



Town of Camp Verde Vision Statement

"Camp Verde is welcoming, a safe community, a vibrant economy, thoughtfully growing, and offering an exception quality of life."

AGENDA
TOWN OF CAMP VERDE – PLANNING & ZONING COMMISSION
REGULAR SESSION
473 S. MAIN STREET, SUITE 106
THURSDAY, OCTOBER 24, 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.** Commissioner Claudia Hauser, Commissioner Robert Foreman, Commissioner Ingrid Osses, Commissioner Mark Lomeland, Commissioner 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:**
September 12, 2024 – Special Session
October 3, 2024 – Special Session
 - b. **Set Next Meeting, Date and Time:**
November 14, 2024 @ 6:00 pm, Regular Session
November 28, 2024 @ 6:00 pm, Regular Session - **Cancel**
5. **Informational Presentation:** Presentation from Utilities Director Jeff Low regarding the Town of Camp Verde's Water System.
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.



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7. Staff Comments – Town staff may provide brief summaries of current events, activities and/or projects they are working on. These summaries are strictly for informational purposes. The Commission will take no discussion, consideration, or action on any such item presented by Town staff, except that an individual Commission member may request an item be placed on a future agenda.

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, Town Library, and Bashas on October 18, 2024 (date) at 9:00 AM (time) in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk
(signed) Cory L Mulcaire, Cory Mulcaire, Planner (print name and title)



Support your local merchants

**FINAL MINUTES
TOWN OF CAMP VERDE – PLANNING & ZONING COMMISSION
REGULAR SESSION
473 S. MAIN STREET, SUITE 106
THURSDAY, SEPTEMBER 12, 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** Chairman Faiella called the meeting to order at 6:00 PM.
2. **Roll Call.** Commissioner Claudia Hauser, Commissioner Robert Foreman, Commissioner Ingrid Osses, Commissioner Mark Lomeland (absent), Commissioner William Tippet, Chairman Andrew Faiella, Vice Chairman Todd Scantlebury.

Also Present. Town Attorney Jenny Winkler, Town Manager/Acting Community Development Director Miranda Fisher, Town Planner Cory Mulcaire.
3. **Pledge of Allegiance** Commissioner Foreman led the Pledge of Allegiance.
4. **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.

Nadia Peters spoke before the Commission. Her concerns centered around the town requiring a Retention Pond for Commercial Development, regardless of her Civil Engineer's opinion that this requirement is unnecessary for her development. She feels that town owned properties seem to get out of complying with this rule. She stated that this is an inconsistency in the Planning and Zoning Department and would like to see the town sit down with small businesses in order to get rid of these inconsistencies moving forward. She would like things to be done fairly for all who develop in Camp Verde.

Town Manager Miranda Fisher responded to her and said that on October 1st from 4pm-6pm at the library they will be holding a meeting to give developers, contractors, architects, etc the opportunity to sit down with Town Staff and speak what's on their mind regarding development in Camp Verde.

She is serving as interim Community Development Director in an effort to better understand what's happening in the department and look at the consistencies in the code. She feels there's a responsibility to clear up the application of detention and retention. This leads into tonight's discussion, which is centered around Zoning Zode, as the code needs to be updated. It's very ambiguous and there are a lot of opportunities for town staff to have to interpret it. She would like to see it cleaned up and clear.

This October 1st meeting is not a public meeting, but it will be recorded, and a video will be released.

Chairman Faiella would like her specific requests and requirements e-mailed to the staff.

Commissioner Foreman said that the duties and authority of the Chief Building Official are outlined in Chapter 7 of the Town Code. If they're going to adjust their area of decision making, they'll need to adjust the Town Code as well as the Planning and Zoning Ordinance.

5. Discussion Item – Discussion, consideration, and recommendation to the Town Council of the Town of Camp Verde, Yavapai County, Arizona the Planning and Zoning Commission's priorities for the Community Development Department, Planning Division.

Town Planner Cory Mulcaire led the Staff Presentation.

This presentation included Staff's recommendations of the priorities for the Community Development Department Planning Division.

These priorities will go forward as recommendations to Council.

Staff Recommendations:

1. General Plan Update

-Ms. Mulcaire is hesitant to make anything other than a comprehensive update the second most important plan. She feels this way because if they don't do a comprehensive whole-code update, they are going to have contradictions. She gave an example of this. A comprehensive update will help to avoid these contradictions and clear up gray areas. To get there she recommended these steps- staff drafts a section, a Work Session is held where the Commission makes recommendations, and they will bring the whole ordinance to the Commission for voting.

2. Comprehensive Zoning Code Update

3. Residential & Commercial Uses/Standards & Definitions

4. Marijuana Ordinance

5. Sign Ordinance

6. RV Park Standards & Overlay Zone

7. Livestock Ordinance

It's staff's opinion that it would take a whole year to update the whole Zoning Code, and it will come to the Commission section by section but be adopted all at once.

Chairman Faiella expressed concern in updating the whole code and approving it at one time. A 60-page document approval in one night would be difficult to pass judgement on. He requests staff note the inconsistencies that come up. He also does not want to see the Livestock Ordinance sit on the back burner.

Manager Fisher understood that the sentiment of the Commission is to move forward on the Livestock Ordinance, especially with how much work has been put into it. She stated that just because it's last on the list, doesn't mean it'll be the last thing done.

She agreed with Ms. Mulcaire, that though it's a comprehensive update, it will come to the Commission section by section, in the order that the code currently exists, and they will adopt it all at once.

Commissioner Foreman agreed with #'s 1, 2, and 3. He isn't too concerned about the Marijuana Ordinance, unless Council wants to see them move on it.

He would like to see the Livestock Ordinance in high priority, as it's a community concern.

He stated that some consultants came in and did an update on the whole Town Ordinance in 2010, but not much was changed.

Commissioner Osses is pleased at the idea of updating the entire code.

Commissioner Hauser asked if staff's recommendations are reflective of the Commission's recommendations that they submitted to staff.

Ms. Mulcaire told her that the purpose was for the Commission to bring their own recommendations to tonight's meeting and discuss them alongside staff's.

Commissioner Hauser did not agree with the General Plan update being #1. She also shared that she recalled Mr. Knight saying that the Commission cannot vote on anything that has to do with money or taxes. She questioned the Commission's ability to vote on the Marijuana Ordinance.

Manager Fisher stated that with a staff of just two working on this comprehensive update, they will go at an appropriate pace, as to not overwhelm them.

Additionally, they are moving forward with the General Plan update, as this is a requirement.

She also said that Marijuana would require a zoning change, which is the Commission's job. Additionally, if marijuana came forward, it would need a Use Permit

Commissioner Tippet would like to see the comprehensive update presented to them in a Work Session, before they see the final draft. He also stated that it would be nice to see periodic updates, rather than approving it all at once.

Ms. Mulcaire said it's her intention to do that.

The Commission and Staff agreed that a comprehensive update to the code will help to make it cleaner and clearer for the Commission to do their job as Commissioners when evaluating applications.

Several Commissioner's shared their priority lists.

Chairman Faiella's Priorities-

1. Complete Town Livestock Code
2. General Plan Update
3. Residential and Commercial Uses, Standards, and Definitions
4. RV Standards and Overlay
5. Sign Ordinance
6. Water Conservation and Uses
7. Subdivisions

He doesn't feel that the town will get a town Marijuana Dispensary because the state has closed off new applications.

Vice Chairman Scantlebury's priorities-

1. RV Parks, He would like to see a moratorium on RV Park Applications, but Manager Fisher, and Town Attorney Jenny Winkler stated that they cannot enact a moratorium.
2. Long-Term, Short-Term Rentals
3. Landscaping
4. Water Use

He expressed concerns with applications coming forward that they know they're going to struggle with, while the code is being updated. His example was the RV Ordinance. He doesn't want to see another RV Park application before they have an update in that part of the code. He wants to get in front of it so they can do it responsibly and fairly.

Manager Fisher told him that the Commission will have to prioritize and expedite the decisions

in the Use Tables on where they want RV Parks.

Ms. Mulcaire stated a faster way to eliminate issues with RV Parks is taking the current code and striking RV Parks from residential areas but leaving them as a Use Permit in commercial areas. She also stated that the Commission will have to be trusting of staff that they will make the right decision when RV Park applications come in.

Manager Fisher urged Vice Chairman Scantlebury to use this as an opportunity to communicate to Council his thoughts on RV Parks. Right now, in Camp Verde, RV's are seen as a way to have affordable housing.

Commissioner Scantlebury stated that he is happy with the priorities as presented, until the Commission sees another RV Park and then they will need help from the staff.

Commissioner Osses stated that she does not want to see RV Parks in residential areas, but she would like to come up with a location to put RV Parks. She believes a comprehensive zoning update should be their main priority, as most of the issues fall back on issues in the code.

