



Town of Camp Verde Vision Statement

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

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, FEBRUARY 5, 2025 at 6:00 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/83280329269?pwd=4d0jlYE8270MimF4QuqhwNsqqQgpKJ.1>

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

Meeting ID: 832 8032 9269

Passcode: 987863

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 Brian Bolton, Wendy Escoffier, Robert Foreman, Robin Godwin, Jessie Murdock, 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) Regular Session – December 18, 2024 at 6:30 p.m. Pg. 5
 - 2) Special Session (Public Portion) – January 15, 2025 at 5:00 p.m. Pg. 17
 - 3) Executive Session – January 15, 2025 at 5:00 p.m.
 - 4) Regular Session – January 15, 2025 at 6:00 p.m. Pg.19
 - 5) Joint Work Session – January 16, 2025 at 5:30 p.m. Pg. 25
 - b) Set Next Meeting, Date and Time:**
 - 1) Special Session – February 12, 2025 at 5:00 p.m.
 - 2) Regular Session – February 19, 2025 at 6:00 p.m.
 - 3) Regular Session – March 5, 2025 at 6:00 p.m.
- 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.

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, Sustaining Flows, Earth Day, Camp Verde School District, Friends of the Verde River and Verde Valley Housing Advisory Committee.
7. **Special Announcements and Presentations.** All presentations are limited to 15-minutes.
 - **Administration of Oath of Office of Newly Hired Town Employees.** Staff Resource: Town Clerk Leah Rhodes. Pg. 27
 - **FY25-30 Strategic Plan Update for Year One.** Staff Resource: Town Manager Miranda Fisher. Pg. 35
8. **Public Hearing: Discussion, consideration and possible approval amending the Planning and Zoning Ordinance Section 601 – Zoning Decisions, by adding new subsection 601-A(2),(2.a),(2.b), (2.c) and subsection 601-A(3), (3.a), (3.b), (3.b.1), (3.b.2), (3.c.1), (3.c.2) and (3.c.3).** Staff Resource: Planner I Cliff Bryson. Pg. 57
 - **Staff Comments**
 - **Open Public Hearing**
 - **Close Public Hearing**
 - **Council Discussion**
9. **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 1-30-2025 at 4:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk

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DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106,
WEDNESDAY, DECEMBER 18, 2024, at 6:30 P.M.

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

1. Call to Order

Mayor Jenkins called the meeting to order at 6:30 p.m.

2. Roll Call

Councilor Brian Bolton, Councilor Wendy Escoffier, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, Town Clerk Leah Rhodes, and Administrative Clerk Jadie Edwards.

3. Pledge of Allegiance

Councilor Foreman led the Pledge.

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) Regular Session – November 20, 2024 at 6:30 p.m.
- 2) Regular Session – December 4, 2024 at 5:30 p.m.

b) Set Next Meeting, Date and Time:

- 1) Regular Session – January 15, 2025 at 6:00 p.m.
- 2) Regular Session – February 5, 2025 at 6:00 p.m.

c) Approval of Ordinance 2024-A499, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Article 2-3 of the Town Code to adjust the start time of the regular Town Council meetings. Staff Resource: Town Clerk Leah Rhodes.

On a **motion** made by Councilor Murdock, seconded by Councilor Escoffier, the Council **moved** to approve the consent agenda as presented.

Roll Call Vote:

Councilor Bolton: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye

Motion Carried 7-0.

- 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))

Melinda Jessop stated she has addressed several members of the Council regarding her home and has had no response. Mayor Jenkins requested Town Manager Fisher to follow-up with Ms. Jessop.

- 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, Sustaining Flows, Earth Day, Camp Verde School District, and Friends of the Verde River.

- 6.** The Mayor, Council and Town Manager reported on current events. Mayor Jenkins was excited to report on a new County health care clinic in the Town of Camp Verde, opening in June of 2025.

7. Special Announcements and Presentations:

- **Presentation of Years of Service Awards to Town Staff.** Staff Resource: Human Resources Director Julia Kaiser.

Town Manager Miranda Fisher announced the five-year service awards to Sergeant Josh Collins, Maintenance Foreman Jeff Kobel, Accountant Katherine Jenkins, and Accountant Bobbi Webb. The ten-year service awards to Library Specialist I Wendy Cook-Roberts and Sergeant Dustin Richardson. The twenty-year service award to Peace Officer David Freeman.

- **Arizona Department of Environmental Quality Voluntary Environmental Stewardship Program Copper Award to the Town.** Staff Resource: Stormwater Specialist Patricia Mancini.

Lauren Hildebrand, Community Liaison, Arizona Department of Environmental Quality, and Len Drago, Arizona Department of Environmental Quality, presented the Town of Camp Verde and

Stormwater Specialist Patricia Mancini and Recreation Coordinator Phyllis Nettik, the Arizona Department of Environmental Quality Voluntary Environmental Stewardship Program-Cooper Level Award for the 2024 Summer Camp Educational Series.

8. **Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding the approval of the application for a Series 10, Beer and Wine Liquor License for Days INN Camp Verde, located at 1640 W State Route 260, Camp Verde, Arizona, 86322.** Staff Resource: Town Clerk Leah Rhodes.

- **Staff Comments**

Town Clerk Leah Rhodes provided an overview of the Series 10 Liquor License Application for Days INN Camp Verde, located at 1640 W State Route 260, Camp Verde, Arizona, 86322.

- **Applicant Comment**

The applicant was not in attendance and there were no comments.

- **Open Public Hearing**

Mayor Jenkins opened the public hearing at 7:06 p.m. and there were no speakers.

- **Close Public Hearing**

Mayor Jenkins closed the public hearing at 7:06 p.m.

- **Council Discussion**

The Council had no comments.

On a **motion** by Councilor Escoffier, seconded by Vice Mayor Moore, the Council **moved** to approve submitting the application for Days INN Camp Verde to the Arizona Department of Liquor Licenses and Control.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye

Motion Carried 7-0.

9. **Public Hearing: Discussion, consideration and possible approval of Ordinance 2024-A500, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance Section 300, adding Section 313 – Zoning Clearances.** Staff Resource: Planner II Cory Mulcaire.

- **Staff Comments**

Planner II Cory Mulcaire stated staff recognized an error in the Planning and Zoning Ordinance that contradicted past practices well before 1996. Planner II Mulcaire stated the Community Development Department has required zoning clearance permits for commercial buildings under 160 square feet, residential buildings under 200 square feet, and all fences 6' tall or less. Planner II Mulcaire expressed there is no definition in Town code for "zoning clearance" nor is there any clear direction on the process, and the

purpose of this amendment is to correct the small error as Town staff work through the comprehensive planning and zoning ordinance update.

- **Open Public Hearing**

Mayor Jenkins opened the public hearing at 7:09 p.m. and there were no speakers.

- **Close Public Hearing**

Mayor Jenkins closed the public hearing at 7:09 p.m.

- **Council Discussion**

Councilor Escoffier questioned some places have extended structures that require a zoning clearance but don't require a building permit up to 400 feet and the Town of Camp Verde is 200 feet.

Planner II Mulcaire responded to Councilor Escoffier as well as Councilor Foreman since he was the former Town's Chief Building Official.

On a **motion** by Councilor Godwin, seconded by Councilor Escoffier, the Council **moved** to approve Ordinance 2024-A500.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye
Motion Carried 7-0.

10. **Discussion, consideration and possible appointment of three (3) members to the Parks and Recreation Commission. Applicants are: Robert (Bob) Benson, Glenda Duncan, Zachery McKay, and Charlotte Salsman. The Interview Committee interviewed the applicants between December 9 – 11, 2024 and recommend Council approve Glenda Duncan, Zachery McKay, and Charlotte Salsman for appointment to the Parks and Recreation Commission to serve a three (3) year term per Town Code Article 4-1.C ending January 1, 2028. Staff Resource: Town Manager Miranda Fisher.**

Councilor Bolton recused himself from the discussion on Item 10.

Town Manager Fisher provided an overview of the Boards and Commissions recruitment process, interview process, and scoring mechanism. Manager Fisher stated that Bob Benson removed his application for consideration.

Zachery McKay thanked the Council and stated he looked forward to serving the community.

On a **motion** by Councilor Godwin, seconded by Councilor Foreman, the Council **moved** to approve appointing Glenda Duncan, Zachery McKay and Charlotte Salsman to a three (3) year term with the Parks and Recreation Commission effective January 1, 2025

Roll Call Vote:

Councilor Bolton: Recused
Councilor Escoffier: Aye
Councilor Murdock: Aye

Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye
Motion Carried 6-0.

Councilor Bolton returned to the dais.

- 11. Discussion, consideration and possible appointment of three (3) members to the Planning and Zoning Commission. Applicants are: Robert (Bob) Benson, Tanner Bryson, Peter Gutierrez, Mark Lomeland, Jerry Martin, Cris McPhail, Ingrid Osses, Charlotte Salsman, Patricia Seybold, and Jordy Weaver. The Interview Committee interviewed the applicants between December 9 – 11, 2024 and recommend Council approve Peter Gutierrez, Cris McPhail and Patricia Seybold for appointment to the Planning and Zoning Commission to serve a three (3) year term per Town Code Article 4-1.C ending January 1, 2028. Staff Resource: Town Manager Miranda Fisher.**

Town Manager Fisher provided an overview of the top three recommended applicants and recommend approval. Manager Fisher stated that Charlotte Salsman removed her application for consideration.

