



**AGENDA
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 9, 2023 AT 5:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/82050824243?pwd=UUVaMVFITzRuNlI0OXF4VUpGOW9DQT09>

One Tap Mobile: 1-253-215-8782 or 1-346-248-7799

Meeting ID: 820 5082 4243

Passcode: 424140

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

- 1. Call to Order**
- 2. Roll Call.** Council Members Jackie Baker, Wendy Escoffier, Cris McPhail, Jessie Murdock, Robin Godwin, Vice Mayor Marie Moore, and Mayor Dee Jenkins
- 3. Pledge of Allegiance**
- 4. Oath of Office, and Introduction of Tedmond Soltis, Town Manager Appointed to serve the Town of Camp Verde.** Staff Resource: Cindy Pemberton and Barbara Goodrich
- 5. Presentation, Discussion and Possible Direction to staff regarding updates to Section 305 of the Zoning Ordinance related to the keeping of animals.** Staff Resource: John Knight Page 3
- 6. Presentation, Discussion and Possible Direction to staff regarding the current code enforcement practices and possible changes to the procedures.** Staff Resource: John Knight and Cliff Bryson Page 17
- 7. Adjournment**

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the purpose of discussion or consultation for legal advice with the Town Attorney as permitted by A.R.S. § 38-431.03(A)(3). Any other executive sessions will be separately included on the agenda above if an executive session will be held at the meeting.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. Pursuant to Town Code, Section 2-3-7.1 the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline of 10:00 p.m. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 08-03-2023 at 5:00 p.m.

Cindy Pemberton

Cindy Pemberton, Town Clerk



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: Town Council; Wednesday August 9, 2023

- Consent Agenda Decision Agenda Executive Session Requested
 Presentation Only Action/Presentation Pre-Session Agenda

Requesting Department: **Community Development**

Staff Resource/Contact Person: John Knight, Community Development Director

Agenda Title: Presentation to council regarding updates to Section 305 of the Zoning Ordinance related to the keeping of animals.

List Attached Documents:

- Section 305 Excerpt
- Background Information on Polco
- Sample Polco Survey related to animals/livestock
- Preliminary Schedule

Estimated Presentation Time: 10 Min

Estimated Discussion Time: 25 Min

Reviews Completed by:

- Department Head:** John Knight **Town Attorney Comments:** N/A

Discussion Detail: On June 7, 2023, Town Council held a public hearing on an Agritourism Use Permit. That permit was denied by Council. However, at that meeting, Council directed staff to begin the process of updating the Zoning Ordinance sections related to animals.

After the Council meeting, Planning staff met with the Town Manager, Mayor and Vice Mayor to discuss the process of updating the ordinance. As a result of that meeting, the Mayor and Vice Mayor requested a special session be held with the full council. The purpose of the special session is to discuss the method of engaging the community through public polling/surveying.

In an effort to move this effort forward expeditiously, staff has already reached out to a company by the name of Polco (<https://polco.us/>). They work with over 350 government organizations to assist them in obtaining accurate and representative input from community members. This will help decision makers back up their decisions with solid numbers through surveys.

To assist this process, the representative from Polco recommends the Council provide input on three (3) to five (5) issue areas that they would like to include in a survey. This information will then be forwarded to Polco to create a survey. Once the survey is drafted, staff will return to council for a final review and then it will be sent out to the public.

Recommendation: Discussion regarding issue areas the council would like to include in public survey.

B. Requirements for Home Occupations:

Limitations on home businesses include the following:

1. Not more than one outside employee (not residing on the premises). An additional employee may be permitted, subject to Use Permit approval.
2. Sales (retail or wholesale) or storage of inventory not required for on-site business practice is prohibited.
3. Floor area devoted to business use is limited to 25% of the total floor area of structure(s) on the premises in which the home occupation is conducted.
4. Appropriate access and parking spaces shall be provided for business invitees and any outside employees in addition to those required for the residence (See Section 403, Parking).
5. Signage for a home occupation is limited to identification as specified in Section 404F "Nameplate".

SECTION 304 – MEDICAL MARIJUANA FACILITIES

The requirements as listed below will apply to both Medical Marijuana Dispensaries and Medical Marijuana Dispensary Off-site Cultivation Location/Facility.

