

**AGENDA**  
**Special Session**  
**THE PLANNING AND ZONING COMMISSION**  
**TOWN OF CAMP VERDE COUNCIL CHAMBERS**  
**THURSDAY JANUARY 13, 2011**  
**6:30 PM**

*Because All Commission meetings will end at 9 PM, any remaining agenda items will be heard at the next Commission meeting.*

*A majority of Town Council may be present at this meeting.*

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
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:**  
None
  - b. **Set Next Meeting, Date and Time:**  
January 20, 2011 Special Session  
January 27, 2011 Special Session  
February 3, 2011 Special Session  
February 10, 2011 Special Session
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.)*
6. **Public Hearing, Discussion, Consideration and possible recommendation to Council for proposed revisions to the Planning and Zoning Ordinance and Subdivision Regulations.**

**There will be no Public input on the following items:**

7. **Commission Informational Reports:** 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.
8. **Staff**
9. **Adjournment**

**Please note:** The Planning and Zoning Staff makes every attempt to provide a complete agenda packet for public review. However, it is not always possible to include all information in the packet. You are encouraged to check with The Community Development Department prior to a meeting for copies of supporting documentation, if any that were unavailable at the time agenda packets were prepared.

Posted by: J. Owens Date/Time: 1-6-11 1:00PM

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.



**TOWN OF CAMP VERDE  
Planning & Zoning Commission  
Agenda Action Form**

Meeting Date: January 13, 2011                      Meeting Type: Special Session  
 Consent Agenda                       Regular Business

Reference Document: Development Guidance System

Agenda Title (be exact):

Public Hearing, Discussion Consideration and possible recommendation to Council for proposed revisions to the Planning and Zoning Ordinance and Subdivision Regulations.

**Purpose and Background Information:**

The Planning & Zoning Commission is to review the draft Development Guidance System as prepared by Dava & Associates, Inc. parts one through six. In addition, staff is requesting the Commission to accept/ reject or revise individually, staff's recommended changes to the draft document to be considered with their final recommendation to the Council.

**Section 102.B.4.c 1 & 2**

**Draft language as proposed by Dava & Associates, Inc.**

1. Replacement of a nonconforming mobile home with a certified manufactured home that does not exceed the replace structure's area by more than 50%; or

**Proposed changes by Staff:**

1. Replacement of a nonconforming mobile home with a certified manufactured home **that neither decreases the nonconforming setback distance nor creates any further nonconforming conditions and maintains an interior side yard setback of not less than three feet (3') to the property line.**

**Draft language as proposed by Dava & Associates, Inc.**

2. Building extension of a nonconforming setback on a single-family, site-build residence that neither decreases the nonconforming setback distance nor creates any further nonconforming condition and does not increase the structure's ground floor area by more than 20% and maintains the interior side yard setback of not less than three feet to the property line.

**Proposed changes by Staff:**

2. Building extension **or extensions** of a nonconforming single family, site built residence that neither decreases the nonconforming setback distance nor creates any further nonconforming condition and maintains an interior side yard setback of not less than three feet **(3')** to the property line.

**Section 102.B.4.d**

**Draft language as proposed by Dava & Associates, Inc.**

- d. Nonconforming accessory uses, structures or appurtenant fixtures shall not be altered, reconstructed, or replaced without a valid installation permit issued by the Community Development Department that specifies compliance with the provisions of this ordinance.
  1. Such uses, structures or fixtures located on a development site for which a building permit is obtained or on a parcel for which a zoning map change or Use Permit is approved, shall, likewise, be brought into compliance.
  2. Owners of properties with such nonconforming accessory conditions when seeking installation permits, zoning map change or Use Permit for which full compliance cannot reasonably be achieved may seek approval from the Board of Adjustment upon findings and stipulations, as appropriate, to assure that partial compliance will constitute an improvement of the substandard conditions.

**Proposed changes by Staff:**

- d. Nonconforming accessory uses, structures or appurtenant fixtures shall not be altered, reconstructed, or replaced without a valid **installation** permit issued by the Community Development Department that specifies compliance with the provisions of this ordinance.
  1. Such uses, structures or fixtures located on a development site for which a **valid** permit is obtained or on a parcel for which a zoning map change or Use Permit is approved, shall, likewise, be brought into compliance.
  2. Owners of properties with such nonconforming accessory conditions when seeing **a valid** permit, zoning map change or Use Permit for which full compliance cannot reasonably be achieved may seek approval from the Board of Adjustment upon findings, and stipulations, as appropriate, to assure that partial compliance will constitute an improvement of the substandard conditions.

**Section 103 Definitions**

**Draft language as proposed by Dava & Associates, Inc.**

**BUILDING**

- **DETACHED:** A building, separated by ten feet from another building or buildings on the same lot with no connecting structures.

**Proposed changes by Staff:**

- **DETACHED:** A building, which is separated from another building or buildings on the same lot by ten feet (10') or more. Buildings connected only with a roof of less than six feet (6') wide between opposite open ends shall be deemed to be detached.

**Section 103 Use Districts**

**Draft language as proposed by Dava & Associates, Inc.**

**A. R1L DISTRICT (Residential; single-family limited)**

**1. Purpose:**

The R1L District is intended for site-built, single-family residential living.

**2. Permitted Uses and Structures:**

- a. Dwelling unit for one family on any one lot except that quarters for servants and/or non-paying guests may be located on the same lot with the principal structure.
- f. Accessory uses and structures (located on the same lot with the principal structure)
  - (2) Quarters for servants and/or non-paying guests; separate facilities for preparation of food are prohibited.

