am against the rezone of parcel 404-28-063J that would then allow for two mobile homes to be allowed on this property. There is not a city or town in Arizona that I know of, besides Camp Verde, that allows mobile homes to be placed right in the center of their historical district. It saddens me to drive through the historically significant downtown and see run down trailers on lots that should have craftsman style homes. Allowing this rezone will not help downtown Camp Verde. It is already unfortunate that the last few years we have seen second hand mobiles put in downtown.

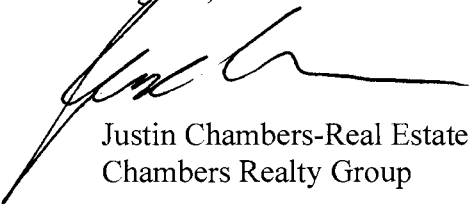
Due to the shortsightedness of the town Camp Verde isn't known as having a vibrant, walkable downtown area. Camp Verde is becoming known for having the largest RV parks and mobile home parks in the Verde Valley all in the name of workforce housing.

I understand the need for affordable housing and am a huge proponent of private property rights. This property already allows for site built multi-family housing and some commercial if I understand correctly. There is basically nothing I wouldn't support in the name of private property rights if it helped an area with jobs, the tax base or helping families or youth make a long-term foothold in their hometown. However, this is not the proper location for more mobile homes being right next to the property that the town of Camp Verde has acquired for future development. Imagine having out of town investors or business people in and having to drive right by run down mobiles to attend to local business. The subject property is easily seen from the Wingfield Plaza, which I own, that costs a significant amount of time and money for me to maintain and upkeep. I am happy to do having pride of ownership of a historically significant building, but this would detract from all I have done.

The good part is that the property is worth more than they paid for it and the owners will not take a loss selling this and purchasing elsewhere in Camp Verde for their "family compound." There are other areas that they will have no issue in setting up their mobile homes.

If you are going to allow the mobiles on this site then at least make a stipulation that they are new. I keep seeing these unfinanceable wobbly boxes being dragged into what should have been the cultural center of town in Camp Verde

Regards,



Justin Chambers-Real Estate Broker & Owner of the Wingfield Plaza
Chambers Realty Group



ORDINANCE 2017 A421

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA AMENDING THE TOWN ZONING MAP TO CHANGE THE ZONING CLASSIFICATION FROM C2-4 (COMMERCIAL: GENERAL SALES & SERVICE, 4,000-SQUARE-FOOT MINIMUM LOT SIZES) TO C2 PAD (COMMERCIAL: GENERAL SALES & SERVICES, PLANNED AREA DEVELOPMENT), TO DEVELOP AN RV PARK ON AN APPROXIMATELY .42 ACRE PROPERTY. THE PROPERTY IS LOCATED AT 27 W. HEAD STREET, PARCEL 404-28-063J; AND PROVIDING THAT THIS ORDINANCE SHALL BE EFFECTIVE THIRTY (30) DAYS AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

WHEREAS, the Town of Camp Verde adopted the Planning and Zoning Ordinance 2011-A374, approved May 25, 2011, and

WHEREAS, Part 6, Section 600, C.1 of the Planning and Zoning Ordinance allows for the amendment, supplementation or change of zoning boundaries by the Town Council of the Zoning Map of Camp Verde under the Planning & Zoning Ordinance, and

WHEREAS, the Town Council has an abiding interest in protecting the public health safety and welfare by establishing requirements for provisions of the Planning & Zoning Ordinance by allowing for zoning amendments after public hearings.

NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE AS FOLLOWS:

Section 1. The Town Council hereby finds as follows:

A. A request for **Zoning Map Change 20170271** was filed by John Stoumbis, owner of parcel 404-28-063J located at 27 W. HEAD STREET, to rezone the subject parcel from **C2-4 (COMMERCIAL: GENERAL SALES & SERVICE, 4,000-SQUARE-FOOT MINIMUM LOT SIZES) TO C2 PAD (COMMERCIAL: GENERAL SALES & SERVICE, PLANNED AREA DEVELOPMENT)** to develop an RV Park. The legal description is attached as exhibit "A" and the map as exhibit "B".

B. The Planning & Zoning Commission reviewed the request on December 7, 2017 in a public hearing that was advertised and posted according to state law and recommended approval of **Zoning Map Change 20170271**.

C. The proposed Zoning Map Change Amendment will not constitute a threat to the health, safety, welfare or convenience to the general public and is in conformity with the Town of Camp Verde General Plan.

D. The Waiver of Diminution of Value Claim has been signed by the owner and is attached as exhibit "C".

Section 2. All ordinances or parts of ordinances adopted by the Town of Camp Verde in conflict with the provisions of this ordinance or any part of the code adopted, are hereby repealed, effective as of the effective date of this ordinance.

Section 3. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 4. This ordinance is effective upon the expiration of a thirty 30-day period following the adoption hereof and completion of publication and any posting as required by law.

PASSED AND APPROVED BY A MAJORITY VOTE OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA ON THIS 20TH DAY OF DECEMBER, 2017.


Charles German - Mayor

Date: 12/28/2017

Approved as to form:


Bill Sims - Town Attorney

Attest: 
Judith Morgan, Town Clerk

Maps and Exhibits are available at the Clerk's Office

Please Publish 01-10-2018 and 01-17-2018

LEGAL DESCRIPTION.

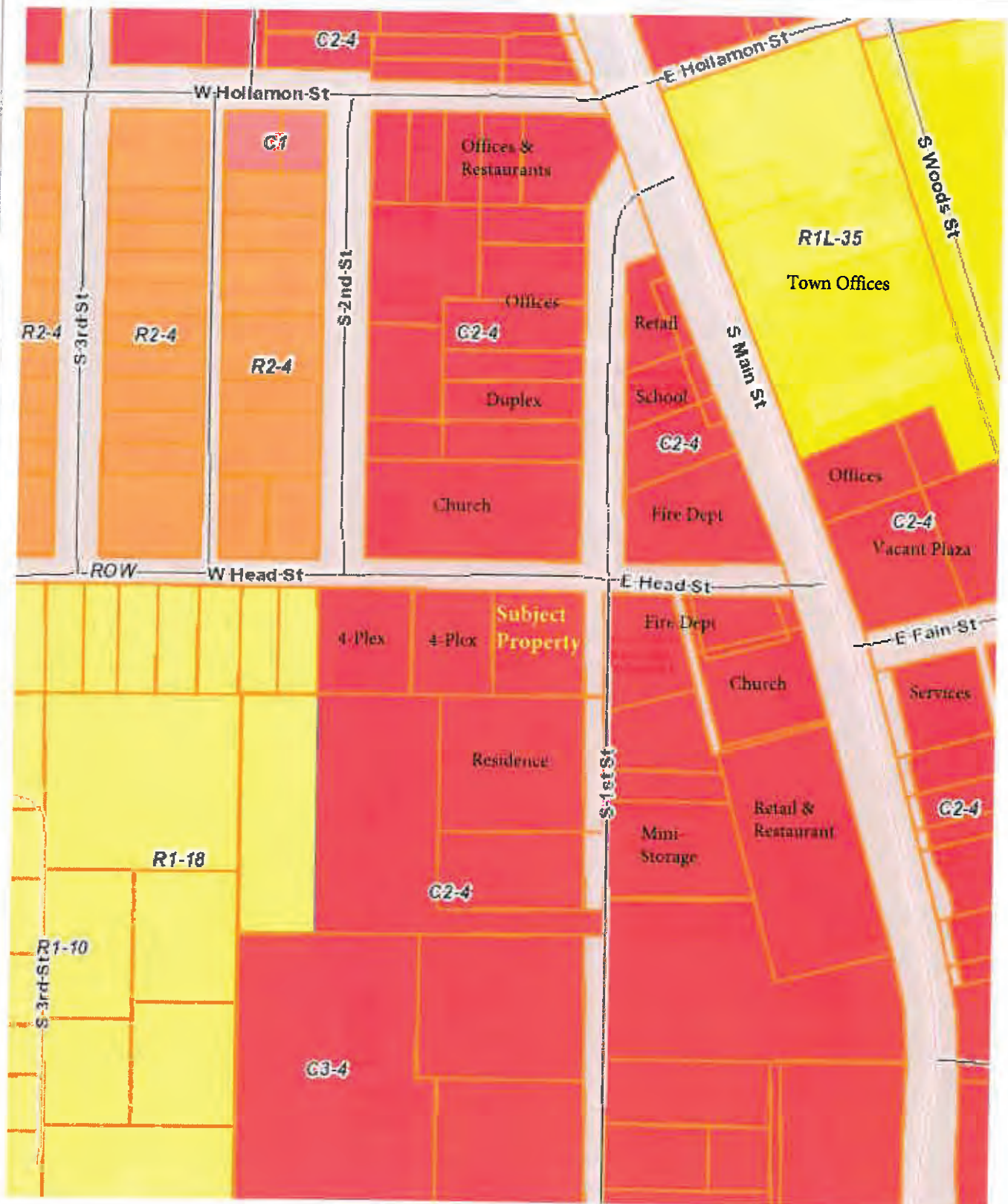
That portion of the Northeast quarter of the Southeast quarter of Section 31, Township 14, North Range 5 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, described as follows

BEGINNING at the Northeast corner of said Northeast quarter of the Southeast quarter; thence West 150 feet; thence South 150 feet; thence East 150 feet; thence North 150 feet to the POINT OF BEGINNING

DIRECTIONS

From S. Main Street to West on Head Street to the SW Corner of 1st Street and Head Street

**Dulce Verde RV Park: Zoning Map Change
Vicinity, Zoning & Land Use 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: 11.14.2017

SECTION 601 - ZONING DECISIONS

A. Zoning Ordinance Amendment Applications and Hearings

Any amendment to this Zoning Ordinance, which changes any property from one zone to another, imposes any regulation not previously imposed, or which removes or modifies any regulation previously imposed shall be adopted in the manner set forth in this section.

1. Applications for Zoning Ordinance text amendments, rezoning amendments, Use Permits, or other requests requiring Town Council approval shall be filed in the office of the Community Development Department on a form provided, along with such supplemental information required by the Department, and shall be accompanied by a fee established by approval of the Town Council. No part of any such fee shall be refundable after an application is filed and such fee paid, except at the discretion of the Town Council.
 - a. The Planning and Zoning Commission shall hold a public hearing within 90 days of the date of a complete application submittal. After such hearing the Council may adopt the recommendation of the Planning and Zoning Commission without holding a second public hearing provided there is no objection, request for public hearing or other protest.
 - b. The Town Council shall hold a public hearing if requested by the party aggrieved, any member of the public or of the Town Council, or in any case, if no public hearing has been held by the Planning and Zoning Commission.
2. Notice of the time and place of Council or Commission hearing shall be given in the time and manner provided for:
 - a. Notice of public hearing before the Commission or Council for all amendments to the Zoning Ordinance text, the zoning map, Use Permits, or other requests, shall be done in accordance with the provisions of Arizona Revised Statutes 9-462.04 as they exist now or as they are amended from time to time. Such notice includes at a minimum the posting and publishing of public hearing notices as specified in the statute.
 - b. Written protests of any recommendation action taken by the Commission shall be filed in the office of the Community Development Department before noon on the Monday of the week preceding the Council meeting at which such amendment will be considered. If such written protest constitutes twenty percent (20%) or more of the immediate area involved in a request for rezoning as specified in ARS 9-462.04.H, as may be amended, a favorable vote of three-fourths of the Council shall be required.
 - c. A decision made by the Council involving rezoning of land which is not owned by the Town and which changes the zoning classification of such land may not be enacted as an emergency measure and such a change shall not be effective for at least 30 days after the final approval of the change in classification by the Council.
 - d. In the event an application has been denied by the Council, the Commission shall not consider a similar application within 12 months of the application date.
3. Citizen review and participation process is required for all zone change applications or Use Permit applications:
 - a. Prior to any public hearing, the applicant or an appointed representative shall arrange a meeting with the planning staff which identifies development issues as well as arrangements and scheduling for the neighborhood meeting described in subsection b below.

- b. The applicant or an appointed representative shall conduct a neighborhood meeting designed to inform adjoining residents and property owners about the proposed zone change, specific plan application or Use Permit.
 - c. At least 15 days prior to the scheduled neighborhood meeting, the applicant shall notify all property owners within 300 feet of the subject site by first class mail and post the actual property with meeting date and time. The notification shall include the date, time and place for the neighborhood meeting, as well as a description of the proposed land uses. The applicant shall provide an affidavit attesting to this notification being accomplished.
 - d. It is the responsibility of the applicant or their representative to conduct the meeting, provide an opportunity for a question and answer period by the audience, and identify a point of contact to the public for follow-up questions and comments.
 - e. The applicant shall prepare a written summary of the meeting by way of affidavit, including a list of attendees and the issues and concerns discussed and submit a copy of the summary, with a photo of the posting on the property and a copy of the meeting announcement letter, to the Planning Department within 15 days after the neighborhood meeting.
4. **Zoning Ordinance text amendments:** If the Town adopts any zone change or any amendment that imposes any regulation not previously imposed or that removes or modifies any such regulation previously imposed, it must comply with the citizen review process as set forth in ARS §9-462.03, as may be amended, and the public hearing notice procedures set forth in ARS 9-462.04.A as may be amended.

B. Site Plan Review and Development Standards

Key to obtaining compliance with the regulations of this ordinance and achieving the objectives of the Town's General Plan is the administrative review of Site Plans for new development as regulated in Part 4 Development Standards. The Site Plan entails preparation of drawings for proposed uses and buildings that conform to the Development Standards, depicting adequate grading/drainage and Appearance Compatibility (Section 402), landscape and screening (Section 402), parking and loading (Section 403), signs (Section 404) and outdoor lighting (Section 405) as required in these regulations.

The Site Plan Review process is administered by the Community Development Department in conjunction with other Town departments. The Community Development Director is authorized to approve minor modifications to strict adherence of zoning regulations due to physical constraints of the project site. Appeals may be scheduled for hearing by the Board of Adjustment and Appeals. Major development projects may also be referred to the Commission and Council for a hearing, review and approval, which hearing and review process is mandatory if so stipulated by prior Council action such as rezoning or PAD approval.

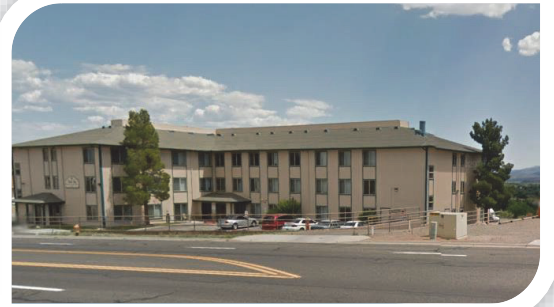
For non-residential and multi-family developments as described in Section 400B, additional review of Appearance Compatibility Drawings is required (Section 402 C). Appearance Compatibility Drawings are reviewed by Town staff simultaneously with the Site Plan Review process, in accordance with the process specified in Section 400C.

C. Use Permit Approvals

Use Permits are provided to ensure the orderly use of land in conformance with the General Plan and applicable Town standards where uses are proposed that may require special limitations or conditions to provide compatibility with other uses. The application for Use Permit approval is applicable to those uses that are specifically listed as "Uses and Structures Subject to Use Permit" in each Zoning Use District in Part Two Section 203.

- 1. Review and Approval

Downtown Character Area



From Top To Bottom: Residential Neighborhood On Hollamon Street; Residential Apartment Complex At State Route 260 & 7th Street; Fort Verde State Historic Park; Small Businesses On Main Street; Main Street Sidewalk; Residential Neighborhood Off Montezuma Castle Highway;; Multi-family Housing On Cliff House Drive

Photos Courtesy Of The Town Of Camp Verde; The Town Of Camp Verde Community Development Department & Google Street Map Imagery



Introduction for Downtown Character Area:

Downtown Camp Verde is the heart of the Town's historic past. At the center of the Downtown character area is the Fort Verde State Historical Park that was established in 1865.

By the late 1890s, Camp Verde became a commercial and residential district. By the early 1900s, Main Street boasted a general store, saloon, boarding house, blacksmith shop, barber shop, a handful of homes, and the community's first school, located in what had been the hospital for Fort Verde. In 1909, the Lower Verde Reservation was added at the south end of Main Street, which is now part of the Yavapai-Apache Nation. Several historic buildings have been preserved: The fort became Fort Verde State Historic Park; Wingfield general store and White Hills trading post now contain several small businesses; and the 1914 grammar school currently houses the Camp Verde Historical Society. The elementary, high school, and gym built in the 1940s-1950s now serve as town government offices and community center. Camp Verde was incorporated in 1986.

The Downtown area is envisioned as a pedestrian friendly commercial corridor with entertainment venues, shops, restaurants, and nearby neighborhoods. The Verde Valley Archaeology Center is located here at this time and draws visitors to the museum, classes, and field trips. Today's residential area is a diverse collection of bungalows and cottages intermingled with businesses, making a high density neighborhood in the town's hilltop center. Lower density housing occurs where homes were built on former farm lands, with some having large gardens with roadside stands, pastures or livestock.

The Verde River flowing along the cliffs of Fort Verde Caves is the east boundary of Downtown. The locally notable Black Bridge and White Bridge mark the north and south ends. Plans have been made to create a trail that links the downtown commercial area with the library and community park located at the north end and adjacent to the Verde River.



