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**AGENDA
TOWN OF CAMP VERDE – PLANNING & ZONING COMMISSION
REGULAR SESSION – WORK SESSION
473 S. MAIN STREET, SUITE 106
THURSDAY, APRIL 25, 2024, at 6:00 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**
2. **Roll Call.** Claudia Hauser, Robert Foreman, Ingrid Osses, Mark Lomeland, William Tippet, Chairman Andrew Faiella, Vice Chairman Todd Scantlebury.
3. **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:**

March 28, 2024 – Regular Session – Work Session
 - b. **Set Next Meeting, Date and Time:**

May 09, 2024 @ 6:00 pm, Regular Session – **Cancel**
May 23, 2024 @ 6:00 pm, Regular Session
June 06, 2024 @ 6:00 pm, Regular Session
5. **Discussion** – Discussion and review of the DRAFT Planned Area Development (PAD) Ordinance

6. 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.

7. Staff Comments

8. Adjournment

The Planning and Zoning Staff makes every attempt to provide a complete agenda packet for public review. However, it is not always possible to include all information in the packet. You are encouraged to check with the Community Development Department prior to a meeting for copies of supporting documentation, if any that were unavailable at the time agenda packets were prepared.

Note: Pursuant to A.R.S. §38-431.03A.2 and A.3, the Planning & Zoning Commission may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item. The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

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
April 18, 2024 (date) at 10:00 AM (time).*

(signed) Cory L. Mulcaire, _____ Cory Mulcaire, Planner _____ (print name and title)



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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 25th 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 9th Regular Session.

Roll Call Vote:

Commissioner Hauser: Absent
Commissioner Tippet: Aye
Commissioner Osses: 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.

- 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 25th.

7. Discussion – Discussion of upcoming Work Session items.

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

Ms. Mulcaire shared that during their April 25th 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 4th 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.

Chairman Andrew Faiella

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

DRAFT



Agenda Item Submission Form – Section I

Meeting Date: Thursday April 25, 2024, at 6:00 PM

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

Requesting Department: Community Development

Staff Resource/Contact Person: John Knight, CDD; Cory Mulcaire, Planner; Cliff Bryson, Planner

Agenda Title: Discussion and review of the DRAFT Planned Area Development (PAD) Ordinance

List Attached Documents:

- A. Draft PAD Ordinance

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: One hour

Background Information: The Town Council and Planning Commission have directed staff to update several portions of the Zoning Ordinance. Amendments in process include the sign ordinance, the animal ordinance, and the “comprehensive update” of the Zoning Ordinance. A copy of the latest version of the full ordinance is available on the Town’s website - <https://www.campverde.az.gov/home/showpublisheddocument/12693/638366981896200000>

This comprehensive update is anticipated to extend six (6) or more months and is being processed concurrently with the updates to the animal and sign sections. However, some sections of the ordinance may need to be pulled out separately to address issues/problems that cannot wait. Staff believes that an update to the PAD ordinance is needed now and should not wait until the full ordinance is updated.

The purpose of this work session is to obtain preliminary feedback from the Commission on the DRAFT PAD ordinance proposed by staff. Discussion areas are noted below.

Focal Points:

- Minimum/Max Acreage for PAD
 - o Commercial
 - o Residential
- Exemptions
 - o Single Family
 - o Multi-family
 - o Commercial/Industrial
- Modification
- Submittal Requirements
- Procedures for Final Site Plan Approval
- Procedures for Modifications

Staff has also highlighted a few section that have been proposed. One relates to the amount of open space required (staff recommends 25%) and the other relates to the timing of submittal of a Final Development Plan (staff recommends two years).

Recommended Action: Discussion and possible direction to staff.

