



Support your local merchants

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JULY 17, 2019 at 6:30 P.M.**

If you want to speak ON ANY ITEM ON THE AGENDA, PLEASE complete the Request to Speak Form

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. Call to Order

2. Roll Call. Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German.

3. Pledge of Allegiance

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 Council requests.

a) Approval of the Minutes:

- 1) Regular Session – June 19, 2019
- 2) Council Hears P&Z Matters – June 26, 2019

b) Set Next Meeting, Date and Time:

- 1) Wednesday, July 24, 2019 at 5:30 p.m. – Special and Executive Session
- 2) Wednesday, July 24, 2019 at 6:30 p.m. – Council Hears P&Z Matters- CANCELLED
- 3) Wednesday, August 7, 2019 at 6:30 p.m. – Regular Session

5. Special Announcements and presentations.

5.1. Second Quarter 2019 Report (April – June) from the Planning and Zoning Commission. [Staff Resource: Carmen Howard]

5.2. Second Quarter 2019 Report (April – June) from Board of Adjustments and Appeals. [Staff Resource: Carmen Howard]

6. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.) Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless

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the matters are properly noticed for discussion and legal action. (Pursuant to A.R.S. §38-431.01(H))

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7. Business. Legal action can be taken.

23 **7.1. Public Hearing and possible approval of Class 10 Beer and Wine Store License Application for Jenny Mae Buck - Verde Ranch RV Resort located at 1105 Dreamcatcher Drive, Camp Verde.** [Staff Resource: Virginia Jones]

27 **7.2. Discussion and possible approval of Resolution 2019-1020, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, designating under A.R.S. §16-1019 (F) Certain Zones where Rights-of-Way will be Temporary Political Sign-Free; and providing that this resolution shall be effective after its passage and approval according to law.** [Staff Resource: Carmen Howard]

33 **7.3. Discussion and possible approval of Resolution 2019-1027, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring as a Public Record a certain document filed with the Town Clerk and entitled “Amendments to the Planning and Zoning Ordinances and Subdivision Regulations” dated July 17, 2019.** [Staff Resource: Carmen Howard]

35 **7.4. Discussion and possible approval of Ordinance No. 2019-A442, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting by reference a certain document filed with the Town Clerk entitled “Amendments to the Planning and Zoning Ordinances and Subdivision Regulation dated July 17, 2019”, amending Section 103, Definition of Terms; Section 301, Exceptions to Yard and Height Requirements, Section 403, Off-Street Parking and Loading; and Section 404, Signs of The Town of Camp Verde Planning and Zoning Ordinances and Subdivision Regulations.** [Staff Resource: Carmen Howard]

8. Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

9. Council Informational Reports. These reports are relative to the committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

10. Manager/Staff Report Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council

member may request that the item be placed on a future agenda.

11. Adjournment

Posted by: _____ Date/Time: _____

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council 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 at 928-554-0021

Agenda items may be taken out of order.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - A. All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting.

Pursuant to A.R.S. §38-431.03(A)(2) and (A)(3), the Council may vote to go into Executive Session for the purpose 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.

Camp Verde Council Meetings are recorded and may be viewed on the Camp Verde website. Pursuant to A.R.S. §1-602(A)(9), parents and legal guardians have the right to consent before the Town of Camp Verde makes a video or voice recording of a minor child. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request in advance to the Town Clerk that your child not be recorded.

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Support your local merchants

**DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JUNE 19, 2019 at 6:30 P.M.**

1. Call to Order

Mayor German called the meeting to order at 6:30 pm.

2. Roll Call. Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German were present.

Also Present: Town Manager Russ Martin, Town Clerk Judy Morgan, Commander Brian Armstrong, Finance Director Mike Showers, Parks and Recreation Director Mike Marshall and Recording Secretary Marie Moore.

3. Pledge of Allegiance

Mayor German led the Pledge of Allegiance.

4. Consent Agenda

Approval of the Minutes:

- 1) Regular Session – May 15, 2019
- 2) Council Hears P&Z Matters – May 22, 2019
- 3) Special Session – May 29, 2019
- 4) Executive Session – May 29, 2019 (recorded and on file)
- 5) Special Session – June 10, 2019
- 6) Executive Session – June 10, 2019 (recorded and on file)

b) Set Next Meeting, Date and Time:

- 1) Wednesday, June 26, 2019 at 6:30 p.m. – Council Hears P&Z Matters
- 2) Wednesday, July 3, 2019 at 6:30 p.m. – Regular Session-CANCELLED per Resolution 2018-1016.
- 3) Wednesday, July 10, 2019 at 5:30 p.m. – Work Session
- 4) Wednesday, July 17, 2019 at 6:30 p.m. – Regular Session

c) Possible approval of Job Order Contract 19-134 Quote Request for Chlorine Contact Basins (Waste Water Treatment Plant). [Staff Resource: Troy Odell]

On a motion by Councilor Buchanan, seconded by Councilor Whatley, Council approved the Consent Agenda. Motion passed unanimously with Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley, Vice Mayor Dee Jenkins and Mayor Charles German approving.

5. Special Announcements and presentations.

5.1. Granite Mountain Hotshots Proclamation.

Proclamation was made by Mayor Charles German.

5.2. The results of the Verde Valley Archaeology Center's (VVAC) operation during the concluding fiscal year. [Presentation given by Ken Zoll, Executive Director VVAC]

Executive Director of the Verde Valley Archaeology Center Ken Zoll prepared and presented the fiscal year report outlining memberships, visitor numbers, lectures and film presentations as well as classes and concerts.

5.3. Advise the Council as to Verde Valley Archaeology Centers prospects for building a new campus and the continued use of the Main Street facility [Presentation given by Ken Zoll, Executive Director VVAC]

Executive Director of the Verde Valley Archaeology Center Ken Zoll spoke of future development with the grants and loans pending approval, with anticipated construction beginning in January of 2020 and an opening date in 2021. The center is actively working with Prescott National Forest in a dig located at Hayfield Draw and indicated the center is receiving funding that will be used to house artifacts obtained from the dig.

Vice Mayor Dee Jenkins requested an estimate for the tan colored portion of the building. Ken Zoll indicated that the \$4 million-dollar loan will cover the construction, with plans to aggressively market for the remaining funding necessary to finish the facility.

Vice Mayor Dee Jenkins requested an update on the Homestead Parkway completion. Zoll explained that the Parkway is complete other than some curb and pavement and was informed the delay is due to lack of construction concrete.

5.4. Presentation on the Phillip England Center for the Performing Arts Foundation upcoming season and facility improvements. [Presenter: Ken Zoll, President of PECPAF]

President of the Phillip England Center for the Performing Arts Foundation Ken Zoll informed Council that due to the lack of updated technology any performers must bring their own equipment in order to perform properly and therefore, they charge more. Estimates have been received regarding the improvement needs totaling \$75,000 and it is a goal to raise the money this year to complete the updates necessary. The Foundation is currently seeking additional sponsors to assist in raising the necessary funds. Zoll explained that the Foundation faces advertising challenges, for the events. Zoll explained that Council awarded the Foundation \$1500.00 last year to use toward advertising, but because the costs are so high, the Foundation broke even due to the necessity to cover additional costs. Zoll requested Council's consideration of delegating \$5000.00 to the Foundation which would allow the use of \$500.00 per event for proper advertising.

6. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

Jackie Baker spoke to Council regarding Montezuma Castle Highway and the chip-seal project that the Town spent approximately \$500,000 to complete. Jackie Baker expressed to Council that the current condition of the road is unacceptable and feels the contractor hired for the project should be held responsible for the project and make the necessary repairs. Baker stressed the point the community tax payers expect it to be fixed and strongly encouraged

Council to address the matter. Mayor German advised Russ Martin, Town Manager to look into the matter.

Charlotte Salsman indicated she is reminding Council of the need to lower the sewer rates.

7. Business. Legal action can be taken.

7.1. Discussion and possible approval of the Town of Camp Verde Fiscal Year 2020 Proposed Tentative Budget. [Staff Resource: Michael Showers]

Town Manager Russ Martin informed Council there are additional increases due to the website and security as well as merit-increase requests that have been granted for employees other than department heads, which save roughly \$40,000. Merit and wage adjustments for the Marshal's office bring the department to approximately 75% of the market adjustment for a per hour increase.

Finance Director Mike Showers explained that when originally viewed in April, the possible \$3 million-dollar Waste Water Department grant was not included. If the grant is received, not all of it would be used but regardless it must be budgeted for if it is received. An additional loan of \$870,000 was built into the budget, there is no loan payment it is only included as a suggestion and discussion would need to happen in the future by Council.

Vice Mayor Jenkins requested more detail be included within the miscellaneous budget that has \$4 to 5 million dollars. Mike Showers explained \$3.3 million is a WIFA draw down and \$130,000.00 is itemized but understands the need for more description and can provide a detailed sheet for Council review.

Vice Mayor Jenkins asked when the final approval would be needed for the budget. Town Manager Russ Martin explained that the next formal meeting of July 17th, but the budget also can be adjusted throughout the year. Currently, Council is deciding on a preliminary approval.

Councilor Bill LeBeau requested that Mike Showers provide more detailed information for Council to review.

Call to the Public:

Carol German expressed that the budget is complicated and requests a simple lists of the funds the Town has with projected expenses be made available for the public review and if more detail is required, the public could visit the Finance Department for that information.

On a motion by Councilor Murdock, seconded by Councilor Whatley, Council approved the Town of Camp Verde Fiscal Year 2020 Proposed Tentative Budget. Motion passes with a 6 to 1 vote with Council Members Buck Buchanan, Joe Butner, Jessie Murdock, Robin Whatley, Vice Mayor Dee Jenkins and Mayor Charles German approving. Councilor Bill LeBeau opposing.

7.2. Discussion, consideration and possible approval of Resolution 2019-1028, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, opposing any new Regional Connector (Connecting Road) through the confines of US 89A, Highway 179, Interstate 17, and Highway 260. [Resource: Council member Joe Butner]

Councilor Butner read the resolution 2019-1028, opposing any new Regional Connector through the confines of US 89A, Highway 179, Interstate 17 and Highway 260. Councilor

Butner explained the resolution is based upon the discussion from constituents directly affected by the possible connector road.

Mayor German addressed the public in attendance, and thanked them for their participation.

Call to the Public:

Janette Corbin indicated that there is an issue that must be addressed as soon as possible regarding flooding in the Middle Verde area currently and if there is major change to the white hills area, it is unknown what will happen.

Patricia Sexton thanked council for listening to the public and thanked Councilor Butner for creating the resolution.

Dr. Rick Brady indicated that he resides on Middle Verde Road and has a grazing lease through the State Land Department that will be adversely affected by the proposed Verde Connect. The State Land Department has indicated that they have not been contacted regarding this proposal. Dr. Brady spoke of the multiple negative impacts that would take place if the project was to go forward.

Jim Meredith indicated he is in favor of the resolution and feels there is no need for the road.

Tony Gioia thanked Council for hearing the resolution and that Council will be heard by the County and the clarification of where the Town stands regarding the connector road. Mr. Gioia expressed he is in opposition to the Verde Connect Road, but would like to thank the County Supervisors for their efforts in attempting to assist the Town, but feels this particular road it is not a good fit for the community. Mr. Gioia thanked Councilor Butner for creating this resolution.

Jackie Baker thanked Councilor Butner for creating the resolution and expressed that the matter could have been addressed months ago by Council which may have slowed down the process of the connector road moving forward. Mrs. Baker indicated she is in favor of this resolution.

J. Cameron feels there is a lack of context and splitting of information so that there is never full information given to the public. Cameron referenced the Verde Valley Master Plan 2016 which provides information indicating that the proposed connector road is a poor prognosis for resolving traffic issues.

Eric Eberhard spoke of the grant received that will not have any impact on the Middle Verde area and the County is not offering funding toward the Middle Verde Road. Eberhard indicated he has heard estimates of \$49.2 million dollars to complete the project and feels there is no benefit to the project. Eberhard spoke of inconsistencies in the plan from the US Department of Transportation, and thanked Councilor Butner for creating the resolution.

Councilor Bill LeBeau asked speakers to specify whether they are referring to the transportation plan or the general plan. Councilor LeBeau has questioned the information provided regarding whether the grant allowance is contingent upon the road being built from Middle Verde to Cornville.

Mayor German expressed being in favor of protecting residential areas. He indicated his concern for the voices that haven't been heard and spoke of the Rainbow Acres facility

and the criteria they must follow to provide emergency mass evacuation. He expressed his support of those that voted on the General Plan, and has heard the neighborhood requests. He expressed his concerns with emergency services response and feels there is a benefit in reducing commute times with the connector road project. Mayor German stated he wants to defend and protect the jurisdiction of Camp Verde but feels it is inappropriate for the Town to dictate to another constituency how to run their operation.

County Supervisor Randy Garrison indicated that he has read and re-read the resolution. He indicated that the County has marked Camp Verde as an enterprise growth area (Opportunity Zone designation), which includes the area in question. He expressed that the Town of Camp Verde is over-stepping its boundaries by dictating no road should be put in somewhere between Cottonwood and Camp Verde and the resolution removes the Town representative from regional transportation group discussion, which it currently participates in. He also indicated that he feels the resolution is aggressive and doesn't show partnership between the County and Town which will make future projects difficult.

Councilor Buchanan questioned if the County has decided on the route yet. Supervisor Garrison indicated that they have not and feels they have been very transparent in the process and held approximately 50 meetings.

Mayor German requested Supervisor Garrison explain the next steps to be done in the process of the connector road.

Dan Cherry, Yavapai County Public Works Director explained that there are roughly 7 alternative road options which will possibly be chosen within the next month and a half. After that point, necessary documentation will be completed and necessary meetings with all corresponding agencies will take place including speaking with the appropriate State Land Agencies if the route crosses such land.

Councilor LeBeau indicated that he feels that the connection road isn't so much of an issue as much as the fact that the Middle Verde connection is the issue. Councilor LeBeau asked if the federal grant the County received requires the route to include the Middle Verde connection. Dan Cherry indicated that it is important to the Grant that it connects to Reservation land.

Supervisor Garrison spoke of the small area transportation plan that approves a road such as the Middle Verde route, which was passed in 2009 by the Town of Camp Verde.

Vice Mayor Jenkins requested clarification on the timeline for the road location decision to be made. Dan Cherry stated one will be chosen to move forward for review along with the No-Build Middle Verde option.

Vice Mayor Jenkins stated this resolution pertains only to the Middle Verde area. Councilor Butner affirmed. Supervisor Garrison disagreed as to how the resolution is interpreted.

