



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 19, 2025 at 6:00 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/84544961079?pwd=9QX2Mr49yV8ftpbPaFUTawzGmi1hAJ.1>

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

Meeting ID: 845 4496 1079

Passcode: 665426

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) Executive Session - January 15, 2025 at 5:00 p.m.
 - 2) Special Session (Public Portion) - February 5, 2025 at 5:00 p.m. Pg.5
 - 3) Executive Session – February 5, 2025 at 5:00 p.m.
 - 4) Regular Session - February 5, 2025 at 6:00 p.m. Pg.9
 - b) **Set Next Meeting, Date and Time:**
 - 1) Work Session – February 26, 2025 at 5:00 p.m.
 - 2) Regular Session – March 5, 2025 at 6:00 p.m.
 - 3) Regular Session – March 19, 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. (Pursuant to ARS §38-431.01(H))

6. **Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai-Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Sustaining Flows, Earth Day, Camp Verde School District, Friends of the Verde River and Verde Valley Housing Advisory Committee.
7. **Discussion, consideration and possible approval of the Town's Notice of Intent for FY25-26 proposed increase, Town rates, fees, or service charges.** Staff Resource: Finance Director Michael Showers. Pg.13
8. **Discussion, consideration, and possible approval of Resolution 2025-1166, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, regarding the Verde Lakes Drive Low Water Crossing Project, authorizing the submission of a no financial match grant application for up to \$750,000 for the FY24-25 Rural and Tribal Assistance Pilot Program Discretionary Grant, 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. Pg.61
9. **Discussion, consideration and possible direction regarding removing RV use permits from residential zones in the Town's Planning and Zoning Ordinance.** Staff Resource: Planner II Cory Mulcaire & Town Manager Miranda Fisher. Pg.65
10. **Discussion, consideration and possible approval of Request for Proposal #25-205 for a Facilities Master Plan.** Staff Resource: Town Manager Miranda Fisher. Pg.95
11. **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 2-14-2025 at 12:00 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
SPECIAL SESSION (PUBLIC PORTION)
TOWN OF CAMP VERDE
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, FEBRUARY 5, 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 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, Public Works Director Ken Krebbs and Risk Manager Heather Vinson.

3. Pledge of Allegiance

Councilor Robin Godwin led the Pledge.

Mayor Jenkins stated she would recuse herself from Item 8 and Vice Mayor Moore would conduct the meeting for Item 8.

A **motion** was made by Councilor Escoffier to go into Executive Session for Item No. 4, 5 6, and 7. 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 recessed the meeting at 5:55 p.m. for continued discussion on Item 6 and 8 after the Regular Session Meeting was adjourned.

4. **An Executive Session pursuant to A.R.S. § 38-431.03(A)(3), (4), and (7) for legal advice and discussion of vacating the right-of-way and transferring ownership of the west end of Zachary Lane in Verde Lakes to Robert Dale and Ecaterina Lebedeva-Dale starting at parcel 404-32-130A and continuing to 404-32-132A and 404-32-275. Staff Resource: Town Manager Miranda Fisher & Public Works Director Ken Krebbs.**
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 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: Town Attorney Trish Stuhan & Risk Manager Heather Vinson.**
6. **An Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney concerning executive session requirements, including the processes for reviewing and approving minutes. Staff Resource: Town Manager Miranda Fisher and Town Attorney Trish Stuhan.**
7. **An Executive Session pursuant to A.R.S. § 38-431.03(A)(2) for discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information that is specifically required to be maintained as confidential by state law. The purpose of the executive session is to review the executive session minutes of January 15, 2025. Staff Resource: Town Manager Miranda Fisher and Town Attorney Trish Stuhan.**

The Council recessed the meeting at 5:55 p.m. for continued discussion on Item 6 after the Regular Session Meeting was adjourned.

The Council reconvened into Special Session at 7:08 p.m. to continue discussion on Item 6.

The Council returned back to the Special Session. Councilor Murdock stated that Item 4 staff was given direction to work with the owners; Item 5 no action was taken, Item 6 direction has been given to staff and Item 7 no action was taken.

Mayor Jenkins recused herself from the meeting and turned the meeting over to Vice Mayor Moore.

Vice Mayor Moore read Item 8 and requested a motion to reconvene into Executive Session.

A **motion** was made by Councilor Godwin to go into Executive Session for Item No. 8. Councilor Murdock seconded the motion.

Roll Call Vote:

Mayor Jenkins: absent
Vice Mayor Moore: aye
Councilor Bolton: aye
Councilor Escoffier: aye
Councilor Foreman: aye
Councilor Godwin: aye
Councilor: Murdock: aye
Motion Carried 6-0.

8. **An Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney regarding a request for revision of a Zoning Interpretation by Representative Selina Bliss related to Motocross Activities.** Staff Resource: Town Attorney Trish Stuhan.

The Council reconvened the Special Session at 7:43 p.m.

Councilor Murdock stated Item 8 direction has been given to staff.

Vice Mayor Moore adjourned the Special Session at 7:44 p.m.

Vice Mayor Marie Moore

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 February 5, 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

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DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, FEBRUARY 5, 2025 at 6:00 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 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 Trish Stuhan, Planner I Cliff Bryson, Town Clerk Leah Rhodes, and Acting Deputy Town Clerk Jadie Edwards.

3. Pledge of Allegiance

Vice Mayor Moore 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 – December 18, 2024 at 6:30 p.m.
- 2) Special Session (Public Portion) – January 15, 2025 at 5:00 p.m.
- 3) Executive Session – January 15, 2025 at 5:00 p.m.
- 4) Regular Session – January 15, 2025 at 6:00 p.m.
- 5) Joint Work Session – January 16, 2025 at 5:30 p.m.

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.

On a **motion** made by Councilor Godwin, seconded by Councilor Foreman, the Council moved to approve the consent agenda as presented, excluding agenda item 4.a.3.

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 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.

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

- 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.

Town Clerk Leah Rhodes administered the Oath of office to Newly Hired Town Employees.
 - **FY25-30 Strategic Plan Update for Year One.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Miranda Fisher provided a status update on the goals outlined in the “Year One Action Plan” that was developed out of the Town’s Strategic Plan.

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.

- **Staff Comments**
- **Open Public Hearing**
- **Close Public Hearing**
- **Council Discussion**

Planner I Cliff Bryson stated 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.

Planner I Bryson stated 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.

Mayor Jenkins opened the Public Hearing at 7:03 p.m.

There were no speakers during the Public Hearing.

Mayor Jenkins closed the Public Hearing at 7:03 p.m.

Planner I Bryson stated to the Mayor and Council there is a clerical error on Pg. 63 on Ordinance number 2024-A498 in the fifth Whereas needs to say fifteen days.

On a **motion** by Councilor Godwin, seconded by Councilor Murdock, the Council **moved** to approve Ordinance 2024-A498 with the clerical correction on the fifth whereas clause.

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. Adjournment

Mayor Jenkins adjourned the meeting at 7:06 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 February 5, 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 19th, 2025

Agenda Item Type:

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

Requesting Department: Finance

Staff Resource: Mike Showers, Finance Director

Agenda Title: Discussion, consideration and possible approval of the Town's Notice of Intent for FY25-26 Proposed Increase, Town Rates, Fees, or Service Charges.

Attached Documents:

- Notice of Intent
- FY26 Proposed Town Fees
- Explanation of fee increase requests

Estimated Presentation Time: 5 mins

Estimated Discussion Time: 15 mins

Reviewed By:

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

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:

Per ARS 9-499.15 and 9-511.01, the Town must post a Notice of Intent on the Town website for at least 60 days before a public hearing on the possible increase in current fees or creation of new fees. It is recommended that this Notice of Intent be formally approved by the Town Council.

Question(s) before the Council:

- Does the Town Council have any questions or concerns about posting the proposed fees for potential approval in May?

Proposed Motion:

I move to **APPROVE** the Town's Notice of Intent for proposed increase, Town rates, fees, or service charges.

OR

I move to **DENY** the Town's Notice of Intent for proposed increase, Town rates, fees, or service charges.

TOWN OF CAMP VERDE

NOTICE OF INTENT – PROPOSED INCREASE TOWN RATES, FEES, OR SERVICE CHARGES

Pursuant to A.R.S. § 9-499.15 and A.R.S. § 9-511.01, the Town of Camp Verde provides Notice of Intent to adopt new /increased rates, fees and charges for town services.

This Notice of Intent is scheduled to be heard by the Town Council at its meeting on February 19th, 2025 at 6:00 p.m. The Town Council will also hold a public hearing at least sixty days after adoption of the notice of intent on May 21st, 2025, at 6:00 p.m., in which the public may comment on the rates, fees, or service charges. The Camp Verde Town Council will consider adoption of the new rates by resolution after the public hearing on May 21st, 2025. All meetings will be held at 473 S. Main Street, Suite 106, Camp Verde, Arizona.

A copy of this Notice of Intent will be posted on the Town's website with a copy of the Report and data supporting changes to the Town's rates at least thirty days prior to the public hearing.

IF APPROVED BY COUNCIL, THE RATES WILL BECOME EFFECTIVE ON JULY 1ST, 2025.

A copy of the Report and data supporting changes to the Town's rates, may be reviewed at the office of the Town Clerk of the Town of Camp Verde, at 473 S. Main St. during normal office hours, Monday through Thursday, 7:00 a.m. – 5:00 p.m. and Friday, 7:00 a.m. – 11:00 a.m.

Persons wishing to comment on the proposed changes may do so, in writing, prior to the meeting listed above or may testify in person at the meeting. The Town Council may adopt any of the new /increased rates, fees and charges for town services at its meeting.

Dated this 19th day of February, 2025.

TOWN OF CAMP VERDE

Leah Rhodes, Town Clerk

DATE POSTED ON TOWN WEBSITE: _____, 2025.

PUBLISHED ON _____ 2025 at _____ NOT LESS
THAN TWENTY DAYS BEFORE THE PUBLIC HEARING DATE

Town of Camp Verde

FY26 Proposed Fee Schedule

	2024-25	2025-26
	Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25
Copy/Duplication Fees (All Departments Except Municipal Court)		
Duplication Rates		
Black & White (8.5 x 11 or 11 x 17)	\$0.15	
Color (8.5 x 11 or 11 x 17)	\$0.65	
Large Format (greater than 11 x 17) per page	\$5.00	
Recordings on CD (from Clerk's office only)	\$5.00	
Jump Drive (for copying records request or other large files)	\$10.00	
Public Records Request (per page)	\$1.00	
Public Records Electronic Request	No Charge	
Commercial Public Records Request	\$45 per hour - \$100 minimum charge	
Clerk's Office		
Notary Fees	No Charge	
Publicity Pamphlet	\$200.00	
Business License Fees		
Business License Fee/Inspection/Setup Fee	\$50.00	
Peddler/Solicitor's License (in addition to \$1,000 Bond & Cost of Background Ck)	25.00 Per day	
Special Event Vendor (Waived for non-profits)	\$25.00 Per Event	
Renewal of Existing Current Business License		
Business License Fee (annual)	\$25.00	
Name/Address Change in Addition to Annual Fee	No Charge	
Liquor License Permits		
Application/Posting/Inspection Fee	\$250.00	
Business License (annually) + the following:		
Series 01 through 14 and Series 16 & 17	\$50.00	
One-time Special Event Permit	\$50.00	
Temporary Extension of Premise	\$25.00	
Permanent Extension of Premise	\$50.00	

	2024-25	2025-26
	Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25
Public Works		
Site Plan Review	\$250 per applicable sheet (includes first 2 reviews) \$250 per applicable sheet for each subsequent review	
Engineering report reviews (drainage reports, design reports, traffic reports (TIA) soils reports, and others)	\$250.00 per report (includes first 2 reviews) \$250 for each subsequent review	
Construction Plans and Grading Plans (Civil grading and drainage)	\$250 per applicable sheet (includes first 2 reviews) \$250 per applicable sheet for each subsequent review	
As Built Plan Review	\$250.00 per applicable sheet	
Plat Review (Preliminary & Final plat reviews)	\$250 per applicable sheet (includes first 2 reviews) \$250 per applicable sheet for each subsequent review	
Right of Way:		
Encroachment permit	\$295.00	
Right of Way Permits (excluding utility companies)	\$70.00	
After the Fact Right of Way Permit	\$150.00	
Miscellaneous Plan Review:		
Engineer's Cost Estimate Residential grading plan review (\$100 for entire submittal) Plan revision reviews	\$250.00 per applicable sheet	
Any Additional inspections	\$50.00 per inspection	
Public Improvement Construction Inspection	\$225.00	
Signs:		
New Private Road Street Signs (per sign, includes installation)	\$220.00	
Adopt-a-road Street Signs (per sign, includes installation)	\$150.00	
Finance Department		
Non Sufficient Funds (NSF) Check Charge	\$13.00	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Municipal Court

ARS §22-404	
Minimum Clerk Fee	\$17.00
Research in Locating a Document	\$17.00
Record Duplication	\$17.00
Per Page Fee	\$0.50
Special Fees	
Injunction Against Harassment	No charge
Domestic Violence Order of Protection	No charge
Civil Traffic Default Fee	\$50.00
Warrant Fee	\$150.00
Municipal Court Enhancement	\$20.00 per charge
Court Appointed Counsel Fee	\$25.00 per case
Deferral fee (\$1.00 - \$500.00)	1.00 - 500.00

Library

Card Replacement	\$3.00
Equipment Overdue Fees	\$5.00 per day
Non-CV Library Overdue items (inside county)	Varies by Library
Non-CV Library Overdue items (outside county) (per- day)	\$1.00
Lost items	Replacement Cost

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Marshal's Office

Vehicle Impound Administrative Hearing	\$150.00	
911 Tape	\$15.00	
Photographs	\$15.00	
Local Background Checks	\$10.00	
Training Room Fee for all private and profit organizations		
4-8 hours (waived for non-profits.)	\$25.00	
Less that 4 hours (waived for non-profits)	\$15.00	
Animal Shelter		
Impound Fee - where any of the following exist: 1) a current license pursuant to section 11-1008 exists or 2) animal has been sterilaized and implanted with microchip or 3) a veterinarian determines that a medical contraindication exists	\$30.00	
Animal Shelter (Cont'd)		
Impound Fee - where any of the following don't exist: 1) a current license pursuant to section 11-1008 exists or 2) animal has been sterilaized and implanted with microchip or 3) a veterinarian determines that a medical contraindication exists	\$50.00	
Additional Fee per night	\$10.00	
Animal License Fees		
Altered Dog	\$12.00	
Unaltered Dog	\$24.00	
Licensing late fee each month Jan 31 each year	\$5.00	
NO LICENSE WILL BE ISSUED WITHOUT PROOF OF RABIES VACCINATION.		

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Parks & Recreation

Heritage Pool Fees		
Adults (18 & over):		
Per Visit	\$3.00	
10 Visits	\$25.00	
Season Pass	\$80.00	
Children:		
Per Visit	\$2.00	
10 Visits	\$16.00	
Season	\$60.00	
Family Pass (Immediate Family Only)		
10 Visits	\$40.00	
Season - open swim & Family nights only	\$150.00	
Swim Lessons		
Swim Lesson Session (30 minutes/day, 4 days each week, two weeks)	\$25.00	\$30.00 per session
Pool Rental Fee		
Private Use- Non-commercial up to 44 Participants (Per Hour) Includes 3 Lifeguards	\$90.00	
Private Use - Non-commercial 45-88 Participants (Per Hour) Includes 4 Lifeguards	\$110.00	
Private picnic area - when pool is open	\$20/hr	
Reservation Fee	\$100.00	
Pool Specialty Classes		
Adult - 25% of fees to Town/75% to Instructor. Fees to be determined by instructor.	25% / 75%	
Youth - 20% of fees to Town/80% to Instructor. Fees to be determined by instructor.	20% / 80%	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Parks & Recreation (cont'd)

Facility Fees - General

Class A - Town co-sponsored groups, non-profits, churches, schools, civic groups, government agencies, and organizations or individuals holding an open not-for-profit event.

Class B - Private events for individuals or groups using the facilities in a clearly not-for-profit manner.

Class C - Profit making individuals, groups or organizations.

Class D - Groups meeting ARS 9-500.14 definition about election or policy positions

Deposits Key Cards

Lost Key Deposit Replacement (all classes) (per key)	\$110.00	
Key Card Deposit (all classes) (per key card)	\$40.00	Remove

Banner Pole Fee

Class A	No Charge	
Class B	\$25.00	
Class C & D	Not Allowed	

Gym Tables

Class A	No Charge	
Class B, C & D first 30 tables	No Charge - Included with Fee	
Class B, C & D over 30 tables	\$5.00 per table over 30	

Chairs (if available)

Class A	No Charge	
Class B, C & D first 100 chairs	No Charge - Included with Fee	
Class B, C & D over 100 chairs	\$1.00 per chair over 100	

Meeting Room Fee

Class A	No Charge	
Class B (per hour-2hr min / per day)	\$15 / \$60	
Class C (per hour-2hr min / per day)	\$25 / \$100	
Class D (per hour-2hr Min)	\$25.00	

Rooms have tables & chairs on an "as available" basis for no additional charge

Electrical Use Fee

Park/ Gazebo /Ramada - Class A	No Charge	
Park/ Gazebo /Ramada - Class B w/Bounce house or Band	\$20.00	
Park/ Gazebo /Ramada - Class C	\$20.00	
Park/ Gazebo /Ramada - Class D - w/Bounce House, band or equipment	\$20.00	
Field power connection	\$20.00 per power post	

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Parks & Recreation (cont'd)

Ball Field Lights (24-hour cancellation notice required)		Remove this category, include with cost of field reservation
Class A	No Charge	
Class B	\$10.00 per hour per field	
Class C & D	\$20.00 per hour per field	
Field Prep Fees (24-hour cancellation notice required)		
Class A	New	No charge
Class B	New Fee	Softball/Baseball \$25 a field Soccer/Football \$50 a field
Class C & D	New Fee	Softball/Baseball \$35 a field Soccer/Football \$60 a field
Specialty Classes		
25% of fees to Town / 75% to Instructor (adult). Fees to be determined by instructor.	25% / 75%	
20% of fees to Town / 80% to Instructor (youth). Fees to be determined by instructor.	20% / 80%	
Outfield Fencing Fee		
Class A	No Charge	
Class B & D	\$75.00 per field	
Class C	\$75.00 per field	
Sports Fields: Butler Park & Community Center Fees		
Class A	No charge	
Class B (per hour/per day)	\$25.00 / \$75.00	\$15.00 / \$100.00
Class C (per hour/per day)	\$40.00	\$25.00 / \$150.00
Class D (per hour only)		\$25.00
Sports Fields: Sports Complex		
Class A	No Charge	
Class B	\$35.00 per hour or \$140.00 per day per field	\$20.00 per hour maximum \$120 per day, per field
Class C	\$60.00 per hour or \$240.00 per day per field	\$35 per hour per field, maximum \$150 per day, per field
Class D	\$60.00 per hour per field	\$35 per hour, per field, no max
Restroom Fee - Class A & B	No Charge - Included w/ field	
Restroom Fee - Class C & D	\$50.00 per day	
Damage deposit	\$300.00 per field	

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Parks & Recreation (cont'd)

Concession Stand - Sports Complex	
Class A up to 4 hours	No Charge
Class A over 4 hours	\$20.00 per day
Class B	\$40 per 4hr block or \$80 per day
Class C	\$80 per 4hr block or \$160 per day
Class D	\$20/hour w/ min \$80
Damage/Cleaning Deposit	\$200.00
Gym Fees	
Class A - less than 100 attending	No Charge
Class A (per hour-2hr min/per day) - more than 100 attending	\$25 / \$150
Class B (per hour-2hr min/per day)	\$50 / \$300
Class C (per hour-2hr min/per day)	\$100 / \$500
Class D (per hour-2hr min)	\$100/hour
Cleaning/Damage Deposit - All Classes	\$500.00
Gym Floor Preparation Fee	
All Classes	\$75.00
Park Ramada, Gazebo or Town Ramada Fee	
Class A	No Charge
Class B	No Charge
Class C	\$75.00
Class D	\$15 per hour w/ min \$75
Kitchen Fee	
Class A	No Charge
Class B -4 Hour	\$25.00
Class B (per day)	\$75.00
Class C - 4 Hour	\$50.00
Class C (per day)	\$100.00
Class D	\$15 per hour w/ min \$100
Kitchen cleaning fee (if dirty after use)	\$50.00
Open Container Permit Fee	
All Classes up to 100 people	New \$100 per day
All Classes 100-250 people	New \$200 per day
All Classes over 250 people	New \$300 per day

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Community Development

Board of Adjustment & Appeals		
Appeal (Refundable if decision over-turned)	\$540.00	
Variance (Commercial)	\$865.00	
Variance (Residential)	\$540.00	
Additional Variance/Same Application	\$60.00	
General Plan Amendment		
Minor	\$1,840.00	
Major	\$1,840.00	\$2,200.00
Map Change for Zoning (ZMC)		
Base Fee (Traditional Rezone)	\$1,840.00	
Each additional acre over 5 acres	\$100/acre up to \$ 25k max	
Rezone to PAD	\$5,000.00	
Each additional acre over 5 acres	\$200/acre up to \$25k max	
Land Use Applications		
Administrative Adjustment Permit	New Fee	\$210.00
Administrative Adjustment Permit Renewal	New Fee	\$105.00
Minor Land Division	\$310.00	
Lot Line Adjustment	\$310.00	
Accessory Dwelling Unit Rental Permit	\$160.00	Remove
Residential Temporary Use or Dwelling Permit	\$155 / \$55 Renewal	
Commercial Temporary Use or Dwelling Permit	\$215 / \$55 Renewal	
Development Agreement	New Fee	\$1,000.00
Development Standards Review - Commercial/Industrial	\$2,500 plus \$0.10 sq. ft. over 5000 sq. ft. (\$15k max) plus Fire Marshal Review Fee	
Development Standards Review - Multifamily, RV, Lodging	\$2,500 plus \$10/unit, RV space or room (\$15k max) plus Fire Marshal Review Fee	
Zoning Verification (previously Verification Letter)	\$260.00	
Text Amendment to Planning & Zoning Ordinance (Citizen Initiated)	\$1,840.00	

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Community Development (Cont'd)

Subdivision Plats	
Administrative Conceptual Plan Review (Subdivisions)	No Fee - \$0
Preliminary Plat (for 10 lots or less)	\$2,165 plus Fire Marshall Review Fee
Each lot over 10 lots	\$13.00
Preliminary Plat (for 10 lots or less) if with a ZMC Plus Fire Fee	\$1,080 plus Fire Marshal Review Fee
Each lot over 10 lots	\$13.00
Final Plat (for 10 lots or less)	\$1,515.00
Each lot over 10 lots	\$13.00
Amended Plat (for 10 lots or less)	\$905.00
Each additional lot over 10 lots	\$13.00
Time Extensions	\$325.00
Community Facilities District	As determined by the Town Manager
Planned Area Development (PAD)	
Final Site Plan PAD Review	\$1,000 plus Fire Marshal Review Fee
Major Amendment	50% of Rezone to PAD Fee plus Fire Marshal Review Fee
Minor Amendment	\$500.00
Use Permits	
Open Space Uses	\$1,840 plus Fire Marshall Review Fee
Residential Uses	\$1,840 plus Fire Marshall Review Fee
Commercial (C1 & C2)	\$1,840 plus Fire Marshall Review Fee
Heavy Commercial/Industrial Uses (C3, PM, M1, M2)	\$1,840 plus Fire Marshall Review Fee
Mobile/Manufactured Home Parks (for 10 spaces or less)	\$1,840 plus Fire Marshall Review Fee
Each additional space up to 100 spaces	Plus \$20 / space up to 100 spaces
Each additional space over 100 spaces	Plus \$13 each additional space
RV Parks	\$1,840 plus Fire Marshall Review Fee
Cost per space up to 100 spaces	\$17.00
Each additional space over 100 spaces	\$13.00
Mining (5 acres or less)	\$1,080.00
Each additional acre up to 50 acres	Plus \$60 / acre up to 50 acres
Each additional acre over 50 acres	Plus \$13 / additional acre
Continuance of Hearing	
Before Advertising (Applicants Request)	\$165.00
After Advertising (Applicants Request)	\$325.00

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Community Development (cont'd)

Sign Permits		
Zoning Clearance	\$110.00	
Building Review	\$65.00	
Illuminated	\$80	
	Note: Each Permit Includes up to (2) Signs, plus \$30 for each additional Sign. Includes up to (2) Inspections.	
Flags / Banners	No Fee	
A Frame Sign	No Fee	
Mural	\$55.00	
Miscellaneous		
Abandonments and/or Reversion to Acreage	\$1,840 plus Fire Marshall Review Fee	
Address Change	New Fee	\$25.00
Street Name Change (Citizen Initiated)	\$540.00	
Underground Utilities Exemption	\$215.00	
Wireless Communication		
Administrative Review	\$540.00	
Applications requiring Special UP towers less than 99'	\$1,945.00	
Towers 100 to 199'	\$2,270.00	
Towers 200' and above	\$2,920.00	
Zoning Clearance for Building Permits		
Residential single family dwelling (includes Manufactured and Factory-Built/Modular Buildings)	\$190.00	
Residential remodel \ Accessory structure	\$90.00: Up to two (2) Accessory Structures plus \$30 for each structure thereafter	

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Community Development (cont'd)

Zoning Clearance for Building Permits (Cont'd)

Commercial Remodel \ Accessory structure	\$110.00: Up to two (2) Accessory Structures plus \$30 for each structure thereafter	
New Commercial (includes Factory-Built/Modular Buildings)	\$325.00	
Investigation Fee (Installing accessory structure, sign, fence, outdoor lighting, or other structures requiring zoning clearance or conducting activities requiring a land use permits without an authorized permit)	Equal to the cost of the Zoning Clearance Fee and/or Land Use Fee	

THE VALUE OR VALUATION OF A BUILDING OR STRUCTURE FOR THE PURPOSE OF DETERMINING PERMIT AND PLAN REVIEW FEES WILL BE ESTABLISHED USING THE BUILDING VALUATION DATA (BVD) CONTAINED IN THE INTERNATIONAL CODE COUNCIL BUILDING SAFETY JOURNAL PUBLISHED ANNUALLY IN FEBRUARY. THIS DOCUMENT IS AVAILABLE FOR PUBLIC INSPECTION IN THE TOWN OF CAMP VERDE OFFICE OF COMMUNITY DEVELOPMENT, AUTHORITY TO DETERMINE VALUE PER PROVISIONS OF ADOPTED CODES.

