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**AGENDA
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, NOVEMBER 6, 2013 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**
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) Regular Session – October 16, 2013
 - 2) Special/Work Session – October 9, 2013
 - b) **Set Next Meeting, Date and Time:**
 - 1) November 13, 2013 at 5:30 p.m. – Work Session
 - 2) Friday, November 15, 2013 at 9:00 a.m. – Special Session
 - 3) November 20, 2013 at 6:30 p.m. – Combined Regular Session/Council Hears Planning & Zoning Matters
 - 4) November 27, 2013 at 6:30 p.m. – **CANCELLED**
 - c) **Possible acceptance of a Quitclaim deed from Yavapai County for parcel 404-30-342 with River access that is located in the Fort River Caves subdivision. Staff Resource: Steve Ayres**
5. **Special Announcements and presentations.**
 - **Possible approval of Proclamation to support the public awareness campaign “Start by Believing” which is a campaign designed to improve service for victims of sexual violence by committing to supporting their needs for justice and healing.**
6. **Call to the Public for Items not on the Agenda.**
7. **Public Hearing, followed by discussion, consideration, and possible recommendation of approval of Series 3 Micro-Brewery Liquor License application for Steve Kyllingstad located at 368 Main Street in Camp Verde. Staff Resource: Town Clerk Deborah Barber**
8. **Public Hearing, followed by discussion, consideration, and possible recommendation of approval of Series 13 Domestic Farm Winery Liquor License application for Kris Metzler-Five Trees Wine and Vineyard located at 312 Pheasant Run Circle in Camp Verde. Staff Resource: Town Clerk Deborah Barber**

9. **Presentation by Mike Finney, AZ Communications and Economic Development Director Steve Ayers, followed by possible discussion of the Town's new tourism and visitor website:**
www.visitcampverde.com.
10. **Presentation and possible discussion of the following Quarterly Reports.**
 - **Board of Adjustments and Appeals**
 - **Planning & Zoning Commission**
11. **Call to the Public for items not on the agenda**
12. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. 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.
13. **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.
14. **Adjournment**

Posted by: *V. Jones* Date/Time: 10-31-2013 2:30 p.m.
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.

4 a.i

**DRAFT MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, OCTOBER 16, 2013 at 6:30 P.M.**

1. **Call to Order**
Mayor German Called the meeting to order at 6:30 p.m.
2. **Roll Call**
Mayor German, Vice Mayor Baker, and Councilors Whatley, George, Gordon, Jones, and German were present.
Also Present
Town Manager Russ Martin, Marshal Nancy Gardner, and Deputy Clerk Virginia Jones.
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:**
 - 1) Regular Session – October 2, 2013
 - 2) Work Session – September 25, 2013
 - b) **Set Next Meeting, Date and Time:**
 - 1) October 23, 2013 at 6:30 p.m. – Council Hears Planning & Zoning Matters - **CANCELLED**
 - 2) October 30, 2013 at 5:00 p.m. – Special/Work Session
 - 3) Friday, November 1, 2013 at 9:00 a.m. – Special Session
 - 4) November 6, 2013 at 6:30 p.m. – Regular Session
 - 5) November 20, 2013 at 6:30 p.m. – Combined Regular Session/Council Hears Planning & Zoning Matters
 - 6) November 27, 2013 at 6:30 p.m. – **CANCELLED**
 - c) **Possible approval of Resolution 2013-898, declaring October 20-26, 2013 as “Arizona Cities & Towns Week”.** Staff Resource: Debbie Barber
 - d) **Possible approval of Resolution 2013-899, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving Intergovernmental agreement No. 13-0000292-I with Arizona Department of Transportation for the design and construction of a roundabout at State Route 260 and Industrial Drive in Camp Verde.** Staff Resource: Ron Long

On a motion by George, seconded by Whatley, the Council voted unanimously to approve the Consent Agenda, as presented, pulling items 4.a.1 and 4.a.2.

On a motion by George, seconded by Baker, Council approved the Minutes of October 2, 2013 and September 25, 2013 with the correction of indicating the vote of each Council member, both affirmative and negative, and requested that all future minutes reflect the individual council members vote, unless the vote is unanimous.

4. a.1 Councilor George stated that he pulled the minutes from October 2, 2013 because there was concern from the public that they were not sufficient. He read the portion of the Town Policy regarding the taking of the minutes and referred to the state statute regarding the taking of written minutes. Councilor George stated the minutes comply with local and state law.

4.a.2 Councilor Whatley questioned why the Work Session minutes of September 25th had more detail than the Regular Session. The Clerk explained that the Regular session minutes reflect the consensus of the Council and Work Sessions were where individual Council members expressed their opinions on each item.

5. **Special Announcements and presentations.** There are no special announcements or presentations.

6. **Call to the Public for Items not on the Agenda.**

James McDonald-Resident on Zellner Lane indicated he is in the Sewer District, but does not have service and stated his tax bill increased tremendously because of the sewer tax.

Bob Link: Stated he also had an increase of his taxes in the amount of \$281.00 over last year and is not hooked up to the sewer. He commented that unfortunately 90% of those who voted in favor of the dissolution were connected.

Gary Chamberlain: indicated this is the time for Camp Verde to step up and lead the way for other Verde Valley Communities to follow in an effort to restore beauty to America by cleaning up the roads. Chamberlain indicated this is a great opportunity for Camp Verde and indicated that the opportunity will end November 16, 2013. Mr. Chamberlain stated it is time to 'pass the bag' and for all city leaders to man up, woman up and parent up, stating parents have dropped the ball on our youth and we have a disconnect between parents and what comes out at the end of the school. Chamberlain passed out flyers and trash bags prior to the meeting. Chamberlain also stated that he and his wife attended Fort Verde Days and were amazed, it was a wonderful event and they will attend next year.

7. **Discussion, consideration, and possible approval to waive the residency requirement pursuant to 3-2-4.A of the Town Code to allow Marshal Gardner to reside in Munds Park, AZ.** Staff Resource: Russ Martin

A motion by Gordon, seconded by Whatley, to approve to waive the residency requirements pursuant to 3-2-1.a of the Town Code to allow Marshal Gardner to reside in Munds Park, failed with affirmative votes by Gordon and Whatley and nay votes from Councilors Baker, George, Jones, Carol German, and Mayor German.

Manager Russ Martin turned the floor over to Marshal Nancy Gardner. Marshal Gardner stated that since becoming the Town Marshal in February 2012, she and her husband have been looking for a home in Camp Verde to purchase. Gardner stated she is before Council to request a waiver of the residency requirements while she continues to look for something in Town, noting that this would allow her time to look.

Whatley felt that Council should give Gardner more time, noting that Gardner was hired with a Code that allows residency to be waived. Whatley felt that this offered a compromise that would allow Gardner to have additional time to search for something in Town.

Baker requested to hear from the public prior to Council discussion.

Public Input-This is a summary not verbatim.

Jim Meredith stated that the Marshal has had 2 years to look for a residence. He felt that she was hired with the understanding that she was required to live here. He said that the head of law enforcement should have a stake in this community and should want to live here and be a part of the community. Meredith stated that Munds Park has inclement weather and questioned how often we would actually see her.

Cheri Wischmeyer indicated that she is a longtime resident and was vehemently opposed to a clause to request a waiver. She stated that it is her opinion that the Marshal should not reside out of the Town and the temporary waiver was there to allow time to find appropriate housing and that it was not meant for a 30 to 50

mile radius. Wischmeyer stated the Marshal needs to be here, available in the community twenty-four seven and respectively request the waiver be denied.

Darwin White stated that he has lived in Camp Verde for over 7 years and in Arizona all his life. He said that he likes the town and likes the people and questioned whether we now have a 'top cop' that thinks she is above us. He felt that if she did not like Camp Verde, she should quit and become a security guard in vacationland.

Danny Parker stated that he first would like to apologize to the Mayor, noting he had talked to former Manager Bill Lee and Lee had advised that he had been promoted from within to Town Manager and he was allowed to live just outside the town limits where he owned a home. Parker stated he has lived here for 70 years and indicated the Town Marshal has always lived here. Parker stated he spent over 12 years plowing snow in the Munds park area. Parker gave Council an estimate of how much it would cost the taxpayers in gas and mileage to allow the Marshal to commute in a Town-owned vehicle.

Buck Buchanan stated that he served on the previous Council and was disheartened to hear comments from a Council member that they do not care, stating that notion is unforgivable. Buchanan advised that he served on the search committee for Marshal and every candidate understood during the interview that they would be required to live in Camp Verde. Buchanan stated that he appreciates the work that Gardner has done, but that the Town Manager and Marshal absolutely need to live in Town. He also stated that if he were still on Council, he would request that all department heads live in town.

Bob Burness stated that he was concerned that if the Town Code states that the Marshal will live in Camp Verde, that there might be a violation.

Councilor Whatley responded that it [Town Code] says 'shall' not 'will'.

Mayor German clarified that the Code says nothing about allowing 2 weeks, 6 months, etc. to purchase a home.

Councilor German called a Point of Order.

Burness continued, stating again that his concern was that there has been a violation of the Code. He said that before Council continues, they need answer the question, is there a violation of the Code, and then go about straightening out the Town Code. He stated that the Marshal's job performance had nothing to do with it the question.

Darby Martin stated she has worked for the Marshal's office for 16 years and that she was upset about comments, including wasting taxpayer dollars. Martin stated tax dollars were wasted on the past three Marshals, noting that Gardner has brought more money into this community than any other Marshal. Martin stated that Gardner's husband spent his own time and money constructing and painting the animal control building and indicated that the Marshal has definitely dedicated herself to the community in the past two years. Martin stated the Marshal is the administrator to the deputies; she is not asking for a vehicle, and not moving because she does not care about Camp Verde. Martin continued, stating the Marshal's position is not a nine-to-five job and she is usually in her office before 7:00 a.m. and can be found still working until after 8:00 p.m. every night.

Jim Ash said that he has been a resident of Camp Verde for over 16 years. Ash stated he has not heard one person say a negative word about the Marshal. He said that the question is where she should live and is it against the Code for her to live outside of Camp Verde. Ash stated you could not compare communities in the metro area with our Town. The Town Code states she must live in town so there should be no

arguments.