Councilor Murdock indicated that she doesn't feel the resolution is giving clear direction to the Mayor and Staff on how to proceed when dealing with the connector road project and feels that the community should be represented in the VVTPO (Verde Valley Transportation Planning Organization). She expressed her support of the resolution but not the direction to staff to not assist in the process with Yavapai County.

Councilor Butner indicated that he would agree to clarifying this in the resolution as this is meant to be specifically for the Middle Verde area.

Councilor Whatley asked Supervisor Garrison if this was his only concern with the resolution. Supervisor Garrison explained that his interpretation of the resolution is including the support of any connector road, and this situation is an unfortunate bi-product of the growth in the area and the result of 20 years of studies conducted that has brought the county to this point of creating a connector road.

Councilor Butner indicated that he could amend the resolution by adding the word “[that]” is in significant conflict with the adopted general plan”

Supervisor Garrison indicated that the Town’s planning studies indicate the road is necessary.

Councilor Whatley indicated that she is concerned with #3 of the resolution which excludes the Town from participation in further discussion regarding the matter and suggests the deletion of the section.

Mayor German agreed with Councilor Whatley and spoke of the 2009 Small Area Transportation plan adopted by the Council, by resolution.

Eric Eberhart called a Point of Order and requesting clarification of which plans are being referenced, “General” or “Transportation”.

Mayor German indicated that he doesn’t want to lose the opportunity for further discussion on the matter and feels that the Town should be indicating their stand on the no-build option. Mayor German spoke on flood/drainage assistance from the County, which would be at stake if the resolution is passed as it currently reads.

Supervisor Garrison indicated that there is large support of the project regarding Emergency Medical Service and that the matter is being considered for the benefit of the entire region.

Councilor Butner modified the Resolution modifying Item 3 of the resolution to read as follows: The Town Manager is directed, on behalf of the Mayor and Common Council, to support the No-Build option for such a road.

On a motion by Councilor Butner, seconded by Vice Mayor Jenkins, Council approved Resolution 2019-1028, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, opposing any new Regional Connector (Connecting Road) through the confines of US 89A, Highway 179, Interstate 17, and Highway 260 as amended. Motion passed unanimously with Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley, Vice Mayor Dee Jenkins and Mayor Charles German voting in favor.

Mayor German called a recess at 8:25 p.m. for a small break. Meeting resumed at 8:34 p.m.

7.3. Discussion and possible approval of updated job descriptions for Recreation Aide and Recreation Leader. [Staff Resource: Michael Marshall and Ana Yates]

Parks and Recreation Director Michael Marshall spoke on the entry level positions, which have been updated in preparation for the hire of new positions with the upcoming budget approval. He also explained the salary plan to accommodate the increases in minimum wage.

Vice Mayor Jenkins indicated that Ana Yates was very helpful with answering her questions

regarding the matter.

On a motion by Councilor LeBeau, seconded by Councilor Whatley Council approved the updated job descriptions for Recreation Aid and Recreation Leader. Motion passed unanimously with Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley, Vice Mayor Dee Jenkins and Mayor Charles German approving.

8. Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

None

9. Council Informational Reports.

Councilor Whatley commended the Town Manager for always stepping up and volunteering his time to community (recently umpiring an evening of softball games when scheduled umpire was not available).

Vice Mayor Jenkins attended both Verde Connect (VC) meetings recently held.

Councilor Buchanan attended both VC meetings; spoke on opinions from Camp Verde residents.

Councilor Butner attended both meetings; Resolution was in support to those who attended those meetings. He attended the Yavapai College meeting; Dr. Rine, the new YC president wants to make sure the Verde Valley has Career Technical Education and is looking to put together an advisory board regarding what is needed for the area.

Mayor German collaborated with Councilor Butner’s explanation of the Yavapai College meeting. He was unable to attend either of the Verde Connect meetings due to a death in his family. There are a few meetings upcoming with NACOG and GAMA and he will provide a report back to Council after attendance.

10. Manager/Staff Report

Town Manager Russ Martin spoke on sponsoring 6 women employed by the Town to attend a conference for Women in Leadership, Leading Government.

11. Adjournment

The meeting adjourned at 8:46 pm.

Attest:

Mayor Charles German

Judy Morgan, CMC, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during Council Meeting of the Town Council of Camp Verde, Arizona, held on June 19, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2019.

Judy Morgan, CMC, Town Clerk

DRAFT MINUTES
TOWN OF CAMP VERDE
COUNCIL HEARS PLANNING AND ZONING MATTERS
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JUNE 26, 2019 at 6:30 P.M.

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. Call to Order

Mayor German called the meeting to order at 6:30 p.m.

2. Roll Call

Councilors Buck Buchanan, Joe Butner, Bill LeBeau, Jesse Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German were present.

Also Present

Community Development Director Carmen Howard, Town Manager Russ Martin, Town Clerk Judy Morgan and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Mayor German 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 Council requests.

a) Approval of the Minutes:

b) Set Next Meeting, Date and Time:

- 1) Wednesday, July 3, 2019 at 6:30 p.m. – Regular Session – CANCELLED per Resolution 2018-1016
- 2) Wednesday, July 10, 2019 at 5:30 p.m. – Work Session
- 3) Wednesday, July 17, 2019 at 6:30 p.m. – Regular Session
- 4) Wednesday, July 24, 2019 at 6:30 p.m. – Council Hears Planning & Zoning Matters.

c) Possible approval of the Town of Camp Verde Public Safety Personnel Retirement System Pension Funding Policy. [Staff Resource: Mike Showers]

Councilor LeBeau pulled Item 4c. from the consent agenda for questioning.

Motion made by Councilor LeBeau to approve the consent agenda, Item 4a and Item 4b. Second was made by Councilor Whatley. **Motion** carried unanimously with Councilors Buck Buchanan, Joe Butner, Bill LeBeau, Jesse Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German approving.

Referring to Item 4c: Councilor LeBeau asked Finance Director Mike Showers for background on this item. Mr. Showers stated that it is PSPRS Investments and how they have handled their funds. This is a requirement to report the numbers and it can be paid back quicker if the budget allows.

Motion made by Councilor LeBeau to approve Item 4.c. Approval of the Town of Camp Verde Public Safety Personnel Retirement System Pension Funding Policy. Second was made by Councilor Whatley. **Motion** carried unanimously with Councilors Buck Buchanan, Joe Butner, Bill LeBeau, Jesse Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German approving.

5. Special Announcements and presentations.

None

6. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

No public comments received.

7. Business - Council Hears P&Z Matters. Legal action can be taken

7.1. Discussion, consideration and possible approval of Resolution 2019-1024, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving an amendment to “The Silverado Development Agreement”, between the Town of Camp Verde and Verde Ranch MH, LLC, an Arizona Corporation, in order to provide for development of certain Real Property, generally located east of State Route 260 and north of Finnie Flat Rd. within the Corporate Limits of the Town of Camp Verde, Yavapai County, Arizona. [Staff Resource: Carmen Howard]

Community Development Director Carmen Howard stated the item for consideration is an amendment to the Silverado Development Agreement. The property has been purchased by Red Moon Development Company, which is the same company as the RV Park. This is an Opportunity Zone Project and there are some minor amendments that are added to the Development Agreement. Ms. Howard stated that Vice Mayor Jenkins sent her questions. She asked about some of the changes, some of them relate to the phasing plans, road sections and the developer. Ms. Howard showed slides of the property and showed the changes the developer would like to make. She reviewed the additional plans for the property, amenities and roads.

Councilor LeBeau asked if the current developer holds the title for the property. Ms. Howard stated yes.

Councilor Butner asked who holds the title to property. Ms. Howard stated Verde Ranch MH, LLC owns three sections of the property. In the original agreement Parcel 12 was to be donated to the Town of Camp Verde because of the Trail Head. Mr. Butner clarified the developer has completed the purchase of 110 acres and is now requesting a resolution and an amendment to the Silverado Development Agreement. Ms. Howard stated the amendment needs to be approved before moving on to the Site Plan approval for the project.

Councilor Butner asked who prepared this addendum. Ms. Howard stated the Town Attorney did. Councilor Butner is not in agreement with some of the recitals and would like to **strike Recital E** because the Town is not granting an extension.

Councilor Butner asked about the specifications on the roads. Ms. Howard stated they will be putting in a road with no curb and gutter but will be maintaining those private roads.

Councilor Butner continued with questions about the developer's plan to sell the lots and how people will be able to take ownership of their residences if they don't own the lot. Ms. Howard stated the homeowner will purchase a modular home from a sales agent and place those on the lots and pay a "lot rent" for the park unit.

Councilor Butner confirmed that putting in amenities will be part of Phase One. Ms. Howard stated yes the developer plans to build 89 lots/homes and put in amenities in Phase 1. A PAD will come to Council as the developer goes to develop them. The developer will adjust as the market demands.

Councilor Butner wanted to confirm that Phase One will be started within the 4-year timeframe originally contemplated and the agreement will then be locked in. Ms. Howard stated that is her understanding. He asked about public river access from this development. Ms. Howards said there is not any public access from this property but there will be private.

Councilor LeBeau asked if it would make it harder to obtain financing to buy a home that is not affixed to their property. Councilors discussed homeowners owning a manufactured home and paying rent for the land and what could happen if they defaulted on the note. Home buyers will have 4-6 models of homes to choose from that will range 1,200-1,600 square foot. They will not be able to bring in any type of home, for consistency in the community.

Motion made by Councilor Murdock to approve Item 7.1 as presented with the exception of the removal of Recital E. Second was made by Councilor Whatley. Councilor Butner stated he doesn't like these kinds of developments, they don't own the land upon which their residence sits, and this troubles him deeply. He is concerned about a development this large at the entryway to the community. Councilor Whatley thinks this will provide a lower income housing opportunity. Ms. Howard stated the developer will be holding on to the property and will keep the property nice and up to certain standards. She has high confidence in working with this developer. Market research shows this model of development is something that someone can purchase. **Motion** carried unanimously with Councilors Buck Buchanan, Joe Butner, Bill LeBeau, Jesse Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German approving.

7.2. Discussion, consideration and possible approval of Resolution 2019-1025, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving a Final Development Plan/Site Plan submitted by Brad Woodruff, Verde Ranch Estates MH, LLC, for Verde Ranch Estates Phase 1A, Zoned R1-PAD. The proposed project is generally

located north of Finnie Flat Rd. and east of Hwy 260 on approximately 28 Acres, APN #403-23-103P, 403-23-429, 403-23-423E, 403-23-432D, 403-23-430B in Camp Verde, Yavapai County, Arizona. [Staff Resource: Carmen Howard]

Community Development Director Carmen Howard stated this is the Final Site Plan for Verde Ranch MH. A year ago the Council approved to rezone as a PAD. The PAD designation requires approval of a Final Site Plan by the Town Council prior to issuing building permits. Verde Ranch MH is ready to commence development of the first phase of the project. The Planning and Zoning Commission reviewed the development plan and has forwarded a recommendation for approval to the Town Council. Ms. Howard showed the property on the screen, reviewed the amenity center site plan and a letter of intent which outlines project.

Motion made by Councilor Murdock to approve Item 7.2 as presented. Second was made by Vice Mayor Jenkins. **Motion** carried unanimously with Councilors Buck Buchanan, Joe Butner, Bill LeBeau, Jesse Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German approving.

7.3. Discussion, consideration and possible approval of Resolution 2019-1026, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving a Preliminary Plat to develop a Small Home Community submitted by Dave Meier, property owner. The proposed subdivision generally located east of Nichols St. and south of Meckem Ln. on approximately 2.68 Acres, APN #404-30-029D, 404-23-013A, And 404-23-050A, in Camp Verde, Yavapai County, Arizona. [Staff Resource: Carmen Howard]

Community Development Director Howard gave an overview. This project is a subdivision for Cottage-style Site-built Homes in the downtown area. The homes will be approximately 400 to 1000 sq. ft. Ms. Howard reviewed the amenities of the subdivision. She also stated the developer is going to be doing some improvements on Nichols Rd.

Councilor Butner asked about the parking. Some homes will have garages, others will have tandem parking, while some will have individual assigned parking. There will also be golf cart parking with electric plugs.

Vice Mayor Jenkins asked what will keep the cottages uniform? Ms. Howard stated there will be CC&R's that speak to that.

Mayor German confirmed that there will be no wheels under the houses. Ms. Howard stated they will be site built.

Motion made by Councilor Murdock to approve Item 7.3 as presented. Second was made by Councilor Butner. **Motion** carried unanimously with Councilors Buck Buchanan, Joe Butner, Bill LeBeau, Jesse Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German approving.

7.4. Discussion, consideration and possible approval of an application form and general license agreement for video services as required by SB1440 in 2018

by the state legislature. This is consideration of the form of application and agreement for such a license in the future. [Staff Resource: Russ Martin]

Town Manager Russ Martin explained the bill requires municipalities to issue a uniform video services license to video service providers beginning January 1, 2020 and cities and towns must adopt a standard application/affidavit and agreement by July 1, 2019. Cox Entertainment established a standard for video service. Staff is requesting Council approve a generic agreement and application.

Motion made by Councilor LeBeau to adopt the standard application form and license agreements for video licensing in the Town of Camp Verde. Second was made by Councilor Buchannan. **Motion** carried unanimously with Councilors Buchanan, Butner, LeBeau, Murdock, Whatley; Vice Mayor Jenkins; and Mayor German approving.

8. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

No public comment.

9. Council Informational Reports.

Councilor Butner attended the Violence Against Women Act Conference at Yavapai Apache Nation.

Councilor Whatley also attended the Violence Against Women Act Conference at Yavapai Apache Nation.

Mayor German attended a Mayors' panel in Flagstaff on Economic Development.

10. Manager/Staff Report

Town Manager Russ Martin:

- Would like the July 10th Executive Meeting to start as early as 4:00 pm with the Work Session starting at 5:30 pm. The Work Session will go over the final steps of the park and could also add budget items to this agenda.
- July 17th is the Public Hearing for the budget.

Finance Director Mike Showers handed out Financial Reports. He stated it shows April Revenue is up but not up as much as he had hoped for. He also pointed out it is projected to be under budget in local sales tax by the end of the year. He instructed they let him know if you have questions via email.

11. Adjournment

Mayor German adjourned the meeting at 7:51 p.m.

Attest:

Mayor Charles German

Judy Morgan, CMC, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Council Hears Planning and Zoning Matters of the Town Council of Camp Verde, Arizona, held on June 26, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2019.

