

AGENDA



**WORK SESSION
MAYOR and COMMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room 106**

**WEDNESDAY, JULY 9, 2008
6:30 P.M.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Presentation and discussion of the Quarterly Reports with the following commissions, boards, and committees:**
 - a. **Board of Adjustment:** topics may include, but not be limited to, hearings and decisions that the Board made during the past quarter.
 - b. **Design Review Board:** topics may include, but not be limited to, hearings and decisions that the Board made during the past quarter.
 - c. **Trails & Pathways Commission:** topics may include, but not be limited to, subdivision proposals, trails policy, and trailheads.
 - d. **Library Advisory Commission:** topics may include, but not be limited to, fund raising activities, donors, library financing, and budget.
 - e. **Parks & Recreation Commission:** topics may include, but not be limited to, events held during the past quarter, Black Bridge Park, skate park, alcohol at events, Teen Center, the new restrooms, and the 118-acre park site.
 - f. **Housing Commission:** topics may include, but not be limited to, attainable housing programs and tools, Drachman Institute's final report, Cliffs Parkway property, and Fair Housing activities.
 - g. **Planning & Zoning Commission:** topics may include, but not be limited to various zoning recommendations made to Council over the past quarter.
5. **Discussion with the Planning & Zoning Commission members to include, but not be limited to, update and progress of the Water Conservation plan and P&Z Code revisions; avenues of information sharing between staff, Commission members, and Council members; comments and concerns related to zoning and permitting processes; functions and duties of the P&Z staff, Town attorney, inspectors, and Design Review Board; and enforcement of ordinances and nuisance issues.**
6. **Adjournment**

Posted by: *V Jones*

Date/Time: 7-3-08

9:45 a.m.

Note: Pursuant to A.R.S. §38-431.03.A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

**QUARTERLY REPORT
Board of Adjustments
April – June 2008**

REGULARLY SCHEDULED MEETINGS: 3

April 15, 2008 – Regular Session

CANCELLED

May 20, 2008 – Regular Session

CANCELLED

June 17, 2008 – Regular Session

Present: Chairman, McIntyre, Vice Chairperson
McDonald, Board Members Reddell, Bullard, Roddan, and
Hoover were present.

Absent: Boardmember Bassous.

SPECIAL SESSION MEETINGS: 0

WORK SESSIONS: 0

THE FOLLOWING APPLICATIONS WERE APPROVED:

**Public Hearing, Discussion and possible Recommendation BOA 2008-02:
An application submitted by Matthew Hake agent for Qwest Corporation
Real Estate, owner of parcel 404-22-019A for a variance for an existing
Qwest Equipment building that is encroaching by 8'4" into the side yard
setback of 10', adjacent to the north side of Hollamon Street. This variance
is requested so that the building will be in compliance and permit can be
issued for a 564 square foot addition. This site is located at 387 S. Third St.
On a motion by Hoover, seconded by Bullard, the Board unanimously voted to
grant the requested variance, BOA 2008-02, an application submitted by Qwest
Corporation Real Estate, owner of Parcel 404-22-019A.**

THE FOLLOWING APPEAL WAS DENIED:

No applications were denied

THE FOLLOWING APPLICATIONS WERE DENIED:

No applications were denied

THE FOLLOWING ITEMS WERE DISCUSSED BY BOARD:

There were no items discussed by the Board.

THE FOLLOWING ITEMS WERE DISCUSSED IN WORK SESSIONS:

There were no items discussed in work sessions.

THE FOLLOWING PRESENTATIONS WERE HEARD BY THE BOARD:

There were no presentations heard by the board.

TRAINING:

There was no training.

COMMENTS:

Approved by the Town Council on July 9, 2008

Gene McIntyre, Chairman – July 9, 2008

**QUARTERLY REPORT
DESIGN REVIEW BOARD
WORK SESSION PRESENTATION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
WEDNESDAY JULY 9, 2008
6:30 PM**

REGULARLY SCHEDULED MEETINGS: 3

April 4, 2008 – Regular Meeting

Present: Chairperson Jim Binick, Vice Chair Michael Hough, Members Paul Holguin, Steve Darby and Carol German were present. Member Shirley Brinkman was absent. The Board membership had one vacancy.

May 27, 2008 – Regular Meeting

Present: Chairperson Jim Binick, Vice Chair Michael Hough, Members Shirley Brinkman, Paul Holguin, Steve Darby and Carol German were present. Member Chip Norton was absent.

June 24, 2008 – Regular Meeting

Present: Chairperson Binick, Vice Chair Michael Hough, Members Shirley Brinkman, Paul Holguin, Steve Darby and Chip Norton were present. Member Carol German was absent.

SPECIAL SESSION MEETING: 1

May 13, 2008 – Special Session

Present: Chairperson Jim Binick, Vice Chair Michael Hough, Members Shirley Brinkman, Paul Holguin and Chip Norton were present. Member Carol German was absent.

WORK SESSIONS: 0

Membership Changes

Mr. Chip Norton has joined the Board to fill the vacancy left by Mr. Dugan McDonald. Ms. Carol German, our liaison member from the Planning and Zoning Commission, has completed her tenure with the Board. The Board would like to express our appreciation for the insight and guidance provided by Ms. German. We continue to appreciate the opportunity to interact with members of the Planning and Zoning Commission and look forward to having Mr. Parrish's participation at future Board hearings.

Meeting Schedule Change Enacted on April 8, 2008

On a motion by Hough, seconded by German, the Board voted unanimously to move the regularly scheduled meeting to the fourth Tuesday of each month beginning with the fourth Tuesday in May at 3:00 p.m. The change was made based on the availability of staff and members of the board.

THE FOLLOWING APPLICATIONS WERE APPROVED:

May 13, 2008

Discussion and possible approval of DRB 2008-14 for the Verde Ranger Station, as requested by the Prescott National Forest Service, located on parcel 800-02-011N directly east of McCracken Lane and the North side of Highway 260 at the current Ranger Station location. The parcel is comprised of approximately 13 acres within National Forest Service Lands.

On a motion by Holguin, seconded by Hough, the Board voted unanimously to approve DRB 2008-14, an application submitted by the Verde Ranger Station requested by the Prescott National Forest Service located on parcel 200-02-011N directly east of McCracken Lane and North side of Highway 260 at current ranger Station Location.

The application was submitted by the U.S. Forest Service (USFS), a Federal agency, which is exempt from DRB review. The Board noted our appreciation for the intergovernmental cooperation exhibited by USFS and the opportunity to review and comment on the new Ranger Station.

May 27, 2008

Public Hearing, Discussion and possible approval of DRB 2008-18: An application submitted by Tyler Baxter of Total Building Systems, Inc., agent for Robbie Allen, owner of parcel 404-23-034C, requesting approval of remodel and repairs to Sutler building in order to establish a restaurant located at 564 Main Street.

A motion by Hough, seconded by German, to approve DRB 2008-18, amended with the handout submitted, giving Mr. Allen the chance to show what he can make beautiful on Main Street, **was withdrawn by both after further discussion.**

On a subsequent motion by Binick, seconded by Holguin, the Board unanimously approved DRB 2008-18, an application for the Sutler building remodel and repairs, **subject to the following final additional items:**

- (1) Inclusion of the 3-page Sutler Steakhouse Remodel description which specifically outlines the first, second and third choices on the exterior surface treatment;
- (2) All trim on structure, including the trim around the exterior shadow boxes, will be of a rustic treatment similar to that treatment that is provided for the proposed board and batten treatment;
- (3) Lanterns affixed to the structure shall be "oil lamp" design;
- (4) If the shadow box is not structurally possible, an alternative installation of message board using similar materials;

- (5) The exterior posts shall be rough sawn, 4-inch diameter minimum, or greater if needed;
- (6) Asphalt shingle roof color similar to that manufactured by Elk, color item Capstone;
- (7) Chimney to follow the exterior surface treatment as selected for the building, except for the board and batten, to be a similar look, to meet Fire Codes;
- (8) The lean-to structure to remain as is;
- (9) The rear exterior face of the building to be painted to match the pre-existing color of the balance of the exterior surfaces section, providing uniform color;
- (10) Sign approval is not included; however, the Board supports the historical nature and location of the proposed Steakhouse sign on the roof line.

