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**DRAFT MINUTES  
TOWN OF CAMP VERDE – PLANNING & ZONING COMMISSION  
REGULAR SESSION – WORK SESSION  
473 S. MAIN STREET, SUITE 106  
THURSDAY, MARCH 28, 2024, at 6:00 to 8:00 P.M.**

**ZOOM MEETING LINK:**

<https://us06web.zoom.us/j/85044215262?pwd=Ylp3ZUFNN0w0RkQ3V0dLVkZiWnFsdz09>

**One Tap Mobile: 1-669-900-9128 or 1-253-215-8782**

**Meeting ID: 850 4421 5262**

**Passcode: 116183**

1. **Call to Order** Chairman Faiella called the meeting to order at 6:00PM.
2. **Roll Call.** Member Claudia Hauser (absent), Member Mark Lomeland Member Robert Foreman, Member Ingrid Osses, Member William Tippet, Chairman Andrew Faiella, Vice Chairman Todd Scantlebury.  
  
**Also Present.** Community Development Director John Knight, Planner Cory Mulcaire, Planner Cliff Bryson, Recording Secretary Mary Frewin.
3. **Pledge of Allegiance** Chairman Faiella led the Pledge of Allegiance.
4. **Consent Agenda** - All 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 the Commission so requests.
  - a. **Approval of Minutes:**  
  
January 25, 2024 – Regular Session  
February 22, 2024 – Work Session  
March 14, 2024 – Regular Session – Work Session
  - b. **Set Next Meeting, Date and Time:**  
  
April 11, 2024 @ 6:00 pm, Regular Session – **Cancel**  
April 25, 2024 @ 6:00 pm, Regular Session  
May 09, 2024 @ 6:00 pm, Regular Session  
May 23, 2024 @ 6:00 pm, Regular Session

Vice Chairman Scantlebury had a slight correction to the January 25<sup>th</sup> Minutes.

On a **motion** by Commissioner Scantlebury, seconded by Commissioner Tippet, the Commission

**moved** to accept the consent agenda with the appropriate corrections to minutes and the cancellation of the May 9<sup>th</sup> Regular Session.

**Roll Call Vote:**

Commissioner Hauser: Absent  
Commissioner Tippet: Aye  
Commissioner Ossess: Aye  
Chairman Faiella: Aye  
Vice Chairman Scantlebury: Aye  
Commissioner Lomeland: Aye  
Commissioner Foreman: Aye

**Motion Carried 6-0.**

- 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 Blue Cards.*

- 6. Discussion** - Discussion and review of "Residential Use Standards"

Director John Knight began by turning it over to Planner Cory Mulcaire, who has done a lot of recent work on the Residential Use Standards. Ms. Mulcaire led the discussion amongst the Commission on "Residential Use Standards". Within the paperwork given to the Commission, Staff made suggestions for the Residential Use Standards. By adding additional standards, they are hoping to bolster the current standards. The standards need to be enforceable and relevant.

The discussion centered around:

**Accessory Uses:**

*-Private Recreational Uses (this will eventually become the new title combining sport courts, private equestrian/livestock arenas and stables, putting greens, baseball diamonds, soccer goals, and batting cages, driving ranges, archery/axe throwing)*

- Whether or not you need a permit will depend on the use.
- Non-commercial, you cannot make money on your private arena.
- More research will be done on archery and axe throwing.

*-Motorized Vehicles, off road bicycles, and other motorized tracks*

-It was suggested by Commissioner Scantlebury to reach out to members of the motorcross community in Camp Verde to invite them to a future Work Session to have an opportunity to weigh in on some of these standards. Because of this, it was decided to table motorcross to wait for a time to allow those members of the community to attend.

**Group Homes:**

- Permitted use in the residential district.
- Treatment facilities are conditional uses only in RS and C3.

**Commercial Uses:**

-Antique sales will be a part of retail.

**Lodging:**

- RV Parks will no longer be permitted in Residential areas.
- RV Parks will be Conditional Use Permits in Commercial areas.
- Campgrounds will be combined with RV Parks.
- Short term rentals will stay consistent with state law.
- Boarding houses/rooming houses (bed and breakfasts, lodging that has 5 rooms or less) are permitted uses in R1L and R1.
- More than 5 rooms is considered a hotel/motel, which are permitted in C1, C2, and C3.

**Temporary Events:**

- Will require a temporary use permit/temporary event permit in every zoning district.
- One administrative permit will be created for all “temporary” things.
- One extension for the permit.
- They need to work to create a definition for “temporary”.

**Promotional Activities:**

- Combining with “enterprise retail sales.”

**Special Events on Public Property:**

- The town allows it, but they must adhere to the Parks and Recreation guidelines.

**Temporary Food Vendors/Food Trucks/Mobile Vendors:**

- Temporary, permitted use
- 1 Food Truck in residential area for a temporary time
- Regulated in commercial zones

The continuation of the discussion on “Use Table” will be done in a Work Session on April 25<sup>th</sup>.

**7. Discussion – Discussion of upcoming Work Session items.**

- Use Table
- Standards for Specific Uses
- Definitions
- Procedures

Ms. Mulcaire shared that during their April 25<sup>th</sup> Work Session, they will see a drafted PAD Overlay Zone Ordinance. They will come back to the Use Tables at another meeting. This PAD Work Session will give them time to look at the draft PAD ordinance and make the necessary changes.

**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.**

Commissioner Osses commended Director Knight and the Planning and Zoning Department for the hard work and great job they’re doing.

April 4<sup>th</sup> at the Town Library there will be a meet and greet with the 3 Town Manager candidates. This will take place at 5 pm.

## 9. Staff Comments

Director Knight stated that they're still making progress within the Section 305 Work Group. They have put together a very solid Draft Ordinance, with some refinements to be made. All going well in the steps to come, he hopes to have it in front of the Commission in August.

There are 3 top candidates for the Town Manager. Once the Town Manager has been chosen, they will have a joint Work Session.

There were originally 4 candidates for Town Manager. One dropped out, so they are now down to 3. They will be doing some interviews with department heads, with a decision to be made in the first or second week of April.

Code Enforcement Officer Cliff Bryson is now a Town Planner. Jessica Bolton is the new Code Enforcement Officer. She was an internal candidate.

They have had a hard time finding a Senior Planner but have a really good candidate that they've recently interviewed. All going well, they could potentially have a Senior Planner hired soon.

## 10. Adjournment

Chairman Faiella adjourned the meeting at 8:03 PM.

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Chairman Andrew Faiella

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Community Development Director John Knight

## CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Planning and Zoning Commission of the Town of Camp Verde, Arizona during the Work Session held on the 28th day of March 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 28th day of March 2024.

\_\_\_\_\_ *Mary Frewin* \_\_\_\_\_

Mary Frewin, Recording Secretary