Planning and Zoning Commission member Ingrid Osses stated she would like to continue to serve on the Planning and Zoning Commission.

Mayor Jenkins, Vice Mayor Moore and Councilor Escoffier thanked the applicants.

On a **motion** by Councilor Escoffier, seconded by Vice Mayor Moore, the Council **moved** to approve appointing Peter Gutierrez, Cris McPhail and Patricia Seybold to the Planning and Zoning Commission effective January 1, 2025 for a three (3) year term.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye
Motion Carried 7-0.

- 12. Discussion, consideration and possible appointment of one (1) member to the Board of Adjustment and Appeals. Applicants are: Robert (Bob) Benson, Doug Fasteen, Mark Lomeland, and Charlotte Salsman. The Interview Committee interviewed the applicants between December 9 – 11, 2024 and recommend Council approve Doug Fasteen for appointment to the Board of Adjustment and Appeals to serve a three (3) year term per Town Code Article 4-1.C ending January 1, 2028. Staff Resource: Town Manager Miranda Fisher.**

Town Manager Fisher stated per Town Code Section 7-2-110.1, the Board of Adjustment and Appeals should consist of “members who are qualified by experience and training to pass on matters pertaining to building construction and who are not employees of the Town.” Bob Benson

and Douglas Fasteen were the only applicants with a building construction background. Manager Fisher stated after the interviews with Bob Benson, Mark Lomeland, and Charlotte Salsman, it was recommended by the Interview Committee that despite turning his application in late, Douglas Fasteen be reappointed to the Board of Adjustment and Appeals. Manager Fisher stated that based on the background requirements to serve on the Board of Adjustment and Appeals, Mark Lomeland did not meet the qualifications.

Manager Fisher stated it was important to note that Mr. Fasteen will be moving in September 2025 so the vacancy will be reposted in July 2025. However, the recommendation of the Interview Committee is to allow Mr. Fasteen to continue to serve with the goal of doing a more enhanced recruitment for the vacancy in July.

Bob Benson stated he was a general contractor and had a construction background. Mr. Benson requested being appointed in addition to Mr. Fasteen so he could learn from him.

On a **motion** by Councilor Godwin, seconded by Councilor Foreman, the Council **moved** to approve reappointing Douglas Fasteen to the Board of Adjustment and Appeals effective January 1, 2025.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye

Motion Carried 7-0.

Mayor Jenkins recessed the meeting for a break at 7:33 p.m.

Mayor Jenkins resumed the meeting at 7:42 p.m.

13. Discussion, consideration, and possible award of Bid No. 24-200, Heritage Pool Improvements Project. Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Smith provided an overview of the bid proposals for the improvements of the Heritage Pool which included the filtration and chemical automation equipment. CIP Project Manager Smith stated the lowest bid proposal was Landmark Aquatic bid and recommended awarding the bid for filtration and chemical automation equipment to Landmark Aquatic. Additionally, CIP Project Manager Smith outlined the definitions, expected lifespan, and approximate cost of the filtration and chemical automation equipment.

Town Manager Fisher stated staff had scaled the work back to get the pool up and running before the summer.

Vice Mayor Moore recommended exploring public preference in the coming years regarding whether to repair the existing pool or construct a new one and suggested conducting a poll to gauge the community's opinion.

Councilor Godwin and Councilor Escoffier emphasized the importance of making improvements to the Heritage Pool.

Mayor Jenkins stated as staff moves forward, she would like to know the cost to have the pool fully up and running. Mayor Jenkins,

Vice Mayor Moore, and Councilor Forman requested staff to come back to Council with a long-term plan for the community pool before the end of the summer.

CIP Project Manager Smith responded to questions from the Council.

Jan Allen, Ruth Bondie, Brenda Hauser, Candra Faulkner, and Betty Rivard spoke in support of repairing the pool.

On a **motion** by Councilor Godwin, seconded by Councilor Foreman, the Council **moved** to award Bid No. 24-200, Heritage Pool Improvements Project, to Landmark Aquatics, in the amount \$129,943,97.00.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye

Motion Carried 7-0.

14. **Discussion, consideration, and possible award of bid for purchase of Community Park Playground Equipment to Playground Boss, LLC in the amount of \$142,614.00.** Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Smith stated the playground equipment is outdated, out of code, and needs to be repaired. CIP Project Manager Smith stated the Town has partnered with Playground Boss, LLC, to use their cooperative contract to install new playground equipment. CIP Project Manager Martin stated it is against code to try and retrofit parts from another manufacturer to amend the playground equipment

Ruth Bondie expressed concern that the cost to repair the playground was substantial and felt that the existing equipment could be repaired rather than replaced.

CIP Project Manager Smith, Town Manager Fisher, Public Works Director Krebbs, responded to questions from Council.

On a **motion** by Councilor Murdock, seconded by Councilor Godwin, the Council **moved** to award bid for purchase of the Community Park Playground Equipment to Playground Boss, LLC in the amount of \$142,614.00.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye
Motion Carried 7-0.

15. **Discussion, consideration, and possible approval of Resolution 2024-1160, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing the submission of a no financial match application for \$20 million for the FY2025 RAISE discretionary grant for the Main Street Improvement project, certifying that said application meets the state and federal regulations, policies, guidelines, and requirements of the program, and authorizing all actions necessary to implement and complete the activities outlined in said application.** Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Smith stated staff are currently designing improvements to Main Street from Highway 260 and Montezuma Castel Highway and the consultant has completed 90 percent of the plans. CIP Project Manager requested approval to apply for FY26 RAISE grant for the Main Street Improvement Project in the amount of \$20 million to fund the construction improvement costs.

Town Manager Fisher and CIP Project Manager Smith responded to questions from the Council.

On a **motion** by Councilor Godwin, seconded by Councilor Murdock, the Council **moved** to approve Resolution 2024-1160.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye
Motion Carried 7-0.

16. **Discussion, consideration, and possible approval of Resolution 2024-1161, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing the submission of a no financial match application for \$25 million for the FY2025 RAISE discretionary grant for the Finnie Flat / Montezuma Castle Highway Improvement project, certifying that said application meets the state and federal regulations, policies, guidelines, and requirements of the program, and authorizing all actions necessary to implement and complete the activities outlined in said application.** Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Smith provided an overview of the Finnie Flat/Montezuma Castle Highway Improvement Project and shared that the project was awarded to Kimley Horn and they are now working on completing the design.

CIP Project Manager requested approval to apply for FY26 RAISE grant in the amount of \$25 million to secure funding for construction.

CIP Project Manager Smith and Public Works Director Krebbs responded to questions from the Council.

On a **motion** by Councilor Godwin, seconded by Councilor Escoffier, the Council **moved** to approve Resolution 2024-1161.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye

Motion Carried 7-0.

17. **Discussion, consideration, and possible approval for staff to apply for no financial match for \$807,000 for the Yavapai County FY25 Community Development Block Grant (CDBG) funds for extending the 7th Street sidewalk south towards General Crook Trail.** Staff Resource: CIP Manager Martin Smith.

Councilor Murdock provided an overview of what qualifies for a Community Development Block Grant.

CIP Project Manager stated staff recently completed a stretch of sidewalk along 7th Street. The work was a portion of a larger project to extend the sidewalk south along 7th Street to General Crook Trail. Due to the overall cost of construction, the project scope was reduced to fit within the available budget. An opportunity to obtain additional funding has become available. CIP Project Manager Smith stated staff is seeking approval to apply for a portion of the Yavapai County's FY25 CDBG funding to further extend the 7th Street sidewalk south towards General Crook Trail in the amount of \$807,000.

CIP Project Manager Smith responded to questions from the Council.

On a **motion** by Councilor Murdock, seconded by Councilor Foreman, the Council **moved** to approve staff to apply for Yavapai County FY25 CDBG funds for extending the 7th Street sidewalk south towards General Crook Trail.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye

Motion Carried 7-0.

18. **Discussion, consideration and possible approval of Resolution 2024-1162, a Resolution of the Town Council of Camp Verde, Yavapai County, Arizona, authorizing the adoption of the Arizona Municipal Risk Retention Pool Volunteer Medical Plan Program and specifying**

coverage options for volunteers effective January 1, 2025. Staff Resource: Risk Manager Heather Vinson.

Risk Manager Vinson provided an overview of the program which provides cost-free medical insurance coverage for general volunteers during their assignments. While coverage for general volunteers is not a requirement for municipalities, this initiative helps reduce risks associated with volunteer activities and offers an alternative to traditional workers' compensation coverage. Additionally, the program ensures compliance with state law by continuing workers' compensation for public safety volunteers while optimizing financial efficiency for the Town.

Councilor Murdock left the meeting at 8:42 p.m.

Risk Manager Vinson responded to questions from the Council.

On a **motion** by Councilor Godwin, seconded by Councilor Escoffier, the Council **moved** to approve Resolution 2024-1162.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Absent
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye
Motion Carried 6-0.

- 19. Discussion, consideration and possible approval of Resolution 2024-1163, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving participation in the Arizona Mutual Aid Compact.** Staff Resource: Risk Manager Heather Vinson.

Risk Manager Vison provided an overview of the Arizona Mutual Aid Compact (AZMAC) which provides a critical framework for requesting additional resources, personnel, and equipment during large-scale emergencies when local mutual aid agreements are insufficient. AZMAC acts as an insurance policy, offering both assistance when needed and opportunities for personnel to gain experience through deployment. Participation aligns with regional emergency management objectives, supporting a cohesive response strategy across Yavapai County and Arizona.

