

## AGENDA



**COUNCIL HEARS PLANNING & ZONING  
MAYOR AND COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street, Room #106  
WEDNESDAY, OCTOBER 22, 2008  
at 6:30 P.M.**

*If you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off when you enter Council Chambers. Remove your hats for the Pledge of Allegiance. All Presentations are limited to 10 minutes.*

1. **Call to Order**
2. **Roll Call**
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) Executive Session – October 15, 2008 (taped)
    - 2) Special Session – October 15, 2008
    - 3) Work Session – October 8, 2008
  - b) **Set Next Meeting, Date and Time:**
    - 1) October 29, 2008 at 4:00 p.m. – Joint Tribal & Council Session with RBF
    - 2) November 5, 2008 at 6:30 p.m. – Regular Session
    - 3) November 12, 2008 at 6:30 p.m. – Special Session with RBF to consider Master Plan
    - 4) November 19, 2008 at 6:30 p.m. – Regular/Council Hears P&Z COMBINED
    - 5) November 26, 2008 at 6:30 p.m. – Council Hears Planning & Zoning – **CANCELLED**
  - c) **Possible approval of an agreement between the Town of Camp Verde and the Camp Verde Library Endowment (CVLE) transferring the operation of the library's book sale from the Town to CVLE.** (Staff Resource: Gerry Laurito)
  - d) **Possible approval of a letter to the Camp Verde Fire District requesting written documentation relative to the priorities and deadlines set for the Woodyard on Murdock Road and modifications to the Fire Code with direction for the Mayor to sign.** (Staff Resource: Nancy Buckel)
  - e) **Possible approval for out-of-state travel for Judge Overholser to attend the National Judicial College in Reno, Nevada, with expenses to be reimbursed through a scholarship program.** (Staff Resource: Judge Overholser)
5. **Call to the Public for Items not on the Agenda.**
6. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the 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.
7. **Public Hearing, discussion, and possible approval of Ordinance 2008-A354, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Section 118 of the Zoning Ordinance to define A-frame signs, add exception for projecting signs into the right-of-way for businesses along Marin Street under Prohibited Signs, and define the criteria under which projecting signs may be used under Business/Commercial/Industrial signs.** (Staff Resource: Michael Jenkins)
  - **Call for STAFF PRESENTATION**
  - **Declare PUBLIC HEARING OPEN**
    - **Call for APPLICANT'S STATEMENT**
    - **Call for COMMENT FROM OTHER PERSONS (either in favor or against)**
    - **Call for APPLICANT'S REBUTTAL (if appropriate)**
  - **Declare PUBLIC HEARING CLOSED**
  - **Call for COUNCIL DISCUSSION**

8. **Public Hearing, discussion, consideration, and possible approval of Ordinance 2008-A356, an ordinance of the Town of Camp Verde, Yavapai County, Arizona, amending Section 108 F.2 Accessory Buildings: Of the Zoning Ordinance to allow the use of shipping containers as accessory storage as noted under exceptions. (Staff Resource: Michael Jenkins)**
  - Call for STAFF PRESENTATION
  - Declare PUBLIC HEARING OPEN
    - Call for APPLICANT'S STATEMENT
    - Call for COMMENT FROM OTHER PERSONS (either in favor or against)
    - Call for APPLICANT'S REBUTTAL (if appropriate)
  - Declare PUBLIC HEARING CLOSED
  - Call for COUNCIL DISCUSSION
  
9. **Public Hearing, discussion, consideration, and possible approval of Ordinance 2008-A357. an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Section 124 Design Review of the Zoning Ordinance to define "Vertical Structures", "Mobile Unit", and "Development Activities"; to redefine I. Administration and Procedures; and to define the length of Approval and the Administration and Procedures; and to define the length of Approval and the ability to apply for an extension. (Staff Resource: Michael Jenkins)**
  - Call for STAFF PRESENTATION
  - Declare PUBLIC HEARING OPEN
    - Call for APPLICANT'S STATEMENT
    - Call for COMMENT FROM OTHER PERSONS (either in favor or against)
    - Call for APPLICANT'S REBUTTAL (if appropriate)
  - Declare PUBLIC HEARING CLOSED
  - Call for COUNCIL DISCUSSION
  
10. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

11. **Advanced Approvals of Town Expenditures**
  - a) **There are no advanced approvals.**
  
12. **Manager/Staff Report**
  
13. **Adjournment**

Posted by: Sharon McCormick

Date/Time: 10-17-08 8:15 AM

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.

**Minutes**  
**SPECIAL SESSION**  
**MAYOR and COMMON COUNCIL**  
**Of the**  
**TOWN OF CAMP VERDE**  
**COUNCIL CHAMBERS**  
**473 S. Main Street #106**  
**Wednesday, October 15, 2008**  
**5:00 p.m.**

**Minutes are a summary of the actions taken. They are not verbatim.**  
**Public input is placed after Council motions to facilitate future research.**  
**Public input, where appropriate, is heard prior to the motion**

**1. Call to Order**

Mayor Gioia called the meeting to order at 5:00 p.m.

**2. Roll Call**

Mayor Gioia, Vice Mayor Hauser, and Councilors Garrison, German, Kovacovich, and Smith were present. Councilor Elmer was absent.

**Also Present**

Manager Scannell, Community Development Director Buckel, Parks & Rec Director Moore, and Town Clerk Barber were present. Attorney Sims was present telephonically.

Mayor Gioia read the agenda items aloud. On a motion by Hauser, seconded by Kovacovich, the Council voted unanimously to address items 3, 4, and 5 in Executive Session. The Special Session was recessed at 5:05 p.m. and reconvened at 6:27 p.m.

- 3. Discussion, consideration, and possible direction to staff and/or discussion or consultation with the Town Attorney for legal advice concerning the operation of Canyon Wood Supply formerly known as Zellner's Wood Yard, located on Murdock Road.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation., in pending or contemplated litigation, or in settlement discussions in order to avoid or resolve litigation. (Staff Resource: Town Attorney)

Mayor Gioia advised that Council had directed staff with the following 3 items: #1 respond to litigation promptly; #2 move onto the hearing process as stated in Section 105 and take any and all actions to enforce zoning ordinances; and #3 staff is reviewing possible alternative sites for the wood processing.

- 4. Discussion or consultation with the Town Attorney for legal advice as it relates to the possible termination of the IGA with Camp Verde Unified School District for the maintenance and operation of the Heritage Pool.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation., in pending or contemplated litigation, or in settlement discussions in order to avoid or resolve litigation. (Staff Resource: Lynda Moore)

Council took no action on this item.

- 5. Discussion and consideration of, and possible approval of the Manager's Compensation package.** Note: Council may vote to hear this matter in Executive Session pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of salaries and compensation of a public officer, appointee or employee of any public body.

Council took no action on this item.

**6. Adjournment**

On a motion by Garrison, seconded by Hauser, the meeting was adjourned at 6:30 p.m..

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Deborah Barber, 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 Special Session of the Town Council of Camp Verde, Arizona, held on the 15<sup>th</sup> day of October 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

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Debbie Barber, Town Clerk

**MINUTES  
WORK SESSION  
MAYOR and COMMON COUNCIL  
of the  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street, Room 106  
WEDNESDAY, OCTOBER 8, 2008  
6:30 P.M.**

**1. Call to Order**

Mayor Gioia called the meeting to order at 6:31 p.m.