Commissioner Hauser's number one priority is water. She suggested possibly putting a moratorium in place while they work to create a code with water. She feels with building and growth they need to find a balance between water supply and the increasing of the population.

Commissioner Tippet agreed with what Commissioner Hauser said. He doesn't feel that the town is preparing enough for growth, specifically in water and infrastructure. He also does not want to keep getting distracted with other things, when growth needs to be what they are working toward.

Chairman Faiella felt that if they get the ordinances updated, it will help prepare for growth.

The Commission agreed that water was a big priority, and they can utilize utilities director Jeff low to start these discussions on how to construct a water plan.

Much group discussion took place, and a poll was taken amongst the Commission in coming up with the following priorities for the Community Development Department Planning Division:

1. Continue forward with the General Plan Update
2. Livestock
3. Comprehensive zoning code update
4. Finalize the Livestock Ordinance
5. Start initial assessment into a Rural Water Management Plan

All Commissioners were in support.

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.

-Vice Chairman Scantlebury commended Manager Fisher for doing a great job leading the TAG. He has learned that the planning map is the structure on which everything hangs. He has really enjoyed his time in this group.

7. **Staff Comments**

Manager Fisher shared that at the next TAG meeting, Ms. Mulcaire will lead the group in activities related to the land map.

She also shared these updates:

- Members of Community Development will be at the APA Conference next week.
- Retail marijuana discussion will take place at the September 25th Council Meeting
- October is a busy month and there are a ton of volunteer opportunities. You can sign up on the Parks and Recreation website.

Ms. Mulcaire shared these updates:

- They are going to cancel the September 26th meeting.
- Animal Ordinance will come back on October 3rd.
- Utilities Director Jeff Low's presentation is October 10th.
- They will have a Work Session after each section of the code is amended and they will vote on the whole document at the end.

Commissioner Osses commended Staff for the great job they are doing on all the work they have, all while being shorthanded.

8. Adjournment Chairman Faiella adjourned the meeting at 7:30 PM.

Chairman Andrew Faiella

Acting Community Development Director Miranda Fisher

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 Regular Session held on the 12th day of September 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 12th day of September 2024.

Mary Frewin
Mary Frewin, Recording Secretary

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, Town Library, and Bashas on September 4, 2024 (date) at 1:00 PM (time) in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

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



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**DRAFT MINUTES
TOWN OF CAMP VERDE – PLANNING & ZONING COMMISSION
SPECIAL SESSION
473 S. MAIN STREET, SUITE 106
THURSDAY, OCTOBER 3, 2024 at 5:00 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 5:00 PM.
2. **Roll Call.** Commissioner Claudia Hauser, Commissioner Robert Foreman, Commissioner Ingrid Osses, Commissioner Mark Lomeland (Zoom), Commissioner William Tippet, Chairman Andrew Faiella, Vice Chairman Todd Scantlebury.

Also Present. Town Planner Cliff Bryson, Town Attorney Trish Stuhan, Town Manger Miranda Fisher, Town Planner Cory Mulcaire.
3. **Pledge of Allegiance** Commissioner Hauser 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:**

September 5, 2024 – Special Session
September 12, 2024 – Regular Session

b. **Set Next Meeting, Date and Time:**

October 10, 2024 @ 6:00 pm, Regular Session - **Cancel**
October 24, 2024 @ 6:00 pm, Regular Session

Vice Chairman Scantlebury had some corrections to the September 12th Regular Session Meeting. It was recommended by Town Manager Miranda Fisher that the minutes be pulled from consent agenda so staff could compare Vice Chairman Scantlebury's corrections to the audio.

On a **motion** from Vice Chairman Scantlebury, seconded by Commissioner Osses, the Commission **moved** to approve the Consent Agenda, with the exception to the



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September 12th Regular Session meeting.

Roll Call Vote:

Commissioner Hauser: Aye

Commissioner Tippet: Aye

Commissioner Osses: Aye

Chairman Faiella: Aye

Vice Chairman Scantlebury: Aye

Commissioner Lomeland: Aye

Commissioner Foreman: Aye

Motion Carried 7-0.

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.

There was no one who wished to speak during Call to the Public.

6. **Public Hearing:** Discussion, Consideration, and Possible Recommendation to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, to amend the Planning and Zoning Ordinance Section 305 – Livestock.

- **Staff Comments**

Town Manager/ Acting Community Development Director Miranda Fisher led the staff comments. She stated that this is a continuation from the prior Public Hearing on the Section 305 Livestock Ordinance held on September 5th.

Staff worked on amendments to the ordinance. They provided a red line to the Commission with all the amendments.

These amendments were:

- They decided to remove the weight separation from cattle. All cattle are 12 points.

- The removed the prohibiting of breeding of Bison and Swine. Bison and Swine are now treated like other livestock.

- There were a lot of changes to the nuisance section. Town staff felt it was much stronger now and would help with better enforcement.

- Removed the requirement of hauling manure away twice a week.

- Changed the setback to 30' for manure.

- Removed language about water trough drainage, as most people don't have a formal drainage system.

- Bison and Swine exemption removed.

- They are recommending that the Administrative Adjustment Permit continue to be issued by the Community Development Director. If more than 20% of the neighboring property owners write objection letters, it would then go through a Use Permit process. An applicant can appeal to the board of adjustments and appeals.

- In order to receive the Administrative Adjustment Permit, the applicant must also resolve any violations.



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-They removed any language about agricultural operations and agribusiness definitions.

Commissioner Lomeland had sent in recommendations for Staff, and wondered if Staff received those, as he did not see them in the changes.

Break: The Commission took a break at 5:10 PM to review these amendments as well as the written public comments that community members distributed at the meeting.

Resume: 5:20 PM

- **Open Public Hearing** Chairman Faiella opened the Public Hearing at 5:20 PM.

Jordy Weaver- She felt that Camp Verde has the strictest animal ordinance than any similar, surrounding town or city. She does not agree with those who feel updating the animal ordinance would lessen property values. She would also not like to see them take away the differentiation in weights of cattle within the point system. If they do this, she would like to see an increase to the permit adjustment from 50% to 100% to support the equine sports that use cattle. Lastly, she would like to see the written objections decrease from neighbors.

Christa Brunori- As someone who is part of the equestrian community, she supports a change to animal points so people can recreate on their own property. The current animal county doesn't allow for adequate amounts of animals to do this.

Cheri Wischmeyer- stated that she submitted a written paper to the Commission with all of her thoughts.

Steven Magoon- did not support changing the Town of Camp Verde's livestock ordinances.

Jill Irvin- did not speak but is opposed to this item. She submitted her comments in writing.

Sylvia Strobel- feels the current point system works well in a residential neighborhood. She feels the current system is simple to follow.

Shirilyn Rae- did not wish to speak but is opposed to this item.

Eileen Martin- is opposed to this item. She has shared most of these concerns already with the Commission in writing.

Jessica Oium- wrote into the Zoom chat that she did not wish to speak on this item, but she is in favor.

- **Close Public Hearing** Chairman Faiella closed the Public Hearing at 5:40 PM.
- **Commission Discussion**

Commissioner Foreman said he's in support of this draft ordinance. He thanked everyone that put work into it. However, there are changes he would like to see made to this draft ordinance. Those changes were:

1. Table 305.1.a- He would like to see the variation of cow's weight put back in the ordinance.
2. F.3.a.1- He would like to see it as a 60' setback for manure
3. G.b.4.a- 50% administration adjustment permit to be up to 100%
4. H.1.e- 20% increase increased to 50%
5. H.2.e 20% increase to 50%

With these changes, he would recommend approval to Council.

Chairman Faiella agreed with most of what Commissioner Foreman said. He did, however, disagree with increasing the Administrative Adjustment Permit from 50% to 100%. Additionally, he



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pointed out a typo under H.

He believes the Community Development Director should not be the only one granting an Administrative Adjustment Permit. He would like to see more individuals weighing in on this.

He would also like to see the manure setback up to 60'.

Vice Chairman Scantlebury asked what conditions staff felt would warrant a citation.

Town Planner Cory Mulcaire stated that visible layers of manure caking the soil or standing pools of waste would be a nuisance issue.

A notable increase in the fly population would also be an issue. If the odor is strong enough to disrupt a neighboring home, that would be out of compliance.

They feel like the nuisance provisions are much more enforceable.

Commissioner Hauser asked Town Planner Cliff Bryson how many violations he had during his time as a Code Enforcement Officer with swine.

Mr. Bryson told her that he had very minimal swine violations. Those violations were reported complaints based on property size, without the proper youth permits.

Ms. Hauser stated that there are over 40 families in Camp Verde involved in youth projects.