A. Requirements

1. In addition to the rules of the Arizona Department of Health Services, all Medical Marijuana Dispensaries and Medical Marijuana Dispensary Off-Site Cultivation Location/Facilities shall be no less than 500' from any Day Care facility for children.
2. Medical Marijuana Infusion facilities shall only be permitted within a Medical Marijuana Dispensary or at a Medical Marijuana Dispensary Off-Site Cultivation Location.

B. SEE PART 1 SECTION 103 FOR THE FOLLOWING DEFINITION OF TERMS:

1. Medical Marijuana (See Part 1 Section 103).
2. Medical Marijuana Designated Caregiver Cultivation Location (See Part 1 Section 103).
3. Medical Marijuana Dispensary (See Part 1 Section 103).
4. Medical Marijuana Dispensary Off-Site Cultivation Location (See Part 1 Section 103).
5. Medical Marijuana Infusion Facility (See Part 1 Section 103).
6. Medical Marijuana Qualifying Patient (See Part 1 Section 103).
7. Medical Marijuana Qualifying Patient Cultivation Location (See Part 1 Section 103).

SECTION 305 - ANIMALS

Keeping of farm animals in appropriate locations and circumstances is regarded as being consistent with the Town's rural character. However, the number, size, type or manner in which animals are maintained on any parcel shall not impair the enjoyment or use of nearby properties or violate other legal restrictions to which the properties are subject. Any lot where farm livestock are kept must be not less than one-half acre (21,780 sq ft.) in area.

Fowl (chickens, ducks, geese, turkeys, and peacocks) rabbits, and guinea pigs, which are cared for the by the property owner or occupant as prescribed in Section 305.C.3, are not limited to a maximum number of animals.

A. Allowed Livestock

Any of the species listed below which are cared for by the property owner or occupant according to the following Animal Points. All livestock activity within the Town limits will be considered an accessory use to the principal use on any parcel except in the Agriculture District.

1. Lots of one-half acre to one acre in area may maintain animals totaling up to 24 points as set forth below.
2. Lots of one acre or more may increase the allowable number of points by an increment of six points for each additional, contiguous quarter acre.

B. Animal Points Allowed per Acreage

The allowable type and number of animals permitted on a particular property is computed by the following allotment table:

SPECIES (or associated types)	POINTS	SPECIES (or associated types)	POINTS
Alpacas:	3 POINTS	Miniature horses, Ponies and Sicilian donkeys:	6 POINTS
Emus:	3 POINTS	Ostriches:	6 POINTS
Pygmy goats:	3 POINTS	Cattle:	12 POINTS
Sheep, Goats:	4 POINTS	Domestic deer:	12 POINTS
Llamas:	6 POINTS	Horses, Mules, and Donkeys	12 POINTS

1. **Prohibited Livestock:** Swine are prohibited within residential zones, unless excepted under paragraph 2b.
2. **Exceptions:**
 - a. Young nursing animals of allowed adult livestock are not counted.
 - b. Swine may only be raised on property of an acre or more under the following conditions:
 - 1) One pet or butcher pig per parcel.
 - 2) Additional Swine, breeding or reproduction stock requires Use Permit approval in accordance with Section 305.C.1.
 - 3) All pens containing swine must meet the setback requirements for the zoning district.
 - 4) Additional 4-H or FFA swine will require a Temporary Youth Organization Use Permit as set forth in Section 305.C.2.d below.

C. Additional Requirements for Keeping Animals

1. **Use Permit:** A Use Permit is required for any of the following:
 - a. Any Commercial Livestock Activity that exceeds allowed animal points and defined as raising livestock for sale for pecuniary gain and selling more than one litter, or more than ten animals in one year, other than horses and cattle.