Judy Morgan, CMC, Town Clerk

DRAFT

**QUARTERLY REPORT
Planning and Zoning Commission
April – June 2019**

Scheduled Meetings:

April 4, 2019: Cancelled due to lack of business.

April 11, 2019: Cancelled due to lack of business.

May 2, 2019:

Present: Norton, George, Vanlandingham, Blue, Hough, McPhail, and Baker.

Absent: None.

- a. Public hearing and recommendation of approval to Council for a Zoning Map Change to C2-PAD, for a 185-acre Master Planned Community, requested by Dugan McDonald, at State Route 260 & Aultman Parkway.

May 9, 2019: Cancelled due to lack of business.

June 5, 2019: Joint Work Session with Town Council and Board of Adjustments.

June 6, 2019: Cancelled due to lack of business.

June 13, 2019:

Present: Norton, George, Vanlandingham, Blue, Hough, McPhail, and Baker.

Absent: None.

- a. Public hearing and recommendation of approval to Council for a Preliminary Plat for a 28-lot small home community, requested by Dave Meier, at Fain and Nichols Streets.
- b. Recommendation of approval to Council for a Final Site Plan for Phase 1A of Verde Ranch Estates, requested by Brad Woodruff, off Finnie Flat Road, just east of the State Route 260 intersection.
- c. Public Hearing and recommendation of approval to Council for a Zoning Text Amendment to the Planning & Zoning Ordinance, amending Section 103, Definition of Terms; Section 301, Exceptions to Yard and Height Requirements; Section 403, Off Street Parking and Loading; and Section 404, Signs.

There were no items tabled by the Commission.

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**QUARTERLY REPORT
Board of Adjustments & Appeals
April – June 2019**

Regularly Scheduled Meetings, as needed: **1**

April 9, 2019 – Regular Session

Cancelled – No business before the Board.

May 14, 2019 – Regular Session

Cancelled – No business before the Board.

June 11, 2019 – Regular Session

Cancelled – No business before the Board.

Special Session Meetings: **0**

Work Sessions: **1**

**June 5, 2019 – Joint Work Session with Town Council and
Planning & Zoning Commission**

There were no applications approved.

There were no appeals denied.

There were no application denied.

There were no items discussed.

The joint work session was a presentation and discussion regarding protocol for members of Town Council, boards, commissions, and staff.

There were no presentations heard by the board.

There was no training.

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Agenda Item Submission Form – Section I

Meeting Date: July 17, 2019

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

Requesting Department: Town Clerk

Staff Resource/Contact Person: Virginia Jones

Agenda Title: Public Hearing and possible approval of Class 010 Beer and Wine Store Liquor License Application for Jenny Mae Buck-Verde Ranch RV Resort located at 1105 N Dreamcatcher Drive-Camp Verde.

List Attached Documents: Application for Acquisition of Control

Estimated Presentation Time: 3 minutes

Estimated Discussion Time: 3 minutes

Reviews Completed by: N/A

- Department Head:** _____ **Town Attorney Comments:** N/A
- Finance Department** N/A
Fiscal Impact: None
Budget Code: N/A **Amount Remaining:** _____
Comments:

Background Information

Staff received the Liquor License application on June 10, 2019, and posted the application for 20 days, as required by law. All fees attached to the application have been paid.

Recommended Action (Motion):

Approve the Class 010 Beer and Wine Store Liquor License Application for Jenny Mae Buck-Verde Ranch RV Resort located at 1105 N Dreamcatcher Drive-Camp Verde.

Instructions to the Clerk: Process application and send to Department of Liquor License

**State of Arizona
Department of Liquor Licenses and Control**

Created 06/05/2019 @ 10:41:20 AM

Local Governing Body Report

LICENSE

Number: _____ Type: 010 BEER AND WINE STORE

Name: VERDE RANCH RV RESORT

State: Pending

Issue Date: _____ Expiration Date: _____

Original Issue Date: _____

Location: 1105 N DREAMCATCHER DRIVE
CAMP VERDE, AZ 86322
USA

Mailing Address: 283 3RD STREET
CAMP VERDE, AZ 86322
USA

Phone: (928)567-7126

Alt. Phone: _____

Email: JBUCK@CRRMGMT.COM

AGENT

Name: JENNY MAE BUCK

Gender: Female

Correspondence Address: 283 3RD STREET
CAMP VERDE, AZ 86322
USA

Phone: (928)567-7126

Alt. Phone: _____

Email: JBUCK@CRRMGMT.COM

OWNER

Name: VERDE FENCEPOST LLC

Contact Name: JENNY MAE BUCK

Type: LIMITED LIABILITY COMPANY

AZ CC File Number: 1886530 State of Incorporation: MN

Incorporation Date: 09/13/2018

Correspondence Address: 283 3RD STREET
CAMP VERDE, AZ 86322
USA

Phone: (928)567-7126

Alt. Phone: _____

Email: KESSLER@WALLEYETRADING.NET

Officers / Stockholders

Name:
IRVIN ROBERT KESSLER

Title:
Manager-LLC

% Interest:
43.20

VERDE FENCEPOST LLC - Manager-LLC

Name: IRVIN ROBERT KESSLER
Gender: Male
Correspondence Address: 283 3RD STREET
CAMP VERDE, AZ 86322
USA
Phone: (928)567-7126
Alt. Phone: (952)334-2225
Email: KESSLER@WALLEYETRADING.NET

<h2>MANAGERS</h2>

Name: IRVIN ROBERT KESSLER
Gender: Male
Correspondence Address: 283 3RD STREET
CAMP VERDE, AZ 86322
USA
Phone: (928)567-7126
Alt. Phone: (952)334-2225
Email: KESSLER@WALLEYETRADING.NET

APPLICATION INFORMATION

Application Number: 66348
Application Type: New Application
Created Date: 06/03/2019

QUESTIONS & ANSWERS

010 Beer and Wine Store

- 1) If you intend to operate the business while your application is pending you will need an interim permit pursuant to A.R.S.§4-203.01. Would you like to apply for an Interim Permit?
If yes, after completing this application, please go back to your Licensing screen, under New License Application choose "Interim Permit" from the drop-down window.
No
- 2) Have you submitted a questionnaire? Each person listed must submit a questionnaire and mail in a fingerprint card along with a \$22. processing fee per card.
Yes
- 3) Please provide name, address, and Distance of nearest school.
CAMP VERDE HIGH SCHOOL 1326 S MONTEZUMA CASTLE HWY CAMP VERDE, AZ 86322 4.7 MILES
- 4) Please provide name, address, and distance of nearest church.
CV COMMUNITY CHURCH 485 S 1ST ST CAMP VERDE, AZ 86322 3.0 MILES
- 5) Are you a tenant? (A person who holds the lease of a property; a lessee)
No
- 6) Is there a penalty if lease is not fulfilled?
No
- 7) Are you a sub-tenant? (A person who holds a lease which was given to another person (tenant) for all or part of a property)
No
- 8) Are you the owner?
Yes
- 9) Are you a purchaser?
No
- 10) Are you a management company?
No
- 11) Is the Business located within the incorporated limits of the city or town of which it is located?
Yes
- 12) What is the total money borrowed for the business not including the lease?
Please list lenders/people owed money for the business.
ZERO
- 13) Have you provided a diagram of your premises?
Yes
- 14) Is there a drive through window on the premises?
No
- 15) If there is a patio please indicate contiguous or non-contiguous within 30 feet.
NONE
- 16) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
Yes
If yes, what is your estimated completion date?
07/01/2019

Agenda Item 7.2.



Town of Camp Verde

Exhibit A - Agenda Item Submission Form – Section I Resolution 2019-1020 Commercial Tourism

Zone

Meeting Date: July 17, 2019

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

Requesting Department: Community Development

Staff Resource/Contact Person: Carmen Howard, Community Development Director

Agenda Title (be exact):

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DESIGNATING UNDER A.R.S. §16-1019(F) CERTAIN ZONES WHERE RIGHTS- OF-WAY WILL BE TEMPORARY POLITICAL SIGN-FREE; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

List Attached Documents:

1. Resolution 2019-1020
2. Commercial Tourism Zone Map
3. A.R.S. 16-1019

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

- Department Head: Carmen Howard
 Town Attorney Comments: N/A

Recommended Action (Motion):

A MOTION TO APPROVE (OR DENY) RESOLUTION 2019-1020 OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DESIGNATING UNDER A.R.S. §16-1019(F) CERTAIN ZONES WHERE RIGHTS- OF-WAY WILL BE TEMPORARY POLITICAL SIGN-FREE; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

Exhibit A – Staff Report: Resolution 2019-1020 Designating a Commercial Tourism Zone/Political Sign Free Zone

Town of Camp Verde: July 17, 2019 Town Council

BACKGROUND:

On April 28, 2011, the Governor of Arizona signed into law H.B. 2500, which substantially expanded the ability to place political signs within public rights-of-way. A.R.S. §16-1019(C) specifically prohibits cities, towns or counties from removing, altering, defacing or covering any political signs during the period commencing sixty (60) days before a primary election and ending fifteen (15) days after the general election.

However, certain exceptions to this new limitation on local control were provided, including A.R.S. §16-1019(F) which allows municipalities to designate certain commercial tourism, commercial resort and hotel “sign-free zones” and limitations on signs for candidates in primary elections who do not advance to the general election. With regard to the “sign-free zones”, municipal governing bodies may determine that, based on a predominance of commercial tourism, resort and hotel uses within certain areas, placement of political signs within the rights-of-way will detract from the scenic and aesthetic appeal to tourists. Two (2) such contiguous zones may be designated, with a total area of not more than three (3) square miles.

The Community Development Department has identified one such areas adjacent to Finnie Flat Road, Main Street and Montezuma Castle Highway as shown on Exhibit A.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 2019-1020.

RECOMMENDED MOTION:

Motion to approve ***RESOLUTION NO. 2019-1020, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DESIGNATING UNDER A.R.S. §16-1019(F) CERTAIN ZONES WHERE RIGHTS- OF-WAY WILL BE TEMPORARY POLITICAL SIGN-FREE; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.***



RESOLUTION 2019-1020

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DESIGNATING UNDER A.R.S. §16-1019(F) CERTAIN ZONES WHERE RIGHTS-OF-WAY WILL BE TEMPORARY POLITICAL SIGN-FREE; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

WHEREAS, on April 28, 2011, the Governor of Arizona signed into law H.B. 2500 which substantially expanded the ability to place political signs within public rights-of-way; and

WHEREAS, A.R.S. §16-1019(C) specifically prohibits cities, towns or counties from removing, altering, defacing or covering any political signs within a specified time period if the signs conform to certain statutory requirements; and

WHEREAS, A.R.S. §16-1019(F) does provide an exception to this prohibition for limited areas designated by municipalities as commercial tourism, commercial resort and hotel "sign-free" zones; and

WHEREAS, the Town Council finds that, along and adjacent to that certain portion of Finnie Flat Road, Main St. and Montezuma Castle Hwy ("Commercial Tourism Zone") as depicted in Exhibit "A" attached hereto, there is a predominance of commercial tourism, hotel and restaurant uses; and

WHEREAS, most tourists travel to the Town of Camp Verde through the Commercial Tourism Zone; and

WHEREAS, the Town Council has determined, based on a predominance of commercial tourism, resort and hotel uses within the Zones, that the placement of temporary political signs in the public rights-of-way within the Zones would detract from the scenic and aesthetic appeal of the Zones and deter the Zones' appeal to tourists; and

WHEREAS, the area of Commercial Tourism Zone is contiguous; and

WHEREAS, the total area of the Zone does not exceed three (3) square miles;

and

WHEREAS, the Town Council desires to designate Commercial Tourism Zone (and, specifically, the public rights-of-way within the Zones as temporary political “sign-free” zones in accordance with A.R.S. §16-1019 (F);

NOW THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, HEREBY DESIGNATE THE AREA DESCRIBED IN EXHIBIT A AS A COMMERCIAL TOURISM ZONE AND IS THEREFORE DESIGNATED AS A TEMPORARY POLITICAL “SIGN-FREE’ ZONE IN ACCORDANCE WITH A.R.S. 16-1019 (F).

PASSED AND ADOPTED AT A REGULAR SESSION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA ON JULY 17, 2019.

Charles C. German, Mayor

Attest:

Judy Morgan, CMC, Town Clerk

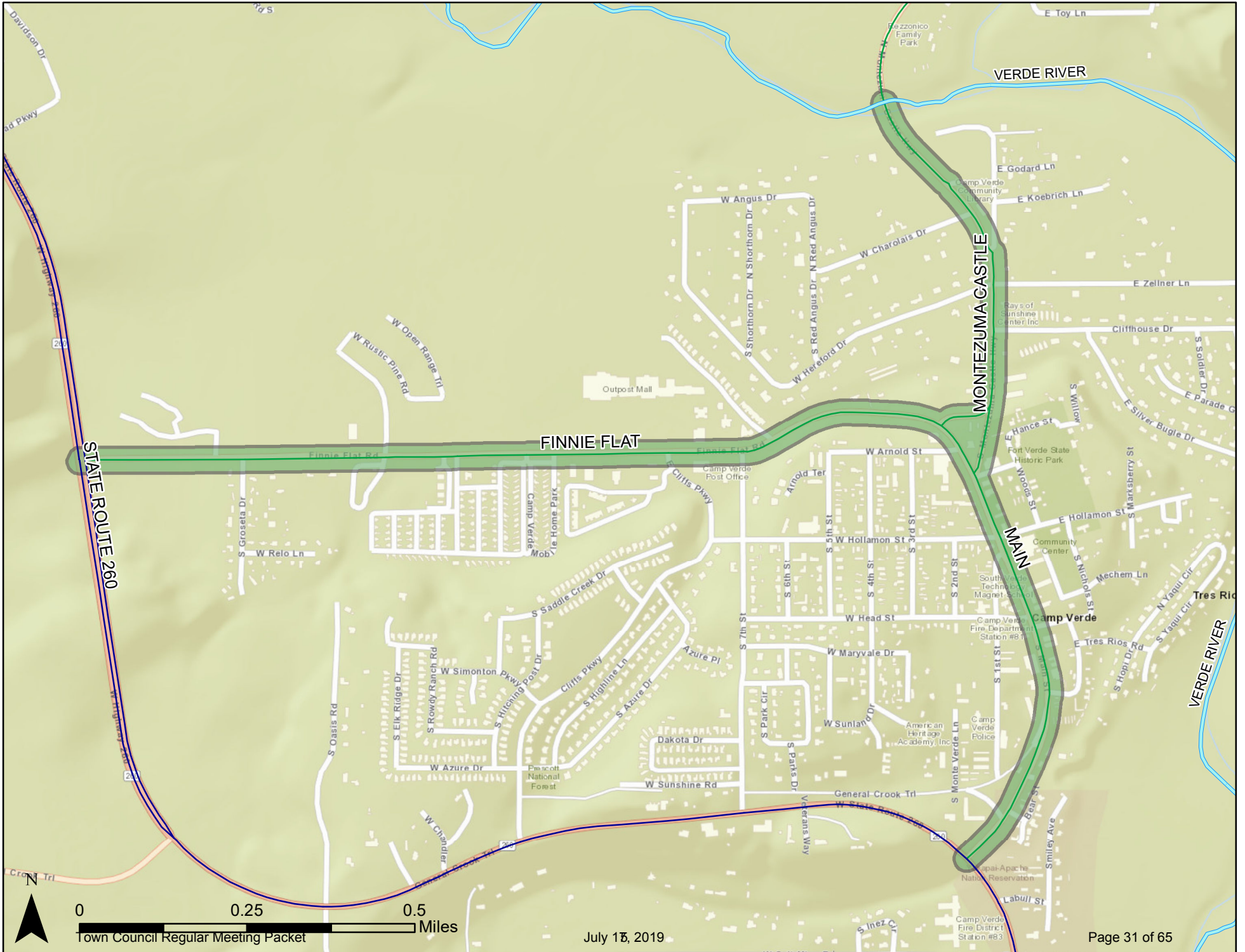
Date

Approved As To Form:

William J. Sims

Town Attorney

Exhibit A Commercial Tourism Zone



0 0.25 0.5 Miles

16-1019. Political signs; printed materials; tampering; classification

A. It is a class 2 misdemeanor for any person to knowingly remove, alter, deface or cover any political sign of any candidate for public office or knowingly remove, alter or deface any political mailers, handouts, flyers or other printed materials of a candidate that are delivered by hand to a residence for the period commencing forty-five days before a primary election and ending seven days after the general election.