She agrees with the 600lb variation for smaller cattle. She also really supports the Administrative Adjustment Permit noting that it's a fantastic compromise. Finally, she wanted to say that codes and ordinances change all the time. It's just how it goes.

Vice Chairman Scantlebury inquired with how one may get their youth livestock permit revoked.

Manager Fisher stated that there's a recommended change for the revocation of permits.

They would like it to read "Youth Livestock Permits, Youth Equestrian Permits, and Administrative Variant Permits may be revoked at any time upon final determination of a violation."

This would allow someone with a violation to go through an appeal process.

Commissioner Lomeland shared a few concerns:

1. The manure setback should be 100', otherwise in a closed container
2. He would like to see no Bison on anything that's not an agricultural operation
3. H.1.b to read "no violations within a 12-month period, otherwise they will not be able to renew."
4. On H.2.d He would like to see that a violation is inspected within 24 hrs.
5. H.4.c "No violations in the past 12 months"
6. Does not care to see a different point count for the various weight of cows

Commissioner Tippet felt that they were competing with revisions, both with livestock and the other revisions they are working on. His suggestion was that they vote it down to get the revisions worked out.

Manager Fisher told him that a denial recommendation will still go forward to Council.

Chairman Faiella would like to see the ordinance sent to Council with the revisions that have been addressed at this meeting in order to see what Council would like to do.

Commissioner Osses felt that the Ordinance lacked consequences if code violations took place.

Town Planner Mulcaire told her that the town does have a code violation process that takes place



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for anyone that violates the code.

Commissioner Osses said that after hearing everyone speak, she felt that not a lot of people agree with this and there needs to be changes made. Her recommendation would be to vote it down.

Ms. Hauser asked Mr. Foreman his opinion on swine. To which he replied, he's okay with how the ordinance is written regarding swine.

Town Attorney Trish Stuhan gave clarity on how to make a motion with the proposed changes and differing opinions.

On a **motion** by Commissioner Foreman, seconded by Commissioner Hauser, the Commission **moved** to recommend approval to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, to amend the Planning and Zoning Ordinance Section 305 – Livestock Regulations with the changes listed:

- 305.1.a, The cattle under 300 lbs. included as a 6-pt. count for the animal count
- F.3.a.1, The 30' manure setback changed to 60'
- G.b.4.a, Change the 50% up to 100%
- H, Change the 50% to read "up to 100%"
- H.1.e, Change the 20% to 50%
- H.2.e, change the 20% to 50%
- change the verbiage as entered into the record by the Town Manager.

Roll Call Vote:

Commissioner Hauser: Aye
Commissioner Tippet: Nay
Commissioner Osses: Nay
Chairman Faiella: Nay
Vice Chairman Scantlebury: Aye
Commissioner Lomeland: Nay
Commissioner Foreman: Aye

Motion Failed 4-3.

The Commission did not make any additional motions of this agenda item.

7. 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.

Vice Chairman Scantlebury shared that there was a 10,000-gallon water harvest tank that went in this week at the corner of the soccer field next to the ramada. The town supported it, and they got grants to fund it. It will irrigate plants and be a teaching moment for the town, as signs will explain what it's doing.



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Commissioner Foreman shared that Fort Verde Days is the second weekend of October.

Commissioner Hauser loved the water tank. She apologized for not being able to participate in Fort Verde Days.

Commissioner Tippettt attended an affordable housing event in Cottonwood. He's proud of Camp Verde, as he feels they're doing a great job to achieve affordable housing.

8. Staff Comments

Town Planner Mulcaire shared that the final plat for subdivision 1 of Highview at Boulder Creek passed with Council. The rezone and preliminary plat for the second subdivision also passed. She was very pleased with this.

She also stated that the Commission will have their first Work Session in November on the work with the Zoning Ordinance.

She said they had a great TAG meeting, where they did a lot of beneficial activities.

Lastly, the Planning and Zoning Dept. went to a Planning Conference and had a great time.

Manager Fisher shared the following updates:

-Attended the State of the Verde Water Shed Conference.

-Town staff had a meeting with contractors, architects, developers, engineers, etc. She felt it was a great opportunity for them to share their desired improvements and things they feel the town is doing well.

-She gave a shoutout to Rita Severson, Permit Tech, who passed her Permit Tech Exam and was promoted to Permit Tech II.

-Utilities submitted two 2-million-dollar grants for a well and new tank storage. They are very promising grants with no match and a low interest loan for anything over 2 million.

-She shared that Fort Verde Days, National Night Out, and a Fall Tourism Forum are all coming up.

-Lastly, she stated that she was able to go out with Code Enforcement Officer Jessica Bolton on Code Enforcement cases. Ms. Bolton did such a great job. It's now possible to file complaints online.

Town Planner Cliff Bryson shared about the affordable housing forum that he attended. He gave information about the Yavapai County Home of my Own program.

9. Adjournment Chairman Faiella adjourned the meeting at 6:27 PM.

Chairman Andrew Faiella

Acting Community Development Director Miranda Fisher

CERTIFICATION



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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 Regular

Session held on the 3rd day of October 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 3rd day of October 2024.

Mary Frewin
Mary Frewin, Recording Secretary



Planning and Zoning Commission Agenda Information Memorandum

Meeting Date: October 24, 2024

Agenda Item Type:

- | | | |
|---|--|--|
| <input type="checkbox"/> Consent Agenda | <input checked="" type="checkbox"/> Informational Presentation | <input type="checkbox"/> Discussion Item |
| <input type="checkbox"/> Action/Decision Item | <input type="checkbox"/> Executive Session Request | <input type="checkbox"/> Other: |

Requesting Department: Utilities

Staff Resource: Jeff Low, Utilities Director

Agenda Title: Town of Camp Verde Water System

Attached Documents: PowerPoint Presentation

Estimated Presentation Time: 20 minutes

Estimated Discussion Time: 15 minutes

Reviewed By:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Town Manager | <input type="checkbox"/> Legal | <input type="checkbox"/> Risk Management | <input type="checkbox"/> Finance | <input type="checkbox"/> Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? Yes No N/A Other:
- Is this an approved CIP Project? Yes No N/A Other:

Background Information:

Presentation to review 2024 Final Water Master Plan including system overview, current water demand, arsenic treatment, build out projects, and immediate Capital Improvement Project needs. The presentation will also discuss project funding sources, new Utilities Town Code, Lead Copper Service Line Study, Draft Water Standard Details, and Town GIS Update.

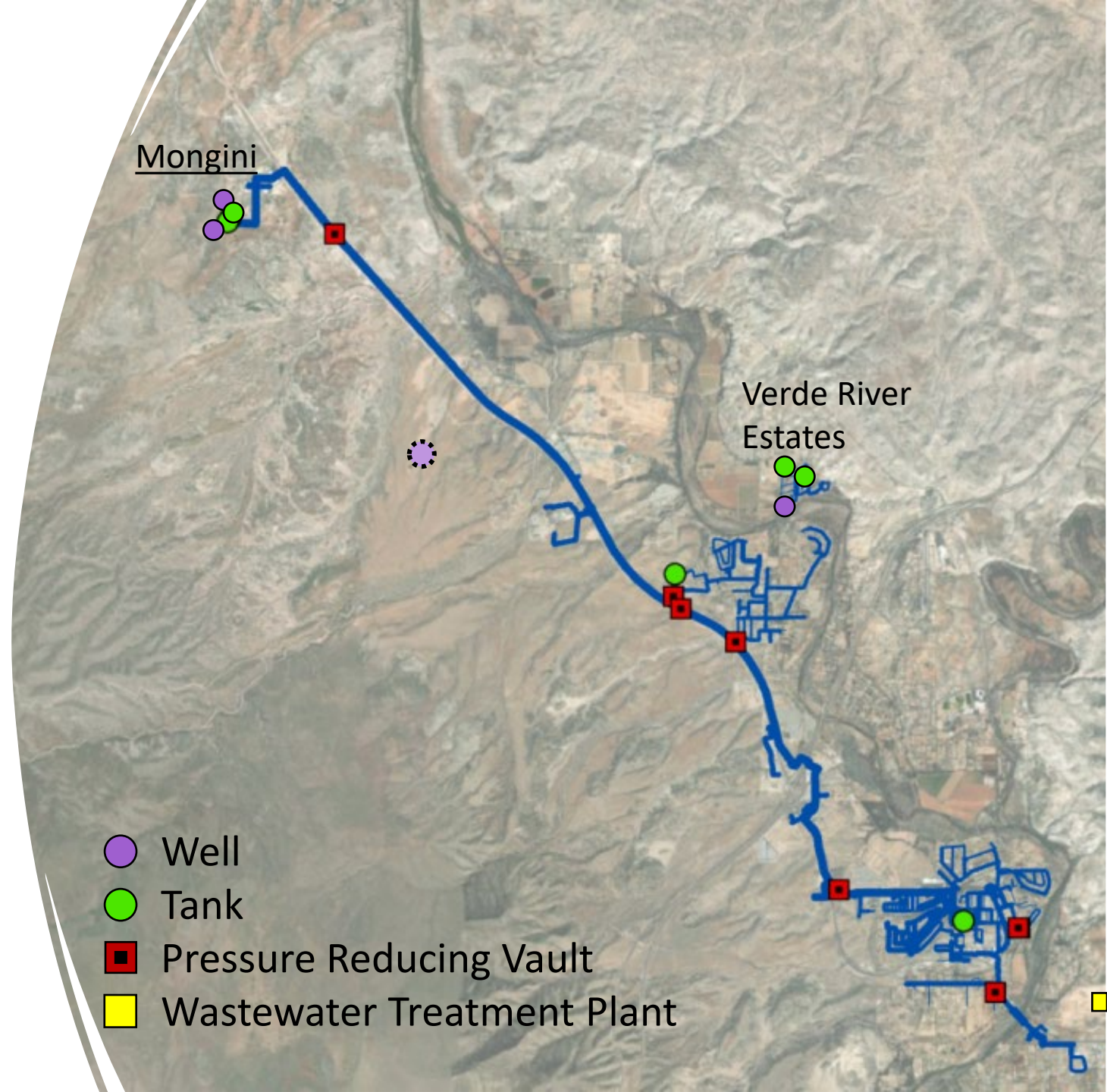
Utilities Master Plans can be accessed at