- b. Any Livestock Breeding Activity as defined as an ongoing breeding project that involves two or more reproducing adults, other than horses or cattle. (Swine breeding is addressed in paragraph B.2.c).
2. **Temporary Youth Organization Use Permit:** The Community Development Director may issue a Temporary Use Permit allowing the following livestock under the following conditions and using reasonable discretion:
- a. Supervised youth livestock market project of one market animal conducted on property less than one-half acre, or for one swine on less than one acre, for a period specified by a start and stop date not to exceed ten months in duration.
 - 1) One additional market swine project will be allowed with each additional one-half acre, not to exceed 5 swine per parcel.
 - 2) Swine will be restricted to one market swine project per youth organization member.
 - b. Supervised youth livestock market project that exceeds the number of animals allowed according to the animal points on property greater than one-half acre in size.
 - c. An application for the Temporary Use Permit shall be submitted to the Community Development Director, or designee, who shall determine that the application meets the criteria set forth in this Zoning Ordinance. There will be no charge for the Permit.
 - d. An application shall bear the signature of the local livestock Youth Advisor acknowledging that the project is a valid youth project, and the signature of at least one parent or guardian, as well as the signature of the youth acknowledging and accepting complete responsibility for the project.
 - e. If the Youth Advisor agrees in writing to accept all enforcement responsibility for his/her members, no review will be required by the Community Development Director.
 - 1) In September the Youth Advisor must register with the Community Development Department agreeing to this commitment.
 - 2) The Youth Advisor will provide the following documentation to the Community Development Department by December 1st.
 - a) A roster with the name, address and project type for all active members under their supervision.
 - b) Property owner's permission to conduct livestock activity on the subject parcel.
 - c) Parent's statement of responsibility.
 - d) Contact information for the Youth Advisor.
 - 3) A sign must be posted on the property where the livestock activity will be conducted, indicating membership in the Youth Livestock Organization, the year in which the project is conducted, and number of livestock.
 - 4) If complaints are received and compliance cannot be met, the Youth Advisor will notify the Code Enforcement Official and will support any action taken by the Town.
 - 5) The ultimate decision on whether the activity is in compliance with the current Town Code will be made by the Community Development Director or designee.
 - f. A decision of the Community Development Director or designee may be appealed to the Town Council pursuant to Section 602 B.

- 1) The livestock market projects shall be of a limited duration specified by a start and stop date not to exceed ten months in one calendar year, allowing for care, feeding and grooming of such animals to be shown and/or sold annually at such events such as the Verde Valley, Yavapai County and/or Arizona State Fair.
 - 2) In the instance that a prize-winning animal is to be entered into competition more than one time, an extension of the permit may be applied for, and after evaluation by the Community Development Department, conditionally extended.
3. **Maintenance of Livestock Facilities.**
- a. All structures and pens for animals shall be maintained in a clean and slightly manner so as not to be a nuisance to their neighbors.
 - b. Stables, barns, or structures used for housing or feeding animals must observe the same setbacks or yards as the dwelling unit.
 - 1) Exception: Lots directly abutting National Forest Service Land, Trust Land and BLM Land in the rear and/or lots directly abutting Designated Open Space may encroach in the rear setback requirement. The distance from the rear setback is twice the height of the structure. The side setback and front setback must be maintained in all instances.
 - c. Where the keeping of such animals becomes a nuisance, as defined in the current Town Code, the Code Enforcement Official shall have the authority to determine a reduction in the number of and/or removal of the animals as necessary to comply with the current Town Code.
 - d. The Code Enforcement Official has the authority to determine that removal of the animals in circumstances where they constitute a health or safety hazard to human beings is necessary to comply with the current Town Code.

SECTION 306 - MOBILE/MANUFACTURED HOME PARKS (MHP & RV PARKS)

A. Mobile/Manufactured Home and Recreational Vehicle Parks Placement Procedure:

1. **Permits:** Permits shall be required for all mobile and/or manufactured homes installed, placed, kept or stored within the limits of Camp Verde (except for unoccupied units on sales lots or authorized storage facilities). Permits shall be issued only for the placement of mobile homes/manufactured homes within mobile/manufactured home parks.
 - a. Permits shall be required for all building and structures within mobile/manufactured home or RV parks. It shall be unlawful for any person to construct, maintain or operate any mobile/manufactured home park or RV park within the limits of Camp Verde unless they hold a valid use permit and valid installation permits issued by the Community Development Department for each specific manufactured home, mobile home, or structure.