B. This section does not apply to the removal, alteration, defacing or covering of a political sign or other printed materials by the candidate or the authorized agent of the candidate in support of whose election the sign or materials were placed, by the owner or authorized agent of the owner of private property on which such signs or printed materials are placed with or without permission of the owner or placed in violation of state law or county, city or town ordinance or regulation.

C. Notwithstanding any other statute, ordinance or regulation, a city, town or county of this state shall not remove, alter, deface or cover any political sign if the following conditions are met:

1. The sign is placed in a public right-of-way that is owned or controlled by that jurisdiction.
2. The sign supports or opposes a candidate for public office or it supports or opposes a ballot measure.
3. The sign is not placed in a location that is hazardous to public safety, obstructs clear vision in the area or interferes with the requirements of the Americans with disabilities act (42 United States Code sections 12101 through 12213 and 47 United States Code sections 225 and 611).
4. The sign has a maximum area of sixteen square feet, if the sign is located in an area zoned for residential use, or a maximum area of thirty-two square feet if the sign is located in any other area.
5. The sign contains the name and telephone number or website address of the candidate or campaign committee contact person.

D. If the city, town or county deems that the placement of a political sign constitutes an emergency, the jurisdiction may immediately relocate the sign. The jurisdiction shall notify the candidate or campaign committee that placed the sign within twenty-four hours after the relocation. If a sign is placed in violation of subsection C and the placement is not deemed to constitute an emergency, the city, town or county may notify the candidate or campaign committee that placed the sign of the violation. If the sign remains in violation at least twenty-four hours after the jurisdiction notified the candidate or campaign committee, the jurisdiction may remove the sign. The jurisdiction shall contact the candidate or campaign committee contact and shall retain the sign for at least ten business days to allow the candidate or campaign committee to retrieve the sign without penalty.

E. A city, town or county employee acting within the scope of the employee's employment is not liable for an injury caused by the failure to remove a sign pursuant to subsection D unless the employee intended to cause injury or was grossly negligent.

F. Subsection C does not apply to commercial tourism, commercial resort and hotel sign free zones as those zones are designated by municipalities. The total area of those zones shall not be larger than three square miles, and each zone shall be identified as a specific contiguous area where, by resolution of the municipal governing body, the municipality has determined that based on a predominance of commercial tourism, resort and hotel uses within the zone the placement of political signs within the rights-of-way in the zone will detract from the scenic and aesthetic appeal of the area within the zone and deter its appeal to tourists. Not more than two zones may be identified within a municipality.

G. A city, town or county may prohibit the installation of a sign on any structure owned by the jurisdiction.

H. Subsection C applies only during the period commencing sixty days before a primary election and ending fifteen days after the general election, except that for a sign for a candidate in a primary election who does not advance to the general election, the period ends fifteen days after the primary election.

I. This section does not apply to state highways or routes, or overpasses over those state highways or routes.

Agenda Item 7.3



Town of Camp Verde

Exhibit A - Agenda Item Submission Form – Section I Resolution 2019-1027

Meeting Date: July 17, 2019

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

Requesting Department: Community Development

Staff Resource/Contact Person: Carmen Howard, Community Development Director

Agenda Title (be exact):

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DECLARING AS A PUBLIC RECORD A CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED “AMENDMENTS TO THE PLANNING AND ZONING ORDINANCES AND SUBDIVISION REGULATIONS” DATED JULY 17, 2019.

List Attached Documents:

- 1. Resolution 2019-1027

Estimated Presentation Time: 2 minutes

Estimated Discussion Time: 2 minutes

Reviews Completed by:

- Department Head: Carmen Howard
- Town Attorney Comments: N/A

Background Information: Arizona Revised Statute (A.R.S) §9-802 permits the enactment and publication by reference of a code or public record, including statute, rule or regulation of the municipality, of lengthy amendments to municipal codes. This amendment qualifies to have the document declared a public record and the amendments to be adopted by reference only.

Recommended Action (Motion):

A MOTION TO APPROVE (OR DENY) RESOLUTION 2019-1027 OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DECLARING AS A PUBLIC RECORD A CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED “AMENDMENTS TO THE PLANNING AND ZONING ORDINANCES AND SUBDIVISION REGULATIONS” DATED JULY 17, 2019.



RESOLUTION 2019-1027

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DECLARING AS A PUBLIC RECORD A CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "AMENDMENTS TO THE PLANNING AND ZONING ORDINANCES AND SUBDIVISION REGULATIONS" DATED JULY 17, 2019.

WHEREAS, that certain document entitled "AMENDMENTS TO THE PLANNING AND ZONING ORDINANCES AND SUBDIVISION REGULATIONS" DATED JULY 17, 2019, three copies of which shall be filed in the office of the Town Clerk pursuant to this Resolution and have been ordered to remain on file with the Town Clerk;

WHEREAS, Arizona Revised Statute (A.R.S) §9-802 permits the enactment and publication by reference of a code or public record, including statute, rule or regulation of the municipality, in the interest of the economy, and;

WHEREAS, the document entitled "AMENDMENTS TO THE PLANNING AND ZONING ORDINANCES AND SUBDIVISION REGULATIONS" DATED JULY 17, 2019, is a lengthy ordinance to be adopted by Ordinance 2019-A442, and which would qualify for enactment by reference;

NOW THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, HEREBY DECLARE THAT THE DOCUMENT ENTITLED "AMENDMENTS TO THE PLANNING AND ZONING ORDINANCES AND SUBDIVISION REGULATIONS" DATED JULY 17, 2019", IS HEREBY DECLARED A PUBLIC RECORD FOR THE PURPOSE OF ADOPTION BY REFERENCE PURSUANT TO ORDINANCE 2019-A442, AND ORDER THAT THREE (3) COPIES OF THE ORDINANCE BE PERMANENTLY FILED IN THE OFFICE OF THE TOWN CLERK AND AVAILABLE FOR PUBLIC INSPECTION.

PASSED AND ADOPTED AT A REGULAR SESSION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA ON JULY 17, 2019.

Charles C. German, Mayor

Date

Attest:

Approved As To Form:

Judy Morgan, CMC, Town Clerk

William J. Sims

Town Attorney

Town of Camp Verde



Agenda Item Submission Form / Section I: Ordinance 2019-A442 Planning and Zoning Ordinance Text Amendments/Sign Code

Meeting Date: July 17, 2019 Town Council Meeting

- Consent Agenda
- Recommendation to Council
- Executive Session Requested
- Presentation Only
- Action/Presentation

Requesting Department: Community Development
 Staff Resource/Contact Person: Carmen Howard, Community Development Director

Agenda Title (be exact):

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING BY REFERENCE A CERTAIN DOCUMENT FILED WITH THE TOWN CLERK ENTITLED "AMENDMENTS TO THE PLANNING AND ZONING ORDINANCES AND SUBDIVISION REGULATION DATED JULY 17, 2019", AMENDING SECTION 103, DEFINITION OF TERMS; SECTION 301, EXCEPTIONS TO YARD AND HEIGHT REQUIREMENTS, SECTION 403, OFF-STREET PARKING AND LOADING; AND SECTION 404, SIGNS OF THE TOWN OF CAMP VERDE PLANNING AND ZONING ORDINANCES AND SUBDIVISION REGULATIONS.

List Attached Documents:

- Staff Report
- Ordinance 2019-A442
- Minutes from P&Z June 13, 2019

Estimated Presentation Time: 20 minutes.

Estimated Discussion Time: 20 minutes

Reviews Completed by:

- Department Head: Carmen Howard
- Town Attorney review:

Town of Camp Verde: July 17, 2019 Town Council

BACKGROUND:

This action is a continuation of a review of the Planning & Zoning Ordinance, being done by the Community Development Department, to resolve issues within the code. It has come to the attention of the Department that some issues need clarification, redefined, or restructured to provide greater enforcement ability and provide development projects with greater flexibility in overall design and efficiency.

- A. The definition of “Agriculture” is being amended (underlined) in Part One, Section 103- Definition of Terms, to clarify and simplify the use of temporary farm stands.
- B. The issue relating to front setbacks in the downtown area is being clarified with changes to Section 301.A, Yards and Courts.
- C. Amendments to the development standards relating to parking lots are being requested to improve the overall appearance and effective use of commercial parking areas. The proposal includes materials that will allow improved space delineation, as well as provide for the use of alternative materials, as deemed appropriate.
- D. Due to the requirement to revise our Planning & Zoning Ordinance to reflect content-neutral elements, it was determined to do a thorough review of the Town’s Sign Code and modify it for more effective application and enforcement. Staff has conducted a series of four (4) meetings to engage the public in revising the Sign Code.

THE FOLLOWING HAS BEEN COMPLETED BY STAFF:

- ✓ Staff has held a series of public input meetings.
- ✓ The Town Attorney has reviewed the document.
- ✓ A Notice of Public Hearing was placed in the Verde Independent – Camp Verde Bugle newspaper on May 26, 2019.
- ✓ A Notice of Public Hearing was posted in (1) one public place and on the Town’s website on May 28, 2019, by Community Development Staff.
- ✓ The Planning & Zoning Commission Agenda held a public hearing on June 13, 2019, and forwarded a recommendation of approval to the Town Council

COMMUNICATION FROM THE PUBLIC:

See Planning and Zoning Commission meeting minutes for public comments relating to this item.

STAFF RECOMMENDATION:

Staff recommends approval of Ordinance 2019-A442.

RECOMMENDED MOTION:

APPROVE ORDINANCE 2019-A442, AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING BY REFERENCE A CERTAIN DOCUMENT FILED WITH THE TOWN CLERK ENTITLED “AMENDMENTS TO THE

PLANNING AND ZONING ORDINANCES AND SUBDIVISION REGULATION DATED JULY 17, 2019”, AMENDING SECTION 103, DEFINITION OF TERMS; SECTION 301, EXCEPTIONS TO YARD AND HEIGHT REQUIREMENTS, SECTION 403, OFF-STREET PARKING AND LOADING; AND SECTION 404, SIGNS OF THE TOWN OF CAMP VERDE PLANNING AND ZONING ORDINANCES AND SUBDIVISION REGULATIONS.



ORDINANCE NO. 2019-A442

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING BY REFERENCE A CERTAIN DOCUMENT FILED WITH THE TOWN CLERK ENTITLED "AMENDMENTS TO THE PLANNING AND ZONING ORDINANCES AND SUBDIVISION REGULATION DATED JULY 17, 2019", AMENDING SECTION 103, DEFINITION OF TERMS; SECTION 301, EXCEPTIONS TO YARD AND HEIGHT REQUIREMENTS, SECTION 403, OFF-STREET PARKING AND LOADING; AND SECTION 404, SIGNS OF THE TOWN OF CAMP VERDE, PLANNING AND ZONING ORDINANCES AND SUBDIVISION REGULATIONS.

WHEREAS, The Town of Camp Verde "Planning and Zoning Ordinances and Subdivision Regulations", was adopted by the Town of Camp Verde Mayor and Common Council by Ordinance 2011-A374 on May 25, 2011; and

WHEREAS, from time to time, due to changing trends and conditions of development, it is necessary to amend the "Planning and Zoning Ordinances and Subdivision Regulations"; and

WHEREAS, certain amendments to the "Planning and Zoning Ordinances and Subdivision Regulations" are now needed in order to reflect those changing trends and conditions; and

WHEREAS, Part Six, Section 600, Subsection C, Item 1. of the Planning and Zoning Ordinance allows for the amendment, supplementation or change of zoning text regulations of the Planning and Zoning Ordinance by the Town Council after a public hearing and report by the Planning and Zoning Commission, and;

WHEREAS, the Town of Camp Verde Planning and Zoning Commission held a public hearing on the proposed revisions at its meeting held June 13, 2019, and voted thereafter to forward the same to the Town Council with a recommendation of approval; and

WHEREAS, the Town Council has an abiding interest in protecting the public health, safety, and welfare by establishing requirements for provisions of the Planning and Zoning Ordinance by including definitions and text amendments;

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE:

Section 1: That certain document known as "**AMENDMENTS TO THE PLANNING AND ZONING ORDINANCES AND SUBDIVISION REGULATION DATED JULY 17, 2019**", which is **Exhibit A** and was made public record by **Resolution No. 2019-1027**, three copies of which are on file in the Town Clerk's office located at 473 S. Main St. Suite 102, Camp Verde, Arizona, 86322, is hereby referred to, adopted and made part hereof as if fully set out in this ordinance.

Section 2. All ordinances or parts of ordinances adopted by the Town of Camp Verde in conflict with the provisions of this ordinance or any part of the code adopted are hereby repealed, as of the effective date of this ordinance.

