

**MINUTES  
SPECIAL SESSION  
THE PLANNING AND ZONING COMMISSION  
TOWN OF CAMP VERDE 473 S. MAIN STREET  
CAMP VERDE, AZ. 86322  
COUNCIL CHAMBERS STE. 106  
THURSDAY, JUNE 3, 2021  
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**

Chairman Mike Hough called the meeting to order at 6:30 p.m.

**2. Roll Call**

Chairman Mike Hough, Vice Chairman Drew Faiella (ZOOM), and Commissioners Greg Blue, Bill Tippet and Jerry Mason were present. Commissioner Todd Scantlebury is absent.

**Also Present**

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

**3. Pledge of Allegiance**

Commissioner Mason led the Pledge.

**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:**

May 6, 2021 – Regular Session

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

June 10, 2021 at 6:30 p.m.

**Motion** was made by Commissioner Blue to accept the consent agenda. Second was made by Commissioner Tippet.

**ROLL CALL VOTE:**

Chairman Mike Hough: aye

Vice Chairman Drew Faiella: aye

Commissioner Greg Blue: aye

Commissioner Jerry Mason: aye

Commissioner Todd Scantlebury: absent

Commissioner Bill Tippet: aye

**Motion** carried. 5-0.

**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.*

No public comments.

**6. Action Items:**

a. Public Hearing, Discussion, and Possible Recommendation to the Town Council, regarding an application submitted by Sean Perrotto, on behalf of the property owner, McDonald Bros Construction, for a Preliminary Plat to develop a subdivision. The proposed subdivision encompasses 10 acres on parcel 404-01-045, in Camp Verde, Yavapai County, Arizona.

**Public Hearing Open: 6:32pm**

**Staff Report:**

Community Development Director Melinda Lee gave an overview of the project. Sean Perrotto, Trico Engineering, submitted an application on behalf of the property owner, for a Preliminary Plat for a proposed subdivision, to be known as "Salt Mine Ranches". The zoning for the property is R1L-35 (Residential: Single Family Limited, 35,000-Square-Foot Minimum Lot Size) District. This would equate to lots of .80 acre in size or larger. Located on APN 404-01-045, the plat is proposed to be divided into eleven (11) residential lots. The lots range in size from .81 acres to 1.23 acres. The proposal includes the development of a 24-foot wide, internal private street; residential water service with fire flow and fire hydrants; and area for the installation of individual septic tanks. Development has begun with some site clearing, grading, and the installation of irrigation lines. The internal street that is proposed to be private and maintained by the developer. Their proposal states they will construct the street to appropriate standards for potential future dedication to the Town. The preliminary improvement plans have been submitted for review to Public Works.

The developer has proposed two street names that were rejected by 9-1-1 addressing protocol. Staff is still working with the developer to provide an acceptable street name, which will need to be properly vetted, then shown on the Final Plat. The Town of Camp Verde does not provide sanitary sewer to this location; therefore, individual septic systems will be required. Yavapai County Environmental Services has indicated that they cannot use flood irrigation on properties that have individual sanitary sewer systems. The developer received an ADEQ approval to construct water to the location, and for Camp Verde Water Systems to operate the system in accordance with their regulations.

This project is located within the Salt Mine Character Area. The existing zoning district and proposed development of site-built, single family residences is consistent with other properties in this Area.

Staff recommends approval of the request for the Preliminary Plat application, which would allow for the development of eleven (11) site-built, residential home sites with these stipulations:

- The proposed street name be changed to an acceptable name, "vetted" prior to approval by Town Council on the Final Plat survey. That means going through the 911 system.
- All documentation required for the review and processing of the Final Plat be received with its submittal for it to be processed in a timely manner. Any documentation or information required as a result of the Final Plat review process to be submitted when requested, to facilitate the final process for Council approval and plat recordation.

**Applicant:** No presentation.

**Public Comment:**

Miquette Wells is a neighbor of the property. She expressed some concerns:

1. Eleven more houses will bring in more traffic,
2. Please consider more infrastructure in the future, sidewalks would be nice for those people who like to walk in the neighborhood.
3. The views will be blocked.
4. Animals that use that area for their habitat will be displaced.
5. Neighbors are also concerned about what type of home that will be put in.