X.0 Zoning Districts

<i>Section</i>	<i>Content</i>	<i>Page</i>
X.1	Purpose	
X.2	Establishment of Zoning Districts	
X.3	Relationship to General Plan	
X.4	Zoning Map	
X.5	Use Regulations	
X.6	Performance Criteria	
X.7	Planned Area Development Overlay District	
x.8	Manufactured Housing Overlay District	
X.9	Transfer of Development Rights	
X.7	Planned Area Development Overlay District	

A. Purpose.

The purpose of the Planned Area Development Overlay District (PAD) is to provide orderly development of land, consistent with the Town of Camp Verde’s General Plan and Zoning Ordinance while permitting flexibility in design, construction, and processing of residential, commercial and/or industrial developments of a quality which could not be achieved by a traditional lot by lot development under conventional zoning concepts. While the conventional zoning districts and the requirement of those districts set forth in the Town of Camp Verde Zoning Ordinance are reasonable, there may be circumstances in which it is in the Town’s best interests to allow unique and/or creative designs and techniques that:

1. Ensure orderly planning and reviewing procedures that will result in superior design, with variety in architectural and site design using techniques including but not limited to variations in building styles, setbacks, lot arrangements, and site planning.
2. Promote the most appropriate use of a parcel or multiple parcels of land.
3. Allow diversification in use.
4. Allow for economic development.

5. Facilitate the adequate and economical provision of streets, parks, open space, schools, storm drainage, sewer, and water facilities.
6. Preserve and utilize open space.
7. Offer recreational opportunities close to residential uses.
8. Enhance the neighborhood’s appearance.
9. Counteract adverse effects of urbanization.
10. Provide for unified control of land development.

B. General Requirements and Standards.

1. The land uses and design of the proposed PAD shall be consistent with the goals, objectives, and policies as described in the Camp Verde General Plan.
2. The uses allowed within each PAD shall be limited to those listed in the approved Master Development Plan (MDP) for that development. The number of dwelling units and/or gross commercial/industrial square footage shall also be limited by the approved MDP.
3. In general, a variety of housing types shall be encouraged for residential PADs, to provide for the diverse needs of the community. Parcel densities within the PAD may be flexible provided the maximum number of dwelling units established by the PAD is not exceeded.
4. Commercial development in a PAD may provide for a variety of commercial and/or industrial/employment uses. The total square footage for commercial/industrial uses may be flexible from parcel to parcel within the maximum allowable number of square feet of commercial/industrial usage for the entire PAD as established by the MDP.
5. Development which includes a mix of residential and commercial and/or industrial uses shall include specific standards in the MDP to address the manner in which compatibility of uses is established.
6. There is no minimum size for a proposed PAD: however, the size of a PAD will be reviewed in the context of the property’s location and surrounding uses. Any parcel over twenty

(20) acres will require a PAD. **Should there be a minimum and maximum size for a PAD? Should these sizes be different for commercial/industrial, single-family residential, and multi-family residential?**

7. There will be no minimum lot size requirement for individual lots; however, proposed lot sized will be reviewed in the context of the General Plan goals and objectives for that property, as well as the overall site plan, building layout and design quality for the development. I think we should have a minimum size. So we don't get any more PADs like the RV park downtown.

8. Proposed standards shall be reviewed and approved based upon compatibility with adjacent land uses, the placement of buildings within the parcel, and conformance with building codes and fire safety requirements.

9. Land uses on the perimeter of the PAD shall be designed and developed to be compatible with and complementary to the existing and planned development reflected on the General Plan in the immediate vicinity of the proposed PAD.

10. PADs located on the perimeter of the Town boundary or abutting National Forest Lands or designated open space shall provide an appropriate approach for transition and/or buffering between abutting land uses so as to ensure appropriate compatibility of uses. Such transition may be addressed by stepping down the density of residential development, providing additional development setbacks and/or additional open space and landscape buffering between the PAD development and abutting land uses.

11. PADs located adjacent to National Forest Lands, public parks or designated open space shall be evaluated to identify opportunities for providing non-motorized trail access from within the development to abutting public lands. Locations for any such trail routes or access points shown on the PAD site plan shall be coordinated with the abutting land management agency to ensure appropriate planning and approval for their development.

12. All PADs shall be subject to the applicable provisions of the Town of Camp Verde Zoning

Ordinance, pertaining to offsite improvements and all other applicable codes, ordinances, and regulations, unless exceptions are specifically granted through the PAD rezoning process.

13. The following types of development are exempt from the requirements of the PAD Ordinance.

- **What types of development would not require a PAD, even if they met the minimum lot size? For example, would lot splits of 2 or 3 lots (commercial or residential) of a large parcel be exempt? Would small single-family subdivisions be exempt? What about remodels or use changes for existing partially developed properties?**

C. Permitted Uses.

1. The uses permitted in the PAD District shall be governed by the permitted uses in the underlying district or combination of underlying districts. The "underlying zoning district" shall mean those zoning districts which the property is zoned prior to approval of the PAD Overlay District.