Section 3. This ordinance is effective upon the expiration of a thirty (30) day period following the adoption hereof and upon completion of publication and any posting as required by law.

Section 4. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by a majority vote of the Town Council in an open meeting by the Town Council, Town of Camp Verde, Yavapai County, Arizona, this 17th day of July 2019.

Charles C. German, Mayor

Date:

Attest:

Approved As To Form:



Judy Morgan, CMC, Town Clerk Date:

William J. Sims, Town Attorney

SECTION 103 - DEFINITION OF TERMS

AGRICULTURE: The production, keeping or maintenance, for sale, lease or personal use, of plants or animals useful to man, including the breeding and grazing of any or all of such animals; or lands devoted to a soil conservation or forestry management program. This includes farm stands for the temporary or seasonal sales of agricultural products grown on site or other grown on other properties owned or leased by the farm operator.

FARM STAND: A temporary or seasonal sales area for the sale of agricultural products grown on site or grown on other properties owned or leased by the farm operator. Farm stand structures are subject to zoning clearance and building permit requirements.

SECTION 301 - EXCEPTIONS TO YARD AND HEIGHT REQUIREMENTS

A. Yards and Courts

The required setback for a structure on any property is the minimum yard allowed. No structures other than fences, free standing walls, swimming pools, signs and other structures or projections cited in this section shall be permitted in the required setback. No lot shall be divided or diminished so that the setback and lot coverage requirements cannot be met. Structures on different lots shall not share the same yard to meet setback requirements. Except front setbacks in the Townsite Plat may be reduced to match either of the adjacent front property setbacks and may reduce front setbacks to zero.

SECTION 403 - OFF-STREET PARKING AND LOADING

D. Improvement and Design Standards for Off-Street Parking

1.—Required off-street parking for all uses, except for single family residential, shall comply with Section 401 Grading/Drainage/Detention, and shall be improved and maintained with ~~rolled, dust free, all weather surfaces;~~ concrete or asphalt unless an alternative material is approved by the Town Engineer.

A.—

Dust-free permeable materials such as permeable pavers, gravel, or other porous materials are encouraged, and may be used for parking area surfacing where appropriate, instead of concrete or asphalt, without relieving the developer of providing permanent, safe parking space markings and with approval by the Town Engineer. In reviewing appropriateness of proposed alternative materials, the Town Engineer shall consider:

1. The size of intended delivery vehicles;
2. Visibility from the public right-of-way;
3. Whether the proposed material will allow for proper drainage of the site;
4. Whether the proposed material is appropriate for the climate.
5. Whether the proposed bumpers, wheel stops and stall markings are appropriate for the use and site, and are permanent and safe.

SECTION 404 - SIGNS

A. Purpose and Intent

1. The purpose of the Signs section is to provide fair, comprehensive, and enforceable regulations that will foster a good visual environment for Camp Verde, enhancing it as a place to live and do business. The intent of the Signs section is to improve the effectiveness of signs by preventing their over concentration, improper placement, excessive height, area and bulk, and by limiting their illumination and animation while recognizing free speech rights by regulating signs in a content-neutral manner.
- ~~2.~~ Sign regulations protect property values; provide an improved visual environment for citizens and visitors; promote and aid the tourist industry; protect the general public from damage and injury which may be caused by faulty and uncontrolled construction of signs; protect motorists and pedestrians from possible injury caused by the distractions or obstructions of improperly situated signs; and promote the public safety, welfare, convenience, and enjoyment of travel and the free flow of traffic within the Town.

B. Applicability, Exemptions and Prohibitions

1. The regulations of the Signs section apply to all signs located or maintained within the Town of Camp Verde, except for signs which are deemed nonconforming signs per Part One and except for the following exemptions.
2. Exemptions from sign regulations:
 - ~~1-a.~~ Signs within the interior of buildings, ~~including inside of window areas other than window signs.~~
 - ~~2.~~ signs directing or pertaining to traffic, parking or loading and street names, or providing warning or safety instructions (e.g. stop engines, no smoking, utility easement/hazard location).
 - ~~b.~~ Official traffic, fire and police signs, signals, devices and markings of the State of Arizona, the Town of Camp Verde, or other authorized public agencies, or the posting of notices as required by law; provided that such signs do not constitute a traffic or safety hazard.
 - ~~c.~~ F
 - ~~3.~~ signs not more than two square feet in area for entry, exit or street address purposes, and nameplates as defined in Subsection C. and regulated in Subsection F.
 - ~~4.~~ governmental signs, symbols, flags (under 30 ft in height and not used for business advertising purposes), and official notices.
 - ~~5-d.~~ Temporary decorations or displays during for national and state holidays, and A frame signs which temporarily advertise Town sponsored events or approved community wide events. patriotic, religious or local holidays or events. Any lighted displays are subject to the requirements in Section 405, Outdoor Lighting.
 - ~~6.~~ vehicular signage lettered or attached with magnetic devices on a motor vehicle used for business, but not "advertising vehicle" as defined in subsection C, Definitions and prohibited in subsection B.4; or to signage on licensed taxicabs or transit buses which carry passengers for a fare.
 - ~~7-e.~~ Memorial Plaques and building cornerstones when cut or carved into masonry surface or when made of noncombustible material and made an integral part of the building or structure.

~~8. Commemorative symbols, plaques and historical tablets.~~

~~9. Some temporary signs as specified by and in compliance with regulations of Subsection D.~~

~~10.3. Accessory Use: all signs are considered accessory uses, except for permitted off premise signs.~~

~~11.4. Prohibited Signs: it is unlawful for any person to erect or place any sign prohibited by this section, or for any person to maintain, keep, or allow to remain, on property owned or occupied by him, any sign prohibited in the Town of Camp Verde as follows:The following signs are prohibited in the Town of Camp Verde unless protected by state statute, or otherwise allowed in this Section, 404 Signs.~~

~~1-a. Signs mounted on or against a vehicle, trailer or container when used for the purpose of providing stationary, permanent, or semi-permanent messages except Unlawful to park a vehicle for the purpose of advertising; such vehicle is termed an "advertising vehicle" as defined in Subsection C, Definitions for signage lettered or attached magnetic devices on a motor vehicle used for delivery or other business purposes.~~

~~2-b. Signs located within, on or projecting over any public right-of-way except for businesses immediately adjacent and fronting the right of way of Main Street from Arnold Street to General Crook Trail. Such signs may be deemed refuse and subject to removal by the Director.~~

~~3-c. Signs located on a roof or those that do not create a parapet or a parapet wall as defined in Subsection C.~~

~~4-d. Any sign which interferes with or confuses traffic or represents a traffic hazard, and those which imitate or resemble official traffic or government signs or signals.~~

~~5-e. Signs with flashing or intermittent illumination and those that are illuminated of such brilliance or position as to blind or dazzle the vision of travelers. ~~(This does not include Christmas lights, during the Christmas season: November 1—January 15).~~~~

~~6-f. An animated sign or a sign that is moving, rotating, or audible in any manner.~~

~~7-g. Automatic changing signs unless they promote the time and temperature. Such signs shall change at intervals of three-thirty seconds or more and comply with Section 405, Outdoor Lighting.~~

~~8-h. No sign shall be painted on or affixed to any natural object in its natural location such as a boulder, tree or cliff face.~~

~~9-i. Abandoned, dangerous, or non-functioning-defective signs.~~

~~10-j. Signs erected, placed, constructed, or maintained in violation of this ordinance.~~

~~11-k. Signs which are misleading, erroneous, or provide false information and advertising, words or pictures which are obscene or indecent.~~

~~12. A-Frame signs located within the Town Limits, except as permitted above in Subsection B. 2. e for temporary advertising of Town sponsored events or approved community wide events, and except as permitted as per Subsection G.~~

~~l. Any signs not maintained in a safe and attractive manner functional condition. Maintenance shall include the replacement of defective parts, painting, repainting, cleaning and other maintenance necessary to restore the sign so it continues to comply with the requirements and contents of the sign permit issued for its installation and the provisions of Section 404. necessities.~~

~~m. Billboards.~~

~~n.~~

~~13.—Windblown signs such as posters, banners, pennants, streamers, balloons or other inflated objects, except as provided in this section. The tacking, painting, pasting or otherwise affixing of signs or posters not otherwise permitted by this section, visible from a public right-of-way, on the walls or buildings, sheds, trees, fences, utility poles or other structures, or upon vehicles where such vehicles are used primarily as support for such signs, is prohibited.~~

C. Definitions

The following sign-related words, terms, and phrases, shall have the following meanings when used in this section:

"A-Frame sign" describes a portable sign, also referred to as a "sandwich board" sign, comprised of two separate panels or faces typically joined at the top with a hinge and widened at the bottom to form a shape similar to the letter "A". ~~A frame signs are not considered off-premise signs. A-Frame signs must be secured or weighted as may be required to avoid relocation due to wind and other external forces. .~~

"Abandoned sign" means a sign which no longer correctly ~~advertises, identifies, displays, directs or attracts attention to an object, person, institution, organization, an ongoing business, product, service, event or location by any means, including words, letters, figures, design, symbols, fixtures, colors, illumination or projected images. a bona fide lessor or owner, an available product, or activity conducted which no longer correctly directs any person to a location where the advertised goods or services are available.~~ A sign shall be deemed abandoned ~~after 120 days. If not corrected to properly identify, display, direct or attract attention within thirty (30) days after the sign ceases to correctly identify, display, direct or attract attention.~~

"Advertising vehicle" means a vehicle or trailer parked on private or public property so as to be visible from a public right-of-way, which has attached thereto or located thereon any sign or advertising device for the basic purpose of providing advertisement of products or directing people to a business or activity. This is not applicable to any form of vehicular signage lettered on a motor vehicle or attached with magnetic devices or to licensed taxicabs or transit buses which carry passengers for a fare.

"Aggregate signage" shall be the total allowable wall signage calculated plus free-standing or monument signs.

~~**"Alter" or "alteration"** means the changing in structural components or decrease or increase in size, height or location. It shall also mean any change in content, including the business and/or product advertised. It shall also mean any change in advertising content if such change causes the sign to change in classification from an on-premise sign to an off-premise sign or vice versa.~~

"Animated sign" means any sign which includes action or motion. This shall include the movement of any light used in connection with any sign such as blinking, traveling, flaring, or changing degree of intensity of any light movement other than burning continuously.

"Balloon" means an inflatable device. ~~greater than thirty six inches in diameter.~~

"Banner" means any sign of lightweight fabric, plastic, paper or other light pliable material not enclosed in a rigid frame.

"Billboard" means a large off-premises sign exceeding 64 sq ft. in area.

"**Building directory sign**" means a sign which is limited to the name, address and number of a building, institution or person and to the activity carried on in the building or institution, or the occupancy of the person.

"**Building face**" or "wall" means the area of a building in one plane or elevation.

"**Building frontage**" means the linear length of a building face.

"**Canopy**" or "**marquee**" means a permanent roof-like shelter extending from part or all of a building face and constructed of some durable material such as metal, wood, glass, plastic, or canvas.

"**Canopy sign**" or "**marquee sign**" means any sign attached to or constructed in or on a canopy or marquee.

"**Changing sign (automatic)**" means an electronically or electrically controlled public service time and temperature sign, message center or reader board, where different copy changes are shown on the same lamp bank. ~~Such changes shall occur at intervals of three seconds or more.~~

"**Commercial Center/Mall**" means a group of three or more commercial operations planned and designed for the site on which it is built, functioning as a unit, with off-street parking as an integral part of the unit. The site may or may not be under common ownership.

"**Construction**" means the placement or attachment of sign-related materials (e.g. posts, poles, brackets, standards, bolts, screws, lumber, concrete, block, footings, and/or paint) on the ground or on an existing building or other structure.

"**Copy**" means the wording and graphics on a sign surface.

~~"**District sign**" mean a sign which advertises one or more businesses in a single building or area. A district sign operates as a directory with a heading stating the district and uniform nameplate signs for those businesses within the district.~~

"**Flag**" means any sign with or without lettering or symbols, of lightweight fabric, plastic, paper or other light pliable material that is mounted to a pole.

"**Free-standing sign**" means a sign ~~erected on a free standing frame, supported by one or more uprights, mast or pole,~~ set in a fixed position in the ground and not attached to any building.

"**Freeway Highway Sign in Interchange Area sign**" means a free-standing sign ~~directing attention to a restaurant, lodging facility, vehicle fuel sales business offered upon the same premises as those upon which the sign is located. Freeway signs are allowed in accordance with the freeway sign criteria as noted located within a circle with a 2000 ft radius measured from the center point of the bisecting road/highway with the I-17 Freeway except when the north and south bound lanes of I-17 are separated by a distance of 800 ft or greater, measured from edge of pavement to edge of pavement, the sign area shall be measured from the center point of each overpass.~~

"**Frontage**" means the length of the property line of any one premise along a public right-of-way on which it borders.

"**Grade**" means the average elevation of the ground within a radius of five feet from the center point of the sign.

"**Ground clearance**" means the distance from the adjacent grade to the bottom surface of the sign.

"**Height of sign**" means the vertical distance measured from the adjacent grade, which permits the greatest height to the highest point of the sign.

~~"Indirectly illuminated sign," means any sign lighted by or exposed to artificial lighting either by lights on or in the sign, or directed towards the sign, which reflects light from a different source directed upon it.~~

"Lot" means any legally created lot, parcel, tract or land, shown on a plat of record or recorded by metes and bounds.

"Lot, corner or corner lot" means a lot situated at the intersection of two or more streets having an angle of intersection not more than one hundred thirty-five degrees.

"Maintenance" or "maintain" means the replacing or repairing of a part or portion of a sign.

~~"Menu board" means a permanently mounted structure displaying the bill of fare for a drive in or drive thru business. Such signs are not for the purpose of business identification or advertising and are intended for view of customers who are currently on the premises. Maximum letter height for all copy of such signs is limited to two inches.~~

"Monument sign" means a sign which is mounted on a base at ground level.

"Mural" means a drawing or painting affixed either directly or indirectly on a building or land which depicts a scene or picture. Such picture or drawing shall not be for the primary purpose of conveying information which identifies or ~~advertises~~ conveys a message relating to a product, place, activity, person, institution, or business. A mural may contain a sign so long as the primary function or purpose of the mural is not a sign. Any portion of a mural that is a sign is subject to the requirements of this Section for that portion only. A mural is subject to sign the permitting procedures ~~per Section 404.~~

"Nameplate" means a non-electric sign identifying only the name and/or address of the occupants of the residence on which the sign is located.

"Nonconforming sign" - see Part One, Section 102.