Aerial Imagery Of A Portion Of The Downtown Character Area
Photo Courtesy Of Yavapai County GIS

Downtown Character Area

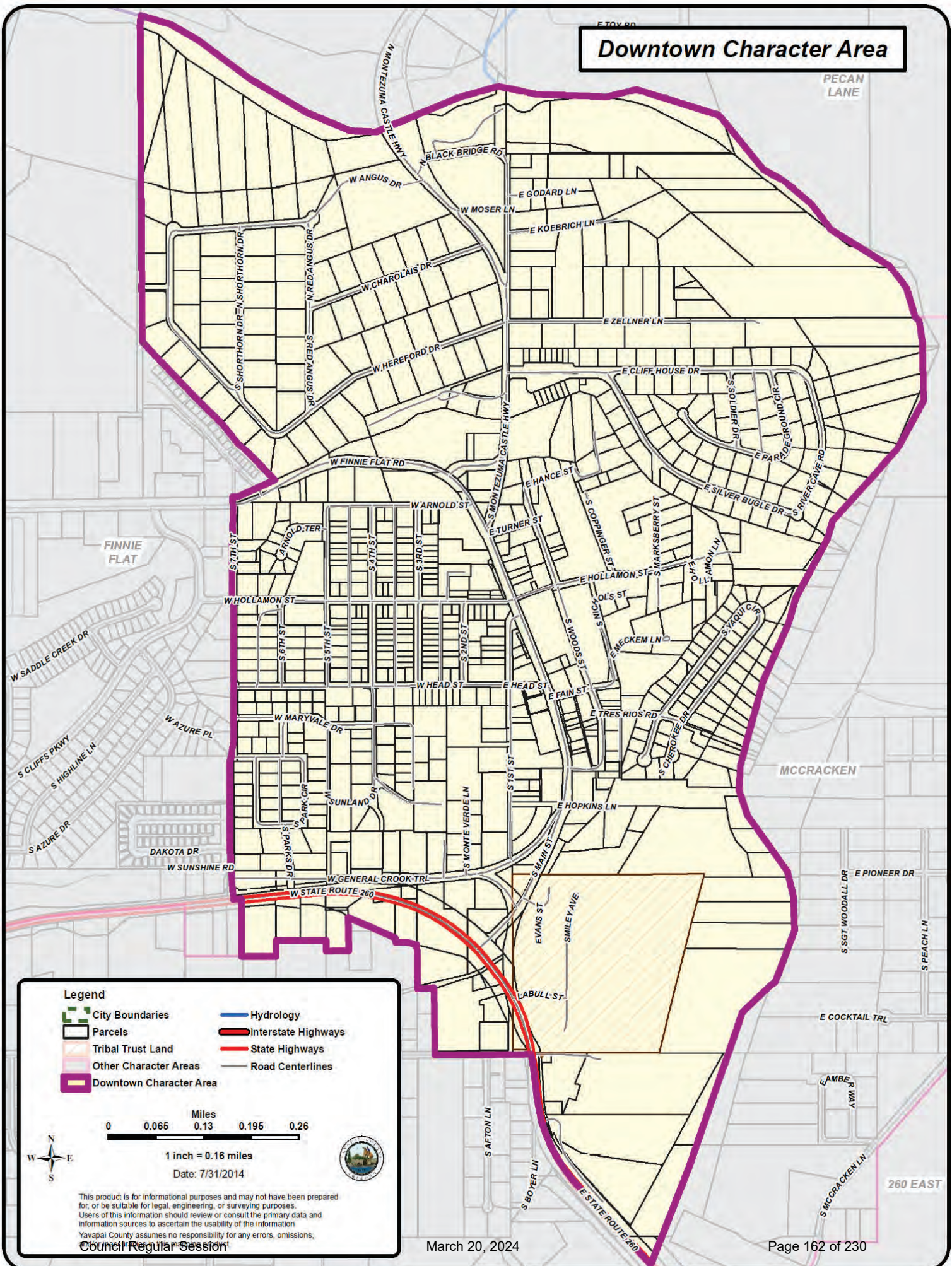


TABLE 3.7 - Land Use; Downtown Character Area Reference Chart

PHYSICAL DESCRIPTION	BUILT ENVIRONMENT	CIRCULATION	POINTS OF INTEREST	DENSITY AND NON-RESIDENTIAL DISTRICTS
The Downtown character area is approximately 1.08 square miles in size. This character area also contains many of Camp Verde's historical points of interest including the former Camp Verde Elementary School and the Fort Verde State Historic Park, which is listed on both the National and State Register of Historic Places. The Verde River plays a significant role in defining the Downtown character area's boundaries. The Verde River borders this character area on the North and East for approximately 2.66 miles. The Southern boundary line runs South of State Route 260 from 7th Street to Salt Mine Road, then along State Route 260 until it reaches the Verde River. The West border of this character area abuts Arizona State Park Land South of the Verde River, Verde Outpost Townhouses, Verde Outpost Townhouses Amended Plat, Finnie Flat Road, and 7th Street. A portion of the Yavapai-Apache Nation Camp Verde Tribal Community is located within the Downtown character area which is approximately 5.56 % of the Downtown area. The Downtown character area is a mix of different land uses. Housing densities include single and multi-family residences and include site-built, modular and manufactured homes. Commercial land uses within the Downtown character area include small pockets of Residential Services, C1, and C3, with a majority of the commercial land use being C2, located on both sides of Main Street from Finnie Flat Road South to State Route 260.	Neighborhoods: • Arnold Terrace • Camp Verde Townsite • Camp Verde Heights • Copper Canyon Vista • Fort River Caves • Loma Linda • Military Reserve Addition • Unrecorded 34 • Ranch Acres • Townsite Of Camp Verde Sub. Of Lot 7 Block 2 • Tres Rios • Verde Hills • Yavapai-Apache Nation Lower Verde Reservation <i>* Metes and Bounds Property not located in platted subdivisions.</i> Businesses: • Agriculture • Charter Schools • Churches • Farmer's Market • Group Care Facilities • Home Occupations • Medical Services • Restaurants • Retail Sales • Service Stations	Major Roads: • Finnie Flat Road/Main Street - 1st Street - 7th Street - Head Street - Hollamon Street - Montezuma Castle Highway/Pecan Lane - Black Bridge Road - Charolais Drive - Cliff House Drive - Hereford Street - Zellner Lane • General Crook Trail • State Route 260 Major Interchanges: Major Intersections: • Finnie Flat Road and 7th Street • Finnie Flat Road, Main Street and Montezuma Castle Highway • Main Street and Hollamon Street • Main Street and Head Street • Main Street and State Route 260 • 1st Street and General Crook Trail • Montezuma Castle Highway and Cliff House Drive • Montezuma Castle Highway and Hereford Drive • Montezuma Castle Highway and Charolais Drive • Montezuma Castle Highway and Zellner Lane • Montezuma Castle Highway and Black Bridge Road • State Route 260 and 7th Street Major Trails: • General Crook Trail • Heritage Loop Trail • Woodcutter's Trail Gateway Entrance: • South Main Street at the intersection with State Route 260	Community Services: • Camp Verde Community Library • Camp Verde Fire District • Camp Verde Historical Society • Camp Verde Town Hall • Camp Verde Marshal's Office • Camp Verde Senior Center General: Historic Sites: • Assemblies of God Church Hall • Boler's Motel • Camp Verde Elementary School • Camp Verde Jail • Camp Verde Pumphouse • Camp Verde Stage Stop & Boarding House • Camp Verde Teacherage • Casner & See's Verde Valley Club Ice House/Milk Depot • Claude & Ralph Wingfield Store/ Boler's Bar • Fort Verde State Historic Park • Old Camp Verde Dance Hall/ Goswick Hall/Bechetti Theatre • Old Rock Church • Sutter's Store, Wingfield Mercantile & Camp Verde State Bank • Verde Valley Garage/ Pete Power's Garage • Verde Valley Mercantile Company • Watt's Shoe Repair & Justice of Peace <i>* Various private residences along 1st St., 2nd St., Coppinger St., Head St., Hollamon St., Hance St., Meckem Ln, Nichols St, and Woods St.</i> Parks and Recreation: • Community Center Park • Fort Verde State Historic Park • Rezzonico Family Park Water Resources: • Verde River Irrigation Ditches: • Verde/Woods Ditch	Existing Density: • Consists of varying densities ranging from 0 to 11 dwellings per acre. Existing non-residential zoning districts: • RS North of General Crook Trail between 7th Street and Park Drive • C1 on the East side of the intersection of 7th Street and Finnie Flat Road • C1 on the West side of the intersection of 2nd Street and Hollamon Street • C1 on the South end of Woods Street near Main Street • C2 on the East side of Montezuma Castle Highway between Cliff House Drive and Zellner Lane • C2 on the North and South side of Cliff House Drive prior to the intersection of Silver Bugle Drive • C2 on the East and West side of Montezuma Castle Highway from Cliff House Drive South to Main Street • C2 on both sides of Main Street from Finnie Flat Road South to State Route 260 • C2 on the South side of State Route 260 between 7th Street and Main Street • C3 on both sides of Monte Verde Lane and on the West end of General Crook Trail near the intersection of General Crook Trail and 1st Street. • Open Space & Publix Facilities Preferred non-residential zoning districts: • Agricultural Use & AG • RS North of General Crook Trail between 7th Street and Park Drive. • RS/C1 on the East side of the intersection of 7th Street and Finnie Flat Road. • RS/C1 on the West side of the intersection of 2nd Street and Hollamon Street. • RS/C1 on the South end of Woods Street near Main Street. • RS/C1/C2 on the East side of Montezuma Castle Highway between Cliff House Drive and Zellner Lane. • RS/C1/C2 on the North and South side of Cliff House Drive prior to the intersection of Silver Bugle Drive. • RS/C1/C2 on the East and West side of Montezuma Castle Highway from Cliff House Drive South to Main Street. • RS/C1/C2 on both sides of Main Street and adjacent side streets from Finnie Flat Road South to State Route 260 - o Preferred use encouraged in C1/C2 with limited definitions that encourage a small town "main street" atmosphere. • RS/C1/C2/C3 on both sides of Monte Verde Lane and on the West end of General Crook Trail near the intersection of General Crook Trail and 1st Street. • Open Space • Public Facilities • Planned Unit Development (PUD)

Goals & Implementation Strategies:

In addition to the existing overall land use goals outlined in the land use element of the General Plan, the following goals have also been identified specifically for the Downtown Character Area:

A. Goal: Promote mixed-use development while protecting the Town's historic character.

Implementation Strategy:

- A. 1. Prohibit industrial uses in the Downtown character area.
- A. 2. Encourage mixed-use development with multi-modal connections.
- A. 3. Encourage small town village uses providing local services and products such as small markets, dry cleaners, bakeries, florists, coffee shops, or sit down restaurants.
- A. 4. Promote office type uses along with local and neighborhood retail.
- A. 5. Promote and integrate principles such as walkability, multi-modal transportation options and trails connectivity, public spaces and streetscapes.
- A. 6. Discourage use of unscreened outdoor storage.

B. Goal: Promote recreational, community, cultural activities and enhance tourism.

Implementation Strategy:

- B. 1. Develop information sources such as visitor centers, signs, kiosks and apps to promote recreational activities, agri-tourism and historic sites community wide within the Downtown character area.
- B. 2. Encourage the design of pedestrian pathways and biking trail systems connecting all the historic sites, including those in the Downtown character area.
- B. 3. Encourage open space along with developing trails and recreational access points between Downtown Camp Verde and Verde River.
- B. 4. Promote outdoor public areas to support community and cultural activities such as an open air plaza for public farmer's markets, craft fairs and outdoor performances.
- B. 5. Collaborate with Fort Verde State Historic Park to increase visitation which will provide associated benefits to the downtown businesses and tourism efforts.
- B. 6. Develop a walking tour map highlighting Camp Verde's historical sites and distribute to Arizona information locations.

C. Goal: Support healthy residential environments that provide safe and convenient access, open spaces and recreational opportunities.

Implementation Strategy:

- C. 1. Encourage a diversity of housing types to meet the needs of all income levels and ages.
- C. 2. Encourage all new development to provide pedestrian and multi-modal pathways within their development with connectivity to the Downtown character area and open space.

- D. Goal: Encourage the implementation of a Verde River Recreation Management Plan as defined by the citizens.³**

Implementation Strategy:

- D. 1 Identify and define access points as major, intermediate and neighborhood access points so they are compatible with the adjacent land use.
- D. 2 Encourage plan features, such as parks and a trail system that allow people to recreate at the river and connect with other points of interest.
- D. 3 Encourage recreation that is compatible with the natural and cultural environment.

- E. Goal: Promote communication with the Yavapai-Apache Nation.**

Implementation Strategy:

- E. 1. Consistently communicate with the Yavapai-Apache Nation about areas of common interests and benefits to meet the above goals.
- E. 2. Encourage multi-modal connectivity with the Yavapai-Apache Nation.

- F. Goal: Create inviting gateway entrances.**

Implementation Strategy:

- F. 1. Utilize sources and signage to welcome, direct, inform and promote Camp Verde's unique character and its environments.
- F. 2. Promote improvements for safe and efficient traffic flow.
- F. 3. Communicate with landowners, businesses and government entities on developing gateway entrances.

Gateway Entrances:

- Intersection of South Main Street and State Route 260.

³ The Verde River Recreation Management Plan was adopted by Town Council on February 3rd, 2016. For additional information please visit <http://www.cvaz.org>.

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Agenda Item Submission Form – Section I

Meeting Date: Town Council: March 20, 2024

☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested
☐ Presentation Only ☐ Action/Presentation ☐ Pre-Session Agenda

Requesting Department: Community Development

Staff Resource/Contact Person: John Knight, Community Development Director

Agenda Title: Public Hearing followed by discussion, consideration and possible approval of Ordinance 2024-A490, an ordinance of the Mayor and Common Council for a Zoning Map Change from RR-2A (Rural Residential; 2-acre minimum) to C2-4 (Commercial: General Sales and Service; 4,000 square foot lot size minimum) for approximately 23.34 acres, specifically described in Exhibit A (APN 403-20-007R), generally located on the North side of West State Route 260 and Horseshoe Bend Drive.

List Attached Documents:

Ordinance 2024-A490

- A. Excerpt from Planning Commission Meeting January 25, 2024
- B. Letter of Intent
- C. Site Map
- D. Aerial Map
- E. Opportunity Zone Map
- F. YAN Land Swap Map
- G. 260 Character Area
- H. Middle Verde Character Area
- I. Relevant Zoning Ordinance Sections
- J. Affidavit of Neighborhood Meeting
- K. Public Comments Received

Estimated Presentation Time: 10 minutes

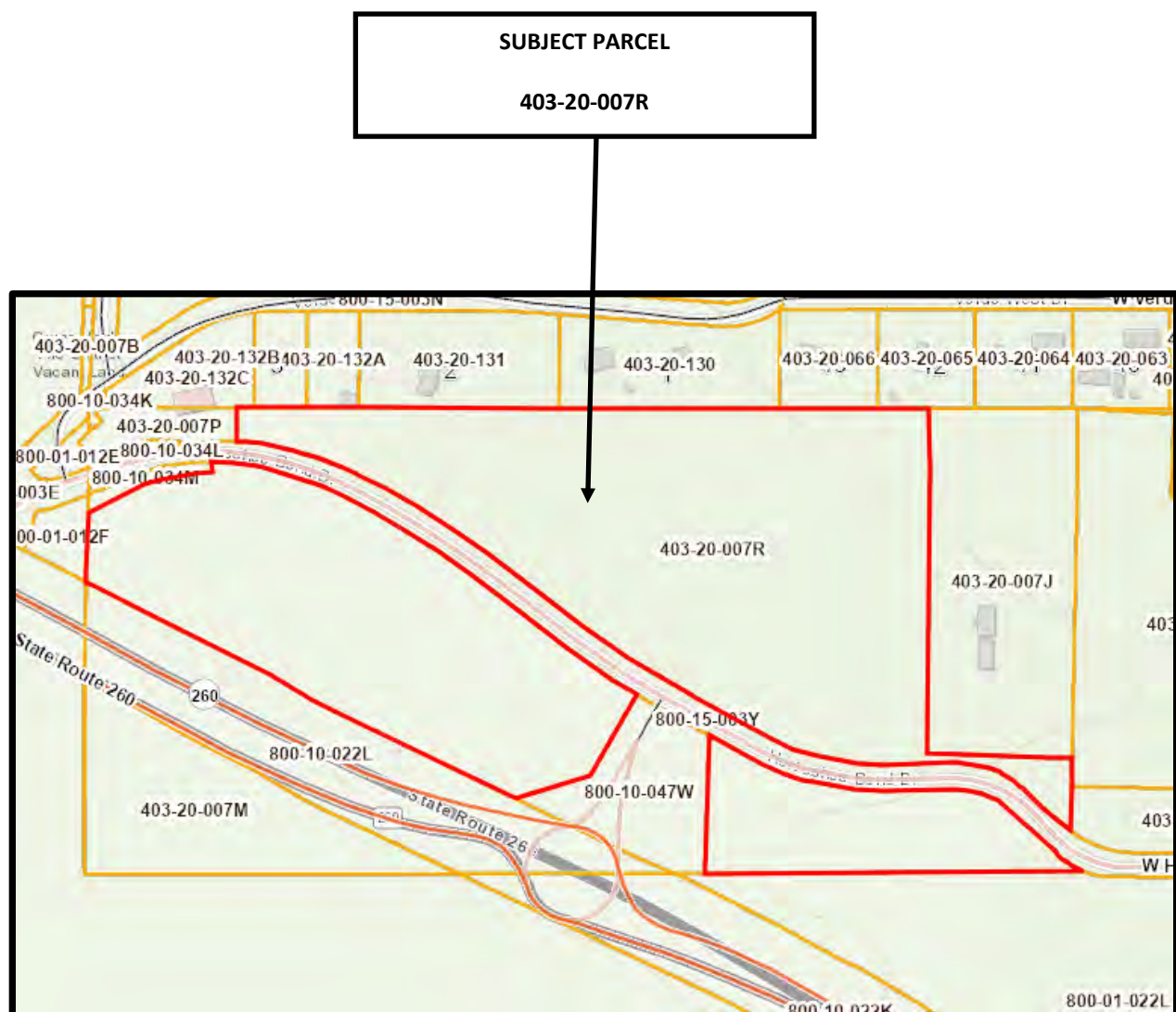
Estimated Discussion Time: 15 minutes

Executive Summary: Rob Witt, on behalf of Investments Unlimited, McInnis Family Trust, and Karen Kay Smith, has applied for a Zoning Map Change from RR-2A to C2-4. The current zoning for the property allows for one (1) site-built home per every 2 acres of land. Due to the size of the parcel and its proximity to State Route 260, the property owners feel that commercial use is more appropriate for the location.