June 24, 2008

Public Hearing, Discussion and possible approval of DRB 2008-22: An application submitted by James Rohr, owner of parcel 404-30-007, for Design Review and possible approval of a Comprehensive Sign application located at 155 S. Montezuma Castle Highway at the 4R Business Park. Property is zoned C2-4.

On a motion by Hough, seconded by Norton, the Board unanimously approved DRB 2008-22, an application as submitted by James Rohr, owner of Parcel 4094-30-007.

Public Hearing, Discussion and possible approval of DRB 2007-18: An application submitted by Josh Fonger of Evergreen Devco, Inc., agent for Wesley Properties, L.L.C., owner of parcel 404-28-015W and ARC Property Investments L.L.C, owner of parcel 404-28-014G requesting design review approval of the Walgreen's Store. Parcel 404-28-015W is zoned C2-4 & parcel 404-28-0147G is zoned C2. The proposed project is located at the intersection of Cliff's Parkway and Finnie Flat Road.

A motion by Holguin, seconded by Darby, to approve DRB 2007-18 as indicated, with the stipulation that the adjacent parcel either be purchased or an easement agreement be worked out **was withdrawn after discussion.**

On a subsequent motion by Holguin, seconded by Darby, the Board unanimously voted to approve DRB 2007-18, with the stipulation provided by staff in regard to the adjacent parcel, and also approve the sign as submitted with the understanding that this is National trade dress of a retail chain, and the Town should respect the branding contained therein.

Public Hearing, Discussion and possible approval of DRB 2008-23: An application submitted by Dale Johnson with Signs Plus, agent for Marcus J Lawrence/Verde Valley Medical Center, owner of parcel 404-28-152E, for Design Review of replacement of all existing signage for Medical Center located at 452 Finnie Flat Road. Property is zoned C2-4.

On a motion by Hough, seconded by Brinkman, the Board unanimously approved DRB 2008-23, allowing the installation of the proposed signs, and encouraged staff to have some leniency in the removal of the existing sign. The existing sign currently serves several businesses located in the adjacent Outpost Shopping Center. A delay in removal of the existing sign will give the businesses time to be notified about its removal and give the businesses the opportunity to replace the sign at a different location.

THE FOLLOWING APPLICATIONS WERE DENIED:

There were no applications denied this quarter.

THE FOLLOWING ITEMS WERE REVIEWED BY BOARD WITH NO ACTION TAKEN:

May 13, 2008

Discussion and Conceptual review of DRB 2008-17: An application submitted by Rick Homes, agent for Adler-Gracer Living Trust, owner of parcel 403-25-010 and Donald C. DeFlavis Revocable Trust, owner of parcel 403-25-011, requesting a conceptual review of a proposal for constructing a multi-tenant office warehouse and associated improvements. This development will be located on lots 10 and 11 of Verde Valley Business Park containing approximately 43,417 square feet and measuring approximately 212.5' X 102' on lot 10 and 210.98' X 102' on lot 11. This property is located at 3752 and 3776 West Summit Point Court, 3 miles north of Interstate 17 on Highway 260 and is zoned C-3.

There was no action taken.

May 27, 2008

Discussion and Conceptual review of DRB 2008-20: An application submitted by Marlin Parker of Rocky Construction, owner of parcel 403-23-006F, requesting conceptual review of a proposal for constructing a mechanic shop and perimeter fencing. This development will be located on the South side of Cherry Road off of Highway 260 and across the street from Jobsite Concrete and Fed Ex.

There was no action taken.

Discussion and Conceptual review of DRB 2008-21: An application submitted by Bill Gardner, agent for Verde Valley Congregation of Jehovah's Witnesses, owner of parcel 404-28-023G, requesting a conceptual review of proposal for constructing a Kingdom Hall (Church) and remodel of existing home for a parsonage. The subject property is currently zoned R1L-35 and consists of approximately 2 acres. This development will be located at 836 W. General Crook Trail on the North side of Highway 260.

There was no action taken.

THE FOLLOWING PRESENTATIONS WERE HEARD BY THE BOARD:

April 8, 2008

Presentation and Discussion by Staff on Amendment procedures.

Staff reviewed the amendment process established with the Planning & Zoning Commission and the Council, with the Design Review being one more step in that process. There was no action taken.

Continued Discussion of Amendment 08-01 to Section 124: for the Planning and Zoning Ordinance and the Design Review Manual as directed by Council.

Various photos of Western-type architecture were presented for review by the Board for possible inclusion into the visual library.

The members also discussed the Ordinance language, addressing the need to further clarify the definition of Vertical Structures, perhaps by adding "including mobile structures." It was suggested that Item 8. be added to "Definitions" and titled, "Development Activities," to cover "including, but not limited to, grading, temporary storage, screening, mobile units," and perhaps some other activities.

The existing visual library photo album was reviewed page by page. It was suggested that the pictures be sorted into categories of Historical, Commercial and Residential.

May 27, 2008

Presentation by Housing Commissioner(s) and Housing & Neighborhood Revitalization Director Matt Morris, followed by Commission discussion and possible recommendation to Housing Commission regarding the Parkway Homes Development on the Town owned five-acre property located on Cliffs Parkway (APN: 404-28-439), and possible selection of Commission liaison for future Housing Commission work sessions to draft Request For Proposals.

There was no action taken.

June 24, 2008

Continued Discussion of Amendment 08-01 to Section 124: for the Planning and Zoning Ordinance and the Design Review Manual as directed by Council.

Discussion included the consideration of time limits on Board approvals and the signage approval process. The Board also reviewed additional photos of representative Western type architecture for possible inclusion in the visual library.

INFORMATION REPORTS:

June 24, 2008

Discussion of Design Review Administrative Process

Discussion covered a meeting which members of staff and the Chair attended on June 12, 2008 with various development and real estate representatives to receive comments and clarify the design review administrative and public hearing process. A process flow chart is being revised which will illustrate the critical action items needed for submittal, review and approval of development items.

TRAINING:

No training this quarter

COMMENTS:

There were no comments for this quarter.

James Binick, Chairperson

Date:



***Camp Verde Parks & Recreation Commission
Quarterly Report: April, May, June 2008***

April 2008

April's meeting was cancelled due to the lack of a quorum.

May 2008

On the May 6th meeting we were operating without a Chairman and two commissioners. However, we did have a quorum with Jim Ellington acting as Chairman.

We listened to a presentation by Matt Morris and the Housing Commission concerning their plans for the five-acre property on Cliff's Parkway. They requested that we provide a liaison to the Housing Commission. This item was tabled until we filled the two commission seats.

A parent of a nine-year-old skateboarder addressed the commission with concerns about the skate park. In June, Southwest Risk Management, Ed Bantell spoke to the inherent problem skate parks are for municipalities. He advised that either skate parks must be supervised at all times or there should be no supervision by the town. This seems to leave the supervision issue up to the parents of skateboarders.

The commission recommended to the Town Council that alcohol be banned from all town properties with the exception of the Pecan and Wine Festival and Fort Verde Days. Other civic groups that would like to take over some of the special events would come before council on a case-by-case basis for approval or denial of an alcohol permit.

We received updates on the Teen Center and Blackbridge Park, as well as the 118-acre park site.

Staff reported on the completion of the new restroom.

June 2008

We were happy to start our meeting by welcoming our two new commission members, Bruce George and Steve Goetting. Our next order of business was the selection of a Chairman. On a motion by Jim Ellington and seconded by Goetting, the Commission voted to elect Robin Whatley as Chairperson and afterwards Mr. Ellington was elected Vice-Chairperson.

Steve Goetting was selected to be our liaison to the Housing Commission in order to give input on open space or a small park in the proposed development.

Lynda Moore gave updates on Father/Child Golf Tournament on June 14th, Movie Night June 28th, bus trip to a Diamondbacks game on July 17th, Family Fun Night, July 26th and the beginning of the Farmer's Market on June 7th through the first week in October. Also, the Corn Fest will take place on July 19th. In addition, the pool and summer programs are in operation with approximately 60 children signed up for the summer program.