~~"Off-premise sign" means a sign which directs attention to advertising a business, place, person, activity, goods, services, products, sold or offered at which directs persons to a different location from where the sign is located. A-Frame signs are not considered off-premise signs.~~

~~"On-premise sign" means any sign identifying or advertising a which directs attention to a business, place, person, activity, goods, products, or services located sold or offered on the premises where the sign is located. installed. A-framed signs are not considered off-premise signs.~~

"Parapet" or "parapet wall" means the extension of a false front or wall above a roofline.

"Pennant" means any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire or string, usually in series, designed to move in the wind.

~~"Permanent sign" means any sign which is intended to be and is so constructed as to be of a lasting and enduring condition, remaining unchanged in character, condition (beyond normal wear) and position and not portable.~~

"Portable sign" means any sign not permanently attached to the ground or a building.

"Premises" means any piece of improved or unimproved real estate.

~~"Professionally crafted" means constructed by someone who constructs signs as a profession or business or has the appearance of being professionally crafted as determined by the Community Development Director.~~

"Projecting signs" means a sign, other than a wall sign, which is attached to and projects from a structure or building face.

"Public place" means any and all dedicated streets, easements, sidewalks, boulevards, alleys, or other public ways, and any and all public parks, squares, spaces, grounds, and buildings.

~~"Real estate/property for sale, rent or lease sign" means any sign pertaining to the sale, lease or rental of land or buildings.~~

*"Reconstruction, substantial" means improvement or repair valued in excess of 50% of the current value of a sign. Reconstruction does not include merely repainting or changing the copy of the sign if the use, size and location remain the same.

"Right of Way" means a strip of land acquired by reservation, dedication, forced dedication, condemnation or prescription and intended to provide space for the installation and maintenance of a road, sidewalk, trail, railroad, utilities, or other similar uses.

"Roof sign" means any sign erected upon, against or directly above a roof or on top of or above the parapet of a building.

"Sign" means any identification, description, illustration or device illuminated or non-illuminated which is visible from any public place or is located on private property and exposed to the public and which directs attention to a product, service, place, activity, person, institution, business or solicitation, including any permanently installed or situated merchandise, or any emblem, painting, banner, pennant, placard or temporary sign designed to advertise, identify or convey information with the exception of window displays and flags of any nation, government, or non-commercial organizations. For the purpose of removal, signs shall also include all sign structures.

"Sign area" means the area of the largest single face of the sign within a continuous line that would form a rectangle or square shape, including any frame that forms an integral part of the display, but excluding the necessary supports or uprights on which the sign may be placed. If the sign consists of more than one section or module, all areas will be totaled, as described below for the number of Sign Faces:

One: If a sign has copy on one side only, or if the interior angle between the two sign faces or sides is 45 degrees OR LESS, the sign shall be considered double faced, and the sign area will be the area of one face only.

Two: If the angle between the two sign faces is greater than 45 degrees, it shall be considered two faces, and the area will be the sum of the areas of both faces; and, if two sign faces are attached to a structure with a thickness exceeding 36 inches or the two faces are separated by a distance exceeding 36 inches, then the sign area will be the area of both faces.

Multi-faced: If a sign contains more than two sides, the area shall be the sum of the area of the largest side plus the areas of any other sides whose interior angle with any other side exceeds 45 degrees.

"Sign Directional" means any sign which is designed solely for the purpose of traffic or pedestrian direction and placed on the property to which or on which the public is directed and which contains no advertising copy or electronic changing information.

"Sign Directory" means any sign listing the names, use or location of the business or activities conducted within a building or group of buildings and placed on the property to which or on which the public is directed.

“Sign structure” means any structure which supports, has supported or is capable of supporting a sign, including decorative cover.

~~“Subdivision directional sign” means a sign limited to directional messages or direction instructions for new subdivisions and may be on or off premise and such signs shall be made of any heavy duty, weather resistant material including laminated paper, plastic, metal or wood.~~

“Temporary sign” means any sign or advertising display intended to be viewed for a temporary period of time, ordinarily until the happening of a particular event: ~~Sec 404D.~~

“Under-canopy sign” or “under-marquee sign” means a sign suspended below the ceiling or roof of a canopy or marquee.

“Wall sign” means a sign mounted flat against or painted on the wall of a building with the face in a parallel plane to the plane of the building wall.

“Window sign” means a sign installed inside a window for the purpose of viewing from outside the premises. This term does not include merchandise located in a window.

D. Temporary Signs

REQUIREMENTS FOR PERMITTED TEMPORARY SIGNS				
Temporary Signs shall be permitted in conformance with provisions specified below.				
Type/ Purpose	Maximum Size/Area	Location/ Property	Maximum Time Period Allowed:	Comment/Additional Regulation
Event, Show, Election, Public Notice*	16 sq ft; max 2'x2' in Public RAW ***Except in Council Designated (Event Show) temporary sign areas.	On site, or with Owner's written permission	10 days after event; in Public RAW: max 48 hrs after and max 30 days total	Public RAW ** only for Local Events,*** but not on street, traffic, or utility poles; must not create traffic visual obstruction
For Sale, Lease or Rent	7 sq ft; max 32 sq ft per 500' street frontage;	On site for sale, lease, rent;	10 days after close of escrow or lease;	Permit & Fees required for Temporary signs greater than 7 sq ft;
Open House	max 3 signs @ 7 sq ft, two sided, no illumination	on/off site with owner's written permission	only when sales person in home being advertised	Not in Public RAW
Opening New Subdivision	32 sq ft to 100 sq ft per Final Plat; 1 sign per exterior street	On site, min 5' setback from RAW	3 years from date of permit issuance	Not permitted in Public RAW; Permit & Fees required
Opening New Multi Family, Commercial, Industrial	32 sq ft; 1 add'l sign per exterior street under same ownership	On site, min 5' setback from RAW	1 year from installation or certificate of occupancy, whichever occurs first	Not permitted in Public RAW; Permit & Fees required
Buildings under Construction	32 sq ft; max 16 sq ft in single family residential	On building under construction	=====	Permit & Fees required
Directional for New Subdivision	1.5 sq ft, 3ft hgt per sign; max 30 signs 20' apart; 40' from	On/off site w/in 3mi radius with Owner's	3 years from date of permit issuance	Not permitted in Public RAW; Permit & Fees required

	other signs; 5 max per 500' same street	written permission		
Garage/Yard Sales	2' x 3'	With Owner's written permission	Duration of sale; immediate removal after	Not permitted in Public RAW; phone number required on signs
Balloons	1 balloon, in new condition, per business	On site	Max: 14 days—no permit; 15-60 days max per year with required permit	Not permitted in Public RAW; Balloon & lines not metallic or electric conductor material

*Permit fees may be waived for non-commercial temporary event/election/notice sign use.

**Political signs are prohibited on any State highway right-of-way.

***Local Events are Town-sponsored events, approved community wide events and others pertaining to the Town of Camp Verde.

****In Council designated Community (Event & Show) temporary sign areas. Those wanting to utilize this area must sign up on an availability list at the Camp Verde Public Works office. Only Town employees are allowed to put up & take down signs in these areas. A maximum of 16 square feet sign size is allowed in these areas. Ord. 2011 A380-11-26-2011

E. ~~Banners, Flags and Pennants~~

~~The temporary use of banners, flags and pennants shall be permitted in accordance with provisions specified below.~~

REQUIREMENTS FOR PERMITTED BANNERS, FLAGS & PENNANTS				
Type/Purpose	Maximum Size/Area	Location Private Property	Maximum Time Period Allowed:	Comment/Additional Regulation
Banners in Commercial & Multi-Family Zoning Districts	2 per business @ max 40 sq ft	On site, not above roof line, attached to building, wall or fence	No permit: 30 days or less; Permit required: more than 30 days; maintained in like new condition	Banners allowed in addition to wall signs, free-standing and monument signs
Flags for attention to new subdivisions	18 sq ft max; 24ft max hgt;	On site; max 50 flags on or behind property line.	3 years from date permit issuance; maintained in like new condition	Permit required; flags and pennants shall not be used concurrently; government flag exceeding 30' hgt subject to Dept approval
Flags for Multi-Family and Commercial	6ft min clearance	On site; 1 per 20' street frontage; max: 20 flags on or behind property line.	=====	
Pennants for Multi-Family & Commercial	4 linear ft per 1 ft lot frontage to max of 1000ft	On site;	Max 30 days annually; maintained in like new condition	Permit required; flags and pennants shall not be used concurrently;

F. Permanent Signs

Permanent signs permitted by Zoning District shall comply with provisions in the following tables.

REGULATIONS FOR PERMITTED PERMANENT SIGNS				
Type/Purpose Description or Use	Max Area & Height	# of Free standing Or Wall mounted	Illumination	Comment/additional regulation
RESIDENTIAL DISTRICTS				
Nameplate name, title address, occupation,	A: 4 sq-ft H: 8 ft	1 per dwelling	1 bulb @ 150W max	On site signs only
Identification: community buildings, educational, religious, medical/health, charitable institutions, public utilities, airports, cemeteries, recreational use areas	A: 32 sq-ft H: __ Single or double-faced	1 per use; 2 permitted for parcels fronting on more than 1 public street	__	On site signs only
Building Directory	A: 8 sq-ft H: __	1 per 5000 sq-ft of building area	==	On site signs only
Entrance Identification: to subdivisions, multi family dwelling complexes, mobile home/manufactured home or RV parks, and ranches	A: 32 sq-ft; up to 100 sq ft per sign with Final Plat H: 20 ft	2 permitted per entry @ 1 each side of entry street for sole, exclusive purpose of identifying entrance; may also be monument type	==	5 ft min setback from property line; no part in or over public right-of-way; signs shall not interfere with or confuse traffic
Optional Subdivision Comprehensive Sign Plan	Total square footage in Comp Sign Plan shall not exceed total cumulative square footage permitted in this Section	Required application & report inclusive: fully dimensioned layout of subdivision depicting all permanent & temporary signs locations and the surrounding uses; purpose of the signage & why the comprehensive sign plan option was chosen; length of use by sign type; renderings and elevations of each existing and proposed sign demonstrating the project theme, colors, materials, and sign dimensions; square footage comparison of signage allowed by existing regulations and that proposed by the Comprehensive Sign Plan; Comprehensive Sign Plan to be filed with process of Part 6 Administration and Procedures		
REGULATIONS FOR PERMITTED PERMANENT SIGNS				
Type/Purpose Description or Use	Max Area & Height	# Freestanding Or Wall mounted	Illumination	Comment/additional regulation
ALL ZONING DISTRICTS				
Special Purpose Permanent Signs				
Directional —on premise; no advertising copy permitted	A: 4 sq-ft H: 8 ft Single or double-faced	Max: 2 per entrance/exit to or from parking area	==	Permitted in addition to aggregate area limits per Zoning District

Directional —off premise for business located away from arterial highway	A: 8 sq ft H: 8 ft Single or double-faced	Max 3 signs per business; locate at hwy or intersection of access road; limited to 1 standard within 60ft of each intersection corner	Non-illuminated	Only generic arrows or words giving direction & business i.d. symbol or logo; permit required
On-premise Menu Board	A: 32sq ft/face H: ==	2 per site @ 1 double-faced or 2 single-faced	=	
Directional/Informational —off premise for public service or safety facilities eg hospitals, clinics, fire/police	≡	=	=	Permit required
Off-Premises Sign —copy shall be limited to identifying the business or facility benefiting and directions to locate that business or facility and must be located on commercial property.	A: 64 sq ft/face H: 15 ft—free-standing sign; H: 5ft—monument sign	Property owner's written permission required; shall be setback min of 5 ft from property line; no part in or overhanging public right-of-way;	=	Permitted by Use Permit—max: 5 years; total allowable signage for any one property shall not be exceeded by the installation of the off-premise sign. If applicable, must follow any state regulations that apply.

G. Permanent Commercial and Industrial Signs

Additional to the specifications in the table of Regulations for Permitted Permanent Signs, all ~~business/commercial/industrial~~ signs within the Commercial and Industrial Zoning Districts shall comply with following:

1. Any free-standing or projecting sign within twenty feet of a street right-of-way shall be so constructed as to allow clear and ample visual lines for driveways and alleys to adjoining traffic lanes.
2. Any lighted sign must abide by the regulations of Section 405 Outdoor Lighting; and all illuminated signs shall be turned off by 10:00pm or when the business closes, whichever is later; and internally illuminated advertising signs shall not have translucent backgrounds of white, cream, off-white, yellow, or other light color.
3. The sign shall be located on the property to which it pertains.
4. Signs shall not be located within, on, or projecting over any public right-of-way. ~~Exception: see Section 404.B.4.~~
5. Signs which are not permitted in a residential zone shall not be placed closer than 20 feet to any residentially zoned lot.
6. On a corner lot in any zoning district, no sign or other obstruction to vision more than three feet in height shall be placed or maintained within the triangular area bounded on two sides by front lot lines, and on

the third side by a straight line connecting points on said lot lines (or their projections) each of which points is thirty feet from the point of intersection of said lot lines.

7. All signs and sign structures shall be designed and constructed in accordance with the requirements of the current adopted Building Code(s) and must be constructed of durable materials capable of withstanding continuous exposure to the elements and the conditions of the environment. Signs must be professionally crafted. Banners used as wall signs must be framed.
8. It is unlawful for any person to erect or place any sign not permitted or allowed by this Section 404, or for any person to maintain, keep, or allow to remain, on property owned or occupied by him or her, any sign not permitted or allowed by this Section, except those which are deemed non-conforming signs per this ordinance. Unauthorized signs may be removed from any public right-of-way by the Code Enforcement Officer, except as otherwise provided by law.