**Proposed changes by Staff:**

**A. R1L DISTRICT (Residential; single-family limited)**

**1. Purpose:**

The R1L District is intended for site-built, single-family residential living, **mobile homes and manufactured housing prohibited.**

**2. Permitted Uses and Structures:**

- a. Dwelling unit for one family on any one lot.
- f. Accessory uses and structures (located on the same lot with the principle structure.)
  - (2) Quarters for servants and/or non-paying guests, **site built and attached to the principle dwelling. Separate** facilities for preparation of food prohibited.

**Draft language as proposed by Dava & Associates, Inc.**

**B. R1 DISTRICT (residential; single-family and cluster dwellings)**

**1. Purpose:**

The R1 District is intended for single-family residential living.

**Permitted Uses and Structures:**

- c. Accessory uses and structures permitted in the R1L District and the following (located on the same lot with the principal structure).
  - 1. Roomers or boarders within the principal residence.

**Proposed changes by Staff:**

**B. R1 DISTRICT(residential; single-family and cluster dwellings)**

**1. Purpose:**

The R1 District is intended for **site-built or manufactured housing**, single family residential living.

**Permitted Uses and Structures:**

- c. Accessory uses and structures permitted in the R1L District and the following (located on the same lot with the principal structures):
  - 1. Roomers or boarders within the principle residence.
  - 2. **Quarters for servants and/or non-paying guests, site built only and detached or attached to the principle dwelling. Separate facilities for preparation of food prohibited**

**Recommendation (Suggested Motion):**

**A motion to recommend approval/denial of the draft Development Guidance System, as revised by the Planning & Zoning Commission, to the Town Council.**

**Finance Review:**  Budgeted  Unbudgeted  N/A

**Finance Director Comments/Fund:**

**Attorney Review:**  Yes  No  N/A

**Attorney Comments:**

**Submitting Department:** Community Development

**Contact Person:** Matthew Morris – Special Projects Administrator

**Action Report prepared by:** Jenna Owens – Asst. Planner

# QUESTIONS ON P4Z ORDINANCE

- 1) 102 B4 C 2 INCREASE FLOOR AREA BY ONLY UP TO 20% OF EXISTING (WHY ONLY 20%)
- 2) WHAT ABOUT PARK MODEL HOMES
- 3) 103 DEFINITIONS "FAMILY"
- 4) 203 A 2 GUEST QUARTERS (ALL DISTRICT 2 F 2)  
COOKING FACILITIES NOT ALLOWED (WHY?)
- 5) 301 B 2 B 2 & 4 WHY ONLY FENCE 4' FOR FRONT  
& 6' FOR SIDE & BACK
- 6) 304 B ANIMAL POINTS - SHOULD NOT ALPACAS & EMUS  
BE CPTS LIKE LLAMAS &  
OSTRICHES  
LLAMAS SHOULD BE THE SAME (12)  
AS A HORSE OR COW

RECEIVED  
DEC 30 2010

BY: 

AL BUCHANAN

## Mr. Alan Buchanan Questions on P & Z Ordinance

- 1) 102 B 4 C 2  
Increase floor area by only up to 20% of existing. (why only 20%)

After review, staff is suggesting that the nonconforming use may not expand to create a further nonconforming use. However, if an owner would like to expand in a direction that does not further the existing nonconformance, this would be allowed.

- 2) What about Park Model Homes?

Park Model Homes are only allowed in Mobil Manufactured Home Parks and Recreational Vehicle Parks. Park Models are not built to conform to the Manufactured Housing Standards and are considered recreational vehicles.

- 3) 103 Definitions "Family"

Explanation of concern is needed.

- 4) 203 A 2  
Guest quarters (R1L District 2 F 2) Cooking facilities not allowed (why?)

The description for R1L is "Single Family Limited". R1L is the most restrictive residential district, guest quarters have been allowed for servants/or non-paying guests. Our current ordinance has prohibited separate facilities for the preparation of food. This eliminates properties that are in the R1L district from renting an accessory building/or buildings on the property. Multiple dwelling units are allowed in the R2 District.

- 5) 301 B 2 B 2 & 4  
Why only Fence 4' for front & 6' for side and back?

Fences and freestanding walls within the required yards or setbacks shall maintain the following maximum heights for that solid or opaque portion which obstruct the passage of air or light more than fifty percent. (50%)

- Our current code reads "On any residential zoned lot (or that portion of other adjoining lots): four feet in front yard and six feet in side or rear yards. This language has been in place since 7-09-1987 upon incorporation. This is for solid or opaque portions of fences.

Chain link can be up to 6' in the front since it provides visibility for backing out of a driveway. Solid or opaque fencing does not allow for visibility and therefore are limited to four feet (4') in the front.

- 6) 304 B Animal Points  
Should not Alpacas & Emus be 6 points like Llamas and Ostriches? Llamas should be the same (12 points) as a horse or Cow.

Direction given to Dava & Associates, Inc. was to not change the Animal portion of the current code Section 108.

Planning and Zoning Commission, please refer to the draft ordinance that you have received.

(If you need a copy, please contact the Community Development Department)

**To view the Draft Ordinance on line:**

The Draft of the Planning & Zoning Ordinance is available on line at [campverde.az.gov](http://campverde.az.gov).

- On the home page, scroll to the bottom of the page.
- On the bottom of the page there is the “Planning and Zoning Ordinance Update project.
- Click on “Read more.....”
- At the end of the second paragraph, to view the final draft, “click here”.

You will be able to review the draft ordinance.