Clearance from Arizona State Parks has been received to begin work at Black Bridge Park. Fences were taken down and holes filled in on June 26, 2008.

The Parks and Rec director announced that the department has a My Space page up and running. The e-mail address is-- CampVerdeParks@Yahoo.com.

Council approved the commission's recommendation on alcohol consumption on town property.

The theme for the Fort Verde Days parade was chosen:
"Stories, Spirit and Spurs."

Staff is working on an RFP for a consultant to work on a master plan for the new community Park.

Due to budget cuts it will not be possible to continue with the open gym, for the present.

Chairman Comments:

The Parks and Recreation Commission have gone through many changes this quarter. Due to time constraints, family, and work commitments, Trapper Moore resigned as our chairman. The commission recognizes and appreciates the dedication and hard work that Trapper put into the commission.

Again, I would like to publicly thank the council for having the foresight and resolve to buy the 118 acres site to provide the community with much needed recreational space, now and in the years to come.

2nd Quarter, 2008 Report

to Camp Verde Town Council

from Town of Camp Verde Library Advisory Commission

Regular Meetings: April 17th, May 15th, and June 19th, 2008 met regular time and place 6:30 pm 3rd Thursday of the Month, RM 106 Camp Verde Town Hall

Work sessions: 0

Special Sessions: 0

Library Commission Agenda Items:

April:

1. Discussed possibility of having a golf tournament to raise money for the new library.
2. Discussion positioning the new library at the Park Site vs. the Black Bridge Site. Decided to take a wait and see stance on library placement. The commission will wait until there is enough funds available to actually proceed with any site preparation and reconsider all their options at that time before making any recommendations.

May:

3. Requested that Council approve a fund-raising golf tournament to be scheduled at the CR Ranch Golf Course for August 23, 2008, with resulting profits to go to the Library. The Golf Pro and his staff at BC Golf Course would handle all the arrangements.
4. Discussion, consideration of advertising for fundraising for the new library occurred. Director Laurito reported that the Council had approved posting the progress sign at the Library Building.
5. CCCVL reported on their activities including design and preparation of the sign chart.
6. Listened to a presentation by Housing Commissioner Matt Morris regarding the Parkway Homes Development. The presentation outlined the primary goal of raising funds for the new Library while providing attainable housing. Member Sykes was selected to act as Liaison to provide input for the initial step of creating an RFP for the project.
7. Commissioner Doering presented a document with numerous legal questions regarding some sections of the A.R.S. Statutes that he felt needed to be reviewed by an attorney. The commission discussed his questions. They unanimously recommend to Council that the issues and questions brought forth be investigated by the Town Attorney for full clarification.

Jun:

8. Discussion and possible recommendation to council regarding Major Donors to the new library.
9. Discussion and possible direction to staff regarding the 2008 – 2009 Library budget

Library Commission Actions

List Agenda items followed by actions taken and recommendations to council

1. Town Council held Work Sessions regarding the Town Budget. Library Commissioners attended the sessions.
2. Commission members attended the hanging of the sign chart in front of the library this month

Commission Vacancies: 0

Housing Commission
Quarterly Report
April, May and June
2008

Mission Statement

The Town of Camp Verde Housing Commission will strive to maintain and foster an environment where a variety of decent, safe and sanitary, and affordable housing opportunities are available for all age groups and socio-economic levels.

The Town Council appointed the Housing Commission. The members of the Commission are:

Jeremy Bach (Chairperson, Term: February 2006 to September 2008)
Linda Buchanan (Vice-Chairperson, Term: November 2006 to September 2009)
Sharon Roddan (Term: April 2007 to September 2009)
Dave Freeman (Term: February 2006 to September 2008)
John McReynolds (Term: February 2006 to September 2008)
Kathy Davis (Term: October 2007 to September 2010)
Tony Varela (Term: January 2008 to September 2009)

The Commissions regular meetings are the third Tuesday of each month at 4:00 p.m. in room 106.

April Work Session:

- Discussion, consideration and preparation for upcoming Town Council and Housing Commission Joint Work Session scheduled for April 9, 2008.
 - Review public process to-date with Buchanan to lead the discussion.
 - Promote attainable housing within the community and review process and timelines to complete Request for Proposals (RFP).
 - Review PAD process and financing scenarios.
 - Emphasis to be on management of community assets, quality projects, generate attainable housing opportunities and ensure viability.
- Discussion of the Drachman Report and recommendation for use by developers.

April Regular Session:

- Presentation by Jer Cox, Co-Owner of Mountain Country Mortgage, regarding housing development finance methods and options.
 - Followed by Commission discussion and review with Mr. Cox
- Parkway Homes Development (Town owned 5-acre property in Cliffs Parkway)
 - Staff was directed to identify the meeting times for various Commissions.
 - Determine who can attend meeting from the various Commissions
 - Send out key points from the prior meeting for the Commission to review for the next meeting.
 - Commission acknowledged challenge of developing an RFP in connection with a 5-acre parcel.
 - Time lines were discussed and focus to be on goals for the 5-acre parcel.

- Camp Verde Uptown Redevelopment Program, June 2006 Draft:
 - Two documents, one the historic document and another document prepared by the consultant in connect with the proposed redevelopment need to be researched in order to move forward.
 - Placed on next Agenda for review and discussion (Morris to do research)
- Memo to Council to be drafted to let it be known where the Housing Commission stands on the subject legislation; to be further researched.
- Housing Commission suggesting that legislation does not appear to be in the best interest of Camp Verde at this time.
- Verde Valley Regional Plan Symposium to be held on April 29th and anyone interested in attending should let Morris know.
- Morris gave update on Home Grant activities.

May Regular Session:

- Selection of Loan Committee Membership:
 - Meeting June 10th at 4:00p.m to review applications for Loan Committee membership.
 - Commissioners McReynolds, Davis and Varela were select to serve.
 - Members Buchanan and Freeman volunteered to act as backup whenever necessary.
- Housing and Neighborhood Revitalization Department budget:
 - Director Morris presented copies of proposed budget for review.
- Amendment of Housing Rehabilitation Program Guideline:
 - The Commission unanimously voted to recommend to Council amending the previously approved and adopted with corrections suggested.
 - Page 5- from "including" to "excluding furnishing..."
 - Page 2-town-wide survey (2007) was deleted; no longer applicable.
 - Ranking system – 10 points for pre-1976 mobile homes
 - Page 34, Item 10- "Elderly: means person(s) of 62 years of age or older, whose health is in a condition which may result in substantial limitations in at least on the following areas of major life activity: mobility, self-care, self-direction or capacity for independent living."
 - Review in approx 8 months for further review and discussion.
- Parkway Home development on the Town owned 5-acre property located on Cliffs Parkway.
 - Moving forward on the RFP process
 - Morris updated Commissions on presentations to be given to the Design Review Board and Youth Commission.
- Commission Information Reports:
 - Buchanan- Meeting May 22nd with AZ Dept of Housing Director.
 - Meeting to be attended by Yavapai-Apache Nation.
 - Buchanan- Meeting May 27th with Design Review Board
 - Buchanan- June 3rd with CVUSD; donated land for educational facility.
 - Bach- May 10-Town of Camp Verde, attended Housing Symposium.
 - Morris May 10- Home Buyer Education Course
 - Morris- May 22- AZ Dept of Housing; meeting with Director.