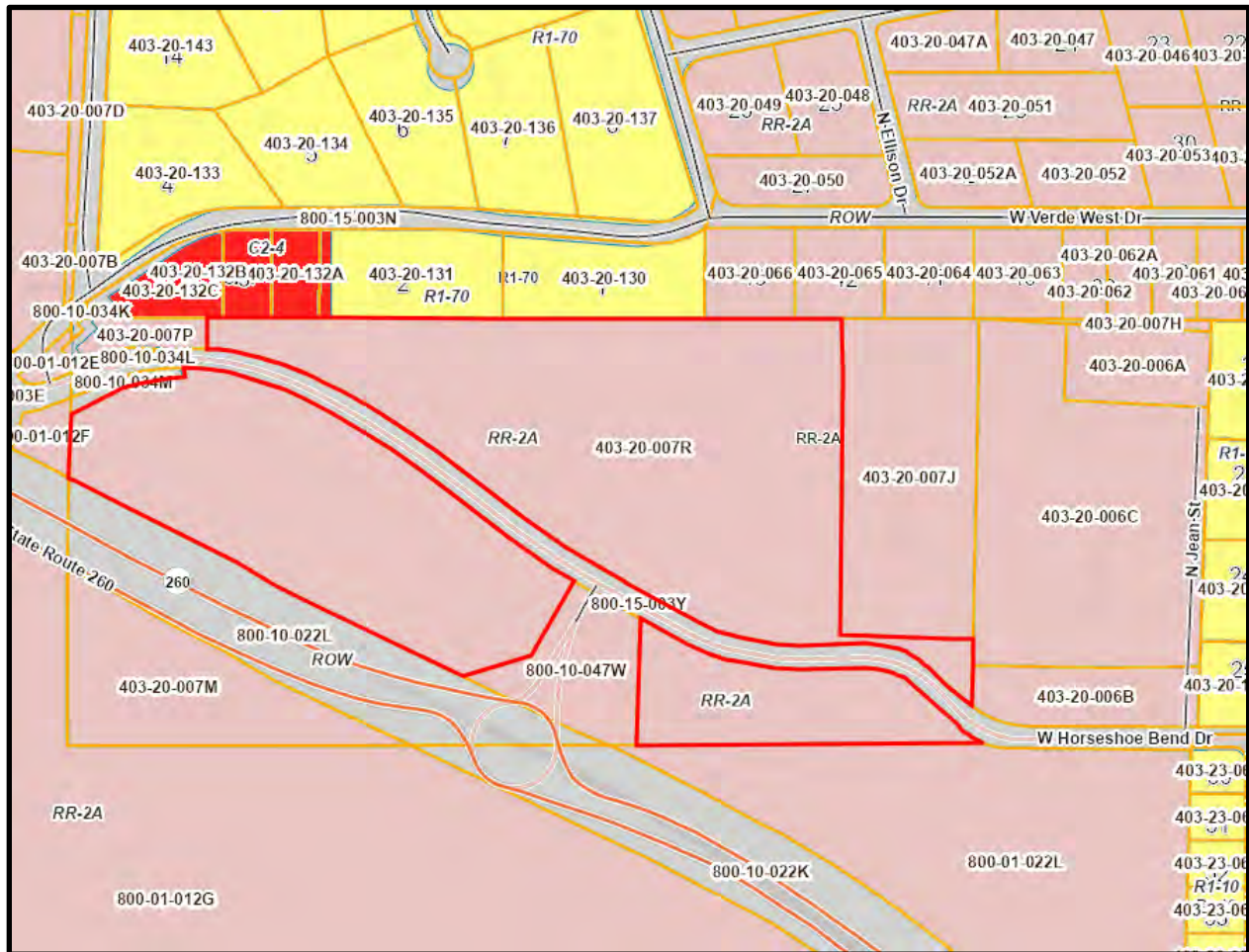
Planning and Zoning Commission Recommendation: On January 25, 2024, in a Regular Session of the Planning and Zoning Commission, the Commission made a motion to rezone just the front portion (fronting Hwy. 260) of the parcel to C2. This motion failed 2-5. Staff recommended the Commission seek an alternative motion for either approval or denial.

Property Information:

Location	Northeast Corner of West State Route 260 and West Horseshoe Bend Drive
Parcel	403-20-007R
Owner	Investments Unlimited UI and McInnis Family Trust UI
Applicant	Rob Witt
Site Size	23.34
Zoning Designation	RR-2A
Current Land Use	Vacant Land
Surrounding Properties	North: C2-4 and R1-70 (La Fonda and Residential) South: RR-2A (Prescott National Forest) West: Town of Camp Verd ROW East: RR-2A (Living Water Baptist Church)



Zoning Map:



Background Information:

The applicant is requesting a Zoning Map Change from RR-2A to C2-4.

In the Letter of Intent (LOI), Attachment B, the applicant states, *“This zoning matches the neighboring property, is appropriate for highway frontage, and allows for any of the neighbor’s suggestions to be developed.”* Per the LOI, the applicant notes that the owners surveyed the neighborhood and the neighbors would like to see commercial developed in the area.

Current Zoning: The current zoning of the 23-acre property is RR-2A. The zoning ordinance states, *“The R-R District is intended to provide a zoning classification for portions of the incorporated area of Camp Verde not presently characterized by urban uses, and to provide for rural, large lot residential uses.”* This district allows Manufactured, Modular and Site Built Homes.

Other permitted uses include:

- Accessory Dwelling Unit (ADU)
- Agriculture and cultivation
- Bed and Breakfast
- Community parks, playgrounds or centers
- Dwelling unit for one family on any one lot
- Educational institutions
- Flood control facilities

- Golf courses with accessory uses such as pro shops, shelters, and rest rooms
- Historical Landmarks
- Home occupations
- Keeping of farm animals
- Open land carnival and recreation facilities
- Other accessory uses commonly associated with primary permitted use
- Religious institutions

Conditional uses include:

- Government facilities and facilities required for the provision of utilities and public services.
- Veterinary Services.
- Mobile/manufactured home and recreational vehicle parks

If the property were subdivided for single-family homes, approximately 11 homes would be allowed based on the 2-acre minimum lot size.

Infrastructure: Access is provided directly to 260 via the Horseshoe Bend roundabout as well as Horseshoe Bend Drive. Note that Horseshoe Bend Drive splits the property but there is only one APN currently (see Attachments C and D). Water is located on 260 on the front of the parcel. The closest sewer is located near the north end of Verde Ranch RV Resort (RV Park). However, an extension is likely to occur soon as a result of the recently approved CUP for the RV park located just north of the Truelieve Grow Facility. Once completed, this line may be less than ¼ mile from the proposed site.

Other Considerations: The entire property is located within the Opportunity Zone (Attachment E). The Opportunity Zone's purpose is to spur economic development and job creation in distressed communities by providing tax benefits to investors.

The property is also across the street from the YAN "land swap" (Attachment F) with the US Forest Service. Although the land swap is not yet final, preliminary maps show the area will eventually be developed with a variety of commercial, residential and employment uses.

Discussion: A rezone is one of the most discretionary decisions the Planning and Zoning Commission and Town Council will have to consider. Key considerations include (1) whether the proposed zone change is consistent with the current **General Plan**, (2) whether the **Location** for the change is appropriate (not a "spot zone"), and (3) whether the **Timing** is right to change the zoning. These three items are discussed below. [See staff responses in Maroon below.](#)

General Plan: The property is split between two Character Areas, the Middle Verde Character Area and 260 West Character Area (Attachments H and I). The 260 Character Area states: *"State Route 260 West of Interstate 17 is a modern divided highway providing access to approximately 2,000 acres of commercial and industrial property on both sides of the highway. This area, located next to one of the State of Arizona's main transportation corridors, is perfectly situated for commercial, industrial, and tourism growth."* (pg. 35, 2016 General Plan)." Although there are some residential uses, this character area is clearly intended for job creation, commercial and industrial uses.

Horseshoe Bend Drive provides the dividing line for the two Character Areas (Attachment C). The northeast portion is located in the Middle Verde Character Area. This Character area is composed primarily of low-density, residential uses. However, the area contains a variety of lands and uses, including large portion of the Yavapai-Apache Nation Reservation. The General Plan states, *"Middle Verde's two dozen residential*

communities are a mix of high density and low density, irrigated and non-irrigated properties with a rural look and feel. The historic OK Ditch, Verde Ditch, and Eureka Ditch water a significant portion of the residential properties providing for a lush greenbelt along the Verde River. Reminders of old farms and ranches can be seen even though the properties have been divided; agriculture continues with corn, alfalfa, hay, other crops, and livestock. Small farms provide food for local restaurants and stores, and the valley-wide community supported agriculture program."

Staff Response: While it's clear that the front portion of the property, located in the 260 West Character Area, is intended for commercial and other job creation uses, it may not be appropriate to include the back portion of the property. The Council will need to consider whether the entire property, or just the portion along 260, should be rezoned to C2. Note that the Commission's motion to recommend that only the front portion of the property be rezoned failed.

Location: Although a large-lot subdivision could be built on Highway 260, staff does not feel that this would be a wise use of land in this location. The access to a round-a-bout, the location of the water line, and the future extension of sewer make this a logical location for either a commercial, multi-family residential, or mixed-use development. The C2 zoning would allow all of these uses. Note that the applicant has not proposed any development at this time so it's not clear what uses will eventually be developed on this property. This is commonly referred to as "speculative zoning". Although this term is commonly used, this type of "speculative zoning" is not prohibited and in some cases may be appropriate.

Staff Response: The location of the property along Highway 260, the nearby location (or future location) of utilities and the round-a-bout access would be ideal for future commercial and/or multi-family development. The proximity to future commercial and economic development by YAN, also lend this to be an appropriate location for this type of use. Furthermore, given the size of the proposed rezone, it would not be considered a "spot zone".

Timing: Whether the timing is appropriate for this rezone, is a more difficult question to answer. The applicant has requested this rezone primarily to increase the value of the property for a future sale. While this is reasonable and appropriate, it should not be part of a Commission and Council's decision making. Staff has just now begun the process to update the 2016 General Plan. One of the primary considerations as part of an update is whether the Town has an adequate supply of every type of land use. Over-allocating commercial land uses can lead to reduced values of other commercially zoned properties and sub-optimal commercial development. How the proposed rezoning fits in with the YAN land swap should also be considered during the General Plan update process.

Staff Response: The Council will need to decide if this is the correct timing for rezoning this property or whether it's more appropriate to address during the General Plan update. Given that the applicant does not have a proposed use at this time, it may make more sense to wait until the General Plan is in process. Note that some jurisdictions will actually prohibit zone changes while a General Plan update is in process. One additional consideration related to whether a Development Agreement should be included when property is rezoned. Although there is no current Town policy, the Council should consider Development Agreements when rezoning large properties.

Zoning Code Sections: There are two sections within our current Planning and Zoning Ordinance which describe the allowed uses in the current and proposed zones of this property. In addition, the process for a Zoning Map Change is described. These are discussed below:

1. Section 203.D. R-R District (Residential-Rural: Two acre minimum): The R-R District is intended to provide a zoning classification for portions of the incorporated area of Camp Verde not presently characterized by urban uses, and to provide for rural, large lot residential uses. Manufactured, Modular or Site Built. Mobile Homes Prohibited.

Staff Response: This parcel is 23.34 acres and currently would allow for one (1) dwelling unit for a single family, and one accessory dwelling unit. The property owner will only be allowed to split the lot into three (3) lots without triggering a subdivision. This does not seem like the best use of the parcel given its proximity to Highway 260.

2. Section 203.G. C2 District (Commercial: General sales and services) (pg. 47-50 of Town of Camp Verde Planning and Zoning Ordinance). The C2 District is intended to permit a broader range of business uses compatible with permitted residential uses in the district and surrounding vicinity.

Staff Response: The C2 District provides a variety of uses including business offices, custom service and craft shops, single family dwelling units, multi-family dwelling units, nursing homes and assisted living care facilities, and service stations. These uses would be appropriate on parcel 403-20-007R. As noted above, the parcel splits two Character Areas so the lower intensity uses (such as single-family homes) may be more appropriate on the back portion as a transition to the existing residential areas.

3. Section 601 – Zoning Decisions, specifically 601.A provides the guidance on the application and approval process for all Zoning Ordinance Amendment Applications and Hearings (Attachment H).

1. *Applications for Zoning Ordinance text amendments, rezoning amendments, Use Permits, or other requests requiring town Council approval shall be filed in the office of the Community Development Department on a form provided, along with such supplemental information required by the Department, and shall be accompanied by a fee established by approval of the Town Council. No part of any such fee shall be refundable after an application is filed and such fee paid, except at the discretion of the Town Council.*

- a. *The Planning and Zoning Commission shall hold a public hearing within 90 days of the date of a complete application submittal. After such hearing the Council may adopt the recommendation of the Planning and Zoning Commission without holding a second public hearing provided there is no objection, request for public hearing or other protest.*

- b. *The Town Council shall hold a public hearing if requested by the party aggrieved, any member of the public or of the Town Council, or in any case, if no public hearing has been held by the Planning and Zoning Commission.*

2. *Notice of the time and place of Council or Commission hearing shall be given in the time and manner provided for:*

- a. *Notice of public hearing before the Commission or Council for all amendments to the Zoning Ordinance text, the zoning map, Use Permits, or other requests, shall be done in accordance with the provision of Arizona Revised Statutes 9-462.04 as they exist now or as they are amended from time to time. Such notice includes at a minimum the posting and publishing of public hearing notices as specified in the statute.*

- b. *Written protests of any recommendation action taken by the Commission shall be filed in the office of the Community Development Department before noon on*

Monday the week of the preceding the Council meeting at which such amendment will be considered. If such written protest constitutes twenty percent (20%) or more of the immediate area involved in a request for rezoning as specified in ARS 9-462.04.H, as may be amended, a favorable vote of three-fourths of the Council shall be required.

- c. A decision made by the Council involving rezoning of land which is not owned by the Town, and which changes the zoning classification of such land may not be enacted as an emergency measure and such a change shall not be effective for at least 30 days after the final approval of the change in classification by the Council.*
 - d. In the event an application has been denied by the Council, the Commission shall not consider a similar application within 12 months of the application date.*
- 3. Citizen review and participation process is required for all zone change application or Use Permit applications:*
- a. Prior to any public hearing, the applicant or an appointed representative shall arrange a meeting with the planning staff, which identifies development issues as well as arrangements and scheduling for neighborhood meeting described in subsection b below.*
 - b. The applicant or an appointed representative shall conduct a neighborhood meeting designed to inform adjoining residents and property owners about the proposed zone change, specific plan application or Use Permit.*
 - c. At least 15 days prior to the scheduled neighborhood meeting, the applicant shall notify all property owners within 300 feet of the subject site by first class mail and post the actual property with meeting date and time. The notification shall include the date, time and place for the neighborhood meeting, as well as a description of the proposed land uses. The applicant shall provide an affidavit attesting to this notification being accomplished.*
 - d. It is the responsibility of the applicant or their representative to conduct the meeting, provide opportunity for a question-and-answer period by the audience, and identify a point of contact to the public for follow-up questions and comments.*
 - e. The applicant shall prepare a written summary of the meeting by way of affidavit, including a list of attendees and the issues and concerns discussed and submit a copy of the summary, with a photo of the posting of the property and a copy of the meeting announcement letter, to the Planning Department within 15 days after the neighborhood meeting.*
- 4. Zoning Ordinance text amendments: If the Town adopts a zone change or any amendment that imposes any regulation not previously imposed or that removes or modifies any such regulation previously imposed or that removes or modifies any such regulation previously imposed, it must comply with the citizen review process as set forth in ARS 9-462.03, as may be amended, and the public hearing notice procedures as set forth in ARS 9-462.04.A as may be amended.*

Staff Response: The key criteria referenced above have been completed by the applicant's representative, as well as the Community Development Department. A Rezone is a

discretionary action. It is up to the Planning and Zoning Commission to make a recommendation as to whether the proposed zone C2 and allowed uses are appropriate at this location. The Council should carefully consider the Commission's decision not to recommend the council approve this rezone.

