

**SPECIAL SESSION
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE 473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
THURSDAY, APRIL 2, 2020
6:30 PM**

All Commission meetings will end at 9 PM, any remaining agenda items will be heard at the next Commission meeting.

1. Call to Order

Chairperson McPhail called the meeting to order at 6:30 p.m.

2. Roll Call

Chair Cris McPhail (zoom), Commissioners: Mike Hough, Greg Blue, Jackie Baker and Chip Norton (Zoom) were present. Vice Chairman Steve Vanlandingham was absent.

Also Present

Community Development Director Melinda Lee and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Community Development Director Melinda Lee led the Pledge.

4. Consent Agenda

All those 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 Commission so requests.

A. Approval of Minutes:

February 6, 2020 – Special Session

March 5, 2020 – Special Session

B. Set Next Meeting, Date and Time:

TBA

Motion was made by Commissioner Blue to accept the consent agenda as presented. Second was made by Commissioner Baker. **Motion** carried unanimously with Chairperson McPhail, Commissioners Blue, Norton, Baker and Hough approving.

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 public comments.

6. Public Hearing, Discussion, and Possible Recommendation to the Town Council regarding an application submitted by Bernard Cunningham, property owner, for the Abandonment of a Utility Easement on his property. The vacant property is .61 acres and is located at 3465 S. Chino Drive, Parcel No. 404-12-316A, in Camp Verde, Yavapai County, Arizona.

Declare Actions

Public Hearing Open at 6:33 pm.

Call for Staff Presentation:

Community Development Director Melinda Lee stated Bernard Cunningham has been preparing to develop his property in Clear Creek West, Unit 2, and determined the best location to build is in the center of the site, where the two parcels adjoined. This is also the location of an unused utility easement, based on the subdivision plat.

In January 2019, utility companies were contacted to verify if this abandonment was feasible; the responses received indicate that this utility easement is not in use and there are no known plans to do so. Mr. Cunningham chose to proceed with the abandonment process. The easement in question only affects the property boundary between his two lots so it was not necessary to obtain signatures from any other property owners. Due to the building site straddling the adjoining property line, it was also necessary to combine the two parcels into one, which has been accomplished. It was also not necessary to revert any property to acreage.

The applicant and staff have completed all requirements, and have received no comments from the public regarding this request. Staff recommends approval of the request for an abandonment of an easement.

Call for Applicant Presentation:

Property Owner Bernard Cunningham is available for questions. Commissioner Jackie Baker asked the applicant if this will be a second home or are they building a home and moving here. Mr. Cunningham stated this would be a second home.

Call for Public Comment:

None.

Call for Staff and/or Applicant Rebuttal/Clarification, if appropriate:

None.

Declare Public Hearing Closed at 6:38 pm.

Call for Commission Discussion:

None.

Call for Staff Comments:

Ms. Lee stated this item will go before Town Council on April 15, 2020.

Call for Motion:

Motion was made by Commissioner Hough to recommend to Council to approve the application submitted by Bernard Cunningham, property owner, for the abandonment of a utility easement on his property. The property is .61 acres and is located at 3465 S. Chino Drive, Parcel No. 404-12-316A, in Camp Verde, Yavapai County, Arizona. Second was made by Commissioner Baker. **Motion** carried unanimously with Chairperson McPhail and Commissioners Norton, Blue, Baker, and Hough approving.

7. **Discussion and possible recommendation on a final Site Plan submitted by Brad Woodruff, Verde Ranch, LLC, for Verde Ranch Estates, Phase 2, zoned R1-PAD (Residential: Single Family, Planned Area Development). The proposed project is generally located north of Finnie Flat Road, East of State Route 260, off Monarch Lane. It consists of approximately 27.5 acres, APN 403-23-423F, in Camp Verde, Yavapai County, Arizona.**

Community Development Director Melinda Lee reviewed the background of the project. The current zoning of R1-PAD, completed in January 2018, requires each phase of the development receive an approved Final Site Plan. The planned project known as Verde Ranch Estates, is a manufactured home community with amenities. The development of Phases 1A and 1B have already started, with 253 lots proposed. Infrastructure includes utility extensions, street construction, and the first clubhouse and amenities. The developer has established a model home sales site in Verde Commercial. They are in the process of establishing residential sites within the project in preparation of the installation of new homes. This application is the third phase of the project, referred to as "Phase 2". It will continue the project to the east of the first two phases and proposes to have 106 lots. The street design will reflect the same as the first phase, with no on-street parking and multi-use paths for pedestrian access. This phase reflects residential uses only, with 39% open space included. Street name changes will be done in coordination with SEC, Inc., and staff, prior to development.

The applicant and/or staff have completed all requirements. Staff has received no comments from the public regarding this request or no new comments or concerns from local agencies. Staff recommends approval of the request for a Final Site Plan.

Applicant Kristian Ginige, SEC Representative, is available for any questions.

Chairperson McPhail stated there is a very large detention basin in the center of the project; how will this be addressed to make it look attractive? Mr. Ginige stated they are working with the Public Works Department and will be filling it with leach rock. They will also be adding landscaping around the area to make it more appealing.

Commissioner Baker asks if the applicant will be bringing other items back to the Planning & Zoning Commission as the development moves along? She is concerned about drainage and flooding and how it will affect the surrounding area. Ms. Lee stated it will not be brought back to the Planning and Zoning Commission unless they decide to do another phase. This approval will allow them to start construction, but different agencies will be involved throughout the rest of the project.

Commissioner Hough asked if Yavapai County in charge of runoff/retention; Ms. Lee stated the Public Works Department handles that. The engineer will be responsible for the drainage flows.

Motion was made by Commissioner Hough to recommend to Council to approve the application for a Final Site Plan for Verde Ranch Estates, Phase 2, zoned R1-PAD, as requested by SEC, INC., agent for the property owner, Verde Ranch MH, LLC. The property is located north of Finnie Flat Road, East of State Route 260, off Monarch Lane. It consists of approximately 27.5 acres, APN 403-23-423F, in Camp Verde, Yavapai County, Arizona. Second was made by Commissioner Blue. **Motion** carried unanimously with Chairperson McPhail and Commissioners Norton, Blue, Baker, and Hough approving.

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.

No current events.

9. Staff Comments

No comments from staff. Ms. Lee did state that there are no pending items for April 9th, so the next potential meeting will be in May.

10. Adjournment

Motion was made by Commissioner Baker to adjourn the meeting. Second was made by Commissioner Blue. **Motion** carried unanimously with Chairperson McPhail and Commissioners Norton, Blue, Baker, and Hough approving. Meeting was adjourned at 6:56PM.



Cris McPhail, Chairperson
Planning & Zoning Commission



Melinda Lee, Director
Community Development

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Planning & Zoning Commission of the Town of Camp Verde during the Regular Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 2nd day of April 2020. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 2nd day of April 2020.
Jennifer Reed
Jennifer Reed, Recording Secretary