June Special Session:

- **League of Arizona Cities & Town Resolution to the State Legislature**
 - **Re: Require or not require developers to include some affordable housing in new development or redevelopment projects.**
 - **Recommend support to the Town Council with indications of concern of various aspects of the resolutions, and recognizing that the Town may or may not find it in Camp Verde's best interest to adopt inclusionary zoning requirements for local development.**
 - **Re: Adopt legislation establishing a uniform property tax assessment methodology for deed-restricted housing created under an affordable housing program that recognized the limited profits owners of deed-restricted housing can realize.**
 - **Voted to support the resolution with the caveat that the tax methodology should be based on original acquisition cost, such as California's proposition 13.**

June Regular Session:

- **Ms. Liyu Wang introduction as the Housing & Neighborhood Revitalization Department Summer Intern.**
- **BSB Design presented conceptual plan for the Parkway Homes development on the Town owned 5-acre property located on Cliffs Parkway.**
- **Commission Informational Reports:**
 - **Loan Committee; McReynolds, Davis and Varela going through first set of applications.**
 - **Buchanan- June 3rd- CVUSD Public forum on Facilities Development report. Suggested as a future agenda item.**
- **Staff report:**
 - **Morris reported- Council approved proposed resolutions recommended by Commission at the Special Session.**
 - **Morris-Sedona suggesting a joint regional application CDBG funding from the State for attainable housing; future discussion.**
 - **Morris- Youth Commission meeting June 19th and Housing Commission will make last of presentation regarding the 5-acre site.**

Jeremy Bach, Chairperson

FACSIMILE TRANSMITTAL SHEET

TO:	Matt Morris	FROM:	Jeremy Bach
COMPANY:	Housing Commission	DATE:	7/2/2008
FAX NUMBER:	567-9061	TOTAL NO. OF PAGES INCLUDING COVER:	4
PHONE NUMBER:		FAX NUMBER:	928-567-2961
RE:	Quarterly Report	CELL NUMBER:	928-300-0471

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

Matt,

See attached Housing Commission Quarterly Report.

If you have any questions, please call me at 928-300-4440..

Thanks,
Jeremy

**QUARTERLY REPORT
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE**

There were a number of issues brought before P&Z over the last quarter, many of which took several meetings to finally resolve completely. Some items were delayed by circumstance, some by absences and some items continued to need additional information to proceed.

Rather than proceed chronologically, I will summarize by Items. I provided the full text for your information but only a brief summary will be presented orally at this time with an opportunity for questions.

Item 1 - Peterson Road parcel zone change.

Thursday, April 3 there was a Public Hearing Discussion and possible Recommendation ZMC 2008-02: Submitted by Bradly Stevens, agent for the Verde Valley Congregation of Jehovah's Witness, owner of parcel 403-22-008, located off of Industrial Drive on an access easement at 1541 Peterson Road. The applicant is requesting the zoning to be changed from R1L-70 to M1. The Parcel Size is approximately 2.55 acres.

Chairperson Freeman advised the members that the subject property owners had chosen not to submit their request for the zoning change at this time; Community Development Director Buckel confirmed that they have requested that this item be continued to the April 10th meeting.

On April 10, the Hearing proceeded.

(Reference provided zone map)

STAFF PRESENTATION

Community Development Director Buckel described the subject parcel located near the intersection of Peterson Road and Industrial Drive on the fringe of an industrial-commercial complex and residential property; it is shown in the General Plan as the last parcel to carry Industrial Land Use. The applicant is requesting the change to M-1 zoning to fit into the development activity in the area, and has no plan to develop the site at this time. No comments have been received in response to the notification letters. Five neighbors attended the neighborhood meeting and questioned the issues of water quality and possible paving of Peterson Road, a private road. The Town Engineer will require the dedication of an additional right of way that goes through the subject property.

PUBLIC HEARING OPEN

Applicant's Statement

Bradly Stevens, representing the Verde Valley Congregation of Jehovah's Witnesses, said that the request for the rezoning is to bring the property into harmony with the General Plan. Mr. Stevens referred to the Industrial property on three sides, and the residential zoning on the eastern border. He described the property as a peninsula of R1L-70 in a sea of Industrial. Mr. Stevens confirmed that the applicants agree to the stipulation that a corner of the property where Peterson Road cuts across would be set aside in order to widen the road at that point.

COMMENT FROM OTHER PERSONS

Frances Benigar, a property owner on Peterson Road, said that the residents are not against rezoning the property Commercial, but would like to have the road alignment taken care of, and would also want to make

sure the run-off from the property does not contaminate their wells. They would also request a privacy wall between the properties.

Buckel responded to the speaker's question about a possible prior easement of record, and explained the requirement of a right-of-way for an 80-foot roadway for industrial activity, referring to an overhead projection of a map of the area. The Commission discussed with Ms. Benigar the location of her property in relation to the subject parcel and the question of the future effect on Peterson Road from future development.

Ken Stokes, also a property owner on Peterson Road, complained that instead of Commercial property, the change in zoning on the parcel is now being requested as Industrial. Mr. Stokes said that another concern was the water quality and availability issues in his area.

The Commission, together with input from Buckel, discussed at length with Mr. Stokes what was possibly a misunderstanding regarding the zoning change and his concern regarding the impact on the residents from changes to Peterson Road. Buckel assured Mr. Stokes that the residents have some guarantee in that the General Plan shows his area as Rural Residential, and that area will be respected as such until someone there requests some changes at which time the residents will have the opportunity to give some input. Staff was requested to read the list of allowed activities in M-1. Mr. Stokes indicated that the possibility of a slaughter house was of extreme concern to the residents; a meat packing business was one of the activities allowed in M-1. Freeman advised Mr. Stokes that when someone might request a permit to build on the property, the proposed activity will then be known and there will be safeguards in place to protect all adjacent property owners who can register any objections.

There was no further comment from other persons.

APPLICANT'S REBUTTAL

Mr. Stevens said he appreciated the neighboring concerns, adding that the parcel had been set aside for M-1 and everything around it is M-1. Mr. Stevens said that the applicants have no prospective buyers, other than one individual who has indicated possible interest in the parcel for a commercial use, such as retail or restaurant. Mr. Stevens confirmed that there are two wells on the property, and he believes there was a septic system.

PUBLIC HEARING CLOSED

Commission Discussion

The discussion opened with an expression of concern regarding the objections of the property owners with the major concern being what would be put on the property if the zoning is changed. Commissioner German cited a State statute under Title 9 that provides, in essence, that a zoning change should not be recommended without knowing the specific use or uses for which the zoning is requested, and, if the zoning is approved, further provides that the zoning can revert to its former classification if the proposed development does not occur within a specific time. German pointed out that the applicant wants the zoning change in order to sell the property; therefore, without an indication of a specific use for the property, she does not feel the Commission should approve a zoning change. There was further discussion and concern over the possible use of the property and the lack of safeguards to control that over the long run.

Based on the broad range of uses allowed under M-1 zoning there was one suggestion that the applicant might consider coming back and requesting a change to C-3 zoning; that might address the concerns of the neighbors since it would allow less offensive types of uses. As for trying to control the use of a property, Buckel cautioned the Commission that putting any stipulations on a property under a particular zoning is a partial taking; instead, the members should consider approving whatever zoning they feel would work and whatever they would feel comfortable with. In order to change the request for rezoning to a C-3, Buckel said she would need to check with the Town Attorney on how that would work since the hearing was

advertised for a change to M-1. Buckel cited the list of activities allowed under C-3 zoning, which also allowed a meat packing facility.

DISCUSSION OF MOTIONS

After the original motion was denied by reason of the 3-3 vote, the Commission further discussed the possibility of the applicants resubmitting their request for a zoning change to C-3 instead of M-1; Buckel will check with the Town Attorney on how to proceed with that change from the original request. Mr. Stevens confirmed that the property owner would be willing to go along with the suggestion to request a change to a higher zoning, for example, C-3.

On a motion by Buchanan, seconded by Parrish, the Commission by a vote of 3-3 denied recommendation of ZMC 2008-02 change from R1L-70 to M1; with 'no' votes by Hisrich, Butner and German.

On a motion by Buchanan, seconded by Butner, the Commission voted unanimously to recommend that ZMC 2008-02, an application requesting a change from R1L-70 to M-1, be resubmitted by Bradly Stevens, agent for the Verde Valley Congregation of Jehovah's Witnesses, to request a change from R1L-70 to either C-1, C-2 or C-3.

June 12 – Continued

STAFF PRESENTATION

Sr. Planner Mike Jenkins reported that the applicant is now coming back to the Commission with the request to rezone the subject property to C-3 pursuant to the recommendation from the Commission at a previous meeting. Letters have been sent to property owners with 300 feet, with no letters in opposition in response. The neighborhood meeting regarding the request for the rezoning held on April 29th included discussion of several items, such as water and road usage. No objections were received from the Fire Department and County Flood Control; the Town Engineer has indicated that dedication of an 80-foot right-of-way will be required for the portion of Peterson Road that passes through the subject parcel.