Risk Manager Vinson responded to questions from the Council.

On a **motion** by Councilor Escoffier, seconded by Councilor Godwin, the Council **moved** to approve Resolution 2024-1163.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Absent
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye

Councilor Godwin: Aye
Motion Carried 6-0.

20. Adjournment

Mayor Jenkins adjourned the meeting at 8:52 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Leah Rhodes

CERTIFICATION

I, Town Clerk Leah Rhodes, 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 Regular Session of the Town Council of Camp Verde, Arizona, held on December 18, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2025.

Leah Rhodes, Town Clerk

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DRAFT MINUTES
SPECIAL SESSION (PUBLIC PORTION)
TOWN OF CAMP VERDE
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 15, 2025 at 5:00 PM.

1. Call to Order

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

2. Roll Call

Councilor Brian Bolton, Councilor Wendy Escoffier, Councilor Robert Forman, Councilor Robin Godwin, Councilor Jessie Murdock (arrived at 5:02 p.m.), Vice Mayor Marie Moore and Mayor Dee Jenkins.

Also Present

Town Manager Miranda Fisher, Town Attorney Michell Stinson, Town Clerk Leah Rhodes, Risk Manager Heather Vinson and Roxanne Jasman, Building Official.

3. Pledge of Allegiance

Councilor Wendy Escoffier led the Pledge.

4. An executive session pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4) for discussion or consultation for legal advice with the Town Attorney and to consider its position in pending litigation. The purpose of the executive session is for the Town Attorney and Risk Management to update Council regarding the status of pending notices of claims and litigation matters commenced against the Town. Staff Resource: Assistant Town Attorney Michelle Stinson & Risk Manager Heather Vinson.

5. An executive session pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4) for discussion or consultation for legal advice with the Town Attorney and to consider its position in Code Enforcement Case No. 20220327, regarding real property located at 3195 S. Dinky Drive in Camp Verde, Arizona. The purpose of the executive session is to discuss abatement of nuisance conditions at the property including possible demolition and removal of debris in accordance with Town Code and State Law. Staff Resource: Building Official Roxanne Jasman & Town Manager/Interim Community Development Director Miranda Fisher.

6. **An executive session pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4) for discussion or consultation for legal advice with the Town Attorney and to consider its position in *Christa Brunori v. Cheryl Wischmeyer; Gail Metz; Protecting Our Camp Verde Neighborhoods; and the Town of Camp Verde and its named officials*, all related to a legal challenge filed December 20, 2024 regarding a referendum petition submitted to the Town Clerk. Staff Resource: Assistant Town Attorney Michelle Stinson & Town Clerk Leah Rhodes.**

Mayor Jenkins read Agenda Items 4, 5 and 6.

A **motion** was made by Councilor Escoffier to go into executive session for Item No. 4, 5 and 6, for legal advice. Councilor Godwin seconded the motion.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Moore: aye

Councilor Bolton: aye

Councilor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: aye

Motion Carried 7-0.

The Council returned to the special session at 5:54 pm.

Mayor Jenkins stated that Item 4 was tabled; Item 5, staff was provided direction; Item 6, no action was taken.

Mayor Jenkins adjourned the special session at 5:54 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Leah Rhodes

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the discussions 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 January 15, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____ 2025

Town Clerk Leah Rhodes



DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106,
WEDNESDAY, JANUARY 15, 2025, at 6:00 P.M.

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

1. Call to Order

Mayor Jenkins called the meeting to order at 6:00 p.m.

2. Roll Call

Councilor Brian Bolton, Councilor Wendy Escoffier, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Also Present

Town Manager Miranda Fisher, Town Attorney Michelle Stinson, Town Clerk Leah Rhodes, and Administrative Clerk Jadie Edwards.

3. Pledge of Allegiance

Councilor Godwin led the Pledge.

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) Work Session – Wednesday, December 11, 2024 at 5:30 p.m.
- 2) Special Session (Public Portion) – Wednesday, December 18, 2024 at 5:30 p.m.
- 3) Regular Session – Wednesday, December 18, 2024 at 6:30 p.m.

b) Set Next Meeting, Date and Time:

- 1) Work Session – Thursday, January 16, 2025 at 5:30 p.m.
- 2) Regular Session – Wednesday, February 5, 2025 at 6:00 p.m.
- 3) Regular Session – Wednesday, February 19, 2025 at 6:00 p.m.

c) Approval of Resolution 2025-1164, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, acknowledging the national housing crisis, prioritizing affordable housing within Camp Verde to support safe, decent, and affordable housing opportunities for community members, and urging the state legislature of the State of Arizona to address the impacts of short-term rentals on the supply of housing for Arizona residents. Staff Resource: Town Manager Miranda Fisher.

Vice Mayor Moore requested that, in cases where significant changes are made to the Town Council minutes, the revised minutes be brought back to the Council for approval

On a **motion** made by Councilor Escoffier, seconded by Vice Mayor Moore, the Council **moved** to approve the consent agenda removing Item 4.a.3 Regular Session minutes and changing the certification date on Item 4.a 2 minutes to read December 18, 2024.

Roll Call Vote:

Councilor Bolton: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye

Motion Carried 7-0.

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))

There were no speakers.

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 Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Sustaining Flows, Earth Day, Camp Verde School District, Friends of the Verde River and Verde Valley Housing Advisory Committee.

The Mayor, Council and Town Manager reported on current events.

7. **Special Announcements and Presentations:**

- **2025 Citizen Academy Announcement.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Miranda Fisher announced that the Town of Camp Verde will host its first Citizen Academy starting on Tuesday, March 4, 2025. Manager Fisher stated the eight-week program aims to engage and educate residents about the inner working of local government while fostering greater civic involvement.

8. **Discussion, consideration, and possible approval of a Memorandum of Understanding between the Town of Camp Verde and The Nature Conservancy to work together for a healthy and flowing Verde River and tributaries that support its unique environment,**

vibrant economy, and quality of life for future generations in the State of Arizona. Staff Resource: Utilities Director Jeff Low.

Utilities Director Low stated the Town Council and staff have been involved in regional collaboration projects with the objective of conserving, preserving and managing water resources including the Verde River. Utilities Director Low stated staff have been actively working with the Nature Conservancy on upcoming stormwater recharge projects and hope to partake in a regional ground water model. Town staff and the Nature Conservancy wish to work together for a healthy and flowing Verde River.

Councilor Escoffier questioned if the Town Attorney would need to sign the Memorandum of Understanding and suggested the dates to be changed in the document to reflect the date of the document being approved by the Council.

Utilities Director Low responded to questions from the Council.

On a **motion** by Councilor Escoffier, seconded by Councilor Godwin, the Council **moved** to approve the Memorandum of Understanding between the Nature Conservancy and the Town of Camp Verde and authorize the Mayor to sign the Memorandum of Understanding with the correction of the date change throughout the document to reflect today's date and leave it up to staff to add the attorney signature line.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye

Motion Carried 7-0.

9. **Discussion, consideration and possible approval of RH Borden and Company Quotes #2319 and #2562 for acoustic assessment of sewer mains and full scan inspections of 100 manholes in an amount not to exceed \$57,288.00.** Staff Resource: Wastewater Division Manager Chet Teague.

Wastewater Division Manager Teague explained that the item is being presented to the Council because the cost assessment has succeeded \$50,000.00.

Wastewater Division Manager Teague responded to questions from the Council

On a **motion** by Councilor Godwin, seconded by Councilor Foreman, the Council **moved** to approve RH Borden and Company Quotes #2319 and #2563 for acoustic assessment in an amount not to exceed \$57,288.00.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye

Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye
Motion Carried 7-0.

- 10. Discussion, consideration and possible approval to pursue receipt of donation of Yavapai County Parcel APN 403-18-104 in the vicinity of Verde River Drive.** Staff Resource: Utilities Director Jeff Low.

Utilities Director Low provided a map of the Yavapai County Parcel APN 403-18-104 and stated the property owner would like the Town to acquire the property and there were no liens on the property.

On a **motion** by Vice Mayor Moore, seconded by Councilor Murdock, the Council **moved** to approve accepting the donation of APN 403-18-104 with total acquisition costs not to exceed \$1000 and direct staff to work with the Town Attorney, Yavapai County, and property owner to complete the parcel transfer.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye
Motion Carried 7-0.

- 11. Discussion, consideration, and possible adoption of Town of Camp Verde Engineering Design Standards and Standard Details.** Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Smith and Town Engineer Bruce Connolly provided feedback that staff received after holding a special meeting with local developers and contractors. CIP Project Manager Smith stated staff had taken consideration to the feedback received and revised the standards specification and details accordingly.

Councilor Foreman stated he agreed with a majority of the Engineering and Design Standards and Standard Details and thanked Town staff.

Vice Mayor Moore, and Councilor Murdock voiced their concern and potential confusion regarding the standard specifications and discretionary decisions.

Bethany Brady, Camp Verde resident, expressed the need for clarification on several items within the design standards and details, including ADEQ requirements, the sizing of water distribution facilities for adequate fire flow, driveway access guidelines, pavement cuts, and erosion and sediment control. Ms. Brady suggested scheduling an additional meeting with the contractors to discuss and review the issues.

The Council recommended conducting another special meeting with local developers and contractors to provide additional feedback.

Town Manager Fisher, CIP Project Manager Smith, and Town Engineer Connolly responded to questions and concerns from the Council.