GRADING PERMIT FEES

50 Cubic Yards or Less	\$62.00	
51 to 100 Cubic Yards	\$83.00	
101 to 1,000 Cubic Yards	\$105.00	
1,001 to 10,000 Cubic Yards	\$215.00 for the first 1,000 Cubic Yards plus \$16.50 for each additional 1,000 Cubic Yards	
10,001 to 100,000 Cubic Yards	\$375.00 for the first 10,000 Cubic Yard plus \$55.00 for each additional 10,000 Cubic Yards	\$375.00 for the first 10,000 Cubic Yards plus \$65.00 for each additional 10,000 Cubic Yards
100,001 Cubic Yards or More	\$990.00 for the first 100,000 Cubic Yards plus \$55.00 for each additional 10,000 Cubic Yards	

BUILDING PERMIT FEES

Total Valuation

NOTE: Unless otherwise noted, the fees listed below are utilized to establish Valuation (cost of construction including labor and materials) to be used in calculating permit fees and do not reflect the actual cost of the permit.

\$1.00 TO \$500.00	\$47.00	
\$501.00 TO \$2,000.00	\$47.00 for the first \$500.00 plus \$4.25 for each additional \$100.00 or fraction thereof	
\$2001.00 to \$25,000.00	\$108.00 for the first \$2,000.00 plus \$16.50 for each additional \$1,000.00 or fraction thereof	
\$25,001 to \$50,000.00	\$476.00 for the first \$25,000.00 plus \$12.50 for each additional \$1,000.00 or fraction thereof	

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Community Development (cont'd)

BUILDING PERMIT FEES (cont'd)		
\$50,001.00 to \$100,000.00	\$784.00 for the first \$50,000.00 plus \$9.25 for each additional \$1,000.00 or fraction thereof	
\$100,001.00 to \$500,000.00	\$1,217.00 for the first \$100,000.00 plus \$7.25 for each additional \$1,000.00 or fraction thereof	
\$500,001.00 to \$1,000,000.00	\$3,997.00 for the first \$500,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof	
\$1,000,001.00 and up	\$6,982.00 for the first \$1,000,000.00 plus \$5.25 for each additional \$1,000.00 or fraction thereof	
Other Building Fees		
Investigation Fee (Building without a permit)	Equal to the cost of the Building Permit Fee and Building Plan Review Fee	
Inspection Outside of Normal Business Hrs	\$100.00 Per Hour/1 Hour Minimum*	
Re-Inspection Fee (After 2 failed inspections)	\$80.00 Per Inspection	
Miscellaneous Inspection Fee (Inspection fee for which no fee is specifically indicated*)	\$80.00	
Building Plan Review Fee	65% of Bldg Permit Fee	
Master Building Plan Review Fee (First Floorplan Review)	65% of Bldg Permit Fee	
Master Building Plan Review Fee (Each additional Floorplan Review under same approved plan)	\$180.00	
Other Building Fees (Cont'd)		
Additional Plan Review (After Two Failed Plan Reviews OR As Required By Changes, Additions, Alterations Or Revisions To Plans)	\$65.00 / Hour - 1 Hour Minimum*	
Plan Review Fee for Prefabricated Sheds Not Exceeding 500 Square Feet	\$100.00	
Outside Plan Review Or Inspection (For Use Of Outside Consultants and/or Fire Marshal Plan Reviews, Inspections, Or Both**)	Actual Cost**	
Building Permit Application Extension Fee (One Time Extension)	\$25.00	
Building Permit Extension Fee (One Time Extension)	\$25.00	
Temporary Issuance Fee (One Time Residential Certificate of Occupancy)	\$300.00	
Temporary Issuance Fee (One Time Commercial Certificate of Occupancy)	\$500.00	

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Community Development (cont'd)

NOTE: *Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. **Actual costs include administrative and overhead costs.

Deposits For Building Permit Applications

Commercial Projects	Equal To Building Plan Review Fees	
	Plus Engineer Plan Review Fees	
	Plus Fire Plan Review Fees	
	Plus Sanitary Plan Review Fees	
	Plus Zoning Clearance Fees	
New Single/Multi-Family Residence	\$250.00	Equal to Building Plan Review Fee (\$250 is non refundable if the application is cancelled/withdrawn before plan review)
Residential Projects Less Than \$5,000.00	\$25.00	
Residential Projects \$5,000.01 to \$10,000.00	\$80.00	
Residential Projects \$10,000.01 to \$25,000.00	\$100.00	
Residential Projects \$25,000.00 \$25,000.01 or More	\$250.00	Equal to Building Plan Review Fee (\$250 is non refundable if the application is cancelled/withdrawn before plan review)

NOTE: Deposits are due at the time of submittal and are NON REFUNDABLE.

Refunds

Building Plan Review Fees (Once Plan Review Has Begun)	No refund	
Project Cancellation/Withdrawal (Before Permit Has Been Issued)	Retain Deposit	
Issued Building Permits (One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)	Retain \$50.00 or 25%, Whichever is greater	
Issued Over The Counter Building Permits (One (1) Year From Permit Issuance, Where No Work Has Started/No Inspections Have Been Called For)	Retain \$25.00 or 25%, whichever is greater.	

Valuation Data

Residential

New Single and Multi-FamilyResidences, Moblie/Manufactured Homes)	(Excludes	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Detached and Attached Accessory Buildings/Structures		New Verbiage	Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater

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Detached Residential Accessory Buildings/Structures		
Barn (Pole, Wood, Metal, or Masonry) (per sq ft)**	\$24.00	\$25.00
Shade/Mare Motel (per sq ft)**	\$13.00	\$30.00
Greenhouse (per sq ft)**	\$21.00	
Storage Building (Shed) (Over 200 sq ft) (per sq ft)**	\$24.00	\$25.00
Carport (per sq ft)**	\$19.00	
Gazebo/Ramada (per sq ft)**	\$21.00	\$32.00
Covered Deck Elevated (per sq ft)**	New Fee	\$30.00
Open Deck Elevated (per sq ft)**	New Fee	\$30.00
Enclosed Porch Under Existing Roof Cover (per sq ft)** (habitable)	New Fee	\$100.00
Pre-Fab Canvas/Metal Awning (Engineered) (per sq ft)**	\$8.00	Remove
Stairs (per sq ft) (regardless of square footage)	\$11.00	\$14.00
Attached Residential Accessory Buildings/Structures		
Greenhouse (per sq ft)**	\$21.00	
Storage Building (Shed) (per sq ft)**	\$24.00	\$25.00
Carport (per sq ft)**	\$19.00	
Balcony (per sq ft)**	\$21.00	\$25.00
Covered Patio at Grade Level (per sq ft)**	\$21.00	\$25.00
Covered Deck Elevated (per sq ft)**	\$21.00	\$30.00
Open Deck Elevated (per sq ft)**	\$21.00	\$30.00
Screened Porch Under Existing Roof Cover (per sq ft)**	\$10.00	
Enclosed Porch Under Existing Roof Cover (per sq ft)** (habitable)	New Fee	\$80.00
Pre-Fab Canvas/Metal Awning (Engineered) (per sq ft)**	\$8.00	
Stairs (per sq ft)	\$11.00	\$14.00

****PLUS ANY UTILITIES INSTALLED**

NOTE: Where no additional floor area or roof coverage is created, such as the conversion of a patio or garage to habitable space, the valuation shall be determined as the difference in valuation between the two occupancies plus utilities, unless otherwise noted.

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Community Development (cont'd)

Residential Alteration/Remodel Of Existing Structure	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater
Enclose Exterior Wall Opening (per sq ft)**	New Fee	\$20.00
Add or Remove Interior Partition (includes utilities) (per sq ft)	New Fee	\$30.00
Install Window or Sliding Glass Door (per sq ft)**	New Fee	\$12.00
Install Exterior Siding (per sq ft)**	New Fee	\$9.00
Plaster/Stucco Interior/Exterior (no structural changes) (per sq ft)**	New Fee	\$9.00
Add Stone or Brick Veneer (no structural changes) (per sq ft)**	New Fee	\$18.00
**PLUS ANY UTILITIES INSTALLED		
NOTE: Where no additional floor area or roof coverage is created, such as the conversion of a patio or garage to habitable space, the valuation shall be determined as the difference in valuation between the two occupancies plus utilities, unless otherwise noted.		
Commercial (New Building)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Commercial Accessory Buildings/Structures (New)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	
Commercial Alteration/Remodel of Existing Structure (Tenant Improvements)	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater	Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees
Demolition of Any Existing Structure (Residential or Commercial)		
Up To Two (2) Structures On Same Assessor's Parcel Number	\$90.00	
More Than Two (2) Structures On Same Assessor's Parcel Number	\$90.00 For the First Two (2) Structures plus \$30.00 For Each Structure Thereafter	
Fireplace/Free Standing Stove/Inserts (Other than New Construction)		
Concrete or Masonry	\$415.00 (Includes Plan Review)	
Pre-Fabricated Metal (Free standing/Inserts Pellet, Wood, Gas or Electric)	\$155.00 (Includes Plan Review)	Remove
Block/Retaining Wall		
(Measured from bottom of footing to top of wall; Retaining Walls over 4' require engineered plans)		(Length x Height = Sq Footage)
Retaining Wall: (CMU, Concrete, Brick, Manufactured Unit, Rock/Stone, Etc) (per sq ft)	\$20.00	
Block Wall: (Fence Or Free Standing Wall; No Retaining/Surcharge) (per sq ft)	\$15.00	

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Community Development (cont'd)

Other Fences or Free-Standing Walls

(Note: Fences over 7' are not allowed on all parcels and are subject to the provisions of the currently adopted Planning & Zoning Ordinance.)

Wood, Chainlink, Wire, Wrought Iron	New Fee	Valuation Based on Bid Price Provided by a Licensed Contractor or \$10.00 a LF, Whichever is Greater. Plus Applicable Plan Review Fees
Gabion Walls (per LF)	New Fee	Valuation Based on Bid Price Provided by a Licensed Contractor or \$19.50 a LF, Whichever is Greater. Plus Applicable Plan Review Fees

Roof Structure Replacement

(includes demo, trusses, rafters, sheeting and roofing material)
(utilities not included)

Applicant's Valuation OR \$16.00 a Sq.Ft.
Whichever Is Greater

Shell Building

Applicant's Valuation OR ICC Building Valuation Data
Table, Whichever Is Greater

Definition of Shell Building: A shell building is defined as a building for which HVAC, lighting, suspended ceilings, plumbing and electrical systems, partition layouts and interior finishes are not shown on the plans and for which NO SPECIFIC USE or TENANT has been noted. A separate permit with plans for tenant improvements will be required at a later date for completion of a shell building. A "Shell Only" building may include a fire extinguishing system as needed for fire protection requirements and minimal electric for lighting (house panel only) and main under slab sewer drain (not to include fixtures) along with slab floor. Warehouses and industrial buildings shall not be considered as a shell building. NO Certificate of Occupancy shall be issued for any building permitted as a SHELL BUILDING under this definition.

Swimming Pool/Spas

In Ground Pool (Includes Utilities)	Applicant's Valuation OR \$60.00 a Sq.Ft. Whichever Is Greater	
In Ground Spa or Whirlpool (Includes Utilities)	Applicant's Valuation OR \$3500.00 Whichever Is Greater	
On/Above Ground Pool (Pre-fabricated, Flat Fee, Utilities Included) *Plus Any Utilities- Installed	\$165.00	\$90.00
On/Above Ground Spa (Flat Fee, Utilities Included)	\$220.00	\$90.00

Above Ground Water Tank (Over 5,000 Gallons)

A. Residential	\$105.00	\$105.00 Flat Fee, Plus Fire Fees
B. Commercial	\$540.00	\$540.00 Flat Fee, Plus Fire Fees

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UTILITIES/EQUIPMENT		
New Construction or Addition		
Plumbing (per sq. ft)	\$4.50	
Electrical (per sq. ft)	\$3.50	
Mechanical (per sq. ft)	\$3.50	
Single Permit, Plans Required (electric, plumbing, mechanical)	Applicant's Valuation OR Cost Per Sq. Ft. Listed Above Whichever Is Greater	
Residential Over the Counter Permits		
Electrical	\$90.00	
Mechanical	\$90.00	
Plumbing	\$90.00	
Building	\$90.00	
Residential Over the Counter Permits (Cont'd)		
Combo (Any Combination Of The Above)	\$90.00 Flat Fee Plus \$30.00 For Each Added Over The Counter Permit (Includes Two (2) Inspections)	
Solar Installation, Battery Energy Storage Systems (BESS), Wind Turbines, Generators		
Residential - Up to 15kwh AC/DC	\$206.00 Flat Fee for All Systems up to 15kwh AC/DC; Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.	\$206.00 Flat Fee for all Systems up to 15kwh AC/DC Plus Zoning & Fire Marshal Plan Review Fees.
Commercial - Up to 15kwh AC/DC	\$206.00 Flat Fee for All Systems up to 15kwh AC/DC; Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.	\$206.00 Flat Fee for all Systems up to 15kwh AC/DC Plus Zoning & Fire Marshal Plan Review Fees.
Residential - Over 15kwh AC/DC	\$206.00 Flat Fee for All Systems up to 15kwh AC/DC; Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.	Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.
Commercial - Over 15kwh AC/DC	\$206.00 Flat Fee for All Systems up to 15kwh AC/DC; Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.	Systems Over 15kwh will be Calculated Using 20% of Applicant Valuation or \$2.75/watt, Whichever is Greater, Plus Building, Zoning & Fire Marshal Plan Review Fees.

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Community Development (cont'd)

MISCELLANEOUS EQUIPMENT		
Fire Alarm		
Commercial	Applicants valuation or \$3.50 a sq.ft. whichever is greater plus Fire Marshal Fees.	Applicants valuation or \$3.50 a sq.ft. whichever is greater; \$375 max, plus Fire Marshal Fees.
Residential	Applicants valuation or \$1.50 a sq.ft. whichever is greater plus Fire Marshal Fees.	Applicants valuation or \$1.50 a sq.ft. whichever is greater; \$375 max, plus Fire Marshal Fees.
Kitchen Type I or II Hood System	Applicant's Valuation OR \$6000.00, Whichever Is Greater, Plus Fire Marshal Fees	
Fire Suppression		
Commercial	Applicants valuation or \$2.50 a sq. ft., Whichever is greater plus Fire Marshal Fees.	Applicants valuation or \$1.50 a sq. ft., Whichever is greater plus Fire Marshal Fees.
Residential	Applicants valuation or \$2.00 a sq. ft. Whichever is greater plus Fire Marshal Fees.	Applicants valuation or \$1.50 a sq. ft., Whichever is greater plus Fire Marshal Fees.
Commercial/Residential Retrofit	Applicants valuation or \$2.50 a sq. ft., Whichever is greater, plus Fire Marshal Fees.	
Tower New Installation	Changed and combined from below	Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees
Up to \$6,000	\$206.00, Plus Applicable Plan Review Fees	Remove - Combined and changed to above
\$6,001 or More	Applicant's Valuation OR \$205.00 + \$8.25 per Every Thousand over \$6,000, Whichever Is Greater, Plus Applicable Plan Review Fees	Remove - Combined and changed to above
Co-Locate Existing Tower		
Up to \$6,000	\$180.00, Plus Applicable Plan Review Fees	
\$6,001 or More	Applicant's Valuation OR \$180.00 + \$8.25 per Every Thousand over \$6,000, Whichever Is Greater, Plus Applicable Plan Review Fees	Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees

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Mobile / Manufactured Housing **Permits**

NOTE: Designated Fees below (*) are established by the Arizona Department of Fire, Building and Life Safety Office of Manufactured Housing and adopted by the Town of Camp Verde through intergovernmental agreement pursuant to Arizona Administrative Code (A.A.C.) §R4-34-501 and §R4-34-801.

Manufactured Housing Skirting (No Retaining/Surcharge)(per linear foot)	\$10.00 per every 10 linear feet.	
Residential Manufactured Home Set*	See OMH Fee Schedule (Includes Three (3) Inspections)	
Residential Manufactured Home - Plan Review	\$180.00	
Residential Factory Built/Modular Building*	See OMH Fee Schedule (Includes Three (3) Inspections)	
Residential Factory Built/modular - Plan Review	\$180.00	
Commercial Factory Built/Modular Building*	See OMH Fee Schedule (Includes Three (3) Inspections)	
Commercial Factory Built/Modular Building - Plan Review	\$180.00	
Code Enforcement Fees		
Civil Hearing Fee	New Fee	\$50.00

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Wastewater Fees

Monthly User Fees		
Single family residence, Apartments	As of 1/1/24: \$3.45 per UPC discharge fixture unit As of 1/1/25: \$4.10 per UPC discharge fixture unit	As of 1/1/25: \$4.10 As of 1/1/26: \$4.75
Commercial	As of 1/1/24: \$5.35 per UPC discharge fixture unit As of 1/1/25: \$6.35 per UPC discharge fixture unit	As of 1/1/25: \$6.35 As of 1/1/26: \$7.35
All other	As of 1/1/24: \$3.45 per UPC discharge fixture unit As of 1/1/25: \$4.10 per UPC discharge fixture unit	As of 1/1/25: \$4.10 As of 1/1/26: \$4.75
Residential Connection Fees		
Single family residence	\$1,750.00	
Multiple family residence	\$1,750.00 per residential unit	
New Residential Subdivisions	\$1,750.00 per lot	
Commercial Connection Fees		
Hotels, motels, resorts, lodges, hospitals, nursing homes & supervisory care facilities	\$350.00 per room	
(Rooms equipped with kitchen facilities shall be treated as single-family residential units)	\$1,750.00 per room	
Retail	\$.25 per square foot, \$1,750.00 minimum	
Office	\$.50 per square foot, \$1,750.00 minimum	
Restaurant, Bar	\$30.00 per seat	
Warehouse, Manufacturing	\$.25 per square foot, \$1,750.00 minimum	
Inspection Fees		
Single family residence	\$150.00	
All other	\$150.00 per hour (2 hour minimum)	
Plan Review	\$78.00 per hour (1 hour minimum)	
Other Fees		
Late Fee	\$10.00	
Account Transfer Fee	\$35.00	
Availability Fee	\$50 per month	
Return Check Fee	\$13.00	
Reconnection Fee	\$1,750.00 plus actual costs incurred by Town	
Annexation Fees	Actual cost incurred by Town	
Plan Review Fees	Actual cost incurred by Town	
Septage Fees	\$0.14 per gallon	\$0.16 per Gallon
Rate for Vac Truck	New Fee	\$200/hr.
Hourly Rate for Utilities Staff	New Fee	\$40/hour per Employee

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Wastewater Fees (cont'd)

Broken Hauler Station Card	Free if broken card returned, otherwise \$25.00	
Lost Hauler Station Card	\$25.00	
Reclaimed Water (per 1,000 gallons)	\$2.25	\$2.50
Septic Tank and Vault contents for users within the current District (This vault fee will only apply until the user is connected to the sewer system).	\$0.01 per gallon	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Water Fees

Monthly Usage Charge

5/8" x 3/4" Meter	As of 1/1/24: \$27.55 As of 1/1/25: \$31.95	As of 1/1/25: \$31.95 As of 1/1/26: \$34.85
1" Meter	As of 1/1/24: \$58.00 As of 1/1/25: \$67.30	As of 1/1/25: \$67.30 As of 1/1/26: \$73.35
1 1/2" Meter	\$75.00	As of 1/1/25: \$75.00 As of 1/1/26: \$165.00
2" Meter	As of 1/1/24: \$203.00 As of 1/1/25: \$235.50	As of 1/1/25: \$235.50 As of 1/1/26: \$256.70
3" Meter	As of 1/1/24: \$214.60 As of 1/1/25: \$248.95	As of 1/1/25: \$248.95 As of 1/1/26: \$271.35
4" Meter	As of 1/1/24: \$261.00 As of 1/1/25: \$302.75	As of 1/1/25: \$302.75 As of 1/1/26: \$330.00
6" Meter	As of 1/1/24: \$406.00 As of 1/1/25: \$470.95	As of 1/1/25: \$470.95 As of 1/1/26: \$513.35
8" Meter	As of 1/1/24: \$696.00 As of 1/1/25: \$807.35	As of 1/1/25: \$807.35 As of 1/1/26: \$880.00

Gallage Charge Per 1000 gallons

up to 5,000 gallons	As of 1/1/24: \$3.35 As of 1/1/25: \$3.90	As of 1/1/25: \$3.90 As of 1/1/26: \$4.25
5,001 to 10,000 gallons	As of 1/1/24: \$4.00 As of 1/1/25: \$4.65	As of 1/1/25: \$4.65 As of 1/1/26: \$5.05
10,000 to 50,000 gallons	As of 1/1/24: \$5.50 As of 1/1/25: \$6.40	As of 1/1/25: \$6.40 As of 1/1/26: \$7.00
50,001 gallons and above	As of 1/1/24: \$7.00 As of 1/1/25: \$8.10	As of 1/1/25: \$8.10 As of 1/1/26: \$8.85

Service Line and Meter Installation Charges

5/8" Meter	\$600.00	
1" Meter	\$700.00	
1 1/2" Meter	\$850.00	
2" Meter	\$1,305.00	
3" Meter	Cost	
4" Meter	Cost	
6" Meter	Cost	
8" Meter	Cost	

2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Water Fees (cont'd)

Service Line and Meter Installation Charges (cont')

	Cost	
Hydrants (Non-Refundable)		
Use of hydrants and/or hydrant meters for residential, commercial or construction customers	\$200.00 plus a \$1,500.00 refundable deposit	
Relocation of hydrant meter	\$100.00	

Inspection Fees

Single family residence	\$150.00	
All other	\$150.00 per hour (2 hour minimum)	
Plan Review	\$78.00 per hour (1 hour minimum)	

Capacity Fees

In-Town

Fire Service Connection	New fee	\$10.00
5/8" Meter	\$4,000.00	
3/4" Meter	\$4,000.00	
1" Meter	\$8,277.00	
1 1/2" Meter	\$15,405.00	
2"Meter	\$23,958.00	
2 1/2" Meter	\$36,788.00	
3" Meter	\$46,767.00	
4" Meter	\$72,427.00	
6" Meter	\$143,706.00	
8" or Greater (Compound, Class I)	\$229,240.00	
8" or Greater (Turbine, Class I)	\$400,308.00	

Out-of-Town

All above meter sizes	150% of In-Town Capacity Fees	
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2024-25	2025-26
Approved 5/15/24, Effective 7/1/24	Department Proposed Changes, Effective 7/1/25

Water Fees (cont'd)

Service Charges		
Establishment	\$50.00	
Establishment - After Hours	\$70.00	\$75.00
Reconnection Fee	\$50.00	
Reconnection (After Hours)	\$70.00	\$75.00
NSF Check	\$13.00	
Meter Reread (Waived if original incorrect)	\$40.00	
On-site Meter Test (Waived if faulty)	\$100.00	
Pull & Send Meter Testing (Waived if faulty)	Cost of Testing	
Reestablishment (within 12 months)	Minimum Tariff of non- usage months	
Deferred Payment (per month)	1.50%	\$10.00
Late Payment Penalty (per month)	1.50%	\$10.00
Moving Customer Meter (At customers request)	Cost	
Service Call (changed from "Temporary Turn Off")	\$50.00	
Service Call (After Hours) (changed from "Temporary Turn Off (After Hours)"	\$70.00	\$75.00
Hourly Rate for Utilities staff Work	New Fee	\$40/hr. per employee
Civil Penalties - Unauthorized Turn-on / Turn-off / Tampering	\$100.00 per offense plus any part damages	

Town of Camp Verde
FY26 Proposed Fee Increases Reasoning
Parks & Rec Department Fees

Pool

- **Swim Lessons**

Current fee: \$25 per session (8 days, 30 minutes each day) \$3.13 per day

Suggested fee: \$30 per session, which increases cost to consumers to \$3.75 per day

Last season we had 238 participants in our lessons at the pool. Revenue based on that number was **\$5,950**. The cost to run swim lessons: 8 guards x 3 hours x \$15/hour x 8 days x 4 sessions is approximately **\$11,520** (this does not factor in the pool supervisor or any additional guards necessary). This reflects that the Town is supplementing 49% of the cost of lessons. With the recommended fee increase, based on last year's attendance, our revenue would increase by \$1,190, lowering the Town supplementation to 38%.