The following have been completed by staff:

- A neighborhood meeting was held by applicant on November 4, 2023 (Attachment I).
- The Town mailed a letter providing notice of this public hearing and proposed Zoning Map Change to all parcels within 300' of this parcel on January 2, 2024.
- A public hearing notice was placed in the Verde Independent Newspaper on January 9, 2024, and January 13, 2024.
- A public hearing notice was posted at the property on January 10, 2024.
- A meeting agenda was posted at Town Hall and Bashas' on January 18, 2024.
- A public hearing was held by the Planning and Zoning Commission on January 25, 2024.
- The Town mailed a letter providing notice of this public hearing to all parcels within 300' of this parcel on February 22, 2024.
- A public hearing notice was placed in the Verde Independent Newspaper on March 5, 2024, and March 9, 2024.
- A public hearing notice was posted at the property on March 5, 2024.

Options for Discussion: At the Planning Commission meeting, staff provided several options for consideration. These are repeated below for council consideration. Should the council wish to approve the rezone as requested, staff has also provided a motion and an ordinance for council consideration.

Denial: If the Council does not feel the proposed rezone is consistent with the General Plan, the Location is not appropriate, or the Timing is not appropriate; the Council should motion to deny the proposed ordinance.

Partial Rezone: The council may wish to consider rezoning only the front portion of the property while leaving the rear portion RR-2A until a detailed development proposal is included.

Table: The council could table the item and request the applicant return with a detailed site plan and proposed layout of the various land uses that would occur on the site. If this is the Council's intent, staff would include a "reversionary clause" that allows the property to revert to RR-2A if the proposed uses are not developed.

PAD: Given the location and split of Character Areas, this site may be best suited for a PAD which would provide a mix of land uses and standards. This would require that the applicant withdraw their application and return with a rezone to PAD.

Motion: Motion to approve Ordinance 2024-A490, an ordinance of the Mayor and Common Council for a Zoning Map Change from RR-2A (Rural Residential; 2-acre minimum) to C2-4 (Commercial: General Sales and Service; 4,000 square foot lot size minimum) for approximately 23.34 acres, specifically described in Exhibit A (APN 403-20-007R), generally located on the North side of West State Route 260 and Horseshoe Bend Drive.



Ordinance 2024-A490

An ordinance of the Mayor and Common Council for a Zoning Map Change from RR-2A (Rural Residential; 2-acre minimum) to C2-4 (Commercial: General Sales and Service; 4,000 square foot lot size minimum) for approximately 23.34 acres, specifically described in Exhibit A (APN 403-20-007R), generally located on the North side of West State Route 260 and Horseshoe Bend Drive.

Whereas, Rob Witt, on behalf of owner Investments Unlimited UI and McInnis Family Trust UI, has made an application for a Zoning Map Change for Parcel 403-20-007R, approximately 23.34 acres, generally located on the North side of West State Route 260 and Horseshoe Bend Drive;

Whereas, all required notices of the public hearing for this Zoning Map Change application were properly noticed and posted;

Whereas, the Planning and Zoning Commission of the Town of Camp Verde held a public hearing on Thursday January 25, 2024 and were unable to recommend approval of this Zoning Map Change to the Mayor and Common Council,

Whereas, consideration of this application has been completed in accordance with Article II, Sections 1 and 2 of the Arizona Constitution;

Whereas, the Mayor and Common Council find the requirements set out in Arizona Revised Statutes Article 9-462.03 and 9-462.04 have been met;

Whereas, the proposed Zoning Map Change of C2-PAD to C2 is authorized by and satisfies the requirements of the Planning and Zoning Ordinances, specifically Section 600.A.1; and

Whereas, this Zoning Map Change to C2 is in conformance with the purposes and intent of the Town's Zoning Ordinance and 2016 General Plan.

Now therefore be it ordained by the Mayor and Common Council of the Town of Camp Verde:

Section 1: The Zoning Map Change for the Town of Camp Verde is hereby amended by the zoning classification change from RR-2A (Rural Residential; 2-acre minimum) to C2-4 (Commercial: General Sales and Service; 4,000 square foot lot size minimum) for 23.34 acres specifically described in Exhibit A (APN 403-20-007R), generally located on the North side of State Route 260 and Horseshoe Bend Drive, Town of Camp Verde, Yavapai County, Arizona;

Section 2: All ordinance or parts of ordinances adopted by the Town of Camp Verde in conflict with the provision of this ordinance or any part of the code adopted, are hereby repealed, effective as of the effective date of this ordinance;

Section 3: If any section, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance; and

Section 4: This Ordinance shall be effective upon expiration of a thirty (30) day period following the adoption hereof and completion of publication and any posting as required by Arizona State Law.

**PASSED AND APPROVED BY A MAJORITY OF THE TOWN COUNCIL OF THE TOWN OF
CAMP VERDE, ARIZONA, ON THIS 20th day of March 2024.**

Dee Jenkins, Mayor

Attest:

Approved as to form:

Virginia Jones, Town Clerk

Trish Stuhan-Town Attorney

EXHIBIT "A"

Real Property Description

A portion of the Southeast quarter of the Southwest quarter and a portion of the Southwest quarter of the Southeast quarter of Section 14, Township 14 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, describe 1 as follows:

BEGINNING at the Southeast corner of said Section and brass cap monument;

THENCE North 89 degrees, 57 minutes, 00 seconds West, 1335.11 feet to the Southeast corner of the Southwest quarter of the Southeast quarter of said Section and brass cap monument, the TRUE POINT OF BEGINNING;

THENCE North 89 degrees, 54 minutes, 50 seconds West (North 89 degrees, 57 minutes West, record), 1335.52 feet to the South quarter corner of said Section and a brass cap monument;

THENCE (South 89 degrees, 58 minutes, 10 seconds West, 22.05 feet record) South 89 degrees, 57 minutes, 36 seconds West, 46.15 feet along the South line of said Section to the Northeasterly line of State Highway 279;

THENCE North 65 degrees, 26 minutes, 20 seconds West (North 89 degrees, 30 minutes, 50 seconds West, ADOT, record), 768.85 feet along said Northeasterly line;

THENCE (604.75 feet record), 657.67 feet along a curve to the right of said Northeasterly line having a delta angle of 4 degrees, 59 minutes, 58 seconds and a radius of 7539.44 feet to the West line of said Southeast quarter of the Southwest quarter of said Section;

THENCE (North 1 degrees, 46 minutes, 50 seconds East, 225.00 feet record) North 1 degrees, 46 minutes, 57 seconds East, 225.81 feet along said West line of the Northerly line of Horseshoe Bend Road;

THENCE (North 75 degrees, 36 minutes, 35 seconds East, 119.54 feet record) North 75 degrees, 36 minutes, 31 seconds East, 119.50 feet along said Northerly line;

THENCE (200.32 feet record) 200.46 feet along a curve to the right of said road line having a delta angle of 15 degrees, 29 minutes, 07 seconds and a radius of 741.20 feet;

THENCE (North 1 degrees, 05 minutes, 43 seconds East, 70.04 feet record) North 1 degrees, 08 minutes, 00 seconds East, 70.43 feet to the South line of VERDE WEST ACRES II SUBDIVISION;

THENCE (South 89 degrees, 52 minutes, 30 seconds East, 1187.30 feet record) North 89 degrees, 52 minutes, 28 seconds East, 1187.48 feet to the Southeast corner of said subdivision;

THENCE South 89 degrees, 57 minutes, 00 seconds East, 629.10 feet along the South line of VERDE WEST ACRES SUBDIVISION;

THENCE South 0 degrees, 17 minutes, 45 seconds West (South 0 degrees, 19 minutes West, record), 912.37 feet to the Northerly line of Horseshoe Bend Road;

THENCE South 52 degrees, 48 minutes, 50 seconds East (South 52 degrees, 51 minutes East, record) along said Northerly line, 26.33 feet;

Escrow No.: LTN27900310

Name of Document: Special Durable Power of Attorney

THENCE South 89 degrees, 44 minutes, 00 seconds East, 488.44 feet;

THENCE South 1 degrees, 48 minutes, 00 seconds West, 35.20 feet to the TRUE POINT OF BEGINNING,

EXCEPT the following described property:

A parcel of land located in the Southwest quarter of the Southeast quarter of Section 14, Township 14 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, and is more particularly described as follows:

COMMENCING at the Southeast corner of said Section 14;

THENCE North 89 degrees, 57 minutes, 00 seconds West, a distance of 1335.11 feet to the Southeast corner of said Southwest quarter of the Southeast quarter;

THENCE North 01 degrees, 48 minutes, 00 seconds East, a distance of 35.20 feet;

THENCE North 89 degrees, 44 minutes, 00 seconds West, a distance of 488.44 feet;

THENCE North 52 degrees, 48 minutes, 50 seconds West, a distance of 26.33 feet;

THENCE North 00 degrees, 17 minutes, 45 seconds East, a distance of 146.07 feet to the TRUE POINT OF BEGINNING;

THENCE North 89 degrees, 44 minutes, 00 seconds West, a distance of 220.20 feet to a point on the Northerly line of Horseshoe Bend Road, which bears North 00 degrees, 16 minutes, 00 seconds East, a distance of 25.00 feet from the centerline Sta 22+9 6.39 of said Horseshoe Bend Road as described in Book 964 of Official Records, Page 539 of Yavapai County Records;

THENCE continuing North 89 degrees, 44 minutes, 00 seconds West along said Northerly line, a distance of 99.80 feet;

THENCE North 00 degrees, 17 minutes, 45 seconds East, a distance of 766.03 feet to the South line of VERDE WEST ACRES, as shown on the plat recorded in Book 12 of Plats, Page 89, of Yavapai County Records;

THENCE South 89 degrees, 57 minutes, 00 seconds East along said South line, a distance of 320.00 feet;

THENCE South 00 degrees, 17 minutes, 45 seconds West, a distance of 767.25 feet to the TRUE POINT OF BEGINNING.

ALSO EXCEPT that portion conveyed to the State of Arizona by Deeds recorded in Book 4725 of Official Records, page 441; Book 4725 of Official Records, page 442; and Book 4725 of Official Records, page 443, records of Yavapai County, Arizona.

ALSO EXCEPT that portion conveyed to the State of Arizona by Deeds recorded as Recording No. 2016-0000975; Recording No. 2016-0000976; and Recording No. 2016-0000977, records of Yavapai County, Arizona.

Attachment A

Excerpt from DRAFT P&Z Minutes of January 25, 2024

Public Hearing: Discussion, consideration and possible recommendation to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona for approval of Zoning Map Change for APN 403-20-007R, (generally located on the Northeast corner of West State Route 260 and West Horseshoe Bend Drive) from RR-2A (Rural Residential; 2-acre minimum lot size) to C2-4 (Commercial: General Sales and Services; 4,000 square foot minimum lot size). Staff Resource: John Knight

- **Staff Comments**

Community Development Director John Knight opened the staff comments. He felt this rezone was appropriate for land use. There is a lot of flexibility in rezoning to C2-4. However, he wondered if the timing would be right on the rezone. He shared that another option would be to rezone just the front of the property.

Applicant Comments:

Local Realtor Rob Witt started by letting the Commission know that the owner of the property was in attendance.

Using a PowerPoint presentation, Mr. Witt shared his reasonings for requesting the rezone. Mr. Witt felt that the highest potential for the land was to rezone it for commercial use. He conducted some community involvement, and of those that participated, they too felt that commercial use would be most appropriate for the land. Mr. Witt shared that his reasoning behind this was that commercial property would bring the town much more revenue than the property is bringing in now. Additionally, with the property being right off the highway, it would be easy to raise revenue for the town, while keeping the inner parts of Camp Verde rural. People leave Camp Verde for their shopping and dining needs, developing this land for commercial use could help keep Verde Valley residents here to spend their money.

Additionally, Mr. Witt felt that the homes in the area would not be affected by this rezone, specifically with traffic.

The owner of the property, Ray Selna, also spoke. He agreed with Mr. Witt's presentation. Mr. Selna felt that C-2 would be a better zoning to put the property to use. He understood that Camp Verde is a rural area, so possibly rezoning the front could solve this issue. It would allow for commercial use with a residential mix.

- **Open Public Hearing** Chairman Faiella opened the public hearing at 6:59 PM.

Blue Cards:

Bill Feldmeir spoke in support of the rezone. He did, however, say that he feels splitting it would have some relevance.

Amber Ford spoke against the rezone. She would like to keep that area residential. Rezoning it to commercial would greatly impact the nearby residents. She felt that housing was a much larger need in the area.

John Marsh spoke in support of the rezone. He brought in suggestions for businesses that could potentially come to the area.

Luke Sefton spoke in support of the rezone. He also spoke highly of the applicants and felt it was a good site for commercial property.

After the public spoke, Mr. Knight shared that while sales tax is important for a town, it should not be the reason to make a decision. The town has not been approached by any businesses looking to come to the area. If rezoning to C2 took place, they must be okay with all the potential businesses that would have the opportunity to come in.

- **Close Public Hearing** Chairman Faiella closed the public hearing at 7:10 PM.
- **Commission Discussion**

Chairman Faiella shared that he felt the quality of life for residents in this area of Camp Verde would be heavily impacted with his rezone. He liked the idea of doing a partial rezone, as it would allow for commercial to come to the area, but not so close to homes.

Commissioner Foreman liked the idea of bringing commercial to the 260 corridors, as this is very appropriate to economically develop. This would keep the community in town as a rural community. While he doesn't like to split zoning, this may be appropriate.

Vice Chairman Scantlebury said he would like to see an owner/developer turn in a PAD before they blindly go C2. Rezoning would open the door in the area, but he agreed that they should not rezone for profit. Once they go to C2, the town does not have a say in what could go there.

Commissioner Tippet questioned why they don't wait for a developer to rezone. In order to sell the property, they need to market it. He feels there was a little bit of misleading in the presentation, as there has been no interest in a business coming to the area. He would be okay with the partial rezone.

Commissioner Osses was concerned with how many citizens were aware of the potential rezone. She, too, agreed that rezoning the property to C2 would greatly impact homes in the area. She was okay with the partial rezone.

Commissioner Hauser wondered how many residents are within 300 ft of the property. And of those, how many showed oppositions? She was told around

30 were within 300 ft, only 1 showing opposition.

On a motion by Commissioner Foreman, seconded by Chairman Faiella, the Commission moved to recommend to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona for approval of Zoning Map Change for APN 403-20-007R, (generally located on the Northeast corner of West State Route 260 and West Horseshoe Bend Drive) from RR-2A (Rural Residential; 2-acre minimum lot size) to C2-4 (Commercial: General Sales and Services; 4,000 square foot minimum lot size) to rezoning to be limited to the two property pieces south of Horseshoe Bend Dr and the parcel north of Horseshoe Bend Dr to remain the same.

Roll Call Vote:

Commissioner Hauser: Nay
Commissioner Tippet: Nay
Commissioner Osses: Nay
Chairman Faiella: Aye
Vice Chairman Scantlebury: Nay
Commissioner Lomeland: Nay
Commissioner Foreman: Aye

Motion Failed 2-5.

Attachment B

Town of Camp Verde Community Development Department

473 S. Main Street, Suite 108

Camp Verde, AZ 86322

RE Letter of Intent to Rezone 403-20-007R from RR-2A to C2-4

Project Description

The subject property is 23.34 acres. It has approximately 1900 Linear feet of highway frontage. The frontage is also affected by drainage and requires significant improvement to develop around the drainage.

The ADOT count of cars on the highway in front of the property is 15329 cars a day and is the second busiest section of the road in Camp Verde. The Mexican Restaurant La Fondas is located next to the property and is zoned C2-4.

To determine the best use of the property, the owner surveyed the neighborhood and discovered that the universal suggested use of neighbors was commercial. Every use suggested when researching the neighborhood was for commercial use. The owner's representative knocked on doors on Horseshoe Bend, North Royal Way, Via Silverado, Verde West Dr. Amorie Dr. Ellison Dr. Westward Dr. Newton Lane, Grande Dr., North Auturo and Thomas Paine Circle. When a resident answered, they were each given an invitation to enter the contest and an opportunity to share ideas about the best use of the property.

There were 13 entries in the survey contest. These entries have been posted at <https://sr260horseshoe.com/>. A summary of these entries is also attached to this letter of intent. The list of suggestions include; A Grocery Store (Sprouts, Natural Food Grocers, Trader Joes) a human society animal shelter, a Dutch Brothers Coffee, a Ross, a T Max, a mini golf, a pet smart, a bass pro shop, a wine processing center with a wine cave built into the side of the hill, a Target, go-cart track, pickle ball courts, water slide park, or anything with activities for families and teenagers, a county themed restaurant like Golden Corral or Cracker Barrel, an independent and assisted living community. In discussions with neighbors or entries in the online survey, every suggestion is permissible under C2-4 zoning.