The fee for all permits shall be determined by resolution of the Town Council. Issuance of permits shall be made by the Community Development Department and shall be contingent upon compliance with all health laws and regulations of the State of Arizona and the County of Yavapai; and this Zoning Ordinance:

Permit applications shall be received and processed according to the current codes.
 - b. Applications for permits to construct or enlarge mobile/manufactured home parks or RV parks shall be made in writing, signed by the applicant who shall file with the application proof of



Track Progress in One Easy-to-Use Platform

350+ local governments trust Polco to help them turn data into decisions so they can solve tough issues with confidence.



Empower staff to go beyond managing data to utilizing it



Unify key metrics across departments



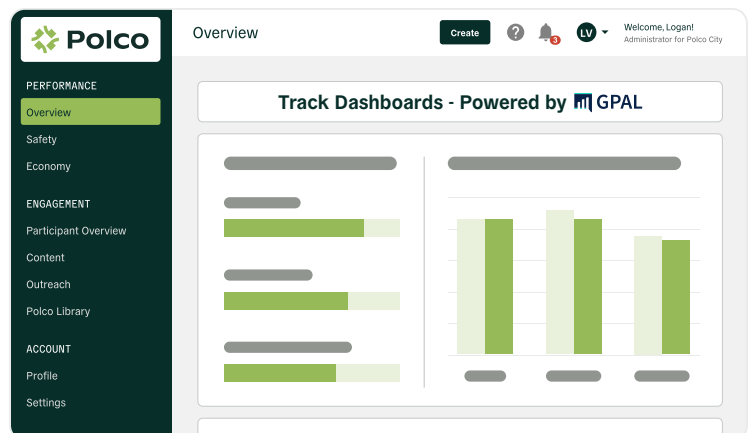
Clarify issues and opportunities without personal and political agendas



Compare against other communities for context

Government Performance Action & Learning (GPAL): The collaboration behind the data

- ✓ See the impact your initiatives are having on your community goals
- ✓ Stay on course on critical community issues, even in times of chaos
- ✓ Trusted, representative data to protect and advance critical community initiatives
- ✓ Know whether your initiatives are actually helping achieve your community goals





Actionable Data for Every Role

City Managers

- Overview Dashboard
- Community Connection
- Education, Arts & Culture

County Executives

- Overview Dashboard
- Community Connection

PIOs

- Community Connection
- Overview Dashboard

Communications Managers

- Community Connection
- Overview Dashboard
- Education, Arts & Culture

CFOs

- Economy Dashboard

Parks Managers

- Land Use Dashboard
- Education, Arts & Culture

Urban Planners

- Land Use Dashboard

Econ. Development Managers

- Economy Dashboard

Budget Analysts

- Economy Dashboard

Community Health Leaders

- Community Health Dashboard

Law Enforcement

- Safety Dashboard
- Community Connection

Public Librarians

- Education, Arts & Culture

- Overview
- Community Connection
- Economy
- Land Use
- Education, Arts & Culture
- Community Health
- Safety

GPAL partners span the public, academic, and private sectors



Small Communities Make Big Decisions

350+ local governments trust Polco's engagement tools to power resident engagement and community insights.



Big cities aren't the only ones who can access comprehensive and reliable data anymore.

We've built a program that's the perfect fit for smaller communities.

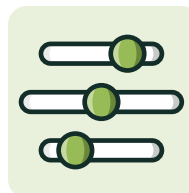
You may qualify for our Small Cities Pilot Program if the population of your City or Town is under 15,000 and if you are one of the first 100 cities to join. The Pilot Program includes:

Engage



- ✓ Surveys and polls
- ✓ Library of 100+ survey templates

Track



- ✓ Aggregated data about your city
- ✓ Deep-dive dashboard views on safety, economy, and more

Be an innovator in data-driven decision-making.

We'll ask for your feedback regularly so we can meet the needs of cities and towns like yours.

Then, we'll feature you in a case study so that peer cities can learn from your experience.

Government Performance Action & Learning (GPAL): The collaboration behind the data



Recommended Survey

Long form surveys are helpful for getting general input and feedback on a specific topic, a project, or an annual survey. Unlike poll sets, survey questions do not have dedicated background pages or comment sections.

Have questions? We're here to help!

Contact us at help@polco.us

Exit



Don't worry!

You'll be able to make changes to the survey before you publish it.