**2. Roll Call**

Mayor Gioia, Vice Mayor Hauser, and Councilors Elmer, Garrison, German, Kovacovich, and Smith

ALSO PRESENT:

Parks & Rec Director Lynda Moore, Housing Director Matt Morris, Library Director Gerry Laurito, Parks & Rec Supervisory Joe Perez, Town Manager Michael Scannell, and Town Clerk Deborah Barber

**3. Pledge of Allegiance**

Vice Mayor Hauser led the pledge.

**4. Presentation and discussion of the Quarterly Reports with the following commissions, boards, and committees:**

Mayor Gioia thanked the Commissioners for taking time from their busy schedules to meet with Council and for their diligent and hard work they do to make sure that Council stays informed. Mayor Gioia then introduced each Chair prior to their report.

- a. **Library Advisory Commission:** topics may include, but not be limited to, library financing, report format, resignation(s), and priority status.

Chair Lisa Mina reviewed the Library Advisory Commission's (LAC) report, which is attached and a permanent part of this record. She noted that the LAC would focus as the library's need for design and spaced, while the CCCVL organization would focus on fundraising activities. She advised that the LAC had welcomed Amber Polo as a new commission member. Council members discussed book sales, the new book drop, and Director Laurito shared information about an agreement that is under attorney review that allows the Library Endowment to take over the book sales.

- b. **Youth Commission Report:** topics may include, but not be limited to activities that the Youth Commission has participated in since forming.

Recreation Supervisor Joe Perez explained that the Youth Commission had just completed a meeting and he was excited to share that a recent clean-up day had the kids out in full force. He said that they plan to hold their first dance at the Teen Center on Halloween night and that a float is planned for the Ft. Verde Day's parade. In answer to Vice Mayor Hauser's questions, Perez presented the proposed logo for the Parks & Recreation Dept. He said that the department and the kids were really excited about it and will present it for Council approval soon.

Mayor Gioia asked Perez to prepare written reports for the future quarterly meetings.

- c. **Board of Adjustment:** topics may include, but not be limited to, hearings and decisions that the Board made during the past quarter.

Chair Gene McIntyre reviewed the written quarterly report, which is attached and becomes a permanent part of this record.

Mayor Gioia noted that the BOA's work on the sandwich signs involved the efforts of local business owners, the Council, and the public. He commended the Board members for their work.

- d. **Trails & Pathways Commission:** topics may include, but not be limited to, subdivision proposals, trails policy, trailheads, and Forest Service liaison.

Chair Perry Haddon reviewed the written report, which is attached and becomes a permanent part of this record. The primary point of discussion was that the Trails Commission was very disappointed to learn that the Forest Service did not intend to take into consideration the Town's efforts and interest in securing a trailhead at Jackson Flats, but rather, intended to trade the area to the Yavapai Apache Nation. Discussion ensued about the number of years the Town had worked toward this goal. Smith recommended that the Commission meet and recommend that Council prepare and authorize the Mayor to sign a letter to the Forest Service advising them of the Town's ongoing efforts to secure a trail at Jackson Flats.

Mr. Haddon advised that his term was completed and that

- e. **Planning & Zoning Commission:** topics may include, but not be limited to various zoning recommendations made to Council over the past quarter.

Chair Dave Freeman reviewed the written report, which is attached and becomes a permanent part of this record. Freeman reported that the primary concerns this quarter dealt with storage containers and signage. Mayor Gioia thanked the Commission for their work.

- f. **Housing Commission:** topics may include, but not be limited to, attainable housing programs and tools, Drachman Institute's final report, Cliffs Parkway property, and Fair Housing activities.

Chair Jeremy Bach reviewed the written report, which is attached and becomes a permanent part of this record. He noted that Director Matt Morris and Theresa Goodwin were great assets to the department and commended them for their work. He also noted that Dave Freeman left the commission and thanked him for his hard work over the past few years. Mayor Gioia thanked the commission for their work.

- g. **Parks & Recreation Commission:** topics may include, but not be limited to, events held during the past quarter, Black Bridge Park, budget, and goals and objectives and mission for 2008.

Chair Robin Whatley noted that Parks Commissioners were present in the audience to participate in the next agenda item as it related to the new park master plan. She reviewed the written report, which is attached and becomes a permanent part of this record. She advised that some Commission members met with users of the Skate Park and that it was very informative. She also advised that members were working hard for the upcoming events for Ft. Verde Days and Trick or Treat on Main, noting that they were accepting candy donations.

Councilor Garrison asked that the Cornfest financial report be included in the next quarterly meeting. Members then discussed cameras at the Skate Park. Director Moore advised that the cameras would be relocated to the weight room as a theft deterrent and that the height of the fence would be raised at the Skate Park to deter bicycle riders. She further advised that portable restrooms were also planned to address the neighborhood concerns.

- h. **Design Review Board:** topics may include, but not be limited to, hearings and decisions that the Board made during the past quarter.

Chair Jim Bennick reviewed the written report, which is attached and becomes a permanent part of this record. He advised that it was a quiet quarter, with reviews of the Qwest building and structures near the jail annex on Cherry Road. He advised that the Board reviewed the Section 108 amendment as it related to the administrative role of the Board and had forwarded a recommendation forward P&Z Commission. Members discussed the continuing work on a photo library for applicants to select rural, western character for items such as doors, windows, overhangs, roofs, lighting, etc. Bennick noted that this was not an easy task. Mayor Gioia commended the Board for their efforts.

### **Public Input**

Linda German expressed concern that Councilor Smith could find no takers for his offer to donate books to the library. She asked Smith to speak to Director Laurito to ensure that his staff understands that donations are gladly accepted.

Daria Weir advised that the Bull Bash would be held on Friday & Saturday during Ft. Verde Days.

5. **Discussion with RBF Consulting concerning the Council's vision for the Community Park. Discussion may include, but not be limited to Council's objectives and desires relative to the park facilities, active and passive recreational uses, access points, water, lighting, funding, cost-saving measures, and other miscellaneous concerns.**

Director Moore advised that the second community open house was held last night, October 7, with about 50-60 people in attendance. She introduced Kevin Kugler of RBF who presented written reports on the information that was gathered from the community meetings. Kugler reviewed the reports and noted that the public overwhelming selected Alternative C as the direction for the park. A copy of the reports and handouts are attached and become a permanent part of this record.

Members spent the rest of the meeting discussion various options and plans as they related to Alternative C. The meeting was recessed at 8:45 p.m. and called to order at 8:52 p.m. and discussion continued.

### **Public Input**

Louis Rezzonico encouraged Council to build fairgrounds into the park, noting that 65% of the children that participate in the fair in Cottonwood are from Camp Verde. He said to include 2 to 3 barns and a full-size kitchen. He stated that if the Council did this, it would bring in enough revenue to build the park. He also noted that the fairgrounds in Cottonwood are in a bad location with no room left for growth.

Jim Ellington said that he was a strong advocate for a BMX track, noting that it would be the cheapest to build and that it could be located in a place where nothing else could go because the track needed hills and valleys. He also noted that a regulation track would be a large revenue generator. He pointed out that the need to raise the fence at the Skate Park is indicative of the need for a BMX track.

Robin Whatley said that she was advocating for a Community Center and the BMX track.

There was no other public input with regard to amenities.

Council members turned their focus to the proposed access points, one of which was off McCracken and the other off the Sanitary District Road. Kugler reported that the RBF recommendation remained off McCracken due to costs, future traffic signals, and the logistics of development. After a lengthy discussion, Council members appeared to agree that the park should move forward with plans for access off McCracken Lane, in the interest of applying for the

Heritage Grant, with the long-term intention of adding additional access off the Sanitary District Road.

**Public Input**

Bruce George asked if it was possible for the Town to purchase additional acres to construct a different access.