D. Master Development Plan Submittal Requirements

1. An application for PAD Zoning shall be submitted in the form of a Master Development Plan (MDP). The MDP shall be a separate document that includes a detailed project narrative, supporting exhibits describing the proposed uses, development standards, design guidelines, project phasing data, maintenance responsibilities and other supporting documentation, as well as detailed graphic exhibits, including proposed site plan, landscape plan, building designs, and other project elements, as required.

2. The MDP shall be submitted in an 8 ½" by 11" ring binder format with the following information included:

- a. Title page indicating the project name, location, applicant(s) and master developer(s) contact information and date of submittal.
- b. Table of Contents.

c. Project Narrative. A project narrative summarizing the proposed development and identifying the objectives and rationale for the proposal shall include at a minimum the following information:

- (1) Proposed name of development;
- (2) Name, address, phone numbers and contact information for applicants and property owners;
- (3) Description of the location of the proposed project, including parcel numbers, addresses, if available, and closest streets;
- (4) Summary of the proposed land use areas and the development standards for each use and/or parcel within the PAD, including:
 - a) Proposed number of dwelling units, dwelling unit type(s), total land area, gross density of project area and net densities of residential sub-areas.
 - b) Proposed uses other than residential, total land area, and maximum square footages/floor area ratios associated with commercial/industrial uses.
 - c) A preliminary parcel data table to include parcel numbers, size of parcels, existing zoning, existing uses and proposed uses.
 - d) Proposed public streetscape and open space improvements and their relationships to the overall development.
 - e) Summary of proposed property development standards, including, but not limited to building heights, parking, signage, minimum lot areas, and yard setbacks
 - f) A conceptual description of architectural theme, colors, and exterior building materials proposed for use in the PAD.
 - g) A conceptual description of the landscaping treatment, plant materials, fences, walls, and other open space improvements.
 - h) Proposed location of arterial, collector, or local streets, whether public or private, within a preliminary master circulation plan.

i) Proposed location and use of all lands proposed to be dedicated for public purposes including, but not limited to parks stormwater retention area, and schools; and

j) Preliminary master water, sewer, and drainage reports.

(5) Project Objectives, A description of the objectives to be achieved by the development concept, including but not limited to:

a) The manner in which the proposed MDP meets or exceeds the intent of the PAD District.

b) The proposed overall design rationale, as well as architectural and site design concepts including style, colors, type of materials, and rationale for placement of structures to maximize views and take advantage of the natural characteristics of the PAD site.

c) Specific concepts by which the proposed MDP will make an orderly transition from existing or planned adjacent development including varied setbacks and façade treatment, open space elements, screening of parking areas, and landscaping of the public or private open spaces and recreational facilities; and

d) A discussion of visual, traffic, or drainage impacts and compatibility with surrounding land uses and consistency with the General Plan.

e) Analysis of proposed residential density, mixed use issues, neighborhood quality, and other qualitative issues. Include a comparison of the existing zoning regulations in relation to the proposed standards for the PAD, including density, setbacks, and permitted uses.

d. General Plan Review. The General Plan is established, as per state statutes, as a guide for the long-range growth and development of the community. A proposed change of zoning must be in conformance with the Land Use category as designated on the Land Use Map to be approved. Additional policy direction regarding growth and development is provided in each of the General Plan elements, as follows:

(1) Provide a statement indicating how proposed development conforms to the Land Use Category or Categories indicated in the

General Plan Land Use Map. Also provide a review of how the proposed development conforms to the narrative text and Local Strategies indicated in the applicable Land Use Planning Area for the proposed development. Indicate and discuss any Special Study Area or other unique features within the applicable Plan Area Map.