Susan Chester stated she has been a resident of Camp Verde for the past three years and has been reading the articles in the paper. She gave Council a rough estimate of the financial impact on the vehicle alone if the Marshal were to use a Town-owned vehicle to commute. She said that there would be approximately 18,000 additional miles per year placed on that vehicle. Chester agreed the Marshal does a wonderful job and is great for the community. She questioned Gardner's ability to do her job when living so far away. Chester indicated she felt the Code should be followed and waiving the residency requirements was not in the best interest of our community.

Gary Chamberlain stated that he would like to give his perspective on the issue being on the outside. Chamberlain stated this is not a dogfight; Americans see people who have family members who are watching this, our future leaders see how we behave, get back to the rules we want. Do not blur the lines, man up and change the course of our behavior.

Mayor German thanked the citizens for their comments and brought the item back to council.

Carol German stated that she was stressed that the item was back on the agenda because the item had already been heard two weeks ago with a quorum present, a vote was taken, and it was a legitimate valid vote. German pleaded with Council to take the personalities and the job performance out of the equation and to consider only the facts. She pointed out that the Town Code requires the Marshal to live in the Town limits unless the governing body grants a waiver. German stated this is situation is not about the Manager's authority over staff, it is about the Manager disenfranchising the Council, noting that the Manager manages the staff in accordance with the Code and other policies developed by Council. German stated the issue has now escalated from a waiver requirement to a violation of the Town Code, noting that the Marshal has already moved to Munds Park.

German advised that all candidates received a packet when they applied for the Marshal's position and the applicants were required to have knowledge of local, county, and state laws. She reiterated that this information was included in the packet and was not misstated. German said that if decisions are being made without being brought to Council then there was no need for a Council. German questioned what the citizens would think when they realized that the Town Marshal is violating the law. She felt that there was now a personnel issue that should be addressed in executive session. She said that if the Codes were not being enforced, we might as well throw them out.

Councilor George stated he felt the waiver was for extra ordinary circumstances only, not to be used for someone who wanted to live in another community.

Councilor Whatley replied to Darby Martin's comments and thanked the Marshal for always attending Council meetings. Whatley commented on the entire night's agenda relative to the amount of money the Marshal has received for the Town

Councilor German called for a Point of Order.

Whatley continued and replied to the man with issues regarding sewer tax, explaining that she also pays the tax. Whatley continued stating that precedence had already been set, noting that Council does not give direction to staff and are not involved in the hiring, firing, or disciplines of staff. She pointed out that Council only has authority over the Town Manager and Finance Director. Whatley suggested Council look at changing the Code, but the current Code states they shall be a resident unless waived by Council. She suggested that the Code should be more specific so that newly hired employees would have some time line. Whatley noted that there were valid points, but she has to justify it to herself.

Councilor Jones stated that there were many valid points given. She agreed that the Code needs to be followed and Council cannot waiver for individual favors, or the perception that someone is getting special treatment. She advised that it took her a year to find a home and that it was unfair to make someone buy or rent or stay in a place where they will not be happy. Jones stated this is not an issue of how far the Marshal is driving, nor is it a personal evaluation, it is about the Code. She said that she hopes to see this come back in executive session for attorney advice and hopes the Code could be written without gray lines.

Vice-Mayor Baker indicated that she agreed with Councilor George in his understanding of the Code. She said that the waiver is there for the very reason Councilor George stated, not to create a hardship. She said that the Code is clear in that the intent is that the Manager and Marshal need to live in Camp Verde. Baker stated this is a sad situation and should have come to Council before it reached this level. Baker requested we address the Code and establish a policy for good reasons, and have rules that are very clear. Baker stated she felt strongly about not approving a waiver and thanked everyone for coming and voicing their opinions

Brad Gordon asked why this item had not come before Council two years ago. He questioned if two miles outside the town limits were acceptable, noting the Code has no criteria. He stated that he has no objections with the Marshal living outside the limits, noting that we had already set a precedence.

Mayor German said that he would like to consider the possibility of compromise, noting that the Code is poorly written and that it needs to be clearer outlining when and under what conditions Council could grant a waiver. Mayor German said that he would not be voting in favor of the waiver, noting that he would not impose his personal views on his constituents. Mayor German advised that he has had several conversations with citizens, many of whom were not in attendance, but that they brought up valid points. He relayed the comment, "if you live in the community, you are vested in the community". He said that he wished more citizens would participate in all community activities.

8. **Update by Marshal Gardner regarding the Department of Homeland Security Grant award to strengthen interoperable communications capabilities both within and outside the jurisdiction of Camp Verde.** Staff Resource Marshal Gardner

On a motion by Baker, seconded by German, the Council unanimously agreed to accept the award from the Department of Homeland Security Grant to strengthen interoperable communications capabilities within and outside the jurisdiction of Camp Verde.

Marshal Nancy Gardner informed Council that in March of 2013, Council approved a resolution for the grant submitted to the Department of Homeland Security requesting \$229,884.00. Marshal Gardner stated the Town received notice that we have been awarded \$105,311.00 that will be used to strengthen interoperable communications within and outside the Camp Verde jurisdiction. The approved grant will allow for the purchase of a Voter Antenna, VHF Receivers, cables, and dishes that will provide a foundation that will be digitally capable for the future when the analog system is no longer functional.

In response to the question, Gardner advised Council there were no matching funds required.

9. **Update by Marshal Gardner and possible acceptance of the Governor's Office of Highway Safety Grant awards to purchase hand-held radar units and DUI enforcement overtime.** Staff Resource: Marshal Gardner

On a motion by Jones, seconded by Baker, the Council voted unanimously to accept the Governor's Office of Highway Safety Grant award to purchase hand-held radar units and provide DUI enforcement overtime.

Marshal Gardner notified Council that the Town received a grant award from the Governor's Office of

Highway Safety to purchase three hand-held radar units and provide overtime for DUI enforcements. Gardner advised that there are no matching funds and the Town has a year to spend the money.

10. **Update by Marshal Gardner followed by discussion, consideration, and possible direction to staff relative to a grant award to the Camp Verde Unified School District for a School Resource Officer.**
Staff Resource: Marshal Gardner
Council took no action on this item.

Marshal Gardner advised Council that the school has a grant for a School Resource Officer and that she will be re-assigning duties in order to locate an officer at the Middle School. She advised that she hoped to have an officer at the Middle School by November 1, 2013. Gardner noted that an IGA between the school and the Town would be on the first meeting in November for Council consideration.

11. **Call to the Public for items not on the agenda**
There was no public input.

12. **Council Informational Reports.**
Councilor German said that she would like to congratulate staff on working with APS to install light poles. She also recognized Camp Verde Promotions for the wonderful job they did organizing Fort Verde Days. She felt that the entire community owes Camp Verde Promotions and all the volunteers a huge thanks.

Vice Mayor Baker said that the Fort Verde Days event showed how private and public organizations work great together and were a wonderful success. She expressed her appreciation to Camp Verde Promotions and all the volunteers

Councilor George advised that he attended the Verde River Basin quarterly meeting.

Mayor German said that Camp Verde Promotions had given him marching orders to him all weekend. He said that he thought that it would take hours to take the Creator Faire thought, but it was completed in just over one hour. He also expressed appreciation to Camp Verde Promotions and all the volunteers.

13. **Manager/Staff Report**
Town Manager Russ Martin stated there was a glitch in the review process and that Council would receive the self-evaluation and 360 degree evaluation by Monday evening. Martin thanked Camp Verde Promotions for a wonderful job done on Fort Verde Days and commented on the fact that the ability to help non-profits by the event is huge.

14. **Adjournment**
On a motion by Councilor German, seconded by Jones, the Council unanimously voted to adjourn the meeting at 8:12pm.

Charles German, Mayor

Virginia Jones, Deputy Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on October 16, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2013.

Deborah Barber, Town Clerk

4 a. 2

**DRAFT MINUTES
SPECIAL/WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, OCTOBER 9, 2013 at 6:30 p.m.**

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. Call to Order

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

2. Roll Call

Mayor German, Vice Mayor Baker, and Councilors Carol German, Brad Gordon, Bruce George, and Robin Whatley were present. Councilor Jessie Jones was absent.

Also Present

Clarksdale Mayor Doug Von Gausig, Former Mayor Tony Gioia, Town Manager Russ Martin, Marshal Nancy Gardner, AZ State Parks Park Ranger S. Max Castillo, Town Clerk Deborah Barber, and Recording Secretary Saepyoel Warren.

3. Pledge of Allegiance

Vice Mayor Baker led the pledge.

4. Presentation by Clarksdale Mayor Doug Von Gausig regarding the Verde River designation as an "American Blue River Trail" followed by discussion, consideration, and possible approval of a proclamation supporting the designation of the Verde River as an American Blue River Trail.

On a motion by Gordon, seconded by George, Council voted unanimously to postpone the proclamation supporting the designation of the Verde River as an American Rivers Blue Trail.

Mayor German welcomed the public to the work session, explaining that the intent was to invite public input early on in the discussion and decision-making process. Council clarified that the agenda for work sessions, however, would *not* include, "public input for items *not* on the agenda."

Mayor German recommended postponing the Proclamation due to the level of confusion and need for more public awareness and input on this significant issue. This would also allow the Council time to become more familiar with the details of the proposal.

Clarksdale Mayor Doug Von Gausig presented a slideshow presentation of the American Rivers Blue Trail project, explaining that they planned to introduce their proposal first to all Verde Valley public officials, then to the Yavapai Apache Nation, Yavapai Cattle Growers and other major stakeholders, then finally to individual property owners through several open forums. Though this order may not seem preferable to all, he recognized that they could likely not please all parties no matter where they started the flow of information.

The most important matter of clarification was that the "American Rivers Blue Trail" project falls under "American Rivers," a privately-funded organization with no regulatory authority, which has no connection with the "National Blueways System" enacted by the Secretary of the Interior. Though American Rivers is headquartered in Washington D.C., it is not a federal program, and has no authority or intent to affect the control, appropriation, use or distribution of water or water rights.

Their mission is to connect people with the river, enhance the local economy, and preserve environmental health and community identity—by working in partnership with the community, while making the most impact possible with the funds available. Management and mitigation are top priority considerations in planning and education efforts, as part of building a culture of an environmental ethic. They are not involved in ditch efficiency issues, however, as this is already the work of The Nature Conservancy. This "Blue Trails" project would become the first one west of the Mississippi and the Verde River is a viable candidate for modeling how to successfully promote and protect a state treasure.