<https://www.campverde.az.gov/departments/utilities/resources-information>

Proposed Motion: N/A

Town of Camp Verde Water System

Planning and Zoning
Commission Meeting
October 24, 2024



Agenda

- Water Master Plan Completed April 2024
 - System Overview
 - Water Demand
 - Arsenic Treatment
 - Build-out Projections
- ADWR Designation of Adequate Water Supply
- Immediate Need CIP
- Funding Sources
- Town Code
- Lead Copper Service Line Study
- Draft Water Standard Details
- GIS Update



System Overview

The Camp Verde Water System consists of:

Mongini

- **2060 Service Connections**
- **Three (3)** groundwater wells, 2 active wells and Well #1 is not usable.
- **Four (4)** storage tanks – total capacity of **5.3 MG**
- **Six (6)** pressure reducing vaults
- **Two (2)** booster pump stations
- **55 miles** of distribution mains ranging from two to twelve inches in diameter
- **One (1), 12-inch** water main transmission line extends approximately **10 miles** along S.R. 260 (connects the northern Mongini wellsite to the southernmost developments)
- **350 feet:** approximate elevation change across the entire system

Verde River Estates

- **50 Service Connections**
- **One** active groundwater well
- **Two (2) Tanks** – total capacity of 20,000 Gal.
- **2.5 miles** of water main ranging from two to 4 inches in diameter.



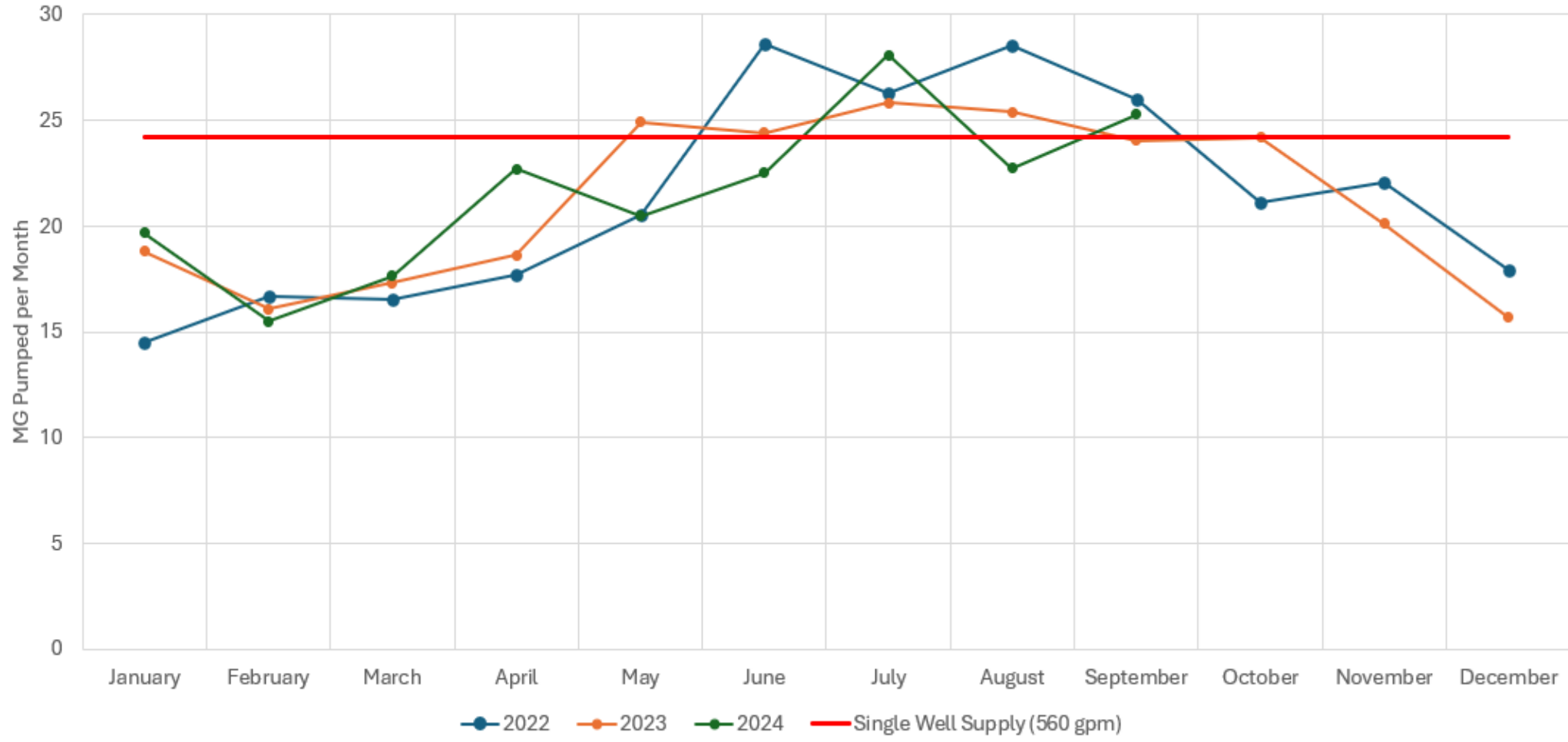
Water Demand & Peaking Factors

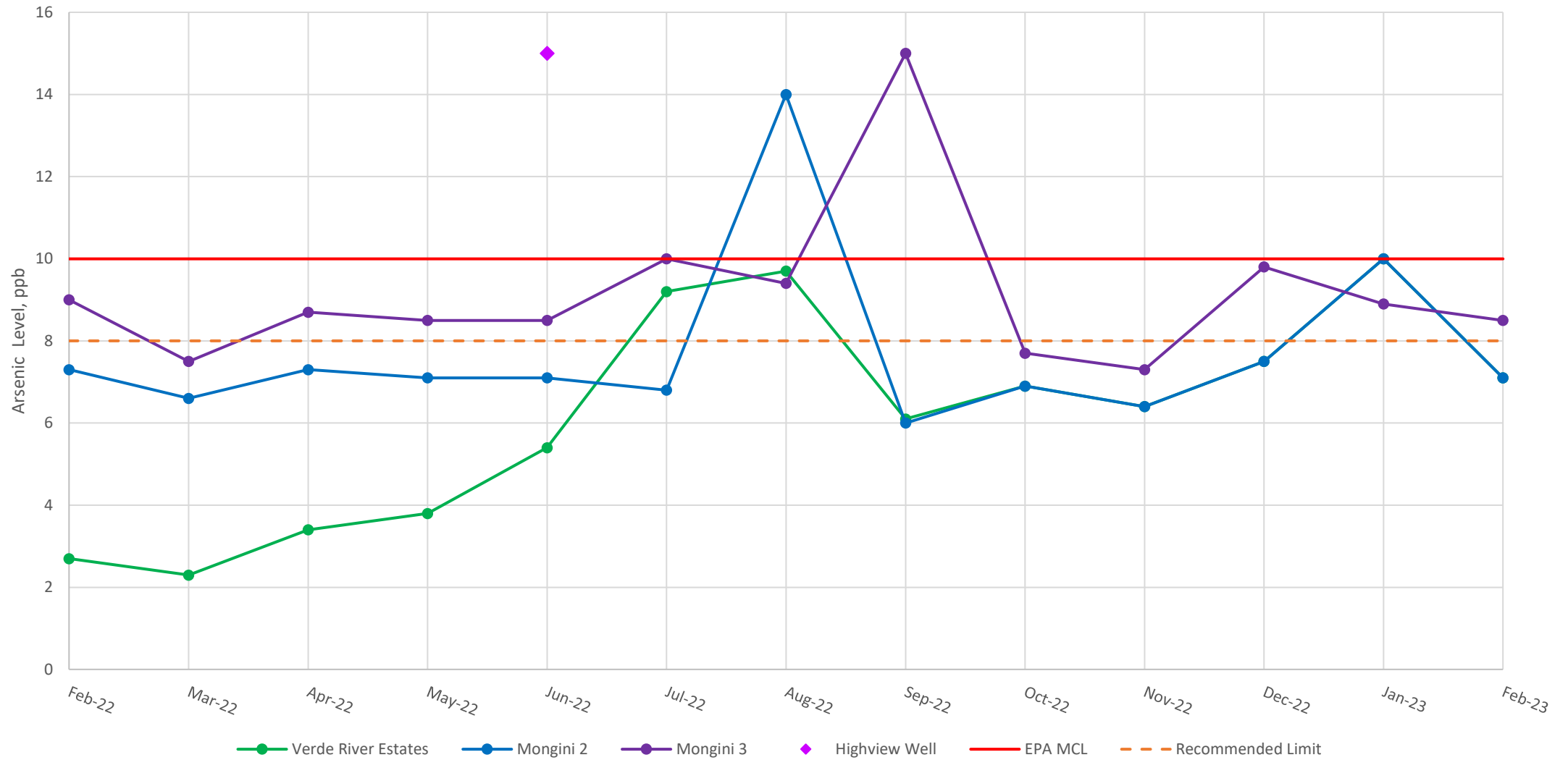
Criteria	Peaking Factor	Demand, gpm	Demand, gpd
Average Day Demand	N/A	480	691,000
Max Day Demand	2	960	1,380,000
Peak Hour Demand	3	1,440	2,074,000