Jim Ellington said that if the Town submitted another application for Heritage Funds when we did not have the land for access, they would throw it out. Council agreed.

Cheri Wischmeyer said that she understood the need for a park, ball fields, and arenas. However, she felt there were serious safety issues for her neighborhood that needed to be addressed first. She said that if there were one accident, the residents would be unable to get in or out of their neighborhood. She strongly urged Council to take into consideration how this park would impact the neighborhood.

Carol German noted that there would be heavier traffic due to the expanded ranger station. She said that it would increase in the summer with the Hot Shot crews and helicopters. In addition, there are two businesses in the neighborhood. She said that she and other neighbors have come to Council on more than one occasion to request help with the speeders and nothing has been done. She encouraged Council to get all the data together before they made the decision to locate the entrance to the park off McCracken Lane.

Roger Doering asked if Council had considered other possible access points.

There was no other public input.

**6. Adjournment**

On a motion by Hauser, seconded by Smith, the meeting was adjourned at 10:02 p.m.

\_\_\_\_\_  
Deborah Barber, 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 Work Session of the Town Council of Camp Verde, Arizona, held on the 10<sup>th</sup> day of October 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Deborah Barber, Town Clerk



**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Date:** Oct 22, 2008

**Meeting Type:** Regular Session

**Type of Presentation:** Verbal Only

**REFERENCE DOCUMENT:** Library Materials Agreement

**AGENDA TITLE: (Be Exact):**

Discussion consideration and possible approval of an agreement between the Town of Camp Verde and the Camp Verde Library Endowment (CVLE) transferring the operation of the library's book sale to the CVLE

**PURPOSE AND BACKGROUND INFORMATION:**

The purpose of this agreement is to transfer the operation of the library's book sale to the Camp Verde Library Endowment for the future benefit of the library.

**STAFF RECOMMENDATION(S): (Suggested Motion)**

This document clears up legal concerns regarding the Library operating a book sale and the disposition of "surplus library materials". I recommend approval of the Library Materials Agreement between the town of Camp Verde and the Camp Verde Library Endowment.

**Type of Document Needing Approval:**

**Finance Director Review**

Budgeted/Amount

N/A

**Comments:**

Attorney Bill Sims has seen this document and has edited it. The final version is attached here.

**Fund:**

**Line Item:**

**Submitting Department:** library

**Contact Person:** Gerard Laurito

**Town Manager/Designee:**

**Please Note:** You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

# Library Materials Agreement

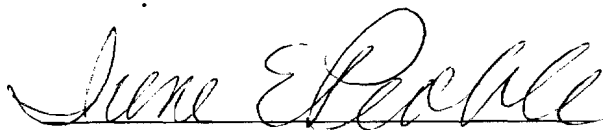
This LIBRARY MATERIALS AGREEMENT ("Agreement") by and between the Town of Camp Verde, a municipal corporation ("Town) and the Camp Verde Library Endowment , an Arizona nonprofit corporation ("Endowment") is dated as of October \_\_, 2008 ("Effective Date). This Agreement delineates the responsibilities and procedures under which the Town , through the Camp Verde Library Department ("Library Department") and the Endowment will collect, control and dispose of books, tapes and other media (collectively, the "Library Materials") used in connection with the operation of the Town of Camp Verde Library ("Library").

All Library Materials currently held by the Library Department will be transferred to the Endowment subject to the terms of this Agreement. Following the Effective Date, any Library Materials delivered to the Town as a donation will be accepted on behalf of the Endowment and delivered to the Endowment, subject to the terms of this Agreement.

Library Materials held by the Endowment following the Effective Date will be sold by the volunteers of the Library and/or Endowment on behalf of the Endowment. The Endowment may use Town facilities on a space available basis at no cost, provided the Endowment adheres to the provisions of this Agreement. All proceeds from the sales of Library Materials will be turned over to the C.V. Library Endowment Board Treasurer for deposit into the Endowment "Special Library Account".

At least as frequently as quarterly, the Endowment shall disburse from the Endowment "Special Library Account" an amount to the Town of Camp Verde which the Town must use for the Beaver Creek Library Extension. The amount disbursed shall be based on a percentage of the gross sales for the preceding quarter. The percentage will be as agreed upon by the Endowment Board and the Library Director. The parties currently agree to a percentage equal to seven percent (7%). Hereafter, the parties will in good faith negotiate revisions to such percentage. If the parties are unable to agree upon such a percentage, then this Agreement shall terminate upon written notice from the Town to the Endowment. All notices to the Endowment must be given by US Mail to Endowment at: P.O. Box 2009 Camp Verde AZ. All notices to the Town must be given by US Mail to the Town at Town Hall. 86322

This Agreement is subject to termination pursuant to A.R.S. § 38-511. In addition, either party may terminate this Agreement upon thirty (30) days prior written notice.

  
IRENE PEOBLE, Secretary  
Camp Verde Library Endowment Board

\_\_\_\_\_  
TONY GIOIA, Mayor  
Town of Camp Verde

Date: 10/10/2008

Date: \_\_\_\_\_

Attest:

Approved as to form:

\_\_\_\_\_  
Deborah Barber, Town Clerk

\_\_\_\_\_  
Town Attorney



# TOWN OF CAMP VERDE

◆ 473 S. Main Street ◆ Camp Verde, Arizona 86322 ◆ (928) 567-6631 FAX 567-9061

Marshal 567-6621 ◆ Parks & Recreation 567-0535 ◆ Community Development 567-8513 ◆ [www.campverde-az.gov](http://www.campverde-az.gov)

October 22, 2008

Chief Phil Harbeson  
Camp Verde Fire District  
PO Box 386  
Camp Verde, AZ 86322

Dear Chief Harbeson:

This letter is being sent to you as a notice of concern from the Mayor and Town Council of the Town of Camp Verde over the current conditions at the wood yard located on Murdock Road as they relate to the Fire Code. We understand that the fire inspector has been attempting to identify ways to address some of the conditions on the wood lot, but we also understand that other conditions on the wood lot cannot be accommodated and must be modified promptly. Please identify priorities and deadlines no later than November 3, 2008.

In addition to such priorities and deadlines, we also would respectfully request that we be provided with a written document outlining the modifications to the Fire Code regulations that the Fire District has agreed upon. With this information, our staff will be able to provide written information to address inquiries from the citizens.

We respect your staff's continued effort to provide Fire and Emergency services to all of the residents of Camp Verde and appreciate their contributions to this community.

Sincerely,

Mayor Gioia  
On behalf of Town Council

MTG/nb



**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Date: October 22, 2008**

**Meeting Type: Regular**

**Type of Presentation:**

**REFERENCE DOCUMENT:**

**AGENDA TITLE: (Be Exact):**

Possible approval for out-of-state travel for Judge Rodger Overholser to the National Judicial College in Reno, Nevada November 16 through November 21.

**PURPOSE AND BACKGROUND INFORMATION:**

This is for continuing legal education and court enhancement. I have applied for a grant to reimburse the expenses related to this training/travel. We expect to receive full reimbursement for this traing through a scholarship from the Arizona Office of the Courts and the National Judicial College.

**STAFF RECOMMENDATION(S): (Suggested Motion)**

Approve the request for out-of-state travel.

