

**MINUTES**  
**Regular Session**  
**THE PLANNING AND ZONING COMMISSION**  
**TOWN OF CAMP VERDE**  
**CAMP VERDE, AZ. 86322**  
**COUNCIL CHAMBERS SUITE #106**  
**THURSDAY NOVEMBER 01, 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, Parrish, Norton, Freeman and Hough were present.

**Also Present:** Community Development Director Mike Jenkins, Asst. Planner Jenna Owens, and Recording Secretary Margaret Harper.

**3. Pledge of Allegiance**

The Pledge was led by Butner.

**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:**

10-04-2012 Regular Session

**b. Set Next Meeting, Date and Time:**

12-6-2012 Special Session

On a motion by Hough, seconded by Freeman, the Consent Agenda was unanimously approved as presented.

**5. Call to the Public for Items not on the Agenda**

There was no public input.

**6. Public hearing, Discussion and Possible Recommendation to Council for a Use Permit to continue an Off Premise Sign that is located on parcel 403-25-023 owned by Leslie Friedlander and is being requested by owners John Otto & Marlin Warkentin of Otto Bond & Bail, LLC. The property is located at 2931 Commonwealth Drive in the Verde Valley Business Park next to the Yavapai Co. Justice Facility.**

On a motion by Freeman, seconded by Norton, the Commission unanimously recommended that Council approve a Use Permit to continue the use of an Off Premise Sign for a period of five (5) years from the date of the Town Council approval as required by Part 4 Section 404.D of the Planning & Zoning Ordinance, for an Off Premise sign located on Parcel 403-25-023, owned by Leslie Friedlander, as requested by John Otto & Marlin Warkentin, owners of Otto Bond & Bail, LLC, with all seven stipulations as they are listed, with the addition to No. 4, "as long as the sign Use Permit is in effect."

Asst. Planner Owens reviewed the background of the request for a Use Permit to continue the subject existing Off Premise sign that was originally approved by Council for a period of three years, with certain stipulations, which Owens outlined. The Town Code allows Use Permits to be granted for a period of five years. Since the original installation of the Off Premise sign, no complaints have been received, and the applicant is now requesting to continue the sign in place for a five-year period. The required notices were sent and public meeting held, with no neighbors in attendance. Owens also referred to the Land Use Application Form, copies of which were included in the Agenda packet, together with supporting documentation and photos. Owens noted that according to the Town Clerk, a Town of Camp Verde Business License is not required, as had been originally stipulated, since the business is basically a service that is not subject to that requirement.

The Commissioners discussed the subject application; Owens confirmed that the applicant maintains an office in the Fort Verde Plaza. In response to further questions, Marlin Warkentin stated that they do have a current Business License in place, and plan to continue to keep it in force throughout the requested Use Permit period. The Commissioners indicated they were generally in favor of continuing to require a Business License and, based on the history of no complaints, would also favor approving the request for a five-year Use Permit period. It was agreed that the subject request should be recommended for approval and that the stipulation requiring a business license be continued, with addition of the following language: "...as long as the sign Use Permit is in effect."

**7. Call to the Public for Items not on the Agenda**

There was no public input.

**8. Commission Informational Reports:**

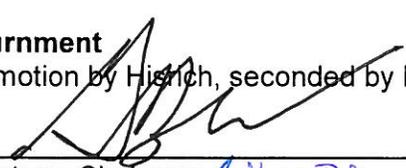
There were no Commission informational reports.

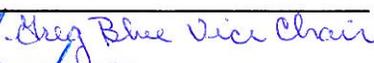
**9. Staff**

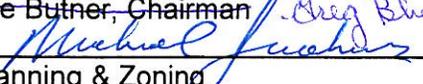
Owens noted that the terms of two members of the Commission will be expiring, and if either individual would like to submit a Letter of Interest, she can provide the required form to get the ball rolling as soon as possible.

**10. Adjournment**

On a motion by Hirsch, seconded by Parrish, the meeting was adjourned at 7:01 p.m.

  
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Joe Butner, Chairman

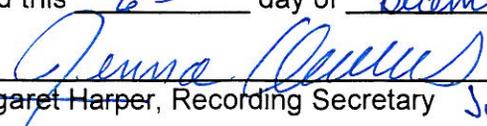
  
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Greg Blue, Vice Chair

  
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Michael Juchacz

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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 Regular Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 1<sup>st</sup> day of November 2012. I further certify that the meeting was duly called and held, and that a quorum was present.  
Dated this 6<sup>th</sup> day of December, 2012.

  
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Margaret Harper, Recording Secretary

JENNA OWENS