- Peaking factor (PF) is the ratio between the Max Day Demand and Average Day Demand
 - Master Plan uses PF = 2
 - Maximum Day Demand = 2 x ADD



Available Supply with Largest Well Out of Service





Arsenic Treatment Facility design for both Mongini and Verde River Estates are in process.

Arsenic Treatment

Main Town System

Mongini Arsenic Treatment Facility: 90% Design Submitted **Sept. 2024.**

Likely all future wells will need arsenic treatment.

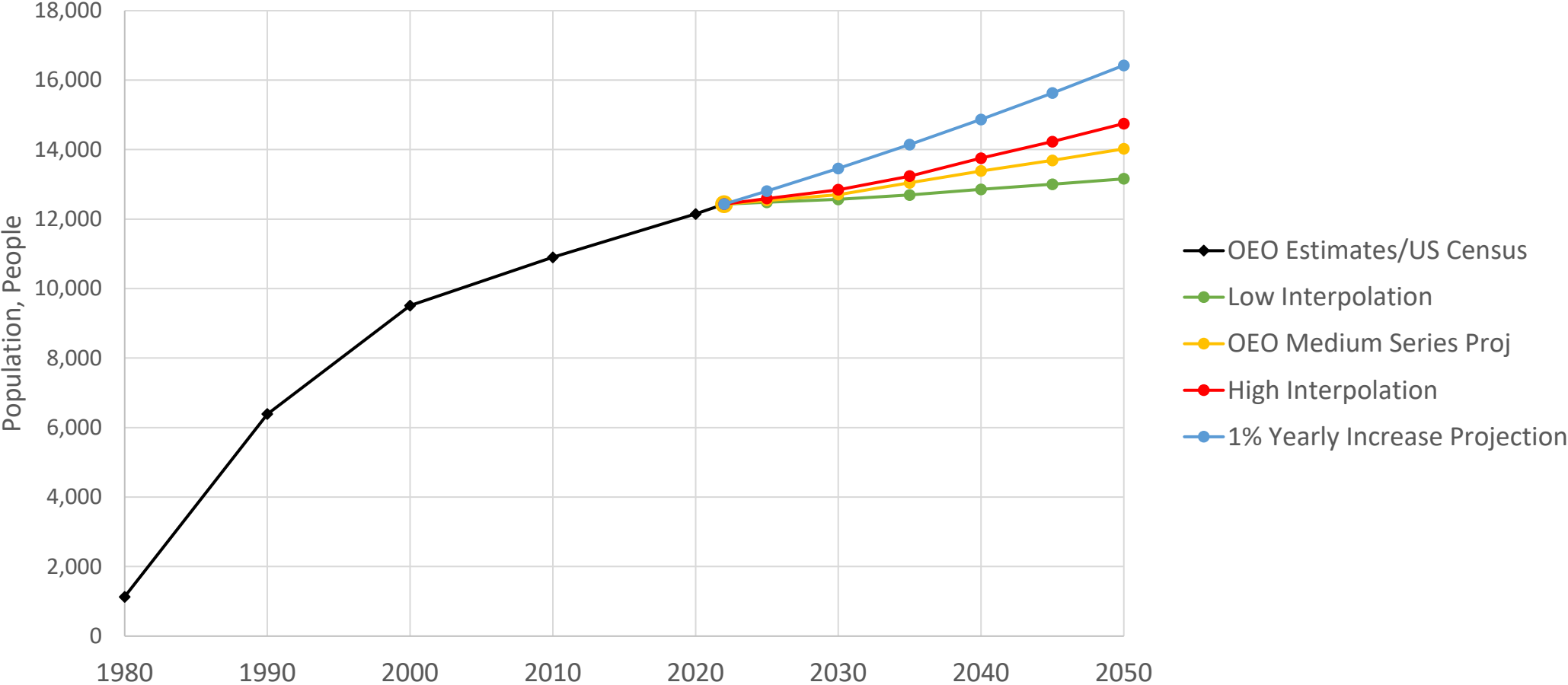
Verde River Estates

Existing Arsenic Treatment Facility is undersized. A new, larger facility is being designed: currently at 90% design.

Build-out Projections 2050

A thick, horizontal orange bar with a white outline, positioned below the title text.

Camp Verde Population Estimates and Projections



2050 Projected Demand

Parameter, Unit	Value
New Residential Demand, gpd	1,247,400
New Commercial Demand, gpd	883,670
Total New Demand, gpd	2,131,070
Total Existing Water Demand, gpd	684,932
Total 2050 Projected Demand, gpd	2,816,002
Total 2050 Max Day Projected Demand, gpd	5,632,004

Anticipated buildout; dependent on growth projections.