PUBLIC HEARING OPEN

Applicant's Statement

Bradly Stevens said that, as discussed previously, the C-3 zoning in that area seems more appropriate; to illustrate, he described the locations and zoning of the surrounding properties. Mr. Stevens said that the parcel does not appear to be suitable for housing or residential purposes, and therefore the Congregation is requesting the rezoning to C-3 from R-1.

COMMENT FROM OTHER PERSONS

Ken Stokes said he lives on Peterson Road and has never received one of the letters to the property owners. He requested information on the differences on what is allowed in the C-2, C-3 and M-1 zoning districts. Mr. Stokes also said he is concerned about water and an impact on his well from any commercial development on the subject property, and asked other questions apparently based on some misconceptions, including the 80-foot right-of-way that will be required for the portion of Peterson Road crossing the corner of the subject property.

The Commission, with input from staff, responded to the comments and questions from Mr. Stokes, with staff first confirming that his property is not within the mandated 300-foot notification area, and therefore no letter would have been sent to him. The members and staff outlined and discussed with Mr. Stokes the differences in the activities allowed, as well as controlled, in the M-1 and C-3 districts, including a possible drainage impact on neighboring wells. Staff explained the 80-foot right-of-way requirement, that it would not create a physical widening of Peterson Road at this point in time, but was a part of the process of planning for development whenever that might take place in future years.

William Davidson, who had briefly joined in the discussion with Mr. Stokes to comment on Peterson Road and express concern about the drainage issue, said that Mr. Stokes had addressed the main concerns of the rest of the neighborhood, with water runoff being the main issue. Mr. Davidson again outlined concerns about Peterson Road, and added that he actually would like to see the property developed, since development might even create a couple of jobs. Mr. Davidson added his complaint about ineffective screening of noise from an M-1 industry next to the residential properties, suggesting that the Commission consider solid-type screening in the future.

APPLICANT'S REBUTTAL

Bradly Stevens reiterated the applicant's request for C-3 zoning which is in harmony with the General Plan, adding that he appreciated the Town's help.

PUBLIC HEARING CLOSED

Commission Discussion

The members discussed with staff how Peterson Road, which is a private road, and the neighboring properties will be affected by the 80-foot right-of-way requirement. German voiced strong objection regarding the granting of a rezoning of a parcel of property strictly for the purpose selling that property, as well as concern for the current neighboring residents and the type of business that might be developed on that property that would affect their standard of living. A general discussion regarding that objection stressed that the area is also surrounded by M-1 zoning and that the C-3 designation makes sense and is consistent with the General Plan. Jenkins confirmed that even if the property was not rezoned at this time and was sold, the new owner would probably be requesting a zone change to what is similar in that area, such as C-3 or M-1 based on a specific purpose or use.

STAFF COMMENTS

Staff commented on the difference between residential or arterial roads and roads in industrial areas.

The members discussed further the objection to rezoning a parcel for the purpose of sale, and the concern for the adjoining residential properties. It was argued that the C-3 designation would be in an area consistent with the General Plan, the request is reasonable, and the owner should have the discretion to request a rezoning in advance of selling the property. As far as the concerns of the residents in the area, it was pointed out that protections for their concerns are built into the development process.

Public Hearing Discussion and possible Recommendation ZMC 2008-03: Submitted by Bradley Stevens, agent for the Verde Valley Congregation of Jehovah's Witness, owner of parcel 403-22-008, located off of Industrial Drive on an access easement at 1541 Peterson Road. The applicant is requesting the zoning to be changed from R1L-70 to C-3. The Parcel Size is approximately 2.55 acres.

On a motion by Buchanan, seconded by Parrish, the Commission by a 6-1 vote recommended to Council approval of ZMC 2008-03, an application submitted by Bradley Stevens, agent for the Verde Valley Congregation of Jehovah's Witnesses, owner of parcel 403-22-008, for the zoning to be changed from R1L-70 to C-3; with a 'no' vote by German.

Item 2 – Shipping Containers

Discussion on AMD 2007-08: Amending Section 108F Accessory Uses and Structures to allow for the use of shipping containers as accessory structures in residential and commercial zoning districts.

(continued from 3/13/08 mtg.)

Chairperson Freeman explained that Commissioner Parrish has requested that this item be continued to the April 10th meeting due to the fact that he was unable to be in attendance at this meeting to express his concerns and to ask questions that he felt were relevant.

(continued from 5-01-08 mtg.)

Sr. Planner Jenkins said that Administrative Assistant Paulsen had researched shipping containers, both online and directly with suppliers. Jenkins cited a portion of the information gathered on the issues of weight, placement, recommendation against stacking, safety measures, and ventilation.

The members discussed at length the language included in the Draft of Section 108, Paragraph 2, Accessory Buildings, which indicated the revisions previously proposed by the Commission. The need to mandate adequate and safe ventilation was stressed throughout the discussion, together with concerns for safety features.

The members generally agreed upon the following suggestions during the discussion:

Paragraph 3, Accessory Uses or Structures: Replace with original language, "Accessory uses and structures are allowed prior to installation of the principal structure only when a construction permit is issued for the principal structure and construction of the same is commenced within six months. On lots of two acres or more in size, an accessory structure may be constructed for the purpose of storing machinery or other miscellaneous equipment without a primary structure being required. A building permit must be obtained and all structures must be built to conform to the International Building Code and setback requirements."

Paragraph 2, Accessory Buildings, Section a.1)vi): The number of containers allowed in residentially zoned property are as follows:

One or more acres: One container;

Two acres or more: Two containers;

Use of more than two containers on residentially zoned property will require a Use Permit.

Definition of Standard Container: Not to exceed 10' by 10' by 53'; rectangular in shape. (Staff will research standard size including height.)

Paragraph 2.a)1)i): Revise to only recommend "Modify to include ability to open door from inside." Require a total of 100 sq. in. of unblocked ventilation.

Staff to research issue of fees connected with these types of Accessory buildings.

Staff to research total ventilation required based on size of container; ventilation to be unblocked.

Discussion the motion made, the members were encouraged to make a final decision during the next review in order to go ahead and make a recommendation to Council.

On a motion by Buchanan, seconded by Burnside, the Commission voted unanimously to direct staff to rework and redraft the document pursuant to the suggestions as discussed, and bring the revisions back at the next available meeting for review and report on the requested research.

(continued from 5-08-08 mtg.)

Jenkins explained that the revisions to the proposed amendment to Section 108(F.2), as requested by the Commission at the previous meeting, have been incorporated into the current draft document that was included in the agenda packets for review. In regard to the issues of ventilation and egress, Jenkins referred to a memo submitted by the Chief Building Official setting forth the minimum requirements from the 2003 IBC. Jenkins added that staff also had been directed to research the issues of fees to be charged, and the values of the cargo containers used as accessory buildings.

The Commission discussed at length the International Building Code regulations, both the existing 2003 and the future 2006 when adopted, as they would apply to the storage containers as accessory buildings. The members questioned the basis on which the estimated permit fees were determined.

Jenkins said that the Chief Building Official has asserted that once the adopted Town Codes take effect, the buildings are locked in to the IBC regulations. Following discussion questioning how accessory buildings are determined as such in assessing permit fees and regulations, it was generally agreed that staff would request the Chief Building Official to attend a meeting to provide more clarification regarding accessory buildings, storage containers, permit fees, and whether the structures must comply with the current Building Codes.

The issue of the 2003 IBC being ultimately superseded by the 2006 IBC when it is adopted was addressed; resulting in an amendment to Paragraph 2.a.1)i., as follows: 'Permanent placement of containers will require they be modified to possess ventilation and egress sufficient under the currently adopted IBC standards.'

Paragraph 2.a.1)iii, correct, "...will be subject to..." to, "...shall be subject to a building permit and no containers shall be larger than 10'X10'X53'."

Paragraph 2.a.2)i., revise to, "Containers used for permanent storage require a building permit."

In addition, all references to "C of O" to be, "Certificate of Occupancy."