**Type of Document Needing Approval:**

**Finance Director Review**

Budgeted/Amount

Attorney Review  Yes  No

Attorney Comments \_\_\_\_\_

**Fund:**

**Submitting Department: Court**

**Town Manager/Designee:**

**Line Item:**

**Contact Person: Rodger Overholser**

**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Date: October 22, 2008**

**Meeting Type: Regular**

**Type of Presentation: Verbal Only**

**REFERENCE DOCUMENT: ORDINANCE 2008 A356**

**AGENDA TITLE:** (Be Exact): Public Hearing, discussion and possible approval of Ordinance 2008 A356, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Section 108 F 2. **ACCESSORY BUILDINGS:** of the Zoning Ordinance to allow the use of Shipping Containers as **ACCESSORY STORAGE** as noted under **EXCEPTIONS**.

**PURPOSE AND BACKGROUND INFORMATION:** At the regularly scheduled hearing of the Town of Camp Verde Planning & Zoning Commission on October 09, 2008, the Planning & Zoning Commission Voted 3 in FAVOR and 3 OPPOSED to recommend approval of the Section 108 amendments as provided in the Council hears Planning & Zoning Packets. Due to the 3 to 3 vote, the recommendation from the Commission to the Council was DENIAL.

At the Planning & Zoning Commission Hearing of October 09, 2008, there was one person from the Public that expressed opposition to allowing for Shipping Containers as Accessory Storage.

**STAFF RECOMMENDATION(S):** (Suggested Motion) Approval or Denial of Ordinance 2008 A356 to amend Section 108 F 2.(ACCESSORY BUILDINGS) of the Town of Camp Verde Planning & Zoning Ordinances to allow the use of Shipping Containers as ACCESSORY STORAGE as noted under EXCEPTIONS.

The Town Attorney has reviewed this document for Council Consideration.

**Type of Document Needing Approval: Ordinance**

**Submitting Department: Community Development**

**Contact Person: Michael Jenkins**

**Town Manager/Designee:**

**Please Note:** You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.



**ORDINANCE 2008A356**

**AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF  
THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA  
AMENDING SECTION 108 F 2. ACCESSORY BUILDINGS: OF THE ZONING ORDINANCE TO  
ALLOW THE USE OF SHIPPING CONTAINERS AS ACCESSORY STORAGE AS NOTED UNDER  
EXCEPTIONS**

**WHEREAS**, the Town of Camp Verde adopted the Planning and Zoning Ordinance in Ordinance 87 A23, approved July 9, 1987, and

**WHEREAS**, Section 108 of the Planning and Zoning Ordinance allows for the amendment, supplement or change of zoning text regulations of the Planning and Zoning Ordinance by the Town Council, 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.

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

**Section 1.** Section 108 of the Zoning Code is hereby amended as the following:

**2. Accessory Buildings:** May be attached to or detached from the "principal" building, except that no accessory building housing fowl or animals (other than domestic pets) may be attached to any dwelling unit. All structures constructed on a property shall be constructed according to the **currently adopted 2003 International Building Codes or as may be amended and adopted from time to time.** No vehicle, including recreational vehicles, railroad cars or other structures not engineered for use as an accessory structure shall be placed on the property and used as an accessory structure.

**a. Exceptions:**

**1) Use of steel cargo shipping containers or PODS in Residential Districts.**

**i. Permanent placement of containers will require they be modified to possess ventilation and egress sufficient under the currently adopted 2003 IBC standards or as may be amended and adopted from time to time.**

**ii. Placement of containers shall be subject to a building permit and no containers shall be larger than 10' X 10' X 53'**

**iii. Temporary use of storage containers for a period of six months or less will NOT require any modification or permanent alteration to the container or screening but must obtain a zoning clearance.**

- iv. Any container used during construction on an individual lot or parcel in a residential district must be removed before a final Certificate of Occupancy will be issued.
  - v. Storage unit must be painted a similar color to the principal structure or a neutral color.
  - vi. No screening will be required unless otherwise required by other Sections of the P&Z Ordinance.
  - vii. The number of containers allowed in residentially zoned property is as follows:
    - One or more acres and less than two acres:
      - One Container
      - 2 Acres or more: Two Containers
    - Use of more than two containers on residentially zoned property will require a Use Permit.
  - viii. Container must be placed on the back ½ of the property, and meet all setback requirements for an accessory structure in residential zoning districts.
- 2) Use of steel cargo shipping containers in Commercial/Industrial Districts
- i. Containers used for permanent storage requires a building permit.
  - ii. Any temporary use of these containers during construction is limited to the time of the building permit process and must be removed before a final Certificate of Occupancy will be issued for the buildings.
  - iii. Temporary use of a container by a contractor or developer during construction will be considered storage for commercial use and must be removed before final approval of the development is given.
  - iv. Any business that provides the rental or storage of these containers must screen the storage area from any higher zoning district.
  - v. Storage containers while stored shall not be stacked.

**3. Accessory Uses or Structures:**

- a. Accessory uses or Structures are allowed prior to installation of the principal structure only when a construction permit has been issued for the principal structure and construction of same is commenced within six months.
- b. On lots of two acres or more in size, an accessory structure may be constructed for the purpose of storing machinery or other miscellaneous equipment without a primary structure being required.
- c. A building permit must be obtained for any accessory structure and all structures must be built to conform to the currently adopted 2003

**International Building Code or as may be amended and adopted from time to time and setback requirements.**

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

**Section 3.** 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.

**Section 4.** This ordinance is effective upon completion of publication and any posting as required by law.

**PASSED AND APPROVED by a majority vote of the Town Council of the Town of Camp Verde, Arizona on this 22nd day of October 2008.**

\_\_\_\_\_  
Tony Gioia, Mayor

Date \_\_\_\_\_

Approved as to form:

Attest: \_\_\_\_\_  
Deborah Barber, Town Clerk

\_\_\_\_\_  
Town Attorney



**F. ACCESSORY USES AND STRUCTURES:**

1. **Accessory Uses:** (including facilities and equipment) are permitted in conjunction with any "principal" use, provided the accessory use is compatible with the principal use and does not alter the character of the premises; any reference to a "permitted use" shall be deemed to include such uses as an accessory use.

a. Temporary Use Permits for the purpose of roadside sales of agricultural products such as fruits, vegetables, nuts, hay, grains, firewood, or comparable crops can be issued at the discretion of the Community Development Director for a period of no more than four (4) months.

- 1) No fee will be charged to any residence living within the Town limits that applies for the temporary use permit.
- 2) A fee of \$50.00 will be charged to any non-resident of Camp Verde applying for the temporary use permit.

2. **Accessory Buildings:** may be attached to or detached from the "principal" building, except that no accessory building housing fowl or animals (other than domestic pets) may be attached to any dwelling unit. All structures constructed on a property shall be constructed according to the currently adopted 2003 International Building Code, or as may be amended and adopted from time to time. No vehicle, including recreational vehicles, railroad cars or other structures not engineered for use as an accessory structure shall be placed on the property and used as an accessory structure.

a. Exceptions:

- 1) Steel cargo shipping containers in Residential Districts.
  - i. Permanent placement of containers will require they be modified to possess ventilation and egress sufficient under the currently adopted 2003 IBC standards, or as may be amended and adopted from time to time.
  - ii. Placement of containers shall be subject to a building permit and no containers shall be larger than 10' X 10' X 53'.
  - iii. Temporary use of storage containers for a period of six months or less will NOT require any modification or permanent alteration to the container or screening but must obtain a zoning clearance.
  - iv. Any container used during construction on an individual lot or parcel in a residential district must be removed before a final Certificate of Occupancy will be issued.
  - v. Storage unit must be painted a similar color to the principal structure or a neutral color.
  - vi. No screening will be required unless otherwise required by other Sections of the P & Z Ordinance.

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vii. The number of containers allowed in residentially zoned property is as follows:  
One or more acres and less than two acres: One container

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Two acres or more: Two containers  
Use of more than two containers on residentially zoned property will require a Use Permit.