The survey was advertised by placing a sign on the property inviting residents to participate in the online survey and by personal invitations from the representative who visited the homes. Fliers were not left at vacant doors, but every door was knocked on, and participation encouraged. Out of the 13 entries, the owners have narrowed the contest winner down to 1 of four entries. The four finalists have been contacted and asked if they would like to supplement their entry. The plan is to announce the winner at the neighborhood meeting.

After surveying the neighborhood and considering the options, the applicant requests C2-4 zoning. This zoning matches the neighboring property, is appropriate for highway frontage, and allows for any of the neighbor's suggestions to be developed.

March 2023 Aerial

Attachment D

N



USFS

USFS

Camp Verde
Fire District
Vacant Land

W Verde West Dr

W Westward Dr

N Ellison Dr

W Westward Dr

W Verde West Dr

W Verde West Dr

Middle
Verde
Character
Area

SITE

APN
403-20-007R

Living
Waters

Bar
Flying E

260
West
Character
Area

Jean St

Via Silverado

USFS

USFS

USFS

W Horseshoe Bend Dr

W State Route 260

W State Route 260

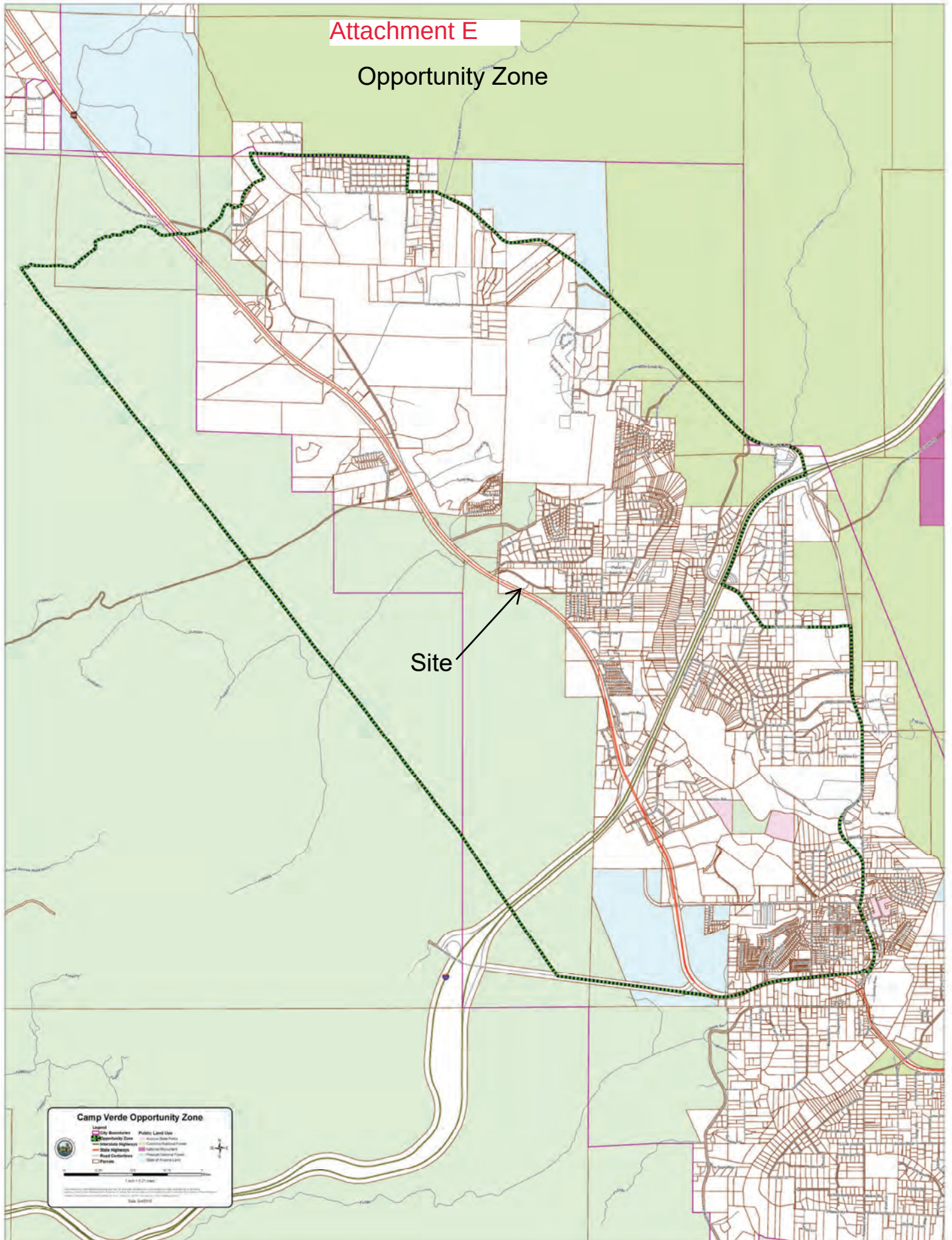
W State Route 260

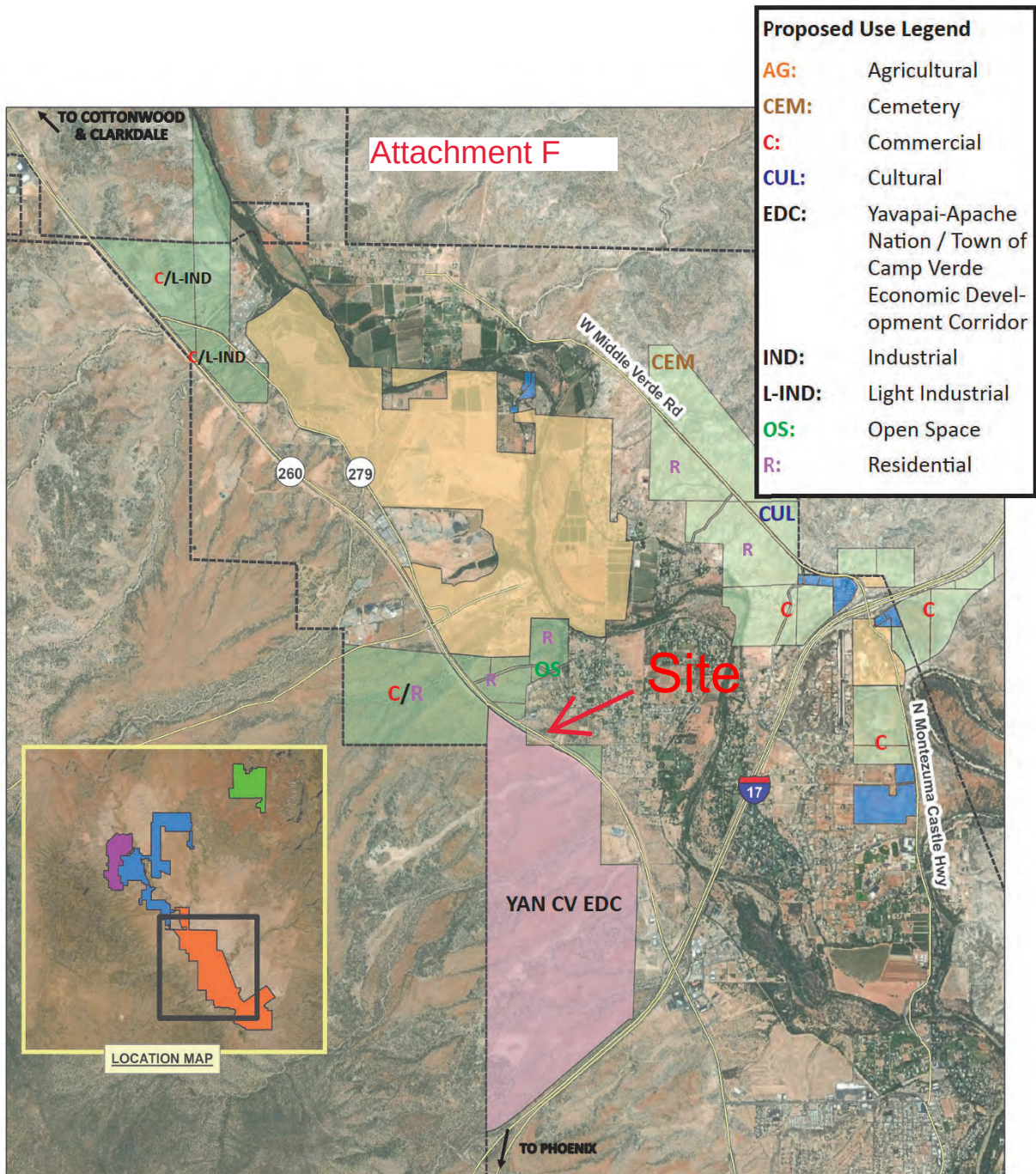
N Royal Way

N Central Ln

Attachment E

Opportunity Zone





LOCATION MAP KEY

- CITY OF COTTONWOOD
- CITY OF SEDONA
- TOWN OF CAMP VERDE
- TOWN OF CLARKDALE

0 0.5 1
Miles

Legend

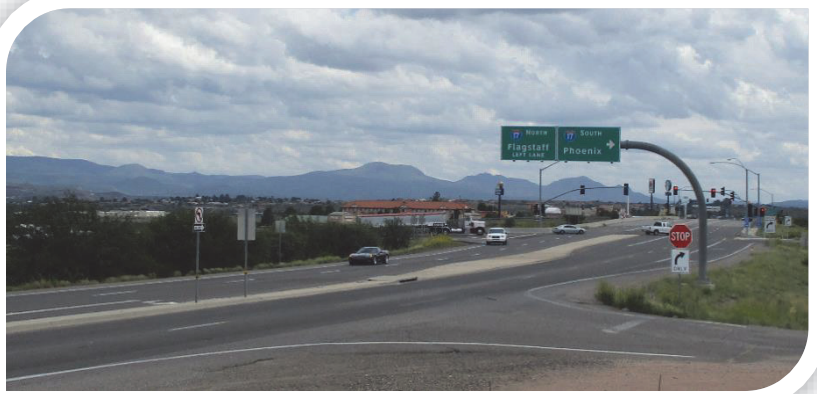
- Camp Verde Town Boundary
- Coconino National Forest
- Prescott National Forest
- YAN Reservation Land
- YAN Fee Simple Land
- Yavapai-Apache Nation / Town of Camp Verde Economic Development Corridor



Yavapai-Apache Nation @ Middle Verde and Montezuma



260 West Character Area



From Top To Bottom: I-17 & State Route 260 Gateway Entrance Point,, Yavapai-Apache Nation Market Place at State Route 260 & Cherry Lane, Industrial Buildings on Old State Highway 279, State Route 260 Gateway Entrance from Cottonwood, AZ

Photos Courtesy Of The Town Of Camp Verde Community Development Department



Introduction To The 260 West Character Area:

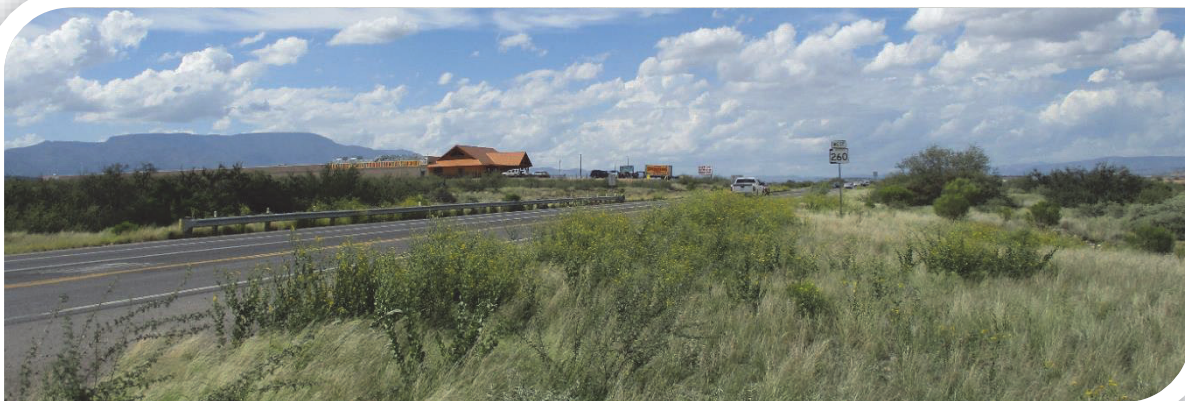
State Route 260 West of Interstate 17 is a modern divided highway providing access to approximately 2,000 acres of commercial and industrial property on both sides of the highway. This area, located next to one of the State of Arizona's main transportation corridors, is perfectly situated for commercial, industrial, and tourism growth.

The southwest side of State Route 260 currently provides many services. A busy travel center is conveniently located at the intersection of State Route 260 and Interstate 17. Further northwest is the Yavapai County Complex, which includes the County's Road Department and Justice Facility. The Justice Facility is comprised of a sheriff's office substation, county courts, and a jail complex. In addition to the Yavapai County Complex, a business park is located adjacent to the Justice Facility. Additionally, south of these facilities, a popular wildlife park draws visitors into Camp Verde from throughout the entire country.

On the east side of State Route 260, the Yavapai-Apache Nation maintains diverse commercial and industrial enterprises as well as a residential community. The Yavapai-Apache Nation, which is the single largest employer within the Town of Camp Verde, continues to seek economic opportunities for their tribal members and the greater community as a whole in this area.

North of the Yavapai-Apache Nation, Old Highway 279 parallels State Route 260. Here one can find a myriad of heavy commercial and industrial businesses including those that sell concrete products, sand and gravel, fencing, landscaping materials, wineries, recycle locations, trucking, and other products and services. Easy access to major transportation corridors including State Route 260, Interstate 17, and State Route 89A supports these industrial business locations that supply materials and services throughout the entire Verde Valley and beyond.

The 260 West character area also provides recreational access to U.S. Forest Service/National Forest lands, with many scenic trails and roads leading to and crossing the Black Hills to the west. This includes Cherry Creek Road, which passes through the historic community of Cherry and connects to State Route 169 headed towards the communities of Dewey-Humboldt, Prescott Valley, and Prescott. Additional recreational opportunities also exist further west on State Route 260 at the Hayfield Draw OHV Area, which is administered by the U.S. Forest Service.



*260 Corridor Near The Intersection Of State Route 260 & Cherry Creek Road
Photo Courtesy Of The Town Of Camp Verde Community Development Department*