Mayor Von Gausig highlighted unique features of the 192-mile long Verde River to include its support of 200+ species of birds and six endangered species, as well as its critical role in supplying water to 2.3 million people throughout AZ. The American Rivers' goal is to keep the Verde River flowing and to stop the trend of desert rivers drying up, as seven have dried up in the last 50 years. The general outline of the plan is to make the Verde River a part of people's lives by: improving access, promoting recreational uses, educating the public, advocating for a healthy sustainable ecosystem, improving irrigation efficiency, and bolstering the economic value of the Verde River. He highlighted work that has already been done such as new signs at river access points and waterproof flip-chart maps for boaters. They are working on detailed river mapping to establish "mile markers" which would facilitate emergency response and provide users with points of reference.

Several stakeholders shared their input and concerns, including Eureka ditch boss John McReynolds, Verde Ditch commissioner Al Dupuy, Yavapai Cattle Growers Association President Gary Mitchell, shareholder Linda Buchanan, former Camp Verde Mayor Tony Gioia, and AZ State Parks Ranger S. Max Castillo.

There was a mixed response of fear, concern, and optimism, indicating the need for more time to improve familiarity and trust with American Rivers. Major concerns expressed were over issues, including: 1) fear of any federal involvement and subsequent loss of property, water, and/or irrigation rights; 2) the need for improved communication and partnership concerning Blue Trails project initiatives; 3) the need for improved public awareness, input, and general consensus on important decisions concerning the River and any projects; 4) fear of a hidden agenda; 5) litter management; and 6) concerns about the reliability of private funding.

McReynolds and Dupuy, representing the ditch companies offered their support in involving the shareholders in the discussion about the Blue Trails project. Dupuy offered to make it an agenda item for their October 17th shareholders meeting.

Buchanan, property owner, multi-ditch shareholder, and representative of the AZ Farm Bureau and Agricultural Coalition expressed optimism for the beneficial appropriation of American Rivers' private philanthropic resources. She recommended starting an online forum to facilitate public awareness, discussion, input, and information access.

Former Camp Verde Mayor Tony Gioia, self-declared advocate of water management for two decades, expressed strong support for the Blue Trails Proclamation, explaining that getting people to experience the river would change their mindset and motivate them to keep the Verde River healthy.

Mayor German called a 5-minute recess at 8:00pm. Meeting resumed at 8:10pm.

5. Discussion, consideration, and possible direction to staff relative to the Personnel Manual. Staff Resource: Russ Martin

Council took no action on this item.

It was generally agreed that this item required further discussion.

Section 2-3-1.A – Following a brief discussion, Council agreed that the suggested changes should apply to non-department head positions only.

Section 3-7-3 – Termination of Employment had been deleted. Council agreed that this section should not be deleted.

Section 4-8-8 – Council discussed removing this section, noting that sick leave is a benefit to be used when ill, not a bank account. After a short discussion and staff input relative to morale, Council agreed to leave it as is.

Section 4-10-3.A1 and A2, B, C, and D suggested changes were accepted. However, the proposed Section E

resulted in a lengthy debate. Some Council members felt that the decision to have the ability to offer more vacation time as an incentive to new employees belonged with the Manager, while others felt strongly that it was Council's job to set policy, whether it was in the Town Code, the Personnel Manual, or in procedures and then it became the Manager's job to carry out those policies.

There was also a lengthy discussion about how to make the Section fair for all if it were added, such as changing the word 'may' to 'shall' and ensuring that the offer would be made only if there was a lateral transfer for police officers and that other employee candidate's claims of existing benefits would be verified.

Some Council members suggested discussing the matter at another time due to the late hour, while others wished to continue the discussion and come to a decision.

6. **Discussion, consideration, and possible direction to staff regarding the Town's complaint procedures.**
Staff Resource: Russ Martin
Council took no action on this item.
7. **Adjournment**
Mayor German adjourned the meeting at 9:19 p.m. without a motion.

Charles German, Mayor

Saepyl Warren, Recording Secretary

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/Work Session of the Town Council of Camp Verde, Arizona, held on October 9, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2013.

Debbie Barber, Town Clerk

H.C.



Town of Camp Verde

Meeting Date: November 6, 2013

Agenda Item Submission Form – Section I

Meeting Date:

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

Requesting Department: Economic Development

Staff Resource/Contact Person: Steve Ayers

Agenda Title (be exact): Possible acceptance of a quitclaim deed for Yavapai County Accessors Parcel #404-30-342 from Yavapai County

List Attached Documents:

- 1) Parcel Map
- 2) Quitclaim

Estimated Presentation Time: Consent Agenda

Estimated Discussion Time: Consent Agenda

Reviews Completed by:

- Department Head: Town Attorney Comments:

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact:

Budget Code: _____ **Amount Remaining:** _____

Comments:

Background Information: As staff was making plans for this year's Ditch Day Fun Float, it discovered that a parcel of land in the Fort River Caves Subdivision (APN 404-30-342), which had been set aside by the developer of the subdivision for public access to the Verde River, had never been conveyed to the Town of camp Verde when it incorporated in 1986. Since 1986 the town has maintained the property and because it is landlocked behind another town owned parcel (APN 404-30-197), limited access to the parcel, following complaints made by local resident of late night partying.

Staff subsequently made an inquiry to the county asking if the county would give the Town an easement to the property or, if appropriate, convey the property to the Town. The county has since determined that conveying the parcel to the Town is the appropriate action. At the Board of Supervisors Oct 21 meeting the board voted to quitclaim the property to the Town of Camp Verde. By signing the quitclaim the Town accepts full ownership of the parcel.

Recommended Action (Motion): Approve the acceptance of a quitclaim deed for Yavapai County Accessor Parcel Number 404-30-342, from Yavapai County

Instructions to the Clerk:

QUIT-CLAIM DEED

For good and valuable consideration, Yavapai County, a political subdivision of the State of Arizona ("Grantor"), does hereby Quit-Claim to the Town of Camp Verde, an Arizona municipal corporation Arizona all right, title or interest in that real property situated in Yavapai County, Arizona described in Exhibit A, attached hereto and incorporated by reference herein.

Subject to the following reservations and conditions: None

Exempt from Affidavit of Value Requirements pursuant to A.R.S.11-1134(A)(3).

Grantor; Yavapai County


A.G. "Chip" Davis Chairman, Board of Supervisors

Dated this 21st day of October, 2013

STATE OF ARIZONA)
) ss.
County of Yavapai)

This quit-claim deed was acknowledged and executed before me this 21st day of October, 2013 by A.G. "Chip" Davis




Notary Public

ACCEPTANCE

The Grantee(s) hereby accepts the conveyance of the premises as described in Exhibit A herein.

By: _____
Signature

Name Printed

Title

Dated this _____ day of _____, 2013

STATE OF ARIZONA)
)
County of Yavapai) ss.

Acceptance of this quit-claim deed was acknowledged and executed before me this _____ day of _____, 2013 by _____

Notary Public

EXHIBIT A

PROPERTY DESCRIPTION

Yavapai County Assessor's Parcel # 404-30-342

Back

Information for Parcel -

Owner

Owner
YAVAPAI COUNTY CI
Owner's Mailing Ad
1015 FAIR ST
PRESCOTT, AZ 863
Secondary Owner
N/A

Recorded Document

Date
1951-01-01

Parcel

Improvements

Assessment

Taxes





Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: November 6, 2013

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

Requesting Department: Camp Verde Marshal's Office

Staff Resource/Contact Person: Marshal Nancy Gardner

Agenda Title (be exact): *The Town of Camp Verde will adopt the Proclamation to support the public awareness campaign "Start By Believing" which is a campaign designed to improve service for victims of sexual violence by committing to supporting their needs for justice and healing..*

List Attached Documents: *Proclamation*

Reviews Completed by:

Department Head:

Town Attorney Comments:

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact:

Comments:

Background Information: The Camp Verde Marshal's Office in conjunction with police agencies throughout the State of Arizona are working to improve services to victims of sexual violence and are committed to ensure necessary steps are taken to ensure the proper judicial process is completed and supportive resources are provided to victims.

Recommended Action (Motion): A request is being submitted for the Town of Camp Verde to adopt the proclamation to support the public awareness campaign "Start by Believing" to support victims of sexual violence.

Instructions to the Clerk: Send the resolution to the Camp Verde Marshal's Office



Proclamation

Supporting the "Start By Believing" Public Awareness Campaign

- Whereas, the Town of Camp Verde shares a critical concern for victims of sexual violence and a desire to support their needs for justice and healing; and*
- Whereas, in 2012 the Town of Camp Verde Marshal's Office received a total of 19 reports of rape or attempted rape; and*
- Whereas, research estimates that as many as 1 in 5 women and 1 in 71 men are the victim of rape (Center for Disease Control, 2012 Summary Report), yet most will not report the crime to law enforcement (U.S. Department of Justice, Victimization Not Reported to the Police, 2006 - 2010); and*
- Whereas, research documents that victims are far more likely to disclose their sexual assault to a friend or family member, and when those loved ones respond with doubt, shame or blame, victims suffer additional negative effects on their physical and psychological well-being (Rape Abuse & Incest National Network); and*
- Whereas, the "Start By Believing" public awareness campaign is designed to improve the responses of friends, family members and community professions, so they can help victims to access supportive resources and engage the criminal justice system.*

NOW, THEREFORE, The Town of Camp Verde, Arizona, do hereby proclaim, in concert with the Camp Verde Marshal's Office, the support of the "Start By Believing" public awareness campaign.

Signed and attested to this _____ day of _____, 2013

Charlie German
Mayor, Town of Camp Verde

Attest:

Debbie Barber
Town Clerk



Agenda Item Submission Form – Section I

Meeting Date: November 6, 2013

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

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Town Clerk Deborah Barber

Agenda Title (be exact): Public Hearing, followed by discussion, consideration, and possible recommendation of approval of Series 3 Micro-Brewery liquor license application for Steve Kyllingstad located at 368 Main St. Camp Verde, AZ.

List Attached Documents: Liquor License Applications

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 5 Minutes

Reviews Completed by:

- Department Head: Town Attorney Comments: N/A

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact: None

Budget Code: _____ **Amount Remaining:** _____

Comments:

Background Information: Steve Kyllingstad has submitted a Series 3 Micro-Brewery liquor license application that the Town received and posted on September 30, 2013 for 20 days as required by law. Staff has not received any comments regarding the Liquor License Application.