Cancel

Save to Drafts

Livestock Survey

As part of our continuing efforts to make ABC a great place to live, we need critical input from our residents. Please take this quick survey. The results will help us inform our decisions. Your answers will be [completely confidential](#) and survey results will be reported in group form only.

3 Questions in this Survey

Question 1

How much would you support or oppose allowing residential property owners to have chickens, bees, domestic livestock (i.e. horses, cattle, mules, donkeys, burros, swine, goats, sheep), or fowl (i.e. guineas, ducks, turkeys, geese)?

	Strongly support	Somewhat support	Somewhat oppose	Strongly oppose	Don't know
Up to five chickens on lots of more than ½ of an acre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Up to five chickens on any sized residential lot	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A home bee apiary on lots of more than ½ of an acre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A home bee apiary on any residential lot	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Domestic livestock on lots of more than ½ of an acre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Domestic livestock on any residential lot	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fowl on lots of more than ½ of an acre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fowl on any residential lot	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 2

Which best describes the building you live in?

One family house detached from any other houses

Building with two or more homes (duplex, townhome, apartment or condominium)

Mobile home

Other

Question 3

In which category is your age?

18-24 years

25-34 years

35-44 years

45-54 years

55-64 years

65-74 years

75 years or older



Don't worry!

You'll be able to make changes to the survey before you publish it.

Cancel

Save to Drafts

Possible schedule for Update to Section 305 (animals)

A. Work Session – Survey discussion

Wednesday 09Aug23 – Council Chambers

B. Possible Public Scoping/Community Open House (?)

Early September – Prior to survey close

C. Notice to Newspaper: 15 days prior to public hearing

Email to paper for notice: Mid-late September

D. *P& Z Public Hearing (Council Public Hearing 20 days later?)

Early October 2023

E. Notice to News Paper: 15 days prior to public hearing

Mid October, following P&Z Public Hearing

F. *Council Public Hearing

Early to Mid-November

G. 30-day grace period

- Allowance for petition to require referendum vote
- If no petition, then becomes final after 30 days

*Special Session Public Hearings dedicated specifically to this topic?

Possible Location:

- High School Auditorium
- Town Gym
- Council Chambers with CDD & court overflow

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: Town Council; Wednesday August 9, 2023

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Pre-Session Agenda

Requesting Department: **Community Development**

Staff Resource/Contact Person: John Knight, Community Development Director and Cliff Bryson, Code Compliance Officer

Agenda Title: Presentation to council regarding the current code enforcement practices and possible changes to the procedures.

Estimated Presentation Time: 15 Min

Estimated Discussion Time: 25 Min

Reviews Completed by:

Department Head: **John Knight** **Town Attorney Comments:** N/A

Discussion Detail: On May 3, 2023, staff provided a presentation to Town Council related to current processes and challenges with code enforcement. At that meeting, the Council requested this item be presented at a work session to allow additional time for discussion.

Staff anticipates discussing the following topics:

- Current approach to code enforcement
- Current staffing levels and need for additional code enforcement staff
- Challenges and issues with the current system
- Reinstating a Hearing Officer to hear code cases
- Establishing a proactive approach to code enforcement including town hall style meetings
- Developing a Standard Operating Procedure (SOP) for code enforcement cases which will include follow-up procedures with the complainants

Note that the position of Hearing Officer has been vacant for many years. In anticipation of reinstating this position, staff has included a line item in the current budget to cover a Hearing Officer.

Recommendation: Discussion regarding any proposed changes to the current code enforcement process.



Town of Camp Verde Code Enforcement Presentation August 9, 2023

Presented by:

John Knight, Community Development Director

Cliff Bryson, Code Enforcement Officer

Rob Wheeler, Zoning Inspector



Purpose and Objectives

1. Code Enforcement/Code Compliance
2. Current Code Enforcement Approach
3. Common Violations
4. Hearing Officer
5. Challenges/Issues
6. Handling Code Enforcement Issues



What is Code Enforcement?

- The maintenance and improvement to the quality of life for properties located in The Town of Camp Verde, by helping the public to understand the Planning & Zoning Codes and Town Codes by providing solutions to correct violations.
- Staff believes that it is our mission to uniformly and consistently enforce The Town of Camp Verde's Code of Ordinances and Land Development Regulations; and to promote and protect the health, safety, welfare, and quality of life for residents, businesses and tourists of the Town of Camp Verde.