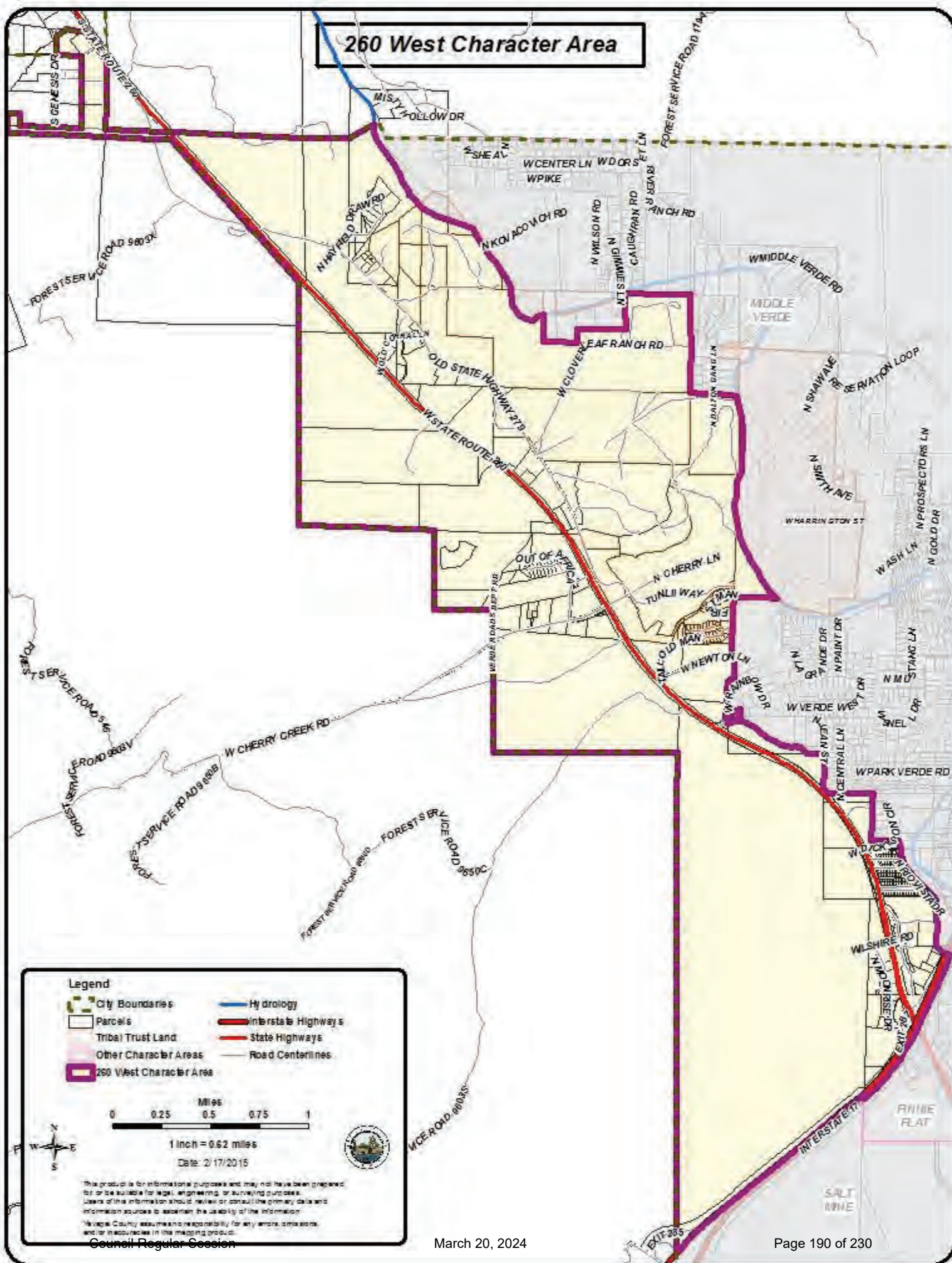


TABLE 3.5 – Land Use; 260 West Character Area Reference Chart

PHYSICAL DESCRIPTION	BUILT ENVIRONMENT	CIRCULATION	POINTS OF INTEREST	DENSITY AND NON-RESIDENTIAL DISTRICTS
The 260 West character area is approximately 7.47 square miles in size, and primarily consists of rolling hills with natural drainage Southwest of the Verde River. The North and West boundary lines of the 260 West character area consist of the Town of Camp Verde's boundary lines. The Eastern boundary line is defined primarily by the Verde River, Yavapai Apache-Nation Trust Lands, U.S. Forest Service Lands, and a small portion of Horseshoe Bend Drive. While the Southern boundary line of the 260 West character area is defined by Interstate 17, where it meets the Verde River and travels Southwest to Town boundaries for approximately 2.57 miles. A significant portion 41.23 % of this character area is comprised of U.S Forest Service Land. The Yavapai-Apache Nation Trust Land also accounts for 22.49 % of the land in the 260 Corridor Character Area. The 260 West Character Area is primarily undeveloped land that is suitable for future residential services, commercial, and industrial uses. In addition the 260 Corridor character area also contains areas of active aggregate mining off of Old State Highway 279.	Neighborhoods: • Rio Verde Vista • Verde Valley Business Park • Yavapai-Apache Nation Middle Verde Tribal Community <i>* Metes and Bounds Property not located in platted subdivisions.</i> Businesses: • Agricultural • General Industrial • Home Occupations • Mining • Processing Plants • Public Facilities • Retail Sales • Restaurants • Service Stations • Shooting Range • Storage Facilities • Wildlife Park	Major Roads: • State Route 260 - Cherry Lane/Cherry Creek Road - Coury Drive - Horseshoe Bend Drive - Old State Highway 279 - Park Verde Road Major Interchanges: • Interstate 17 and State Route 260 Major Intersections: • Proposed Roundabout on State Route 260 between Pueblo Ridge and Wilshire Road • Proposed Roundabout on State Route 260 and Park Verde Road • State Route 260 and Horseshoe Bend Road • State Route 260 and Cherry Lane/Cherry Creek Road • Proposed Roundabout on State Route 260 near Mile Post 215 • Proposed Roundabout on State Route 260 near Mile Post 214 • State Route 260 and Old State Highway 279 • State Route 260 and Coury Drive Major Trails: • Camp Tender/Grief Hill Trail Loop • Grief Hill Trailhead • Hayfield Draw Trailhead • Historical Sheep Trail • Proposed Multi-Use Path Along State Route 260 Gateway Entrances: • Town Boundary on State Route 260 coming east from Cottonwood • West side of I-17 at the junction of State Route 260	Community Services: • Yavapai County Justice Facility • Yavapai County Roads Department General: • Gaddis Wash • Grief Hill Wash • Peach Tree Wash Historic Sites: Parks and Recreation: • Hayfield Draw OHV Recreation Area Water Resources: • Cherry Creek • Verde River Irrigation Ditches: • Verde/Woods Ditch Yavapai-Apache Nation: Middle Verde Tribal Community • Historic Sites: - Cloverleaf Ranch	Existing Density: • Consists of varying densities ranging from 0 to 1 dwelling per acre. This area also includes a Planned Area Development (PAD) that consists of 0 to 11 dwelling units per acre. Existing Non-Residential Zoning Districts: • C1 on the East side of Dreamcatcher Drive. • C1 on the North and South side of Supai Drive abutting State Route 260. • C2 off of Dickison Circle. • C2 on the East side of Dreamcatcher Drive. • C2 on the East, South and West side of Moonrise Drive. • C2 on the East side of Verde Roads Department Road. • C2 on the North end of Commonwealth Drive abutting State Route 260. • C3 on both sides of Cherry Creek Road. • C3 on both sides of State Route 260. • C3 on both sides of Coury Drive abutting State Route 260. • M1 off of Genesis Drive. • M1 off of Hayfield Draw Road. • M1 off of Old State Highway 279. • PAD off of State Route 260. • Natural Resources • Public Facilities Preferred Non-Residential Zoning Districts: • Agricultural Use & AG • RS/C1/C2/C3/PM/M1/M2, Mixed Use, Mixed Use Commercial/Industrial, and PUD along the southwest side of State Route 260 with commercial uses being preferred adjacent to/abutting State Route 260. • RS/C1/C2 and Mixed Use along the northeast side of State Route 260 from Interstate 17 to Newton Lane with commercial uses being preferred adjacent to/abutting State Route 260. • C1/C2/C3/PM/M1/M2, and Mixed Use Commercial/Industrial along Old State Highway 279. • Natural Resources • Open Space • Planned Unit Development (PUD) • Public Facilities

Goals & Implementation Strategies:

In addition to the existing overall land use goals outlined in the land use element of the General Plan, the following goals have also been identified specifically for the 260 West Character Area:

A. Goal: Promote regional commercial and employment opportunities.

Implementation Strategy:

- A. 1. Encourage regional commercial and employment centers to support the region's needs.
- A. 2. Promote the commerce corridor as a place for new businesses by partnering with other regional economic development agencies.
- A. 3. Facilitate the development of a corridor overlay plan to coordinate access, design, circulation and utilities.
- A. 4. Promote commercial and mixed use development adjacent to State Route 260.

B. Goal: Promote tourist related destinations and uses.

Implementation Strategy:

- B. 1. Encourage tourism-related uses, amenities and infrastructure that complement and/or expand new or existing tourism uses and destinations.

C. Goal: Support improvements in alternate means of transportation and amenities.

Implementation Strategy:

- C. 1. Encourage development to provide for enhanced connectivity and mobility including encouraging new and extended bike routes, trails, and pedestrian pathways.
- C. 2. Consider providing future multi-modal transportation improvements, such as bus pads and bus bays in development adjacent to major and minor arterial roadways.
- C. 3. Consider improvements in such aspects as streetscapes, public spaces, safety and over all community appearance.

D. Goal: Preserve the valuable natural resources of the hillsides, and protect their aesthetic and habitat amenities to enhance the rural character of the area.

Implementation Strategy:

- D. 1. Encourage the preservation of dedicated open space areas in their natural state.
- D. 2. Preserve scenic view sheds.
- D. 3. In the event of the development of new construction, encourage site built housing and maintain setbacks and height guidelines.
- D. 4. Preserve the natural character of the hillsides and minimize the removal of significant vegetation.
- D. 5. Consistently communicate with the U.S. Forest Service and other stakeholders about the communities desire to maintain scenic view sheds and open space.

E. Goal: Encourage the implementation of a Verde River Recreation Management Plan as defined by the citizens.¹

Implementation Strategy:

- E. 1. Identify and define access points as major, intermediate and neighborhood access points so they are compatible with the adjacent land use.
- E. 2. Encourage plan features, such as parks and a trail system that allow people to recreate at the river and connect with other points of interest.
- E. 3. Encourage recreation that is compatible with the natural and cultural environment.

F. Goal: Promote communication with the Yavapai-Apache Nation.

Implementation Strategy:

- F. 1. Consistently communicate with the Yavapai-Apache Nation about areas of common interests and benefits to meet the above goals.
- F. 2. Encourage multi-modal connectivity with the Yavapai-Apache Nation.

G. Goal: Create inviting gateway entrances.

Implementation Strategy:

- G. 1. Utilize sources and signage to welcome, direct, inform & promote Camp Verde's unique character and its environments.
- G. 2. Promote improvements for safe and efficient traffic flow.
- G. 3. Communicate with landowners, businesses and government entities on developing gateway entrances.

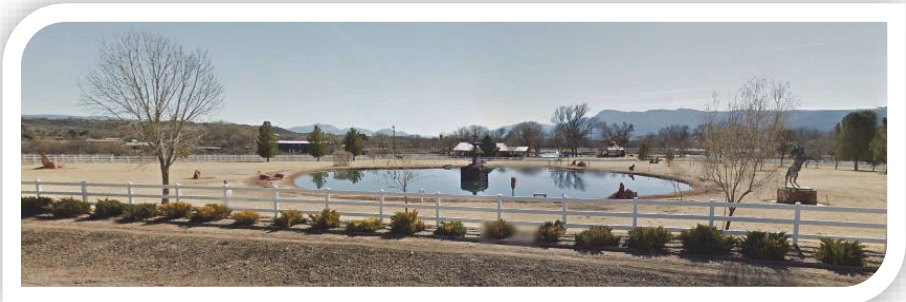
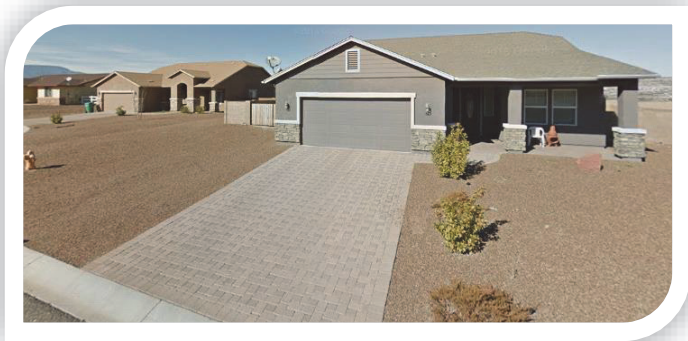
Gateway Entrance Points:

- Town Boundary on State Route 260 coming East from Cottonwood.
- West side of Interstate 17 at the junction of State Route 260.

¹ The Verde River Recreation Management Plan was adopted by Town Council on February 3rd, 2016. For additional information please visit <http://www.cvaz.org>.

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Middle Verde Character Area



From Top To Bottom: A Residential Manufactured Home Park Off Horseshoe Bend Drive; Residential Subdivision Off Verde West Drive; Yavapai-Apache Nation Housing Development Off Cherry Lane; Residential Neighborhood On Caughran Road; Residential Property On Reservation Loop Road; Residential Home On Middle Verde Road

Photos Courtesy Of Town Of Camp Verde Community Development Department & Google Street Map Imagery

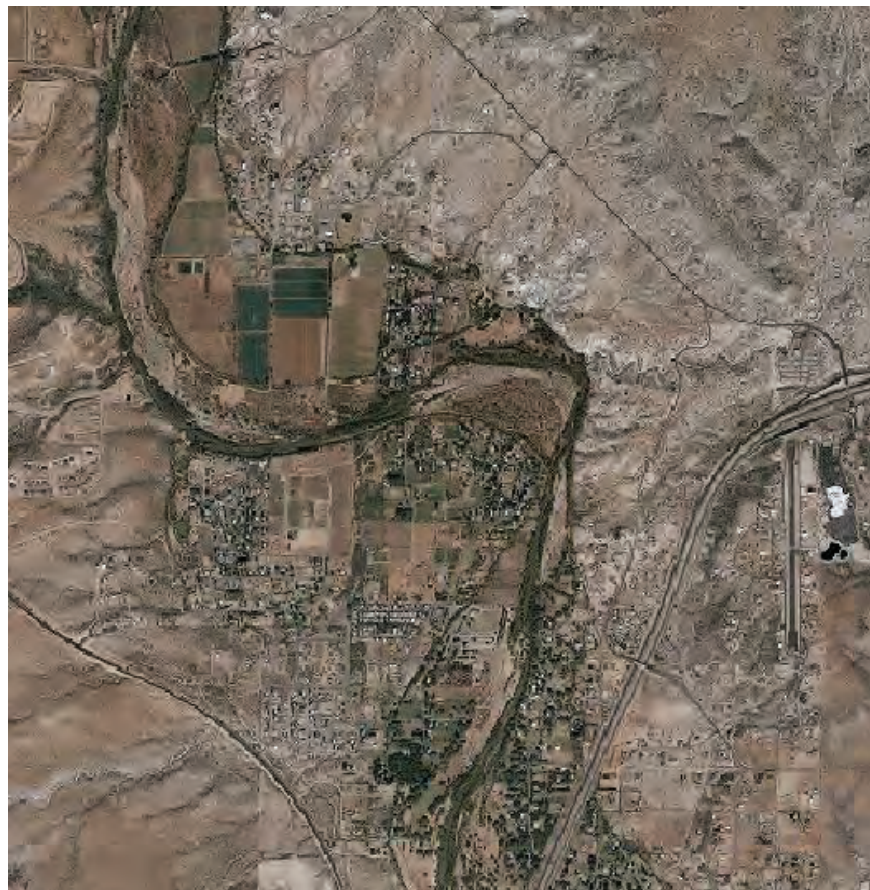


Introduction for Middle Verde Character Area:

Middle Verde's two dozen residential communities are a mix of high density and low density, irrigated and non-irrigated properties with a rural look and feel. The historic OK Ditch, Verde Ditch, and Eureka Ditch water a significant portion of the residential properties providing for a lush greenbelt along the Verde River. Reminders of old farms and ranches can be seen even though the properties have been divided; agriculture continues with corn, alfalfa, hay, other crops, and livestock. Small farms provide food for local restaurants and stores, and the valley-wide community supported agriculture program.

The Middle Verde character area contains a variety of lands and uses -- the Yavapai-Apache Nation Reservation, with an agricultural history prior to the 1860s, concentrated commercial enterprises near Interstate 17, and U.S. Forest Service/National Forest lands to explore. The Yavapai-Apache Nation, Middle Verde Reservation is the central administrative site and housing location that provides services to its members, including medical, social, judicial, law enforcement, youth, education, and fitness. It has also developed economic bases with diverse business interests, including those at the intersection of Middle Verde Road and Interstate 17.

The Middle Verde character area straddles the Verde River, which flows through the entire area on the southwest side. The uplands are defined by the stark White Hills that provide the northern boundary; these are U.S. Forest Service/National Forest Lands that offer recreation and access to the hills beyond.



Aerial Imagery Of A Portion Of The Middle Verde Character Area
Photo Courtesy Of Yavapai County GIS