Facility & Field Use

- **Key Cards** are no longer being given out to the general public. Keys for various room use instead of having a deposit requirement that is forfeited if a key is lost will now just be a fee if the key is lost.
- **Field Prep Fees** are being added for use of the Softball/Baseball fields and the Soccer/Football fields. Fees were set based on the amounts currently charged in surrounding municipalities (see attached info below).
- **Butler Park & Community Center Sports Field Fees** are being changed to come into line with surrounding community fees (see attached info below).
- New **Open Container Permits** are being added for all Town locations. The permit fee is based on the expected/potential costs for monitoring, maintaining and repairs.

Staff Use Only: Permit: _____ Day & Date of Use: _____
Time of Use (include set-up and take-down): From _____ AM/PM to _____ AM/PM
Deposit \$ _____ Date: _____ FOP _____ Fee \$ _____ Date: _____ FOP _____
Approved COI w/endorsement on file _____ or TULIP _____ TUP required and approved _____
{Concessions Y or N _____ Self or Use of City Area _____ Food Trucks Y or N _____} Work Order # _____

CITY OF COTTONWOOD APPLICATION/AGREEMENT FOR USE OF OUTDOOR MUNICIPAL FACILITIES

To be completed by on-site user. Please check all boxes that apply to your event:

- Outdoor Facility Requested (check all that apply): ☐ Garrison Park ☐ Ramada ☐ VV Military Service Park
☐ OT Activity Park ☐ Pavilion (28 x 16 ft) ☐ Basketball Complex
☐ 12th Street Kid's Park Ramadas ☐ Large ☐ Small Soccer Fields ☐ Large ☐ Small
☐ Riverfront Park (Check all that apply)
☐ Ramada A ☐ Ramada B ☐ Ramada C ☐ BBQ ☐ Volleyball Courts ☐ Horseshoe Pits
☐ Football/soccer grass field ☐ Small horseshoe pit ramadas
☐ Adult Softball Fields 1 2 3 4 ☐ Youth Ball Fields 1 2 3 4 ☐ Field lights ☐ Disc Golf Course

Extras: Check all that apply to your event. Insurance or additional fees may be required.

- ☐ Bounce House (Renter and vendor must have COI/endorsement on file with city; vendor must also staff the bounce house.)
☐ Alcohol ☐ Public Event ☐ Concessions Stand – Youth or Adult (available only with full complex tournament)
☐ Piñata ☐ Vendors ☐ 100 plus participants (portable johns strongly suggested)
☐ Amplified Music (describe): _____ ☐ Other: _____

Reservation Day/Date: _____	Beginning & end times: _____
Event Name/Type: _____	Estimated # Participants: _____
Applicant Name: _____	DOB _____ Telephone _____
Email Address: _____	
Address: _____	
Organization Name: _____	Profit ☐ Non-Profit ☐ Please provide 501(C) letter

FEES: Deposit to be paid with the submission of the application to reserve desired date. No application is approved or scheduled unless a fully paid deposit is on file. Fees are due a minimum of 10 days prior to each event/30 days prior for tournaments. Please make checks payable to: City of Cottonwood. The return of your cash/check deposit could take up to two weeks to process following the post-event inspection and will be mailed to the address listed above. If the deposit is paid with credit/debit card, the return will take up to 5 days following the post-event inspection.

CANCELLATION POLICY: All refund requests are subject to a 10-percent administration fee. No refunds will be given for permits canceled less than seven days prior to event. Permits canceled due to weather are nonrefundable but may be rescheduled once at no additional cost. In case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the event prior to scheduled use with little or no notice without liability.

Signature below acknowledges that the authorized representative has received, read, understands, and agrees to abide by all terms of municipal facilities rules and regulations, including, but not limited to, the Hold Harmless Agreement specified therein. The authorized representative also understands that the refundable deposit may be forfeited if any of the rules and regulations are not followed or if the rented facility is not left in good order.

Applicant Signature: _____ Date: _____

Park Usage

Ramada Rental Rules and Regulations Agreement

The following items are **prohibited** from park grounds:

- ❖ Glass bottles, glasses, plates, etc., of any kind
- ❖ Water balloons or water play equipment
- ❖ Stakes used to secure tents, canopies or play equipment. Please use water barrels or sandbags to secure these items. You will be charged with vandalism along with any repair costs if stakes are used and damage the turf or irrigation system.
- ❖ Smoking except in designated areas.

The following items **may** be allowed on park grounds **with approval/insurance/TUP or SEP**:

- ❖ Piñatas - with paid rental and additional \$100 deposit. *(Deposit will be forfeited if area is not cleaned up to staff's stringent standards.)*
- ❖ Bounce Houses - with paid rental and additional \$200 deposit. A certificate of insurance with endorsement will be required unless provided by an authorized vendor who has a current COI/endorsement on file with the city.
- ❖ Liquor of any kind *(beer is allowed only at Riverfront Park, not Kids Park or Garrison Park.)* Any requests to sell liquor must go through the special event permit (SEP), temporary use permit (TUP), and/or special liquor license processes.
- ❖ Any event that will have over 100 people or include amplified music may require an approved TUP. We suggest you consider ordering portable johns from an approved vendor (must have COI on file) if your event is this large.

Special event or temporary use permits can be obtained through the Community Development online portal at <https://ci-cottonwood-az.smartgovcommunity.com/Public/Home>, or call 928-634-5505 for more information.

Please be considerate when using park grounds and remember:

- ❖ Leave it better than you found it.
- ❖ Rotate empty trash containers from parking lot to ramada area, and vice versa, if needed.
- ❖ Portable music/sound devices are allowed but volume level should not disturb other park visitors or surrounding area.
- ❖ Please respect other people's rights to use the park; rental of the ramada area does not preclude other park visitors from using the playground equipment.
- ❖ You are responsible for the actions of the people in your party.
- ❖ Bring your own generator if you need electricity.

INSURANCE REQUIREMENT

Insurance is required from the applicant for any public event and from most vendors providing equipment or services to a private or public event such as but not limited to bounce houses, dunk tanks, petting zoos, caterers, etc. Liability insurance coverage in the amount of not less than \$1,000,000 combined single limit for bodily injury and property damage is required by the City of Cottonwood. Please attach a copy of your certificate of insurance naming the city as additionally insured and with an endorsement if required per your policy to this application. Requests without such proof cannot be approved.

As a condition of using the City facility that I am applying for hereunder, and prior to using that facility, I understand and agree that I must obtain and furnish to the City written evidence of the types and amounts of insurance coverage required by the City, including endorsements naming the City as an additional insured, and waiving subrogation against the City.

By my initials here, I have read and understand all of the above _____

ATTACHMENT "A"

SECTION II

CATEGORY I: "City Sponsored or Affiliated" shall include:

- Activities, meetings or programs conducted by city employees for city purposes.
- Cosponsored events conducted in cooperation with outside individuals, organizations, or public or private agencies.
- Activities and programs conducted through agreements between the city and outside individuals, organizations, or public or private agencies.
- Activities, meetings, or programs conducted by any elected or appointed city official for city purposes.

CATEGORY II: "Nonprofit*/Public Service" shall include:

- All registered nonprofit organizations, not specified in Category I, conducting noncommercial activities.
- All government agencies not specified in Category I.

CATEGORY III: "Private" shall include:

Any private group, club, agency, organization or individual using a city park or recreational facility where no profit will be realized. For example: company picnics or organizational meetings. An admission fee or donation may be charged to cover costs only.

CATEGORY IV: "Commercial/Profit-Making" shall include:

Any group, club, agency, organization, or individual, except as defined in Categories I, II, III, using a city park or recreational facility in an attempt to realize a profit from its use or activity, and where an admission charge is made or other proceeds are received.

	CATEGORY I	CATEGORY II	CATEGORY III	CATEGORY IV
BALLFIELDS Softball or Youth (per field)	No charge or by agreement.	No charge or by agreement. Field prep: \$30 per field.	\$75 Deposit. No hourly rate. Field prep: \$30 per field.	\$15/hr or \$120/day per field \$150 deposit (unless ASA, IS, or USSSA sponsored)
Lights (per field)	No charge or by agreement.	\$20/hr.	\$20/hr.	\$20/hr.
Adult Complex – Temporary Fencing placement @ 200'	\$30 per field	\$30 per field	\$30 per field	\$30 per field
Adult or Youth Concessions Stand	No charge or by agreement.	\$100 per day with full complex tournament; \$200 deposit	\$100 per day with full complex tournament	\$100 per day with full complex tournament
Soccer Field	No charge or by agreement.	No charge.	\$100 Deposit. \$7.50/hr.	\$100 Deposit. \$15/hr.
Youth Complex	No charge or by agreement.	No charge.	No charge.	\$100 Deposit. \$15/hr (lights not included)
Riverfront Park Picnic Ramadas A, B, C Horseshoe pit ramadas	No charge or by agreement.	Half price.	1 Ramada: \$10/hr + \$20 deposit 2 Ramadas: \$20/hr + \$30 deposit 3 Ramadas: \$30/hr + \$50 deposit	Not Allowed
All RFP Ramadas BBQ area, Horseshoe pits and Volleyball courts	No charge or by agreement.	Half price.	\$100 Deposit. \$50/hr.	Not Allowed
Riverfront Park Disc Golf Course	No charge or by agreement.	Half price.	\$50/hr + \$50 deposit	\$100/hr + \$100 deposit
Riverfront Skate Park or Roller/Hockey Rink	No charge or by agreement.	Half price.	\$10 per hour or \$80 per day \$150 deposit	\$10/hour or \$80/day \$150 deposit
Garrison Park Ramada Garrison Park Military Service Park	No charge or by agreement. No charge or by agreement.	Half price. Half Price	\$25/hr + \$40 deposit \$25/hr + \$100 deposit	Not Allowed Not allowed
Old Town Activity Park or Cottonwood Kid's Park	Please call for current charge.	Please call for current charge.	Please call for current charge.	Not Allowed
Old Town Basketball Courts	No charge or by agreement	Deposit \$50 \$15 per hour	Deposit \$50 \$15 per hour	Deposit \$50 \$15 per hour
Piñata or Bounce House** at any city park	\$100 add'l deposit required \$200 add'l deposit required	\$100 add'l deposit required \$200 add'l deposit required	\$100 add'l deposit required \$200 add'l deposit required	Not Allowed

*Nonprofit organizations must provide proof of status. All prices are subject to change without notice.

**Bounce houses also require a certificate of insurance (COI) with endorsement from renter *and* vendor and must be staffed by vendor.

SPECIAL EVENTS INSURANCE REQUIREMENTS

_____ (Applicant/Property Owner) verifies that they will procure and maintain, for the duration of the event, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the event by the Sponsor, its directors, officers, agents, employees, volunteers, or contractors in the amounts specified herein. The minimum insurance requirements for all event sponsors will be:

Commercial General Liability – Occurrence Form (Form ACORD 25-S – revised 2010 or any replacement thereof). Each Occurrence: \$1,000,000; Damage to Rented Premises: \$300,000; Med Exp (any one person): \$5,000; Personal & Adv injury: \$1,000,000; General Aggregate: \$2,000,000; and Products- Comp/OP Agg: \$1,000,000.

General Aggregate Limits Vary Depending on Size, Location and Type of Event: Minimum Limits for this coverage will be \$1,000,000. In addition to these minimum requirements, the City of Cottonwood may require additional coverage to be provided by the event sponsor, based upon the type of event, up to the following limits:

- **Automobile Liability – Including Owned, Hired and Non-owned Vehicles.** Combined Single Limit Per Accident \$1,000,000 (Bodily Injury and Property Damage).
- **Employer Liability.** Each Accident \$100,000; Disease – Policy Limit \$500,000; Disease – Each Employee \$100,000.
- **Liquor Liability:** Limits vary depending on size, location and type of event. Minimum limits for this coverage will be \$2,000,000. The event sponsor will be expected to provide a certificate of insurance naming the City of Cottonwood as an additional insured for the date(s) that the event will occur.

COI Form Requirements: An event description including date and location shall be listed in the Description box unless you choose to cover any and all events you will be covering. In that case, please note that you will be covering any and all events held. The City of Cottonwood, 816 N. Main St., must be listed as an additional insured. An endorsement must also be provided.

Workers Compensation: Proof of workers compensation must be provided when any employees of the company/organization will be working or volunteering for the event.

INDEMNIFICATION OF CITY AGAINST LIABILITY

_____ (Applicant / Property Owner) agrees to indemnify, defend, save and hold harmless the City of Cottonwood, and any jurisdiction or agency issuing permits for any work included in the event, and their respective departments, directors, officers, officials, agents, employees, volunteers and contractor (hereinafter referred to as Indemnatee) from and against any and all claims, demands, actions, liabilities, damages, losses or expenses, including court costs, attorney's fees, and costs of claim processing, investigation and litigation (hereinafter collectively referred to as "Claims") for personal and bodily injury (including death) or property damage caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Sponsor or any of Sponsor's directors, officers, agents, volunteers, employees or contractors. This indemnity includes any claim or amount arising or recovered under Workers' Compensation Law or arising out of the failure of the Sponsor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Sponsor from and against any and all Claims to the fullest extent of the law. It is agreed that Sponsor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

WRITTEN AGREEMENT

As a condition of receiving the permit that I am applying for hereunder, and prior to obtaining that permit and exercising any of the rights and privileges conferred thereunder, I understand and agree that I must obtain and furnish to the City written evidence of the types and amounts of insurance coverage required by the City, including endorsements naming the City as an additional insured, and waiving subrogation against the City.

Signature of Authorized Special Event Sponsor

Date Signed

Print Name

Date(s) of Event

City Representative

Date Signed



PARK & FACILITY FEES

2023-2024

TO RESERVE CONTACT: PRESCOTT VALLEY PARKS & RECREATION AT (928) 759-3090 OR VISIT US ONLINE AT
PRESCOTTVALLEY-AZ.GOV/PARKS

Fee Description	Description	Resident Rate	Non-Resident Rate	Event/Tournament Rate
Ramada Rental	Please refer to the Ramada Rental Brochure for locations & capacities.	\$10.00/hr	\$15.00/hr	N/A
Mountain Valley Park Pavilion	Large pavilion at Mountain Valley Park; capacity 75, electric included	\$35.00/hr	\$50.00/hr	N/A
Community Room Rental	Please refer to the Facility Rental Brochure for locations & capacities.	\$30.00/hr	\$45.00/hr	N/A
Crystal Room Rental	Large room with mini kitchen. Capacity 75, 60 chairs, 20 tables available. Projector available. The kitchen & viewing terrace are included at no additional cost, but must be requested.	\$55.00/hr	\$80.00/hr	N/A
Auditorium Rental	Large room with theater seating, small kitchenette. Capacity 200. Projector available.	\$110.00/hr	\$150.00/hr	N/A
Room Rental Deposit	Applicable for all indoor facilities. If the reservation is canceled two days prior to the rental, the deposit is forfeited.	\$100.00	\$100.00	N/A
Civic Center, Theater on the Green Rental	Large outdoor stage, with large greenspace for seating. Seating capacity for 300.	\$50.00/hr	\$100.00/hr	\$1,000.00/day *This fee includes the use of the stage, lighting, and sound system. It does not include the cost of the stage crew, which is an additional fee. The fee for the stage crew is \$1,000.00/day. The fee for the stage crew is \$1,000.00/day. The fee for the stage crew is \$1,000.00/day.
Civic Center, Greenspaces	Large outdoor greenspaces. Please refer to the Facility Rental Brochure for locations & capacities.	\$5.00/hr	\$10.00/hr	N/A
Mountain Valley Park, Amphitheater Event Rental	This reservation is for large-scale events of over 500 attendees or events open to the public. Rental includes lights. Special Event Permit required.	N/A	N/A	\$2,000.00/day *This fee includes the use of the stage, lighting, and sound system. It does not include the cost of the stage crew, which is an additional fee. The fee for the stage crew is \$1,000.00/day. The fee for the stage crew is \$1,000.00/day. The fee for the stage crew is \$1,000.00/day.
Field Rental	Please refer to the Field Rental Brochure for locations and capacities. The fee includes lights, if necessary.	\$15.00/hr	\$30.00/hr	N/A
Mountain Valley Park, 4plex, Tournament Rental	Please refer to the Field Rental Brochure for capacities. The fee includes all four fields and lights, if necessary. Special Event Permit required.	N/A	N/A	\$700.00/day *This fee includes the use of the stage, lighting, and sound system. It does not include the cost of the stage crew, which is an additional fee. The fee for the stage crew is \$1,000.00/day. The fee for the stage crew is \$1,000.00/day. The fee for the stage crew is \$1,000.00/day.
Pickleball Court, Tournament Rental	Please refer to the Field Rental Brochure for court locations and capacities. Staff fees applicable for indoor court rental at current rate. Special Event Permit required.	N/A	N/A	\$60.00/court/day *This fee includes the use of the stage, lighting, and sound system. It does not include the cost of the stage crew, which is an additional fee. The fee for the stage crew is \$1,000.00/day. The fee for the stage crew is \$1,000.00/day. The fee for the stage crew is \$1,000.00/day.
Basketball Court Rental	Please refer to the Field Rental Brochure for court locations and capacities. Staff fees applicable for indoor court rental at current rate.	\$5.00/hr	\$10.00/hr	N/A
Pool Rental	Rentals are only available during pool season, typically Memorial Day-Labor Day. Please contact Mountain Valley Splash at (928) 775-3165.	\$75.00/hr (local schools only)	\$200.00/hr (non-school renters)	N/A
Public Forum Spaces	Public forum activities are considered expressive activities including demonstrations, rallies, picketing, protesting, etc. Please refer to resolution 2198 for more information & the Public Forum Map for locations.	\$0.00/hr	\$0.00/hr	N/A
Use Agreement Application Fee	Youth Athletic Organizations or Community Organizations are eligible to apply for a Town Agreement. Please inquire for more information.	\$40.00/ 5 year	N/A	N/A
Rental Cancellation Fee	If a reservation is cancelled less than 14 days prior to the rental, half of the rental fee is forfeited.			



2024 FIELD RENTAL FEES

*SUBJECT TO CHANGE AT DISCRETION OF THE DIRECTOR OF RECREATION SERVICES

	Individual Team & Tournament Directors \$20/hr.	City Sponsored 2nd Season \$15/hr.
Field Rental (per field)		
Initial Field Prep (Baseball & Softball Only) per field	\$45 (per prep)	\$45 (per prep)
Field Prep (Soccer & Football Only, goals not provided)	\$200	\$200
Field Lights (per field)	\$25/hr.	\$20/hr.
Damage & Security Deposit	\$500	N/A
Fence Relocation - Plastic (per field)	\$150	\$150
Rain Delay - per staff member	\$25/hr.	\$25/hr.
Tournament - Subsequent Prep (every 3 rd game will be required), per field	\$35	\$35

City of Prescott leagues and events will be scheduled before other rentals are accepted and have priority over other reservations.

For information about City Sponsored (Prescott AYSO, Prescott Little League, Prescott Girls Softball Association & Prescott Youth Football, Prescott Youth Hockey Association) please contact Recreation Services at (928) 777-1552

Liability Insurance Requirements: Event Directors must provide a Certificate of Liability Insurance naming the City of Prescott as "CERTIFICATE HOLDER and ADDITIONAL INSURED" 10 days prior to event, in the amount of \$1,000,000 or greater per occurrence. Events are subject to cancellation without insurance.

Damage & Security Deposit \$500 – Damage and Security Deposit is due at the time of reservation. 50% of Damage Deposit fee will be forfeited if cancellation of event is not received by Parks & Recreation Office one week prior to scheduled event.

Scoreboards & Clocks: Event Directors may negotiate with City staff the utilization of City equipment such as scoreboards and score clocks. When utilized, City employees trained in the proper operation of the equipment must be paid by the Event Director.

Rain Delay: Event organizer will be consulted to authorize additional costs for labor & materials to return the field to playable condition after weather delay. Final determination of field usability will be made by City staff.

Vendor Booths: Event directors must contact Yavapai County Health Department at (928)771-3149 or www.co.yavapai.us for food vendor information and licensing requirements. Any non-food vendors must contact the City of Prescott Tax & Licensing Office at (928)777-1260 no later than two weeks prior to event for proper licensing.

Sanitation & Restrooms: At no additional cost - City Staff will monitor trash in barrels and ensure restrooms are cleaned and stocked. If additional Sanitation Services are required (i.e., Recycle or larger trash bins) fees will apply.

The City reserves the right to have final approval on all activities or events scheduled at Facilities.

The City reserves the right to designate hours that Facilities are available for use and to remove any person or group failing to comply with the rules.

The City reserves the right to cancel any reservation due to inclement weather or unsafe conditions.

CITY OF PRESCOTT RECREATION SERVICES DEPARTMENT, 824 E GURLEY ST., PRESCOTT, AZ 86301

Sedona Parks & Recreation

Facility Rental Fee for Sports Users

Softball / Multi-Use Field

Private-Parties / Organizations	Profit/Business/Tournament Use
\$15.00 per Hour \$100.00 Security Deposit Additional Rental Fees may apply for additional requests or Services.	\$25.00 per Hour \$100.00 Security Deposit Additional Rental Fees may apply for additional requests or Services.
<u>Discounts for:</u> Non-Profit Organizations – 50% discount <u>Additional fees MAY include the following:</u> Water - \$15 Dumpster - \$15 Janitorial restock - \$40 *All sports groups will need to provide their own chalking and take care of any field equipment set-up and take-down. *Other on-site facility additions – Cost determined as needed	
Tennis Courts, Pickleball Courts, Basketball Court, Skatepark, Bike Skills Park, and other sports facilities are available for exclusive rental use under special agreement only. Please contact us at SedonaRec@SedonaAZ.gov or (928)282-7098	



City Of Winslow

 EXPLORE
 EXPLORE ▾

TRANSLATE

GOVERNMENT

DEPARTMENTS

SERVICES

JOB OPPORTUNITIES

VISITOR INFO

CITY OF WINSLOW // DEPARTMENTS // CITY PARKS & RECREATION // RECREATION HOURS & PRICES

Recreation Hours & Prices

The Recreation Department office is located at the indoor pool on Cherry Street and sponsors numerous activities for both adults and children.

For a list of activities or if you have any questions, you may contact the Recreation Department at (928) 289-5714 Monday - Friday 9 am - 2 pm

Rentals

Girl Scout House

\$80.00 / All Day 6:00am - 11:00pm
 \$10.00 Each Additional Hour
 \$50.00 Cleaning/Holding Deposit

Gazebo

\$50.00 Per Day Fee

Route 66 Park

\$50.00 Daily Use Fee
 \$50.00 Cleaning/Security Deposit

McHood Park

Large Ramada \$50.00 (3 hour reservation)
 \$50.00 Cleaning/Security Deposit

Outdoor Pool

(1 week notice required for rental)
 \$80.00 Per Hour
 \$50.00 Cleaning/Holding Deposit

Vargas & Other Multi-Purpose Field Complexes

Tournament Rentals

\$100.00 Per Day
 \$50.00 Security Deposit (refundable)
 Must Provide Insurance for Tournaments
 No Lights Included – Fields Reserved Only Until Dusk

Small Ramada \$20.00 (3 hour reservation)

\$50.00 Cleaning/Security Deposit

Overnight Camping

\$15.00 (Per Night)

First Come First Serve**Dry Hookup**

**PASSES CAN BE PURCHASED AT THE KIOSKS AS YOU
ENTER THE PARK

Adult Lap Swim (Indoor Pool)**Monday - Friday**

5:30 am - 7:15 am

11:00 am - 2:00 pm

5:00 pm - 6:00 pm

SEASONAL* October - May*Open Swim- All Ages (Indoor Pool)****Saturday**

1:00pm - 5:00pm

Night Swim (Indoor Pool)**Monday & Wednesday**

6:00pm - 8:00pm

SEASONAL* June-July*Open Swim (Outdoor Pool)****Monday-Sunday**

1:00 pm - 5:00pm

Night Swim (Outdoor Pool)**Monday, Wednesday, Friday**

6:00 pm - 8:00 pm

***SEASONAL* Back to School Hours August -
September**

Open Swim- All Ages (Outdoor Pool)**Saturday & Sunday**

1:00pm - 5:00pm

Night Swim (Outdoor Pool)**Monday & Wednesday**

6:00pm - 8:00pm

Water Aerobics

Mondays - Wednesdays - Fridays

Deep Water Aerobics 7:30 am - 8:30 am

\$2.00 Per Person/Class

Monday - Friday

Senior Water Aerobics 9 am - 10 am

\$0.75 Per Person/Class

\$10.00 Senior Citizen Card (18 Visits)

*Hours vary as the seasons change.**Call 928-289-5714 for current hours***ADMISSION FEES**

Adults \$2.00

Children \$1.50

Seniors (55+) \$0.75

Showers follow the fees above

SWIM PASSES

Family Pass (18 Swims) \$25.00

Child Pass (18 Swims) \$20.00

Senior Pass (18 Swims) \$10.00

Adult Co-Ed Volleyball

Registration: TBA

Coaches Meeting

Located at the Indoor Pool 6 pm

\$300.00 Per Team

September - November

Adult Co-Ed Softball

Registration: TBA

Coaches Meeting: A coaches meeting will be held on May 6:00pm (Indoor Pool). Your roster and fee will need to be turned in by May. Even if the player hasn't signed the roster their name must be on the roster line up to Town Council Regular Session

February 19, 2025

Page 49 of 132

play in this seasons games. Once all teams have been collected we will send out the completed game schedule out via. email.