Town of Camp Verde Extended Service Area¹

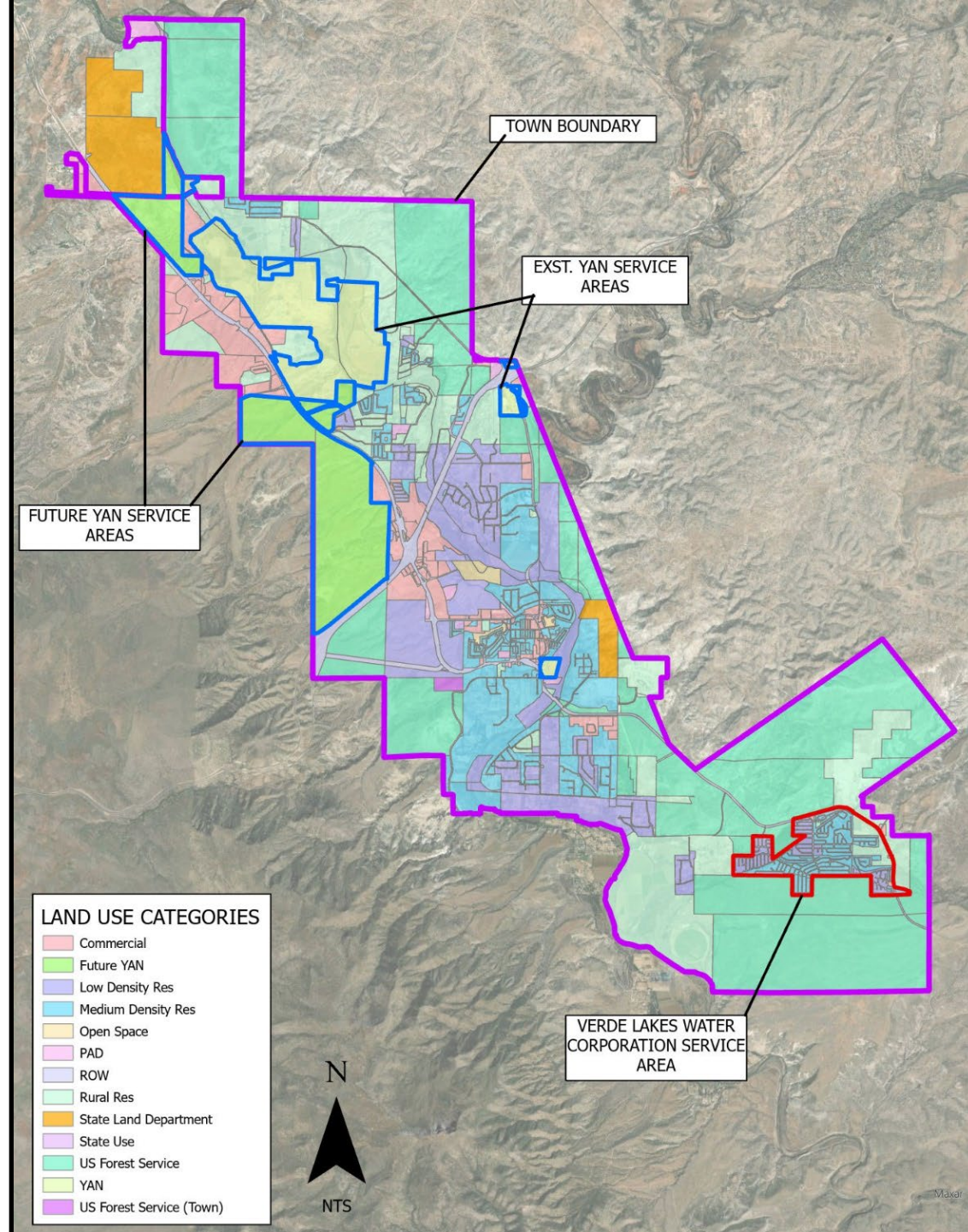
Land Use Type	Acres	gpd/acre	gpd	ac-ft/yr
Commercial	1,675	1,200	2,010,441	2,252
Low Density Res	3,080	219	675,174	756
Medium Density Res	2,656	1,370	3,638,519	4,076
Open Space	114	0	0	0
PAD	161	2,760	444,478	498
ROW	1,278	0	0	0
Rural Res	5,007	91	457,278	512
State Use	9	219	1,910	2
State Land Department	1,054	1,370	1,444,556	1,618
US Forest Service (Town)	40	219	8,763	10
Total	15,075	-	8,681,118	9,724
		Gallons/Year =	3,168,608,024	

Excluded from Town Water Budget

Land Use Type	Acres	gpd/acre	gpd	ac-ft/yr
US Forest Service	10,192	0	0	0
YAN - Current Service Area	1,713	464	794,677	890
YAN - Land Swap Area	2,053	464	952,438	1,067
VLWC - Commercial	4	1,200	4,951	6
VLWC - Low Density Res	188	219	41,288	46
VLWC - Medium Density Res	396	1,370	542,639	608
VLWC - ROW	187	0	0	0
VLWC - Rural Res	95	91	8,639	10
Total	14,828	-	2,344,632	2,626
		Gallons/Year =	855,790,503	

Notes:

1. "Extended Service Area" includes Town's entire administrative boundary plus several parcels north of the Town, except the current YAN parcels, future land-swapped YAN parcels, land owned by the US Forest Service, and areas served by the Verde Lakes Water Corporation (VLWC). These areas are shown separately as "Excluded from Town Water Budget".



LAND USE CATEGORIES

- Commercial
- Future YAN
- Low Density Res
- Medium Density Res
- Open Space
- PAD
- ROW
- Rural Res
- State Land Department
- State Use
- US Forest Service
- YAN
- US Forest Service (Town)

ADWR Designation of Adequate Water Supply Application

- Town Council Approved Resolution 2024-1138 Authorizing Town Staff to Submit ADWR Application on April 4, 2024
- Initial Application submitted to ADWR on April 24, 2024
- Private Water Company was in exceedance of previous annual pumping allowance of 622-acre feet since 2017.
- Application will require a groundwater MODFLOW Model and detailed water resource evaluation.
- The overall process will take over two years and may cost up to \$200,000 to complete the study.

Data Provided by ADWR Adequate Water Supply Application

Report Year	Current Demand	Committed Demand ¹	2-Year Projection	Year	Notes
2023	780	1.35		2025	
2022	792	1.35		2024	
2021	641	1.35		2023	
2020	697	1.35		2022	
2019	616	1.35		2021	Not submitted
2018	577	1.35		2020	
2017	630	1.35		2019	
2016	608	1.35		2018	Not Submitted
2015	539	1.35		2017	

1. Demand percentage determined from ADWR based on growth rate projections.

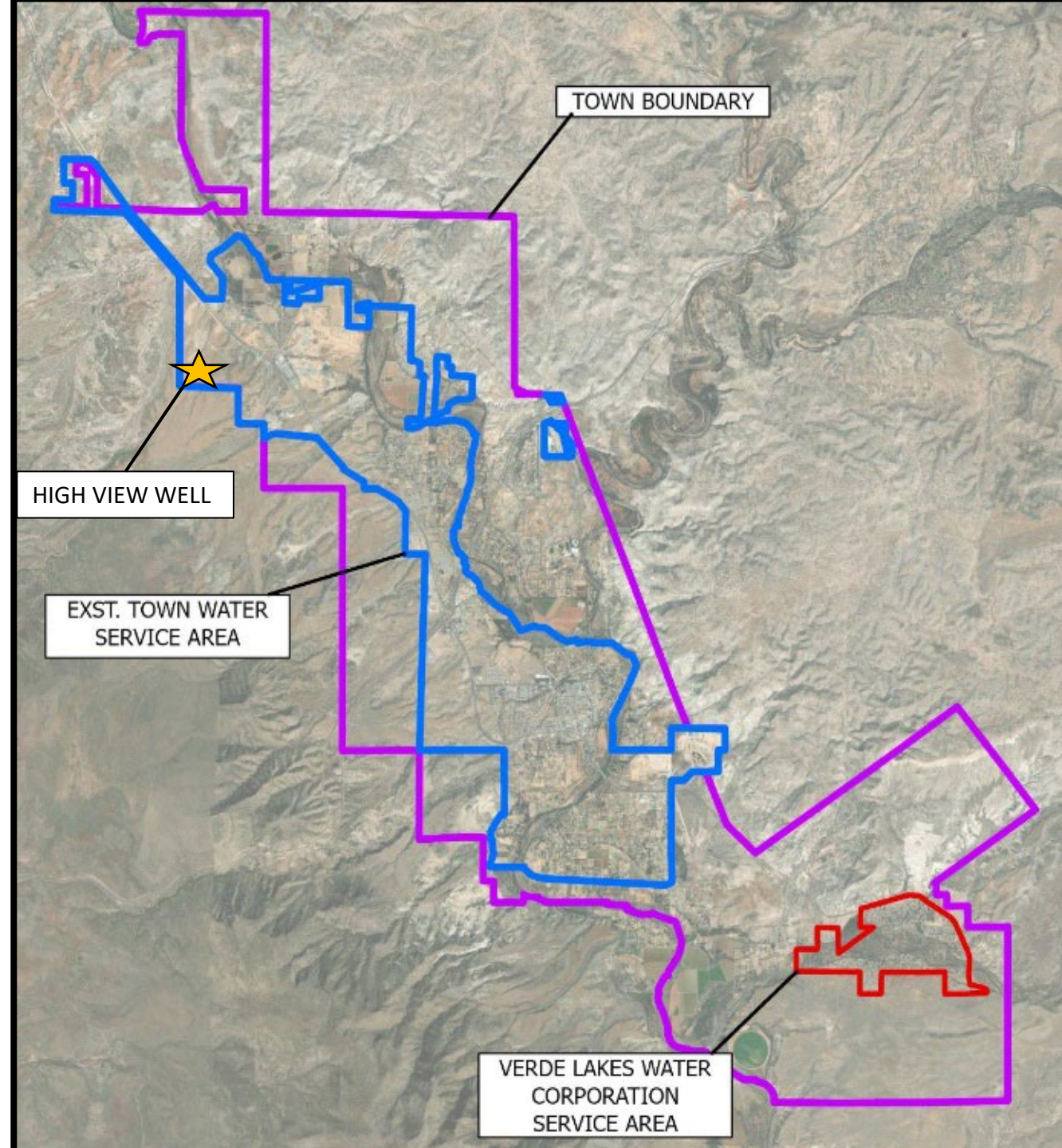
For the 2016 Designation of Adequate Water Supply Permit: If the demand exceeds 622 acre-feet, the Water Company was required to resubmit the Adequate Water Supply Application, which occurred in 2017 and 2020 and beyond.