Recommended Action (Motion): Move to recommend approval of the series 3 Micro-Brewery liquor license application for Steve Kyllingstad located at 368 Main St. Camp Verde, AZ.

Instructions to the Clerk: Section II not required

Arizona Department of Liquor Licenses and Control 13 AUG 27 Ltr. Dept PM1242
800 West Washington, 5th Floor
Phoenix, Arizona 85007
www.azliquor.gov
602-542-5141

APPLICATION FOR LIQUOR LICENSE
TYPE OR PRINT WITH BLACK INK

Notice: Effective Nov. 1, 1997, All Owners, Agents, Partners, Stockholders, Officers, or Managers actively involved in the day to day operations of the business must attend a Department approved liquor law training course or provide proof of attendance within the last five years. See page 5 of the Liquor Licensing requirements.

SECTION 1 This application is for a:

- MORE THAN ONE LICENSE
- INTERIM PERMIT *Complete Section 5*
- NEW LICENSE *Complete Sections 2, 3, 4, 13, 14, 15, 16*
- PERSON TRANSFER (Bars & Liquor Stores ONLY)
Complete Sections 2, 3, 4, 11, 13, 15, 16
- LOCATION TRANSFER (Bars and Liquor Stores ONLY)
Complete Sections 2, 3, 4, 12, 13, 15, 16
- PROBATE/WILL ASSIGNMENT/DIVORCE DECREE
Complete Sections 2, 3, 4, 9, 13, 16 (fee not required)
- GOVERNMENT *Complete Sections 2, 3, 4, 10, 13, 15, 16*

SECTION 2 Type of ownership:

- J.T.W.R.O.S. *Complete Section 6*
- INDIVIDUAL *Complete Section 6*
- PARTNERSHIP *Complete Section 6*
- CORPORATION *Complete Section 7*
- LIMITED LIABILITY CO. *Complete Section 7*
- CLUB *Complete Section 8*
- GOVERNMENT *Complete Section 10*
- TRUST *Complete Section 6*
- OTHER (Explain)

SECTION 3 Type of license and fees LICENSE #(s):

1. Type of License(s): Microbrewery
Series 3

03133015

Department Use Only
\$

2. Total fees attached:

APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE.
The fees allowed under A.R.S. 44-6852 will be charged for all dishonored checks.

SECTION 4 Applicant

1. Owner/Agent's Name: Mr. Kyllingstad Steven P 1670731 Dea
(Insert one name ONLY to appear on license) Last First Middle

2. Corp./Partnership/L.L.C.:
(Exactly as it appears on Articles of Inc. or Articles of Org.)

3. Business Name: Verde Cafe
(Exactly as it appears on the exterior of premises)

4. Principal Street Location: 368 main st, Camp Verde, YAVA PAI, AZ
(Do not use PO Box Number) City County Zip 86322

5. Business Phone: 928 567 6521 Daytime Phone: 928 300 4267 Email: vcafe@westoffice.net

6. Is the business located within the incorporated limits of the above city or town? YES NO

7. Mailing Address: PO Box 3962 Camp Verde AZ 86322
City State Zip

8. Price paid for license only bar, beer and wine, or liquor store: Type \$ Type \$

DEPARTMENT USE ONLY

Fees:	<u>100</u>	<u>22.00</u>	<u>122.00</u>
Application	Interim Permit	Site Inspection	Finger Prints \$
			TOTAL OF ALL FEES

Is Arizona Statement of Citizenship & Alien Status For State Benefits complete? YES NO

Accepted by: M.C. Date: 9/26/2013 Lic. # 03133015

SECTION 5 Interim Permit:

1. If you intend to operate business when your application is pending you will need an Interim Permit pursuant to A.R.S. 4-203.01.
2. There **MUST** be a valid license of the same type you are applying for currently issued to the location.
3. Enter the license number currently at the location. _____
4. Is the license currently in use? YES NO If no, how long has it been out of use? _____

ATTACH THE LICENSE CURRENTLY ISSUED AT THE LOCATION TO THIS APPLICATION.

I, _____, declare that I am the CURRENT OWNER, AGENT, CLUB MEMBER, PARTNER, MEMBER, STOCKHOLDER, OR LICENSEE (circle the title which applies) of the stated license and location.

(Print full name)

State of _____ County of _____

X _____
(Signature)

The foregoing instrument was acknowledged before me this

My commission expires on: _____

_____ day of _____
Day Month Year

(Signature of NOTARY PUBLIC)

SECTION 6 Individual or Partnership Owners:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$22 PROCESSING FEE FOR EACH CARD.

1. Individual:

Last	First	Middle	% Owned	Mailing Address	City State Zip
Kyllingstad	Steven	Del	100	Box 3962 Camp Verde	AZ 86322

Partnership Name: (Only the first partner listed will appear on license) _____

General-Limited	Last	First	Middle	% Owned	Mailing Address	City State Zip
<input type="checkbox"/> <input type="checkbox"/>						
<input type="checkbox"/> <input type="checkbox"/>						
<input type="checkbox"/> <input type="checkbox"/>						
<input type="checkbox"/> <input type="checkbox"/>						

) Y R A S S E C E N F I

2. Is any person, other than the above, going to share in the profits/losses of the business? YES NO

If Yes, give name, current address and telephone number of the person(s). Use additional sheets if necessary.

Last	First	Middle	Mailing Address	City, State, Zip	Telephone#

SECTION 7 Corporation/Limited Liability Co.:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$22 PROCESSING FEE FOR EACH CARD. 13 SEP 19 Lsq. Dept PM1145

- CORPORATION Complete questions 1, 2, 3, 5, 6, 7, and 8. 13 AUG 27 Lsq. Dept PM1242
- L.L.C. Complete 1, 2, 4, 5, 6, 7, and 8.

1. Name of Corporation/L.L.C.: _____
(Exactly as it appears on Articles of Incorporation or Articles of Organization)
2. Date Incorporated/Organized: _____ State where Incorporated/Organized: _____
3. AZ Corporation Commission File No.: _____ Date authorized to do business in AZ: _____
4. AZ L.L.C. File No: _____ Date authorized to do business in AZ: _____
5. Is Corp./L.L.C. Non-profit? YES NO
6. List all directors, officers and members in Corporation/L.L.C.:

Last	First	Middle	Title	Mailing Address	City State Zip

(ATTACH ADDITIONAL SHEET IF NECESSARY)

7. List stockholders who are controlling persons or who own 10% or more:

Last	First	Middle	% Owned	Mailing Address	City State Zip

(ATTACH ADDITIONAL SHEET IF NECESSARY)

8. If the corporation/L.L.C. is owned by another entity, attach a percentage of ownership chart, and a director/officer/member disclosure for the parent entity. Attach additional sheets as needed in order to disclose personal identities of all owners.

SECTION 8 Club Applicants:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$22 PROCESSING FEE FOR EACH CARD.

1. Name of Club: _____ Date Chartered: _____
(Exactly as it appears on Club Charter or Bylaws) (Attach a copy of Club Charter or Bylaws)
2. Is club non-profit? YES NO
3. List officer and directors:

Last	First	Middle	Title	Mailing Address	City State Zip

(ATTACH ADDITIONAL SHEET IF NECESSARY)

SECTION 9 Probate, Will Assignment or Divorce Decree of an existing Bar or Liquor Store License:

1. Current Licensee's Name: _____
(Exactly as it appears on license) Last First Middle
2. Assignee's Name: _____
Last First Middle
3. License Type: _____ License Number: _____ Date of Last Renewal: _____
4. ATTACH TO THIS APPLICATION A CERTIFIED COPY OF THE WILL, PROBATE DISTRIBUTION INSTRUMENT, OR DIVORCE DECREE THAT SPECIFICALLY DISTRIBUTES THE LIQUOR LICENSE TO THE ASSIGNEE TO THIS APPLICATION.

SECTION 10 Government: (for cities, towns, or counties only)

1. Governmental Entity: _____
2. Person/designee: _____
Last First Middle Contact Phone Number

A SEPARATE LICENSE MUST BE OBTAINED FOR EACH PREMISES FROM WHICH SPIRITUOUS LIQUOR IS SERVED.

SECTION 11 Person to Person Transfer:

Questions to be completed by CURRENT LICENSEE (Bars and Liquor Stores ONLY-Series 06,07, and 09).

1. Current Licensee's Name: _____ Entity: _____
(Exactly as it appears on license) Last First Middle (Indiv., Agent, etc.)
2. Corporation/L.L.C. Name: _____
(Exactly as it appears on license)
3. Current Business Name: _____
(Exactly as it appears on license)
4. Physical Street Location of Business: Street _____
City, State, Zip _____
5. License Type: _____ License Number: _____
6. If more than one license to be transferred: License Type: _____ License Number: _____
7. Current Mailing Address: Street _____
(Other than business) City, State, Zip _____
8. Have all creditors, lien holders, interest holders, etc. been notified of this transfer? YES NO
9. Does the applicant intend to operate the business while this application is pending? YES NO If yes, complete Section 5 of this application, attach fee, and current license to this application.
10. I, _____, hereby authorize the department to process this application to transfer the
(print full name) privilege of the license to the applicant, provided that all terms and conditions of sale are met. Based on the fulfillment of these conditions, I certify that the applicant now owns or will own the property rights of the license by the date of issue.
I, _____, declare that I am the CURRENT OWNER, AGENT, MEMBER, PARTNER
(print full name) STOCKHOLDER, or LICENSEE of the stated license. I have read the above Section 11 and confirm that all statements are true, correct, and complete.

(Signature of CURRENT LICENSEE)

State of _____ County of _____
The foregoing instrument was acknowledged before me this

My commission expires on: _____

Day Month Year

(Signature of NOTARY PUBLIC)

SECTION 12 Location to Location Transfer: (Bars and Liquor Stores ONLY)

13 SEP 19 Lic. Dept #1145

APPLICANTS CANNOT OPERATE UNDER A LOCATION TRANSFER UNTIL IT IS APPROVED BY THE STATE.