(2) Provide a statement indicating how the proposed PAD meets the intent of the General Plan goals, objectives, and policies for each of the General Plan elements, including community vision, housing, economic development, circulation, open space, growth area, environmental planning, and water resources.

e. Graphic Exhibits. Provide 8 ½" by 11" reductions of the proposed site plan, landscape plan, building plans and elevations, and other exhibits necessary to describe the proposed development, including the following:

- (1) A conceptual development site plan for the PAD showing existing and proposed parcel boundaries, building locations, pedestrian and vehicular circulation systems, parking areas, landscape areas, right of way and open space areas.
- (2) A vicinity map adequately identifying the project location in relation to surrounding development and circulation systems. Indicate the zoning on surrounding parcels.
- (3) Aerial photo of the subject property with the subject property identified.
- (4) Photographic exhibits of the subject property displaying any existing development or natural resources.
- (5) Other exhibits as necessary to describe the project.

f. Property Development Standards. Flexibility with development standards may be considered where superior design quality is provided resulting in a more innovative, creative project. Provide a detailed summary of proposed development standards for the project, including the following:

(1) Lot size, building setbacks, yard standards, maximum height, lot coverage, and similar standards, as applicable.

(2) Describe proposed standards for parking, lighting, signage, and landscaping.

(3) Unique development standards such as buffering and screening between uses, project entry features, or other requirements related to the physical development of the PAD.

g. Design Guidelines. The design guidelines section of the MDP shall describe both the overall development theme and specific design details for buildings and structures, site walls, signage, lighting, landscape features, paving and similar project elements. It is the intent of the PAD standards that each project will be developed with an integrated design theme that defines the character of the PAD. The applicant shall develop and provide proposed design guidelines for the project to include the following.

(1) General Guidelines.

a) Describe the architectural theme for the development and provide graphic examples where necessary to illustrate how the design applies to the various elements of the PAD.

b) Provide design details for buildings, site features, site walls, signage, lighting, landscaping, pavement, or other project elements.

c) For large-scale definition needed residential developments, provide a variety of housing types (such as single-family homes, apartments, and townhouses), housing densities (lot width, depth, and size), and home design (different floor plans, elevations, and orientation to the lot). Residential planned developments shall be encouraged to include a variety of housing types and designs; however, the actual project size where variety needs to be incorporated shall be evaluated based on the General Plan designation, existing conditions, surrounding context and other unique conditions.

d) Provide graphic exhibits, as necessary, to describe specific details related to the design guidelines, including building design, paving,

landscaping, site walls, sign structures, lighting, or similar features.

(2) Site Features:

a) Provide details for project entry features, including decorative walls, landscaping, project identification signage, and other design elements.

b) Provide details for perimeter site walls, Walls should be appropriately detailed to enhance the quality and character of the project. Incorporate treatments with adjacent landscaping. Wrought iron, view type fences should be utilized adjacent to retention basins, open space, and recreational amenities.

c) Design outdoor lighting to address safety and utility, as well as to enhance the character of the buildings, landscaping, and site features.

(3) Building Design:

a) Provide a summary of proposed materials and colors for the development. Describe exterior materials and color of building components, including walls, windows, doors, and roofs. Reproductions of color samples may be included in the MDP for reference.

b) Although it is the intent of this ordinance to encourage a coordinated design theme for the PAD, variety in design of individual buildings and residences is strongly encouraged, including variety in building massing elements, roofing materials, and exterior details.

(4) Streetscape Design:

a) Provide graphic details and descriptions of streetscape design for various types of streets, including local residential streets, commercial and mixed-use streets, parkways, and connector streets. Indicate pavement details, landscaping, site walls, and unique signage to be incorporated in the typical streetscape design.

b) Provide details of street landscaping, including proposed tree varieties, The landscaping shall be designed to enhance the aesthetic quality of the development and to integrate with the surrounding natural environment.

(5) Neighborhood Design:

a) Indicate how the plan provides a coherent system of neighborhood elements, including interconnected residential blocks, orientation of homes to the street, open space and parks, and safe, convenient, and interconnected pedestrian connections.

b) Provide adequate buffering and/or screening from less compatible neighborhood elements, such as arterial and collector streets, and adjacent non-residential uses.

h. Circulation Standards.

(1) The arrangement, character, extent, grade, width, and location of all roadways, streets, bike paths, or trails shall conform to applicable Town standards, unless adjusted for specific topographical or developmental conditions in accordance with an approved traffic engineering study.