REGULATIONS FOR PERMITTED PERMANENT SIGNS IN COMMERCIAL & INDUSTRIAL ZONES				
Type/Purpose Description or Use	Max Area & Height	# Free standing Or Monument	Illumination	Comment/Additional Regulation
Business Sign: identifying on site business, products, services	A: 64 sq ft H: 20 ft	1 per business	Shall comply with Sec 405 Outdoor Lighting	All signs shall be setback minimum of 5 ft from property line; and not create an obstruction to vision or interference with traffic
-In Shopping Center	A: +16 sq ft/ business to total max: 200 sq ft	Max: 2 per shopping center if 2 entrances 500 ft apart		
-Building Pad Signs	A: 64 sq ft H: 20 ft	1 per Pad additional		
Menu Boards	A: 32sq ft/ face H: ___	2 faces per site @ 1 double-faced or 2 single faced	Shall comply with Sec 405 Outdoor Lighting	
Freeway Interchange Signs - for Restaurant, Fuel Sales or Lodging uses only	A: 300 sq ft max of 2 faces H: 20 ft to 50 ft max	1 per property AND business regardless of # of businesses; Min lot size: 0.65 acre	Shall comply with Sec 405 Outdoor Lighting	Shall be installed on site and within a circle with a 2000 ft radius measured from the center point of the bisecting road/highway with the I-17 Freeway except when the north and south bound lanes of I-17 are separated by a distance of 800 ft or greater, measured from edge of pavement to edge of pavement, the sign area shall be measured from the center point of each overpass
Wall Signs	A: 1 ½ sq ft per 1 linear ft building frontage per business OR: 1 sq ft per 1 linear ft property frontage; 32 sq ft min to 200 sq ft max per business		Shall comply with Sec 405 Outdoor Lighting	Permitted in addition to free standing or monument signs; shall not extend above roofline unless attached to, or is, a parapet wall; max sign area allowed is not transferable between buildings or occupancies

Main Street Projecting Signs	A: 12 sq ft; Projecting 6 ft max H: 10 ft ground clearance Max: 1 sign per business	No internally illuminated signs	Permitted only for, and may project over public right of way, any business fronting Main St from Arnold St to General Crook Trail; Projecting signs and A-Frame signs are subject to Indemnity Agreement to release The Town from liability arising from sign placement; and placement. A-Frame signs must be as close to business as reasonable for businesses located off of Main St. between Arnold St. and General Crook Trail and must be no further than 500' from the business the sign advertises.
A-Frame Signs	Max: 2 ft wide X 3 ft high Max: 1 sign per business; Permitted during regular business hours		
Canopy/Marquee — Attached Sign	A: 1 sq ft/ 1 linear ft of canopy	==	Canopy/marquee sign area is calculated as part of allowable total Wall Sign area; max sign area allowed is not transferable between buildings or occupancies; shall not overhang public right of way
— Under Canopy Sign	A: 8 sq ft H: 8ft ground clearance		
Optional Comprehensive Sign Plan	Total sign square footage shall not exceed the cumulative total square footage otherwise allowed; sq footage of any one sign type shall not exceed sq footage permitted for same by more than 50%	Required application & report inclusive: fully dimensioned site plan depicting all proposed & existing signs & bldg locations and sq footages; and surrounding uses; lot size with lineal frontages of bldgs & property; purpose of the signage and why the comprehensive sign plan option was chosen; length of use by sign type; renderings, elevations & materials of each existing & proposed sign; to be filed in compliance with process of Part 6 Administration & Procedures	

H. Comprehensive Sign Plan

For some developments, alternative standards and flexibility in the established standards may enhance the aesthetic qualities of the development and the community. Approval of a Comprehensive Sign Plan allows for unified presentation of signage throughout a development site, flexibility to provide for unique environments, and preapproval of designs and design elements helps make sign review more efficient and results in a cohesive design throughout a project.

1. A Comprehensive Sign Plan shall set forth a master plan for all signage for an entire parcel or project site, shall be submitted to Community Development as a separate sign plan or may be submitted as part of a PAD Plan submittal and shall include the following information:
 - a. Sign dimensions and approximate locations.
 - b. Materials and colors.
 - c. Proposed illumination and illumination levels.
 - d. A design theme with illustrative examples of each sign type and the proposed locations of each sign.

e. A demonstration that the Comprehensive Sign Plan will improve the aesthetics of the development and will not have an adverse impact on the use, enjoyment, or value of property adjacent to the subject development.

f. Any other maps, drawings or materials as required by the Director (including a colored rendering of the sign) to adequately describe the sign proposal.

2. Comprehensive Sign Plan Flexibility Criteria

Signage which is proposed as a part of a Comprehensive Sign Plan may deviate from the height, area, number and location of signs permitted by this article based on the following criteria:

a. The overall size of the development site and the scale of the use or uses located or anticipated to be located there (larger land areas and scales of use tend to favor larger signs and/or more signs)

b. Relationship between the building setback and sign location (additional signage may be appropriate for buildings with less visibility, particularly where buffering is providing an aesthetic and/or environmental benefit to the town)

c. Length of frontage on a public right-of-way (larger frontages may justify more or larger signs, particularly if the size of the frontage tends to prevent sign clutter from multiple adjacent parcels or businesses)

d. Classification of street the development site fronts on (frontage along an arterial or collector street may justify more or larger signs than frontage along a local street)

e. Access and visibility to the site

f. Intended traffic circulation pattern and the need for wayfinding

g. Hierarchy of signage

h. Relationship between the site and adjacent uses

i. The desired function of the site

j. Consistency with the objectives and policies of the General Plan and any other applicable Town plans.

3. Comprehensive Sign Plan Review

a. Comprehensive Sign Plans that are submitted as part of a PAD Plan submittal must follow the requirements as outlined in Section 203(L)(2).

b. Comprehensive Sign Plans that deviate by 10% or less from the standards allowed by this Section may be approved by the Community Development Director.

c. Comprehensive Sign Plans that deviate more than 10% of this section require approval by the Town Council upon recommendation by the Planning and Zoning Commission.

d. Comprehensive Sign Plan approval does not relieve Sign Permit requirements.

4.e. A Comprehensive Sign Plan may be amended in the same manner in which the original was approved.

HI. Sign Permit, Application and Fee

1. "New signs exceeding 12 square feet in area or exceeding eight feet in height shall require a permit, as well as those specified smaller signs, ~~—, i.e. A framed sign. Temporary Subdivision Directional and Sale/lease signs and Permanent Directional Off Premises signs that also require permits, see Subsections D, F, and G.~~"
2. It is unlawful for any person to erect, add to, alter, repaint so that the copy is changed, or to change the panels on any sign, or for any person to allow any sign on property owned or occupied by him to be erected, added to, altered or repainted so that the copy is changed, prior to obtaining a sign permit, and an electrical permit if necessary, for on-site or off-premises signs from the Community Development Director except as exempted in Section B.2.
3. The Community Development Director shall require the submittal of plans or other pertinent information necessary to insure compliance with this Section and other applicable codes and requirements.
4. Sign permit applications shall be made at the Community Development Department on the appropriate form(s) and shall contain at minimum, the following information:
 - a. Assessor's parcel number identifying the property.
 - b. Street address or legal description of the property and dimensions thereof.
 - c. Description of the original copy to be placed on signs(s), including color photo or graphic of sign.
 - d. Type of sign(s) including methods of support, (free-standing or otherwise) and illumination.
 - e. Estimated true value of the sign(s) and associated structural supports.
 - f. Dimensions of the sign and number of panel(s) as well as bottom and top heights above grade.
 - g. A (signed) plot plan showing the following:
 - (1) Shape and dimensions of lot boundaries.
 - (2) Location of rights-of-way easements on the parcel.
 - (3) Driveways and parking areas, if any.
 - (4) Location, dimensions, and heights of existing and proposed signs, and if free-standing or wall-mounted.
 - (5) North designation.

- h. A sketch or elevation view (with dimensions and approximate original copy) of the sign face(s).
 - i. Such other information as the Community Development Department shall require for the purpose of determining whether the application complies with the requirements of this Section and of the current adopted Building Code(s).
 - j. Name, address, phone number of property owner/applicant.
 - k. Signature of applicant or property owner.
 - l. Provide qualified Contractor information.
5. Applications for exterior wall murals shall include a sketch with colors and description of the intended picture or drawing which depicts the content of the mural.
- a. The application and sketch are to be reviewed by the Community Development Director for their overall compatibility with the purpose of this Sign Section and the goal of the community to promote a rural, historical, western-oriented atmosphere.
 - b. If an applicant or affected property owner is not satisfied with the decision of the Director, an appeal of the decision may be filed for review by the Board of Adjustment and Appeals.
6. The Town Council by resolution shall adopt and/or amend fees to implement the provisions of this section; the sign permit fee shall be double in the event that the erection, relocation, or installation of any sign occurs prior to the issuance of a sign permit.

STANDARDS FOR PORTABLE/TEMPORARY SIGNS

<u>TYPE/LAND USE</u>	<u>LOCATION</u>	<u>MAX SIZE (SQ FT)</u>	<u>NUMBER ALLOWED</u>	<u>ADDITIONAL REQUIREMENTS</u>	<u>PERMIT NEEDED</u>
<u>Residential & Agricultural</u>					
<u>Yard Sign</u>	<u>On premises</u>	<u>9 sq ft</u>	<u>1</u>	<u>Installed securely in the ground</u> <u>May be A-frame or Up-right style</u>	<u>No</u>
<u>Off-site Directional/Residential Event related</u>	<u>locate at Hwy or intersection of access road; limited to 1 sign per turning movement</u>	<u>6 sq ft</u>	<u>Depends on location</u>	<u>May be placed no earlier than 24 hours before the event and must be removed within 24 hours after event.</u> <u>Not allowed in ROW. Must contain phone number or address and date of event</u>	<u>No</u>
<u>All residential signs- No illuminated signs, no banners, no signs within public rights of way or attached to trees, fences, utility poles, light posts, street signs, or other public facilities</u>					
<u>Commercial Temporary Signs</u>					
<u>Up-right or A-Frame</u>	<u>On premises not in public right of way</u>	<u>6 sq ft</u>	<u>1</u>	<u>Professionally Crafted. Sign must be taken down at the close of business</u>	<u>No</u>
<u>On Site Banner/Commercial</u>	<u>On premises securely attached to wall, post or fence</u>	<u>32 sq ft</u>	<u>1</u>	<u>Must be in good condition.</u>	<u>No</u>
<u>New Commercial</u>	<u>On Premises</u>	<u>64 sq ft</u>	<u>1 or 2 may be allowed for parcels fronting more than 1 public street</u>	<u>Project under 10 acres</u>	<u>Yes</u>
<u>New Large Commercial</u>	<u>On Premises</u>	<u>64 sq ft</u>	<u>2</u>	<u>Projects over 10 acres</u>	<u>Yes</u>
<u>Inflatable Objects event related</u>	<u>On Premises</u>	<u>20 ft max height</u>	<u>1</u>	<u>5 ft setback from property line 2 times per year for duration of event</u>	<u>Yes with Temporary Use Permit</u>

STANDARDS FOR PERMITTED PERMANENT SIGNS

<u>TYPE AND LAND USE</u>	<u>LOCATION</u>	<u>MAXIMUM SIZE (SQ FT)</u>	<u>NUMBER ALLOWED</u>	<u>ADDITIONAL REQUIREMENTS</u>	<u>PERMIT NEEDED</u>
<u>Residential</u>					
<u>Nameplate</u>	<u>On premises</u>	<u>4 sq ft</u>	<u>1</u>		<u>No</u>
<u>Building Identification</u>	<u>On premises</u>	<u>32 sq ft</u>	<u>1 per use</u> <u>2 for parcels</u> <u>fronting</u> <u>more than</u> <u>1 public</u> <u>street</u>		<u>Yes</u>
<u>Residential Project Identification</u>	<u>With PAD,</u> <u>Comprehensive</u> <u>sign package or</u> <u>Final Plat</u> <u>On premises</u>	<u>32 sq ft up to 100</u> <u>sq ft per sign may</u> <u>be monument no</u> <u>pole signs</u>	<u>2 per entry</u>	<u>5 ft min setback</u> <u>from property</u> <u>line: no part in or</u> <u>over right-of-way</u>	<u>Yes</u>
<u>Agricultural</u>	<u>On premises</u> <u>attached to</u> <u>fence or</u> <u>freestanding</u>	<u>18 sq ft max</u> <u>5' max height may</u> <u>not block visibility</u> <u>triangle</u>	<u>1 per</u> <u>property</u>	<u>Farm Stand or</u> <u>Agri-tourism with</u> <u>Use Permit Not</u> <u>in Public Right of</u> <u>Way</u>	<u>Yes</u>
<u>Commercial</u>					
<u>Projecting permanent permitted signs for any business fronting Main St. from Arnold St. to General Crook Trail</u>	<u>May project</u> <u>over right of</u> <u>way. 8 ft</u> <u>ground</u> <u>clearance</u>	<u>12 sq ft</u>	<u>1</u>	<u>May not be</u> <u>internally</u> <u>illuminated.</u>	<u>Yes</u>
<u>Directional – off premises For business located away from an arterial road</u>	<u>locate at Hwy</u> <u>or intersection;</u> <u>1 sign per turn</u> <u>within 60 ft of</u> <u>intersection</u> <u>corner</u>	<u>8 sq ft max area</u> <u>8 ft high max</u>	<u>Depends on</u> <u>location</u>	<u>Non-illuminated</u> <u>Directions to</u> <u>location only</u>	<u>Yes</u>
<u>Integrated Development Project</u>	<u>On Premises</u>	<u>Approved with a</u> <u>Comprehensive</u> <u>Sign Package or as</u> <u>part of a PAD</u>		<u>Commercial or</u> <u>mixed use</u> <u>multiple business</u> <u>development</u>	<u>Yes</u>

<u>TYPE AND LAND USE</u>	<u>LOCATION</u>	<u>MAXIMUM SIZE (SQ FT)</u>	<u>NUMBER ALLOWED</u>	<u>ADDITIONAL REQUIREMENTS</u>	<u>PERMIT NEEDED</u>
Commercial					
<u>Freeway Interchange Area for Lodging, Food, Fuel and Attraction uses</u>	<u>On premises Shall be within a circle with a 2000 ft radius measured from the center point of the bisecting road/highway with the I-17 Freeway except when the north and south bound lanes of I-17 are separated by a distance of 800 ft or greater, measured from edge of pavement to edge of pavement, the sign area shall be measured from the center point of each overpass</u>	<u>A: 300 sq ft max H: 20 ft to 50 ft max</u>	<u>1 per property AND business regardless of # of businesses; Min lot size: 0.5 acre</u>	<u>Must comply with Section 405- Outdoor Lighting No electronic changing message signs permitted</u>	<u>Yes</u>
<u>District Signs</u>	<u>Location to be determined</u>	<u>Size to be determined based on number of businesses in District and site conditions</u>	<u>1 per district</u>		<u>Yes</u>

<u>TYPE AND LAND USE</u>	<u>LOCATION</u>	<u>MAXIMUM SIZE (SQ FT)</u>	<u>NUMBER ALLOWED</u>	<u>ADDITIONAL REQUIREMENTS</u>	<u>PERMIT NEEDED</u>
<u>Window Signs</u>	<u>Inside or outside of windows</u>	<u>Combined area of window signs not to exceed 50% of total window area</u>		<u>Fixed copy or display only- no flashing, blinking, or moving text or images permitted</u>	<u>No</u>
<u>Off-Premises Sign</u>	<u>Must be located on Commercial Property</u>	<u>64 sq ft 15 ft high max or 5 ft high monument</u>		<u>With property owners permission</u>	<u>Yes</u>
<u>Free Standing Business Signs</u>	<u>On Site pole or monument</u>	<u>64 sq ft max 20 ft high max except Council approved Commercial Tourism zone must be monument only. Sign height and size for businesses fronting Hwy 260 west of I-17 will be determined on a case to case basis based on location and topography</u>	<u>1</u>	<u>5' min setback from property line.</u>	<u>Yes</u>
<u>Wall Signs</u>	<u>On Site</u>	<u>1.5 sq ft per 1 linear ft building frontage per business OR 1 sq ft per 1 linear ft property frontage. 200 sq ft max per business</u>	<u>1 per business or on a corner lot, signage can be placed on second street side. If so placed, not greater than ½ of the allowable signage may be placed on any other side of the building</u>	<u>In the case of buildings which front on more than one street allowable signage must be placed on the side of the building on which it is calculated.</u>	<u>Yes</u>

DRAFT MINUTES
Regular Session & Public Hearing
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE 473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
THURSDAY, JUNE 13, 2019
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

Chairman Norton called the meeting to order at 6:30 p.m.