No action was taken.

12. Discussion, consideration and possible approval to release a Request for Proposal for Town Legal Services. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated as Town staff prepares for the FY25-26 budget, she recommended that the Town evaluate the current legal services and available options to ensure the highest standards of service delivery. Town Manager Fisher stated the process will involve a thorough review of submissions, followed by interviews by the Town Council to determine the most suitable partner.

Vice Mayor Moore requested legal services to be a separate budget item from the general budget.

Town Manager Fisher responded to questions from the Council.

On a **motion** by Councilor Murdock, seconded by Councilor Escoffier, the Council **moved** to approve publishing RFP #2025-202 for Legal Services.

Roll Call Vote:

Councilor Bolton: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Councilor Foreman: Aye

Councilor Godwin: Aye

Motion Carried 7-0.

13. Discussion, Discussion, consideration and possible approval to release a Request for Proposal for Legal Services for Water Resources. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher recommended the Town evaluate the legal services of the Town water attorney.

Vice Mayor Moore stated the Council needs to be mindful of hiring a highly qualified water attorney.

Councilor Escoffier stated the town's current water attorney has helped the town with current water issues.

Town Manager Fisher responded to questions from the Council.

Tony Gioia, Camp Verde resident, expressed his satisfaction with the Council's consideration of various aspects of the town's legal matters.

On a **motion** by Councilor Escoffier, seconded by Councilor Godwin, the Council **moved** to approve publishing RFP #2025-203 for Legal Services for Water Resources.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye

Motion Carried 7-0.

14. Adjournment

Mayor Jenkins adjourned the meeting at 7:36 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Leah Rhodes

CERTIFICATION

I, Town Clerk Leah Rhodes, 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 Regular Session of the Town Council of Camp Verde, Arizona, held on January 15, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2025.

Leah Rhodes, Town Clerk



DRAFT MINUTES
TOWN OF CAMP VERDE
JOINT WORK SESSION
MAYOR AND COUNCIL / PLANNING AND ZONING COMMISSION
473 S. MAIN STREET, SUITE 106
THURSDAY, JANUARY 16, 2025 at 5:30 P.M.

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

1. Call to Order

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

2. Roll Call – Town Council.

Councilor Brian Bolton, Councilor Wendy Escoffier, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Roll Call – Planning and Zoning Commission.

Commissioner Andrew Faiella, Commissioner Peter Gutierrez, Commissioner Claudia Hauser, Commissioner Todd Scantlebury, Commissioner Patricia Seybold, Chairperson William Tippet, and Vice Chairperson Cris McPhail.

Also Present

Town Manager Miranda Fisher, Assistant Town Attorney Michelle Stinson, Planner Cory Mulcaire, Town Clerk Leah Rhodes, and Administrative Clerk Jadie Edwards.

3. Pledge of Allegiance

Mayor Jenkins and Chairperson Tippet led the Pledge together.

4. Presentation and discussion regarding key planning concepts and the relationship between Town Council and the Planning and Zoning Commission.

Staff Resource: Town Manager Miranda Fisher and Assistant Town Attorney Michelle Stinson.

Town Manager Fisher and Assistant Town Attorney Stinson delivered a presentation focused on key planning principles and the collaborative relationship between the Town Council and the Planning and Zoning Commission. The training aimed to foster consistent collaboration and establish a shared understanding of essential land use concepts to effectively guide the Town's growth and development.

Town Manager Fisher, Assistant Town Attorney Stinson and Planner II Cory Mulcaire responded to questions from the Town Council and Planning and Zoning Commission.

5. Adjournment

Chairperson Tippet adjourned the meeting at 7:03 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Leah Rhodes

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Joint Work Session of the Town Council of Camp Verde, Arizona, held on January 16, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2025.

Leah Rhodes, Town Clerk



Town Council Agenda Information Memorandum

Meeting Date: February 5, 2025

Agenda Item Type:

- | | | |
|---|--|--|
| ☐ Consent Agenda | ☒ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Town Clerk

Staff Resource: Town Clerk Leah Rhodes

Agenda Title: Administration of Oath of Office of Newly Hired Town Employees

Attached Documents: Oaths of Office

Estimated Presentation Time: 15 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☐ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

The following newly hired employees will take their Oath of Office at the Town Council Meeting:

- Michael Backus, Maintenance Worker
- Kristen Gressly, Public Works/Utilities Analyst
- Isabella Krug, Animal Control Officer
- Randy Lemieux, Grounds Maintenance Worker
- Xavier San Miguel, Peace Officer
- Samantha (Ruby) Simmons, 911 Communications Specialist

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **MICHAEL BACKUS**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **MAINTENANCE WORKER** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

DATE

SIGNATURE

Subscribed and sworn to before me this 5 day February 2025.

Leah Rhodes, Town Clerk
Town of Camp Verde

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **KRISTEN GRESSLY**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **PUBLIC WORKS/ UTILITIES ANALYST** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

DATE

SIGNATURE

Subscribed and sworn to before me this 5 day February 2025.

Leah Rhodes, Town Clerk
Town of Camp Verde

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **ISABELLA KRUG**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **ANIMAL CONTROL OFFICER** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

DATE

SIGNATURE

Subscribed and sworn to before me this 5 day February 2025.

Leah Rhodes, Town Clerk
Town of Camp Verde

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **RANDY LEMIEUX**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **GROUND MAINTENANCE WORKER** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

DATE

SIGNATURE

Subscribed and sworn to before me this 5 day February 2025.

Leah Rhodes, Town Clerk
Town of Camp Verde

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **XAVIER SAN MIGUEL**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **PEACE OFFICER** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

DATE

SIGNATURE

Subscribed and sworn to before me this 5 day February 2025.

Leah Rhodes, Town Clerk
Town of Camp Verde

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **SAMANTHA SIMMONS**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **911 COMMUNICATIONS SPECIALIST** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

DATE

SIGNATURE

Subscribed and sworn to before me this 5 day February 2025.

Leah Rhodes, Town Clerk
Town of Camp Verde

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Town Council

Agenda Information Memorandum

Meeting Date: February 5, 2025

Agenda Item Type:

- | | | |
|---|--|--|
| ☐ Consent Agenda | ☒ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: FY25-30 Strategic Plan Update for Year One

Attached Documents:

- FY25-30 Strategic Plan
- FY25 Action Plan
- National Citizen Survey Results (available online at: [The NCS RTG - Camp Verde, AZ 2024 | Tableau Public](#))

Estimated Presentation Time: 30 minutes

Estimated Discussion Time: 30 minutes

Reviewed By:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☐ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

- Funding Source / GL Account Number: The Town budgeted to use Polco for their National Citizen Survey tool and other surveying functions.
- Approved in the FY25 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☒ No ☐ N/A ☐ Other:

Background Information:

In January 2024, the Town Council and Staff met over a two-day work session to discuss key issues, 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. At the February 5th Town Council meeting, Town Manager Miranda Fisher will provide an update on progress made for each of the “Year One Action Plan” goals and priorities.

Connection to the [FY25-FY30 Strategic Plan](#)

In the Strategic Plan, it notes that there will be quarterly updates, with the first quarterly progress report due October 15, 2024. Unfortunately, due to transitions in leadership, Town staff were not able to comply with that initial timeline. However, in Town Manager Fisher’s 6-month Action Plan release on November 22, 2024, she committed to providing an update after the beginning of the new year. By providing this update on February 5th, the Town Council will have the necessary information for their first year review, which will be conducted with a facilitator at the end of February 2025.

Question(s) before the Council:

- Does the Council have any questions about the progress made on the “Year One Action Plan”?

1:39
3/3/25

Camp Verde

ARIZONA



Town of Camp Verde Strategic Plan

FY25-FY30

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Town Council Regular Session



February 05, 2025

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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

Camp Verde

ARIZONA



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

Year 1 Action Items	Responsible Party(ies)
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.

Year 1 Action Items	Responsible Party(ies)
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

Beyond Year 1 Action/Consideration Items
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.

Year 1 Action Items	Responsible Party(ies)
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 work session with Council on Water Master Plan	Utilities Department
Pursue settlement of Water Rights Claims with Yavapai-Apache Nation	Town Manager Utilities Department

Beyond Year 1 Action/Consideration Items
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 capita 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.

Year 1 Action Items	Responsible Party(ies)
Develop a community survey 1. Budget Funding 2. Hire Survey Firm 3. Define Purpose 4. Educate Council/Staff/Community	Town Manager
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

Beyond Year 1 Action/Consideration Items
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 1. Develop the education program 2. Engage all generations of community	Town Manager
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

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Meeting Date: February 5, 2025

Agenda Item Type:

- ☐ Consent Agenda ☐ Informational Presentation ☐ Discussion Item
☒ Action/Decision Item ☐ Executive Session Request ☐ Other:

Requesting Department: Community Development **Staff Resource:** Planner I, Cliff Bryson

Agenda Title **Public Hearing:** Discussion, consideration, and possible approval of Ordinance 2024-A498, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinances, Part Six – Administration and Procedure, Section 601 – Zoning Decisions, Subsection A – Zoning Ordinance Amendment Applications and Hearings, related to timeframes for review and approval of residential zoning applications; providing for repeal of conflicting Ordinances; and providing for severability.