(2) The need to conduct a Traffic Impact Study shall be based on the land use and size of the development. Residential development with fifty (50) dwelling units or more in total and/or commercial development with 100,000 square feet in gross floor area or greater and/or industrial development with 200,000 square feet in gross floor area or greater, including all development approved for phased development, shall be subject to the requirements for conducting a Traffic Impact Study.

(3) The Town Engineer shall review the Traffic Impact Study based on the following conditions:

- a) Existing traffic problems or congestion;
- b) Public concerns regarding the development;
- c) Negative impacts on adjacent developments;
- d) The circulation conditions propose a deviation from the Town of Camp Verde; or
- e) Other local issues that may be present.

(4) Where the need for a Traffic Impact Study is identified, this study should be completed and submitted to the Community Development

Department for review prior to the Planning and Zoning Commission hearing. The developer shall estimate the number of trips generated by the development and confirm the Category of the study with the Town Engineer before submitting the report. Traffic Impact Studies for the Town of Camp Verde are classified into three (3) categories:

a) Category I – Developments that generate between 100 and 300 vehicle trips during any peak hour.

b) Category II – Developments that generate between 300 and 750 vehicle trips during any peak hour.

c) Category III – Developments that generate more than 750 vehicle trips during any peak hour. **Note – discuss these triggers with Engineering.**

(5) Where such is not shown on the General Plan, adopted transportation plan, specific area plan or preliminary plans, the arrangement of streets, bicycle facilities and trails shall provide continuation or appropriate projection of existing streets. Bicycle facilities and trails shall be designed to make the best use of the land features and open space requirements of this Ordinance, in addition to meeting public safety issues.

(6) Planned development shall provide for adequate traffic circulation that incorporates the adopted Town street functional classification system to handle the projected traffic volumes on the street.

(7) Individual home lots should not front onto collector or arterial streets. Options include orienting the rear of lots to such streets, side orientation at local street intersections, and the creative use of open space, retention areas and screening techniques between the street and the rear of properties.

(8) Neighborhood streets should be designated to enhance neighborhood integrity and safety, encourage pedestrian activity, and provide local connections to major activity centers. The local street pattern should emphasize traffic calming techniques with short loops, cul-de-sacs, and gently curving streets.

(9) Streets and street systems within the proposed development need to be designed to provide interconnection with surrounding development and neighborhood streets. Linear streets that encourage cut-through traffic should be avoided unless they are specifically identified in the General Plan as collector or arterial streets.

(10) The minimum width of right of way, measured from lot line to lot line, shall be as established in the MDP based on Town Standards. Proposed streets shall extend or project existing streets at their same or greater width, but not at a width less than prescribed by established standards, **unless it can be demonstrated that a narrower street will serve the function of efficient site planning and convenience for the residents/occupants and still satisfy public safety issues.** **Note – smaller streets may be an issue w/police and fire. PW is in the process of adopting street width standards.**

(11) Access to development fronting on state highways must be in compliance with ADOT standards, including the established access management plans for those routes, Documentation must be provided from ADOT to ensure compliance with standards and requirements.

(12) Traffic calming techniques shall be incorporated in the street layout for planned area developments where such calming of traffic is deemed desirable for supporting neighborhood values and improved quality of life. Effective traffic calming programs combine physical design concepts in the engineering of the street environment with traffic management programs that alter driver behavior, so as to reduce neighborhood traffic speeds and/or cut-through volumes in the interest of improving street safety and general neighborhood values. Traffic calming techniques shall include the following:

a) The incorporation of traffic calming techniques shall be based on carefully considered engineering principles for the design, placement, and spacing of such features, as described in standards and guidelines produced by the Federal Highway Administration (FHWA), the Institute for Transportation Engineers (ITE),

or similarly recognized professional standards;
and

b) Traffic calming techniques shall include features such as intersection chokers, mid-block swellings, short block design, roadway deflections referred to as chicanes, traffic islands, center island refuges, textured pavement, speed tables, roundabouts, mini-circles and similar measures.

i. Open Space Standards.

(1) Open space shall be provided as “Usable Open Space” as defined in this ordinance and shall be designed as an integral part of the development. The designation of open space includes both undisturbed and natural areas and developed landscape components. Open space should be designated to provide interconnection and continuity between undeveloped areas to the greatest extent possible so as to address the health of the environment, habitat protection and natural process. Additional objectives to be addressed by open space shall include buffering, screening, transition and similar-design based objectives.