1. Current Business: Name _____
(Exactly as it appears on license) Address _____
2. New Business: Name _____
(Physical Street Location) Address _____
3. License Type: _____ License Number: _____
4. What date do you plan to move? _____ What date do you plan to open? _____

SECTION 13 Questions for all in-state applicants excluding those applying for government, hotel/motel, and restaurant licenses (series 5, 11, and 12):

A.R.S. § 4-207 (A) and (B) state that no retailer's license shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizontal feet of a fenced recreational area adjacent to such school building. The above paragraph DOES NOT apply to:

- a) Restaurant license (§ 4-205.02)
- b) Hotel/motel license (§ 4-205.01)
- c) Government license (§ 4-205.03)
- d) Fenced playing area of a golf course (§ 4-207 (B)(5))

1. Distance to nearest school: 577 ft. Name of school Tech Learning Center
Address 462 S. Main St. Camp Verde, AZ
City, State, Zip 86322
2. Distance to nearest church: 345 ft. Name of church Light House Baptist Church
Address 318 S. Main St. Camp Verde, AZ
City, State, Zip 86322
3. I am the: Lessee Sublessee Owner Purchaser (of premises)
4. If the premises is leased give lessors: Name N/A
Address N/A
City, State, Zip _____
- 4a. Monthly rental/lease rate \$ N/A What is the remaining length of the lease N/A mos. N/A mos.
- 4b. What is the penalty if the lease is not fulfilled? \$ N/A or other N/A
(give details - attach additional sheet if necessary)
5. What is the total **business** indebtedness for this license/location excluding the lease? \$ 0
Please list debtors below if applicable.

Last	First	Middle	Amount Owed	Mailing Address	City	State	Zip
<u>N/A</u>							

(ATTACH ADDITIONAL SHEET IF NECESSARY)

6. What type of business will this license be used for (be specific)? Micro Brewery /

SECTION 13 - continued

7. Has a license or a transfer license for the premises on this application been denied by the state within the past one (1) year?
 YES NO If yes, attach explanation. 13 AUG 27 11:47 AM 11242
8. Does any spirituous liquor manufacturer, wholesaler, or employee have any interest in your business? YES NO
9. Is the premises currently licensed with a liquor license? YES NO If yes, give license number and licensee's name:

License # _____ (exactly as it appears on license) Name _____

SECTION 14 Restaurant or hotel/motel license applicants:

1. Is there an existing restaurant or hotel/motel liquor license at the proposed location? YES NO
 If yes, give the name of licensee, Agent or a company name:

_____ and license #:
 Last First Middle

2. If the answer to Question 1 is YES, you may qualify for an Interim Permit to operate while your application is pending; consult A.R.S. § 4-203.01; and complete SECTION 5 of this application.
3. All restaurant and hotel/motel applicants must complete a Restaurant Operation Plan (Form LIC0114) provided by the Department of Liquor Licenses and Control.
4. As stated in A.R.S. § 4-205.02.G.2, a restaurant is an establishment which derives at least 40 percent of its gross revenue from the sale of food. Gross revenue is the revenue derived from all sales of food and spirituous liquor on the licensed premises. By applying for this hotel/motel restaurant license, I certify that I understand that I must maintain a minimum of 40 percent food sales based on these definitions and have included the Restaurant Hotel/Motel Records Required for Audit (form LIC 1013) with this application.

[Handwritten Signature]
 applicant's signature

As stated in A.R.S § 4-205.02 (B), I understand it is my responsibility to contact the Department of Liquor Licenses and Control to schedule an inspection when all tables and chairs are on site, kitchen equipment, and, if applicable, patio barriers are in place on the licensed premises. With the exception of the patio barriers, these items are not required to be properly installed for this inspection. Failure to schedule an inspection will delay issuance of the license. If you are not ready for your inspection 90 days after filing your application, please request an extension in writing, specify why the extension is necessary and the new inspection date you are requesting. To schedule your site inspection visit www.azliquor.gov and click on the "Information" tab.

[Handwritten Initials]
 applicants initials

SECTION 15 Diagram of Premises: (Blueprints not accepted, diagram must be on this form)

1. Check ALL boxes that apply to your business:
- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Entrances/Exits | <input checked="" type="checkbox"/> Liquor storage areas | Patio: <input type="checkbox"/> Contiguous |
| <input checked="" type="checkbox"/> Service windows | <input type="checkbox"/> Drive-in windows | <input type="checkbox"/> Non Contiguous |
2. Is your licensed premises currently closed due to construction, renovation, or redesign? YES NO
 If yes, what is your estimated opening date? Jan 30 14
 month/day/year
3. Restaurants and hotel/motel applicants are required to draw a detailed floor plan of the kitchen and dining areas including the locations of all kitchen equipment and dining furniture. Diagram paper is provided on page 7.
4. The diagram (a detailed floor plan) you provide is required to disclose only the area(s) where spirituous liquor is to be sold, served, consumed, dispensed, possessed, or stored on the premises unless it is a restaurant (see #3 above).
5. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed premises, such as parking lots, living quarters, etc.

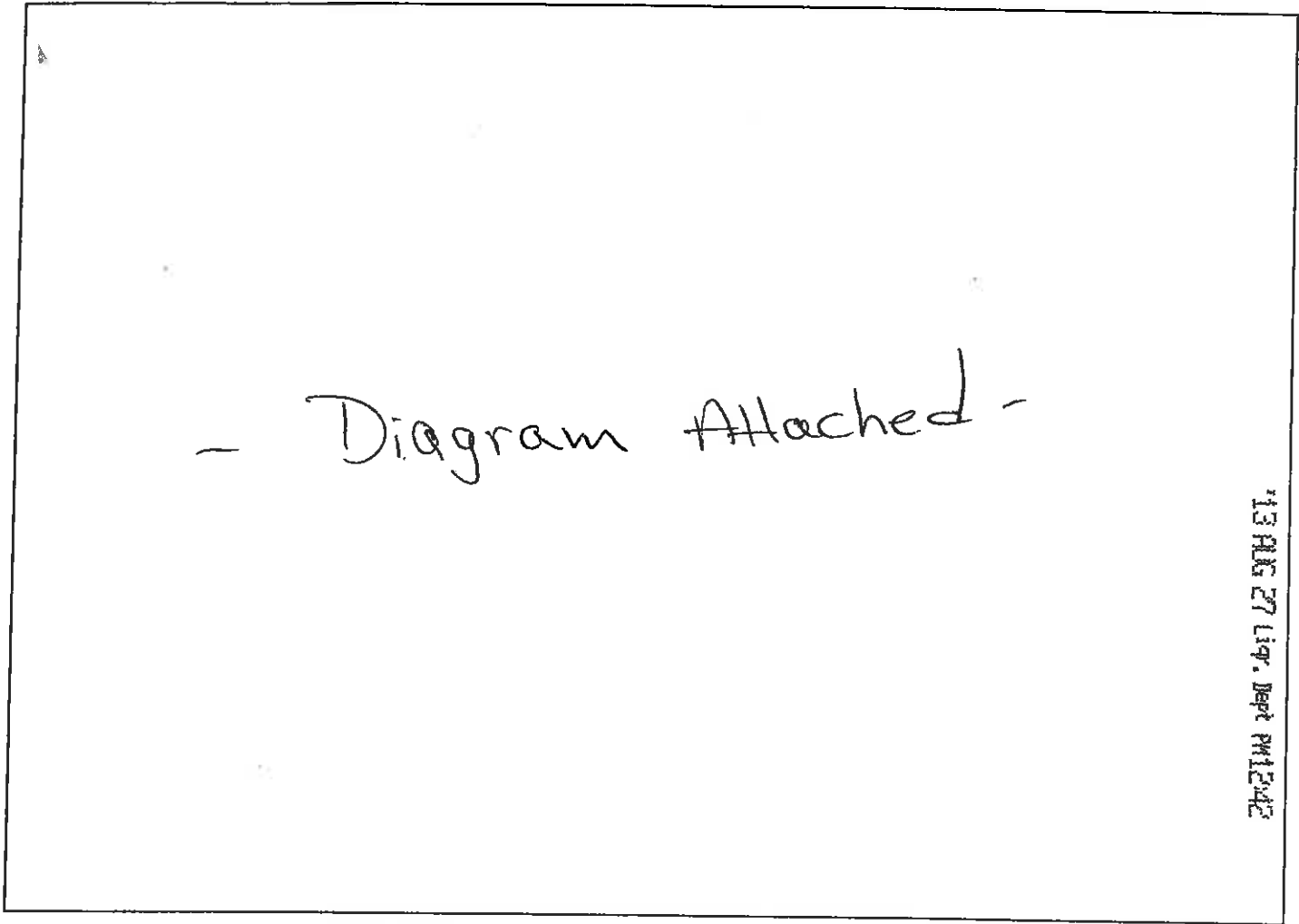
Building A
Building B

As stated in A.R.S. § 4-207.01(B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to boundaries, entrances, exits, added or deleted doors, windows or service windows, or increase or decrease to the square footage after submitting this initial drawing.

[Handwritten Initials]
 applicants initials

4. In this diagram please show only the area where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored. It must show all entrances, exits, interior walls, bars, bar stools, hi-top tables, dining tables, dining chairs, the kitchen, dance floor, stage, and game room. Do not include parking lots, living quarters, etc. When completing diagram, North is up ↑.

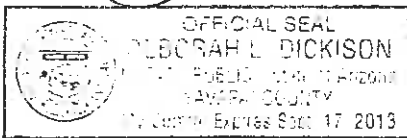
If a legible copy of a rendering or drawing of your diagram of premises is attached to this application, please write the words "diagram attached" in box provided below.