Attached Documents:

- PowerPoint Presentation
- Draft Ordinance #2024-A498
- Current Section 601 – Zoning Decisions
- SB1162
- Approved Planning and Zoning Commission meeting minutes from December 12, 2024.
- Town's published Administrative Completeness Timeframe Sheet

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- ☒ Town Manager ☒ Legal ☐ Risk Management ☐ Finance ☐ Other:

Financial Review (if applicable): N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

This is a staff-initiated text amendment to the Zoning Ordinance in response to SB1162, which the Governor approved on April 23, 2024. The bill requires all municipalities to adopt an amendment to the Zoning Ordinance requiring the municipality to determine whether a residential zoning application is administratively complete within 30 days after receiving the application, to determine whether a resubmitted application is administratively complete within 15 days of receiving the resubmitted application, and once the application is complete, the municipality shall approve or deny the application within 180 days. There are provisions allowing the granting of extensions if necessary. The new provisions approved by the state apply to Residential Zoning Map Changes.

Town staff conducted research and learned that various municipalities throughout the state have published administrative completeness review timeframes of either 5 business days or 7 business days from the date the application was submitted for different planning and zoning applications. Since



Town Council Agenda Information Memorandum

November of 2024, Town staff began working on completing its administrative completeness review timeframe sheet for all Planning & Zoning related applications to be published to the public. Town staff completed the administrative completeness review timeframe sheet in January of 2025 and has it published to ensure the Town complies with SB1162. ([Planning & Zoning Administrative Completeness Timeframes](#))

The proposed text amendments/subsections are in the attached draft ordinance dated 11/14/2024 noted in **red**.

NOTE: This amendment required adoption by January of 2025. However, limited staff resources and other priority assignments are the reasons this required text amendment is coming before the Town Council after the January 2025 adoption date. The text amendment is coming to the Town Council as a separate ordinance from the Comprehensive Zoning Code update.

History

- The proposed ordinance was posted correctly in the newspaper for public circulation per state requirements on 11/26/24 and 11/30/24 for a public hearing with the Planning and Zoning Commission.
- The proposed ordinance was presented to the Planning and Zoning Commission on December 12, 2024, with a 6-0 approval vote.
- The proposed ordinance was posted correctly in the newspaper for public circulation per state requirements on 01/07/25 and 1/21/25 for a public hearing with the Town Council of Camp Verde, Arizona.

Connection to the [FY25-FY30 Strategic Plan](#)

N/A

Question(s) before the Council:

- Does the Town Council have any questions for staff?

Proposed Motion:

I move to **approve** Ordinance #2024-A498, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance Section 601 – Zoning Decisions, by adding new subsection 601-A(2), (2.a), (2.b), (2.c) and subsection 601-A(3), (3.a), (3.b), (3.b.1), (3.b.2), (3.c.1), (3.c.2) and (3.c.3).

Or

I move to **approve** Ordinance #2024-A498, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance Section 601 – Zoning Decisions, by adding new subsection 601-A(2),(2.a),(2.b), (2.c) and subsection 601-A(3), (3.a), (3.b), (3.b.1), (3.b.2), (3.c.1), (3.c.2) and (3.c.3) with the following changes....



Town of Camp Verde Town Council Administrative Review Timeframe Presentation February 5, 2025

PRESENTATION DEVELOPED BY:
TOWN OF CAMP VERDE
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING AND ZONING DIVISION



INTRODUCTION/PURPOSE

This presentation aims to discuss, consider, and recommend approval to the Town Council for a required text amendment to the Planning and Zoning Ordinance in response to new state legislation on residential zoning application review and approval timelines. (Ordinance 2024-A498)



Zoning Review Timeframes (SB1162)

SB1162 (Senate Bill 1162)

- ▶ **Passed by the state and approved by the Governor on April 23, 2024.**

City or Town shall:

- ▶ **Determine if a residential zoning application is administratively complete w/in 30 days (15 days for resubmitted applications).**
- ▶ **Approve or deny a residential zoning application within 180 days.**
- ▶ **Provisions allow for 30-day extensions as requested by the applicant.**
- ▶ **City or Town may grant (1) one 30-day extension for extenuating circumstances.**
- ▶ **Land already zoned as PAD are exempt.**
- ▶ **The new text amendment will apply to residential zoning map changes.**
- ▶ **Required adoption in January of 2025.**
 - **Staff leveling and priority projects delayed bringing this forward until February.**
- ▶ **Staff now has adopted administrative completeness timeframes for all land use applications reviewed by Planning & Zoning. [TOCV Administrative Timeframes](#)**



Discussion and Questions

Thank you!

Are there any questions for staff on this item?



ORDINANCE 2024-A498

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE PLANNING AND ZONING ORDINANCES, PART SIX – ADMINISTRATION AND PROCEDURE, SECTION 601 – ZONING DECISIONS, SUBSECTION A – ZONING ORDINANCE AMENDMENT APPLICATIONS AND HEARINGS, RELATED TO TIMEFRAMES FOR REVIEW AND APPROVAL OF RESIDENTIAL ZONING APPLICATIONS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR SEVERABILITY.

WHEREAS, the Town of Camp Verde adopted the Planning and Zoning Ordinances 2011-A374, approved May 25, 2011; 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 and Zoning Ordinances by including definitions and text amendments; 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 and Zoning Ordinances by including definitions and text amendments; and

WHEREAS, these Text Amendments were reviewed by the Planning and Zoning Commission on December 12, 2024, in a public hearing that was advertised and posted according to state law. The Commission recommended the Mayor and Common Council approve these amendments as presented; and

WHEREAS, this Text Amendment is in response to Arizona State Senate Bill 1162, approved by the Fifty-Sixth Legislature, Second Session (2024), which modified the Arizona Revised Statutes ("A.R.S."), § 9-462.11 to require municipalities to adopt an amendment to its zoning ordinance to impose timeframes for municipalities to review and approve rezoning applications within thirty (30) days for initial Administrative Completeness review; five (5) days for resubmitted Administrative Completeness review; and one hundred and eighty (180) days to either approve or deny application after application deemed Administratively complete.

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

Section 1. Finding. The Mayor and Common Council find that the proposed Text Amendment will not constitute a threat to the health, safety, welfare, or inconvenience to the general public of the Town of Camp Verde.

Section 2. General. The Planning and Zoning Code of Camp Verde, Arizona Part Six – Administration and Procedure, is amended by revising Section 601 – Zoning Decisions, Subsection A – Zoning Ordinance Amendment Applications and Hearings, to read as follows (deleted text in ~~strikeout~~; new text in red):

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.

* * * * *

2. Approval of Residential Zoning Applications

- a. Administrative completeness review time frame. The planning administrator shall designate a staff member to review each residential zoning application. The designated town staff member shall determine whether the application is administratively complete within thirty (30) days of receiving it.
- b. If the application is deemed administratively incomplete, the staff member will provide the applicant with a written notice that includes a comprehensive list of the specific deficiencies.
- c. Upon issuance of the written notice, the administrative completeness review and overall time frame in this section are suspended until the staff member receives the resubmitted application.
- d. The staff member shall have fifteen (15) days to review the resubmitted application and determine whether every deficiency has been resolved for administrative completeness.

3. Approval or Denial of Residential Zoning Applications

- a. After determining that a residential zoning application is administratively complete, the Town Council shall approve or deny the application within one hundred eighty (180) days.
- b. The Town may extend the time frame to approve or deny beyond one hundred eighty (180) days as follows:
 1. The Town may grant a one-time extension of not more than thirty

(30) days for extenuating circumstances; or

2. Staff may grant extensions at the applicant's request in increments of thirty (30) days.

c. Exceptions to this section for residential rezoning does not apply to:

1. Land that is designated as a district of historical significance pursuant to Ariz Rev. Stat. § 9-462.01(a); and
2. An area that is designated as historic on the national register of historic places; and
3. Land that is already zoned as a planned area development (PAD).

~~2.~~ 4. 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.~~ 5. 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. 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.

- b. 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.
- c. 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.
- d. 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- 6. 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.

Section 3. Providing for Repeal of Conflicting Ordinances. All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the Code adopted herein by reference are hereby repealed.

Section 4. Providing for Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or any part of the Code adopted herein by reference 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 5. Effective Date. 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; and

Section 6. Zoning Impact. 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 _____ DAY OF _____, 2025.

Dee Jenkins, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC

I, _____, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. _____ ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE ON THE _____ DAY OF _____, 20____, WAS POSTED IN THREE PLACES ON THE _____ DAY OF _____, 20____.

Leah Rhodes, Town Clerk

CURRENT ORDINANCE LANGUAGE

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

- a. Use Permits will be granted only upon a finding by the Council that the use covered by the permit, the manner of its conduct, and any structure which is involved, will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public welfare in general, and that the use will be in conformity with any conditions, requirements, or standards prescribed by the Town Code or Council.
- b. Use Permits may contain specific limitations on the scope, nature and duration of the use, as deemed proper in accordance with the following criteria:
 - 1) Any significant increase in vehicular or pedestrian traffic;
 - 2) Nuisance arising from the emission of odor, dust, gas, noise, vibration, smoke, heat, or glare at a level exceeding that of ambient conditions;
 - 3) Contribution to the deterioration of the neighborhood or to the downgrading of property values which, is in conflict with goals, objectives or policies of the General Plan;
 - 4) Compatibility with existing surrounding structures and uses; and
 - 5) Adequate control of disruptive behavior both inside or outside the premises, which may create a nuisance to the surrounding area or general public.
- c. The burden of proof for satisfying the above requirements shall rest with the applicant. A refusal of a Use Permit shall not be interpreted as the denial of right, conditional or otherwise.
- d. Where an application involves a definite development scheme, the applicant must submit a layout and landscape plan, building elevations and other pertinent data as may be requested, and the Council may condition the Use Permit to fully carry out the provisions and intent of the Zoning Ordinance.
- e. The Use Permit is valid and operable only for the specific use as granted and subject to any specified time limit. No use may be modified, changed, altered or increased in intensity, in any manner that conflicts with the Use Permit and/or required conditions of approval, without approval of a new Use Permit.