Located at Indoor Pool

\$300.00 Per Team

June - August

Swimming Lessons

Registration: Starts April

\$25.00 Pre-School and Parent Tot (2 week classes)

\$30.00 Beginners and Intermediate
(2 week classes)

\$60.00 Jr. Lifeguard (whole month of June)

Swim Team

Jr. High/Highschool- Monday & Wednesday 4-5pm

Elementary School- Tuesday & Thursday 4-5pm

\$20.00 Per Month (2 times a week)

Swim meets are scheduled for Saturday during June and July

Men's Basketball

Registration: TBA

Coaches Meeting - March 6th | 6:30pm

Located at Indoor Pool (503 E. Cherry St.)

\$300.00 Per Team

March- May

Youth Basketball

Registration TBA

Coaches Meeting at the Indoor Pool

\$55.00 Per Player or \$155.00 Family of 3 Players

January - March



Find Us

City Of Winslow

102 E. Third Street

Winslow, AZ 86047

Phone: (928) 289-2422

Fax: (928) 289-3742

Email: asalyers@winslowaz.gov

Staff Intranet

Posting Locations : City Hall /
winslowaz.gov

FEE SCHEDULE

OPENGOV-WINSLOW

OPEN MEETING LAW

2023 CONSUMER CONFIDENCE REPORT

*IMPORTANT INFORMATION ABOUT YOUR
DRINKING WATER*

CITY OF WINSLOW GENERAL PLAN

HAZARD MITIGATION PLAN

Stay Connected



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App Store



GET IT ON
Google Play



BEER/WINE PERMIT HOLDER GUIDELINES

1. Applicant will be responsible for assuring any members of his/her party that are drinking beer or wine are of legal age to drink according to Arizona state law.
2. Permit is not transferable. If lost or stolen, permit is not refundable.
3. Permit valid for date and location identified only. Not valid for entire park.
4. Applicants must retain permit and permit must be made available upon request from proper park or police official.
5. This permit is not an authorization to sell beer or wine. The sale of alcoholic beverages in city parks is strictly prohibited without a special event liquor license issued by the State of Arizona.
6. No glass containers. TCC 21-3 (3)(3)
7. Per Tucson City Code #21-8, it is unlawful for any person to consume or have in their possession any spirituous liquor in a public park.
8. By obtaining this permit, the permit holder understands that the drinking age is 21 and anyone found in violation may be subject to a criminal charge according to Arizona state law.

Town of Camp Verde FY26 Proposed Fee Increases Reasoning Community Development Department Fees

General Plan Amendment

Propose: Increase of fee titled “Major,” under “General Plan Amendment”.

Reasoning: The increase in the fee will result in being in alignment with the following jurisdiction's fees:

- The city of Cottonwood currently has an adopted fee of \$2,000 for a general plan minor amendment and \$2,500 for a general plan major amendment.
- The Town of Clarkdale currently has an adopted fee of \$2,000 for a general plan minor amendment and \$2,500 for a general plan major amendment.
- The city of Prescott's general plan minor fee is \$2,295.92, and the general plan major fee is \$3,847.91.

Land Use Applications (*Administrative Adjustment Permits*)

Propose: Add new line items titled “Administrative Adjustment Permit” and “Administrative Adjustment Permit Renewal” under “Land Use Application”.

Reasoning: Per subsection 305.1.H.2.a of the newly adopted Livestock ordinance, the town council shall set a reasonable fee for this permit, which is submitted at the time of the permit. The fee set aligns with the review time and inspections required for an applicant submitting for the basic sign permit. The renewal fee of \$55.00 is aligned with current Town renewal fees for Temporary use permits.

Land Use Applications (*Development Agreement*)

Propose: Add new line item titled “Development Agreement” under “Land Use Application”.

Reasoning: The new fee of \$1,000 is for cost recovery for staff time and attorney time to review and develop the agreement in the best interest of the community and applicant involved. The city of Prescott has an established base development agreement fee of \$1,282.64. The city of Prescott Valley has an established Development Agreement fee for a minor amendment residential or non-residential/commercial of \$535.00 with a major amendment fee charge of \$1,070.00.

Miscellaneous

Propose: Add new line item titled “Address Change” under “Miscellaneous”.

Reasoning: A new fee is to be established for cost recovery for staff time to address requests and changes for new development for the Town and for 911 services.

Grading Permit Fees

Proposal: Keep the base cost at \$375 for the first 10,000 CY, but increase the \$55.00 for each additional 10,000 CY to \$65.00.

Reasoning: This would be more in line with the fees charged by the majority of our neighboring jurisdictions.

Current Fee Table:

	Camp Verde	Clarkdale	Cottonwood	County	Prescott	Prescott Valley	Sedona
10,001-100,000 CY	\$375.00 for the first 10,000 Cubic Yard plus \$55.00 for each additional 10,000 Cubic Yards	\$358.00 for the first 10,000 Cubic Yard plus \$73.00 for each additional 10,000 Cubic Yards	N/A	\$404.00 for the first 10,000 cu yds plus \$66.00 for ea. add'l 10,000 cu yds or fraction thereof	416.86 00 for the first 10,000 cu yds plus \$66.00 for ea. add'l 10,000 cu yds or fraction thereof	\$347.75 for the first 10,000 Cubic Yards plus \$70.60 for each additional 1,000 Cubic Yards	\$495 for the first 10,000CY plus \$40 for each additional 10,000CY

Deposits for Building Permit Applications (*Residential*)

Proposal: Change the deposit amount for the projects defined below to equal the plan review fee, with \$250 being non-refundable if the application has been withdrawn or cancelled before the plan review.

- New Single/Multi-Family Residence
- Residential Projects 25,000.01 or More

Reasoning: The change is requested to offset losses incurred when an application is withdrawn or cancelled, after the plan review has already been conducted, and only the minimum deposit of \$250 has been paid.

Examples:

- A plan review for an 1,800 sq ft home would have cost \$1728.84.
- A plan review for a \$26,000 residential project would have cost \$317.53.

Valuation Data (*Residential*)

Proposal: Add a new line item after under “Valuation Data”, “Residential”, titled “Detached and Attached Accessory Buildings/Structures,” with the following fee verbiage: “Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater.”

Reasoning: While we provide the cost per square foot to determine valuation on projects not covered under the Building Valuation Data Table, and requires the applicant's valuation is higher. To remain consistent with the rest of the Building fees, I propose this addition.

Detached and Attached Residential Accessory Structures

Proposal: Adjust the fees for the structure types as outlined in the table below. Add a new cost per square foot to enclose a porch and make it habitable.

Reasoning: The tables below are used to calculate a valuation to determine permit cost. Yavapai County is the only other neighboring jurisdiction that provides such a breakdown, and they have recently adopted a new valuation table. Due to the significant increase in these valuations, I did some research to see what both the National and Arizona averages were as well. While an increase is justified, based on the cost of construction, I propose that we base our values on the lower end of the Arizona average to keep permits more affordable for our residents.

Detached Residential Accessory Buildings/Structures	Camp Verde	County	Nat. Avg.	AZ Avg.	Proposed
Barn (Pole, Wood, Metal, or Masonry) (per sq ft)**	24	64.19	25-100	25-100	25
Shade/Mare Motel (per sq ft)**	13	32	30-100	30-70	30
Greenhouse (per sq ft)**	21	32	10-25	20	No Change
Storage Building (Shed) (Over 200 sq ft) (per sq ft)**	24	64.19	15-150	25-150	25
Carport (per sq ft)**	19	64	15-30	15-30	No Change
Gazebo/Ramada (per sq ft)**	21	32	35-100	75-100	32
Stairs (per sq ft) (regardless of square footage)	11	14	15-25	15-25	14
Covered Deck Elevated (per sq ft)**	21		30-60	30-60	30
Open Deck Elevated (per sq ft)**	21	32	30-60	30-60	30
Enclose Porch Under Existing Roof Cover (habitable) (per sq ft)**	New	165.67	150-300	100-200	100

Attached Residential Accessory Buildings/Structures	Camp Verde	County	Nat. Avg.	AZ Avg.	Proposed
Greenhouse	21	32	20-45	20	No Change
Storage Building (Shed) (Over 200 sq ft) (per sq ft)**	24	64.19	20-50	20-50	25
Carport (per sq ft)**	19	64	10-35	15-25	No Change
Balcony (per sq ft)**	21	31	20-90	25-50	25
Covered Patio at Grade Level (per sq ft)**	21	32	25-95	25-40	25
Covered Deck Elevated (per sq ft)**	21		30-50	30-50	30
Open Deck Elevated (per sq ft)**	21	32	25-50	30-50	30
Screened Porch Under Existing Roof Cover (per sq ft)**	10	42-67	5-20	10-25	No Change
Enclose Porch Under Existing Roof Cover (habitable) (per sq ft)**	New	165.67	80-230	50-100	80
Pre-fab Canvas/Metal Awning (per sq ft)**	8	32	4-10	4-10	No Change
Stairs	11	14	15-25	15-25	14

****PLUS UTILITIES INSTALLED**

Residential Alteration/Remodel of Existing Structure

Proposal: Remove verbiage “Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater,” and replace with “Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater.” Add an itemized list of construction costs per square foot to determine project valuation.

Reasoning: The Building Valuation Data Table, does not have a breakdown for alterations and remodels, only for new construction. Yavapai County is the only neighboring jurisdiction that provides such a breakdown. The proposed cost per square foot was based on evaluation of the County's new fee structure, as well as both the national and Arizona averages.

Residential Alteration/Remodel of Existing Structure	Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater			Applicant's Valuation OR Calculated Valuation Using the Value(s) Listed in This Fee Schedule, Whichever Is Greater
	County	Nat. Avg.	AZ Avg.	Proposed
Enclose Exterior Wall Opening (per sq ft)**	11	25-100	20-40	\$20.00
Add or Remove Interior Partition (includes utilities) (per In ft)	42	20-50	30-100	30.00
Install Window or Sliding Glass Door (per sq ft)**	12	10-50	10-50	\$12.00
Install Exterior Siding Door (per sq ft)**	9	4-15	3-15	\$9.00
Plaster/Stucco Interior/Exterior (no structural changes) (per sq ft)**	9	6-10	6-9	\$9.00
Add Stone or Brick Veneer (no structural changes) (per sq ft)**	18	11-27	13-52	\$18.00

****PLUS UTILITIES INSTALLED**

Commercial Alteration/Remodel of Existing Structure (Tenant Improvements)

Proposal: Remove verbiage “Applicant's Valuation OR ICC Building Valuation Data Table, Whichever Is Greater,” and replace with “Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees.”

Reasoning: The Building Valuation Data Table, does not have a breakdown for alterations and remodels, only for new construction. The proposed verbiage is the same verbiage that Yavapai County uses for such improvements. Should the Contractor's bid be unreasonably low, the Building Official or designee have authority to set the final valuation, per section 7-2-111.3 Building permit valuation, of the Town Code.

Other Fences or Free-Standing Walls

Proposal: Add new section “Other Fences or Free-Standing Walls.” Add the new line items and costs per liner foot as outline below.

Reasoning: The addition of this section adds a means to determine a valuation for these structures, if a building permit is required. The proposed cost per square foot was based on evaluation of the County’s new fee structure, as well as both the national and Arizona averages. I propose that we base our values on the lower end of the Arizona average to keep permits more affordable for our residents.

	County	Nat. Avg	AZ. Avg	Proposed
Wood, Chainlink, Wire, Wrought Iron	10.00 LF	10-45 LF	10-55 LF	Valuation Based on Bid Price Provided by a Licensed Contractor or \$10.00 a LF, Whichever is Greater. Plus Applicable Plan Review Fees
Gabion Walls (per LF)	19.50 LF	20-160 LF	30-70 LF	Valuation Based on Bid Price Provided by a Licensed Contractor or \$19.50 a LF, Whichever is Greater. Plus Applicable Plan Review Fees

Roof Structure Replacement

Proposal: Add demo to the description, as well as the verbiage “utilities not included.”

Reasoning: Changes made to add clarification. A separate demo permit is not required, however, if utilities (mechanical, electrical, or plumbing) need to be removed and reinstalled, that would be a separate calculated value add.

Above Ground Water Tank (Over 5,000 Gallons)

Proposal: Add “Plus Fire Fee” to both line items.

Reasoning: Changes made to add clarification, as the Fire Fee is not new.

Solar Installation, Battery Energy Storage Systems (BESS), Wind Turbines, Generators

Proposal: Add “Battery Energy Storage Systems (BESS)” to title, and further breakdown fees between systems under 15kwh and systems over 15kwh. No fees have been changed.

Reasoning: Changes made for clarification, and to make it easier to read the schedule.

Tower New Installation

Proposal: Delete individual line items and replace with “Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees.”

Reasoning: The Building Valuation Data Table, does not have a breakdown for this type of construction. The proposed verbiage is the same verbiage that Yavapai County uses for such improvements. Should the Contractor’s bid be unreasonably low, the Building Official or designee have authority to set the final valuation, per section 7-2-111.3 Building permit valuation, of the Town Code.

Co-Locate Existing Tower

Proposal: Change the fee verbiage next to the line item titled “\$6,001 or More,” and replace with “Valuation Based on Bid Price Provided by a Licensed Commercial Contractor, Plus Applicable Plan Review Fees.”

Reasoning: The Building Valuation Data Table, does not have a breakdown for this type of construction. The proposed verbiage is the same verbiage that Yavapai County uses for such improvements. Should the Contractor’s bid be unreasonably low, the Building Official or designee have authority to set the final valuation, per section 7-2-111.3 Building permit valuation, of the Town Code.

Code Enforcement Fees

Proposal: Add new heading and fee.

Reasoning: Due to the establishment of the Civil Hearing Process, a new “Civil Hearing Fee” is being proposed to help offset the cost associated with paying our Civil Hearing Officers for their time spent researching and hearing cases.

Town of Camp Verde
FY26 Proposed Fee Increases Reasoning
Utility Department Fees – Water & Wastewater

Wastewater Fee Increases:

- Monthly User Fee increases go up annually per the Economic.Com User Fee Rate Study and Ordinance that was approved and adopted by Town Council on November 1, 2023. Fee increases occur on January 1st of each new year through January 1, 2028.
- Increase Septage Receiving fees from \$0.14 per gallon to \$0.16 per gallon. No increase has taken place in the past two years. Increased repair and maintenance costs over this time require us to increase the rate to help cover costs. The Town is one of the few treatment plants in the area that except septage.
- Add new rate for usage of Town Vac Truck. During the past two years the Town has been called out to help out the City of Cottonwood, Town of Clarkdale and Yavapai Apache Nation with our vac truck. The cost is based on standard rates for renting the equipment and staff time. \$200/hr.
- Hourly wastewater staff time, a new fee based on various call outs. The fee is based on staff average salary plus benefits. \$40/hr.
- Reclaim Water Rates. Raise rates from \$2.25 per 1000 gallons to \$2.50 per 1000 gallons. Increased repair and maintenance costs for the delivery of the reclaimed water require us to increase the rate to help cover costs as treated effluent usage becomes more popular. Current base rates for potable water per 1000 gallons is \$3.90 or more.

Water Fee Increases:

- Monthly User Fee increases go up annually per the Economic.Com User Fee Rate Study and Ordinance that was approved and adopted by Town Council on November 1, 2023. Fee increases occur on January 1st of each new year through January 1, 2028.
- The 1" Meter Usage Charge increase, though approved in the Adopted Ordinance noted above was left off last year's fee listing and so the charge was left at the previous years amount. This year, the amount is listed per the adopted rate increase ordinance.
- Fire Service Connections, for commercial and multifamily usage. This fee will cover staff time for the separate billing and undocumented water loss due to testing these systems.
- Increase Establishment (After Hours), Reconnection (After Hours) and Service Call Fee (After Hours) from \$70.00/hr. to \$75.00/hr. These calls typically result in paying Town staff overtime or comp time for the after hours work.
- Defer Payment and Late Payment Penalties per month. Change the fee to a standard \$10 per occurrence to match wastewater. The 1.5% fee typically results in a \$0.30 to \$0.50 fee, which does not cover staff time.

TOWN OF CAMP VERDE

Cash Flow for Proposed Utility Fee Changes

Wastewater Fund

Est'd Cash Flows

	FY25	FY26
Est'd User Fee Revenues	\$ 1,782,000	\$ 2,155,095
Est'd Other Revenues	\$ 535,000	\$ 545,670
Est'd Connection Fees	\$ 40,000	\$ 40,000
Est'd Operational Expenses	\$ 1,939,665	\$ 2,025,906
Est'd Current Debt service and Capital Costs	\$ 351,125	\$ 140,101
Est'd New Debt Service	\$ 160,000	\$ 258,000
Net Cash Flow	\$ (93,790)	\$ 316,758

Depreciation (not included above) \$ 1,100,000 \$ 1,200,000
(Debt Funding & Grant Activities are not included)

Note: The proposed miscellaneous fees are not normal monthly usage fees and as such can only be estimated based on the potential for new project development within the Town's wastewater system.

Water Fund

Est'd Cash Flows

	FY25	FY26
Est'd User Fee Revenues	\$ 1,922,195	\$ 2,195,950
Est'd Other Revenues	\$ 60,000	\$ 61,200
Est'd Capacity Fees	\$ 252,300	\$ 252,300
Est'd Operational Expenses	\$ 1,115,610	\$ 1,166,245
Est'd Current Debt service and Capital Costs	\$ 468,675	\$ 445,005
Est'd New Debt Service and Capital Costs	\$ 369,000	\$ 411,000
Net Cash Flow	\$ 281,210	\$ 487,200

Depreciation (not included above) \$ 300,000 \$ 400,000
(Debt Funding & Grant Activities are not included)

Note: The proposed capacity fees are not normal monthly usage fees and as such can only be estimated based on the potential for new project development within the Town's water system.



TOWN COUNCIL AGENDA INFORMATION MEMORANDUM

MEETING DATE: February 19, 2025

AGENDA ITEM TYPE:

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

REQUESTING DEPARTMENT: Public Works

STAFF RESOURCE: Martin Smith, CIP Project Manager

AGENDA TITLE: Discussion, consideration, and possible approval of Resolution 2025-1166, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, regarding the Verde Lakes Drive Low Water Crossing Project, authorizing the submission of a no financial match grant application for up to \$750,000 for the FY24-25 Rural and Tribal Assistance Pilot Program Discretionary Grant, 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.

ATTACHED DOCUMENTS:

- Resolution No. 2025-1166

ESTIMATED PRESENTATION TIME: 5 minutes

ESTIMATED DISCUSSION TIME: 10 minutes

REVIEWED BY:

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

FINANCIAL REVIEW (if applicable):

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

BACKGROUND INFORMATION:

Verde Lakes Drive is functionally classified as a major collector road. As a collector road, its job is to receive traffic from smaller local roads and transmit that traffic to arterial roadways, such as highways. Often these collectors serve as the main conduit into and out of rural neighborhoods. This can easily be seen with Verde Lakes Drive. It is one of the main points of access for the entire Verde Lakes community.

Approximately 0.5 miles south of Highway 260, Verde Lakes Drive intersects with Clear Creek. At certain times of the year, usually following a significant rain event, Clear Creek floods and overtops the roadway. During these times, the roadway is inaccessible, not only limiting resident ingress and egress, but also inhibiting response time for emergency personnel. This closure often lasts a significant amount of time before waters recede enough to perform the required maintenance to restore traffic on the road. Each time this section of roadway floods, there is damage to the roadway that must be repaired. Water and debris flooding the road often eats away at the edge of the asphalt and undercuts the base of the roadway. The Town's Streets Department must repair this damage before reopening the roadway. These repairs are costly and often taxing on the Streets Department staff.



TOWN COUNCIL AGENDA INFORMATION MEMORANDUM

Staff is pursuing this Rural and Tribal Assistance grant to fund the design portion of the project. The grant has no match required and will fund up to \$750,000. The scope of the project will be to design a new water crossing that utilizes a culvert system to convey Clear Creek below Verde Lakes Drive. This will allow stormwater to pass through without restricting access over the roadway.

CONNECTION TO THE FY25-FY30 STRATEGIC PLAN

This project complies with the Community Infrastructure section described in the Strategic Plan.

QUESTION(S) BEFORE THE COUNCIL:

- Does the Council have any questions regarding the project or grant submission process?

PROPOSED MOTION:

Move to **approve** Resolution 2025-1166 authorizing Town staff to apply for the Rural and Tribal Assistance Pilot Program Discretionary Grant for the Verde Lakes Drive Low Water Crossing Project.



RESOLUTION NO. 2025-1166

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, REGARDING THE VERDE LAKES DRIVE LOW WATER CROSSING PROJECT, AUTHORIZING THE SUBMISSION OF A NO FINANCIAL MATCH GRANT APPLICATION FOR UP TO \$750,000 FOR THE FY24-25 RURAL AND TRIBAL ASSISTANCE PILOT PROGRAM DISCRETIONARY GRANT, 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.

WHEREAS, Congress authorized funding under the Local and Regional Assistance Program in the Infrastructure Investment and Jobs Act (Bipartisan Infrastructure Law) to support infrastructure projects for states, cities, and other eligible towns for the purpose of improving safety, transportation, and public infrastructure; and

WHEREAS, the Department of Transportation (DOT) administers the program and establishes necessary rules and procedures governing applications under the program; and

WHEREAS, the procedures require the Town of Camp Verde to certify, by resolution, the approval of applications, authorization of signature, confirmation of the availability of local matching funds (if required), and authorization to sign any contractual agreement with the DOT; and

WHEREAS, the proposed project is consistent with the Town's, regional, and Statewide planning and transportation efforts.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA:

Section 1. Approve the filing of an application for an Fy2024 Rural and Tribal Assistance Pilot Program Discretionary Grant for the "Verde Lakes Drive Low Water Crossing Project" in the amount of \$750,000; and

Section 2. Certify that the Town of Camp Verde will comply with all appropriate state and federal regulations, policies, guidelines, and requirements as they relate to the application; and

Section 3. Agree to comply with all procedures, guidelines, and requirements established by the DOT as part of the application process; and

Section 4. Certify that the Town of Camp Verde is authorized and supported by its Town Council and general populace for the submission of the grant application; and

Section 5. Appoint the Director of Public Works, Ken Krebbs, as the agent of the Town of Camp Verde to conduct all negotiations and execute and submit all documents necessary for the completion of the aforementioned project, including but not limited to applications, agreements, amendments, and billing statements.

PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS 19TH DAY OF FEBRUARY, 2025.

Dee Jenkins, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC

**Meeting Date:** Wednesday, February 19, 2025**Agenda Item Type:**

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

Requesting Department: Community Development **Staff Resource:** Planner II Cory Mulcaire**Agenda Title: Discussion:** Discussion, consideration and possible direction regarding removing RV use permits from residential zones in the Town's Planning and Zoning Ordinance.**Attached Documents:**

- Current RV Park Use Permit Criteria
- Commissioner Scantlebury's Comments & Attorney Stuhan's Response
- Draft February 6, 2025 Minutes
- February 6, 2025 Planning & Zoning Commission Meeting Video: [Planning and Zoning Commission, Special Session | Public Meetings Calendar | Town of Camp Verde, AZ](#)

Estimated Presentation Time: 10 minutes**Estimated Discussion Time:** 10 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:

At the February 6, 2025 Planning and Zoning Commission meeting, Town staff sought direction from the Commission on whether they wanted to recommend Council approval to amend the RV Park Use Permit section of code independent of the Comprehensive Zoning Code Update. Following a robust discussion, it was determined by a nod of four, that the Commission would like to seek approval from Town Council to update Zoning Code to remove allowing RV Park Use Permits in Residential Zoning Districts. At the February 19th Council meeting, Town staff will seek direction from Town Council to confirm they want to make that one-off change while Town staff simultaneously work on the Comprehensive Zoning Code Amendment.

Historical Information:

At the September 12, 2024 Planning and Zoning Commission Regular Session, Town Staff sought recommendations from the Commission to help set priorities for the Community Development Department - Planning Division. The following list was provided and reflected the current priorities identified by Town staff as possible areas for the Community Development Department to focus on:

- General Plan Update
- Comprehensive Zoning Code Update
- Residential & Commercial Uses/Standards & Definitions



Town Council Agenda Information Memorandum

- Marijuana Ordinance
- Sign Ordinance
- RV Park Standards & Overlay Zone
- Livestock Ordinance

After a robust discussion, the Commission unanimously agreed to the following as the priorities:

- General Plan Update
- Livestock Ordinance
- Comprehensive Planning and Zoning Plan Update
- Rural Water Management Planning

On September 25, 2024, the Town Council held a Work Session where they discussed the Planning and Zoning Commission's priorities for the Community Development Department. The Council unanimously agreed with the above list and directed staff to proceed accordingly.