Middle Verde Character Area

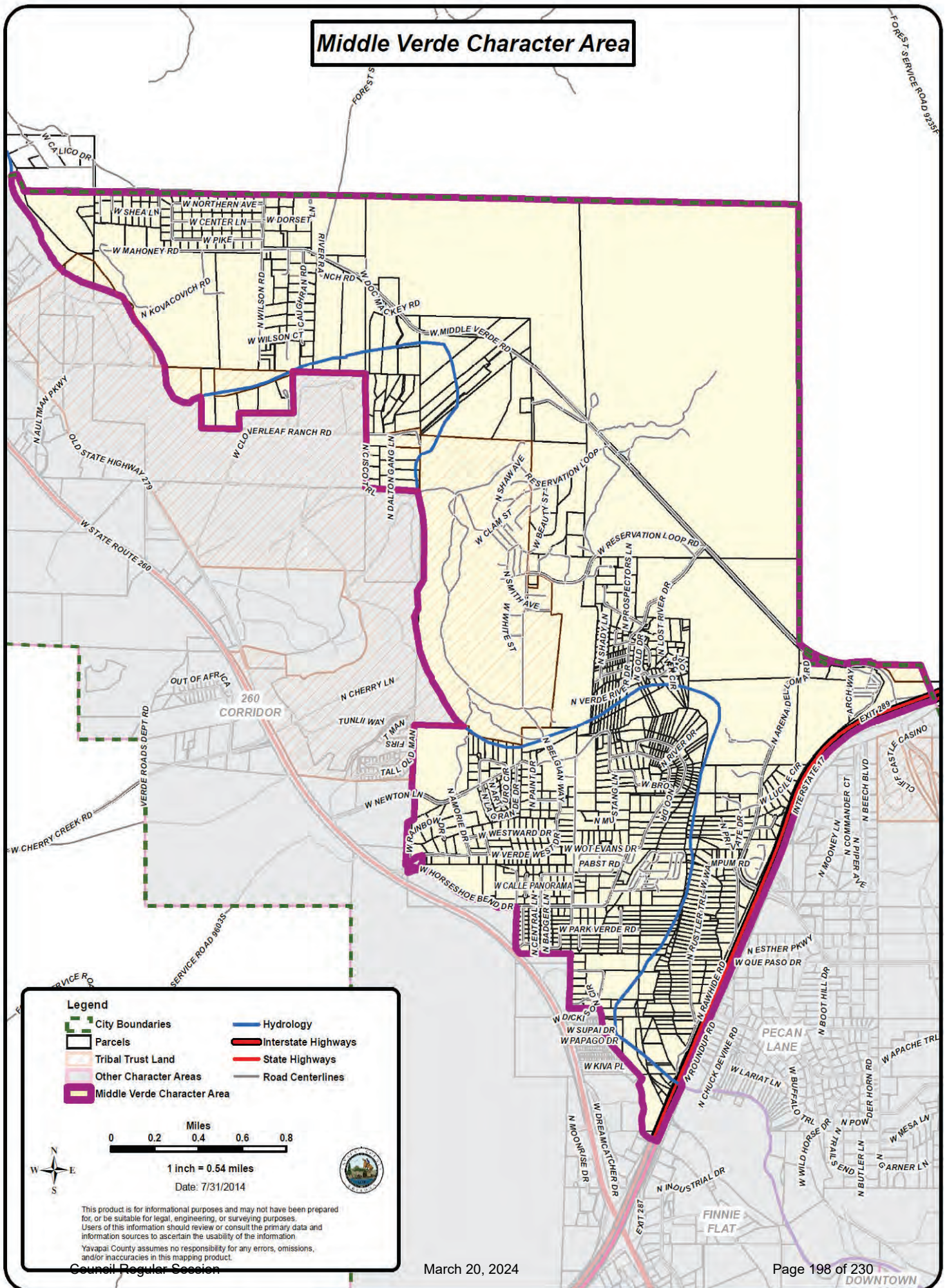


TABLE 3.9 - Land Use; Middle Verde Character Area Reference Chart

PHYSICAL DESCRIPTION	BUILT ENVIRONMENT	CIRCULATION	POINTS OF INTEREST	DENSITY AND NON-RESIDENTIAL DISTRICTS
The Middle Verde character area is approximately 7.51 square miles in size, and primarily consists of rolling hills and cliffs with natural drainage southwest of the Verde River. The North and East borders of this character area are defined by the Town of Camp Verde's boundary lines. The Southeast border of this character area is defined by Interstate 17, where it meets the Verde River and travels Northeast until it reaches Town boundaries. The Southwest portion of this character area is defined primarily by the Verde River and Yavapai-Apache Nation Trust Land that is located northeast of State Route 260. The Southwest border of this character area also follows along portions of Rainbow Drive and Horseshoe Bend Drive. A significant portion 29.96 % of this character area is comprised of U.S Forest Service land. There 8.26 % State land. The Yavapai-Apache Nation Trust Land also accounts for 10.52 % of the land in the Middle Verde character area along with 0.53 % Yavapai-Apache Tribal Community. The Verde River flows throughout the entire Middle Verde character area, approximately 7.71 miles and is an integral component to land uses within this character area. Much of the Middle Verde character area is classified as limited high density residential or rural residential with properties. that are agricultural in nature and two acre minimum in size.	Neighborhoods: - Buena Vista Estates - Buffalo Run Mobile Home Park - El Rancho Acres - Equestrian Estates - Freeway Acres - Golden Heights - Horseshoe Bend Ranches - Las Estancias Unit 1-3 - Liberty Hill Park - Overlook Acres - Park Verde Estates - Park Verde Estates Plat 2-3 - Rainbow Acres - Rio Verde Vista - River Ranch Estates - The Willows at Camp Verde - Two Ponds Estates - Verde Glen Terrace - Verde River Estates 1-4 - Verde River Meadows #2 - Verde West Acres - Verde West Acres 2 - Verde West Estates - Verde West Estates 2 - Yavapai-Apache Nation Middle Verde Tribal Community <i>* Metes and Bounds Property not located in platted subdivisions.</i> Businesses: - Agricultural - Event Venues - Farms - Group Care Facilities - Guest Ranches - Home Occupations - Public Facilities - RV Parks	Major Roads: - Arena Del Loma Road - Rustler Trail - Horseshoe Bend Drive - Interstate 17 - Middle Verde Road - Caughran Road - Reservation Loop Road - Verde River Drive - Park Verde Road - Verde West Drive Major Interchanges: - Interstate 17 and Middle Verde Road Major Intersections: - Middle Verde Road and Arena Del Loma Road - Middle Verde Road and Reservation Loop Road Major Trails: - White Hills Trailhead - Beaver Head Trail Trailhead	Community Services: - Middle Verde Cemetery General: - Grandpa Wash - White Hills Drainage Historic Sites: - Frying Pan Ranch/ EA Jordan Homestead Parks and Recreation: - Arturo Neighborhood Park Water Resources: - Verde River Irrigation Ditches: - Eureka Ditch - OK Ditch - Verde/Woods Ditch Yavapai-Apache Nation: Middle Verde Tribal Community Community Services: - Administration Buildings - Cemetery - Medical Center - Police Department Parks and Recreation: - Heritage Park Historic Sites: - BIA Building - Middle Verde Rock Church	Existing Density: - Consists of varying densities ranging from 0 to 4 dwellings per acre. This area also includes a Planned Area Development (PAD) and a Planned Unit Development (PUD) that consist of 0 to 11 dwelling units per acre. Existing non-residential zoning districts: - C2 located near Interstate 17 and Middle Verde Road, West to Arena Del Loma and South to the existing U.S Forest Service boundary. - C2 located near Verde West Drive and Horseshoe Bend Drive. - Open Space - Public Facilities Preferred non-residential zoning districts: - Agricultural Use & AG - RS/C1/C2 located near Interstate 17 and Middle Verde Road, West across Arena Del Loma to the Verde River and South along both sides of Arena Del Loma to Lucile Circle and North Private Drive. - RS/C1/C2 located near Verde West Drive and Horseshoe Bend Drive. - RS/C1/C2 on both sides of Middle Verde Road from Arena Del Loma Northwest to Reservation Loop Road. - Open Space - Planned Unit Development (PUD) - Public Facilities

Goals & Implementation Strategies:

In addition to the existing overall land use goals outlined in the land use element of the General Plan, the following goals have also been identified specifically for the Middle Verde character area:

- A. Goal: Encourage the preservation of existing neighborhood densities and enhance existing neighborhoods by appropriate and compatible services including public facilities.**

Implementation Strategy:

- A. 1. Support neighborhood level retail centers that provides everyday goods and services.
- A. 2. Promote areas for community service needs, including but not limited to sites for schools, utilities and parks, trails, open spaces and flood control within all new developments.

- B. Goal: Maintain the rural, residential and agricultural character of the area.**

Implementation Strategy:

- B. 1. Encourage farmer's markets, community gardens, agricultural area and roadside stands for the sale of locally grown produce and agricultural products.
- B. 2. Maintain low density rural development where it exists.
- B. 3. Encourage the protection of agricultural lands and rural landscapes to maintain the character of Camp Verde.
- B. 4. For new construction encourage site built housing.
- B. 5. Enhance multi-modal connectivity through bike lanes, trails and pedestrian pathways.
- B. 6. Encourage the preservation of agricultural soils, primarily through active farming.
- B. 7. Protect the rural character and cultural resources, preserve open space, enhance agricultural opportunities and reduce the loss of prime agricultural lands and important open space areas.

- C. Goal: Encourage the implementation of a Verde River Recreation Management Plan as defined by the citizens.⁴**

Implementation Strategy:

- C. 1. Identify and define access points as major, intermediate and neighborhood access points so they are compatible with the adjacent land use.
- C. 2. Encourage plan features, such as parks and a trail system that allow people to recreate at the river and connect with other points of interest.
- C. 3. Encourage recreation which is compatible with the natural and cultural environment.

⁴ The Verde River Recreation Management Plan was adopted by Town Council on February 3rd, 2016. For additional information please visit <http://www.cvaz.org>.

D. Goal: Promote communication with the Yavapai-Apache Nation.

Implementation Strategy:

- D. 1 Consistently communicate with the Yavapai-Apache Nation about areas of common interests and benefits to meet the above goals.
- D. 2 Encourage multi-modal connectivity with the Yavapai-Apache Nation.

SECTION 601 - ZONING DECISIONS

A. Zoning Ordinance Amendment Applications and Hearings

Any amendment to this Zoning Ordinance, which changes any property from one zone to another, imposes any regulation not previously imposed, or which removes or modifies any regulation previously imposed shall be adopted in the manner set forth in this section.

1. Applications for Zoning Ordinance text amendments, rezoning amendments, Use Permits, or other requests requiring Town Council approval shall be filed in the office of the Community Development Department on a form provided, along with such supplemental information required by the Department, and shall be accompanied by a fee established by approval of the Town Council. No part of any such fee shall be refundable after an application is filed and such fee paid, except at the discretion of the Town Council.
 - a. The Planning and Zoning Commission shall hold a public hearing within 90 days of the date of a complete application submittal. After such hearing the Council may adopt the recommendation of the Planning and Zoning Commission without holding a second public hearing provided there is no objection, request for public hearing or other protest.
 - b. The Town Council shall hold a public hearing if requested by the party aggrieved, any member of the public or of the Town Council, or in any case, if no public hearing has been held by the Planning and Zoning Commission.
2. Notice of the time and place of Council or Commission hearing shall be given in the time and manner provided for:
 - a. Notice of public hearing before the Commission or Council for all amendments to the Zoning Ordinance text, the zoning map, Use Permits, or other requests, shall be done in accordance with the provisions of Arizona Revised Statutes 9-462.04 as they exist now or as they are amended from time to time. Such notice includes at a minimum the posting and publishing of public hearing notices as specified in the statute.
 - b. Written protests of any recommendation action taken by the Commission shall be filed in the office of the Community Development Department before noon on the Monday of the week preceding the Council meeting at which such amendment will be considered. If such written protest constitutes twenty percent (20%) or more of the immediate area involved in a request for rezoning as specified in ARS 9-462.04.H, as may be amended, a favorable vote of three-fourths of the Council shall be required.
 - c. A decision made by the Council involving rezoning of land which is not owned by the Town and which changes the zoning classification of such land may not be enacted as an emergency measure and such a change shall not be effective for at least 30 days after the final approval of the change in classification by the Council.
 - d. In the event an application has been denied by the Council, the Commission shall not consider a similar application within 12 months of the application date.
3. Citizen review and participation process is required for all zone change applications or Use Permit applications:
 - a. Prior to any public hearing, the applicant or an appointed representative shall arrange a meeting with the planning staff which identifies development issues as well as arrangements and scheduling for the neighborhood meeting described in subsection b below.

- b. The applicant or an appointed representative shall conduct a neighborhood meeting designed to inform adjoining residents and property owners about the proposed zone change, specific plan application or Use Permit.
 - c. At least 15 days prior to the scheduled neighborhood meeting, the applicant shall notify all property owners within 300 feet of the subject site by first class mail and post the actual property with meeting date and time. The notification shall include the date, time and place for the neighborhood meeting, as well as a description of the proposed land uses. The applicant shall provide an affidavit attesting to this notification being accomplished.
 - d. It is the responsibility of the applicant or their representative to conduct the meeting, provide an opportunity for a question and answer period by the audience, and identify a point of contact to the public for follow-up questions and comments.
 - e. The applicant shall prepare a written summary of the meeting by way of affidavit, including a list of attendees and the issues and concerns discussed and submit a copy of the summary, with a photo of the posting on the property and a copy of the meeting announcement letter, to the Planning Department within 15 days after the neighborhood meeting.
4. **Zoning Ordinance text amendments:** If the Town adopts any zone change or any amendment that imposes any regulation not previously imposed or that removes or modifies any such regulation previously imposed, it must comply with the citizen review process as set forth in ARS §9-462.03, as may be amended, and the public hearing notice procedures set forth in ARS 9-462.04.A as may be amended.

B. Site Plan Review and Development Standards

Key to obtaining compliance with the regulations of this ordinance and achieving the objectives of the Town's General Plan is the administrative review of Site Plans for new development as regulated in Part 4 Development Standards. The Site Plan entails preparation of drawings for proposed uses and buildings that conform to the Development Standards, depicting adequate grading/drainage and Appearance Compatibility (Section 402), landscape and screening (Section 402), parking and loading (Section 403), signs (Section 404) and outdoor lighting (Section 405) as required in these regulations.

The Site Plan Review process is administered by the Community Development Department in conjunction with other Town departments. The Community Development Director is authorized to approve minor modifications to strict adherence of zoning regulations due to physical constraints of the project site. Appeals may be scheduled for hearing by the Board of Adjustment and Appeals. Major development projects may also be referred to the Commission and Council for a hearing, review and approval, which hearing and review process is mandatory if so stipulated by prior Council action such as rezoning or PAD approval.

For non-residential and multi-family developments as described in Section 400B, additional review of Appearance Compatibility Drawings is required (Section 402 C). Appearance Compatibility Drawings are reviewed by Town staff simultaneously with the Site Plan Review process, in accordance with the process specified in Section 400C.

C. Use Permit Approvals

Use Permits are provided to ensure the orderly use of land in conformance with the General Plan and applicable Town standards where uses are proposed that may require special limitations or conditions to provide compatibility with other uses. The application for Use Permit approval is applicable to those uses that are specifically listed as "Uses and Structures Subject to Use Permit" in each Zoning Use District in Part Two Section 203.

1. Review and Approval

Affidavit

I, Robert Witt, owner/agent of parcel 403-20-007R
have notified the neighbors within 300' of above property, by sending letters on
October 19 2023 to notify them of the neighborhood meeting that I conducted
on the 3 day of November 2023.

I posted my property with meeting the date, time, and place, on the 26th day of
October 2023, and taken a photograph of such posting.

I, Robert Witt, owner/agent of parcel 403-20-007R
will provide a summary of neighborhood meeting I conducted to the Planning & Zoning
Department of Camp Verde with the associated application submittal, attesting to the
issues and concerns discussed at the above neighborhood meeting.

Summary

Statement: See Affidavit attachment 1

If Summary statement is too long, attach a copy.

State of Arizona}

County of Yavapai}

[Signature]
Signature of Document Signer No. 1

Signature of Document Signer No. 2

Subscribed and sworn to (or affirmed) before me this 16th day of
November 2023.

[Signature]
Signature of Notary



Affidavit Attachment

Cory Mulcare
Community Development Department
Town of Camp Verde Arizona

RE Neighborhood Meeting for rezoning of 403-20-007R

The neighborhood meeting was held at 4:00 PM on Friday November 3rd. Letters were sent to everyone on the list provided by community development that lives within 300 feet. The property was posted with the invitation.

A 10 by 20 awning was set up at the property with cold water and snacks provided for those in attendance. The awning was large and visible from the highway. The meeting was attended by 14 people. The meeting started with everyone introducing themselves.

The group of attendees was very impressive and represented families that have lived in the area for multiple generations. One family was an heir to a settler in Clarkdale that came in the 1860s.

There were some specific Questions;

What chance would there be of a developer developing the entire property? Camp Verde has been discovered by a number of high-net-worth companies and these companies have invested and will continue to invest in our community. Because we have been successful finding high quality developers in the past the likelihood of us finding a high quality developer capable of developing this commercial intersection is good.

What Chance would there be of a developer splitting the land? The current owners would like to see the property developed to its highest and best use. They would entertain a split and if the neighbors are interested in purchasing a portion of the property they would entertain their offers.

What would the price be for the property? It is difficult to determine a value of the property before the ultimate use is determined. At this point the zoning process is about potential. If the only potential for the property is 8 single family homes on a hillside next to the highway that is not a lot of potential or a good use for the property. The round-a-bout at 260 and Horseshoe is one of the busiest sections of road in the entire town. The community benefits by zoning its property to take advantage of the attributes of the land itself. Zoning highway frontage property for residential use hurts the entire community. Commercial users like the exposure and do not mind the traffic noise or the congestion. Home owners tend to like less congestion. The previous commercial entrance to the area has now been cut off from the west by the highway improvements. That is where La Fonda restaurant has thrived. La Fonda's is no longer the entrance to the area and was replaced in prominence by this property when the round-a-bout moved the access to the area. While this land is now the prominent entrance to the area it is still contiguous to the C2 Zoning that LaFonda's has prospered under.

Who Owns the Land. The land is owned by three parties, The McInnis Family Trust, A partnership including The Selna's and the Mongini's, and Kay Smith.

Why do they want to sell? The McInnis Family lost its patriarch last year and no longer wants to hold the land with the only benefit being a reduction in taxes that comes from the expenses associated with owning undeveloped land.

Why are you (Rob Witt) here? I have been hired by the owners of the property to prepare it for sale and then sell it. Get it zoned in a manner that will allow a quality user to develop it is an integral part of that process. That is one of the big challenges of zoning. The risk of purchasing a property that is not entitled to have a valuable use is significant. The best way to ensure a quality development is to prepare a property for a quality developer. The first question a developer needs to ask will be "is the use I want to develop legal". If the answer is no good developers move on.

What will be the impact of this development on water? A commercial development will be connected to town water. The revenue that will come from additional customers of town water will decrease the cost burden for existing town water customers. It is not unusual for commercial developments to support their communities paying a disproportionate share of the cost of providing utilities. This is true for water sewer and power. The other significant benefit to the community is community support. Business normally provides the majority of support for local organizations and charities. The small number of local business's hurts our ability to address the many non-business projects that we like in the community. Our little league, and Pee Wee football, our high school sports and events, our non-profit service clubs and organization as well as our Rodeo need local sponsorship. For a business to be successful it must be located where customers can find them and know where they are. This is the reason that highway frontage and specifically interchanges are zoned for commercial developments.

How will this effect the traffic into Horseshoe Bend. There will be additional traffic at horseshoe bend. That additional traffic will be at the highway. The amount of traffic will depend upon the development.