Within 30 days of any change, permittees shall notify the Community Development Department of any changes.

2. Duration and Voiding of Use Permit

- a. To secure the objectives of this Zoning Ordinance, Use Permits may be for a fixed time period, and a Use Permit does not grant a vested right beyond the term of the permit.
- b. The permittee must obtain building permits within six months from the date the Use Permit was issued. Failure to obtain a building permit or begin the use shall void the permit unless a delay to start the construction has been granted or an extension has been applied for with the Community Development Director prior to the expiration of the six-month period. Additional extensions must go to Council.
- c. If the use or uses for which a Use Permit has been granted are discontinued for a continuous period of six months, the Use Permit is voided.
- d. Violation of the terms of the Use Permit or this Zoning Ordinance voids the Use Permit.
- e. Decisions by the Community Development Director, which result in the voiding of the Use Permit, may be appealed to the Board of Adjustment and Appeals; subject to an application for appeal being on file in the Community Development Department within 30 days of notification of the Use Permit being voided.

D. Temporary Use Permits

Temporary Use Permits are provided through administrative review and approval to facilitate short- or restricted-term uses (such as, but not limited to: tents, carnivals, charitable events or similar uses/structures for public assembly in non-residential districts; and construction- or sales-related offices, storage yards or similar facilities including model homes, and sales stands of crops or agricultural products produced on-site in any District).

1. Temporary Use Permits may be granted by the Community Development Director or designee, after review by health and safety departments or agencies, and upon findings that the use and the manner of its conduct will not, considering its limited duration, be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public welfare in general, and that the use will be in conformity with any conditions, requirements or standards prescribed by the Town Code or Council.
2. Approval may be conditioned by specific stipulations as to duration, conduct, mitigation of potentially detrimental effects and such other considerations as may be prudent for protection of the neighborhood and community.
3. Violation of the terms of the Temporary Use Permit approval constitutes grounds for its immediate revocation.
4. Decisions by the Community Development Director which result in the disapproval of a Temporary Use Permit may be appealed to the Board of Adjustment and Appeals, subject to an application for appeal being on file in the Community Development Department within 30 days of notification of the Community Development Director denial of the Temporary Use Permit application.

~~telecommunications fund; report; posting~~
(now: residential zoning; housing; assessment; hearings)

State of Arizona
Senate
Fifty-sixth Legislature
Second Regular Session
2024

CHAPTER 172

SENATE BILL 1162

AN ACT

AMENDING SECTION 9-462.04, ARIZONA REVISED STATUTES; AMENDING TITLE 9, CHAPTER 4, ARTICLE 6.1, ARIZONA REVISED STATUTES, BY ADDING SECTION 9-462.10; AMENDING TITLE 9, CHAPTER 4, ARTICLE 6.4, ARIZONA REVISED STATUTES, BY ADDING SECTION 9-469; RELATING TO MUNICIPALITIES.

(TEXT OF BILL BEGINS ON NEXT PAGE)

1 Be it enacted by the Legislature of the State of Arizona:

2 Section 1. Section 9-462.04, Arizona Revised Statutes, is amended
3 to read:

4 9-462.04. Public hearing required; definition

5 A. If the municipality has a planning commission or a hearing
6 officer, the planning commission or hearing officer shall hold a public
7 hearing on any zoning ordinance. Notice of the time and place of the
8 hearing including a general explanation of the matter to be considered and
9 including a general description of the area affected shall be given at
10 least fifteen days before the hearing in the following manner:

11 1. The notice shall be published at least once in a newspaper of
12 general circulation published or circulated in the municipality, or if
13 there is none, it shall be posted on the affected property in such a
14 manner as to be legible from the public right-of-way and in at least ten
15 public places in the municipality. A posted notice shall be printed so
16 that the following are visible from a distance of one hundred feet: the
17 word "zoning", the present zoning district classification, the proposed
18 zoning district classification and the date and time of the hearing.

19 2. In proceedings involving rezoning of land that abuts other
20 municipalities or unincorporated areas of the county or a combination of a
21 municipality and an unincorporated area, copies of the notice of public
22 hearing shall be transmitted to the planning agency of the governmental
23 unit abutting such land. In proceedings involving rezoning of land that
24 is located within the territory in the vicinity of a military airport or
25 ancillary military facility as defined in section 28-8461, the
26 municipality shall send copies of the notice of public hearing by first
27 class mail to the military airport. In addition to notice by publication,
28 a municipality may give notice of the hearing in any other manner that the
29 municipality deems necessary or desirable.

30 3. In proceedings that are not initiated by the property owner
31 involving rezoning of land that may change the zoning classification,
32 notice by first class mail shall be sent to each real property owner, as
33 shown on the last assessment of the property, of the area to be rezoned
34 and all property owners, as shown on the last assessment of the property,
35 within three hundred feet of the property to be rezoned.

36 4. In proceedings involving one or more of the following proposed
37 changes or related series of changes in the standards governing land uses,
38 notice shall be provided in the manner prescribed by paragraph 5 of this
39 subsection:

40 (a) A ten percent or more increase or decrease in the number of
41 square feet or units that may be developed.

42 (b) A ten percent or more increase or reduction in the allowable
43 height of buildings.

1 (c) An increase or reduction in the allowable number of stories of
2 buildings.

3 (d) A ten percent or more increase or decrease in setback or open
4 space requirements.

5 (e) An increase or reduction in permitted uses.

6 5. In proceedings governed by paragraph 4 of this subsection, the
7 municipality shall provide notice to real property owners pursuant to at
8 least one of the following notification procedures:

9 (a) Notice shall be sent by first class mail to each real property
10 owner, as shown on the last assessment, whose real property is directly
11 governed by the changes.

12 (b) If the municipality issues utility bills or other mass mailings
13 that periodically include notices or other informational or advertising
14 materials, the municipality shall include notice of the changes with such
15 utility bills or other mailings.

16 (c) The municipality shall publish the changes before the first
17 hearing on such changes in a newspaper of general circulation in the
18 municipality. The changes shall be published in a "display ad" covering
19 not less than one-eighth of a full page.

20 6. If notice is provided pursuant to paragraph 5, subdivision (b)
21 or (c) of this subsection, the municipality shall also send notice by
22 first class mail to persons who register their names and addresses with
23 the municipality as being interested in receiving such notice. The
24 municipality may charge a fee not to exceed \$5 per year for providing this
25 service and may adopt procedures to implement this paragraph.

26 7. Notwithstanding the notice requirements in paragraph 4 of this
27 subsection, the failure of any person or entity to receive notice does not
28 constitute grounds for any court to invalidate the actions of a
29 municipality for which the notice was given.

30 B. If the matter to be considered applies to territory in a high
31 noise or accident potential zone as defined in section 28-8461, the notice
32 prescribed in subsection A of this section shall include a general
33 statement that the matter applies to property located in the high noise or
34 accident potential zone.

35 C. After the hearing, the planning commission or hearing officer
36 shall render a decision in the form of a written recommendation to the
37 governing body. The recommendation shall include the reasons for the
38 recommendation and be transmitted to the governing body in the form and
39 manner prescribed by the governing body.

40 D. If the planning commission or hearing officer has held a public
41 hearing, the governing body may adopt the recommendations of the planning
42 commission or hearing officer without holding a second public hearing if
43 there is no objection, request for public hearing or other protest. The
44 governing body shall hold a public hearing if requested by the party
45 aggrieved or any member of the public or of the governing body, or, in any

1 case, if a public hearing has not been held by the planning commission or
2 hearing officer. The governing body may consider the testimony of any
3 party aggrieved when making its decision. In municipalities with
4 territory in the vicinity of a military airport or ancillary military
5 facility as defined in section 28-8461, the governing body shall hold a
6 public hearing if, after notice is transmitted to the military airport
7 pursuant to subsection A of this section and before the public hearing,
8 the military airport provides comments or analysis concerning the
9 compatibility of the proposed rezoning with the high noise or accident
10 potential generated by military airport or ancillary military facility
11 operations that may have an adverse impact on public health and safety,
12 and the governing body shall consider and analyze the comments or analysis
13 before making a final determination. Notice of the time and place of the
14 hearing shall be given in the time and manner provided for the giving of
15 notice of the hearing by the planning commission as specified in
16 subsection A of this section. A municipality may give additional notice
17 of the hearing in any other manner as the municipality deems necessary or
18 desirable. For the purposes of this subsection, "party aggrieved" means
19 any property owner within the notification area prescribed by subsection
20 A, paragraph 3 of this section.

21 E. A municipality may enact an ordinance authorizing county zoning
22 to continue in effect until municipal zoning is applied to land previously
23 zoned by the county and annexed by the municipality, but not longer than
24 six months after the annexation.

25 F. A municipality is not required to adopt a general plan before
26 the adoption of a zoning ordinance.

27 G. If there is no planning commission or hearing officer, the
28 governing body of the municipality shall perform the functions assigned to
29 the planning commission or hearing officer.