Outlined below is an update on where the Town stands on each priority:

- **General Plan Update**
 - This is currently underway, with the Technical Advisory Group (TAG) meeting bi-weekly. The TAG has finished the character areas and will be transitioning to the chapters about economic development; growth areas; cost of development; housing; circulation, trails and transportation; open space and recreation; environmental planning; and water resources.
- **Livestock Ordinance**
 - Ordinance 2024-A494 that was approved by Town Council on November 13, 2024 is now in effect.
- **Comprehensive Planning and Zoning Code Update**
 - The Commission has reviewed Article I of the Code and will review Article II at the February 6, 2025 meeting. The Commission will continue to review one article per month.
- **Rural Water Management Planning**
 - Utilities Director Jeff Low, Planner II Cory Mulcaire, Economic Development Director Molly Davies, Stormwater Specialist Patty Mancini, Councilor Wendy Escoffier, and Planning and Zoning Commissioners Cris McPhail and Claudia Hauser attended a professionally facilitated 2.5-day workshop to learn, discuss, and begin the development of an action plan to accomplish water resilience through the Growing Water Smart Program. One of the outcomes of this program will be the development of a Rural Water Management Plan.

Staff Comments:

While Town staff understand that there are concerns about RV Park applications continuing to come forward during the comprehensive zoning code update, which means they will be evaluated under the current code criteria for the zones where they are allowed, it is important to note that when the discussion of priorities was brought before Planning and Zoning Commission and Town Council, addressing RV Parks as a singular priority was an option. However, it was agreed by both governing bodies that it was better to complete a comprehensive zoning update to ensure uniformity between all sections of code rather than continuing to do "one off" updates. Therefore, it is the primary



Town Council Agenda Information Memorandum

recommendation of Town staff that the Planning and Zoning Commission stay the course and continue to focus on the comprehensive zoning update.

That said, if it is determined by the Planning and Zoning Commission and Council that addressing RV Parks now should be an additional priority, Town staff would like to recommend that the only amendment made at this time be to remove the allowance of RV Parks from all residential zoning districts.

It is recommended just to make this minor change because updating just the RV Park Use Permit process is much more involved. Currently, the RV Park Standards are intertwined with the Manufactured Home Park Standards, which means that both standards (not just the RV Park Standards) would have to be updated immediately.

Additionally, each zoning district would have to be amended regarding RV Park Use permits and their allowance.

Town Staff believe that this update could lead to unintended errors and contradictions within the Planning and Zoning Ordinance. Additionally, Town staff capacity needs to be evaluated when adding another priority to the list. As a reminder, the reason Town staff sought direction on priorities for the Community Development Department – Planning Division is because there were more areas of focus than there was staff capacity.

Staff Recommendations:

Town Staff recommend the consideration of the following solutions, with a preference for Solution 1.

Solution 1: Allow the General Plan and Comprehensive Update to proceed as recommended by the Planning and Zoning Commission and directed by Town Council in September of 2024.

Solution 2: Update just the Residential Zoning Districts to remove allowing RV Park Use Permits in those areas while allowing for standard updates in the Comprehensive Update as recommended by the Planning and Zoning Commission and directed by Town Council.

It is important to note that a **third option** is to focus on amending the RV Park Use Permit process, which as noted above, will require amendments to a variety of different sections of code. This would all occur while simultaneously working on a complete comprehensive zoning update.

Question(s) before the Council:

- Does the Town Council support working on an amendment to the current Zoning Code to remove RV Use Permits from residential zones?
- Does the Town Council prefer Town staff to continue to focus on the Comprehensive Zoning Code Amendment and not make any one-off changes at this time?

Proposed Motions:

I move to direct staff to draft an amendment to the Zoning Code to eliminate RV Use Permits in residential zones.

OR

I move to direct staff to prioritize the Comprehensive Zoning Code Amendment as their sole focus.

H. C3 DISTRICT (Commercial: heavy commercial)

1. Purpose:

The C3 District is intended to accommodate a broad range of commercial sales and service uses, excluding certain activities and operations for which Industrial District zoning (PM, M1, M2) is required.

2. Permitted Uses and Structures:

- a. Agriculture and cultivation.
- b. Antique Sales.
- c. Assembly, construction and processing plants.
- d. Automobile & machinery sales. (See Section 309 for outside display requirements.)
- e. Automobile repair (heavy) (Ord 2015 A407).
- f. Automobile repair (light).
- g. Automotive service stations.
- h. Automobile Storage Yard.
- i. Baking and confection cooking for on-site sale only.
- j. Bars, tap rooms and nightclubs.
- k. Body and fender shops including a paint booth within closed building.
- l. Bottling plants confined to closed building.
- m. Bowling alleys and poolrooms.
- n. Business offices, banks and similar; including drive-through.
- o. Caretaker Living Quarters (Manufactured, Modular or Site Built.) Mobile Homes Prohibited (See Part 3 Section 306.B.1.b.3).
- p. Cleaning and dyeing plants within closed building.
- q. Commercial art galleries.
- r. Commercial ballrooms, arenas, gymnasiums, rinks, pools and indoor shooting galleries.
- s. Commercial bath and massage.
- t. Commercial parking facilities.
- u. Community parks, playgrounds or centers.
- v. Custom service and craft shops.
- w. Custom tire recapping.
- x. Custom warehouses within closed building and not including animals.
- y. Dancing, art, music, business and trade schools (including permission for public recitals, concerts and dances).
- z. Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).
- aa. Flood control facilities.
- bb. Frozen food lockers

- cc. Golf courses with accessory uses such as pro shops, shelters, rest rooms.
- dd. Historical Landmarks.
- ee. Hospitals, clinics, sanitariums, nursing homes and assisted living care facilities (intermediate, extended and long-term) for the care of humans.
- ff. Hotels and motels with five or more guest rooms.
- gg. Keeping of farm animals, limited (See Section 305).
- hh. Laundrettes (limited to machines not exceeding 25 pounds capacity according to manufacturer's rating).
- ii. Lumber yards (prohibiting sawmill operations).
- jj. Medical Marijuana Dispensary (See Part 3 Section 304), (Definition: See Part 1 Section 103)
- kk. Miniature golf establishment.
- ll. Mortuary.
- mm. Nursery schools; day care centers (child or adult).
- nn. Offices wherein only professional, clerical or sales services (such as real estate or insurance) are conducted.
- oo. Open land carnival and recreation facilities (religious & educational institutions).
- pp. Other accessory uses commonly associated with primary permitted use (See Section 301 C).
- qq. Personal services.
- rr. Pet shops within a closed building.
- ss. Private clubs and lodges operated solely for the benefit of bona fide members.
- tt. Public auction within closed building.
- uu. Religious institutions (in permanent buildings).
- vv. Restaurants and cafes, including drive-through.
- ww. Retail sales.
- xx. Sales (retail and wholesale) and rentals.
- yy. Storage Facility.
- zz. Theaters, auditoriums, banquet and dance halls.
- aaa. Transportation terminal and transfer facilities within closed building.
- bbb. Veterinary services.
- ccc. Water distillation and bottling for retail sales only.
- ddd. Microbreweries or Wineries for the manufacture and processing of beer or wine respectively for onsite consumption or wholesale distribution with the following limitations:
 - 1. All such manufacturing and processing actively shall be conducted within a completely enclosed building along with all materials used for the manufacture – processing. Products ready for shipping must be stored within a closed building.

2. A microbrewery in the C3 District may process and produce up to 300,000 U.S. Gallons of beer per year.
 3. A winery in the C3 District may process and produce up to 36,000 U.S. gallons of wine per year.
3. Uses and Structures Subject to Use Permit
 - a. Government facilities and facilities required for the provision of utilities and public services.
 - b. Outdoor recreation or assembly facilities.
 - c. Mobile/manufactured home and recreational vehicle parks subject to the requirements of Section 306.
 - 1) Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601.
 - d. Transmitter stations and towers for automatic transmitting.
 - e. Revival tents and similar temporary operations (See Section 601.D).
 - f. Temporary Use Permits, subject to administrative approval (See Section 601.C):
 - 1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.
 - 2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.
 - g. Cemeteries for human or animal interment (See Section 308).
 - h. Public stables, livestock breeding, boarding and sales.



SECTION 306 - MOBILE/MANUFACTURED HOME PARKS (MHP & RV PARKS)

A. Mobile/Manufactured Home and Recreational Vehicle Parks Placement Procedure:

1. **Permits:** Permits shall be required for all mobile and/or manufactured homes installed, placed, kept or stored within the limits of Camp Verde (except for unoccupied units on sales lots or authorized storage facilities). Permits shall be issued only for the placement of mobile homes/manufactured homes within mobile/manufactured home parks.

- a. Permits shall be required for all building and structures within mobile/manufactured home or RV parks. It shall be unlawful for any person to construct, maintain or operate any mobile/manufactured home park or RV park within the limits of Camp Verde unless they hold a valid use permit and valid installation permits issued by the Community Development Department for each specific manufactured home, mobile home, or structure.

The fee for all permits shall be determined by resolution of the Town Council. Issuance of permits shall be made by the Community Development Department and shall be contingent upon compliance with all health laws and regulations of the State of Arizona and the County of Yavapai; and this Zoning Ordinance:

Permit applications shall be received and processed according to the current codes.

- b. Applications for permits to construct or enlarge mobile/manufactured home parks or RV parks shall be made in writing, signed by the applicant who shall file with the application proof of

ownership of the premises or of a lease or written permission from the owner. The application shall contain a complete set of plans drawn to scale, showing the location of the proposed mobile/manufactured home park or RV park, and which shall include:

- 1) The areas and dimensions of the tract of land.
- 2) The maximum number, location and size of all mobile/manufactured home or RV spaces.
- 3) The location of any existing buildings and any proposed structures.
- 4) The location and width of access driveways, roadways, parking areas, walkways, and turn-arounds.
- 5) The location of electrical, water, storm drainage, and sewer lines and the sewage disposal systems.
- 6) The location and elevation of all flood hazard areas.
- 7) A contour map showing the proposed grading of the park.

2. Use Permit Required for Constructing/Enlarging Park

- a. The Use Permit process is required to construct or enlarge a mobile/manufactured home park or RV park by obtaining a recommendation from the Planning and Zoning Commission and approval from the Town Council. Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601.
- b. Before a Use Permit may be issued:
 - 1) There must be a plan for park development or enlargement approved by the Town Council.
 - 2) The Town Council may require a performance bond from the operator of the park to assure that the park is constructed in a satisfactory manner.
 - 3) The Town Council may require any other improvements and facilities in the interest of public safety, health and welfare. before approving the mobile/manufactured home park or RV park.
 - 4) The Town Council may accept the proposed plan with recommended changes, or reject the plan.
 - 5) Utility service shall not be provided to any unit or other building until approved by the Building Official.

B. Mobile/Manufactured Home and Recreational Vehicle Park Standards:

The following regulations shall apply with respect to mobile/manufactured home parks and all mobile or manufactured homes in a park:

1. Mobile/manufactured home and Recreational Vehicle parks shall be developed in accordance with the following:
 - a. Mobile/manufactured home and Recreational Vehicle parks shall provide for individual mobile/manufactured home or recreational vehicle spaces, access driveways, parking and open spaces for recreation.
 - b. Installation permits shall be issued only to those units that qualify under the current codes as a:

- 1) Manufactured Home. HUD label, Arizona Department of Housing, (ADOH) Office of Manufactured Housing.
 - 2) Factory built building used as a dwelling unit.
 - 3) Mobile home. (Pre June 15, 1976 must have rehabilitation certification issued from the Office of Manufactured Housing. (Ord 2015 A409).
2. A current valid permit is required before installation or placement of an approved unit on a lot, subject to the following:
 - a. Permanent piers, blocks, or foundations are required.
 - b. Connections to utilities must be made.
 - c. The exterior elements shall be installed in accordance with the current codes and maintained in good condition.
 - 1) For the purpose of this section, skirting and retaining walls shall have an eighteen-inch by twenty-four inch (18" x 24") under floor area access.
 - 2) Skirting shall be installed around the entire perimeter of the unit, prior to the issuance of a Certificate of Occupancy.
 3. A minimum of two vehicular entrances shall be provided for each mobile/manufactured home and recreational vehicle park. One entrance may be kept closed to the general public if provision is made for emergency access.
 4. All utility lines, cable TV, and electrical transmission lines shall be placed underground. Each mobile/manufactured home space shall be provided with water, sanitary facilities, electric lines, and telephone lines. Fire hydrants installed by the developer in compliance with applicable Town Ordinances.
 5. Refuse collection areas shall be centrally located and screened from public view.
 6. Street lighting shall be provided along the park streets for the safety of pedestrians.
 7. A strip of land at least twenty feet in width shall be maintained as landscaped area abutting all mobile/manufactured home and recreational vehicle park property lines.
 8. Mobile/Manufactured Homes: Installation and Maintenance Standards
 - a. Mobile/manufactured homes shall be installed in compliance with the standards prescribed by the Office of Manufactured Housing, for ground level installation; installation of a fully skirted mobile/manufactured home; or installation on a fully enclosed, permanent site-built foundation.
 - b. No mobile home, (see Section 103 Definitions MOBILE HOME) may be moved into the Town of Camp Verde unless it has been completely rehabilitated pursuant to the requirements of the Office of Manufactured Housing. Upon completion of all rehabilitation work the owner must obtain a certificate of rehabilitation issued by the Office of Manufactured Housing certifying that the mobile/manufactured home was found to comply fully with mobile home rehabilitation standards prescribed by the Office of Manufactured Housing. The certificate and insignia must then be submitted to the Town of Camp Verde for approval prior to issuance of an installation permit.
 - c. Mobile/manufactured homes existing within the Town limits to be moved from a private property or from one mobile/manufactured home park to another mobile/manufactured home park must be completely rehabilitated pursuant to a rehabilitation permit issued by the Office of Manufactured Housing. Upon completion of all rehabilitation work the owner must obtain a certificate of rehabilitation issued by the Office of Manufactured Housing certifying that the mobile home was inspected on (date) by (qualified inspector named) and

found to comply fully with mobile home rehabilitation standards prescribed by the Office of Manufactured Housing. (2015 A409)

- d. Mobile/manufactured homes shall be used as dwelling units only.
 - 1) No mobile/manufactured home or park model shall be placed on a property for use as an accessory structure or storage unit, nor shall be stored on the property unless zoned for such use.
 - 2) Permits shall be required for the installation, alteration or repair of accessory structures, additions and service equipment in a mobile/manufactured home or recreational vehicle park.
 - 3) Residential uses in manufactured homes and mobile homes and long term stays in RV Parks, that do not include an enclosed garage, shall provide enclosed storage, attached or detached, of a minimum area of one hundred (100) square feet as an accessory use to such dwellings
 - 4) If the Town Building Official finds that the work described in the permit application conforms with the Town's codes and that the fees have been paid, a permit shall be issued to the applicant.
- e. All existing and new mobile/manufactured units, and all parts thereof shall be maintained in a safe and sanitary condition.
 - 1) All devices or safeguards (including but not limited to smoke alarms and skirting) which are required by applicable codes or by the manufactured home standards to which it was installed shall be maintained in a safe and sanitary condition.
 - 2) The exterior elements (including, but not limited to: eaves, awnings, stairs, porches, skirting, and heating and cooling units) of the unit shall be painted and maintained in good condition.
- f. Community Use Area shall be at least ten percent of the total area. Such land may include all land devoted to recreation and service facilities, landscaping not included in individual mobile/manufactured home spaces, and accessory parking areas. Such land shall not include recreational vehicle storage areas, private streets, boundary landscaping areas and refuse areas.
 - 1) Mobile/manufactured home parks shall provide at least ten percent of their total area for recreation or other open space purposes.
 - 2) Recreational vehicle storage areas:
 - i. if provided, shall be at the minimum ratio of 50 square feet of land for each mobile/manufactured home space and shall be a dust-free surface with crushed rock or similar material.
 - ii. if no recreational vehicle storage is provided, recreational vehicles shall not be stored at mobile/manufactured home spaces.
- g. Parking Requirements:
 - 1) A minimum of two off-street parking spaces shall be provided for each mobile/manufactured home. The spaces and the drive shall be dust-proofed and surfaced with crushed rock or similar material.
 - 2) Guest automobile parking shall be provided at a minimum ratio of one and one-half parking spaces for each five mobile/manufactured home spaces (See Section 404).

9. Certificate of Compliance and Business Licenses:

- a. No certificate of compliance or business license for the park shall be issued unless and until thirty percent of the mobile/manufactured home spaces planned in any park, or ten such mobile/manufactured home spaces, whichever is greater, shall have been completely prepared, constructed and equipped for use in all respects.
- b. No certificate shall be issued unless and until a like portion of the mobile/manufactured home park's community facilities such as driveways, laundry facilities, bath, wash and toilet rooms shall have been completely prepared, constructed and equipped for use in all respects.

C. Additional Recreational Vehicle Park Standards

In addition to the requirements of Section 306 B. The following regulations shall apply to all Recreational Vehicle Parks:

1. Recreational vehicle parks shall provide for individual recreational vehicle spaces, access driveways and parking.
2. Each recreational vehicle space shall be at least 1500 square feet in area, and at least thirty feet in width and have a compacted gravel surface at least ten feet in width and twenty feet in depth.
3. A strip of land at least twenty feet in width shall be maintained as a landscaped area abutting all recreational vehicle park property lines.
4. No certificate of compliance or business license for the park shall be issued unless and until all required improvements have been completely prepared, constructed and equipped for use in all respects.

7. Where handicapped accessible parking spaces are required, the number, size, type, location, aisle widths and other design features shall comply with the currently adopted building code; such spaces are counted toward the required number of off-street parking spaces listed in Section 403 E.
8. Where public parking areas abut a street on the side or rear contiguous to a rural or residential district, there shall be a landscaped border not less than six feet in width.
9. A minimum of 15% of all parking lot areas shall be landscaped; landscaped islands shall be used for directing safe internal traffic circulation as appropriate. (See Section 402 B)

E. Required Off-Street Parking Spaces

1. Off-street parking spaces shall be provided for each specified use in accordance with the schedules that follow:

RESIDENTIAL/QUASI-RESIDENTIAL USE	SPACES REQUIRED
Single-Family Dwelling Units including Townhouse, Patio Home, Manufactured Home, & Duplexes	2 per dwelling unit residence
Accessory Dwelling Unit	1 per dwelling unit
Multiple-Dwelling: Efficiency units	1 per dwelling unit
Multiple-Dwelling: One bedroom units	2 per dwelling unit
Multiple-Dwelling: Two or more bedroom units	2 per dwelling unit
Rooming house, B&B, fraternity/sorority, resident/club	1 per sleeping room or 1 per bed, whichever is greater
Mobile/manufactured home parks	2 per mobile/manufactured home
Elderly housing developments	1.5 per dwelling unit
Resident assisted living or group home: for elderly, disabled or handicapped	0.5 per room or bed plus 1 per employee/shift
Non-resident day care, children or adults	1 per 6 clients
Churches, Places of Religious Worship	1 per 4 fixed seats or 1 per 50 sq ft of seating/assembly area
COMMERCIAL FOOD, BEVERAGE & LODGING:	SPACES REQUIRED
Restaurants, bars	1 per 50 sq ft of public floor area plus 1 per employee
Drive-in food or drink places with on-site consumption	1 per 50 sq ft of public floor area plus 1 per employee
Drive-through food or drink places	1 per 50 sq ft of public floor area plus 1 per employee; plus 5 stacking spaces per window
Hotel, motels, and similar lodging	1 per guestroom or suite plus 1 per 2 employees
RETAIL & GENERAL BUSINESS:	SPACES REQUIRED
Retail stores (except where otherwise specified)	1 per 200 sq ft of useable public floor area
Shopping centers	Requirements for all uses elsewhere specified under unified control; plus 1 per 200 sq ft of remaining useable floor area
Furniture & appliance stores, household equipment	1 per 800 sq ft of useable floor area
Barber shops, beauty shops, personal care shops	2 per service chair
Self-service laundries & dry cleaners	1 per 3 washing machines
Carwash	1 per employee, plus 1 per bay, plus 3 stacking spaces per bay
Gas service stations, convenience markets	1 per gas pump plus 2 per service bay plus, 1 per 200sq ft convenience sales area; plus 2 stacking spaces per pump
New, Used Car, Recreation Vehicle sales/lease lots	1 per 200sq ft office area, plus 1 per each 1,000sq ft sales-display area

Motor vehicle, large machinery/equipment sales	1 per 800 sq ft of machinery sales floor area
Bus depots	1 per 150 sq ft of waiting room space
Open-air business	1 per 500 sq ft of sales area for first 2,000 sq ft, plus 1 per each additional 2,000 sq ft
Business & medical offices and services:	1 per employee plus 1 per 200 sq ft of floor area
Banks and drive-through banks	1 per employee plus 1 per 200 sq ft of floor area; plus 3 stacking spaces per teller window
Wholesales& discount stores (not open to general public)	1 per employee plus 1 per 1,000 sq ft of floor area
RECREATION & ENTERTAINMENT:	SPACES REQUIRED
Archery or shooting ranges	1 per station or lane plus 1 per 2 employees
Bowling alleys	4 per lane plus 1 per five seats plus 1 per 2 employees
Billiard parlors, pool halls and similar recreation	1 per 1 billiard/pool table plus 1 per 2 employees
Gymnasiums, health studios	1 per 400 sq ft of useable floor area plus 1 per 2 employees
Private clubs or public tennis, golf and similar uses	1 per 2-member family or individuals, or 2 per court & 4 per hole; plus 1 per employee, plus 1 per 200 sq ft of useable enclosed building area
Skating rinks, dance halls, dance studios	1 per 3 persons of max capacity permitted by fire regulations
Theaters, auditoriums, areas, indoor/outdoor stadiums, amusement parks, tracks & similar	1 per 5 seats
OTHER BUSINESS & INDUSTRIAL USES:	SPACES REQUIRED
Mortuaries, funeral homes	1 per 4 permanent seats or 1 per 50 sq ft of seating/assembly area, whichever is greater plus 1 per employee plus 1 per commercial funeral vehicle
Hospitals, clinics	1 per 3 beds plus 1 per employee
Schools, higher learning	10 per classroom
Any business not specified herein:	1 per employee plus 1 per 200 sq ft of floor area
All types manufacturing, industrial and warehousing	1 per 500 sq ft of gross floor area or 1 per employee, as determined by staff plus 2 guest spaces.

2. In calculating the total number of required parking spaces:

- “area” shall mean the area capable of being devoted to the specified use and does not include such spaces as kitchen, restrooms, hallways, etc; and,
- fractional amounts are to be rounded to the nearest whole number (1/2 shall be rounded to the next highest number); and,
- the term “seat” shall also include each 30 inches of bench seating when individual seats are not provided; and
- the number of employee spaces will be based upon the maximum number of employees per shift.

3. In the event of mixed uses, the total requirement for off-street parking spaces is the sum of the requirements of the various uses computed separately.

F. Off-Street Loading Requirements

- In addition to, and separate from required off-street parking spaces, for every building or part thereof which is occupied by a non-residential Use receiving or distributing materials or merchandise there shall be provided and maintained on the same premises as the building or use, adequate off-street loading space meeting the minimum requirements hereafter specified.

- 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.

Miranda Fisher

From: Michelle Stinson <michelle@piercecoleman.com>
Sent: Wednesday, February 5, 2025 3:41 PM
To: Todd Scantlebury; Miranda Fisher
Cc: Cory Mulcaire; William Tippet; Clifton Bryson
Subject: RE: Agenda for Work Session 2.6.25

Hi Todd,

We appreciate your list of discussion points for tomorrow's work session, and I'll address our thoughts in turn below.

But as to the question regarding moratoriums, you are correct that moratoriums are allowed under state law, but as we've discussed, the standard for imposing one is extremely strict. It is primarily reserved for situations where the Town is unable to meet *essential* public needs, such as water and sewer services, or where there is a compelling need for other public facilities. So, yes, it could be a tool in an emergency circumstance, but given the Town's current circumstances, we simply do not see a way to meet this very high legal standard, so our advice remains the same: the Town should continue to focus on updating its code as Town Council deems necessary with input from the public and P&Z.

Here are some responses to your specific points. I've tried to outline where the Town's existing code already addresses the issues you raise, and where there may be room for further discussion or consideration:

- **Short-term rental (< 30 days) only** – Under Town Code, we do have some regulations that any short-term rentals have a lease of 30 days or less because we do not want to lose our TPT tax. I'll note that short-term rental agreements can be renewed, meaning a renter could remain on-site beyond 30 days through consecutive short-term agreements. However, RVs don't fall within short-term rental regulations because they are inherently transient and allowed in commercial zones. This is not an area where P&Z can offer additional recommendations.
- **Development Agreements (DAs)** – As we've discussed, DAs are negotiated on a case-by-case basis with Town Council, the Town Manager, and legal counsel, with input from staff. There is no one-size-fits-all approach. A DA may include terms related to infrastructure improvements, fee waivers, or specific conditions tied to the development itself. However, any requirements must be *directly* related to the development—otherwise, they could be considered an unlawful exaction by the Town. As we've done in the past, it's okay if P&Z wants to put on record that they would like to see something negotiated in a DA, especially if it was put in an LOI (Town Council indicated they do listen to our recordings, so that thought would be captured), but beyond that, this is outside of P&Z's scope.
- **Protecting Open Space Views** – You're correct in that the General Plan includes policies aimed at preserving view sheds (see **Goal E, Implementation Strategy E.2**), but what I want to hit home is that the General Plan is not a regulatory document. While our zoning code cannot conflict with the General Plan, the General Plan does not impose enforceable requirements. So until and unless there is a zoning ordinance revision to require view shed protection, this is not something that we can review or require.
- **Setbacks and Space Requirements** – Setback and parking space requirements for RV parks are already established in the zoning code and cannot be arbitrarily increased. If the goal is to require a minimum percentage of open space in RV parks, that would require a code amendment. Existing requirements include:
 - **Section 306:** Outlines layout, spacing, and infrastructure requirements.
 - **Section 306B.7 & 306C.3:** Requires a minimum 20-foot landscaped buffer around the perimeter.
 - **Section 306C.2:** Specifies minimum lot size and surface requirements for RV spaces.

