

**REGULAR SESSION  
THE PLANNING AND ZONING COMMISSION  
TOWN OF CAMP VERDE 473 S. MAIN STREET  
CAMP VERDE, AZ. 86322  
COUNCIL CHAMBERS STE. 106  
THURSDAY, NOVEMBER 5, 2020  
6:30 PM**

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

**1. Call to Order**

Vice Chairman Steve Vanlandingham called the meeting to order at 6:30 p.m.

**2. Roll Call**

Vice Chairman Steve Vanlandingham, and Commissioners Mike Hough, Greg Blue, and Chip Norton are present.

**Also Present**

Community Development Director Melinda Lee, Assistant Planner Bobbi Webb and Recording Secretary Jennifer Reed.

**3. Pledge of Allegiance**

Vice Chairman Steve Vanlandingham led the Pledge.

**4. Election of Chairman**

Commissioner Norton nominated Commissioner Hough to be Chairman. Second was made by Commissioner Blue. **Motion** carried unanimously with Vice Chairman Vanlandingham, Commissioner Hough, Commissioner Blue, and Commissioner Norton approving.

Chairman Hough presided over the remainder of the meeting.

**5. 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:**

August 6, 2020 – Special Session

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

TBA

**Motion** was made by Commissioner Norton to accept the Consent Agenda. Second was made by Commissioner Blue. **Motion** carried unanimously with Chairman Hough, Vice Chair Vanlandingham, Commissioner Blue, and Commissioner Norton approving.

**6. 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.*

No public comments.

**7. Action Items:**

**a. Public Hearing, Discussion, and possible recommendation to the Town Council regarding an application for a Zoning Map Change reverting from C2 (Commercial: General Sales & Services) back to R1L (Residential Single Family Limited) as requested by the Town of Camp Verde Community Development. This property includes Lots 1 through 12 in White Hawk at Camp Verde, located at the end of Homestead Parkway, east of State Route 260, APNs 403-23-107 through 403-23-118, in Camp Verde, Yavapai County, Arizona.**

**Public Hearing Open:** 6:34pm

**Staff Report**

Community Development Director Melinda Lee stated that the project for White Hawk was being brought back to the Planning & Zoning Commission for reconsideration and gave an overview of the project. In August 2020, an application for a Zoning Map Change was submitted by Town of Camp Verde Community Development, requesting a change from C2 (Commercial: General Sales and Services) to C3 (Commercial: Heavy Commercial). Due to overwhelming opposition from the surrounding property owners, the Planning & Zoning Commission unanimously recommended denial of this request. The project's name has been changed to White Hawk at Camp Verde since the last meeting, and the developer has decided to construct only single-family residences in this project. Although this is an allowed use in the current C2 District, it is his desire to prevent commercial uses within the subdivision and has requested the reversion back to R1L. Research was done to track the history of the area, and it was discovered that the original intent was to be primarily residential with pockets of commercial. The property has been previously zoned as a PAD, and that this particular property was zoned R1L. A reversion back to R1L zoning was not able to be accomplished administratively since it had been removed from the PAD designation in 2014. It was determined by legal counsel that this request could be made through a continuance of the existing application, bringing it back to the Planning & Zoning Commission for reconsideration. The Town of Camp Verde Community Development is requesting a Zoning Map Change, reverting the zoning back to R1L, to restrict the development to site-built, single-family homes only within the subdivision and to prevent any commercial development within this project. Chairman Hough stated that this was the second time this had been brought before the Commission by the Town and asked if we had the owner's signature for approval. Ms. Lee replied that we did have the owner's signature of approval on file.

Staff recommends approval of the request for a Zoning Map Change, reverting from the current zoning of C2 (Commercial: General Sales & Service) back to R1L (Residential: Single Family Limited) for this property.

**Public Comment-** Ed Davis is in support of the project.

**Staff Rebuttal-** None

**Close Public Hearing:** 6:39pm

**Commission Comments-** None

**Motion** was made by Vice Chairman Vanlandingham to recommend to the Mayor and Town Council, the approval of an application for a zoning map change, reverting from C2 (Commercial: General Sales & Services) back to R1L (Residential: Single Family Limited), as requested by the Town of Camp Verde Community Development. The property includes Lots 1 through 12 in White Hawk at Camp Verde, located at the end of Homestead Parkway, east of State Route 260, on parcel numbers: 403-23-107 through 403-23-118, in Camp Verde, Yavapai County, Arizona. Second was made by Commissioner Blue. **Motion** carried unanimously with Chairman Hough, Vice Chairman Vanlandingham, Commissioner Blue, and Commissioner Norton approving.

**b. Public Hearing, Discussion, and possible recommendation to the Town Council for an application submitted by Town of Camp Verde Community Development for a Text Amendment for the following: Shipping Containers: Section 312.A, and general citations; Signs: Section 404, Standards for Portable/Temporary Signs; of the Town of Camp Verde Planning & Zoning Ordinances and Subdivision Regulations.**

**Public Hearing Open:** 6:41p.m.

**Staff presentation**

Community Development Director Melinda Lee stated that since the last amendment to the Planning & Zoning Ordinance in July 2019, a few items have been brought to our attention that need to be clarified, corrected, or added for a potential amendment to the ordinance.

**a. Shipping Containers: Section 312.A**

This is a request to revise the code to allow larger shipping containers due to requests to use longer containers that have become available on the market. We have also received requests to use shipping containers on parcels less than one acre.