CURRENT WATER SYSTEM CIP PROJECTS



High View Well

- 350 - 400 gpm
- Depth of Well
 - 442 ft
- Casing Diameter
 - 442 ft of 8", 40 ft of 10"
- Arsenic Levels 15 ppb
- High View Well and property to be dedicated to the Town as part of the development agreement.
- Additional 2-acre parcel available to purchase for the Town.



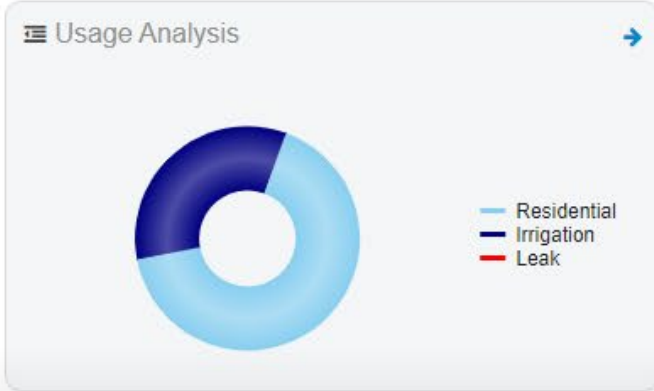
Town of Camp Verde Advanced Metering Infrastructure and Leak Prone Water Main Replacement Program

- \$3.1 Million Project: 75% Grant with a 25% Match – AZWIFA Water Conservation Grant
 - Install 1800 Advance Read Cellular Read Water Meters
 - Design and install New Water Mains Along Finnie Flat Road and Verde Mobile Village
 - Design New Water Mains for Park Verde Estates
 - Design New Water Mains for Fort Verde Subdivision

Water Budget

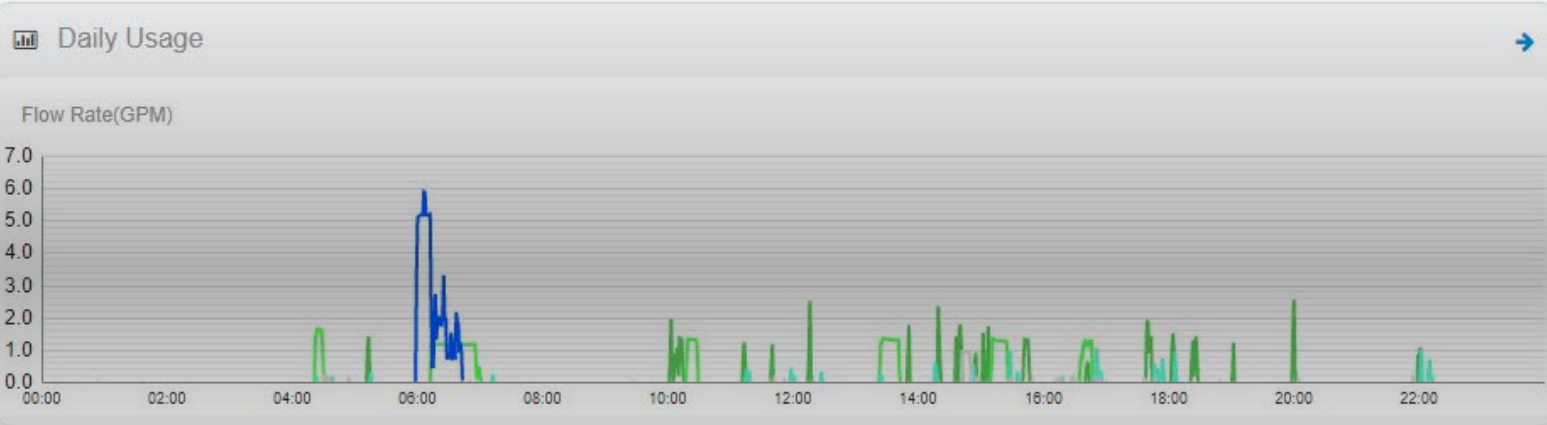
Consumption: 75%

15 / 31 Days



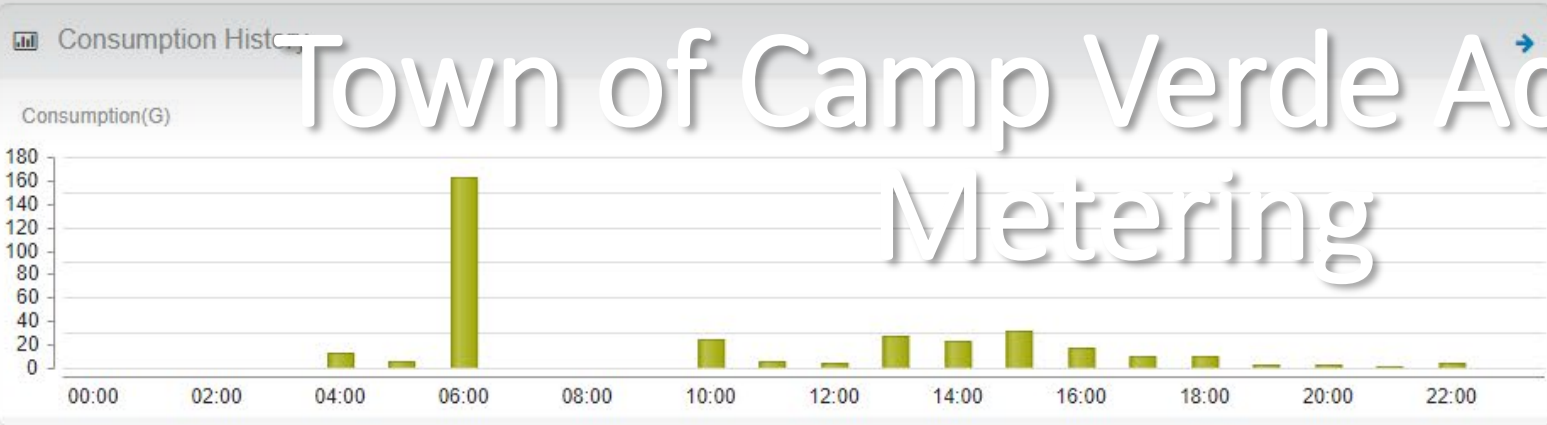
Irrigation Analysis

Consumption	Duration	
115.83 G	44 Min	
Cycles	Zones	Drip
1	4	0 G



Residential Analysis

72.35 G	Toilet
14.35 G	Sink
0 G	Kitchen Use
132.5 G	Shower
0 G	Bath Tub
0 G	Washing Machine



Meter Information

Meter Type
innov8-VN LTE
Altair 5/8 x 3/4"