30 H. If the owners of twenty percent or more of the property by area
31 and number of lots, tracts and condominium units within the zoning area of
32 the affected property, **EXCLUDING GOVERNMENT OWNED PROPERTY**, file a protest
33 in writing against a proposed amendment, the change shall not become
34 effective except by the favorable vote of three-fourths of all members of
35 the governing body of the municipality. If any members of the governing
36 body are unable to vote on such a question because of a conflict of
37 interest, then the required number of votes for passage of the question
38 shall be three-fourths of the remaining membership of the governing body,
39 provided that such required number of votes shall not be less than a
40 majority of the full membership of the legally established governing body.
41 For the purposes of this subsection, the vote shall be rounded to the
42 nearest whole number. A protest filed pursuant to this subsection shall
43 be signed by the property owners, **EXCLUDING GOVERNMENT OWNED PROPERTY**,
44 opposing the proposed amendment and filed in the office of the clerk of
45 the municipality not later than 12:00 noon one business day before the

1 date on which the governing body will vote on the proposed amendment or on
2 an earlier time and date established by the governing body.

3 I. In applying an open space element or a growth element of a
4 general plan, a parcel of land shall not be rezoned for open space,
5 recreation, conservation or agriculture unless the owner of the land
6 consents to the rezoning in writing.

7 J. Notwithstanding section 19-142, subsection B, a decision by the
8 governing body involving rezoning of land that is not owned by the
9 municipality and that changes the zoning classification of such land may
10 not be enacted as an emergency measure and the change shall not be
11 effective for at least thirty days after final approval of the change in
12 classification by the governing body.

13 K. For the purposes of this section, "zoning area" means both of
14 the following:

15 1. The area within one hundred fifty feet, including all
16 rights-of-way, of the affected property subject to the proposed amendment
17 or change.

18 2. The area of the proposed amendment or change.

19 Sec. 2. Title 9, chapter 4, article 6.1, Arizona Revised Statutes,
20 is amended by adding section 9-462.10, to read:

21 9-462.10. Residential zoning; amendment; applications;
22 deadline; extensions; applicability

23 A. ON OR BEFORE JANUARY 1, 2025, A MUNICIPALITY SHALL ADOPT AN
24 AMENDMENT TO THE MUNICIPALITY'S ZONING ORDINANCE THAT REQUIRES THE
25 MUNICIPALITY TO DETERMINE WHETHER A ZONING APPLICATION IS ADMINISTRATIVELY
26 COMPLETE WITHIN THIRTY DAYS AFTER RECEIVING THE APPLICATION. IF THE
27 MUNICIPALITY DETERMINES THAT THE APPLICATION IS NOT ADMINISTRATIVELY
28 COMPLETE, THE MUNICIPALITY SHALL FOLLOW THE PROCEDURES PRESCRIBED IN
29 SECTION 9-835, SUBSECTION E UNTIL THE APPLICATION IS ADMINISTRATIVELY
30 COMPLETE. THE MUNICIPALITY SHALL DETERMINE WHETHER A RESUBMITTED
31 APPLICATION IS ADMINISTRATIVELY COMPLETE WITHIN FIFTEEN DAYS AFTER
32 RECEIVING THE RESUBMITTED APPLICATION. AFTER DETERMINING THAT THE
33 APPLICATION IS ADMINISTRATIVELY COMPLETE, THE MUNICIPALITY SHALL APPROVE
34 OR DENY THE APPLICATION WITHIN ONE HUNDRED EIGHTY DAYS.

35 B. NOTWITHSTANDING SUBSECTION A OF THIS SECTION, THE MUNICIPALITY
36 MAY EXTEND THE TIME FRAME TO APPROVE OR DENY THE REQUEST BEYOND ONE
37 HUNDRED EIGHTY DAYS FOR EITHER OF THE FOLLOWING REASONS:

38 1. FOR EXTENUATING CIRCUMSTANCES, THE MUNICIPALITY MAY GRANT A
39 ONETIME EXTENSION OF NOT MORE THAN THIRTY DAYS.

40 2. IF AN APPLICANT REQUESTS AN EXTENSION, THE MUNICIPALITY MAY
41 GRANT EXTENSIONS OF THIRTY DAYS FOR EACH EXTENSION GRANTED.

42 C. THIS SECTION DOES NOT APPLY TO LAND THAT IS DESIGNATED AS A
43 DISTRICT OF HISTORICAL SIGNIFICANCE PURSUANT TO SECTION 9-462.01,
44 SUBSECTION A, PARAGRAPH 10 OR AN AREA THAT IS DESIGNATED AS HISTORIC ON
45 THE NATIONAL REGISTER OF HISTORIC PLACES OR PLANNED AREA DEVELOPMENTS.

1 Sec. 3. Title 9, chapter 4, article 6.4, Arizona Revised Statutes,
2 is amended by adding section 9-469, to read:

3 9-469. Municipal housing needs assessment; annual report;
4 applicability

5 A. BEGINNING JANUARY 1, 2025 AND EVERY FIVE YEARS THEREAFTER, A
6 MUNICIPALITY SHALL PUBLISH A HOUSING NEEDS ASSESSMENT THAT INCLUDES THE
7 FOLLOWING:

8 1. THE TOTAL POPULATION GROWTH PROJECTED FOR THE SUBSEQUENT
9 FIVE-YEAR PERIOD.

10 2. THE TOTAL JOB GROWTH PROJECTED FOR THE SUBSEQUENT FIVE-YEAR
11 PERIOD.

12 3. THE TOTAL AMOUNT OF RESIDENTIALLY ZONED LAND WITH DETAIL ON LAND
13 ZONED AS SINGLE-FAMILY AND MULTIFAMILY.

14 4. THE TOTAL NEED FOR ADDITIONAL RESIDENTIAL HOUSING UNITS FOR RENT
15 AND FOR SALE IN THE MUNICIPALITY TO MEET:

16 (a) ANY DEFICIENCIES IN HOUSING THE EXISTING POPULATION.

17 (b) ANY DEFICIENCIES IN HOUSING THE EXISTING WORKFORCE.

18 (c) POPULATION GROWTH PROJECTIONS.

19 (d) JOB GROWTH PROJECTIONS.

20 (e) HOUSING NEEDS ACROSS ALL VARIOUS INCOME LEVELS.

21 B. BEGINNING JANUARY 1, 2025 AND EVERY YEAR THEREAFTER, EACH
22 MUNICIPALITY SHALL SUBMIT AN ANNUAL REPORT TO THE ARIZONA DEPARTMENT OF
23 HOUSING ACCOUNTING FOR THE TOTAL NUMBER OF PROPOSED RESIDENTIAL HOUSING
24 UNITS SUBMITTED TO THE MUNICIPALITY, THE TOTAL NUMBER OF NET NEW
25 RESIDENTIAL HOUSING UNITS SUBMITTED TO THE MUNICIPALITY AND THE TOTAL
26 NUMBER OF NEW RESIDENTIAL HOUSING UNITS THAT ARE ENTITLED, HAVE BEEN
27 PLATTED, HAVE BEEN ISSUED A BUILDING PERMIT AND HAVE RECEIVED A
28 CERTIFICATE OF OCCUPANCY BY THE MUNICIPALITY. THE ANNUAL REPORT SHALL
29 INCLUDE ALL OF THE FOLLOWING:

30 1. THE NUMBER OF HOUSING DEVELOPMENT APPLICATIONS RECEIVED IN THE
31 PRIOR YEAR.

32 2. THE NUMBER OF LOTS AND MULTIFAMILY UNITS INCLUDED IN ALL
33 DEVELOPMENT APPLICATIONS IN THE PRIOR YEAR.

34 3. THE NUMBER OF LOTS AND MULTIFAMILY UNITS APPROVED AND
35 DISAPPROVED OR OTHERWISE NOT APPROVED IN THE PRIOR YEAR.

36 4. A THRESHOLD PERCENTAGE REQUIREMENT OF MULTIFAMILY ZONED LAND
37 VERSUS SINGLE-FAMILY ZONED LAND NEEDED TO MEET POPULATION DEMAND IN EACH
38 MUNICIPALITY.

39 5. THE STATUS AND PROGRESS IN MEETING THE MUNICIPALITY'S HOUSING
40 NEEDS.

41 6. A PLAN THAT SPECIFIES HOW THE MUNICIPALITY INTENDS TO SATISFY
42 THE IDENTIFIED NEED FOR ADDITIONAL HOUSING UNITS WITHIN THE MUNICIPALITY.

43 C. A MUNICIPALITY THAT HAS CONDUCTED A HOUSING NEEDS ASSESSMENT
44 REPORT AS OF JANUARY 1, 2021 SHALL AMEND ALL EXISTING REPORTS TO INCLUDE
45 THE INFORMATION REQUIRED IN SUBSECTION A OF THIS SECTION.

1 D. THE ARIZONA DEPARTMENT OF HOUSING SHALL COMPILE THE REPORTS
2 RECEIVED PURSUANT TO SUBSECTION B OF THIS SECTION AND SUBMIT THE REPORTS
3 TO THE GOVERNOR, THE PRESIDENT OF THE SENATE AND THE SPEAKER OF THE HOUSE
4 OF REPRESENTATIVES.

5 E. THIS SECTION DOES NOT REQUIRE A MUNICIPALITY TO FULFILL THE
6 PROJECTIONS IN THE HOUSING NEEDS ASSESSMENT REQUIRED BY SUBSECTION A OF
7 THIS SECTION.