(2) Open space shall not be less than twenty-five percent (25%) of the gross acreage, of the parcels within the PAD proposed for residential and mixed-use development, excluding public and private road right-of-way; and not less than ten percent (10%) of the gross acreage of the parcels within the PAD proposed for commercial or industrial development, excluding public and private road right of way.

(3) A greater percentage for open space may be required as a condition of approval for PAD Zoning based on the need for additional buffering between uses or the need to address preservation of unique natural aspects of the site, including washes, hillsides, and other features identified as significant. Specific standards for open space shall be as per Article XX, Landscape Requirements of this Ordinance.

j. Landscape Standards. Proposed landscape shall be in compliance with Section XX, Landscaping Requirements, of this Ordinance. Any variation proposed for the PAD must clearly indicate an improvement to the adopted standards. In addition, the following is required:

(1) Provide master plant list for the development indicating trees, shrubs, groundcovers, and other plants. Indicate proposed varieties for street trees and parking lot trees.

(2) Describe techniques to ensure low water use landscaping will be provided, including xeriscape landscape treatment greywater use and rainwater harvesting methods.

(3) In addition to a master landscape plan for the development, provide graphic details for typical landscape installations, including development entry features, parks or common areas, building landscaping, parking lots, pedestrian walkways, typical streetscape and similar applications.

k. Statement of Water Use. For development purposes to exceed the number of dwelling units allowed by the existing zoning classification, provide a statement comparing a likely range of water use for proposed development in comparison to development under the current zoning.

L. Water Conservation Program. Dual drainage systems to accommodate gray water use are required for certain types of residential development. A Planned Area Development (PAD) may propose alternative water conservation systems, other than dual type plumbing systems, as part of its Master Development Plan. The Town Council may waive the dual type plumbing system requirement as part of its approval of the PAD and/or development agreement upon finding that the project will incorporate superior water conservation, re-use and/or recharge features, including a reclaimed water system serving the PAD. Factors evaluated will include:

(1) The greater efficiency of a master planned community-wide application of water conservation, re-use and recharge features, demonstrating responsible use of reclaimed water as provided for in the approved Master Development Plan.

(2) The reclaimed water is not used for golf course irrigation, unless the course was previously approved and vested prior to the date of adoption of this Ordinance.

(3) That all Town requirements be formalized in the PAD approval, Development Agreement approval and the community's Covenants, Conditions, and Restrictions (CC&Rs).

(4) The installation of any re-use system or reclaimed water system is approved by and installed to all Federal, State, County, and Municipal standards as they apply.

m. Phasing Plan. Describe proposed phasing of the development, if any, and indicate the phase lines on the site plan.

(1) Interconnected public streets, sidewalks, drainage features and infrastructure may be required to be installed with the initial phase of development so as to adequately address public safety access, coherent development and functionality of facilities., The proposed phasing plan needs to indicate how adequate, safe, convenient and efficient circulation and infrastructure needs will be addressed with the phasing plan.

(2) A PAD plan may be constructed in phases and the PAD narrative shall specify the phases for development, locations and timing of on-site and off-site improvements for each phase, as well as an estimated range of time for beginning and completion of each phase.

(3) Requests for minor modifications to the phasing plan shall be subject to approval by the Community Development Director with right to appeal to the Board of Adjustments and Appeals.

(4) The applicant may enter into a development agreement with the Town providing for timing, sizing, and funding of phased infrastructure improvements required for the PAD or may use any alternative mechanism acceptable to the Town.

(5) Disturbed areas approved for future phased development agreement with the Town shall include dust free surfacing and/or temporary landscaping. Additional site treatments may be required for future development areas located next to public streets or adjacent to existing development.

n. Operations and Maintenance Responsibilities. Identify the ownership and maintenance

responsibility for common areas and landscaping within rights of way and identify the homeowner's association, improvements district, or other mechanism to assure long-term maintenance of common areas and rights of way.

(1) In the event that certain land areas or structures are provided within the PAD for private recreational use or as service facilities, the owner of such land and buildings shall establish an arrangement to assure a continued standard of maintenance consistent with the condition of PAD approval.