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viii. Container must be placed on the back 1/2 of the property, and meet all setback requirements for an accessory structure in residential zoning districts.

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2) Use in Commercial/Industrial Districts

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i. Containers used for permanent storage requires a building permit.

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ii. Any temporary use of these containers during construction is limited to the time of the building permit process and must be removed before a final Certificate of Occupancy will be issued for the buildings.

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iii. Temporary use of a container by a contractor or developer during construction will be considered storage for commercial use and must be removed before final approval of the development is given.

iv. Any business that provides the rental or storage of these containers must screen the storage area from any higher zoning district.

v. Storage containers while stored shall not be stacked.

3. **Accessory Uses or Structures:**

a. Accessory uses or Structures are allowed prior to installation of the principal structure only when a construction permit has been issued for the principal structure and construction of same is commenced within six months.

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b. On lots of two acres or more in size an accessory structure may be constructed for the purpose of storing machinery or other miscellaneous equipment without a primary structure being required.

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c. A building permit must be obtained for any accessory structure and all structures must be built to conform to the currently adopted 2003 International Building Code or as may be amended and adopted from time to time and setback requirements.

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4. **Walls, Fences, and Area Screening:**

a. **Permits:** A fence permit is required before a perimeter fence or wall may be constructed, reconstructed or altered within the Town of Camp Verde. A permit is not required for repairs that do not alter or change the original fence. A legible drawing shall be submitted showing all fence dimensions, gates, lot lines, setbacks, and buildings on the property, and all adjacent streets and alleys. The drawing should also indicate the height of the fence and type of materials from which it is to be constructed. If the fence

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or wall is to be constructed of block or concrete indicate the type of reinforcing and type and size of footing.

- b. Exceptions:** Fences within Metes and Bounds parcels (not within a subdivision) intended for the confining of livestock and domestic animals and not obstructing any view of intersecting traffic will not require a permit, however these fences shall otherwise conform to the requirements of this section.
- c. Permit Review:** All fence permit applications shall be reviewed by the Town Zoning Inspector prior to permits being issued to confirm that they are in compliance with all codes.
- d. Materials and Design:** Fences and walls in all zoning districts shall be constructed of materials in new condition only. Material must be wood, wire, masonry or wrought iron of conventional design. Fences or walls of other than specified material or other than conventional design, shall be allowed only by Use Permit, except that a fence constructed of pipe or twisted wire shall be allowed when the principal use is for the keeping of livestock.

**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Date: October 22, 2008**

**Meeting Type: Regular**

**Type of Presentation: Verbal Only**

**REFERENCE DOCUMENT: ORDINANCE 2008 A354**

**AGENDA TITLE:** (Be Exact): Public Hearing, discussion and possible approval of Ordinance 2008 A354, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Section 118 of the Zoning Ordinance to define "A-Frame" signs, add exception for "Projecting" signs into the Right of Way for Businesses along Main Street under PROHIBITED SIGNS, and define the criteria under which projecting signs may be used under Business / Commercial / Industrial signs.

**PURPOSE AND BACKGROUND INFORMATION:** On May 28, 2008, the Town Council returned the then proposed amendments to Section 118 (Sign Ordinance) dealing with "A-Frame" signs to the Planning & Zoning Commission to revisit other alternatives such as "Projecting" signs. Concerns from the Town Insurance Provider and the Town Engineer were presented to the Council addressing site visibility, pedestrian clearances and liability issues.

At the regularly scheduled hearing of the Town of Camp Verde Planning & Zoning Commission on October 09, 2008, the Planning & Zoning Commission Voted to recommend approval of the Section 118 amendments as provided in the Council hears Planning & Zoning Packets.

The Planning & Zoning Commission has now prepared amendments to the Section 118 Sign Ordinance to address the sign issues along Main Street from Arnold Street to General Crook Trail by allowing projecting signs into the Right of Way. Size, Height, number of signs per each business and requirements have been added to the Sign Ordinance with the proposed amendments.

**STAFF RECOMMENDATION(S):** (Suggested Motion) Approval or Denial of Ordinance 2008 A354 to amend Section 118 (Sign Ordinance) of the Town of Camp Verde Planning & Zoning Ordinances to define "A-Frame" signs, add exception for "Projecting" signs into the Right of Way for Businesses along Main Street, from Arnold Street to General Crook Trail, under PROHIBITED SIGNS, and define the criteria under which projecting signs may be used under Business / Commercial / Industrial signs.

The Town Attorney has reviewed this document for Council Consideration.

**Type of Document Needing Approval: Ordinance**

**Submitting Department: Community Development**

**Contact Person: Michael Jenkins**

**Town Manager/Designee:**

**Please Note:** You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.



## ORDINANCE 2008A 354

**AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA AMENDING SECTION 118 OF THE ZONING ORDINANCE TO DEFINE A-FRAME SIGNS, ADD EXCEPTION FOR PROJECTING SIGNS INTO THE RIGHT OF WAY FOR BUSINESSES ALONG MAIN STREET UNDER PROHIBITED SIGNS, AND DEFINE THE CRITERIA UNDER WHICH PROJECTING SIGNS MAY BE USED UNDER BUSINESS/COMMERCIAL/INDUSTRIAL SIGNS.**

**WHEREAS**, the Town of Camp Verde adopted the Planning and Zoning Ordinance in Ordinance 87 A23, approved July 9, 1987, and

**WHEREAS**, Section 113 of the Planning and Zoning Ordinance allows for the amendment, supplement or change of zoning text regulations of the Planning and Zoning Ordinance by the Town Council, 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.

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

**Section 1.** Section 118 of the Zoning Code is hereby amended as the following:

### **SECTION 118** **SIGN ORDINANCE**

#### **III. DEFINITIONS**

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**“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”.**

#### IV PROHIBITED SIGNS

- A. Notwithstanding any other provisions of this ordinance, the types of signs listed below are prohibited in the Town of Camp Verde.
1. Unlawful to park a vehicle for the purpose of advertising.
  2. 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.**
  3. Signs located on a roof or those that do not create a parapet or a parapet wall as defined.
  4. 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. Signs with flashing or intermittent illumination and those illuminated of such brilliance or position as to blind or dazzle the vision of travelers. (This does no include Christmas lights, during the Xmas season: 11/01-1/15).
  6. An animated sign or a sign that is moving, rotating, or audible in any manner.
  7. Automatic changing signs unless they promote the time and temperature. Only such signs shall change at intervals of three seconds or more.
  8. 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. Abandoned, dangerous, or defective signs.
  10. Signs erected, placed, constructed, or maintained in violation of this ordinance.
  11. Signs which are misleading, erroneous, or provide false information and advertising, words or picture which are obscene or indecent.
  12. **A-FRAME SIGNS LOCATED ANYWHERE WITHIN THE TOWN LIMITS. EXCEPTION: TEMPORARY USE TO ADVERTISE TOWN SPONSORED OR APPROVED COMMUNITY – WIDE EVENTS.**

#### IX BUSINESS/COMMERCIAL/INDUSTRIAL SIGNS

- A. Wall signs affixed to buildings in Commercial zoning districts are allowed subject to the following:
5. **Businesses that are immediately adjacent to the right of way on Main Street from Arnold Street to General Crook Trail, may have a projecting sign over the right of way that does not exceed twelve (12) square feet, does not project out from the building more than six (6) feet, and does not project above the store front height of the building.**
    - a. **The distance between top of sidewalk to the bottom of the sign shall be a minimum of 10 feet.**
    - b. **Only one sign is allowed per business.**

- c. The applicant shall sign an Indemnity Agreement as provided by the Town of Camp Verde, indemnifying the Town of Camp Verde from any and all claims arising from the placement of the projecting sign and releasing the Town of Camp Verde from any liability arising from the placement of the projecting sign.
- d. An administrative design review for signs shall be required per section 124 of the Planning and Zoning Ordinance.
- e. All projecting signs must have a western appearance that has a comfortable simplicity and meet the criteria as set forth in the Town of Camp Verde Design Review Section of the Planning & Zoning Ordinance, section 124. Corporate logos are allowed.
- f. No internally illuminated signage will be allowed.

