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**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 mortarium 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**



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."

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



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

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 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