

COMMISSION DUTIES

Article 4-4 GENERAL DUTIES AND REQUIREMENTS

All boards and commissions are established by a separate document that conveys the specific duties and powers of the group.

Planning & Zoning Commission

Qualification of Members:

Residency Requirements: Ordinance 2003-A261 -Must reside within the corporate limits of the Town.

Established by Ordinance 2002-A215

Duties of Commission:

1. Recommend action to the Town Council on requests for amendments to the Zoning Map and to the Zoning Ordinance, on requests for Use Permits, Subdivision Plat approvals and modification of the General Plan.
2. Initiate, hear and recommend action to the Town Council on amendments to the Zoning Map and to the Zoning Ordinance of the Town of Camp Verde.
3. Hear and make recommendations on other matters as directed by the Town Council.

Board of Adjustments and Appeals

Qualification of Members: Section 112.3 Qualifications- Board of Appeals 2003 International Building Code 'The Board of Appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction.

Residency Requirements: Ordinance 2003-A261 -Must reside within the corporate limits of the Town.

Established by Ordinance 2002-A215 and Section 112 Board of Appeals 2003 International Building Code

Duties of Commission:

1. Hear and decide appeals in which it is alleged there is an error in an order, requirement or decision made by the Zoning Administrator in the enforcement of the zoning ordinance.
2. Hear and decide appeals for variances from the terms of the zoning ordinance only if special circumstances applicable to the property including its size, shape, topography, location or surroundings. Or, if the strict application of the zoning ordinance will deprive such property of privileges enjoyed by other property of the same classification in the same zoning district. Any variance granted is subject to such conditions as will assure that the adjustment authorized shall not constitute a granting of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located.
3. In accordance with ARS 9-462.06.C, Reverse or affirm, wholly or partly, or modify the order, requirement, decision of the Community Development Director appealed from and make such order, requirement, decision or determination as necessary.

4. A variance from the Planning and Zoning Ordinance shall not be granted by the Board unless and until:

a. The property owner has filed a written appeal for variance with the Board through the Zoning Administrator and said appeal demonstrates:

1) That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district.

2) That literal interpretation of the provisions of the zoning ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the zoning ordinance.

3) That the alleged hardships caused by literal interpretation of the provisions of the zoning ordinance include more than personal inconvenience and financial hardship and do not result from actions that are self imposed or for economic gain by the applicant.

4) That granting the variance requested will not confer upon the applicant any special privilege that is denied by the zoning ordinance to other lands, structures or buildings in the same district.

5) That granting the variance requested will not interfere or injure the rights of other properties in the same district.

b. A public hearing has been held.

c. Notice of public hearing has been posted in accordance to ARS 9-462.04 on the property in question and at Town Hall and the owner and applicant or his agent have been notified by certified mail at least fifteen (15) days in advance.

d. The board finds that the reasons set forth in the application justify the granting of the variance, and that the variance is the minimum variance that will make possible the reasonable use of land, building or structure.

e. The Board finds that granting of the variance will be in harmony with the general purpose and intent of the zoning ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

Parks & Recreation Commission

Qualification of Members:

Residency Requirements: Ordinance 2003-A261 -Must reside within the corporate limits of the Town. Council may waive the residency requirements with good cause

Established by Resolution 1988-36

Duties of Commission:

- 1) Determine and recommend written policies to govern the operation and programs of the community parks system including grounds and facility maintenance. These policies should include but not limited to:
 - a) Establish guidelines for scheduling the use of facilities to insure equitable time for all sporting and park related activities requested.
 - b) Insure that the liability insurance criteria for individual organized groups or participants is followed and recorded prior to facility uses.
 - c) Establish suggested guidelines and rules for reasonable maintenance assistance from groups using the facility.
 - d) Assist the Town in making the public aware of no alcoholic beverages permitted in Town parks and recreational facilities.
 - e) Prepare written proposals/suggestions relating to electric and water conservation measures in all recreational facilities.
 - f) Propose measures to repair or expand facilities to accommodate greater use.
 - g) Propose signing, fencing, or other measures the Town may undertake to prevent the facilities from being damaged or destroyed by unauthorized uses.
- 2) Know the programs and needs of the Parks & Recreation Department in relation to the community in relation to the community and develop program goals and objectives.
- 3) Establish, support and participate in the planned public relations program.
- 4) Assist in the preparation of the annual budget
- 5) Recommend among the Parks & Recreation policies those dealing with equipment selection.
- 6) Attend all Commission meetings and see that accurate records are kept.
- 7) Suggest/propose fees and/or fund raising ideas to finance expansion or development of facilities.
- 8) Commission members will have no authority over nor give any direction to any Town employee. All suggestions or complaints will be directed through the Town Council or the Town Manager.
- 9) Any other duties deemed necessary and requested by the Town Council.