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

**Section 3.** 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.

**Section 4.** This ordinance is effective upon completion of publication and any posting as required by law.

**PASSED AND APPROVED** by a majority vote of the Town Council of the Town of Camp Verde, Arizona on this 22ND day of OCTOBER 2008.

\_\_\_\_\_  
Tony Gioia, Mayor

Date \_\_\_\_\_

Approved as to form:

Attest: \_\_\_\_\_  
Deborah Barber, Town Clerk

\_\_\_\_\_  
Town Attorney

**SECTION 118  
SIGN ORDINANCE**

**III. DEFINITIONS**

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**"Abandoned sign"** means a sign which no longer correctly advertises an ongoing business, 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.

**"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.

"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".

**"Aggregate signage"** shall be the total allowable wall signage calculated plus freestanding 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.

**"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 (3) 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.

**"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.

**"Freestanding 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 sign"** means a free-standing sign directing attentions to a restaurant, lodging facility or 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.

**"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 20 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 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 made unusable by ordinary wear, tear or damage beyond the control of the owner.

**"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 in limited to 2".

**"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 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 Ordinance for that portion only. A mural is subject to the permitting procedures.

**"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"** means any sign which is not allowed under this Code but which, when first constructed, was lawful.

Sign, Number of Faces on:

One: If a sign has copy on one side only or if the interior angle between the two sign faces or sides is greater than forty-five (45) degrees, it shall be considered one face; the area will be considered to be the sum of the areas of both sides.

Two: If the angle between the two sign faces is forty-five (45) degrees OR LESS, the sign shall be considered double faced, the sign area will be the area of one face only. If two sign faces are attached to a structure with a thickness exceeding thirty-six (36) inches or the two faces are separated by a distance exceeding thirty-six (36) inches, then the sign area will be the area of both faces.

**Multi-faced:** Any sign containing more than two sides. The area shall be the area of the largest side plus the area of any other side whose interior angle with any other side exceeds forty-five (45) degrees.

**"Off-premise sign"** means a sign advertising a business, place, activity, goods, services, products, which directs persons to a different location from where the sign is located.

**"On-premise sign"** means any sign identifying or advertising a business, person, activity, goods, products, or services located on the premises where the sign is installed.

**"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.

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

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

**"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, 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 fifty percent (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.

**"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.

**"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.

**"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 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.

**"Under-canopy sign"** or **"marquæe sign"** means a sign suspended below the ceiling or roof of a canopy or the wall of a building with the face in a parallel plane to the plane of the screening device or 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.

#### **IV PROHIBITED SIGNS**

**A.** Notwithstanding any other provisions of this ordinance, the types of signs listed below are prohibited in the Town of Camp Verde.

1. Unlawful to park a vehicle for the purpose of advertising.
2. 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.
3. Signs located on a roof or those that do not create a parapet or a parapet wall as defined.
4. 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. Signs with flashing or intermittent illumination and those illuminated of such brilliance or position as to blind or dazzle the

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vision of travelers. (This does not include Christmas lights, during the Xmas season: 11/01-1/15).

6. An animated sign or a sign that is moving, rotating, or audible in any manner.
7. Automatic changing signs unless they promote the time and temperature. Only such signs shall change at intervals of three seconds or more.
8. 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. Abandoned, dangerous, or defective signs.
10. Signs erected, placed, constructed, or maintained in violation of this ordinance.
11. Signs which are misleading, erroneous, or provide false information and advertising, words or picture which are obscene or indecent.
12. A-Frame signs located anywhere within the Town Limits.
  - a. Exception: Temporary use to advertise Town sponsored or approved Community-Wide Events.

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- B. 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 by this Section, except those which are deemed nonconforming signs per this ordinance.

## **IX BUSINESS/COMMERCIAL/INDUSTRIAL SIGNS**

- A. Wall signs affixed to buildings in Commercial zoning districts are allowed subject to the following:
1. The maximum permitted signage area shall not exceed one and one half square feet for each one linear foot of exterior building frontage, for any one business occupancy or one square foot of signage for each foot of property frontage. The square footage is calculated on only the portion of the building occupied by the business requesting a permit with a maximum allowable signage of 200 square feet. However, each such business is allowed a minimum sign size of 32 square feet.
  2. A wall sign shall not extend above the roofline unless it creates a parapet or is a parapet wall or portion of a parapet wall.
  3. Wall signs are permitted in addition to free standing or monument signs.
  4. The maximum allowance for sign area on each building frontage is not transferable either in whole or in part from one building frontage to another, nor from one occupancy to another occupancy except as determined under the Comprehensive Sign plan.

5. Businesses that are immediately adjacent to the right of way on Main Street from Arnold Street to General Crook Trail, may have a projecting sign over the right of way that does not exceed TWELVE (12) SQUARE FEET, DOES NOT PROJECT OUT FROM THE BUILDING MORE THAN SIX (6) FEET, AND DOES NOT PROJECT ABOVE THE STORE FRONT HEIGHT OF THE BUILDING.
- a. The distance between top of sidewalk to the bottom of the sign shall be a minimum of 10 feet.
  - b. Only one sign is allowed per business.
  - c. The applicant shall sign an Indemnity Agreement as provided by the Town of Camp Verde, indemnifying the Town of Camp Verde from any and all claims arising from the placement of the projecting sign and releasing the Town of Camp Verde from any liability arising from the placement of the projecting sign.
  - d. An administrative design review for signs shall be required per Section 124 of the Planning and Zoning Ordinance.
  - e. All projecting signs must have a western appearance that has a comfortable simplicity and meet the criteria as set forth in the Town of Camp Verde Design Review Section of the Planning and Zoning Ordinance, Section 124. Corporate logos are allowed.
  - f. No internally illuminated signage will be allowed.

- B. Freestanding or monument signs shall be allowed in Commercial zoning districts for lots, premises, shopping centers and malls.**
- 1. The maximum permitted area of a free standing sign shall be sixty-four square feet for a single business.
  - 2. For shopping centers an additional 16 square feet per individual business total not to exceed 200 square feet per face.
  - 3. For shopping centers maximum of two such signs if there are two entrances 500 feet in distance.
  - 4. The maximum height of any portion of a free standing sign or sign structure shall be twenty feet.
  - 5. The maximum permitted area of a monument sign shall be sixty four square feet per sign face.
  - 6. A monument sign or free standing sign shall not create an obstruction to vision or interfere with traffic.
  - 7. All signs shall be setback a minimum of five feet as measured from the property line to the structure supporting the sign provided no portion of the sign projects over any portion of the public right-of-way.

8. No more than one freestanding or monument sign identifying the business, designating the principal goods, products, or facilities or services available on the premises, shall be permitted.
9. If there are separate building pads located on lots or premises that are governed by this section of the code, one additional freestanding or monument sign shall be allowed for each pad, subject to the restrictions of this subsection; provided, however, that the maximum permitted area of a free standing sign shall not exceed sixty-four square feet per sign face.
10. On-premises menu board signs are permitted for up to 32 square feet per face, a total of two faces per site. Each site may contain one double faced or two single faced menu boards.