In addition to these questions there was a general discussion about developing at all. The drainage area directly next to the highway was suggested to be zoned c-2 but not the main property. In this discussion it seemed to be understood that it was not realistic to develop the drainage easement. If the drainage easement does not develop the main hillside across horseshoe will continue to be the highway frontage and have the greatest commercial value. Having the town purchase the property and build a park was also discussed. The likelihood of this with the town experience building parks was brought up.

February 29, 2024

Town of Camp Verde
473 S Main St. STE 106
Camp Verde, AZ 86322

RE: Application #20230497
Zoning Map Change from RR-2A to C2-4
APN 403-20-007R

Honorable Mayor and Council,

We are the property owners at 2535 W Verde West Dr. (403-20-130).

We believe the current zoning for lot 403-20-007R is the best desired land use for our community and the surrounding area. Our predecessors' original zoning had the right idea and vision to help preserve our neighborhoods and protect our valley's rural character.

Changing land zoned residential to commercial should also be carefully considered when housing and property of all square footage sizes is needed. There is enough commercial property available in more appropriate parts of town. As far as we know there is no count of residential property, especially 2-acre horse property that would help maintain a varied demographic.

Changing the zoning to increase the value of the property for the sellers is not worth the tradeoff of sacrificing what is one of the more bucolic parts of our town. We do not believe the potential amenities or business tax revenue is ever worth sacrificing a town's character and livability for the benefit of vested interests.

Until the land swap with YAN on the opposite side of Hwy 260 is finalized, we have a better count of our residential and commercial property inventory, and a new owner of said property has a project to propose, zoning for the parcel in question should remain as is.

Sincerely,

Bill & Nancy Tippet

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Agenda Item Submission Form – Section I

Meeting Date: March 20, 2024

- ☐ Consent Agenda
- ☒ Decision Agenda
- ☐ Executive Session Requested
- ☐ Presentation Only
- ☐ Action/Presentation
- ☐ Work Session

Requesting Department: Town Manager

Staff Resource/Contact Person: Gayle Mabery

Agenda Title (be exact): Discussion, consideration, and possible approval to adopt the FY25-FY30 Strategic Plan

List Attached Documents: Strategic Plan

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 minutes

Reviews and comments Completed by:

- ☐ Town Manager: Gayle Mabery
- ☒ Department Head: Gayle Mabery
- ☐ Town Attorney Comments: _____
- ☐ Risk Management: _____
- ☐ Finance Department
Fiscal Impact:
Budget Code: _____ Amount Remaining: _____

Background Information:

In January, 2024, the Town Council along with Town Department Heads worked with a facilitator for the purpose of creating a strategic plan. Over a two-day work session, the group discussed key issues and future priorities for the community and identified clear strategic focus areas with specific and measurable goals. Additionally, the group crafted the Town's vision and mission statements along with identifying core values to guide us. The attached strategic plan includes the vision and mission statements, core values, focus areas, goals, and how we will move forward with the plan.

A key component of the strategic planning and implementation process is an Action Plan to guide the Town's priorities. While the Strategic Plan itself is intended to cover a longer time period, the associated Action Plan provides the specific steps that will be taken to achieve the outcomes that are designated in the Strategic Plan. As such, the Action Plan will be revisited and updated annually with the Town Council, and the Council will receive quarterly reports on its progress beginning in October, 2024. Through the strategic planning process, the Town Council identified Year 1 action items as well as action/consideraton items beyond Year 1. The Year 1 Action Plan will be housed as a supporting document to the Strategic Plan, and will be updated as necessary from time to time..

Recommended Action (Motion): Approval to adopt the FY25-FY30 Strategic Plan

Instructions to the Clerk:

Camp Verde

ARIZONA



Town of Camp Verde Strategic Plan

FY25-FY30

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Council Regular Session



March 20, 2024

Strategic Plan



This strategic plan was created by the Town of Camp Verde Council and Staff in January 2024. Over a two-day work session, the group discussed key issues and future priorities for the community and identified clear strategic focus areas with specific and measurable goals. They also developed a “Year One Action Plan” and a list of “Beyond Year One” action items for future consideration.

The strategic plan is intended to highlight issues and areas of effort requiring strategic investment for a 3-5 year period. Strategic plans intentionally do not capture the full scope of operations for an organization, but rather they focus on key areas that require strategic efforts. This plan is meant to be a living document that evolves over time to meet the changing needs of the community. Action items will change annually. Focus areas or goals will evolve over the longer term as items get completed and new opportunities and needs become apparent.

Community vision, organizational mission and core values are essential elements that we’ve embedded in our Strategic Plan to ensure success in Camp Verde. Our Vision reflects our ambition for Camp Verde in 20 years. It describes our long-term goals, dreams and aspirations for the community. Our Mission shows the actions our municipal organization will take in support of realizing that vision. Our Core Values are the essential and enduring principles that guide our individual actions, our interactions and our decision-making in support of our organization’s mission and the achievement of our community’s vision.

The relationship between community vision, organizational mission, focus areas, goals and objectives, core values and operational decisions and actions are central to Camp Verde’s success moving forward.

Vision

Camp Verde is welcoming; a safe community, a vibrant economy, thoughtfully growing, and offering an exceptional quality of life.

Mission

We serve by honoring our past and embracing our future.

Core Values

Respect, Sustainability, Accountability, Collaboration, Leadership, Integrity, Excellence, and Diversity.



Core Value Definitions



Accountability

We take responsibility for our actions. We value open and candid communication, access to information, and honesty and consistency between our words and actions. We take our role as stewards of public funds and resources seriously and manage them with transparency.



Collaboration

We work with individuals, teams and organizations to share knowledge and use our collective expertise to foster deeper engagement and shared responsibility. We value and promote civil discourse and focus on possibilities instead of problems. We create a culture that encourages teamwork, sharing of resources, and partnerships.



Diversity

We value the strengths that result from inclusion, respect, and tolerance for different perspectives, experiences, and identities. We expect a culture of humility and continuous learning where we reflect on lessons learned, question the status quo, and create an inclusive community where all feel supported and heard.



Excellence

We are dedicated to excellence and innovation. We set strategic and ambitious goals and approach every challenge with a determination to succeed. We embrace creativity and seek traditional and nontraditional solutions. We strive to improve every day.



Integrity

We align our values, work, and actions. We are honorable, trustworthy, reliable, responsive and transparent. We do what is right and strive for the highest moral and ethical behavior.



Leadership

We step forward, both as an organization and as individuals, to make a positive difference for our community. We exhibit professionalism, humility, and compassion. By collaborating with others, we move toward our goals.



Respect

We conduct Town business with courtesy and civility to create an environment of trust and safety. We are responsive and work actively to eliminate barriers, ensuring full participation in organizational and community life. We treat people as we would like to be treated.



Sustainability

We meet the economic, environmental, and social needs of the present without compromising the ability of future generations to meet their own needs. We measure progress through improvement to the health and well-being of our residents, environment, and economy.

Focus Areas



Resilient Economy

A diversified economy that supports the community’s ability to grow, thrive, and adapt.



Recreation & Activities

Enhancing our unique location and historic culture through building, maintaining, and marketing amenities and events while engaging the community.



Community Infrastructure

The public structures and facilities that support community and economic development. Infrastructure expansion and maintenance is planned through fiscally responsible policies.



Effective Government

An awareness of citizen needs and providing necessary services through fiscal responsibility, transparency, innovative business practices, use of new technology, investing in employees, and leveraging Town partnerships.





Resilient Economy

A diversified economy that supports the community's ability to grow, thrive, and adapt.

1. Increase tourism-related revenue by 2029.
2. Define and adopt a unified vision for the downtown area by June 30, 2025.



Recreation and Activities

Enhancing our unique location and historic culture through building, maintaining, and marketing amenities and events while engaging the community.

1. Adopt a Parks & Recreation Master Plan with 50% funding for Priority #1 projects incorporated into the Capital Improvements Plan by June 30, 2026.
2. Annually retain Dark Sky Designation.
3. Increase total number of Town-sponsored annual community engagement events by June 30, 2027.





Community Infrastructure

The public structures and facilities that support community and economic development. Infrastructure expansion and maintenance is planned through fiscally responsible policies.

1. Adopt and maintain a funded 5-year Capital Improvements Plan by July 1, 2025.
2. Quantify total available water resources in order to support existing and future development by July 1, 2026.



Effective Government

An awareness of citizen needs and providing necessary services through fiscal responsibility, transparency, innovative business practices, use of new technology, investing in employees, and leveraging Town partnerships.

1. Increase citizens' satisfaction each year for 5 years.
2. Increase citizen applications to Boards, Commissions, and Council with an on-going target to have 40% more applicants than the number of seats available for each recruitment or election cycle.



Moving Forward with the Plan

- Create quarterly progress reports on the action plans with first report due by Oct. 15, 2024
- Annually revisit the action plan with the Town Council
- Conduct Year 1 review with a facilitator
- Connect items in staff reports to the Strategic Plan Focus Areas & Goals
- Communicate the Strategic Plan to the community

New Ideas or Opportunities

As Camp Verde progresses through its year working with the strategic plan priorities and the additional operational workload of Staff, it's common for additional ideas or desired initiatives to be proposed. In order to help the Camp Verde team stay on track towards strategic priorities, the Council and Staff team discussed how they want to work with the plan moving forward to ensure everyone is on the same page for what to expect in terms of reporting and what to do when new ideas or opportunities arise.

How we'll Evaluate Ideas not in the Plan

- How does this idea fit within our existing plan?
- How does this new idea rank among the existing strategic priorities?
- What will NOT get done in order to accommodate the new priority?
- Is this idea attainable with given available resources?



CAMP VERDE

THE OLDEST SETTLEMENT IN THE VERDE VALLEY. SITE OF HISTORIC FORT VERDE. THE FIRST SETTLERS CAME INTO THE VALLEY IN FEBRUARY, 1865. FOLLOWED BY THE MILITARY IN AUGUST, 1865. ORIGINAL MILITARY AND HISTORIC BUILDINGS STILL STAND.

Town of Camp Verde
CampVerde.az.gov

Town of Camp Verde
Strategic Plan
Supplemental Documents

FY 2025 Action Plan



Town of Camp Verde Strategic Plan FY 2025 Action Plan

Resilient Economy

Goal: Increase Tourism Related Revenue by 2029

Year 1 Action Items	Responsible Party(ies)
Establish a baseline for current tourism-related revenue	Economic Development Finance
Identify and have Council adopt the specific percentage we want to increase from the baseline	Economic Development Finance
Create and implement a robust process for annual review and improvement of events	Public Works/Parks and Rec
Create a Tourism Advisory Team	Economic Development
Begin work on a 2-year Marketing Plan	Economic Development

Beyond Year 1 Action/Consideration Items

- Gateway attractions
- Signage (promotional & wayfinding)
- Commercial kayak operations
- Explore ways to promote and enhance the Farmer's Market
- Include opportunities for Camp Verde to serve as a home base for regional tourism as part of our overall marketing and tourism efforts
- Increase number of short-term "Stay and Play" opportunities
- Strengthen partnerships with Yavapai-Apache Nation and others



Town of Camp Verde Strategic Plan FY 2025 Action Plan

Resilient Economy

Goal: Adopt a Unified Vision for the Downtown Area by June 30, 2025

<u>Year 1 Action Items</u>	<u>Responsible Party(ies)</u>
Facilitate the creation of a downtown business/community alliance	Economic Development
Define the geographic boundaries and overall brand – “What is downtown?”	Economic Development Community Development

Beyond Year 1 Action/Consideration Items

Create a physical plan and drawing for community elements

Explore helpful partnerships such as Main Street USA

Identify ways to co-promote Fort Verde State Park

Explore promotional programs such as a Camp Verde Dollars/Gift Certificate program

Install way-finding signage

Research parking needs and implement appropriate strategies to address needs



Town of Camp Verde Strategic Plan FY 2025 Action Plan

Recreation and Activities

Goal: Adopt a Parks and Recreation Master Plan with 50% funding for Priority #1 projects incorporated into the Capital Improvements Plan by June 30, 2026

Year 1 Action Items

Responsible Party(ies)

Determine existing resources/documents that will incorporate into the Master Plan, and identify gaps for completing the Plan

Public Works
Parks and Recreation

Identify and budget for a consultant to assist with the creation of a Master Plan

Public Works
Parks and Recreation

Beyond Year 1 Action/Consideration Items

Analyze usage of current parks system and amenities

Identify funding sources for capital improvements and expansion



Town of Camp Verde Strategic Plan FY 2025 Action Plan

Recreation and Activities

Goal: Annually retain Dark Sky designation

Year 1 Action Items

Responsible Party(ies)

Educate Parks and Recreation Commission and Council about Dark Sky

Economic Development
Community Development

Partner with Lowell Observatory, the Science Center, and other potential and existing Dark Sky partners

Library
Parks and Recreation

Incorporate Dark Sky events into existing community events

Library
Parks and Recreation

Beyond Year 1 Action/Consideration Items

Market Dark Sky through various sources



Town of Camp Verde Strategic Plan FY 2025 Action Plan

Recreation and Activities

Goal: Increase total number of Town-sponsored annual community engagement events by June 30, 2027.

<u>Year 1 Action Items</u>	<u>Responsible Party(ies)</u>
----------------------------	-------------------------------

Define “annual community engagement events” to set a baseline	Library Parks and Recreation
Assess workforce/labor needs to facilitate additional events	Public Works Parks and Recreation
Explore utilization of Verde Ranch RV Park electronic sign for advertising events	Public Works
Establish a series of concerts in the park events 1) Start with one per year, up to three by June 30, 2027 2) One should be youth-focused	Public Works Parks and Recreation

<u>Beyond Year 1 Action/Consideration Items</u>

Increase youth participation in events (develop measuring tool)
Create community contests that tie into events
Create citizens feedback survey about community events
Evaluate the placement of Parks and Recreation functions within the Town’s organizational structure



Town of Camp Verde Strategic Plan FY 2025 Action Plan

Community Infrastructure

Goal: Adopt and maintain a funded 5-year Capital Improvements Plan by July 1, 2025

Year 1 Action Items	Responsible Party(ies)
Identify and prioritize existing and future projects (and ongoing) as part of annual Capital Improvements Planning process	Finance Department with All Departments
Identify funding gaps (and ongoing)	Finance Department
Add longer-term (5+ years) projects into Capital Improvements Plan to assure longer term financial planning for significant infrastructure projects	Finance Department Town Manager
Complete Water and Wastewater Master Plans	Utilities Department
Utilize Development Agreements to expand infrastructure for new developments	Community Development Utilities Department

Beyond Year 1 Action/Consideration Items

- Consider adoption of construction-related TPT as designated source to fund capital projects
- Identify partnership options for leveraging resources and financing
- Identify additional funding sources
- Complete Facilities Master Plan
- Consider Long-Term plans for other infrastructure (i.e. Streets, Broadband, Transit, etc.)
- Complete comprehensive assessment of current infrastructure and needs



Town of Camp Verde Strategic Plan FY 2025 Action Plan

Community Infrastructure

Goal: Quantify total available water resources in order to support existing and future development by December 31, 2025.

<u>Year 1 Action Items</u>	<u>Responsible Party(ies)</u>
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Define and educate Council/Staff/Public on the importance of quantifying the Town's total available water resources	Utilities Department
Increase water education for Council/Staff/Community	Utilities Department
File for Assured Water Supply Designation from the Arizona Department of Water Resources by April 2024	Utilities Department
Hold worksession with Council on Water Master Plan	Utilities Department
Pursue settlement of Water Rights Claims with Yavapai-Apache Nation	Town Manager Utilities Department

<u>Beyond Year 1 Action/Consideration Items</u>

Determine the buildout potential of Camp Verde
Engage with partners/community/YAN
Identify available water resources (surface water, groundwater, reclaimed water)
Determine GPCD (gallons per capital per day) water use, and continue to measure this statistic to monitor community water use over time



Town of Camp Verde Strategic Plan FY 2025 Action Plan

Effective Government

Goal: Increase citizen satisfaction each year for five years.

<u>Year 1 Action Items</u>	<u>Responsible Party(ies)</u>
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Develop a community survey

Town Manager

- 1) Budget Funding
- 2) Hire Survey Firm
- 3) Define Purpose
- 4) Educate Council/Staff/Community

Conduct survey and analyze results

Town Manager

Act on results (on-going)

Town Council
Town Manager/Staff

Council adopts annual target for percentage of increase in citizen satisfaction for next five years on completion of 1st survey

Town Council

<u>Beyond Year 1 Action/Consideration Items</u>

Increase communications with the public

- 1) Monthly newsletter
- 2) Issue proactive press releases
- 3) Consider establishing informal community engagement activities (like Coffee with Council or Leadership Team)



Town of Camp Verde Strategic Plan FY 2025 Action Plan

Effective Government

Goal: Increase citizen applications to Boards, Commissions and Council with an on-going target to have 40% more applicants than the number of seats available for each recruitment or election cycle.

Year 1 Action Items

Responsible Party(ies)

Establish an Annual Citizens' Academy

Town Manager

- 1) Develop the education program
- 2) Engage all generations of community

Communicate information about the Citizens' Academy to the public

Town Manager

Beyond Year 1 Action/Consideration Items

Hold the first Citizens' Academy

Evaluate and recommend improvements to the Academy