(2) All utility lines, except utility line, match w/Town Code or larger, shall be installed underground.

(3) Development with a PAD shall conform to all conditions and standards of the PAD approval. The PAD Applies to the subject property and change in ownership or successors in interest does not constitute a change in agreed upon standards and requirements.

o. Other Information and Exhibits. Any other documents, letters, photographs, or exhibits that provide information regarding the proposed PAD may be included with the MDP.

E. APPLICATION AND PROCEDURES.

1. Pre-Application Meeting. The applicant shall meet with the Community Development Department to discuss the development concept for the proposed PAD zoning. The Department shall advise the applicant of the specific objectives of this section and the specific procedures, standards, and review process regarding the application.

2. Neighborhood Meeting. The applicant shall host a neighborhood meeting to address citizen participation requirements.

3. Planning and Zoning Application Submittal.

a. Upon completion of the pre-application and neighborhood meeting, the Community Development Director shall provide the developer with the necessary application forms for the PAD submittal. **Note that staff has significantly increased the required documentation that must be submitted at both**

the Preliminary and Final Site Plan Stage. This draft requires landscape plans, traffic analysis, grading, drainage, water, and sewer analysis, etc.

b. Provide required number of copies of the Draft MDP in a ring binder format, as described in this Ordinance, along with the required filing fee, shall be submitted to the Community Development Department for distribution to various departments and agencies, and for Planning and Zoning Commission members.

c. Additional Application Material.

(1) Full size plans and digital files. Provide required number of complete sets of full size (24" x 36") copies of the site plan, landscape plan, color renderings and other graphics and exhibits shall be submitted with the application. Digital files shall also be submitted for the site plan, landscape plan, site photos, and other graphics requested.

(2) Preliminary Traffic Impact Study, if applicable.

(3) Preliminary Grading and Drainage Report.

(4) Material and color sample. Descriptions and photocopies of material and color samples shall be included in the MDP binder format. Any manufacturer's samples of building materials and/or colors boards should be submitted as a separate exhibit.

4. PLANNING AND ZONING REVIEW PROCESS.

a. The Planning Commission shall hold a public hearing to consider the proposed rezoning and MDP according to the following criteria:

(1) The project is consistent with and implements the Town of Camp Verde General Plan and the provisions of this Ordinance.

(2) The arrangement of all uses and improvements reflects the natural capabilities and limitations of the site as well as the characteristics and limitations of the adjacent property.

(3) Development is compatible with the immediate environment of the site and neighborhood.

(4) Buildings, transportation improvements and open space areas"

a) Arranged on the site so that activities are compatible with the neighborhood and consistent with adopted ordinances and generally accepted planning principles;

b) Designed and arranged to produce an efficient, functionally organized and cohesive development;

c) In favorable relationship to the existing natural topography, natural water bodies, and water courses, exposure to sunlight and wind and long views. Planned building sites are located and designed to minimize their impact on long views; and,

b. The Planning Commission may recommend approval, and recommend conditions, to the Council of request for modifications to the requirements of the underlying zoning districts when the Planning Commission finds:

(1) That the requested modifications to the requirements of this Ordinance and the underlying zoning districts are in the best interests of the Town and are beneficial to the Town in that a higher quality or more appropriate design, or economic benefits (such as employment) can be achieved by not requiring strict adherence to the terms and regulations of this Ordinance;

(2) That strict adherence to the requirements of this Ordinance is not required in order to ensure the health, safety, and welfare of the future occupants of the proposed development;

(3) That the proposed development is consistent with the goals, objectives, and policies of the General Plan.

5. PAD districts shall be approved by an ordinance that states:

a. Finding of fact upon which the approval is based.

b. Any schedule for development for the specific use or uses for which the PAD is being required;

c. Any modifications to the requirements of the underlying zoning district or districts which may be approved; and,

d. A stipulation that the PAD is conditionally approved subject to the approval of a Final Site Plan or Preliminary Plat for each land use parcel within two (2) years of the effective date of the ordinance. The Council may refer the application back to the Planning Commission.