What is Code Enforcement?



1. Communities have legislative bodies (Mayor and Council) that enact ordinances for the good of the entire community.
2. Ordinances include rules and regulations that take into consideration the safety and wellbeing of the public, such as land use and zoning, public health, welfare, fire codes, building codes, and general property standards.
3. Staff is charged with ensuring that property owners and/or tenants are in compliance with ordinances and codes that are enacted and/or adopted by the City's, Town's and/or County's legislative body.
 - Prevention, education, detect, and enforcement
 - Fairly, consistently, trustworthy, thorough, and positive
 - Seek Voluntary Compliance





What does Code Enforcement Enforce?

- ❖ **Removal of Trash, Rubbish, and Debris; Article 10-2**
 - *Trash, Rubbish, Inoperable vehicles, etc.*
 - *Dilapidated buildings and structures*
 - *Overgrowth of weeds and grasses*
- ❖ **Administrative Building Code; Article 7-2**
 - *Unpermitted residential and commercial construction*
- ❖ **General Provisions under Enforcement procedures Subsection 7-7-1 established the Code Enforcement Officer position.**
 - *Enforce Town Code and Planning & Zoning Ordinance violations unless otherwise stated.*
- ❖ **Planning & Zoning Ordinance such as but not limited to:**
 - *Allowed uses within specific zoning districts and Livestock.*
 - *Outside Storage (Material, vehicles, etc.).*
 - *Recreational Vehicles on residential and commercial properties, Lighting Ordinance, Sign ordinance, etc.*



What does Code Enforcement not Enforce?

- ❖ **Animal Control, Licensing and Vicious animals under Section 6-1 and 6-2 of the Town Code.**
 - *Dog and Cat count*
 - *Licensing*
 - *Barking Dogs and Dogs at-large*
 - *Waste Removal*
 - *All other codes under section 6-1 & 6-2*
 - *Enforcement duties under the power of Marshal's Office*
- ❖ **Traffic, Traffic Control and Parking Regulations under section 12-1 and 12-2 of the Town Code.**
 - *Illegal parking on streets*
 - *Parking on Sidewalks*
 - *Wrong Way Parking*
 - *All other codes under section 12-1 & 12-2*
 - *Enforcement duties under the power of Marshal's Office*



What does Code Enforcement not Enforce?

- ❖ **Certain Offenses; Article 11-1 (Town Code).**
 - *Minors and Curfew*
 - *Loitering*
 - *Enforcement duties under the power of Marshal's Office*
- ❖ **Peddler's and Solicitor's License; Article 9-1 (Town Code).**
 - *Obtaining license*
 - *Posting of License*
 - *Undue Noise*
 - *All other codes under section 9-1*
 - *Enforcement duties under the power of Marshal's Office*
 - *Duties of managing filing, possession, revocation under the power of Clerk's Office.*
- ❖ **Stormwater Protection; Article 7-9 (Town Code).**
 - *Enforcement duties under the power of Town Engineer.*



Current Approach to Code Enforcement

- ▶ **Over past 5 years averages 160 - 180 days to reach compliance**
 - ▶ *Courtesy Notice - 21 days approximate*
 - ▶ *2nd Notice of Violation - 21 days*
 - ▶ *Notice of Enforcement - 21 days*
 - ▶ *Civil Citation - 21 days*
 - ▶ *Court date - 21+ days*
 - ▶ *Compliance inspection - 21 days*
 - ▶ *Compliance reached within 160 - 180 days*
 - ▶ *Extension / Corrective Action plan can be put in place - 21 to 45 days*



Common Violations

1. General Nuisance (Junk, Trash, Rubbish, vehicles, appliance, vehicle components)
2. Hazardous weeds and overgrowth of grasses (> 6 inches)
3. Unpermitted construction (grading, structures, mechanical, etc.)
4. Detrimental Property Conditions (Outside Storage and Accessory Usages w/out primary usage)
5. Recreational Vehicle living (Primary Use Established/Vacant Land)