Staff was directed to arrange for a Building Department representative to attend the July 3rd meeting to provide clarification regarding accessory buildings, storage containers, application of current Building Codes, and calculation of permit fees as discussed.

Item 3 – Water Conservation Plan

Presentation and Discussion of Establishing a Water Conservation Plan for the Town of Camp Verde as directed by Council.

(continued from 3/13/08 mtg.)

There was no action taken; it was agreed to continue Item 8 to April 10th meeting.

Although it was agreed to continue this item to the April 10th meeting, Freeman suggested that it would be helpful to have some discussion at this time. As background information, Buckel referred to the written staff report that outlined the Council's direction to staff to bring the request to the Planning & Zoning

Commission to develop a Water Conservation Plan for approval by the Council. Buckel said that staff has included for the Commission's review, among other documents, a copy of Sedona's document that outlines their policy for the different areas and includes the City's philosophy about the importance of water conservation. Buckel suggested that, for example, it could be a guide to follow to publish on the Town's website, and for incorporating some additional amendments to the General Plan, the Planning & Zoning Ordinance, if appropriate, as well as the Town Code on building regulations. Buckel gave an overview of possible requirements that could be imposed for controlling water use, depending on whether or not a municipality owns its own water company. Additional documents from other communities are available for reference in the P&Z office. Buckel added that the Commission might want to first decide whether the approach should be by drafting an ordinance, add a section to the P&Z Ordinance, or develop a Policy Statement and provide additional documentation amendments as seen fit; the approach is entirely up to the Commission.

The members discussed with Buckel some of their questions regarding the issues of an Active Management Area, "gray water" and capture of rainwater, incentives to encourage water conservation, and the processing and use of effluent from the Sanitary District treatment plant. It was suggested that it might be helpful to invite one of the Bullards of the Camp Verde Water Company to attend a meeting to share their input on behalf of the Water Company. The Commission discussed the need for ongoing work on the Plan throughout several meetings, such as analyzing and discussing one different municipality's document at each meeting, each member researching information independently between meetings, and possibly attending meetings of other Water Boards to gather information on water issues.

April 10 meeting

Continued Presentation and Discussion of Establishing a Water Conservation Plan for the Town of Camp Verde as directed by Council.

Buckel discussed with the members how they want to approach working on a Water Conservation Plan for the Town, and the type of document they might want to consider. Freeman suggested arranging for speakers to help with providing information to work with. Buckel said that Council has requested setting the date of July 9th for a Work Session with P&Z at which time they will want to know the progress made by the Commission on the Water Conservation Plan, as well as other projects being worked on, such as code amendments. Buckel suggested that options to consider in developing a Water Conservation Plan could be to draft an ordinance, create a regulation, post recommendations on the Town Website; all possibilities are open at this point. The members also commented on the difficulty of mandating and imposing restrictions on the use of water, and generally agreed on focusing on raising awareness of conservation measures, developing incentives, offering encouragement and making recommendations. Freeman said he will coordinate with Buckel some presentations, possibly for the June 5th meeting.

The Commission discussed the possibility of arriving at a consensus for a draft for staff to work on. Buckel requested that the members consider what information they would like to see for a draft, bring it back to the meeting next week. She will work on a draft and schedule it for the second meeting in June for discussion and review; the Chairperson will contact some sources for presenting different viewpoints. Buckel said that everyone should keep in mind the limitations of Camp Verde as a community without its own water.

There was no action taken.

(Continued from 05-08-08 mtg.)

Jenkins reviewed the background of the proposed establishment of a Water Conservation Plan for the Town of Camp Verde, and outlined the documents research by staff and included in the agenda packet for review,

including the staff report. Jenkins suggested that with Commission input, staff can begin to craft some type of water policy or plan, with the July 9th Special Session deadline as directed by the Council.

The members discussed approaching the issue from the standpoint of making recommendations, offering encouragement and incentives to foster community cooperation and support in conservation of water. It was suggested that success in developing such a plan would depend on a Town-based consensus because of the very strong-willed nature of the Camp Verde community. Such a consensus would require public meetings, education and publicity in order to involve the entire Town. Suggestions included soliciting input from utility companies and other entities concerned with water use. It was recommended that newspapers and radio stations be enlisted to help educate the community, even before the first public hearing, in order to get informed participation from the community. Freeman cautioned that the members and the public as well should be aware of and prepare against the threat of SRP affecting water rights.

It was agreed to continue this Item 9 to the June 12th meeting.

June 12

(Continued from 6-5-08 mtg.)

Community Development Director Buckel opened the discussion with the request that the Commissioners determine how they want to proceed in establishing some type of water conservation plan, so that staff will know what direction to follow in the process. Buckel added that there are two types of plans that can be developed, one by municipalities that have control of the water and sewer where limitations can be set on water usage, and those that do not have that control where only recommendations can be made or water conservation encouraged.

Chairperson Freeman outlined his discussion with Mayor Gioia on the issue of developing a water conservation plan, as well as clarification of what the role of the Planning & Zoning Commission would be. Freeman said that the two most recent documents distributed to the members were drafted with input from citizen groups in the Yavapai County area and were the basis for other community plans, such as Sedona and Cottonwood. Concerned with further burdening staff with this issue, Freeman volunteered to personally prepare a first draft for the members to edit individually and make suggestions, in order to develop a working copy for the Commission to review and discuss further.

The members discussed several main points to consider in drafting a plan or guidelines, in particular the unique advantage that Camp Verde has because of the river and creek running right into the center of town, plus the need to protect the historic Camp Verde irrigation rights. Other issues discussed were the need to control the overgrowth of the trees impacting the river flow; planned methods for collection and treatment of gray water; possible landscaping regulations; and steps that could be taken to increase and emphasize public awareness and encourage their participation, including making information available on the Town website.

It was agreed that after developing his initial draft, Freeman will send that document to Buckel who will make copies available to the members for their review and subsequent Commission discussion at a Work Session to be scheduled for that purpose.

There was no action taken.

Item 4 – A Frame signage

April 10

Public Hearing, discussion and possible recommendation to of approval on AMD 07-05: Amendment to Section 118 of the Town of Camp Verde Planning and Zoning Ordinance, Sign Ordinance, to allow for Temporary "A" - Frame signs by amending the following portions of Section 118: III Definitions - adding a definition of Temporary "A" Frame Signs; IV.A2 Prohibited Signs – adding an exception for Temporary "A" Frame Signs and VII.A10 Temporary Signs – adding criteria for "A" Frame Signs.

Section VII.A., Paragraph 10.m., end with the second sentence, as follows: "...will result in the immediate removal of an 'A' frame sign by the Town of Camp Verde Code Enforcement Officer," with the remainder of that paragraph stricken.

Replace Paragraph 10.g. as follows: "The applicant shall sign an Indemnity Agreement as provided by the Town of Camp Verde, indemnifying the Town of Camp Verde from any and all claims arising from the placement of the A-Frame sign and releasing the Town of Camp Verde from any and all liability arising from the placement of the A-Frame sign."

"Town Site Area" to be defined as: Circle K down Main Street to the Liquor Store at General Crook Trail.

On a motion by Butner, seconded by Hisrich, the Commission voted 6-1 to amend the original motion to add an amendment to the subject sign ordinance to allow for the placement of A-Frame signs between the Circle K at Arnold Street and General Crook Trail, and amend 10.c. to add, "... with the exception of those businesses that already have existing monument signs"; with a 'no' vote by Buchanan.

STAFF PRESENTATION

Sr. Planner Jenkins reviewed the history of discussions regarding allowing A-Frame signs under certain conditions, and subject to the Town Engineer's safety standards concerning the placement of the signs in the Town right-of-way. The revisions requested by the Commission have been incorporated into the Second Draft, copies of which have been included in the agenda packets for review and approval.

BOARD DISCUSSION

The discussion opened with a review of the period of time covered by the temporary sign permit and the permit fees. The members discussed at length the definition of the "Historic Downtown Area" as well as trying to determine the area within which the A-Frame signs were to be allowed. During the discussion there were conflicting opinions expressed regarding whether the signs were necessary, and comments that they were detracting from the appearance of Main Street. It was argued that the original intent of the A-Frame signs was to help the businesses.