Currently the code allows for one 320 square foot, or two 160 square foot Shipping Containers on properties of one acre or more in residential zones of one acre or more and two 320 square foot or four 160 square foot in commercial zones. There is no limit on the number of shipping containers in industrial zones as long as the lot coverage is met, so no changes are recommended in the industrial zones.

- It is staff's recommendation that one (1) 8ft x 45ft shipping container should be allowed on parcels smaller than one acre and up to 360 square foot units in the residential properties over one acre and the general (neighborhood) commercial properties, as long as they are able to meet applicable setbacks, lot coverage, and appearance standards. These containers are similar to what is allowed for storage sheds and do not take up any more space. It is reasonable to consider these as storage sheds. Since these shipping containers must be painted, they would comply with aesthetics.
- Based on these new sizes, staff recommends allowing shipping containers square feet in Residential and Neighborhood or General Commercial Zones over one acre;
- It is staff's recommendation that the 8ft x 53ft containers be reserved for heavy commercial and performance industrial zones. We believe one (1) 420 square foot, two (2) 320, or two (2) 360 square foot containers should be allowed in these zones.
- Any existing shipping containers that are currently being used need to come into compliance by January 1, 2022.

Commissioner Norton asked what limitations exist on the use of shipping containers. Ms. Lee stated they are not to be lived in or used for animals. Strictly for storage of personal items and property owners are not able to lease these out. Workshops would be fine.

Vice Chair Vanlandingham asked if there were any utility restrictions or foundation/tie down requirements. Ms. Lee stated there were no restrictions on utilities, but they would have to get building permits. No foundations are required due to the sheer weight of the units.

Chairman Hough asked about using them with roof supports. Ms. Lee stated that would then require them to get a building permit and would require engineered plans to show the containers could support the roof.

Commissioners are ok with the changes that are recommended.

#### **b. Signs: Section 404, Standards for Portable/Temporary Signs**

The 2019 change to Banners created new conflicts with enforcement. The old code allowed multiple banners per business; the new code under the Temporary, Commercial category now only allows "one on-site banner". These issues have arisen:

- When dealing with a property that has multiple businesses, it seems reasonable that each business should be allowed at least one banner; however, it does not specify that in the code. We are requesting to make a change in the sign table to allow 1 banner per site or one per business.
- Construction projects display the contractor's name yet often have multiple subcontractors working on the job with them. Rather than allowing just one banner, we are requesting a change to allow one per site or one per business involved in the project. These are temporary uses, for the duration of the project only. Allowing one per contractor at a construction site is how it has been enforced; this request is to revise the wording to support this interpretation.
- Special Event banners are also a concern. Should sponsor banners be allowed? If so, how many and under what circumstances? It is staff's recommendation that one banner per sponsor should be allowed at the location of the event, and only for the duration of the event. These banners should be displayed for the benefit of the spectators rather than for passers-by. If the banners are displayed within a contained event facility, the recommendation would be that they are able to remain in place.
- Should banners be allowed to advertise at the venue site, for passersby, for upcoming events? It is staff's recommendation that one banner per site be allowed for regular, occasional, and seasonal events, for the duration of the event only. This would mean that seasonal events may display a banner for the duration of the designated season.

For advanced notification of events, the Town does provide sites to display banners for the community's benefit. Wording changes to the table include: to allow 1 per site or 1 per business on the same site; sponsor banners for display or temporary use only. Ms. Lee stated staff recommends approval of the request to amend the Planning and Zoning Ordinance as described. Chairman Hough asked for clarification; are banners approved as an addition to the allowable signage on the building. Ms. Lee stated banners are not to be used on a permanent basis and explained that banners would need to be framed if they are to be used on a more permanent basis. Chairman Hough asked how long the banner could be left up when it is not framed. Ms. Lee stated it would only be for the duration of a special event.

Public Hearing Closed: 7:00pm

**Motion** was made by Commissioner Norton to recommend to Town Council the approval of a request for a Text Amendment for the following: Shipping Containers: Section 312.A. B., and General Citations; Signs: Section 404. Standards for Portable/Temporary Signs; of the Town of Camp Verde Planning & Zoning Ordinances and Subdivision Regulations. Second by Commissioner Blue. **Motion** carried unanimously with Chairman Hough, Vice Chairman Vanlandingham, Commissioner Blue, and Commissioner Norton approving.

8. **Current Events**

*Individual members of the Commission may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the public of such events and activities. The Commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.*

No current events.

9. **Staff Comments**

Ms. Lee addressed the Commission:


- Introduced Andrew Faiella as the new Planning & Zoning Commissioner. He will join the Commission at the next meeting.
- Commissioner Blue will not be continuing his term after December 2020.

10. **Adjournment**

**Motion** made by Commissioner Blue to adjourn the meeting. Second was made by Commissioner Norton. **Motion** carried unanimously with Chairman Hough, Vice Chair Vanlandingham, Commissioner Blue, and Commissioner Norton approving. Meeting was adjourned at 7:05 p.m.



Chairman Mike Hough  
Planning & Zoning Commission



Melinda Lee, Director  
Community Development

**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 5<sup>th</sup> day of November 2020. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 5<sup>th</sup> day of November 2020.

Jennifer Reed

Jennifer Reed, Recording Secretary