SECTION 16 Signature Block

I, Steven ^{Dee} Kyllingstad, hereby declare that I am the OWNER/AGENT filing this application as stated in Section 4, Question 1. I have read this application and verify all statements to be true, correct and complete.

x [Signature]
(signature of applicant listed in Section 4, Question 1)

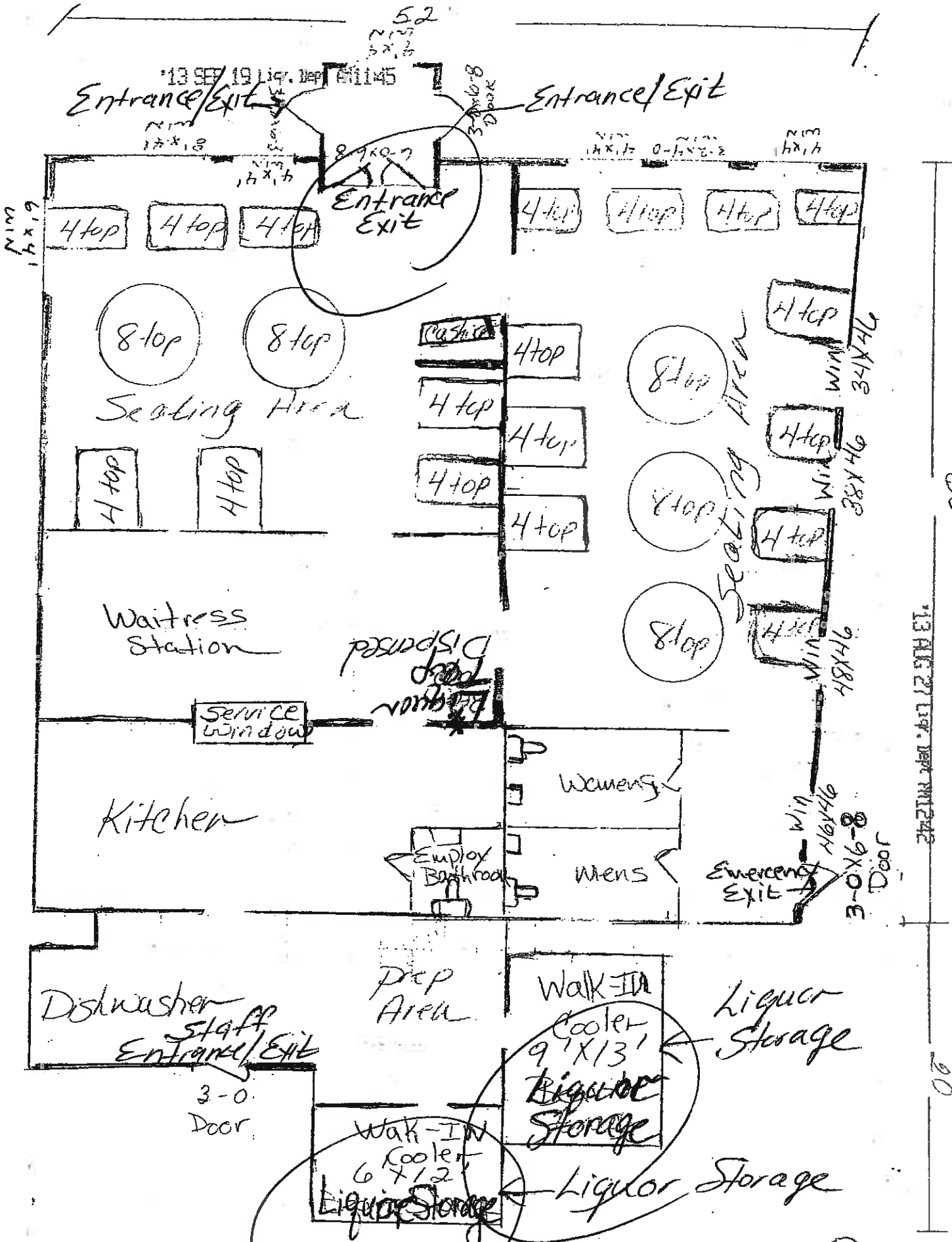


State of Arizona County of Yavapai

The foregoing instrument was acknowledged before me this 26 of August, 2013

[Signature]
signature of NOTARY PUBLIC

My commission expires on: 9 17 2013
Day Month Year



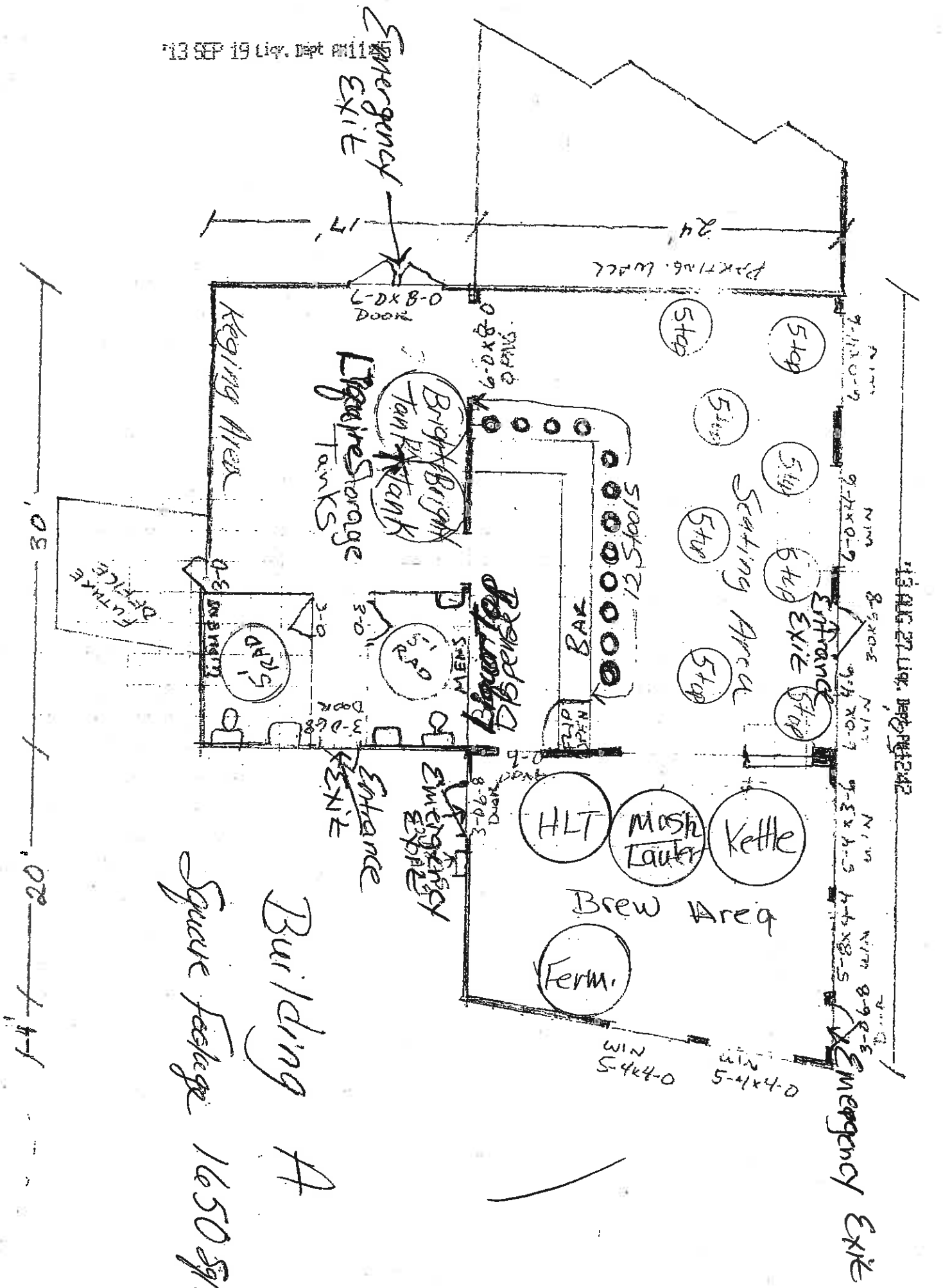
Building B
 Square Footage 3600 sq/ft

13 SEP 19 Dept RM1242

60

90

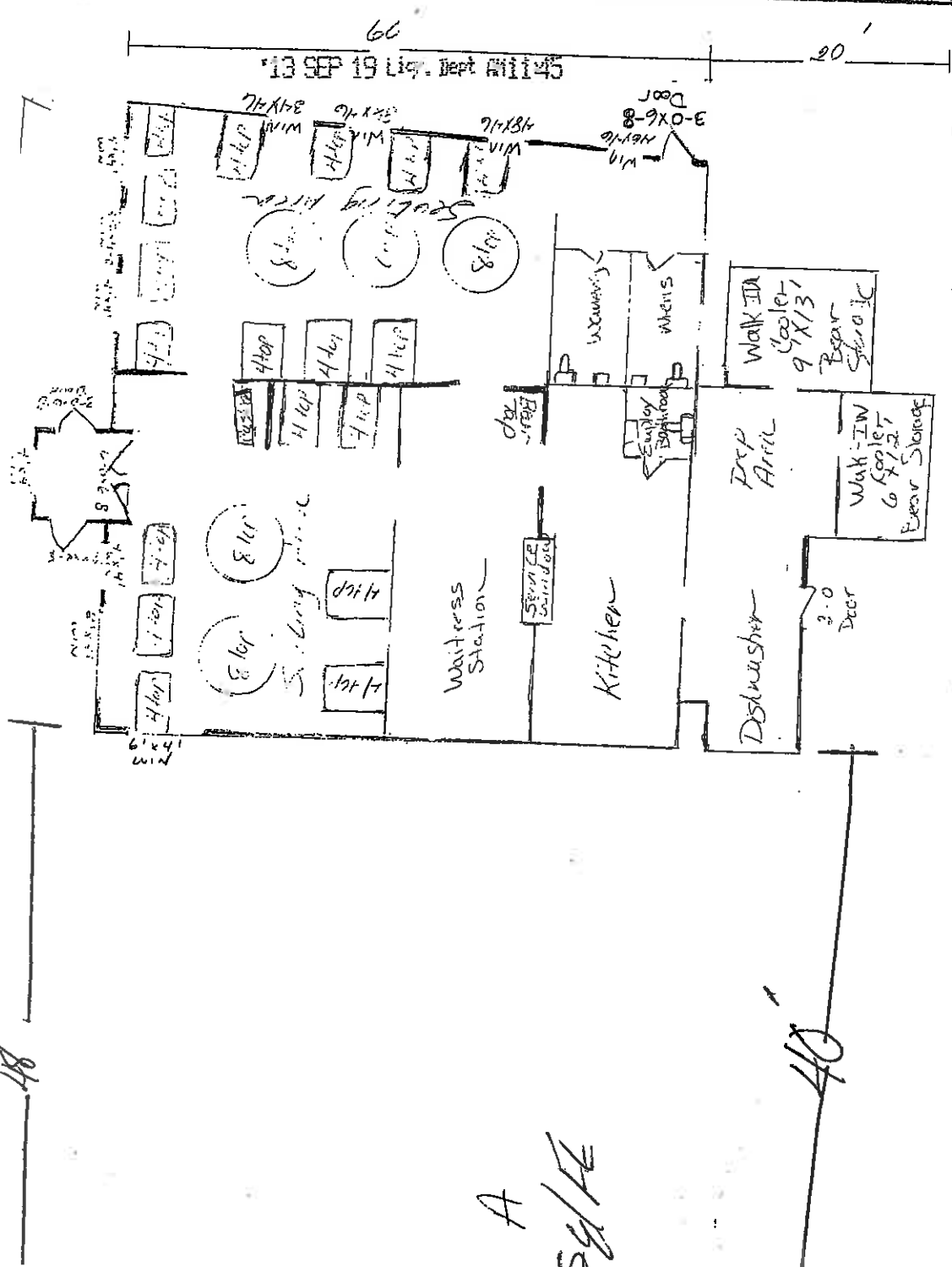
13 SEP 19 Lic. Dept 011



Building A

Square Footage 1650 sq/ft

Emergency Exit



Building B
3000 Sq/FE

13 AUG 27 Lic. Dept PH1242



Agenda Item Submission Form – Section I

Meeting Date: November 6, 2013

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

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Deborah Barber

Agenda Title (be exact: Discussion, consideration and possible approval of a class 13 Domestic Farm Winery Liquor License Application for Five Trees Wine & Vineyard located at 312 Pheasant Run Circle, Camp Verde.