Common Code Violation Continue

- **Town Code Section 10-2-1; Declaration of Nuisance** stating, “...declared to be a public nuisance, fire hazard, and hazard to public health and safety to allow the **accumulation** of rubbish, trash, filth, debris, abandoned inoperable vehicles, dilapidated buildings and structures, litter, garbage, dead animals, brush, street cleaning, industrial wastes, or other unsanitary matter of any kind on any property, buildings, lots, grounds, tracts of land and the contiguous sidewalks, streets, and alleys.”
- **Town Code Section 10-2-1 A.1.A; Disposing of Materials** stating, “trash and garbage must be kept contained prior to off-site disposal so as not to be a nuisance. Additionally, Open garbage must not be stored in any residential or commercial lot for more than seven days.”
- **Town Code Section 10-2-1 A.2.A; Dry grasses and weeds** stating, “..property owner shall be responsible for the removal of dry grasses and weeds exceeding six inches in height **AND** deemed to constitute a **fire hazard** by the **Fire Marshal** or the **Zoning Inspector**.”



Common Violations Continue Construction without Permit

❖ Administrative Building Code - Article 7-2 SECTION

- ▶ Section explains construction work and items needing permits.
 - Building permits >200 sq. ft, Zoning Clearance <200 sq. ft
 - New residential and commercial construction
 - Plumbing, Gas, Mechanical, and Structural interior work
 - Deck, porch, shed, roofing, shipping containers, New fence installation
- ▶ Grading/Drainage/Detention - Section 401 stating, "Permits are required for all grading pursuant to the requirements of the current Town codes, as may be amended by the Town of Camp Verde, and in conformance with the further requirements of this Zoning Ordinance. All commercial grading plans shall be designed by an Arizona Registered Civil Engineer and bear their wet seal stamp."



Common Violations Continue Detrimental Property Conditions

- **SECTION 302** - regulates the outside storage of materials, objects, equipment, vehicles, boats, trailers, motorhomes, recreational vehicles, mobile homes, manufacture homes and travel trailers.
 1. Vehicles, boats, RVs, trailers, etc. not kept in good repair, not neatly arranged, and demonstrably operable.
 2. Vehicles, objects and materials being stored on vacant lot with no established primary usage.
 3. Auto repair of more than 1 vehicle at a time in residential districts.



CURRENT SYSTEM CHALLENGES & ISSUES

- ▶ *Large case load (currently 140)*
- ▶ *Increase in complexity & number of cases*
- ▶ *Chronic/habitual violators*
- ▶ *Lack of response by violator and delays in compliance (limited repercussions for non-compliance)*
- ▶ *Code lacks specific regulations for some types of alleged violations (examples include exterior of property, storage of outside materials, RVs/camping)*
- ▶ *Small fines and limited ability to assess fines and sanctions*



Common Violations Continue Recreational Vehicles

Section 302.3 states, "...shall not be used or made suitable for occupancy for longer than **10 consecutive days** without obtaining a Temporary Use Permit (See Section 601.D). Temporary occupancy, for a period up to 180 days, may be approved upon a showing of appropriate preparation for the requested duration of temporary occupancy which may include, but is not limited to.....

Section 601.D, "facilitate short or restricted term uses such as but not limited to tents, carnivals...construction...etc.).

- *Most common is Temp RV living with new residential construction*



Hearings Officer

- ▶ **Town code section 7-7-3 since 2006 (2006-A332) (2006-A336) states 1 "1. Hearing Officer. The Council shall periodically appoint a hearing officer to hear and determine zoning and code violations under the civil violation procedure. The hearing officer shall not be an employee or member of any Town board or commission."**
- ▶ **Hearing officer is a common practice among surrounding jurisdictions (Cottonwood, Yavapai County, Gila County, Sedona, etc..)**
- ▶ **Town of Camp Verde has not used the hearings officer in 17 years but is still implemented.**
- ▶ **Appointed position by the Town Council per town code section 5-2-3 and reviewed by Town Council.**
- ▶ **Recommend Fines and Sanctions, and order of abatements**
- ▶ **Streamline and increase compliance rate**
- ▶ **Staff has budgeted line item for FY24 at \$20,000.**