Town of Camp Verde Advanced Metering

Mongini Replacement Well and Arsenic Treatment

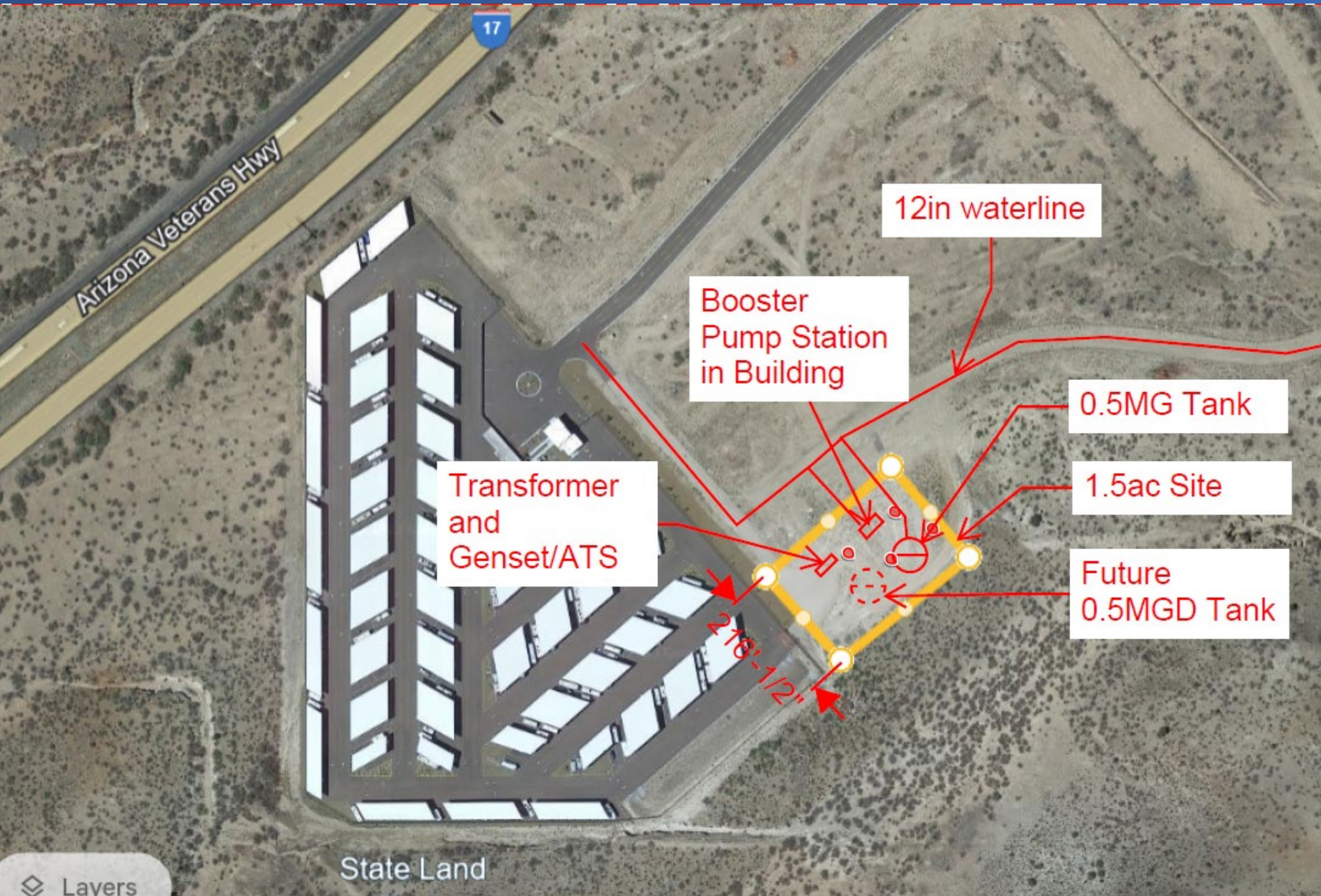


**Abandon Well #1 and
Install Replacement Well**



**Arsenic Treatment to be installed
within Existing Treatment Building**

Verde Commercial Storage Tank Area



- Two 500,000 Gallon Storage Tanks
- Booster Pump Station with two pumps
- Looped 12-inch Water Main
- APS Transformer
- Backup Diesel Generator

Funding Source



User Fees

- Current Fees Approved Under Resolution 2023-1122 in November 2023, new fees went into effecting January 1, 2024
- The 2nd fee increase will go into effect on January 1, 2025.

Water and Wastewater Rates

Scenario: 2023 08 02 – Scenario II – Conservation

	Current	Effective Jan-24	Effective Jan-25	Effective Jan-26	Effective Jan-27	Effective Jan-28
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Water Rates – Conservation

Monthly Minimum Charge

5/8" & 3/4"	\$ 23.75	\$ 27.55	\$ 31.95	\$ 34.85	\$ 35.90	\$ 37.00
1"	50.00	58.00	67.30	73.35	75.55	77.80
2"	175.00	203.00	235.50	258.70	264.40	272.35
3"	185.00	214.80	248.95	271.35	279.50	287.90
4"	225.00	261.00	302.75	330.00	339.90	350.10
6"	350.00	406.00	470.95	513.35	528.75	544.60
8"	600.00	696.00	807.35	880.00	906.40	933.60

Volume Rate Per 1,000 Gal

1	5,000	3.35	3.35	3.90	4.25	4.40	4.55
5,001	10,000	3.35	4.00	4.65	5.05	5.20	5.35
10,001	50,000	3.35	5.50	6.40	7.00	7.20	7.40
50,001	Above	5.70	7.00	8.10	8.85	9.10	9.35

Wastewater Rates

Rate per Fixture Unit

Residential	\$ 2.90	\$ 3.45	\$ 4.10	\$ 4.75	\$ 4.85	\$ 4.95
Non-Residential	4.51	5.35	6.35	7.35	7.50	7.65

Capacity Fees

- Fees Approved with the FY25 Budget

Meter Size	Fee
5/8"	\$4,000
3/4"	\$4,000
1"	\$8,277
1 1/2"	\$15,405
2"	\$23,958
2 1/2"	\$36,788
3"	\$46,767
4"	\$72,427
6"	\$143,706
8" or Greater (Compound, Class I)	\$229,240
8" or Greater (Turbine, Class I)	\$400,308

WIFA Water Supply Development Revolving Fund

- Up to \$2M Grant Fund
An Additional \$3M Low
Interest Loan
- For Water Supply and
Storage Projects
- Excludes Projects in
Phoenix, Pinal and
Tucson Active
Management Areas



Town Code



Town Code

- New Town Code for Utilities (Water and Wastewater)
 - Approved by Ordinance 2024-A492 in May 2024

Water Code Includes the Following Topics

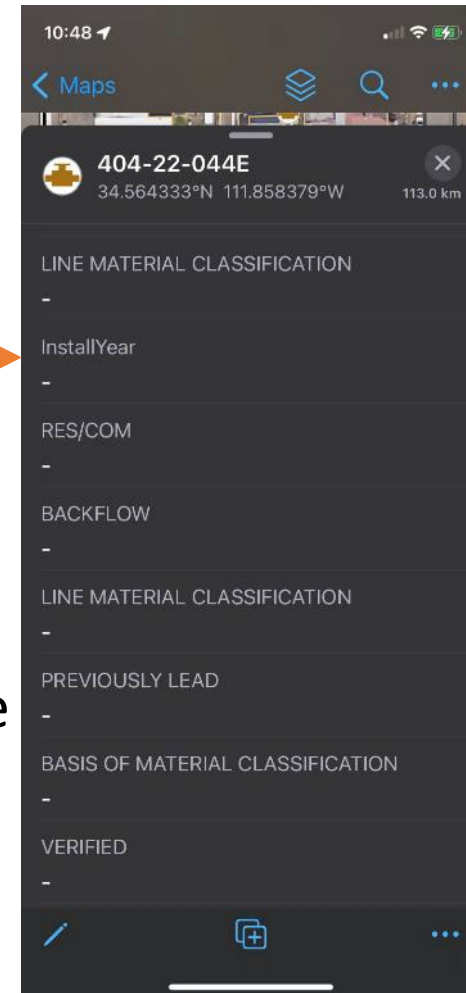
- | | | |
|----------------------|-----------------------------|----------------------------------|
| • Fire Regulations | • Water Conservation | • Drought Response/Emergency |
| • Appeal Process | • Capacity Fees | • Minimum Main Size |
| • Water Conservation | • Utility Extension Rules | • Service Application Procedures |
| • Meter Testing | • Fire Hydrant Requirements | • Rates and Billing |
| • Complaints/Appeals | • Delinquency/Turnoff | • Installations Requirements |



Lead & Copper Service Line Study

Lead & Copper Service Line Study

- Systemwide Lead and Copper Inventory
 - All pre-1990 meters
 - Identification of service line material type (all service lines)
- Data Collection by Town Staff
 - Input: Cloud-based ArcGIS/iPad (Utilities Map)
 - Download: Data Analysis and Required ADEQ Forms (WWE)
- Create Public Facing Maps and Documentation
 - Public webpage, static public figure, excel file or printed map/table
 - Identifies system areas with lead and mitigation measures
- EPA Requires Completion by October 2024



Water Standard Details

Water Standard Details

- Utility Casing
- Joint Restraint (Various Materials)
- Service Connections
- Air Vacuum Release Assembly
- Tracer Wire
- Meter Vaults
- PRV Stations
- Backflow Prevention Assembly
- Tapping Sleeves
- Hot Tapping Exposure
- Fire Hydrants
- Water Main Alignment
- Blow off
- Valve Boxes

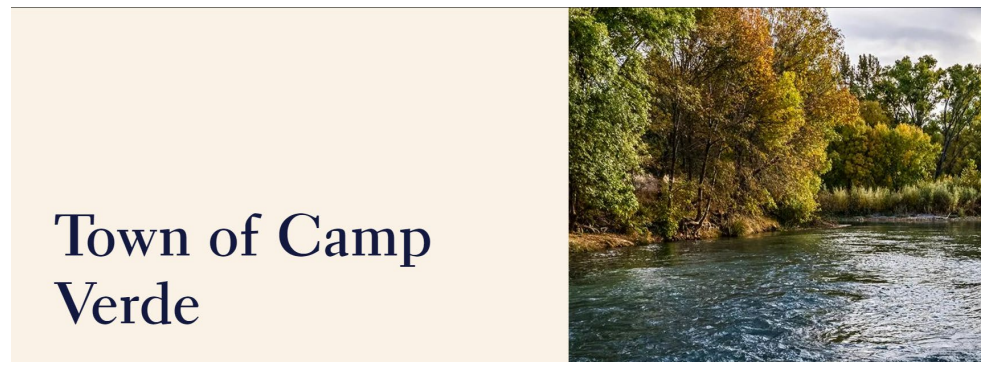
GIS Update





<https://arcg.is/Pq15X>

GIS Development



Town of Camp Verde



Questions?