Commissioner Butner said that Section VII.A., Paragraph 10.m. still contained language that was to have been removed; and that the paragraph should end with the second sentence, as follows: "...will result in the immediate removal of an 'A' frame sign by the Town of Camp Verde Code Enforcement Officer," with the remainder of that paragraph stricken. Also, Butner recommended replacing Paragraph 10.g. with the following language: "The applicant shall sign an Indemnity Agreement as provided by the Town of Camp Verde, indemnifying the Town of Camp Verde from any and all claims arising from the placement of the A-Frame sign and releasing the Town of Camp Verde from any and all liability arising from the placement of the A-Frame sign."

The members agreed that the area where the signs would be permissible should be from Circle K down Main Street to the Liquor Store at General Crook Trail.

There was no public input.

There was some discussion following the original motion made regarding concern over those businesses that are clustered in the shopping area on Main Street. Butner offered a motion to withdraw his original motion, with German offering to second it; upon discussion of procedure Butner instead proposed a motion to amend his original motion, and action was taken accordingly.

On a motion by Butner, seconded by German, the Commission voted 6-1 to recommend approval of AMD 07-05, Amendment to Section 118 of the Town of Camp Verde Planning and Zoning Sign Ordinance, with the following amendments as discussed; with a 'no' vote by Buchanan.

Subsequent to this, Council heard this item and with the discussion that ensued – gave it back to P&Z for further work – including looking into other types of signage (flag or horizontal sign from building) that would be acceptable to both the town engineer and the business owners. This has been done and following a Public Hearing, should be on your agenda probably by end of month.

Item 5 - Preliminary Plat approval - Verde Highlands

May 1

Public Hearing, discussion and possible recommendation of approval for PP 2007-02: Application for Preliminary Plat approval by Krista Cline of S.E.C., Inc. agent for David Meier owner of parcels 404-25-025B & 404-25-026E for Verde Highlands consisting of 4 lots of Office Suite Condos located on the corner of Hwy. 260 and Cliffs Parkway.

STAFF PRESENTATION

Buckel said that the application for a preliminary plat is for a development on property that had received approval for rezoning on one of the parcels previously. The Design Review Board approved the buildings which it was later found encroached onto that parcel that had just been rezoned. The development will consist of four business condominiums, and the property will be maintained by a common ownership association. Buckel outlined the issues of ADOT permission for access, water service, approval of engineering and grading, Copies of the petition from neighbors expressing concern over the building height have been included in the agenda packets, although the building height has been previously approved.

PUBLIC HEARING OPEN

Applicant's Statement

Krista Cline, with S.E.C. Engineering, commented that the Staff presentation had summarized the application well. Ms. Cline described the plan for individual ownership of each of the four buildings, and in response to the concern over the building height pointed out that the new zoning does allow a 40-foot building height; the buildings as proposed will be a little over 28 feet in height.

COMMENT FROM OTHER PERSONS

(Comments from the following individuals are summarized.)

Eli Arnett said he believes that the planned two-story height of the buildings was not only a surprise to most of the neighbors, but will block his view of Squaw Peak; he said he had paid a premium price for his lot because of the view. The members briefly discussed with him his concern as well as the location of his property in relation to the development and how his view would be affected.

Jared Westover said he also is protesting the height and believes it would block the view from his property, depreciating its value; he also suggested that the buildings would create a surplus of office spaces that may

not be needed or used for years. In response to a question from the Commission he said he would not necessarily be opposed to the two-story height if it did not block his view, although he suggested the traffic might be a problem.

APPLICANT'S REBUTTAL

David Meier, owner of the property, together with input from Krista Cline and Luke Sefton, Engineer, reviewed the steps taken to research the possible impact of the development on the neighborhood and displayed a chart of the building elevations to demonstrate the view line from the neighboring properties; it was also pointed out that the grading of the property and location of the buildings had been specifically designed to have the least effect on any view enjoyed by the surrounding residential properties.

Some of the members discussed the issue of the development having been already approved, questioning whether they even had the right to withhold approval of the application at this point. Buckel also briefly outlined the background of the Design Review Board approval during the design review process that has subsequently been improved upon. The issues of screening and a possible retaining wall were also discussed with Buckel.

PUBLIC HEARING CLOSED

Commission Discussion

The Commission discussed with Buckel the building height that would have been allowed prior to the rezoning, that still would have allowed the planned 28-foot height; the members cited Proposition 207 and commented on the need to be aware of not limiting a property owner's given right in a zoning district. Ms. Cline reminded the members that the whole project involves two parcels, the majority of which was already Commercial zoning.

On a motion by Hisrich, seconded by Buchanan, the Commission voted 4-1 to recommend that Council approve PP 2007-02: Application for Preliminary Plat approval by Krista Cline of S.E.C., Inc. agent for David Meier owner of parcels 404-25-025B & 404-25-026E for Verde Highlands consisting of 4 lots of Office Suite Condos located on the corner of Hwy. 260 and Cliffs Parkway; with an abstention by German.

On a motion by Hisrich, seconded by Buchanan, the Commission voted 4-1 to amend the original motion to correctly reflect the property as Parcels 404-28-025B and 404-28-026E; with an abstention by German.

Item 6 – Housing Commission liaison for work sessions to draft Request For Proposals for property located on Cliffs Parkway

May 8

Presentation by Housing Commissioner(s) and Housing & Neighborhood Revitalization Director Matt Morris, followed by Commission discussion and possible recommendation to Housing Commission: regarding the Parkway Homes Development on the Town owned five-acre property located on Cliffs Parkway (APN: 404-28-439), and possible selection of Commission liaison for future Housing Commission work sessions to draft Request For Proposals.

Housing & Neighborhood Revitalization Director Matt Morris, together with input from Housing Commissioner Tony Varela, gave a presentation on the background, the public outreach efforts and current progress of the proposed Parkway Homes development project on the Town-owned five-acre property located on Cliffs Parkway. Morris displayed charts showing the location of the property and proposed layout of the homes, a percentage of which will consist of attainable housing. The presentation outlined the goal of

raising funds for the new Library while providing attainable housing opportunities for the working class citizens of Camp Verde. Morris also reviewed the amenities suggested to be built into the project.

Morris explained that the Housing Commission will be working on drafting a Request for Proposal that will set forth the criteria for builders to incorporate in building the project. Morris said that input from the Planning & Zoning Commission will be important, and invited the Commission to appoint a member as liaison to represent the interests of the Commission in the process of drafting the Request for Proposal; the Housing Commission meets at 4:00 p.m. on the third Tuesday of every month.

The Commission discussed the project with Morris, expressing general approval for the vision of the proposed project and appreciation for the excellent progress made. Buchanan and Freeman excused themselves from acting as liaison since Buchanan's wife is on the Housing Commission, and Freeman also serves on the Housing Commission. Commissioner German volunteered to act as liaison, and Commissioner Burnside volunteered to share that responsibility with German.

For the record, Burnside asked if he and German will have to recuse themselves as liaisons to the Housing Commission, when the product of the RFP comes before the Planning & Zoning Commission for decisions, and would they be acting as individuals or as P&Z Commissioners. Morris suggested that there should be no conflict; however, Freeman said that staff will follow up and seek legal advice on that question which might also address the concern of Buchanan and Freeman.