- **Sound and Sight Buffers** – Great idea, and this is a reasonable consideration for the Commission. Sound mitigation measures, such as buffer walls and landscaping, can help reduce impacts on surrounding properties. In fact, Cory noted that RV park approvals usually already include a condition limiting generator use to emergencies only and we could continue to do so.
- **Dark Sky Lighting** – The Town’s existing zoning ordinance already regulates outdoor lighting. **Section 405** outlines these provisions, and all development proposals are reviewed for compliance by staff. No additional conditions should be necessary as RVs shouldn’t have a specific land use impact for lighting that is different than any other allowed use. But you can certainly reiterate dark sky lighting.
- **Landscaping Requirements** – The zoning ordinance establishes specific landscaping standards, including the use of drought-tolerant plants and shade trees. **Section 402B** outlines these requirements, which include:
 - Materials shall include low level shrubbery (one to three feet in height), such as 5-gallon shrubs, and,
 - Trees that are capable of providing shade, such as 15-gallon trees, at a minimum ground clearance height of six feet within three years of installation.
 - Inorganic ground covers such as crushed rock or decomposed granite, over weed control fabrics may be used to augment, but not replace living plants, shrubs and trees.
 - Tree and shrubbery species shall be drought tolerant and selected from the Low Water Use Drought Tolerant Plant List of the (e.g. Arizona Department of Water Resources); and
 - Water conserving irrigation systems such as drip systems shall be installed for the maintenance of all landscaped areas.
 - Where parking areas abut a street on the side or rear contiguous to a residential district, there shall be a landscaped border not less than six feet in width; and,
 - A minimum of fifteen percent of all parking lot areas shall be landscaped; calculations shall include entire area of the parking lot; and,
 - Landscape materials should be capable within three (3) years of providing shade to pedestrians along or between sidewalks and streets, and to parked vehicles and pavement within parking areas and must be maintained in perpetuity.
 - Landscaped areas within access ways, aisles and parking areas should be located to direct and/or separate vehicular traffic from pedestrian circulation for safety using appropriately located landscaped islands and perimeter landscaping.

Also, Cliff pointed out that developers are provided with the Town’s Plant Palette and the Arizona Department of Water Resources’ Low-Water-Use/Drought-Tolerant Plant List. We’re not going to be able to require more than what is in the zoning code as-is though.

- **Water Conservation Measures** – I know this is a top concern for you and many of the commissioners (and, the Town in general!) While water conservation is encouraged in the General Plan, implementation would require specific zoning code provisions. Fortunately, from what I understand, the Town will be adding water conservation measures to all areas of the Planning and Zoning Ordinance, *including RV Parks*. The Town Council could explore options such as requiring rainwater harvesting or certifying projects through third-party programs like Friends of the Verde’s River Friendly Living initiative. However, such requirements must be formally adopted into the code before they can be imposed on applicants.
- **Driving areas surfaced** - The Town has adopted engineering standards and standards imposed by the Fire District. Roadway widths are set by the Fire District for transportation ingress and egress, such as a minimum roadway width of 20 feet and a minimum of 75,000 lbs. per square foot of compaction to handle a fire truck. The Town follows the MAG (Maricopa Association of Governments) standards, a set of specifications for public works construction in Arizona for roadway development.
- **Traffic Studies** – Traffic impact studies are typically required as part of the development review process, depending on the size and location of the project. Although, P&Z can certainly ask questions regarding the expected traffic increase. From that, you could determine if other street improvements need to be made (like stop lights, stop signs, etc.) for the site. This is within the realm of your advisory authorities.

- **Fire Emergency Provisions** – Most fire and emergency provisions are outside the Town purview. These concerns are addressed by the Town’s Fire District, Copper Canyon Fire and Medical District. Although, some emergency provisions—such as proper flow and the number of required fire hydrants are addressed with the applicant during the development and review process. Fire emergency provisions are also the responsibility of the resident/homeowner and taking the needed actions to mitigate fire risks. Asking more of RVs when the use doesn’t have a heightened potential for fire would not be permitted.
- **Septic System Capacity** – Septic system approvals fall under the jurisdiction Yavapai County Environmental Services (YCES). While the Town Engineer can make recommendations to YCES, the Town has no approval authority. Essentially, the County carries out all aspects of permitting and inspections of conventional and alternative onsite wastewater disposal systems up to 24,000 gallons per day. Staff believes there is the trigger of 30,000+ gallons per day that requires state (ADEQ) approval, but we’ll need to confirm that.

Thanks for your questions, Todd, and the opportunity to review and respond. Hopefully, this information provides clarity on where the Planning & Zoning Commission’s authority lies and what steps may be necessary to implement changes. Let me know if you have any additional questions or thoughts before the work session.

Thanks,
Michelle

Michelle Stinson



17851 N. 85th Street, Suite 175
Scottsdale, Arizona 85255
602-626-8391
Michelle@piercecoleman.com
www.piercecoleman.com

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From: Miranda Fisher <Miranda.Fisher@campverde.az.gov>
Sent: Monday, February 3, 2025 8:41 AM
To: Todd Scantlebury <todd.scantlebury@campverde.az.gov>; Michelle Stinson <michelle@piercecoleman.com>
Cc: Cory Mulcaire <cory.Mulcaire@campverde.az.gov>; William Tippet <william.tippet@campverde.az.gov>; Clifton Bryson <Cliff.Bryson@campverde.az.gov>
Subject: RE: Agenda for Work Session 2.6.25

Hi Todd,

Yes, what you’ve outlined below is accurate with regards to how the discussion should go on Thursday. We will amend the AIM accordingly to help guide the conversation too.

Michelle: If you can please look into Todd’s moratorium question below, that would be greatly appreciated.

Thanks,

Miranda Fisher, DPA
Town Manager / Interim Community Development Director
Town of Camp Verde
473 S. Main Street
Camp Verde, AZ 86322
Cell Phone: 928-451-3670
Office: 928-554-0001



From: Todd Scantlebury <todd.scantlebury@campverde.az.gov>
Sent: Monday, February 3, 2025 8:12 AM
To: Miranda Fisher <Miranda.Fisher@campverde.az.gov>; Michelle Stinson <michelle@piercecoleman.com>
Cc: Cory Mulcaire <cory.Mulcaire@campverde.az.gov>; William Tippet <william.tippet@campverde.az.gov>; Clifton Bryson <Cliff.Bryson@campverde.az.gov>
Subject: Re: Agenda for Work Session 2.6.25

OK. Thanks, all.

What I am hearing is that Thursday could, with enough votes, be a recommendation/ motion from PnZ to Council to allow a one-off, no RV parks in residential zones Code amendment. We will also have a discussion - no votes and no motions - about what future provisions (and not necessarily Conditions) might be considered for RV park applications. Again, just a short discussion so we could have some "guideline provisions" for future consideration - an interim measure until we can get to the entire Code revisions.

If Council sends this all back to us with a "No. Get back to work!" vote, I'll drop my efforts.

Michelle, as you consider the proposed "provisions," please remember that they would not necessarily be Conditions but also LOI "encouragements" for Staff and applicants and possible recommendations for Development Agreements, i.e., even if they are not legally advisable as Conditions, Staff could use them to advise applicants, and PnZ could recommend them to Council for DA considerations. Also, and only with Miranda's approval and direction, could you one-day relook at AZ construction moratoriums? ARS 9-463.06 (<https://www.azleg.gov/ars/9/00463-06.htm#:~:text=A%20city%20or%20town%20shall,2.>) would appear to indicate that construction moratoriums are possible in AZ, as long as there is a public hearing, Council approval and "written findings justifying the need for the moratorium," the written findings demonstrating "a need to prevent a shortage of essential public facilities that would otherwise occur during the effective period of the moratorium." I'm not promoting this, now, for RV parks, but since we were told "not possible/ not advisable in AZ," I'm wondering how we might help the Town if development were to outpace, for example, the Town's water supply under the upcoming Water Plan.

Remember, y'all, we're just trying to help the Town grow, reasonably, within its resource limits and at a pace that will help us all deal with change.

Thanks again!

On Feb 2, 2025, at 12:27 PM, Miranda Fisher <Miranda.Fisher@campverde.az.gov> wrote:

Hi Todd,

Thanks for the clarification. What you're looking to do is different from the way we have the AIM currently drafted so we will need to amend it slightly to create the space to "discuss *possible* Conditions, LOI and DA components that could help us through the next RV Park application." I'll work with the team to amend the AIM for reuploading no later than Tuesday. I am also copying in Attorney Stinson so she can see the bullet point list of possible conditions for consideration for use permits so she can weigh in the legal ability to impose those prior to the meeting.

Given that you are comfortable with Cory's suggestion about removing RV parks from residential zones, if the Commission agrees, you should give a nod of four to recommend Council consideration of that code amendment, which would be the only "action" taken on this. Since this is a discussion item, there wouldn't be an official vote. That nod of four would suffice though, for giving direction.

Thanks,

Miranda Fisher, DPA
Town Manager / Interim Community Development Director
Town of Camp Verde
473 S. Main Street
Camp Verde, AZ 86322
Cell Phone: 928-451-3670
Office: 928-554-0001

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From: Todd Scantlebury <todd.scantlebury@campverde.az.gov>
Sent: Saturday, February 1, 2025 3:25 PM
To: Miranda Fisher <Miranda.Fisher@campverde.az.gov>
Cc: Cory Mulcaire <cory.Mulcaire@campverde.az.gov>; William Tippet <william.tippet@campverde.az.gov>; Clifton Bryson <Cliff.Bryson@campverde.az.gov>
Subject: Re: Agenda for Work Session 2.6.25

Hey, Miranda, sorry for the confusion.

I am seeing, from Staff recommendations and your email that Staff DOES NOT RECOMMEND, given current priorities agreed upon by Commission and set by Council,

AMENDING RV PARK CODES AT THIS TIME (except, possibly, Cory's excellent suggestion)... and I'm OK with that.

But as you will recall when we were discussing priorities, I asked that some sort of stopgap measure be taken so that we don't devolve into a scattered and anxious approach to RV park applicants coming to us before Code can be amended. We were told, even though I don't see it in the ARS, that a moratorium would not be possible. So we are still in limbo, and I am uncomfortable because I think it is much more of a Town controversy, and during my tenure we have (Commission has) recommended approval amounting to a 50% increase in RV sites - an increase that I believe the Town does not and will not appreciate.

What I am recommending is that we discuss *possible* Conditions, LOI and DA components that could help us through the next RV Park application. We don't need to vote on them. We won't divert Staff's priorities by asking that Code be changed by them at this time, except, if the Commissioners agree, Cory's excellent motion to not put RV parks in residentially zoned lands.

The discussion I am asking for is only whether the following provisions could be context for future RV park applications, until we get exercisable code in place. No regulatory weight to these provisions, no voting, no recommendations to Council, just a discussion, where Commissioners get to voice their thoughts. Heck, if no one cares or if Commissioners disagree, we can (I will) drop the request entirely.

The workshop discussion would not result in any motion or recommendation to Council and would concern the following points that have been brought up during past meetings:

- Short-term rental (< 30-days) only
- Development Agreements, as appropriate and written by Staff, in accordance w/ the wishes of Council, esp' regarding water (well) and effluent/ Town tie-in guarantees and ownership and reiteration of applicant LOI provisions.
- Protecting Open Space views, as directed by the General Plan, e.g., preservation of View Sheds
- Setbacks and RV spacing as per Code, with a goal of $\geq 25\%$ Open Space, as per General Plan (this is actually a PAD consideration, but we could extend to RV Parks as an "Open Space" consideration.)
- Sound and Sight - buffers as appropriate to protect surrounding properties, e.g., walls, landscaping and limiting use of generators to emergency only
- Dark sky lighting
- Landscaping with shade trees and other water conserving plants, as suggested in Town Plant Palette, or similar, and as promoted by the General Plan
- Water conservation measures, such as water harvest and water conserving public facilities, as promoted by the General Plan (page 160) and, preferably, Certified through Friends of the Verde (River Friendly Living)
- Driving areas surfaced with AB or other hard... as approved by Town Engineer
- Traffic study
- Fire emergency provisions
- Septic requiring Town approval if over 3000(?) gallons per day

There's no reason to worry about internal/Staff communication. Jeff was honest with me. He thought Road Ranger should have included provisions for water tie-in and well ownership. That's it. And I applaud him for his honesty and intelligence.

Miranda, I am your fan. I just don't wanna play politics, and I need a better understanding of how our Commission feels about RV parks. Without that, I'm afraid both Commission and Council Members will be making simple yes or no (and less informed) decisions re: future RV park applications.

If it would be better to talk, let's do. I wanna help.

Best

On Feb 1, 2025, at 1:21 PM, Miranda Fisher
<Miranda.Fisher@campverde.az.gov> wrote:

Hi Todd,

I am a bit confused by your email - Are you wanting the agenda information memorandum amended so that the scope is more specific to discussion of future changes to the use permit conditions or are you wanting to determine if the Commission is interested in changing those now? We understood your original request to be a desire to discuss making more immediate changes to RV Park Use Permits, which is why the AIM is structured the way it is.

Also, as I have mentioned in many trainings before, it is appropriate for Town staff as the subject matter experts to give their recommendations, which is what we have done here. Cory offered a great solution of removing RV parks from residential areas since that seems to be the greatest area of concern. This would allow us to take an immediate action while also allowing time to address the use permit conditions for RV parks in commercial zones, which I do not believe is the Town "kicking the can down the road" since we are in the midst of that comprehensive zoning code update right now.

With regard to Road Ranger, although the Commission recommended a DA and that was shared with Town Council (see p. 114 of the attached agenda packet that went before Council), one was never required by the Council. It is important to add that as staff, we did not recommend a DA so if that's something that was expected by Jeff, it sounds like we have an internal communication breakdown that I will need to follow up on.

Thanks,

Miranda Fisher, DPA
Town Manager / Interim Community Development Director
Town of Camp Verde
473 S. Main Street

Camp Verde, AZ 86322
Cell Phone: 928-451-3670
Office: 928-554-0001

<image001.png>

From: Todd Scantlebury <todd.scantlebury@campverde.az.gov>
Sent: Saturday, February 1, 2025 8:49 AM
To: Cory Mulcaire <cory.Mulcaire@campverde.az.gov>
Cc: Miranda Fisher <Miranda.Fisher@campverde.az.gov>; William Tippet <william.tippet@campverde.az.gov>
Subject: Re: Agenda for Work Session 2.6.25

Hey, Cory - Thanks for including my comments in Staff's "kick the can down the road" RV park opinion. I get it. No hard feelings. There are, currently, many priorities ahead of RV parks. But here is my concern:

We are gonna see more RV park applications before we get anywhere near approving new Codes. And we are, apparently, unable to suggest a temporary moratorium (though ARS 9-463.06 would appear to indicate otherwise: <https://www.azleg.gov/ars/9/00463-06.htm#:~:text=A%20city%20or%20town%20shall,2.>), so that leaves us with a dilemma, especially for those of us who feel more RV park approvals, in the vein of past RV park approvals, would hurt the Town.

Simply denying any RV park permits outta hand would appear not to follow our responsibility as Commission and Council members, but our current, suggested, "kosher" Conditions (as provided by Code) suggest few criteria, e.g., spacing of RVs, driving surfaces... However, we have recently begun adding conditions, or embracing letters of intent (LOI) from applicants, like: River Friendly Certification (nice job with our most recent application, Cory, in which *somehow* the applicant covered many concerns in his LOI). We'd also like to see, where appropriate, water and effluent tie-in assurances in DA's (though Jeff Low tells me that Town tie-in water assurances recommended by the Commission somehow got dropped/ lost in the Council's recent DA with Road Ranger???).

Commissioners and Council Members are going to have trouble (and spend too much time) reviewing more RV park applications unless we get some consensus around what provisions could apply. AND THAT'S WHAT I'D LIKE TO TALK ABOUT NEXT THURSDAY - no voting, no motions (of course), and certainly no new codes (yet) - just a discussion about the provisions (not just Conditions but also recommendable DA components). Some of these suggested provisions a *smart* applicant would embrace *before* a public hearing (through a LOI).

After our discussion Tuesday, If we could discuss, record and keep a list of our suggested, future provisions, then we'd have groundwork from which to

consider and make recommendations for upcoming applications, and provided by thoughtful and intelligent LOI's, actual Conditions or DA recommendations. Our discussion should also help with the writing of the eventual RV Park/ Park Model Codes.

Anyhow, can we just, with no legal weight whatsoever, discuss the "provisions" we hope, one day, could be enacted for RV parks?

I don't think it'd take long, and it would really help me and, I think, other Commissioners and Council Members.

Thanks for considering

Todd

PS As discussed in past emails, Commission meetings, recent RV Park applications and the email from me you kindly included in the agenda packet, I've re-provided a rewritten list of "provisions" below.
PPS Miranda - I apologize for making your life more difficult. One day you will thank me... or maybe not.

-
- Short-term rental (< 30-days) only
 - Development Agreements, as appropriate and written by Staff, in accordance w/ the wishes of Council, esp' regarding water (well) and effluent/ Town tie-in guarantees and ownership and reiteration of applicant LOI provisions.
 - Protecting Open Space views, as directed by the General Plan, e.g., preservation of View Sheds
 - Setbacks and RV spacing as per Code, with a goal of $\geq 25\%$ Open Space, as per General Plan (this is actually a PAD consideration, but we could extend to RV Parks as an "Open Space" consideration.)
 - Sound and Sight - buffers as appropriate to protect surrounding properties, e.g., walls, landscaping and limiting use of generators to emergency only
 - Dark sky lighting
 - Landscaping with shade trees and other water conserving plants, as suggested in Town Plant Palette, or similar, and as promoted by the General Plan
 - Water conservation measures, such as water harvest and water conserving public facilities, as promoted by the General Plan (page 160) and, preferably, Certified through Friends of the Verde (River Friendly Living)
 - Driving areas surfaced with AB or other hard... as approved by Town Engineer
 - Traffic study
 - Fire emergency provisions
 - Septic requiring Town approval if over 3000(?) gallons per day

On Jan 31, 2025, at 9:54 AM, Cory Mulcaire
<Cory.Mulcaire@campverde.az.gov> wrote:

Good afternoon Commission,

Attached please find the Agenda for the Work Session on 2/6/2025. There will be a few printed packets on the counter at the office. If you need one, please let me know and we can print you one out.

Have a great weeknd.

Regards,
Cory L Mulcaire, Planner
Town of Camp Verde
928-554-0066

<08072024 AGENDA PACKET (6).pdf>



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."

DRAFT MINUTES TOWN OF CAMP VERDE – PLANNING & ZONING COMMISSION SPECIAL SESSION

473 S. MAIN STREET, SUITE 106

THURSDAY, FEBRUARY 6, 2025, at 6:00 P.M.

ZOOM MEETING LINK

<https://us06web.zoom.us/j/88162680357?pwd=jYbFzRcNNWZRdCyhVtgnOmy8wrblFH.1>

One Tap Mobile: 1-669-900-9128 or 1-253-215-8782

Meeting ID: 881 6268 0357

Passcode: 525754

1. Call to Order

Chairperson Tippet called the meeting to order at 6:01 PM.

- 2. Roll Call.** Commissioner Claudia Hauser, Commissioner Andrew Faiella (on Zoom), Commissioner Peter Gutierrez, Commissioner Patricia Seybold, Commissioner Todd Scantlebury, Chairperson Bill Tippet, and Vice Chairperson Cris McPhail were present.

Also Present: Town Manager Miranda Fisher, Town Attorney Michelle Stinson, Planner II Cory Mulcaire, Planner I Cliff Bryson, Town Clerk Leah Rhodes.

3. Pledge of Allegiance

Commissioner Gutierrez led the Pledge of Allegiance.

- 4. Consent Agenda** - All items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered a separate item if a member of the Commission requests it.

a. Approval of Minutes:

- 1) Regular Session – January 9, 2025 at 6:00 p.m.

b. Set Next Meeting, Date(s) and Time(s):

- 1) Regular Session – February 13, 2025 at 6:00 p.m.
2) Special Session – February 20, 2025 @ 6:00 p.m. **if needed**
3) Regular Session – February 27, 2025 at 6:00 p.m.

On a **motion** made by Vice Chairperson McPhail, seconded by Commissioner Seybold, the Commission **moved to approve** the consent agenda as presented.

Roll Call Vote:

Commissioner Gutierrez: aye
Town Council Regular Session
Commissioner Hauser: aye



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."

Commissioner McPhail: aye
Commissioner Seybold: aye
Commissioner Tippet: aye
Vice Chairman Scantlebury: aye
Chairman Faiella: aye
Motion Carried 7-0.

- 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 was no public comment.

- 6. Discussion and review of Draft Article II of the comprehensive Planning and Zoning Ordinance update.** Staff Resource: Planner II Cory Mulcaire

Planner II Mulcaire provided an overview of Article II, the Administration and Enforcement portion of the Planning and Zoning Ordinance that describes the roles and responsibilities of the different Boards, Commissions and staff. Planner II Mulcaire stated Article II had been reviewed by the Town Attorney.

The commission members provided input on grammatical and formatting concerns.

Town Manager Fisher, Attorney Stinson, and Planner II Mulcaire responded to questions from the Commission.

No action was taken.

- 7. Discussion and direction from the Planning and Zoning Commission regarding Use Permit criteria for RV Parks.** Staff Resource: Cory Mulcaire, Planner II.

Commissioner Scantlebury lead the discussion with concerns regarding the RV Park Use Permit process and the potential need to update that portion of the Planning and Zoning code separate from the Comprehensive Planning and Zoning Ordinance update. Commissioner Scantlebury stated some of his concerns are Town infrastructure like roads/traffic water and sewer and the Town has fewer zoning restrictions compared to surrounding cities.

Commissioner Scantlebury stated he would like the Commissioners input on his comments and concerns he submitted in the packet as well as a slide was presented on discussion points.

Planner II Mulcaire stated she would like a recommendation on how to proceed with the potential changes to the Residential Zoning Districts as stated in the staff recommendations; Solution 1: Allow the General Plan and Comprehensive Update to proceed as recommended by the Planning and Zoning Commission and directed by Town Council in September of 2024; and Solution 2: Update just the Residential Zoning Districts to remove allowing RV Park Use Permits in those areas while allowing for standard updates in the Comprehensive Update as recommended by the Planning and Zoning Commission and directed by Town Council.



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."

Commissioner Seybold stated she supports the update of just Residential Zoning Districts; Solution 2.

Vice Chairperson McPhail recommended staff have a discussion with Council to consider taking the use of RV's out of residential areas at this time; Solution 2.

Commissioner Faiella stated he agreed with Commissioner McPhail's recommendation.

Chairperson Tippet recommended Solution 1 to allow the General Plan and Comprehensive Update to proceed as recommended by the Planning and Zoning Commission.

Commissioner Scantlebury stated he would like to see RV Parks be kept out of residential areas.

Commissioner Hauser stated she agreed with Commissioner Scantlebury and doesn't want to see an overgrowth of RV Parks.

Town Manager Fisher stated the item is not for the commission to take a vote and that it is only a recommendation to take to the Council.

Town Manager Fisher, Attorney Stinson, Planner II Cory Mulcaire and Planner I Cliff Bryson responded to questions from the Commission.

With a nod of four, the Commission directed Town staff to seek approval from the Town Council to amend the Zoning Code to remove RV Use Permits from residential zones.

8. Presentation of the Verde Valley's Habitat for Humanity mission, goals, objectives, and future partnership opportunities from the organization's Executive Director, Tania Simms.

Executive Director Tania Simms distributed handouts to the Commission members and delivered an overview of Habitat for Humanity's services, goals, and objectives for the citizens of the Verde Valley. She emphasized that the program enhances access to affordable housing, contributing to improved health, stronger childhood development, and the ability for individuals to make informed, future-oriented decisions.

Executive Director Simms responded to questions from the Commission.

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 McPhail spoke on current events she attended.

Commissioner Hauser thanked Planner I Cliff Bryson for his work on the trail clean-up at Grief Hill.

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.



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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 staff provided updates on events and activities the Community Development Department is involved with.

11. Adjournment

Chair Tippet adjourned the meeting at 7:40 PM.

Chairperson Bill Tippet

Attest: Town Manager Fisher

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Planning and Zoning Commission of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on February 6, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2025.