**C. Canopy or marquee signs in Commercial zoning districts are allowed subject to the following:**

1. The maximum permitted area of a canopy or marquee sign or signs shall not exceed one square foot for each one linear foot of the canopy or marquee to which it is attached, for any one occupancy.
2. The maximum permitted area of a canopy or marquee sign or signs attached to the underside of the canopy or marquee shall not exceed eight square feet and shall provide a minimum ground clearance of eight feet, for any one occupancy.
3. Canopy or marquee signs are permitted in and are a portion of allowable wall signage in addition to free standing monument signs and are allowed on each building frontage in accordance with this chapter.
4. The maximum allowance for sign area on each building frontage is not transferable either in whole or in part (except from comprehensive sign plan) from one building frontage to another, nor from one occupancy to another occupancy.
5. The sign shall not extend over a public right-of-way line.

**D. Window signs shall be allowed in Commercial zoning districts.**

1. A permit shall not be required for window signs.

**E. Additional business/commercial sign provisions shall be complied with by all signs located within the Commercial zoning districts as follows:**

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 Section 120 (Outdoor Lighting Ordinance).
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.
5. Signs which are not permitted in a residential zone shall not be placed closer than twenty (20) feet to any residentially zoned lot. (Business to residential).
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 Chapter 4 of the Uniform Sign Code, 1994 edition.
  - (a) Three (3) copies of the Uniform Sign Code, 1994 edition shall be filed in the office of the Town Clerk and kept available for public use and inspection.

**A.** It is unlawful for any person to erect or place any sign not permitted or allowed by this section, or for any person to maintain, keep, or allow to remain, on property owned or occupied by him, any sign not permitted or allowed by this Section, except those which are deemed nonconforming signs per this ordinance.



**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Date: October 22, 2008**

**Meeting Type: Regular**

**Type of Presentation: Verbal Only**

**REFERENCE DOCUMENT: ORDINANCE 2008 A357**

**AGENDA TITLE:** (Be Exact): Public Hearing, discussion and possible approval of Ordinance 2008 A357, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Section 124 DESIGN REVIEW of the Zoning Ordinance to define “VERTICAL STRUCTURES”, “MOBILE UNIT”, and “DEVELOPMENT ACTIVITIES”; to redefine I. ADMINISTRATION and PROCEDURES; and to define the length of approval and the ability for an extention.

**PURPOSE AND BACKGROUND INFORMATION:** At the regularly scheduled hearing of the Town of Camp Verde Planning & Zoning Commission on October 09, 2008, the Planning & Zoning Commission Voted to recommend approval of the Section 124 amendments as provided in the Council hears Planning & Zoning Packets.

**STAFF RECOMMENDATION(S):** (Suggested Motion) Approval or Denial of Ordinance 2008 A357 to amend Section 124 DESIGN REVIEW of the Zoning Ordinance to define “VERTICAL STRUCTURES”, “MOBILE UNIT”, and “DEVELOPMENT ACTIVITIES”, to redefine I, ADMINISTRATION and PROCEDURES; and to define the length of approval and the ability for an extention.

The Town Attorney has reviewed this document for Council Consideration.

**Type of Document Needing Approval: Ordinance**

**Submitting Department: Community Development**

**Contact Person: Michael Jenkins**

**Town Manager/Designee:**

**Please Note:** You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.



**ORDINANCE 2008A357**

**AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF  
THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA  
AMENDING SECTION 124 DESIGN REVIEW OF THE ZONING ORDINANCE TO DEFINE "VERTICAL  
STRUCTURES", "MOBILE UNIT", AND "DEVELOPMENT ACTIVITIES"; TO REDEFINE I.  
ADMINISTRATION AND PROCEDURES; AND TO DEFINE THE LENGTH OF APPROVAL AND THE  
ABILITY TO APPLY FOR AN EXTENSION**

**WHEREAS**, the Town of Camp Verde adopted the Planning and Zoning Ordinance in Ordinance 87 A23, approved July 9, 1987, and

**WHEREAS**, Section 124 of the Planning and Zoning Ordinance allows for the amendment, supplement or change of zoning text regulations of the Planning and Zoning Ordinance by the Town Council, 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.

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

**Section 1.** Section 124 of the Zoning Code is hereby amended as the following:

**SECTION 124  
DESIGN REVIEW**

**DEFINITIONS**

7. "Vertical Structure" **MEANS** all construction **INCLUDING PLACEMENT OF MOBILE UNITS** with the exception of resurfacing of streets, parking lots, and driveways.
8. **"MOBILE UNIT" MEANS ANYTHING BROUGHT IN ON WHEELS OR CARRIED IN AS UNITS TO BE ASSEMBLED ON SITE.**
9. **"DEVELOPMENT ACTIVITIES" ARE DEFINED AS COMMERCIAL OR INDUSTRIAL ACTIVITIES THAT WILL REQUIRE A BUILDING PERMIT AND WILL HAVE A VISUAL EFFECT ON THE CONTIGUOUS NEIGHBORHOOD WHETHER IT IS CONSIDERED PERMANENT OR TEMPORARY IN NATURE AS DESCRIBED IN THE NARRATIVE OF THE APPLICATION.**

**I. ADMINISTRATION AND PROCEDURES**

1. **A PRE-APPLICATION MEETING SHALL BE HELD WITH THE DIRECTOR, PLANNING STAFF, AND TOWN ENGINEER TO DISCUSS PROJECT AND THE APPROVAL PROCESS. APPLICATION FORMS AND A LIST OF REQUIRED INFORMATION WILL BE PROVIDED AT THIS MEETING.**

2. Prior to the **REVIEW** of final architectural or engineering drawings for any building or structure to which this Ordinance is applicable, **A CONCEPTUAL PRESENTATION TO THE DESIGN REVIEW BOARD MUST TAKE PLACE TO IDENTIFY POSITIVE AND NEGATIVE ATTRIBUTES EARLY IN THE DESIGN PROCESS, UNLESS WAIVED BY THE COMMUNITY DEVELOPMENT DIRECTOR.** A concept site plan and elevations indicating basic colors and materials are required. **EXCEPTION: AN APPLICANT SUBMITTING AN APPLICATION FOR AN EXTERNAL REMODEL OR EXPANSION OF AN EXISTING COMMERCIAL BUILDING HAS THE OPTION OF MAKING A CONCEPTUAL PRESENTATION, BUT IS NOT REQUIRED.**
  3. **THE PROJECT MUST GO THROUGH DEVELOPMENT REVIEW AND RECEIVE APPROVAL FROM THE TOWN'S ENGINEER ON THE CIVIL PLANS BEFORE APPLYING FOR APPROVAL OF FINAL ARCHITECTURAL OR ENGINEERING DRAWINGS FOR ANY BUILDING OR STRUCTURE.**
  4.
    - e) Elevation drawing of all sides of the building or structure with an indication of materials and colors being used. The Board **SHALL** require material and color samples and other information to clarify the application.
    - g) **THE APPLICANT SHALL PROVIDE A LIST OF WESTERN ELEMENTS THAT HAVE BEEN USED IN THE DESIGN OF THE PROJECT WITH THE APPLICATION. A LIST OF SUGGESTED WESTERN ELEMENTS MAY BE FOUND IN THE PHOTOGRAPHIC EXAMPLES FOUND ON LINE AT THE TOWN'S WEBSITE.**
  6. The Design Review Board shall have the power to approve, conditionally approve, or deny all applications for Design Review. **IF THERE IS A DELAY IN THE START OF THE PROJECT, ONE YEAR ADMINISTRATIVE EXTENSIONS OF TIME MAY BE REQUESTED. IF AN EXTENSION IS NOT REQUESTED, ALL APPROVALS WILL EXPIRE, AND A NEW SUBMITTAL WILL BE REQUIRED.**
  7. Upon receiving approval or a conditional approval from the Design Review Board, the Applicant may proceed with the preparation of a complete set of plans for submittal to the Department for a building permit. Prior to issuance of a **CERTIFICATE OF OCCUPANCY**, the Building Inspector shall determine that all Design Review requirements have been met.
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**Section 2.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance or any part of the code adopted herein by reference, are hereby repealed, effective as of the effective date of this ordinance.