6. The Town Council may approve or deny any application for PAD overlay zoning. An approval may include conditions deemed appropriate by the Council to ensure that all required findings are substantiated. The applicant and the Town may enter into a Development Agreement consistent with A.R.S 9-500.5, in order to effectuate the requirements of this Section.

7. Upon the effective date of this ordinance, the Official Zoning Map shall be amended to designate the affected area with a PAD symbol or symbols on the subject property.

8. All ordinances establishing a PAD Overlay District shall contain, as a condition of rezoning, a requirement for Final Development Plan approval within two (2) years, in accordance with the MDP approved by the Town Council or other standards adopted by the Town Council and adopted as an amendment to the Official Zoning Map.

F. *Final Development Site Plan.* Within two (2) years of the effective date of the amendment, the applicant shall file with the Planning Commission the following documents: Should the Final Site Plan go back to the Planning Commission or skip the Commission and go directly to Council?

1. A Final Site Plan or final Plat incorporating a fully dimensioned plan identifying land use parcel dimensions, acreages, locating all proposed streets, structures, parking areas, landscaped areas, walls, sidewalks, and other elements of the first phase of the proposed project.

2. Final Master Water and Sewer Report.

3. Final Master Drainage Report.

4. A Final Open Space and Landscape Plan with representation of the location of all plant materials, hardscape, walkways, and screening walls; a plant materials schedule indicating plan

name (Latin and common), number and sizes used in the plan and on-center spacing.

5. Colored, typical elevations for all residential units and specific building elevations for any commercial or recreational buildings.

6. The final site plan or final plat for each land use parcel shall be in substantial conformance with the land use plan and all requirements and conditions of the amendment adopted by the Council.

7. The final site plan or final plat may be submitted separately for each phase of development or as a whole; each submittal shall require a separate public hearing and approval by the Planning Commission and Council prior to the issuing of the zoning and issuance of building permits. When the final development site plan is submitted in phases, the first phase shall be submitted as indicated above and each subsequent phase within two (2) years of approval of the previous phase; and,

8. Where the Planned Area Development Overlay District is used to impose special provisions regarding the design and development of a subdivision, the Final Plat as described in Section XX may constitute the applicant's Final Site Plan for the individual parcel, provided, however, that Final Site Plan/Plat shall be submitted as indicated above and each subsequent phase within two (2) years of approval of the previous phase; and,

G. *Amendments to Approval.* The following adoption of the MDP or Final Development or Final Site Plan, said plan shall not be changed, amended, or altered in any manner except as set forth herein. Any substantial change or alteration in the physical or spatial characteristics of the plan or its configuration shall be considered a rezoning and shall only be accomplished pursuant to this Article. The following PAD Amendment PAD Amendment criteria shall be applicable.

1. *Minor Amendment.* Minor changes shall include changes in location of building, parking, or landscape areas and may be authorized by the Community Development Director.

2. *Major Amendment.* Major changes shall consist of a change of land use, changes in proposed roadways, changes in infrastructure, or and changes not listed as a minor amendment. This requires submittal of an application for a rezone amendment to a PAD and processed as a rezone. All major changes shall be submitted to the Planning and Zoning Commission and Town Council for their review and approval in accordance with the requirements set forth in this Ordinance. **Note – need to review and discuss what level of amendments can be approved. There may need to be 3 separate types: 1. Approval by CDD, 2. Approval by P&Z and Council by resolution, and 3. Resubmittal of the PAD and amendment or adoption of a new Ordinance.**

H. *Termination of the PAD Classification.* Any zoning ordinance amendment adopted under the provisions of this Ordinance shall terminate and the zoning classification of the affected property shall revert, subsequent to a public hearing conducted by the Town Council, to its prior district classification at the end of the two (2) years following the effective date of said Ordinance, if the Final Site Plan has not been submitted to the Council for approval. When the submittal is phased, each subsequent phase shall be submitted within two (2) years of approval of the previous phase. The Council may grant a one (1) year extension of time not exceeding one (1) year for any phase of the development.

I. *Existence of PAD Districts Prior to Adoption of this Ordinance.* Any Planned Area Development Overlay District (PAD) that was legally authorized by the Camp Verde Town Council prior to adoption of this Ordinance may remain as a permitted PAD. Modifications to previously approved PADs that meet the definition of “Major” will be subject to this ordinance.