**Staff Rebuttal:**

Chairman Hough stated he had Ms. Lee research how often this parcel zoning had changed. Ms. Lee found that since 1986 the zone has remained the same.

Commissioner Blue said neighbors should not be concerned about mobile homes being put in, homes in zone R1L are only zoned for stick-built homes.

Vice Chairman Faiella asked what type of irrigation is planned for the property. Brian McDonald stated it will be piped irrigation and will be flood irrigated. Mr. Faiella asked how that will work with septic systems they plan to put in? He stated the Arizona Administrative Code does not allow flood irrigation on top of septic systems. Mr.

McDonald said it is not going to be over the septic systems but if it is an issue, they can have irrigation lowered. This topic may have to be researched.

Vice Chair Faiella asked about the 100-year Water Supply Assurance. Ms. Lee stated an assurance review is required in 2025 to see if the supply will still be in place. This will be requirement in the Final Plat.

Commissioner Blue asked about the feasibility of connecting with the sewer instead of septic systems? Brian McDonald said it would currently require a pump system; they are willing to give the Town an easement to put in a sewer line at the back of the property.

**Close Public Hearing: 6:52pm**

**Commission Comments:**

Chairman Hough asked if the final approve would come back to the Planning and Zoning Commission or will it go on to Council? Ms. Lee confirmed final approval will only go to the Council.

**Motion** was made by Commissioner Tippet to recommend to the Mayor and Common Council, the approval of an application for a preliminary plat for an 11-lot subdivision to be known as "Salt Mine Ranches", as requested by Sean Perrotto, Trico Engineering, on behalf of the property owner, McDonald Brothers Construction, subject to the following:

1. The proposed street name be changed to an acceptable name, vetted prior to approval by town council on the final plat survey.
2. All documentation required for review and processing of the final plat be received with its submittal to facilitate its processing. Any documentation or information required as a result of the final plat review process to be submitted when required, to facilitate the final process for Council approval and plat recordation.

The property is located on the south side of Salt Mine Road, just west of State Route 260, on Parcel 404-01-045, in Camp Verde, Yavapai County, Arizona. Second was made by Commissioner Blue.

**ROLL CALL VOTE:**

Chairman Mike Hough: aye

Vice Chairman Drew Faiella: nay

Commissioner Greg Blue: aye

Commissioner Jerry Mason: aye

Commissioner Todd Scantlebury: absent

Commissioner Bill Tippet: aye

**Motion** carried 4-1.

**b.** Public Hearing, Discussion, and Possible Recommendation to the Town Council, for an application submitted by Town of Camp Verde Community Development, for a Zoning Map Change from C3-70 (Commercial: Heavy Commercial, 70,000 square-foot minimum lot size) to C3 (Commercial: Heavy Commercial). The request is to remove the minimum lot size designation to allow the properties that were split by the development of Aultman Parkway to comply with C3 District standards. The parcels affected are 403-15-006 and 403-15-002W, in Camp Verde, Yavapai County, Arizona.

**Public Hearing Open: 6:57pm**

**Staff Report:**

Assistant Planner Bobbi Webb gave an overview of the project. Town of Camp Verde Community Development has submitted an application for this zoning map change to correct the substandard lot sizes that were created by the development of the Aultman Parkway roundabout. It has become the alternative, left-turn route to reach the properties along Old Highway 279 from State Route 260. ADOT blocked the left turn from State Route 260 directly onto Old State Highway 279. The Town agreed to process this application on behalf of the property owners, since the action of street development created the current substandard zoning issue.

The parcels currently are zoned C3-70 (Commercial: Heavy Commercial, 70,000 square-foot minimum lot size). The application requests that the zoning be changed to C3 (Commercial: Heavy Commercial) to remove the minimum lot size designation. Ms. Webb stated the C3 District Standards in the Planning & Zoning Ordinance, Section 203 is included in the Commissioners packet.