Item 7 - Liaison to the Design Review Board

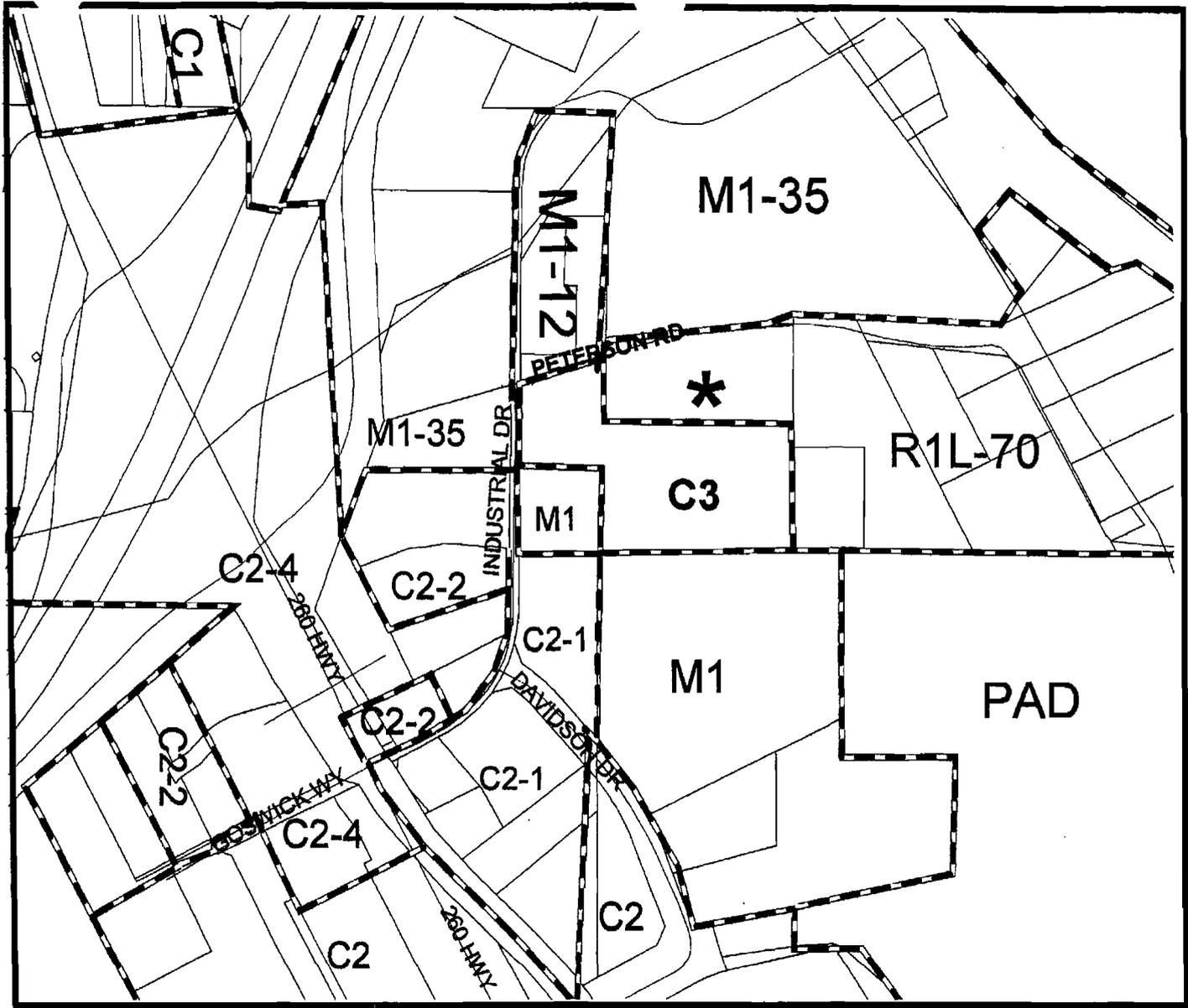
June 5

On a motion by Buchanan, seconded by Hisrich, the Commission voted unanimously to appoint Howard Parrish as Liaison to the Design Review Board for a 6-month term beginning at the July 22, 2008 meeting, through December 23, 2008.

Dated this ____ day of _____, 2008

Dave Freeman, Chairman

Planning & Zoning



0.09 0 0.09 0.18 Miles



ZONING MAP FOR
 ZMC 2008-02 FOR PARCEL 403-22-008
 FROM R1L-70 TO C 3

**ADDITIONAL INFORMATION
COUNCIL WORK SESSION
JULY 9, 2008
WORK SESSION**

TRAILS & PATHWAYS COMMISSION REPORT



Trails & Pathways Commission

2nd Quarterly Report

Submitted July 3, 2008

The Trails and Pathways Commission met on the 2nd Tuesday of each month to try to formulate a trails policy, to propose new trails and to review all new subdivision proposals.

Your Commissioners are Perry Haddon, Chairman, Bill Mitton, Vice Chairperson, Lynn Riddell Larry Strubhar, Judie Piner, and Bea Richmond, who is also the Commission's liaison with the Dead Horse State Park Trails Coalition. We have been one commissioner short for two quarters and hope the Town will find someone to fill the seat.

- Subdivision proposals: The Commission endeavors to determine each new subdivisions impact on the existing trail system and to recommend if any new tails or pathways should be included in their design. These recommendations are forwarded to P&Z and to the Council.
- Trails policy: The Commission endeavored to formulate a coherent trails policy for the Town Councils approval, to include a trail standards description, a trails maintenance program and a trails volunteer policy. NEW this quarter is the clarification by the mayor and council that the commission is free to address motorized use of the trails.
- New trails or trail heads: The Commission endeavored to identify the locations for new and historic trails and trail heads as they may access areas of interest in and around the town of Camp Verde and/or connect with trails that exist in other jurisdictions. And to identify rights of way, funding sources, and method wherein they may be established and promoted. All for Council review and approval.
- Forest Service Liaison: The Commission endeavored to coordinate efforts and to establish local policy that would not conflict with our US Forest neighbors.
- Other assignment from Town Manager and/or Council: From time to time the Commission is given other projects to consider.

Subdivisions addressed: No subdivision were technically addressed during the 2nd quarter of 2008, however, the commission heard a presentation by Matt Morris on the town owned five acres on Cliff Parkway now being developed by the town for eventual use as a location for low income housing.

Chronology:

Carryover prior quarters: Ryal Canyon proposed trail head and follow through with the completion of the Copper Canyon trail head which is being funded by a federal grant and administered by the U. S. Forest are both matters of continuing concern.

Commissioner Lynn Riddel and Councilman Smith have stepped forward in acting as liaisons between various volunteers contributing in-kind work on the project and with the Prescott National Forest in the construction phase of Copper canyon Trail Head.

Agenda Items:

April, 8, 2008

Bea Richmond continued her reports on the Dead Horse State Park Trails Coalition and the Verde Valley Regional Trails plan meetings. She is diligent in these matters.

We had continued to discuss re: the need for the commission to address motorized use of the town's trails.

Bill Stafford from the Coconino U.S.F.S. reports that Judy Adams may be available for our meeting to discuss Jackson Flats access and the potential conflict with the Tribes application for the subject property. A date has been postponed due to the relocation of the subject's offices.

May 5, 2008: Commission Chairperson; Haddon, Vice Chair, Bill Mitton and Commissioner Lynn Riddell met with the mayor, city manager, and Lynda Moore, our staff liaison to work out some procedural differences. It was a productive meeting and concerns were resolved.

May 13, 2008

(APN 404-28-439) Matt Morris on behalf of the Housing Commission, requested a Trails Commission person to attend Housing Commission meetings, Judy Piner

Bea Richmond is continuing to keep the commission up dated on the affairs of the Verde Valley Regional Trails Plan and Dead Horse State Park Trails meetings.

Report from staff re: communications with the US Forest refusal to acknowledge the towns prior expression of interest in a trail through the Jackson Flats area.

Commission ask Haddon to communicate with the Counsel re: motorized use of trails and this commission's responsibility in that regard.

Judy Piner gave a report and update on the on-going Trails and Pathways Policy preparation.

Lynda will set a time and date for a workshop session in order to work on the commission's plan. Several meetings have had to be canceled due to attendance with vacation and other obligations standing in the way. A full complement of commissioners would be helpful.

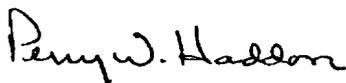
June 13, 2008

We had a record short meeting with the minimum required commissioner present. Lynda Moore presented the commissioners with a new note book for keeping our agendas and other document.

Bea Richmond's reports were held in over for the next meeting when more commissioner would be present and she could give her presentation in person.

A trail from the Circle K north toward the Chase Bank was discussed and a year 2010 was reported to be a potential start date.

Lynda Moore reported that she would like agenda items to be given staff ten days prior to our meetings.



Perry W. Haddon

Chairman

July, 3, 2008