

MINUTES
Regular Session
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
THURSDAY MAY 3, 2012
6:30 PM

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Commission motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion

1. **Call to Order**
The meeting was called to order at 6:30 p.m.
2. **Roll Call**
Chairperson Butner, Vice Chairperson Blue, Commissioners Hisrich, Norton, Parrish and Hough were present; Commissioner Freeman was absent.

Also Present: Community Development Director Mike Jenkins and Recording Secretary Margaret Harper.
3. **Pledge of Allegiance**
The Pledge was led by Commissioner Blue.
4. **Consent Agenda** - All those 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 as a separate item if a member of Commission so requests.
 - a. **Approval of Minutes:**
April 5, 2012 Regular Session
 - b. **Set Next Meeting, Date and Time:**
As Needed

On a motion by Hough, seconded by Hisrich, the Commission voted unanimously to continue approval of the Consent Agenda to the next meeting.

Commissioner Hough noted that the date on the Agenda was in error, therefore causing notice to the public to be incorrect. Because of that, it was decided that no formal action legally could be taken at this meeting, and approval of the Consent Agenda should be continued to the next meeting.
5. **Call to the Public for Items not on the Agenda**
There was no public input.
6. **Presentation by Mike Jenkins, followed by discussion and possible direction to staff regarding the proposed General Plan update and amendment processes as required by Arizona Revised Statute.** *Staff: Mike Jenkins*
Staff was directed to consult with the Town Manager regarding implementing the proposed procedure for updating the General Plan as discussed.

Community Development Director Jenkins reviewed the history of public hearings and open houses held in connection with drafting the current General Plan that was ratified by voters on March 8, 2005. Jenkins noted that pursuant to State statute the term of a General Plan shall be 10 years from the date of ratification; therefore the current General Plan has until 2015 to be updated, submitted to the Council for approval, and then presented to the voters for ratification. Jenkins said that since there is a current General Plan, the elements within that Plan can be addressed and brought up to date by forming committees and working with the public during the period of time between now and 2015, or roughly the two-year period of time for the public process. Jenkins referred to the list of

elements he had provided in his written background information, as well as a chart of the estimated time schedule for the processing of the General Plan update, and reviewed the election process. In response to some concern, Jenkins confirmed that as long as the proposed revised General Plan is brought to the voters in the required time, even though it would be rejected by the voters, there would be no penalty, and the Town could continue to work with the current General Plan until the update is finally ratified, hopefully at a General Election, without the need to call a Special Election.

The members held a thorough roundtable discussion regarding the project ahead, with further input from Jenkins. Some members shared their past experience participating in drafting the current General Plan, and there was a debate on the most efficient or productive way to receive the required public input and ultimately draft an update for Council approval and voter ratification. Jenkins suggested forming committees and arranging workshops with the public, compiling the information gathered at each meeting, and then presenting that to the Commission at a formal meeting for consideration. An alternate suggestion was made to streamline the process by receiving public input only at formal Commission meetings. During the discussion, Jenkins said he would provide the members with copies of the current General Plan. After further discussion, there was a general consensus that staff will facilitate setting up public workshops, with possibly one or two Commissioners attending, garner public input at each one, and create a draft document following each workshop to present to the Commission at a formal meeting for review. It was acknowledged that the public needs to know that it has played an important role in the creation of the updated document in order to achieve the ultimate goal of voter ratification. Jenkins reiterated the procedure discussed: Staff will work on each element with the public, gather comments, and prepare a draft document on each for the Commission to approve as to content, and finally draft a complete document for review and approval, and recommendation to the Council.

7. Commission Informational Reports:

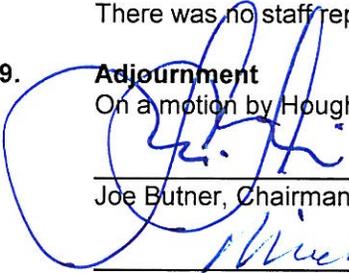
There were no Commission Informational Reports.

8. Staff

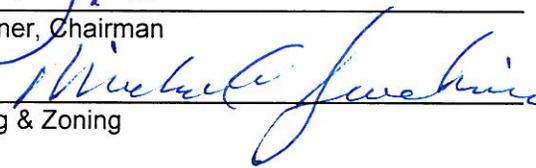
There was no staff report.

9. Adjournment

On a motion by Hough, seconded by Norton, the meeting was adjourned at 7:39 p.m.



Joe Butner, Chairman



Michael Jenkins
Planning & Zoning

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Planning & Zoning Commission of the Town of Camp Verde during the Special Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 3rd day of May 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 7th day of June, 2012.



Margaret Harper, Recording Secretary