**Section 3.** 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.

**Section 4.** This ordinance is effective upon completion of publication and any posting as required by law.

**PASSED AND APPROVED by a majority vote of the Town Council of the Town of Camp Verde, Arizona on this 22nd day of October 2008.**

\_\_\_\_\_  
Tony Gioia, Mayor

Date \_\_\_\_\_

Approved as to form:

Attest: \_\_\_\_\_  
Deborah Barber, Town Clerk

\_\_\_\_\_  
Town Attorney

**SECTION 124  
DESIGN REVIEW**

**DEFINITIONS**

1. "Applicant" means any real property owner or agent applying for Design Review approval according to this article.
2. "Board" means the Design Review Board of the Town of Camp Verde.
3. "Commission" means the Planning and Zoning Commission of the Town of Camp Verde.
4. "Department" means the Community Development Department of the Town of Camp Verde.
5. "Director" means the director of the Community Development Department of the Town of Camp Verde.
6. "Building Inspector" means building inspector of the Community Development Department of the Town of Camp Verde.
7. "Vertical Structure" **MEANS all construction INCLUDING PLACEMENT OF MOBILE UNITS with the exception of resurfacing of streets, parking lots, and driveways.**
8. **'MOBILE UNIT' MEANS ANYTHING BROUGHT IN ON WHEELS OR CARRIED IN AS UNITS TO BE ASSEMBLED ON SITE.**
9. **"DEVELOPMENT ACTIVITIES" ARE DEFINED AS COMMERCIAL OR INDUSTRIAL ACTIVITIES THAT WILL REQUIRE A BUILDING PERMIT AND WILL HAVE A VISUAL EFFECT ON THE CONTIGUOUS NEIGHBORHOOD WHETHER IT IS CONSIDERED PERMANENT OR TEMPORARY IN NATURE AS DESCRIBED IN THE NARRATIVE OF THE APPLICATION.**

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highlights as per  
Attorney

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Attorney

- ~~4. A pre-application meeting shall be held with (1) the Director (2) members of the Board constituting less than a quorum, or (3) both to review conceptual project plans and to identify positive and negative attributes early in the design process. A concept site plan and elevations indicating basic colors and materials are required.~~
5. Subsequent to the pre-application meeting, a complete Application for Design Review shall be submitted to the Director. Application forms and complete list of required information are available upon request at the Community Development Department.
4. As part of the application, the applicant or authorized agent shall submit the following information for consideration by the board:
  - a) A site plan indicating:
    - i. The areas devoted to buildings, walkways, landscaped areas, retention or detention structures, and parking layouts.
    - ii. The existing and proposed drainage systems, sign locations, outdoor lighting locations, trash enclosures, cluster mailboxes, vending machines, backflow prevention devices and service entrance panels.
  - b) A site cross-section showing the relationship of the proposed building and its grades to those adjacent if the proposed building's finished floor will be 36 inches above or below any adjacent building within 100 feet.
  - c) An outdoor lighting layout showing types of lamps and fixtures used and lumen per acre calculations. All Outdoor lighting shall comply with Section 120 (Outdoor Lighting Ordinance). Manufacturer's cut sheets showing fixture appearance and shielding information shall be included. Any building skylights and the method of shielding shall be indicated.
  - d) A landscape plan with a description of the (1) size and (2) type of landscape materials to be used and the method for maintenance.
  - e) Elevation drawings of all sides of the building or structure with an indication of materials and colors being used. The Board SHALL require material and color samples and other information to clarify the application.
  - f) All proposed signs must be detailed graphically with illustrations depicting size, height and shape of the sign and a description of materials, colors and lighting to be used.
    - i. Free standing sign locations must be shown on the site plan.
    - ii. Building-mounted signs must be shown on the building elevation.
  - g) THE APPLICANT SHALL PROVIDE A LIST OF WESTERN ELEMENTS THAT HAVE BEEN USED IN THE DESIGN OF THE PROJECT WITH THE APPLICATION. A LIST OF SUGGESTED WESTERN ELEMENTS MAY BE FOUND IN THE PHOTOGRAPHIC EXAMPLES FOUND ON LINE AT THE TOWN'S WEBSITE.

5. The Director may approve an application for a building or structure in lieu of forwarding the application to the Board if the proposal meets any of the criteria a through d below. The Director shall have the same duties and powers of the Board in regard to these buildings and structures. If there are concerns that cannot be resolved between the Applicant and the Director or if the proposal does not clearly meet the criteria set forth in Subsection J, the application shall be forwarded to the Board for consideration.
  - a) Any and all resurfacing of vertical structures.
  - b) Signs that are 64 square feet or less in area, are building-mounted or monument style, and clearly meet both the requirements and intent of this Ordinance and the requirements of Sections 118 (Sign Regulations) and 120 (Outdoor Lighting Ordinance).
  - c) A proposed building or vertical structure that:
    - i. is either an addition or an accessory structure to an existing building and does not exceed twenty-five percent (25%) of the existing building floor area or five thousand (5,000) square feet
    - ii. conforms to the criteria set forth in Section J of this Ordinance for all proposed and existing buildings, vertical structures, signs and landscaping on the site, and
    - iii. is complimentary with surrounding properties as well as with the existing building.
  - d) An addition or accessory building that does not substantially or detrimentally alter the appearance of the site as seen from off-site.
6. The Design Review Board shall have the power to approve, conditionally approve, or deny all applications for Design Review. **IF THERE IS A DELAY IN THE START OF THE PROJECT, ONE YEAR ADMINISTRATIVE EXTENSIONS OF TIME MAY BE REQUESTED. IF AN EXTENSION IS NOT REQUESTED ALL APPROVALS WILL EXPIRE, AND A NEW SUBMITTAL WILL BE REQUIRED. THIS APPROVAL WILL BE GOOD FOR A PERIOD OF TWO YEARS. IF THERE IS A DELAY IN THE START OF THE PROJECT, AN ADMINISTRATIVE EXTENSION OF TIME MAY BE REQUESTED FOR A PERIOD OF ONE YEAR. IF THE PROJECT IS NOT STARTED WITHIN THAT YEAR, ALL APPROVALS WILL EXPIRE AND A NEW SUBMITTAL WILL BE REQUIRED.**
7. Upon receiving approval or a conditional approval from the Design Review Board, the Applicant may proceed with the preparation of a complete set of plans for submittal to the Department for a building permit. Prior to issuance of a building permit, **CERTIFICATE OF OCCUPANCY**, the Building Inspector shall determine that all Design Review requirements have been met.

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  - a) Any and all resurfacing of vertical structures.
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  - c) A proposed building or vertical structure that:
    - i. is either an addition or an accessory structure to an existing building and does not exceed twenty-five percent (25%) of the existing building floor area or five thousand (5,000) square feet
    - ii. conforms to the criteria set forth in Section J of this Ordinance for all proposed and existing buildings, vertical structures, signs and landscaping on the site, and
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