Cory Mulcaire, Planner II

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Town Council Agenda Information Memorandum

Meeting Date: February 19, 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: Discussion, consideration and possible approval of Request for Proposal #25-205 for a Facilities Master Plan

Attached Documents:

- Request for Proposal #25-205
- CIP Project Sheet

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

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

For the FY24-25 budget, the Town Council has allocated \$100,000 toward the Facilities Master Plan, as part of the total \$300,000 budgeted for the project. The remaining \$200,000 is expected to be funded in FY25-26.

Background Information:

The Town of Camp Verde is seeking a qualified consulting firm to develop a comprehensive Facilities Master Plan to guide the Town's facility needs over the next 20 years. The plan will assess existing municipal buildings, identify space and programming needs, and provide a long-term strategy for facility improvements, redevelopment, or expansion.

The selected consultant will:

- Conduct facility condition assessments to evaluate building structures, systems, and compliance.
- Perform a space and programming needs assessment to ensure facilities support current and future operational demands.
- Develop a Government-Wide Facilities Master Plan with short-, mid-, and long-term strategies, including cost estimates and funding options.
- Provide recommendations for facility improvements, new development, and operational efficiency.



Town Council Agenda Information Memorandum

Work is expected to begin upon contract award, with completion by April 1, 2026, aligning with FY26-27 budget planning.

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

This initiative is part of our ongoing commitment to fiscal responsibility and operational excellence.

Question(s) before the Council:

- Does the Council have any questions about the Facilities Master Plan request for proposal?

Proposed Motion:

I move to **APPROVE** publishing RFP #2025-205 for a Facilities Master Plan.

I move to **APPROVE** publishing RFP #2025-205 for a Facilities Master Plan with the following amendments...

I move to **DENY** publishing RFP #2025-205 for a Facilities Master Plan.



Request for Proposals (RFP) Town of Camp Verde Facilities Master Plan RFP #25-205

Work Summary	The Town of Camp Verde is seeking qualified Consultants to submit responses to this Request for Qualifications (RFQ)/Request for Proposals (RFP) for a Public Facilities Master Plan. The Public Facilities Master Plan will include a detailed analysis of current and future needs, recommendations to meet these needs, and conceptual designs and cost estimates for the recommended improvements.
Award Terms	The initial Agreement term will be 360 days and will commence upon execution of the Agreement and issuance of the Notice to Proceed.
Issue Date	February 27, 2025
Due Date	March 27, 2025; 1:00 PM Local Arizona Time
Inquiries	The deadline for inquiries is March 20, 2025 at 12:00 PM, Local Arizona Time. Questions and/or inquiries must be emailed to Town Manager Miranda Fisher at Miranda.Fisher@campverde.az.gov . Questions submitted after this date and time will not receive a response. The Town of Camp Verde reserves the right to issue RFP amendments after the question and answer period. It is each Proposer's responsibility to check the website www.publicpurchase.com for addenda to this RFP. This Request for Proposals may only be modified by a written Addendum.
Pre-Submittal Meeting	March 13, 2025; 2:00 APM Local Arizona Time Microsoft Teams meeting Meeting Link Meeting ID: 244 838 554 434 Passcode: eo67SC35
Submittal Process	Proposals will be emailed to Town Manager Miranda Fisher at Miranda.Fisher@campverde.az.gov on or before 1:00 PM Local Arizona Time March 27, 2025. The proposal shall be in pdf format and all required information must be included. Once your proposal is received you will receive email confirmation from Miranda Fisher.
Document Availability	The Proposal Documents consist of parts: I. Background, II. Scope of Work, III. Proposal Content and Submittal, IV. Evaluation and Award and V. Solicitation Terms and Conditions. Documents can be downloaded at www.PublicPurchase.com or by contacting the Town Hall by emailing Miranda.Fisher@campverde.az.gov or calling (928) 451-3670.
Contact	Town Manager Miranda Fisher, Miranda.Fisher@campverde.az.gov
Equal Opportunity	Camp Verde is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit proposals on this solicitation.

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1. Background

The Town of Camp Verde, Arizona, is a vibrant community located in the Verde Valley of north-central Arizona. Founded in 1865 and incorporated in 1986, Camp Verde is known for its scenic landscapes, strong sense of community, and commitment to sustainable growth. The Town covers approximately 43 square miles and serves a population of over 13,000 residents.

The Town employs approximately 130 staff and is governed by a Council-Manager form of government, with a Mayor and six Council Members setting policy direction and a professional Town Manager overseeing day-to-day operations.

The Town provides a range of municipal services to the community which includes police, engineering services, street maintenance and improvements, water, sewer and stormwater services, planning, zoning and building records, economic development, community library service, and parks and recreation.

2. Scope of Work

The Town desires a sound, actionable, and fiscally responsible facilities plan that supports the entire government organization by providing safe and inviting work environments that meet the varying operational needs of all Town departments.

The Town's intent is to retain a consulting firm with the qualifications and staff resources necessary to perform governmental facility planning services including, but not limited to, conditional assessment, space and programming needs assessment, and development of a long-term facilities master plan. The facilities master plan should focus on the preservation and potential redevelopment and/or readapting of current facilities as well as the identification of and/or planning for new facilities to establish a framework for the anticipated Town facility needs for the next twenty (20) years.

Space and Programming Needs Assessment

- 1) The Consultant shall conduct interviews with designated Town representatives to elicit individual perspectives of problems needing solutions and observations of past, current, and expected future operational and facility needs and deficiencies.
- 2) For each building, the Consultant shall provide building programming to:
 - a. Identify the nature of work performed in or function of each workspace.
 - b. Identify on an inter-departmental basis and an intra- and inter- divisional basis what working relationships exist and the level of intensity of those working relationships.
 - c. Identify the physical proximity needs of the aforesaid interdepartmental and inter- and intra-divisional working relationships.
 - d. Assess whether the proximity of work performed in one space and interrelated with work performed in another space promotes or inhibits the effectiveness and efficiency of the overall work performed in the two or more spaces
 - e. Identify the number of employees using each space.

- f. Identify ancillary and accessory programming requirements, such as, but not limited to, data and communications, conference/meeting rooms, printer/copier areas, and file & storage space. Also include functional spaces, such as restrooms, mechanical spaces, vestibules, stairwells, elevators, hallways, and similar space allocations.
- g. Identify security issues and concerns and ways they can be addressed.
- h. Assess whether the particular space is currently adequate given the nature of the work performed therein or the function thereof, to include available information technology infrastructure.
- i. Assess whether the particular space will be adequate into the foreseeable future (5, 10, 15, and 20 years out) given the nature of the work performed therein or function thereof and the possible expansion of the work or the number of employees performing such work.
- j. Assess each facility's exterior features that support the facility on its site, including public and entry access, on-site storage, and vehicle accommodations.
- k. Assess parking capacity for public and staff needs.
- l. Assess public accessibility to public meeting spaces and departmental services.
- m. Desired image of the organization and desired outward image of current and future facilities.
- n. Provide the Town information about adopted Level of Service standards from similar sized cities with similar budget constraints.
- o. Develop a list of existing deficiencies based on the recommended level of service standards for each of the Town's services and a reasonable list of projects and cost estimates to either cure the existing deficiencies including, but not limited to the upgrading, updating, improving, expanding, or replacing of such facilities to meet existing needs and usage.

Facilities Conditional Assessment

- 1) The assessment shall be performed by individuals trained and licensed and/or certified in construction, engineering or architecture for the specific building systems they are assessing.
- 2) The assessment shall be conducted in accordance with well-established industry standards.
- 3) The Consultant shall obtain from the Town, where available, existing drawings and plans and review those drawings and plans for each facility prior to its on-site assessment. It should be noted that in some cases complete records for a particular building may not be available.
- 4) The Consultant shall perform a non-destructive visual inspection of each facility to identify systems-level deficiencies and life-cycle conditions.
- 5) The Consultant shall review, document, and photograph physical condition deficiencies.

- 6) The Consultant, in coordination with the Public Works staff, shall provide a facilities conditional assessment document which shall include, but shall not be limited to the following for each facility:
 - a. A narrative summary of the facility and building system shall be documented in addition to the standard quantitative information.
 - b. Categorization of immediate, short-term, and long-term capital repair and replacement requirements with project timelines to include:
 - i. Assessment of current structural conditions of Town owned/operated building.
 - ii. Assessment of each building's compliance with all applicable building codes.
 - iii. Estimated life expectancy of the building.
 - iv. Identification of major repairs which require immediate undertaking (present-5 years out).
 - v. Estimate of likely cost of necessary immediate repairs.
 - vi. Identification of major repairs which will likely be necessary in the foreseeable future (5, 10, 15, and 20 years out).
 - vii. Estimate of likely costs of the long-term repairs.
 - viii. Assessment of current mechanical systems and components thereof.
 - ix. Assessment of the functioning condition of each system and the components thereof.
 - x. Estimation of life expectancy of each system and/or components thereof.
 - xi. Estimation of the likely cost of repairing each system and/or components thereof.

Town Government-Wide Facilities Master Plan

- 1) Facilitate a process to gain consensus among Town departments on a preferred master plan strategy or group of strategies.
- 2) Using information gathered, provide a master plan which takes into consideration the Town's anticipated future needs for space and the organizational use of such space, including development or use of space or property owned or vacant Town-owned space, if such additional space is deemed necessary to the cost effective and efficient operation of Town government. This exercise should seek to compare the existing building conditions and costs with a comparative future new structure(s) or facility(ies).
- 3) Develop a short-term (1-4 years), mid-term (5-15 years) and long term (15- 20 years) sequence of events establishing the necessary stages of design, construction, redevelopment, and/or remodeling activity, as the case may suggest, for the preferred strategy taking into consideration the need to maintain services and operations throughout implementation.

- 4) Thoroughly review all possible funding sources for the proposed Town facility improvements and develop a funding mechanism for the proposed improvements.
 - a. Review all funds available and the status of capital improvements, operations, and maintenance funds for public facilities.
 - b. Identify different funding sources including State, Federal, and private sources.
- 5) Final documents shall include, but are not limited to:
 - a. Master Plan Strategies;
 - b. Preliminary project budgets;
 - c. Preliminary project schedules meeting the Town's desired timeline; and
 - d. Other Relevant/Diagrammatic information.
- 6) Consultant will participate in a final report to Town Council for final review, approval, and adoption.

Outline of Specific Buildings and/or Departments for this Study

The following table lists Town buildings to be included in the scope of work:

Building Name	Address
Administration Building	473 S. Main Street Camp Verde, AZ 86322
Municipal Court Building	435 S. Main Street Camp Verde, AZ 86322
Public Works/Utilities/Parks & Recreation Building	395 S. Main Street Camp Verde, AZ 86322
Camp Verde Gym	51 E. Hollamon Street Camp Verde, AZ 86322
Economic Development	385 S. Main Street Camp Verde, AZ 86322
Visitors Center/Museum	435 S. Main Street Camp Verde, AZ 86322
Finance Building	600 S 1 st Street Camp Verde, AZ 86322
Camp Verde Marshal's Office	646 S. 1 st Street Camp Verde, AZ 86322
Community Library	130 Black Bridge Road Camp Verde, AZ 86322
Streets Division Yard	1498 Peterson Road Camp Verde, AZ 86322

Lower Maintenance Shop	537 S. Nichols Street Camp Verde, AZ 86322
Animal Impound Lot	807 N Industrial Drive Camp Verde, 86322
Stormwater Building	880 S. Cowboy Trail Suite A Camp Verde, AZ 86322
Wastewater Treatment Plant	880 S. Cowboy Trail Camp Verde, AZ 86322

The Town also owns a vacant building and parcels located at these addresses that has been identified as the site for possible future Town facility development:

- 562 S 1st St , Camp Verde, 86322
- 546 S 1St St , Camp Verde, 86322
- 572 S 1St St , Camp Verde, 86322

Schedule of Work

The Town expects the Proposer selected for award of contract to start work as soon as a contract is signed. The Town anticipates work to be completed by **April 1, 2026** to allow for FY26-27 budget considerations.

3. Proposal Content and Submittal

3.1.Submittal Checklist

As part of the RFP process, all Proposers are to review, complete, and submit the following proposal components and compliance documents **IN ORDER FOR THE PROPOSAL TO BE RESPONSIVE. FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING DECLARED NON-RESPONSIVE AND REJECTED.**

Previous compliance document submittals and/or waivers do not apply. New forms must be completed and processed. The Town reserves the right to request additional information and/or clarification regarding submitted compliance documents during the evaluation process. Proposals **MUST** include the following components and compliance documents listed in the checklist.

1. **COVER LETTER:** Include a one-page cover letter that contains a general statement of the purpose for submission, and the following detailed company information:
 - a. **BUSINESS ORGANIZATION** State the full name and address of your organization, and if applicable, any branch office or other subordinate element that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership or corporation; if a corporation, indicate the state in which you are incorporated. Include email addresses and phone numbers for all key personnel.

- b. **AUTHORIZED NEGOTIATIONS** Include the names, email addresses and phone numbers of personnel of your organization authorized to negotiate the proposed contract with the Issuing Office.
2. **PROPOSAL NARRATIVE:** Include responses to all components outlined below in a proposal narrative. Proposers shall complete the fillable **“RESPONSE WORKBOOK”** (attached as an appendix to this solicitation) and submit as their proposal. Please supplement your WORKBOOK responses with designs and work samples in a separate attachment. Total RFP submission shall be limited to 50 pages.
3. **COST PROPOSAL:** Complete the cost and staffing proposal found in the fillable **“RESPONSE WORKBOOK.”**
4. **REQUIRED COMPLIANCE DOCUMENTS:** Complete the required compliance forms and documents listed in the checklist below and found in the fillable **“RESPONSE WORKBOOK.”**

All of the Proposal Documents apply to and become a part of the terms and conditions of the proposal.

PROPOSAL CHECKLIST	
Follow this sequence in presenting a proposal, with the checklist as the Table of Contents. Proposals must be ordered as indicated on this form. All of the Proposal Documents apply to and become a part of the terms and conditions of the proposal.	
	Page #
PROPOSAL SUBMITTAL	
The proposal prices offered have been reviewed.	
Proposal Package/Envelope has been identified with proposal number and title.	
The Agreement Time and/or schedules have been included.	
The proposal is submitted by the time specified above	
Any addendums have been included/noted in Offer Section.	
PROPOSAL DOCUMENTS	
One-page Cover Letter (on company letterhead)	Response workbook
Table of Contents/Proposal Checklist	Response workbook
Proposal Narrative- FIRM OVERVIEW	Response workbook
Proposal Narrative- FIRM EXPERIENCE	Response workbook
Proposal Narrative- PROJECT TEAM	Response workbook
Proposal Narrative- PROJECT APPROACH	Response workbook
Proposal Narrative- PRICE:	Response workbook
REQUIRED RFP COMPLIANCE DOCUMENTS	
Addendum Acknowledgement	Response workbook
Authorized Signature Form	Response workbook
Proposal Form (Proposals not signed in this section will not be considered)	Response workbook

3.2.Submittal Instructions

3.2.1 Format.

Proposers shall email their proposal to Town Manager Miranda Fisher on or before

1:00pm Local Arizona Time on March 27, 2025.

Any bid received after the time specified will be returned rejected. It is the bidder's responsibility to assure proposal are received via email by Town Manager (Miranda.Fisher@campverde.az.gov) on or before the specified time. The email must be clearly marked with the bidder's name and the title "Camp Verde Facilities Master Plan".

3.2.2 *No Modifications.*

Modifications shall not be permitted after proposals have been opened except as otherwise provided under applicable law.

3.3. Requirements for Proposers

3.3.1. ***Town's Right to Reject Proposals:*** The Town of Camp Verde reserves the right to reject any and all proposals and to waive technicalities.

3.3.2. ***Late Proposals:*** Late submittals will not be considered under any circumstances. It is the sole responsibility of the Proposer to see that his/her proposal is emailed and received by the proper time and at the proper place.

3.3.3. ***Proposal Amendment or Withdrawal:*** A proposal may be withdrawn any time before the proposal due date and time. A Proposal may not be amended or withdrawn after the proposal due date and time except as otherwise provided by applicable law.

3.3.4. ***Public Record:*** All proposals submitted in response to this solicitation and all evaluation related records shall become property of the Town of Camp Verde and shall become a matter of public record for review, subsequent to proposal opening. Request for nondisclosure of data such as trade secrets and other proprietary data, must be made known in writing to the Town of Camp Verde in proposals submitted, and the information sought to be protected clearly marked as proprietary. The Town of Camp Verde will not ensure confidentiality of any portion of the proposal that is submitted in the event that a public record request is made. The Town of Camp Verde will provide 48 hours notice before releasing materials identified by the Proposal as confidential or proprietary in order for the Proposer to apply for a court order blocking the release of the information.

3.3.5. ***Solicitation Transparency Policy:*** Beginning on the date this Solicitation is issued and continuing until either the date a contract is awarded or this Solicitation is withdrawn by the Town of Camp Verde, all persons or entities who respond or intend to respond to this Solicitation, including without limitation their employees, agents, representatives, partners, subconsultants, consultants, joint venturers, members, lobbyists, or attorneys (collectively, "Proposers"), shall only discuss matters associated with this Solicitation with the Procurement Officer designated in this Solicitation and shall not have any direct or indirect contact about this Solicitation with any other Town staff or Town official, including, without limitation, members of the evaluation panel, the Town Manager, the

Mayor, or any member of the Camp Verde Town Council. As long as the subject matter of the Solicitation is not discussed, Proposers may continue to conduct business with the Town of Camp Verde.

- 3.3.6. ***Persons with Disabilities:*** Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Town of Camp Verde CIP Project Manager, Martin Smith. Requests shall be made as early as possible to allow time to arrange the accommodation.
- 3.3.7. ***Proposal Acceptance Period:*** All proposals shall remain open for 180 days after the day of the opening of proposals, but the Town of Camp Verde may, at its sole discretion, release any proposal and return the proposal security (as applicable) prior to that date. No Proposer may withdraw his/her proposal during this period without written permission from the Town of Camp Verde. Should any Proposer refuse to enter into an Agreement, under the terms and conditions of the procurement, the Town of Camp Verde may retain the security (as applicable), not as a penalty, but as liquidated damages.
- 3.3.8. ***Clarifications.*** The Town of Camp Verde reserves the right to obtain Proposer clarifications where necessary to arrive at full and complete understanding of Proposer's product, service, and/or solicitation response. Clarification means a communication with a Proposer for the sole purpose of eliminating ambiguities in the proposal and does not give Proposer an opportunity to revise or modify its proposal.
- 3.3.9. ***Waiver and Rejection Rights.*** The Town of Camp Verde reserves the right to reject any or all proposals or to cancel the solicitation altogether, to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the respective proposals received.
- 3.3.10. ***Solicitation Addendum Acknowledgement.*** Each Solicitation Addendum shall be acknowledged in the Proposal Section, which shall be submitted together with the proposal on the proposal due date and time. Failure to note a Solicitation Addendum may result in rejection of the proposal.
- 3.3.11. ***Evidence of Intent to be Bound.*** The proposal form within the Solicitation shall be submitted with the proposal and shall include a signature by a person authorized to sign the proposal. The signature shall signify the Proposer's intent to be bound by its proposal and the terms of the Solicitation and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of intent to be bound, such as an original signature, shall result in rejection of the proposal.
- 3.3.12. ***Non-Collusion and Non-Discrimination.*** By signing and submitting the proposal, the Proposer certifies that: the Proposer did not engage in collusion or other anti-competitive practices in connection with the preparation or submittal of its proposal; and the Proposer certifies that it does not discriminate against any employee or applicant for employment based on race, color, age, sex,

religious or political affiliation, sexual orientation, gender identity, family status, marital status, national or ethnic origin, or mental or physical disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.

3.3.13. **Inquiries**

3.3.13.1. ***Duty to Examine.*** It is the responsibility of each Proposer to examine the entire Solicitation, seek clarification (inquiries), and examine its proposal for accuracy before submitting the proposal. Lack of care in preparing a proposal shall not be grounds for modifying or withdrawing the proposal after the proposal due date and time, nor shall it give rise to any Consultant claim.

3.3.13.2. ***No Right to Rely on Verbal Responses.*** A proposer shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the Solicitation.

4. Evaluation and Award

4.1. Evaluation Criteria

General Evaluation Standards

The Town of Camp Verde seeks to obtain the services described in the Scope of Work. The Town of Camp Verde will evaluate proposals on the selection criteria set forth below. The Town of Camp Verde will be the sole judge of whether the services offered are acceptable. Proposals from individuals who have provided inadequate services to municipalities in the past, or proposals offering services proven unsatisfactory in the Town's sole judgment may be rejected and not considered.

The Town of Camp Verde reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so.

A Proposer (including each of its principals) who is lawfully prohibited from any public procurement activity may have its proposal rejected.

RFP Evaluation Criteria

FIRM OVERVIEW (10%)

- Office location
- Length of time in business
- Total number of employees and number of local employees
- Names of principals, their disciplines, and Arizona registration.
- Services provided by the firm

- Experience in providing similar services within the last ten (10) years
- Three (3) references
- Email and Phone Contact information for persons(s) submitting the Proposal (preferably the designated project manager who will serve as the firms' primary contact person for the Proposal)

FIRM EXPERIENCE (25%)

Provide a minimum of three (3) relevant examples of other Facilities Master Plan projects your team has completed.

Include brief description of services provided by the project team that directly relate to this contract.

- Project Name
- Location
- Client Name and Phone Number
- Budget
- Completion Date
- Indicate whether the project was completed on schedule and within budget
- Indicate any challenges encountered and subsequent solutions

PROJECT TEAM (25%)

List those individuals who will complete the work for this project. Provide the following information for each team member:

- Team assignment
- General qualifications
- Any project experience directly relevant to this Contract while with this firm
- Indicate workload and certify that no team members will be substituted without prior approval from the Town of Camp Verde.

List any firms that will act as subconsultants to your firm. Provide information regarding prior projects on which the proposed subconsultants have worked with your firm.

PROJECT APPROACH (35%)

The Town recognizes that there are different approaches that can lead to the desired outcomes that have been noted in this RFP. Respondents shall demonstrate the understanding of the Services and the steps they will undertake to accomplish the scope of work. (Note, during contract negotiation, the Town reserves the right to modify the above-mentioned scope of services and tasks/task order based on project approaches that may be recommended by respondents).

Discuss the firm's unique ability, if any, to professionally deliver Facilities Master Plan services.

In your approach, outline:

- Any modifications you would suggest to the tasks and/or their suggested order.
- Your approach to performing the tasks and include the timeline for each task to be completed.
- Your approach to the master plan efforts and how/when/plan to engage stakeholders.
- Methods your firm proposes to use to manage the project and communicate with stakeholders.
- Methods your firm proposes to gather input.
- Data the consultant expects the Town of Camp Verde to provide.
- Any risks and strategies to mitigate them.

PRICE (5%)

- Please include a price proposal for this project.
- The Town is not required to accept the lowest bid for this RFP. However, as with any public procurement process, cost will be considered in the overall scoring of all proposals.

4.2. Selection Process, Award, and Protest Procedures

4.2.1. Award

Consultant award shall be made to the offer deemed most advantageous to the Town, based upon the evaluation criteria listed above, and that meets the minimum requirements and criteria set forth in this RFP solicitation.

4.2.2. Evaluation of Competitive Sealed Offers

The Town will use its discretion in applying the following processes to this solicitation. Any ties in scoring will be resolved with a best and final price request and the lowest price will prevail.

Best and Final Offer (BAFO):

A BAFO is an option available for negotiations. Each Proposer in the Competitive Range, which is determined in the Town's sole discretion, may be afforded the opportunity to amend its Offer and make one BAFO.

If a Proposer's BAFO modifies its initial Offer, the modifications must be identified in the BAFO. The Town will evaluate BAFOs based on the same requirements and criteria applicable to initial Offers. The Town will adjust appropriately the initial scores for criteria that have been affected by Offer modifications made by a BAFO. Based on the criteria defined in the solicitation as weighted, the Town will then perform final scoring and prepare final rankings.

The Evaluation Panel will recommend the Offer that is the best value and most advantageous to the Town based on the evaluation criteria.

The Town reserves the right to make an award to a Proposer whose Offer is the highest rated, best value, and most advantageous to the Town based on the evaluation criteria, without conducting written or oral discussions with any Proposer, without negotiations, and without soliciting BAFOs.

Detailed Evaluation of offers and determination of competitive range:

During deliberations, the Evaluation Panel will reach a consensus score for each evaluation criterion except price. The Procurement Officer will score the price, which will be added to the overall consensus score. The overall consensus scores will determine the Proposers' rankings and which Offers are within the Competitive Range, when appropriate.

4.2.3. Offers Not Within Competitive Range

The Town may notify Proposers of Offers that the Town determined are not in the Competitive Range.

