

**(Corrected) MINUTES
TOWN OF CAMP VERDE
JOINT SPECIAL SESSION
MAYOR AND COUNCIL
PLANNING & ZONING COMMISSION
75 E HOLLAMON STREET, CAMP VERDE, AZ 86322
WEDNESDAY, APRIL 26, 2023, at 5:30 P.M.**

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. Call to Order

Mayor Jenkins called the meeting to order at 5:30 p.m.

2. Roll Call

Mayor Dee Jenkins, Vice Mayor Marie Moore, Councilor Wendy Escoffier, Councilor Robin Godwin, Councilor Jackie Baker and Councilor Cris McPhail are all present. Councilor Jesse Murdock is absent.

Also Present

Interim Town Manager Gayle Mabery, Town Clerk Cindy Pemberton, Utilities Director Jeff Low, Community Development Director John Knight, Town Planner BJ Ratlief, Town Planner Corey Mulcaire, Economic Development Specialist Sean Brooks. Administrative Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Escoffier led the Pledge.

4. Discussion, Consideration and Possible Action to approve staff to submit a grant application to the Local Food Promotion Program (LFFP) through the U.S. Department of Agriculture in an amount up to \$500,000 for a commercial kitchen. Staff Resource: Sean Brooks

Economic Development Specialist Sean Brooks gave a background on the grant, who the partners are and how the program would work. The Town of Camp Verde would be the Grant Facilitator. The application is due by May 2, 2023. Vice Mayor Moore said we need to be careful with putting equipment into a private business. Interim Town Manager Gayle Mabery said we need to get clarification on the gift clause. She suggests approving the application pending the review and advice from the town attorney regarding the gift clause.

Motion made by Councilor Baker to approve the application for up to \$500K of USDA Local Food Promotion Program grant funds for a commercial kitchen. Second was made by Councilor Godwin. Mayor Jenkins noted Council was advised to add an additional sentence to the motion. Councilor Godwin *rescinded the second*. **Motion** made by Councilor Baker to approve the application for up to \$500K of USDA Local Food Promotion Program grant funds for a commercial kitchen pending the attorney's review and advice relating to the gift clause. Second was made by Councilor Godwin.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: absent
Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye
Motion carried 6-0.

5. Call to Order of the Planning & Zoning Commission

6. Roll Call – Planning & Zoning Commission: Board Members Greg Blue, Robert Foreman, Ingrid Osses, William Tippet, Chairman Andrew Faiella, and Vice Chairman Todd Scantlebury.

7. Joint Council/Planning and Zoning Commission Work Session. No action will be taken during the Work Session. Discussion and Possible direction to staff may occur.

a) Introductions- Town Council and Planning & Zoning Commission introduced themselves.

b) Update on Town's Water and Wastewater Utilities. Staff Resource: Jeff Low
Utility Director Jeff Low presented a slide show that related to topics such as storm water, wastewater activities, water system projects, and the need to create development standards and Town code. They are working on a Water Master Plan.

c) Overview of the Camp Verde Opportunity Zone. Staff Resource: John Knight
Community Development Director John Knight presented the Opportunity Zone Overview slideshow that was put together by Community Development Director Molly Spangler who was unable to attend tonight's meeting. More information is available on the Town's website.

d) Growth and Development Polices and Considerations Staff Resource: Gayle Mabery
Interim Manager Gayle Mabery touched on these topics:

- The increase in development projects and interest,
- Addressing foundational policies, procedures, capacity and philosophy
- Water as a planning consideration
- Philosophies on Development Paying Its Own Way
- Use of Development Agreements to Outline Responsibilities of Town and Developers.

Meeting Break: 6:40pm

Meeting Resume: 6:45pm

e) Long Range Planning Projects Staff Resource: John Knight
Community Development Director John Knight discussed:

- a) Current Staff Projects
 - a. Sign Ordinance
 - b. General Plan Update
 - c. PAD Ordinance Updates
- b) Future Projects
 - a. Main Street Area Plan
 - b. Landscape Standards
 - c. Update Development Review Standards
 - d. Update on Animal Count

- e. Comprehensive Zoning Code Update
 - f. Marijuana Ordinance
 - g. Lighting Ordinance (added to future projects)
- c) Projects On Hold
- a. Right to Farm Ordinance

Councilors and Commissioners were able to discuss the steps of getting each of these projects completed. They would like to add working on the Lighting Ordinance to the future projects list.

There was discussion about tackling the General Plan as a whole, put focus on it at a later date.

Vice Chairman Scantlebury is concerned with grey zones in the Comprehensive Planning and Zoning Updates. He suggests creating Neighbor Guidelines. This would include how to address problems in the neighborhood, what are the practices and guidelines.

Council and Commission Members participated in a "dot exercise". In this exercise, priorities were written on paper and placed around the room. Members were then encouraged to place a dot on the priority they would like to prioritize. There were two color dots to separate Commission Members from Council Members. Council Members received (3) Red dots and Planning & Zoning Commissioners received (3) Blue dots. Before members got a chance to place the dots on the priorities, Mr. Knight reviewed what each priority meant. Some of those priorities included:

- Use District (zones) with updated Definition*
- Comprehensive P&Z Ordinance Update/Use Districts (Zones) with updated definitions*
- Animal Count*
- Marijuana Ordinance*
- Development Review Standards/ Landscape Standards/Update Lighting Ordinance*
- Planned Area Development Ordinance (PAD)*
- General Plan*
- Continuous PZ Ordinance Updates (Nuisances)*
- Main Street Area Plan*

Preliminary results of the exercise appear these are the top priorities the members would like to work on first:

- Comprehensive P&Z Ordinance Update/Use Districts (Zones) with updated definitions*
- Development Review Standards/Landscape Standards/Update Lighting Ordinance*
- Planned Area Development Ordinance (PAD)*
- Marijuana Ordinance*

Mr. Knight will summarize the data and bring the information back to get a recommendation as to how to proceed on a long-range plan.

f) Communication and Information Gathering Staff Resource: Gayle Mabery
Interim Manager Gayle Mabery stated staff would like to improve communication between P&Z and Council. A few suggestions:

- a) Scheduling of future Joint Work Sessions
- b) Future Joint Sessions – Possible topics could include updates on Community Development, Economic Development, Utilities Projects and other initiatives.

8. Adjournment

Mayor Jenkins adjourned the meeting at 7:45 p.m.



Mayor Dee Jenkins



Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Joint Special Session of the Town Council of Camp Verde, Arizona, held on April 26, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 20th day of June, 2023.



Cindy Pemberton, Town Clerk