**List Attached Documents: – Liquor License Application
Neighbor comments**

Estimated Presentation Time: 5

Estimated Discussion Time: 10

Reviews Completed by: N/A

Department Head: Deborah Barber 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 October 10, 2013 and posted the application for the required 20 days as required by law. Staff received one comment from a neighbor. State and was informed Statute requires that all petitions submitted to the governing body shall be transmitted to the director with the certified copy of the order.

The Camp Verde Community Development Department contacted and was informed by the applicant that they do not intend on having wine tasting and sales at the neighborhood location. Community Development informed the applicant that if in the future, they considered doing wine tasting and sales, they would be required to apply for a Town business license and at that time any zoning amendments, issues or concerns would have to be addressed prior to the business license being approved. The Community Development Department also advised the applicant that the current wine processing operation that is currently being operated within the garage structure of the residence must continue to meet all the conditions of a Home Occupation as defined in the Town's Planning & Zoning Ordinance.

Recommended Action (Motion): Approve a class 13 Domestic Farm Winery Liquor License Application for Five Trees Wine & Vineyard located at 312 Pheasant Run Circle, Camp Verde, submitted by Kris Metzler.

Instructions to the Clerk: Section II not required. Process application.

Arizona Department of Liquor Licenses and Control
800 West Washington, 5th Floor
Phoenix, Arizona 85007
www.azliquor.gov
602-542-5141

APPLICATION FOR LIQUOR LICENSE
TYPE OR PRINT WITH BLACK INK

Notice: Effective Nov. 1, 1997, All Owners, Agents, Partners, Stockholders, Officers, or Managers actively involved in the day to day operations of the business must attend a Department approved liquor law training course or provide proof of attendance within the last five years. See page 5 of the Liquor Licensing requirements.

SECTION 1 This application is for a:

- MORE THAN ONE LICENSE
INTERIM PERMIT Complete Section 5
NEW LICENSE Complete Sections 2, 3, 4, 13, 14, 15, 16
PERSON TRANSFER (Bars & Liquor Stores ONLY) Complete Sections 2, 3, 4, 11, 13, 15, 16
LOCATION TRANSFER (Bars and Liquor Stores ONLY) Complete Sections 2, 3, 4, 12, 13, 15, 16
PROBATE/WILL ASSIGNMENT/DIVORCE DECREE Complete Sections 2, 3, 4, 9, 13, 16 (fee not required)
GOVERNMENT Complete Sections 2, 3, 4, 10, 13, 15, 16

SECTION 2 Type of ownership:

- J.T.W.R.O.S. Complete Section 6
INDIVIDUAL Complete Section 6
PARTNERSHIP Complete Section 6
CORPORATION Complete Section 7
LIMITED LIABILITY CO. Complete Section 7
CLUB Complete Section 8
GOVERNMENT Complete Section 10
TRUST Complete Section 6
OTHER (Explain)

SECTION 3 Type of license and fees LICENSE #(s): 13133042

1. Type of License(s): Domestic Farm Winery

2. Total fees attached:

\$ 144.00 Department Use Only

APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE.

The fees allowed under A.R.S. 44-6852 will be charged for all dishonored checks.

SECTION 4 Applicant

- Owner/Agent's Name: Mr. Metzler, Kris Andrew
Corp./Partnership/L.L.C.: Five Trees Wine and Vineyard L.L.C. B1051020
Business Name: FIVE TREES WINE AND VINEYARD LLC B1051021
Principal Street Location: 312 Pheasant Run Cir. Camp Verde Yavapai 86322
Business Phone: 928-567-2162 Daytime Phone: 928-301-6230 Email: kametzler@hotmail.com
Mailing Address: same as above 312 Pheasant Run Cir Camp Verde AZ 86322
Price paid for license only bar, beer and wine, or liquor store: Type \$ Type \$

DEPARTMENT USE ONLY

Fees: 100.00 Application 44.00 Interim Permit Site Inspection Finger Prints \$ 144.00 TOTAL OF ALL FEES

Is Arizona Statement of Citizenship & Alien Status For State Benefits complete? YES NO

Accepted by: EW Date: 10.8.10 Lic. # 13133042

SECTION 5 Interim Permit:

13 SEP 11 Liq. Dept AM 11:22

1. If you intend to operate business when your application is pending you will need an Interim Permit pursuant to A.R.S. 4-203.01.
2. There **MUST** be a valid license of the same type you are applying for currently issued to the location.
3. Enter the license number currently at the location. _____
4. Is the license currently in use? YES NO If no, how long has it been out of use? _____

ATTACH THE LICENSE CURRENTLY ISSUED AT THE LOCATION TO THIS APPLICATION.

I, _____, declare that I am the CURRENT OWNER, AGENT, CLUB MEMBER, PARTNER, MEMBER, STOCKHOLDER, OR LICENSEE (circle the title which applies) of the stated license and location.

(Print full name)

X _____
(Signature)

State of _____ County of _____

The foregoing instrument was acknowledged before me this

My commission expires on: _____

_____ day of _____
Day Month Year

(Signature of NOTARY PUBLIC)

13 SEP 25 Liq. Dept PM 2:03

SECTION 6 Individual or Partnership Owners:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$22 PROCESSING FEE FOR EACH CARD.

1. Individual:

Last	First	Middle	% Owned	Mailing Address	City State Zip

Partnership Name: (Only the first partner listed will appear on license) _____

General-Limited	Last	First	Middle	% Owned	Mailing Address	City State Zip
<input type="checkbox"/> <input type="checkbox"/>						
<input type="checkbox"/> <input type="checkbox"/>						
<input type="checkbox"/> <input type="checkbox"/>						
<input type="checkbox"/> <input type="checkbox"/>						

) Y R A S S E C E N F I T

2. Is any person, other than the above, going to share in the profits/losses of the business? YES NO
If Yes, give name, current address and telephone number of the person(s). Use additional sheets if necessary.

Last	First	Middle	Mailing Address	City, State, Zip	Telephone#

SECTION 7 Corporation/Limited Liability Co.:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$22 PROCESSING FEE FOR EACH CARD.

- CORPORATION Complete questions 1, 2, 3, 5, 6, 7, and 8.
- L.L.C. Complete 1, 2, 4, 5, 6, 7, and 8.

1. Name of Corporation/L.L.C.: Five Trees Wine and Vineyard L.L.C.
(Exactly as it appears on Articles of Incorporation or Articles of Organization)
2. Date Incorporated/Organized: ~~08/10/2011~~ 08/05/2011 State where Incorporated/Organized: Az
3. AZ Corporation Commission File No.: _____ Date authorized to do business in AZ: _____
4. AZ L.L.C. File No: L16984259 Date authorized to do business in AZ: 08/10/2011
5. Is Corp./L.L.C. Non-profit? YES NO
6. List all directors, officers and members in Corporation/L.L.C.:

Last	First	Middle	Title	Mailing Address	City State Zip
Metzler	Kris	Andrew	CEO member	312 Pheasant Run Cir., Camp Verde, Az.	86322
Metzler	Donna	Marie	CEO member	312 Pheasant Run Cir., Camp Verde, Az.	86322

(ATTACH ADDITIONAL SHEET IF NECESSARY)

7. List stockholders who are controlling persons or who own 10% or more:

Last	First	Middle	% Owned	Mailing Address	City State Zip
metzler	Kris	Andrew	50%	312 Pheasant Run Cir, W, Az, 86322	
metzler	Donna	Marie	50%	312 Pheasant Run Cir, W, Az, 86322	

(ATTACH ADDITIONAL SHEET IF NECESSARY)

8. If the corporation/L.L.C. is owned by another entity, attach a percentage of ownership chart, and a director/officer/member disclosure for the parent entity. Attach additional sheets as needed in order to disclose personal identities of all owners.

SECTION 8 Club Applicants:

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$22 PROCESSING FEE FOR EACH CARD.

1. Name of Club: _____ Date Chartered: _____
(Exactly as it appears on Club Charter or Bylaws) (Attach a copy of Club Charter or Bylaws)
2. Is club non-profit? YES NO
3. List officer and directors:

Last	First	Middle	Title	Mailing Address	City State Zip

(ATTACH ADDITIONAL SHEET IF NECESSARY)

SECTION 12 Location to Location Transfer: (Bars and Liquor Stores ONLY)

13 SEP 11 Liq. Dept AM 11:22

APPLICANTS CANNOT OPERATE UNDER A LOCATION TRANSFER UNTIL IT IS APPROVED BY THE STATE

- 1. Current Business: Name _____
(Exactly as it appears on license) Address _____
- 2. New Business: Name _____
(Physical Street Location) Address _____
- 3. License Type: _____ License Number: _____
- 4. If more than one license to be transferred: License Type: _____ License Number: _____
- 5. What date do you plan to move? _____ What date do you plan to open? _____

SECTION 13 Questions for all in-state applicants excluding those applying for government, hotel/motel, and restaurant licenses (series 5, 11, and 12):

A.R.S. § 4-207 (A) and (B) state that no retailer's license shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizontal feet of a fenced recreational area adjacent to such school building. The above paragraph DOES NOT apply to:

- a) Restaurant license (§ 4-205.02)
- b) Hotel/motel license (§ 4-205.01)
- c) Government license (§ 4-205.03)
- d) Fenced playing area of a golf course (§ 4-207 (B)(5))

1. Distance to nearest school: 9,504' ft. Name of school Chester Newton Montessori Pre-School
Address 30 Hwy 260, E. Camp Verde, Az., 86322
City, State, Zip _____

2. Distance to nearest church: 14,256' ft. Name of church St. Francis Cabrini Catholic Church
Address 781 S. Cliff Pkwy, Camp Verde, 86322
City, State, Zip _____

3. I am the: Lessee Sublessee Owner Purchaser (of premises)

4. If the premises is leased give lessors: Name _____
Address _____
City, State, Zip _____

4a. Monthly rental/lease rate \$ _____ What is the remaining length of the lease ___ yrs. ___ mos.