Discussions with Proposers in the Competitive Range:

1. The Town will notify each Proposer whose Offer is in the Competitive Range or make the 'short list' and provide in writing any questions or requests for clarification to the Proposer. Each Proposer so notified may be interviewed by the Town and asked to discuss answers to written or oral questions or provide clarifications to any facet of its Offer. The Proposers in the competitive range may be required to provide a demonstration of their product.
2. Demonstrations - Proposers in the competitive range may be invited to construct a hands-on sample or presentation of their solution at the Town of Camp Verde. In addition, each finalist may prepare and deliver a presentation of their proposed solution based on the script developed by the evaluation panel. The Town may also require a hands-on lab demonstration designed specifically for the evaluation panel. The results of the surveys will be tabulated and delivered to the evaluation team for the final review and solution selection session(s).
3. If an Offer in the Competitive Range contains conditions, exceptions, reservations, or understandings to or about any Contract or Solicitation requirement, the Town may discuss or negotiate the conditions, exceptions, reservations or understandings during these meetings. But the Town in its sole discretion may reject any and all conditions, exceptions, reservations and understandings, and the Town may instruct any Proposer to remove the conditions, exceptions, reservations or understandings. If the Proposer fails to do so, the Town may determine the Offer is nonresponsive, and the Town may revoke its determination that the Offer is in the Competitive Range.
4. To the fullest extent permitted by law, the Town will not provide any information, financial or otherwise, to any Proposer about other Offers received in response to this solicitation. During discussions with Proposers in the

Competitive Range, the Town will not give Proposers specific prices or specific financial requirements that Proposers must meet to qualify for further consideration. The Town may state that proposed prices are too high with respect to the marketplace or otherwise unacceptable. Proposers will not be told of their relative rankings before Contract award.

4.2.4. Disqualification

If the firm, business, or person submitting this proposal has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subconsultant with any federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Proposer shall fully explain the circumstances relating to the preclusion or proposed preclusion in the proposal. The Proposer shall include a letter with its proposal setting forth the name and address of the governmental entity, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above shall be provided.

Any or all proposals will be rejected if there is any reason for believing that collusion exists among the Proposers, and participants in such collusion will not be considered in future proposals for the same work.

5. Solicitation Terms and Conditions

GENERAL CONDITIONS

The Agreement time commences upon execution of the Agreement and issuance of the Notice to Proceed. Services shall not commence until issuance of a Notice to Proceed or Purchase Order by the Town of Camp Verde.

Protests: An interested party may protest a solicitation by filing a protest in writing to the purchasing officer not fewer than five (5) days before the closing date and time of the solicitation. An unsuccessful Proposer or Bidder may protest a determination of non-responsiveness or non-responsibility by the Town by filing a protest in writing with the purchasing office not more than five (5) days after issuance of notice of such determination by the Town. An unsuccessful Proposer or Bidder may protest a contract award by filing a protest in writing with the purchasing office not more than five (5) days after issuance of a notice of apparent low responsive and responsible Bidder, or a notice of intent to award. The protest shall include the following information: (1) The name, address, and telephone number of the protester; (2) Identification of the contracting activity and the number of the solicitation; (3) The signature of the protester or its authorized representative; (4) A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (5) The specific relief requested.

Notwithstanding the foregoing, Proposers may discuss this Solicitation with the Mayor or a

member of the Camp Verde Town Council, provided such meetings are scheduled through the Procurement Officer listed on this Solicitation, conducted in person at 473 S. Main Street, Suite 106, Camp Verde, Arizona 86322, and are posted as open meetings by the Town Clerk at least twenty-four (24) hours prior to the scheduled meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **Proposers who violate this policy shall be disqualified from participating in this Solicitation.**



Consultant Agreement
For Professional Services For

Town of Camp Verde
Facilities Master Plan

Between the

OWNER

Town of Camp Verde
395 S. Main Street
Camp Verde, AZ 86322
(the "Town")

CONSULTANT

(the "Consultant")

This INDEPENDENT CONSULTANT AGREEMENT ("Agreement") is awarded pursuant to **Project #25-205**.

This Agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Consultant will be an independent Consultant and not an employee of the Town for all purposes, including, but not limited to, the Fair Labor Standards Act, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the Internal Revenue Code (and any other Arizona income tax laws), the State of Arizona workers' compensation laws and unemployment insurance laws and any of the Town's benefit plans for the Town's employees. Consultant agrees that it is a separate and independent enterprise from the Town, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform any work performed for the Town. This Agreement shall not be construed as creating any joint employment relationship between Consultant and the Town. The Town will not be liable for any obligation incurred by the Consultant, including, but not limited to, unpaid minimum wages and/or overtime premiums. This Agreement shall not be construed to authorize the Consultant to act as an agent for the TOWN in any manner.

The parties further agree and acknowledge that the Town is engaging Consultant as an independent Consultant to provide services to the Town under the terms of this Agreement and that the Town shall not be required, under any circumstance(s), to assume liability for the direct payment of any salary, wage, or other compensation to any person employed by the Consultant before, during, or after this Agreement is in effect.

The Town shall not withhold from sums becoming payable to the Consultant under this Agreement any amounts for federal, state or local taxes, including federal or state income taxes, employment taxes (including Social Security and Medicare taxes), and unemployment taxes. The Town shall report all payments to Consultant on Internal Revenue Service Form 1099. The Consultant agrees that any tax obligation of Consultant arising from the payments made under this Agreement will be the Consultant's sole responsibility. The Consultant will indemnify the Town for any tax liability, interest, and/or penalties imposed upon the Town by any taxing authority based upon the Town's failure to withhold any amount from the payments for tax purposes.

In performance of services hereunder, the Consultant shall determine his/her necessary hours of work. CONSULTANT shall provide employees, tools, equipment, vehicles, and supplies CONSULTANT may determine to be necessary in performance of services hereunder.

Section I. Period of Service

The term of this Agreement shall be for 306 day following the issuance of the Notice To Proceed unless terminated sooner by the parties, pursuant to Section V below.

Section II. Scope of Work

The Consultant shall provide the Services as set forth in the attached Scope of Work, which is marked as Exhibit A and incorporated herein.

Section III. Compensation

1. **Compensation.** The Owner agrees to pay the Consultant the fixed price of \$_____ for the performance of the Services.
2. **Fees and Invoice.** The Consultant will invoice the Owner as milestones outlined in Exhibit A are achieved. The Owner will not make any advance payment for Services. The invoices shall be sent to the Owner's representative via email.
3. **Payment.** Payment will be made net thirty (30) days of the Owner's receipt of a correct, itemized invoice from the Consultant.

Section IV. Proprietary Rights

The Consultant hereby irrevocably assigns, transfers, and conveys to the Owner without further consideration all worldwide rights, title, and interest in and to all Works created pursuant to this agreement.

Section V. Termination

1. **For Owner's Convenience.** This Agreement is for the convenience of the Owner and, as such, may be immediately terminated without cause after receipt by the Consultant of written notice by the Owner. Upon termination for convenience, the Consultant shall be paid for all undisputed services performed to the termination date.
2. **For Cause.** This Agreement may be terminated by either party upon thirty (30) days written notice should the other party breach any of its terms or otherwise violate the law in connection with the performance of any duty imposed on the party by the terms of this Agreement. In the event of such termination, payment shall be made by the Owner to the Consultant for the undisputed portion of its fee due as of the termination date.
3. **Due to Work Stoppage.** This Agreement may be terminated by the Owner upon thirty (30) days written notice to the Consultant in the event that the Services are permanently abandoned. In the event of such termination due to work stoppage, payment shall be made by the Owner to the Consultant for the undisputed portion of its fee due as of the termination date.
4. **Conflict of Interest.** This Agreement is subject to the provisions of A.R.S. § 38-511. The Owner may cancel this Agreement without penalty or further obligations by the Owner or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement on behalf of the Owner or any of its departments or agencies is, at any time while the Agreement or any extension of the Agreement is in effect, an employee of any other party to the Agreement in any capacity or a Consultant to any other party of the Agreement with respect to the Agreement's subject.

5. **Gratuities.** The Owner may, by written notice to the Consultant, cancel this Agreement if it is found by the Owner that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Consultant or any agent or representative of the Consultant to any officer, agent, or employee of the Owner for the purpose of securing this Agreement. In the event this Agreement is cancelled by the Owner pursuant to this provision, the Owner shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Consultant an amount equal to one hundred fifty percent (150%) of the gratuity.
6. **Fund Appropriation Contingency.** The Consultant understands that the continuation of this Agreement after the close of any given fiscal year of the Owner, which ends on June 30, shall be subject to the budget of the Owner providing for the contract item as expenditure. The Owner cannot assure that the budget item for funding this Agreement will be approved in the future as such assurance would be a legislative and policy determination of the Owner Council at the time of the adoption of the budget. Should the funding of the Agreement not be approved by Owner Council, the Owner may terminate this Agreement as of the close of its fiscal year.

Section VI. Successors and Assigns

Neither this Agreement, nor any obligation of Consultant hereunder, shall be assigned in whole or in part by Consultant without the prior written consent of the Town Manager.

Section VII. Waiver and Severability

A waiver of any part of this Agreement, whether express or by conduct, shall not constitute a continuing waiver of such part (unless explicitly stated to be so), or a waiver of any other part, nor shall a waiver of any breach of this Agreement, or any part of it, whether express or by conduct, constitute a waiver of any succeeding breach. The provisions of this Agreement shall be severable such that if any provision shall be deemed to be invalid and unenforceable for any reason, such invalidity or unenforceability shall not affect the remaining provisions hereof.

Section VIII. Whole Agreement

This Agreement, represents the parties' whole Agreement. There are no other promises, terms, conditions or obligations, and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written.

Section IX. Construction

This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona.

Section X. Insurance Requirements

The Consultant shall maintain during the term of this Agreement insurance policies described below issued by companies licensed in Arizona with a current AM Best rating of A- or better. The Owner's Risk Management Division reserves the right to review and make an exception for substitute/alternative coverage. Failure to maintain insurance as specified herein may result in termination of this Agreement at the Owner's option.

Before the Owner signs this Agreement, the Consultant shall furnish the Owner's Risk Manager with certificates of insurance evidencing the coverages, conditions, and limits required by this Agreement, at the following address:

Town of Camp Verde
Risk Manager
473 S Main Street
Camp Verde, AZ 86322
Telephone: (928) 554-0003

The insurance policies, except Worker's Compensation and Professional Liability, shall be endorsed to name the Town of Camp Verde, its agents, officers, officials, employees, and volunteers as additional insureds with corresponding endorsement relative to the additional insured indemnification and with the following language:

The Town of Camp Verde, its agents, officers, officials, employees, and volunteers are hereby named as additional insureds as their interest may appear.

If any insurance policies are written on a "claims made" basis, coverage shall extend for two (2) years past completion and acceptance of the Consultant's work or services and must be evidenced by annual certificates of insurance. The insurance policies shall be endorsed stating that they shall not expire, be cancelled, suspended, voided, or materially changed without thirty (30) days written notice by certified mail to the Town of Camp Verde Risk Manager. The Consultant's insurance must be primary, and any insurance or self-insurance maintained by the Town shall not be contributed to it. If any part of this Contract is subcontracted, these insurance requirements also apply to all subconsultants. The following policies are required:

1. **Commercial General Liability** insurance with a limit of not less than one million dollars (\$1,000,000) plus aggregate coverage of not less than two million dollars (\$2,000,000) per occurrence for bodily injury, property damage, personal injury, products and completed operations, including but not limited to, the liability assumed under the indemnification provisions of this Contract.
2. **Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than one million dollars (\$1,000,000) for each occurrence with respect to the Consultant's owned, hired, and non-owned vehicles.
3. **Worker's Compensation** insurance with limits statutorily required by any Federal or state law and **Employer's Liability** insurance of not less than one million dollars (\$1,000,000) for each accident, one million dollars (\$1,000,000) disease for each employee.
4. **Professional Liability** insurance covering acts, errors, mistakes, omissions arising out of the work or services performed by the Consultant, or any person employed by the Consultant, with a limit of not less than one million dollars (\$1,000,000) plus aggregate coverage not less than two million dollars (\$2,000,000) each claim.

The Consultant/Subconsultant agrees to procure and maintain at Consultant/Subconsultant's sole expense and to provide a Certificate of Liability Insurance and Endorsements evidencing insurance coverages below.

When policies are renewed or replaced, any retroactive date must coincide with or precede commencement of services by Consultant under this Agreement. A claims-made policy that is replaced or not renewed must have an extended reporting period of not less than two (2) years.

With the execution of this Agreement, Consultant shall simultaneously furnish any original Certificates of Insurance and corresponding endorsement(s) evidencing the required coverage to be in force on the date of this Agreement.

The receipt of any Certificate of Insurance and endorsement does not constitute an agreement by the Town of Camp Verde that insurance requirements have been met.

Failure of Consultant to obtain Certificates or other insurance evidence from other Consultants shall not be deemed a waiver by the Town of Camp Verde.

The Consultant's liability under this Agreement is not in any way limited by the insurance required by this Agreement.

Failure to comply with insurance requirements may be regarded as a breach of the Agreement terms.

Section XI. Standard of Care

The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services. Subject to the foregoing standard of care, Consultant and its subconsultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty Consultants, manufacturers, suppliers, and the publishers of technical standards

Section XII. Indemnity

Consultant agrees, to the fullest extent permitted by law, to indemnify, defend, save and hold harmless the Town of Camp Verde, its departments, agencies, boards, commissions, and its officers, officials, agents, employees and volunteers (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Consultant or any of its owners, officers, directors, agents, employees or subconsultants. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Consultant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Consultant from and against any and all claims. It is agreed that Consultant will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this Agreement, the Consultant agrees to waive all rights of subrogation against the Town of Camp Verde, its officers, officials, agents and employees for losses arising from the work performed by the Consultant for the Town of Camp Verde. The obligations under this Section 10 shall survive termination of this Agreement.

Section XIII. Compliance with Federal and State Laws

The Consultant understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. Under the provisions of A.R.S. §41-4401, Consultant hereby warrants to the Town that the Consultant and each of its Subconsultants ("Subconsultants") will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulations that relate to their employees and A.R.S. §23-214(A) (hereinafter "Consultant Immigration Warranty").

A breach of the Consultant Immigration Warranty shall constitute a material breach of the Agreement and shall subject the Consultant to penalties up to and including terminations of this Agreement at the sole

discretion of the Town.

The Town retains the legal right to inspect the papers of any Consultant or Subconsultant's employee who works on this Agreement to ensure that the Consultant or any Subconsultant is complying with the Consultant Immigration Warranty. Consultant agrees to assist the Town in regard to any such inspections.

The Town may, at its sole discretion, conduct random verification of the employment records of the Consultant and any of the Subconsultants to ensure compliance with Consultant's Immigration Warranty. Consultant agrees to assist the Town in regard to any random verification performed. Neither the Consultant nor any of the Subconsultants shall be deemed to have materially breached the Consultant Immigration Warranty if the Consultant or Subconsultant establishes that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214, Subsection A.

Section XIV: No Israel Boycott

The Parties agree that they are not currently engaged in, and agree that for the duration of the Agreement they will not engage in, a boycott of Israel, as that term is defined in A.R.S. §35- 393.

Section XV. China

Pursuant to and in compliance with A.R.S. § 35-394, Consultant hereby agrees and certifies that it does not currently, and agrees for the duration of this Agreement that Consultant will not, use: (i) the forced labor of ethnic Uyghurs in the People's Republic of China; (ii) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. Consultant also hereby agrees to indemnify and hold harmless the Town, its officials, employees, and agents from any claims or causes of action relating to the Town's action based upon reliance upon this representation, including the payment of all costs and attorney fees incurred by the Town in defending such as action.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate originals, this _
_____ day of _____, 2025

APPROVED AS TO FORM:

Town of Camp Verde:

Town Attorney/Date

By: _____
Mayor/Date

ATTEST:

Town Clerk

Consultant:

By: _____

Date: _____



Town of Camp Verde Facilities Master Plan Response Workbook RFP #25-205

Proposer is to complete this Response Workbook and submit as their response to this RFP.

Proposer Name: (Proposer to include response here)

Proposer Address: (Proposer to include response here)

REQUIRED RESPONSES:

Proposer's answers to the following questions will comprise the Proposer's response to this RFP. It should be noted that all attachments or exhibits prepared by the Town and referenced herein are incorporated by reference into the Proposer's response and shall be included in a final contract with the successful Proposer. Information prepared by the Proposer and submitted with their proposal may be incorporated into a final contract (for example program offerings, curriculum, key personnel, or performance metrics).

1. FIRM OVERVIEW

- Office location
- Length of time in business
- Total number of employees and number of local employees
- Names of principals, their disciplines, and Arizona registration.
- Services provided by the firm
- Experience in providing similar services within the last ten (10) years
- Three (3) references
- Email and Phone Contract information for persons(s) submitting the Proposal (preferably the designated project manager who will serve as the firms' primary contact person for the Proposal)

(Proposer to include response here)

2. FIRM EXPERIENCE

Provide a minimum of three (3) relevant examples of other Facilities Master Plan projects your team has completed.

Include brief description of services provided by the project team that directly relate to this contract.

- Project Name
- Location
- Client Name and Phone Number
- Budget
- Completion Date
- Indicate whether the project was completed on schedule and within budget
- Indicate any challenges encountered and subsequent solutions

(Proposer to include response here)

3. PROJECT TEAM

List those individuals who will complete the work for this project. Provide the following information for each team member:

- Team assignment
- General qualifications
- Any project experience directly relevant to this Contract while with this firm
- Indicate workload and certify that no team members will be substituted without prior approval from the Town of Camp Verde.

List any firms that will act as subconsultants to your firm. Provide information regarding prior projects on which the proposed subconsultants have worked with your firm.

(Proposer to include response here)

4. PROJECT APPROACH

The Town recognizes that there are different approaches that can lead to the desired outcomes that have been noted in this RFP. Respondents shall demonstrate the understanding of the Services and the steps they will undertake to accomplish the scope of work. (Note, during contract negotiation, the Town reserves the right to modify the above-mentioned scope of services and tasks/task order based on project approaches that may be recommended by respondents).

Discuss the firm's unique ability, if any, to professionally deliver Facilities Master Plan services.

In your approach, outline:

- Any modifications you would suggest to the tasks and/or their suggested order.
- Your approach to performing the tasks and include the timeline for each task to be completed.
- Your approach to the master plan efforts and how/when/plan to engage stakeholders.
- Methods your firm proposes to use to manage the project and communicate with stakeholders.
- Methods your firm proposes to gather input.
- Data the consultant expects the Town of Camp Verde to provide.
- Any risks and strategies to mitigate them.

(Proposer to include response here)

5. PRICE

- Please include a price proposal for this project.

(Proposer to include response here)

ADDENDUM RESPONSES AND ACKNOWLEDGEMENT:

Attach addendum response(s) and acknowledgement(s) here.

(Proposer to include response here)

CONFLICT OF INTEREST STATEMENT:

If Proposer indicated they have a conflict of interest on the Offer Sheet, Proposer must provide details here.

(Proposer to include response here)

One-page Cover Letter (on company letterhead)

(Proposer to include response here)

REFERENCES FORM: List a minimum of three (3) customers on the fillable form below, **excluding the Town of Camp Verde (if applicable)**, for whom your company has provided services of a similar size & scope as described in this Request for Proposal, during the past three (3) years. Include the length of any contracts listed. Proposers may make multiple copies of this document as needed. These references may be used to assess the qualifications of Proposers under consideration for final award. This information may or may not be a determining factor in the award.

Reference 1:

(Enter Company Name)	(Enter Company Address) (Enter Company Street Address) (Enter City, State, Zipcode)
(Enter Contact Name)	(Enter Contact Phone Number)
(Enter Contact Email Address)	(Enter Date of Services)
Provide a brief summary of Services provided: (Describe Services Here:)	

Reference 2:

(Enter Company Name)	(Enter Company Address) (Enter Company Street Address) (Enter City, State, Zipcode)
(Enter Contact Name)	(Enter Contact Phone Number)
(Enter Contact Email Address)	(Enter Date of Services)
Provide a brief summary of Services provided: (Describe Services Here:)	

Reference 3:

(Enter Company Name)	(Enter Company Address) (Enter Company Street Address) (Enter City, State, Zipcode)
(Enter Contact Name)	(Enter Contact Phone Number)
(Enter Contact Email Address)	(Enter Date of Services)
Provide a brief summary of Services provided: (Describe Services Here:)	

Attachments and Required Forms

PROPOSAL FORM

Proposal Form: For the proposal opening February 27, 2025 for services.

Covenant Clause: It is expressly agreed by Proposer that these covenants are irrevocable and perpetual.

Conditions Accepted: The undersigned Proposer declares that before preparing this proposal, he or she has read the Proposal Documents carefully, and that this proposal is made with full knowledge of the kind, quality and quantity of services to be furnished by signing this proposal. Proposer agrees to all conditions contained in the Proposal Documents.

Agreement Acceptance: Proposer proposes and agrees that if this proposal is accepted, he or she will enter into an Agreement with the Town of Camp Verde within ten (10) days after the Town's acceptance of this proposal at the listed scheduled price.

Affidavit: The following affidavit is submitted by the Proposer as part of this proposal:

The State of Arizona)
)
Yavapai County)

The undersigned deponent, of lawful age, being duly sworn upon his oath, deposes and says:

That he/she has lawful authority to execute the within and foregoing proposal; that he/she has executed the same by subscribing his/her name hereto under oath for and on behalf of said Proposer; that Proposer has not directly or indirectly entered into any agreement, express or implied, with any Proposer or Proposers, having for its object the controlling of the price or amount of such proposal or proposals, the limiting of the proposals or the Proposers, the parceling out to any Proposer or any other person of any part of the Agreement or any part of the subject matter of the proposal or proposals or of the profits thereof, and that he/she has not and will not divulge the sealed proposal to any other person whatsoever, except those having a partnership or financial interest with him and said Proposer, until after the sealed proposal or proposals are open.

That Proposer has received and reviewed all Addenda Nos. _____ issued for this Proposal. (Proposer's failure to list all Addenda numbers issued shall be grounds for rejection of the Proposal).

Name

Title

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____, 2025,
by _____.

Notary Public

My Commission Expires:

TOWN OF CAMP VERDE, ARIZONA

AUTHORIZED SIGNATURE FORM

Camp Verde Agreement Number: 25-205

Consultant Name: _____

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

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

(Name of Parties Authorized)

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

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

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

Name

Title

(Seal of Corporation)

STATE OF _____)
County of _____) ss.

I, _____ of the _____
corporation, do hereby certify that the above is a true and correct copy of a resolution adopted by the
Board of Directors of said corporation, at a meeting of said Board held on the _____ day of
_____, 2025, and that the same is in full force and effect at this time.

DATED _____, 2025.

(Officer of Corporation)

(Seal of Corporation)

STATE OF _____)
County of _____) ss.

This instrument was acknowledged before me this _____ day of _____,
2025 by _____, appearing before the
undersigned Notary Public, and stated that he executed such instrument on behalf of said
corporation for the purpose and consideration therein expressed.

Notary Public:

My Commission Expires:

TOWN OF CAMP VERDE

FY25 Capital Improvement Project

Project Title: *Facilities Master Plan*

FY25 Impact: \$100,000

5-Yr Project Cost: \$200,000

New Project or Rollover: *Roll-over*

Dept/Div: *Public Works / Parks & Rec*

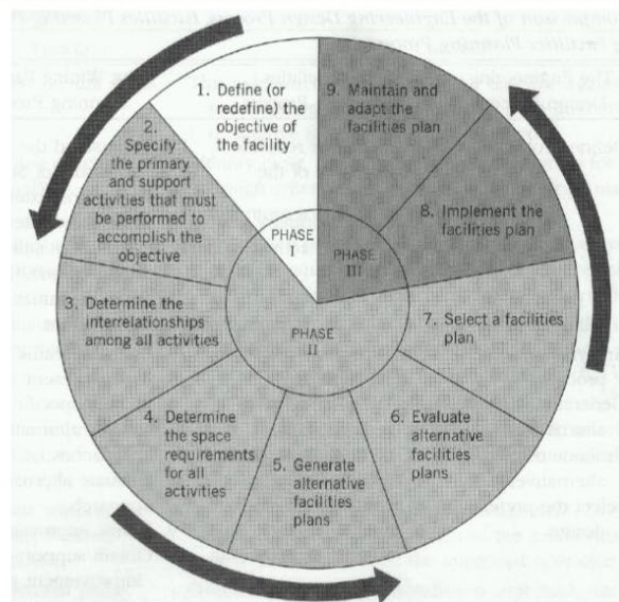
Date Completed: 5/23/23

Contact: *G. Mabery*

Requested by: *G. Mabery*

Project Summary: Funding for this item is meant to procure the services of a qualified professional (architect or engineer) to assist the Town in the process of defining current and projected facility-related requirements (programming) and developing strategic solutions to meet future facility needs.

Facilities Planning Process



Community Impact: Population growth and expanded service delivery continues to impact the Town of Camp Verde, and it is becoming more challenging to provide the physical space necessary to support operations. A Facilities Master Plan is critical to planning capital improvements strategically, using existing space efficiently, and assessing needs in a fiscally responsible way.

While Camp Verde has a General Plan with a clear strategy for how and where the Town will grow and develop, we do not have a strategic plan in place for the public-facility improvements, additions, and dispositions needed to support these changes and that growth.

A facilities master plan can assess these issues from the “micro” to the “macro” level. It can become a road map for decisions related to short- and long-term facilities, allowing Camp Verde to improve its operational performance, service delivery, and space use while optimizing facility assets.

Project Title: *Facilities Master Plan*
Timeline:

Activity / Segment	Timeline	Cost
Annual Allocations	FY25	\$ 100,000
	FY26	\$ 200,000

Operational Impact:

Impact on Staffing: Funds will be used to hire professional services, however, key staff will need to dedicate significant time in working with the consultant to develop the Plan.

Impact on operational costs: None.

Project Funding: This project will be funded with