Design Review

Qualification of Members:

- a) Two (2) members who shall be qualified by background, training or experience in design related occupations such as **architecture/building design, landscape architecture, land use planning, civil engineering or similar fields.**
- b) Two (2) members who shall be or have been a **builder, contractor, developer, real estate agent or otherwise represents contracting, development or real estate interests.**
- c) Two (2) members who shall represent the general public interest. These members may be **lay persons with or without special knowledge** of building design, construction, or real estate development, but should not be generally representative of those occupations described above.
- d) One (1) representative member **from the Planning and Zoning Commission.**

Residency Requirements: Ordinance 2003-A261 -Must reside within the corporate limits of the Town. Council may waive the residency requirements with good cause.

Established by Ordinance 2006-A331

Duties of Commission:

1. The Board shall have the power to hold public meetings to review design aspects of the following applications to assure conformance with the general intent and specific provisions of this Ordinance and shall review the following: applications for new commercial development, industrial development, institutional development, all types of subdivisions, multi-family development, Planned Area Developments, Planned Unit Development, and vertical structures within the Town of Camp Verde to assure conformance with the general intentions and provisions of the Town of Camp Verde Design Review Ordinance.
2. Each Board member shall fairly review each application without regard to (1) property ownership, (2) the member's relationship, if any, to the Applicant or property owner, or (3) the type of business proposed. All members shall be subject to ARS 38-501, et. seq.
3. The Board shall have the power and duty to grant approval, conditional approval, or disapproval of all applications for Design Review under this Ordinance based solely on the criteria set forth in Section J of this Ordinance and any supplemental guidelines as approved by the Town Council.

Library Advisory Commission

Qualification of Members:

Residency Requirements: Ordinance 2003-A261 -Must reside within the corporate limits of the Town. Council may waive the residency requirements with good cause.

Established by Resolution 1988-35

Duties of Commission

- 1) Determine and recommend written policies to govern the operation and programs at the library.
- 2) Know the programs and needs of the Library in relation to the community, keep abreast of standards and Library trends, plan and carry out the Library program.
- 3) Establish, support, and participate in the planned public relations program.
- 4) Assist in the preparation of the annual budget.
- 5) Recommend among the Library policies those dealing with book and material selection.
- 6) Attend all Commission meetings and see that accurate records are kept.
- 7) Be aware of the service of the State Library and County Free Library District and utilize those services as fully as possible to enhance the Camp Verde Library Services.
- 8) Work closely with the Librarian to meet the needs and identify required training for the Librarian so that those things may be addressed and provided for by the Town Council.
- 9) ARS 9-418 Annual Reports
- 10) Any other duties deemed necessary and requested by the Town Council

Trails & Pathways Commission

Qualification of Members:

Residency Requirements: Ordinance 2002-A231 "Citizens who reside outside the Town limits, who are full-time residents (365 days per year) with an 86322 Camp Verde Address are encouraged and permitted to serve on the Camp Verde Trails and Pathways Commission only.

Established by Council motion on May 3, 2000

Duties of Commission: Established at Trails Committee meeting May 25, 2000.

- a) Join with Planning & Zoning on future developments to preserve trails and trailheads.
- b) Work with various agencies to prevent the loss of trails.
- c) Coordinate with Parks & Recreation Commission in establishing recreational trails and trailheads.
- d) Work to enhance the trail system into an interconnection form of alternate means of transportation.
- e) Accurate mapping of existing trails system within Plans area of influence.

Housing Commission

Qualification of Members:

Residency Requirements: Ordinance 2003-A261 -Must reside within the corporate limits of the Town.

Established by Resolution 1999-412

Duties of Commission: Established by Resolution 2006-700. The Housing Commission is responsible for making recommendations to the Council regarding housing related issues, Program parameters, and amendments, and applications for funding to granting agencies. In addition, members of the Housing Commission may serve from time-to-time on the Loan Committee.

Teen Youth Advisory Commission: (ad-hoc committee)

Qualification of Members:

Residency Requirements: N/A

Established by Council motion on May 5, 2004 to work under the direction of the Parks & Recreation Director as an ad-hoc committee

Duties of Commission