2. Roll Call

Chairman Chip Norton, Vice Chairman Bruce George, Commissioners: Mike Hough, Greg Blue, Jackie Baker, Cris McPhail were present. Commissioner Steve Vanlandingham joined the meeting by phone at 7:17pm.

Also Present

Community Development Director Carmen Howard, Town Planner Melinda Lee, and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Commissioner McPhail 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:

May 2, 2019 – Regular Session

B. Set Next Meeting, Date and Time:

TBD

Chairman Norton requested Item C be moved before Item B.

Motion was made by Vice Chairman George to accept the consent agenda with the changes. Second was made by Commissioner McPhail. **Motion** carried unanimously with Chairman Norton, Vice Chairman George, Commissioners Blue, McPhail, Hough, and Baker 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 were made.

6. Public Hearing Items:

A. Public Hearing, Discussion, and Possible Recommendation to the Town Council regarding an application submitted by Dave Meier, property owner, for a Preliminary Plat to develop a small home community. The property subdivision encompasses three parcels amounting to 2.68 acres, 404-30-029D, 404-23-013A, and 404-23-050A, in Camp Verde, Yavapai County, Arizona.

Declare Actions:

Public Hearing Open: 6:33 pm

Call for Staff Presentation:

Town Planner Melinda Lee stated the applicant Dave Meier has submitted a preliminary plat to develop a small home community. The proposal incorporates 27 building sites for cottage homes (up to 1,000 square feet) and an area for designated green space. The interior consists of community space, golf cart paths, and walking paths. It will be pedestrian oriented. Ms. Lee reviewed the amenities that are planned. There will be parking along the outer edge of property. There are 14 shared public parking spaces proposed along Nichols Street for visitors attending events in the downtown area. There will be 6 units that will have private garages. An HOA will manage the community space.

If the Preliminary Plat application is approved, Mr. Meier will be able to proceed to the Final Plat stage process. All requirements have been done and all issues and concerns have been resolved with the copy of this revised plat. There may be additional items that need addressed during the final plat phase. Ms. Lee showed a slide show of the property and the proposed area. The property is within walking distance of Main Street and is in the Downtown Character Area. This project fits well within the General Plan goals. Staff supports this project and recommends approval.

Commissioner McPhail asked if the roads were supposed to be 20 feet wide for fire lanes. Ms. Lee stated they renegotiated with the developer and approved 18 feet.

Commissioners asked about landscaping, streets, parking, storage sheds and golf carts. Community Development Director Carmen Howard stated that this is just the preliminary plat and Commissioners will see a Final Site Plan at a later date that will include all of these details. Mr. Meier is interested in the green aspects for the property. This is the actual dividing of the property into pieces, the Final Site Plan will show more details.

Call for Applicant Presentation:

Luke Sefton, Sefton Engineering, stated he has worked closely with staff on this project. He explained the CCRs will cover a lot of the details. He addressed some of the Commissioners' questions: storage sheds to park electrical golf carts; the developer will turn over the responsibility for landscaping at a certain percent of occupancy, which are stated in the bylaws; parking along the street can be used for overflow traffic for uptown events; and the interior main roads will be asphalt. Solar is planned for the whole site; natural gas is still being considered but solar will make electrical cheaper. The sites will be wired to handle electric vehicles. Mr. Sefton expects that if the Commission approves this Preliminary Plat tonight and then Council approves it, he should be back in about six weeks with the Final Plat.

Call for Comments from the Public:

Kellae Fischer, 181 E Meckem Ln, asked if Nichols Street was still going to be paved, if the power was going to be underground or on power poles and what is the plan for sewer. In addition, she asked if the developer was going to build the homes or sell that portion to a builder.

Ms. Howard stated Nichols Road will be paved. She added that the Town requires any new builds for power to be underground unless there was a compelling reason not to. Ms. Fischer stated that she asked about power because she was concerned about her power pole to her property that was located on the property line. Ms. Howard stated she isn't sure; she thinks this would be an APS question.

Ms. Howard stated she is not sure of how the lots will be sold. It could be either way, but it doesn't change the product of the development. Ms. Fischer was concerned about people buying lots and then never building. Ms. Howard stated this could happen because of the cost of construction right now; however, we have to be fluid to some degree and there will be parameters set for home construction.

Ms. Fischer asked if the property's boundary would still have the 6ft block wall between the properties. Ms. Howard stated that yes, it is shown on the plat. Ms. Lee will email a copy of the Plat to this property owner. Mr. Sefton stated they are planning gravity feed for sewer; there will be some spec homes built; and construction will be controlled by the Architectural Committee. In an HOA the property owners will still have to maintain the lots.

They are working with APS for the main power line to go underground. She will still have her electric pole by her home. They are still planning to pave Nichols Street.

Call for Staff and/or Applicant Rebuttal/Clarification, if appropriate: None

Declare Public Hearing Closed at 7:14 pm

Call for Commission Discussion: None

Call for Staff Comments: None

Call for Motion:

Motion was made by Vice Chairman George to recommend approval of an application for a Preliminary Plat, as requested by the property owner Dave Meier. The property is located at Fain and Nichols Street on parcels 404-30-029D, 404-23-013A, and 404-23-050A, in Camp Verde, Yavapai County, Arizona. Second was made by Commissioner Baker.

Call for Discussion of Motion: None

Call for the Question:

Motion carried unanimously with Chairman Norton, Vice Chairman George, Commissioners Blue, McPhail, Hough, and Baker approving.

C. Discussion and Possible Recommendation to the Town Council for a Final Site Plan, submitted by Brad Woodruff, Red Moon Development, for proposed Verde Ranch Estates, Phase 1A, in an R1-PAD (Residential: Single Family, Planned Area Development) District. This phase of the proposed development is approximately 28 acres, on parcel 403-23-103P, in Camp Verde, Yavapai County Arizona.

Commissioner Vanlandingham joined the meeting via telephone (7:17pm)

Community Development Director Carmen Howard reviewed the final site plan and the history of the property. The developer is motivated to get project going. She showed the property on the screen; stated this will be a manufactured home community and will no longer be age restricted. She reviewed the specifics of the property, the amenities that are planned; adding that there will be a manufactured home dealer specific to the project and the lots will be larger than typical manufactured home park lots, at 5,000 square feet or more.

Vice Chairman George asked if the roads are private. Ms. Howard stated yes; the Town will have no maintenance requirements. Vice Chairman George asked if things change in the future would the roads meet the Town width and other requirements. Ms. Howard said yes. She reviewed the site plans and stated that the Fire Department commented that fire access needed to be improved on; the engineer provided a secondary access road for fire.

Krishan Ginige, SEC, agent for the applicant, stated he was available for questions. Commissioner McPhail asked if they would be using the same landscape company as the new RV Park. Mr. Ginige stated the contractors are the same; however, the landscaping will be similar with some differences. The Commissioners discussed landscaping options.

Commissioner Vanlandingham asked if staff recommended the project. Ms. Howard stated yes.

Motion was made by Commissioner Baker to recommend approval of an application for a final development site plan, as requested by Verde Ranch Estates LLC. The property is located northeast of I-17 and State Route 260 on parcel 403-23-103P, 403-23-423E, 403-23-429, 403-23-432D, and 403-23-430B. Second was made by Commissioner Blue. **Motion** carried unanimously with Chairman Norton, Vice Chairman George, Commissioners Blue, McPhail, Hough, Vanlandingham and Baker approving.

B. Public Hearing, Discussion, and Possible Recommendation to the Town Council for a Text Amendment to the Town of Camp Verde Planning and Zoning Ordinance amending Section 103, Definition of Terms;

Section 301, Exceptions to Yard and Height Requirements, Section 403, Off-Street Parking, and Loading; and Section 404, Signs.

Chairman Norton recused himself from this item due to possible conflict of interest. Vice Chairman George presided over this item.

Declare Actions:

Public Hearing Open: 7:55 pm

Call for Staff Presentation:

Community Development Director Carmen Howard stated this action is a continuance of a review of the Planning and Zoning Ordinance, being done by the Community Development Department to resolve issues within the code. Some issues need clarification, redefined or restructured to provide greater enforcement ability and provide development projects with greater flexibility.

Section 103 – Definition of Terms

Farm stands included as an outright use, will be included in the term agriculture, and the definition of Farm Stands added. Commissioner Hough asked if farm stand structures are subject to permits/codes/building permits. Ms. Howard stated that a farm stand can be a small, temporary structure that doesn't require a building permit. They would consider it a residential use. Commissioner Hough is concerned that it is not defined as it should be. Ms. Howard stated that in a residential zone, it would be considered an accessory to residential use, not a commercial operation. Vice Chairman George asked about agritourism. Ms. Howard stated that a farm stand can be part of an agritourism use permit, but this action is a separate entity.

Section 301 – Exceptions to Yard and Height Requirements; Yards and Courts Regarding Front Setbacks, Ms. Howard explained the last Commission wanted her to reword this section. The current code requires setbacks on Main Street, where there are areas with no setback; the requirement could be reduced to zero to match the neighbors to create uniformity.

Commissioner Hough would like to see this applied to all streets in town and not just Main Street. Ms. Howard stated the prior commission didn't feel it was appropriate for a zero setback; she would like to see current restrictions lifted. Ms. Howard asked if direction to staff to change this to "allow zero front setbacks in the Town Site Plat as a whole". After discussion, it was agreed to change this to: "Except front setbacks in the Town Site Plat may be reduced to match either of the adjacent front property setbacks, all the way to zero".

Section 403 – Off Street Parking and Loading; D. Improvement and Design for Off Street Parking.

Ms. Howard stated that amending the parking requirements she is trying to give people an alternative to paved parking while keeping some standards with a permeable surface. This provides options. Vice Chairman George said to delete the word "and" at the end of (c).

Section 404 - Signs

Ms. Howard stated that Commission had reviewed this proposal in the Joint Work Session with Council. A Supreme Court action required them to change the way they regulated their signs; they can no longer be content based. The proposed changes will make the code clearer, give businesses adequate signage, and have still standards. Public meetings were held to get input, and based on this input, the code has been revised and condensed into the table in the back. They are still not allowing signs in the public right-of-way, except down Main Street with the current A-frame signs that have liability insurance; this revision allows one A-frame sign for every business but not in right-of-way, only on private property. Staff proposed that the Town develop off-site District signs provided on street sign or light posts, however, Council has not provided the budget for this yet.

Commissioner Vanlandingham asked if existing signs that would not meet current code be grandfathered in. Ms. Howard stated yes; they are not subject to the new regulations until they come in to get a new sign.

Ms. Howard stated people wanted quality professional signage for commercial businesses; they should be held to a higher standard. Commercial signs should be professionally crafted. The revisions would allow A-frame signs in residential zones for farm stands.

Commissioner McPhail asked about "G. Permanent Commercial and Industrial Signs, Off-site Directional/Residential Event Related, Additional Requirements"; could the removal of the sign be changed from "immediately" to "within 24 hours after the event" to clarify and tighten it up a little bit. Ms. Howard stated she will change that to, "May be placed no earlier than 24 hours before the event and must be removed within 24 hours after the event".

Residential Project Identification

Ms. Howard stated she would like to change the maximum size definition to read, "32 sq. ft. up to 100 sq. ft per sign, *may be monument only*".

Free Standing Business Signs

Staff will be bringing to Council the Sign Code and will present the Commercial Tourism Zone, which is not included in the sign code requirements. Ms. Howard stated on the 2nd to last page of table, she would like to change the wording "Downtown Zone" to "Commercial Tourism Zone". The new tourism zone relates to placement of political signs and Town Council will be presented a map showing the zone boundaries.

Call for Comments from the Public:

Tony Gioia asked about motion signs and sign spinners, who stand on the corner and spin signs. Ms. Howard stated that yes they are allowed by State Law. Mr. Gioia loves the idea of cleaning up signs. He likes the idea of monuments -- that is beneficial to the businesses that can't afford rent on the Main Street. He added that the difference between cleaning up and allowing A-frame signs everywhere are two different concepts. Ms. Howard stated that the reasoning behind this is political signs are in the right-of-way and the proposed changes would not allow any signs in the right-of-way. The A-frame signs would only be allowed on private property.

Motion was made by Commissioner Baker to recommend to Town Council the approval of proposed Text Amendment to the Town of Camp Verde Planning and Zoning Ordinance amending Section 103, Definition of Terms; Section 301, Exceptions to Yard and Height Requirements, Section 403, Off-Street Parking and Loading; and Section 404, Signs, with the changes as discussed and directions to the Director. Second was made by Commissioner McPhail. **Motion** carried unanimously with Vice Chairman George, Commissioners Blue, McPhail, Hough, Baker and Vanlandingham approving.

Chairman Norton returned to the meeting at 8:40pm.

- 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.

None.

- 8. **Staff Comments**

None.

- 9. **Adjournment**

Motion was made by Commissioner Baker to adjourn the meeting. Second was made by Commissioner Blue. **Motion** carried unanimously with Chairman Norton, Vice Chairman George, Commissioners Blue, McPhail, Hough, Baker and Vanlandingham approving. Meeting was adjourned at 8:45 PM

Chip Norton
Chairman

Carmen Howard, 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 13nd day of June 2019. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 13nd day of June 2019.

Jennifer Reed
Jennifer Reed, Recording Secretary

DRAFT