Hearings Officer Questions

1. **Should this position be contracted or a Temp employee?**
 - Most jurisdictions have this position on contract
 - 1 year, with renewal each year
 - Staff recommends being a temp employee
2. **What would be the process for appointing and reviewing this position?**
 - Staff recommends following appointment for BOA and P&Z.
3. **What would be the schedule date for hearing?**
 - Staff recommends 3rd Thursday of every month
4. **What other powers/duties would be provided to the Hearing Officer?**
 - ▶ Submission for criminal proceedings?
 - ▶ Order of Abatements?
 - ▶ Increase for fines and sanctions?
 - ▶ Staff recommends providing the Officer Hearing with the duties and powers to ensure compliance.
5. **Staff recommends bringing to council a draft Hearing Officer Procedural Policy for review and adoption in scheduled future council meetings.**



How Code enforcement cases begin

- ▶ 70% percent of current code enforcement cases are complaint base driven from the public either through:
 - ▶ Compliant Form
 - ▶ Phone
 - ▶ Email
 - ▶ In-person
- ▶ 30% percent are proactive from staff (life and safety matters, hoarding situations, fire hazards)
- ▶ Proactive versus Reactive Enforcement



View of Case Map

iWork

Map Code Enforcement

(All Layers

Code

➔ Add Code

📍 Add Point to Map

📐 Draw Shape

🔍 Advanced Search

🗺 Map Data Search

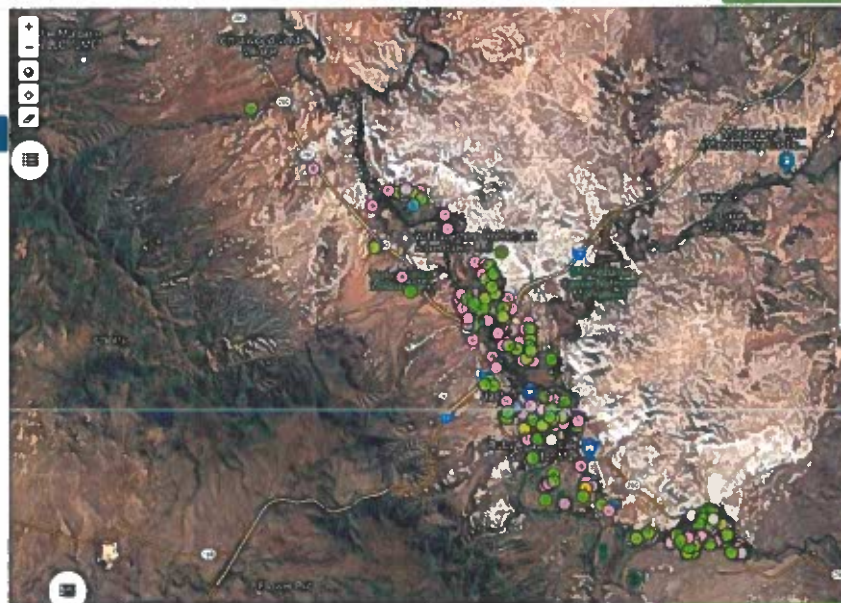
🔍 Search Code:

Go

📌 Saved Searches:

🎨 Color By Lookup:

Case Status





Local Jurisdictions Comparison

	Camp Verde	Cottonwood	Sedona	Chino Valley	Yavapai County
# of FTE (Full Time Employees)	1 FTE	3 FTE	2 FTE (pending staff growth)	2 FTE	1 FTE (for Verde Valley)
Population (Est.)	12,000	13,000	10,000	13,500	35,000 +/- unincorporated
# of cases Per FTE	160 Active Cases	50-60 Active Cases	315 Active Cases	50-60 Active Cases	150-215 (Verde) Active



HANDLING CURRENT ISSUES

- ▶ *Staff improving awareness with violating property owners/tenants of current regulations and how to achieve voluntary compliance.*
- ▶ *Suggested code amendments to be more objective, less subjective.*
- ▶ *Better education of what constitute a violations and how the code process works.*
- ▶ *Including other departments when permits are needed for non-permitted work.*
- ▶ *Inclusion of interagency collaboration with surrounding jurisdictions to improve current code and streamline code compliance process.*
- ▶ *Education and discussion with Town Council on the improvement of Code Enforcement in The Town of Camp Verde.*
- ▶ *Improving follow up and communication*



Questions AND Comments