8 F. THIS SECTION DOES NOT APPLY TO A MUNICIPALITY THAT IS LOCATED ON
9 TRIBAL LAND OR A MUNICIPALITY WITH A POPULATION OF LESS THAN THIRTY
10 THOUSAND PERSONS.

APPROVED BY THE GOVERNOR APRIL 23, 2024.

FILED IN THE OFFICE OF THE SECRETARY OF STATE APRIL 23, 2024.



**FINAL MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
PLANNING & ZONING COMMISSION
473 S. MAIN STREET, SUITE 106
THURSDAY DECEMBER 12, 2024 at 6:00 P.M.**

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

1. Call to Order

Chairman Faiella called the meeting to order at 6:00 PM.

2. Roll Call

Commissioner Claudia Hauser, Commissioner Ingrid Osses, Commissioner Mark Lomeland, Vice Chairman Todd Scantlebury, Chairman Andrew Faiella. Commissioner Tippet on Zoom.

Also, Present

Town Manager Miranda Fisher, Town Attorney Michelle Stinson, Planner II Cory Mulcaire, Planner I Cliff Bryson and Code Enforcement Officer Jessica Bolton.

3. Pledge of Allegiance Commissioner Lomeland led the Pledge.

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) Regular Session – November 14, 2024, at 6:00 p.m.

b) Set Next Meeting, Date and Time:

1) Regular Session – December 26, 2024 at 6:00 p.m. – Cancel

2) Regular Session – January 6, 2024 at 6:00 p.m

3) Work Session – January 9, 2024 at 6:00 pm

4) Regular Session – January 23, 2024 at 6:00 p.m.

Planner II Cory Mulcaire noted that the year date setting the future meetings needed to be updated to state 2025 and not 2024.

On a **motion** made by Vice Chairman Scantlebury, seconded by Commissioner Lomeland, the Council **moved** to approve the consent agenda with the changes.

Roll Call Vote:

Commissioner Osses: aye

Commissioner Hauser: aye

Commissioner Tippet: aye

Commissioner Lomeland: aye

Vice Chairman Scantlebury: aye

Chairman Faiella: aye

Motion Carried 6-0.

5. **Call to the Public for items not on the Agenda** – Residents are encouraged to comment about any matter not included on the agenda. State law prevents the Commission from taking any action on items not on the agenda except to set them for consideration at a future date.

There were no public comments.

6. **Introduction of the candidates who are seeking appointment on the Planning and Zoning Commission.** Staff Resource: Town Manager Miranda Fisher

The following Planning and Zoning Commission applicants spoke regarding their desire to be appointed to the Commission:

Robert “Bob” Benson, Peter Gutierrez, Mark Lomeland, Cris McPhail, Ingrid Osses, Patricia Seybold, and Jerry Martin

7. **Public Hearing:** Discussion, Consideration, and Possible Recommendation for approval to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance Section 601 – Zoning Decisions, by adding new subsection 601-A(2), (2.a), (2.b), (2.c) and subsection 601-A(3), (3.a) (3.b), (3.b.1), (3.b.2), (3.c.a), (3.c.2) and (3.c.3). Staff Resource: Planner I Cliff Bryson

Planner I Cliff Bryson commented on the A.R.S requirement for this subsection to be added to the Town’s current Planning and Zoning Ordinance.

Public Hearing was opened at 6:55 p.m.

There was no public comment.

Public Hearing closed at 6:55 p.m.

On a **motion** by Commissioner Osses, seconded by Commissioner Lomeland, **moved** to recommend approval to the Mayor and Common Council of the Town of Camp Verde, Arizona, amending the Planning and Zoning Ordinance Section 601 – Zoning Decisions, by adding new subsection 601-A(2), (2.a), (2.b), (2.c) and subsection 601-A(3), (3.a), (3.b), (3.b.1), (3.b.2), (3.c.3), (3.c.2) and (3.c.3).

Roll Call Vote:

Commissioner Hauser: aye
Commissioner Tippet: aye
Commissioner Osses: aye
Commissioner Lomeland: aye
Vice Chairman Scantlebury: aye
Chairman Faiella: aye

Motion Carried 6-0.

8. **Presentation of the Code Enforcement Administrative Policies:** Staff Resource Code Enforcement Officer Jessica Bolton and Planner I Cliff Bryson. **(Attachment A)**
Code Enforcement Officer Jessica Bolton provided an overview of the Standard Operating Procedures that were developed for the Code Enforcement Division, the use of GovWell for online complaints, and other changes happening in code enforcement.
9. **Current Events** – Individual members of the Commission may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the public of such events and activities. The commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.

Commissioner Osses thanked the Commission, noting that if she is not reappointed, this will be her last meeting. Commissioner Hauser shared about the upcoming Special Olympics events.

10. **Staff Comments** – Town staff may provide brief summaries of current events, activities and/or projects they are working on. These summaries are strictly for informational purposes. The Commission will take no discussion, consideration, or action on any such item presented by Town staff, except that an individual Commission member may request an item be placed on a future agenda.

Town Manager Miranda Fisher, Planner I Cliff Bryson, and Planner II Cory Mulcaire provided updates on current events and activities/projects happening in Town.

13. **Adjournment**

Chairman Faiella adjourned the meeting at 7:42 p.m.


Chairman Andrew Faiella


for Attest: Town Manager Fisher

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 Regular Session of the Town Council of Camp Verde, Arizona, held on December 12, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 12th day of December, 2024.

Cory Mulcaire

Cory Mulcaire, Planner II



TOWN OF CAMP VERDE

Planning and Zoning

Application Review Timeframes



Application/License Type	Administrative Completeness Review Time (Business Days)	Substantive Review Time (Business Days)	Overall Review Time (Business Days)	Planning & Zoning Code Section
Accessory Dwelling Rental Unit (ADRU)	14	21	35	Section 311 pg. 111
Appeals Application (APP)	14	21	45	Section 602B pg. 195
Conceptual Plan Review (CPR)	5	20	25	Section 504 pg. 161
Development Standards Review (DSR)	30	150	180	Section 400 pg. 114
Final Plat (FP)	5	85	90	Section 506 pg. 169
Final Site Plan (PAD) – (FSPPAD)	5	85	90	Section 506A pg. 169
General Plan Amendment (GPA)	15	75	90	Section 601A.1 pg. 191
Minor Land Division/Lot Line Adjustment (MLD/LLA)	5	5	10	Section 502A, B pg. 155
Preliminary Plat (PP)	5	85	90	Section 505 pg. 163
Map Amended, Replat, Abandonment (SA)	30	150	180	Section 509 pg. 185
Sign Permit (SP)	14	21	35	Section 404 pg. 126
Temporary Use Permit (TUP)	14	21	35	Section 601D pg. 194
Technical Review Committee Meeting (TRCM)	5	30	35	Not Assigned
Text Amendment	15	75	90	Section 601 pg. 191
Youth Livestock Permit (YLP)	5	30	35	Section 305 pg. 104
Underground Utility Exemption (UUE)	15	15	30	Town Code 7-8 pg. 121
Use Permit/Conditional Use (UP/CUP)	30	150	180	Section 601C pg. 192
Variance (VE)	15	75	90	Section 602A pg. 194
Verification of Non-confirming Use (VNCU)	14	21	45	Section 102 pg. 11
Wireless Tower (WT)	15	45	60	Section 800 pg. 193
Zoning Clearance (ZC)	7	21	28	Not Assigned
Zoning Map Change (RES)	10	170	180	Section 601A pg. 191
Zoning Map Change (COM)	10	170	180	Section 601A pg. 191
Zoning Map Change (PAD)	30	150	180	Section 601A pg. 191
Zoning Verification (ZV)	14	21	35	Section 600F pg. 190

Revised: 12/30/24



TOWN OF CAMP VERDE

Planning and Zoning

Application Review Timeframes



NOTES:

Per ARS 9-835(c)9, the substantive and overall time frames do not include the time required for an applicant to obtain other non-municipal licenses or to participate in meetings as required by law.

Per ARS 9-835(E), if the Town of Camp Verde finds the application to be incomplete, a complete list of corrections will be provided to address the incompleteness, and the administrative completeness review time frame and overall time-frames will be suspended until all missing information is received from the applicant.

General Notes Concerning the Regulatory Bill of Rights

Interpretations/Clarifications

Under Arizona Revised Statute 9-836, an applicant may receive clarification from the Town of its interpretation or application of a statute, ordinance, code, or authorized substantive policy statement as provided in ARS 9-839.

Appeal Rights

The applicant can appeal a license denial under Arizona Revised Statute 9-835. The applicant has ten (10) business days from the date of the license denial to appeal. The appeal shall be made, in writing, to the point of contact listed for the specific license type, under the provided table (ARS 9-832(5)(b) and ARS 9-835(I)2

Forms/Instructions/Information

Application forms, process guides, and checklists can all be found online by the applicant under the Town's website. The fee schedule is published on the Finance webpage on the Town's website. The applicant should coordinate with the point of contact for their respective project if he/she has any questions regarding the licensing and/or application review process.

Withdrawal of Application

Applications will be deemed withdrawn by the applicant if the applicant has not acted upon an incomplete, complete, or substantively deficient application within 180 days of the determination of completeness, incompleteness, or substantive deficiency.

Notifications/Application Status

Once an application has been submitted, a staff member will be assigned as the point of contact. The staff assigned to the application will assign a permit number with the application and contact information.

The point of contact for each project will keep you updated on the progress of the reviews.