Staff has received no comments from the public nor from reviewing agencies. All legal requirements have been met.

The project is located within the 260 West Character Area. This Area currently supports a full range of land uses. This request would enhance the ability to utilize the existing commercial properties that are located within State Route 260 and Old State Highway 279 Corridors and it also complies with the General Plan.

The Community and Economic Development Strategic Plan outlines some guiding principles that should be considered for future growth and development. Some of these factors relate to industrial opportunities.

Staff recommends approval of the request for a Zoning Map Change on these two parcels from C3-70 to C3 only zoning districts to allow legal conforming zoning in this corridor based on the following finding of facts:

- The sites are currently vacant. This request is being done by the Town of Camp Verde on behalf of property owners to correct a non-conforming zoning designation.
- The proposal complies with the General Plan for the 260 West Character Area.
- The sites have indirect access onto State Route 260 and Old State Highway 279 via the newly developed Aultman Parkway.
- The proposal complies with the Strategic Plan.

Commissioner Mason asked how big the parcels are. Ms. Lee stated that C3 zoning only allows a parcel to go down to 2,500 sq. ft for commercial. Ms. Webb will verify the parcel sizes before it goes to Council.

**Applicant:** None

**Public Comment:** None

**Staff Rebuttal:** Ms. Lee stated that Council approved the name change to Aultman Parkway and it is no longer named Old Corral Lane.

**Close Public Hearing:** 7:05pm

**Commission Comments:** None

**Motion** was made by Commissioner Mason to recommend to the Mayor and Common Council, the approval of an application submitted by Town of Camp Verde Community Development for a Zoning Map Change. The proposed rezoning encompasses approximately 6.94 acres located on parcels 403-15-006 & 403-15-002W. The applicant is requesting a zoning map change from C3-70 (Commercial: Heavy Commercial, 70,000 Square-Foot Minimum Lot Size) to C3 (Commercial: Heavy Commercial). The request is to remove the minimum lot size designation to allow the properties that were split by the development of Aultman Parkway to comply with the C3 district standards. The parcels affected are 403-15-006 & 403-15-002W, in Camp Verde, Yavapai County, Arizona. Second was made by Commissioner Blue.

**ROLL CALL VOTE:**

- Chairman Mike Hough: aye
- Vice Chairman Drew Faiella: aye
- Commissioner Greg Blue: aye
- Commissioner Jerry Mason: aye
- Commissioner Todd Scantlebury: absent
- Commissioner Bill Tippet: aye

**Motion** carried 5-0.

**7. 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.*

Commissioner Mason asked what names were rejected in Item 6.b. Ms. Lee said a couple of the names that were rejected were C.A. McDonald and Clarence McDonald.

**8. Staff Comments**

Ms. Lee said

- Would like to schedule a Work Session. She is suggesting July 8<sup>th</sup>. Chairman Hough may not be available for this meeting unless Council suggests the Planning and Zoning Commission discuss the subjects. Ms. Lee stated some of the topics she would like to discuss are:
  - RV Parks
  - Fences
  - Regulations & Enforcement Difficulties that may require public outreach
- Ms. Lee is stepping down as Community Development Director. She will stay on until a replacement is found. She feels she is better suited as a Planner.
- Robert Foreman has expressed interest in filling the Planning and Zoning Commission vacant seat. He can't be appointed until after he is officially retired from the Town.

**9. Adjournment**

**Motion** made by Commissioner Blue to adjourn the meeting. Second was made by Commissioner Tippet.

**ROLL CALL VOTE:**

Chairman Mike Hough: aye  
Vice Chairman Drew Faiella: aye  
Commissioner Greg Blue: aye  
Commissioner Jerry Mason: aye  
Commissioner Todd Scantlebury: absent  
Commissioner Bill Tippet: aye

**Motion** carried 5-0.

Meeting was adjourned at 7:18 p.m.

  
Chairman Mike Hough

  
Community Development Director

**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 3<sup>rd</sup> day of June 2021. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 3<sup>rd</sup> day of June 2021.

Jennifer Reed

Jennifer Reed, Recording Secretary