4b. What is the penalty if the lease is not fulfilled? \$ _____ or other _____
(give details - attach additional sheet if necessary)

5. What is the total **business** indebtedness for this license/location excluding the lease? \$ 0.00
Please list lenders you owe money to.

Last	First	Middle	Amount Owed	Mailing Address	City State	Zip

(ATTACH ADDITIONAL SHEET IF NECESSARY)

6. What type of business will this license be used for (be specific)? Wine Production/Sales

13 SEP 11 Liq. Dept PM 2:03

SECTION 13 - continued

13 SEP 11 Lic. Dept AM1122

7. Has a license or a transfer license for the premises on this application been denied by the state within the past one (1) year?
 YES NO If yes, attach explanation.

8. Does any spirituous liquor manufacturer, wholesaler, or employee have any interest in your business? YES NO

9. Is the premises currently licensed with a liquor license? YES NO If yes, give license number and licensee's name:

License # _____ (exactly as it appears on license) Name _____

SECTION 14 Restaurant or hotel/motel license applicants:

1. Is there an existing restaurant or hotel/motel liquor license at the proposed location? YES NO
If yes, give the name of licensee, Agent or a company name:

_____ and license #: _____
Last First Middle

2. If the answer to Question 1 is YES, you may qualify for an Interim Permit to operate while your application is pending; consult A.R.S. § 4-203.01; and complete SECTION 5 of this application.

3. All restaurant and hotel/motel applicants must complete a Restaurant Operation Plan (Form LIC0114) provided by the Department of Liquor Licenses and Control.

4. As stated in A.R.S. § 4-205.02.G.2, a restaurant is an establishment which derives at least 40 percent of its gross revenue from the sale of food. Gross revenue is the revenue derived from all sales of food and spirituous liquor on the licensed premises. By applying for this hotel/motel restaurant license, I certify that I understand that I must maintain a minimum of 40 percent food sales based on these definitions and have included the Restaurant/Hotel/Motel Records Required for Audit (form LIC 1013) with this application.

[Signature]
applicant's signature

As stated in A.R.S. § 4-205.02 (B), I understand it is my responsibility to contact the Department of Liquor Licenses and Control to schedule an inspection when all tables and chairs are on site, kitchen equipment, and, if applicable, patio barriers are in place on the licensed premises. With the exception of the patio barriers, these items are not required to be properly installed for this inspection. Failure to schedule an inspection will delay issuance of the license. If you are not ready for your inspection 90 days after filing your application, please request an extension in writing, specify why the extension is necessary, and the new inspection date you are requesting. To schedule your site inspection visit www.azliquor.gov and click on the "Information" tab.

[Initials]
applicants initials

SECTION 15 Diagram of Premises: (Blueprints not accepted, diagram must be on this form)

1. Check ALL boxes that apply to your business:

- Entrances/Exits
- Liquor storage areas
- Patio: Contiguous
- Service windows
- Drive-in windows
- Non Contiguous

2. Is your licensed premises currently closed due to construction, renovation, or redesign? YES NO
If yes, what is your estimated opening date? _____

month/day/year

3. Restaurants and hotel/motel applicants are required to draw a detailed floor plan of the kitchen and dining areas including the locations of all kitchen equipment and dining furniture. Diagram paper is provided on page 7.

4. The diagram (a detailed floor plan) you provide is required to disclose only the area(s) where spirituous liquor is to be sold, served, consumed, dispensed, possessed, or stored on the premises unless it is a restaurant (see #3 above).

5. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed premises, such as parking lots, living quarters, etc.

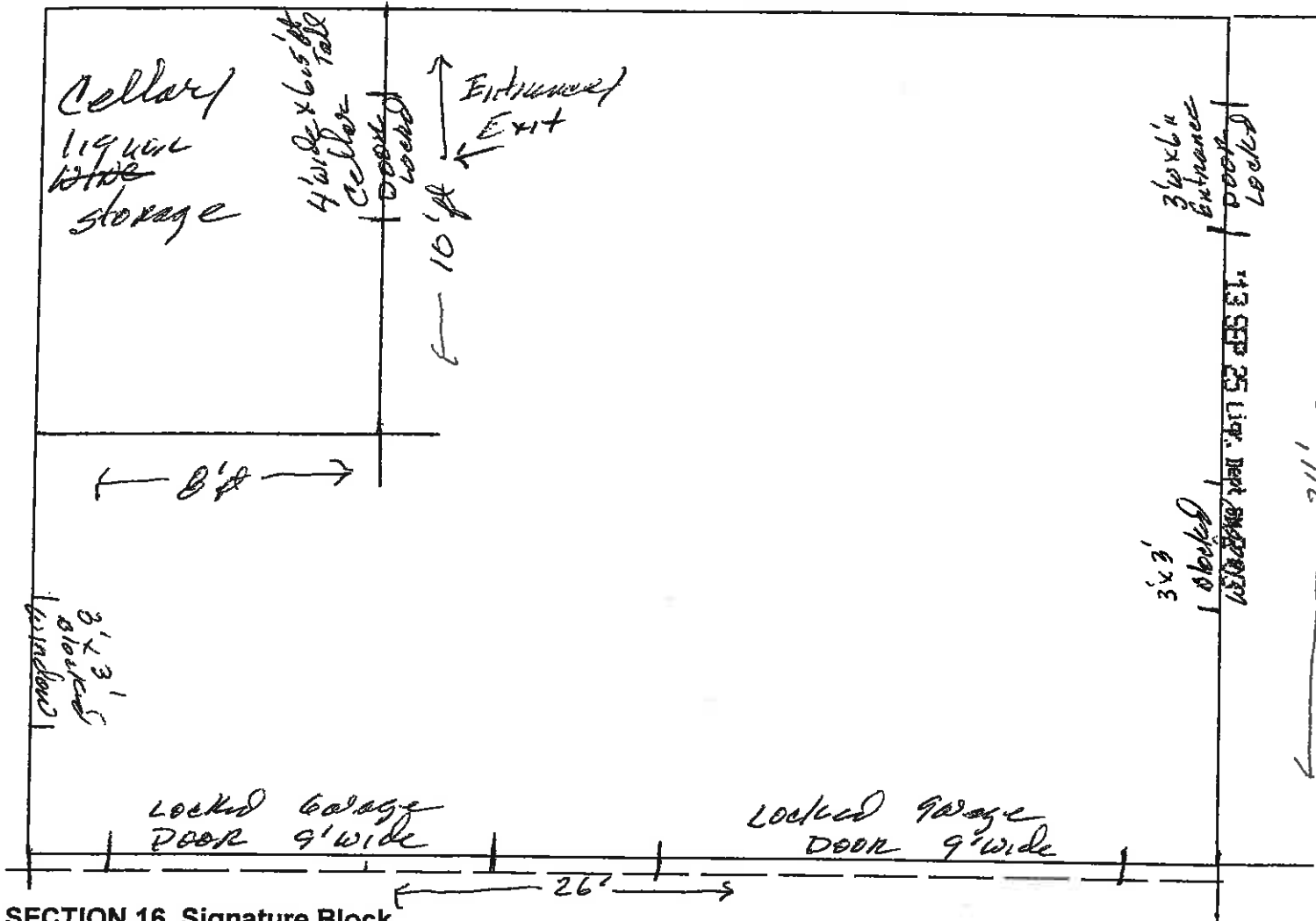
As stated in A.R.S. § 4-207.01(B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to boundaries, entrances, exits, added or deleted doors, windows or service windows, or increase or decrease to the square footage after submitting this initial drawing.

[Initials]
applicants initials

SECTION 15 Diagram of Premises

4. In this diagram please show only the area where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored. It must show all entrances, exits, interior walls, bars, bar stools, hi-top tables, dining tables, dining chairs, the kitchen, dance floor, stage, and game room. Do not include parking lots, living quarters, etc. When completing diagram, North is up ↑.

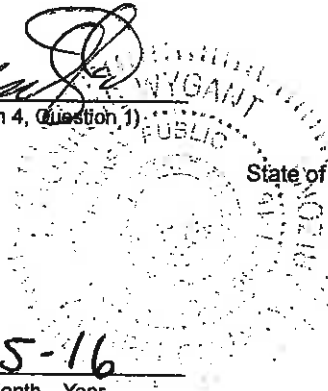
If a legible copy of a rendering or drawing of your diagram of premises is attached to this application, please write the words "diagram attached" in box provided below.



SECTION 16 Signature Block

I, Kris Andrew Metzler, hereby declare that I am the OWNER/AGENT filing this application as stated in Section 4, Question 1. I have read this application and verify all statements to be true, correct and complete.

X *Kris H. Metzler*
 (signature of applicant listed in Section 4, Question 1)



State of Arizona County of Yavapai

The foregoing instrument was acknowledged before me this 10 of September, 2011
 Day Month Year

J. Marjorie Wygona
 signature of NOTARY PUBLIC

My commission expires on: 31-5-16
 Day Month Year

October 22, 2013

10-22-13 P04:24

To: Camp Verde Town Council ✓
Russ Martin, Town Manager
Mike Jenkins, Community Development Director
Steve Ayers, Economic Development Director


Copied Council

Re: State Liquor Board Application License #13133042

In-state Domestic Farm Winery Application Kit for Five Trees Wine and Vineyard LLC owned and operated by Kris and Donna Metzler@ 312 W. Pheasant Run Circle, Camp Verde, AZ.

I am a property owner and full-time resident living within a one-mile radius of the proposed location of the applicant's vineyard. In accordance with the process and procedures stipulated by the State of Arizona, I hereby "protest" the granting of the application referenced above and described below:

"An In-state Domestic Farm Winery is a winery located in Arizona that produces at least 200 gallons but not more than 40,000 gallons of wine annually.

This non-transferable, In-state domestic Farm Winery liquor license has **on- and off-sale retail privileges** and allows the holder to sell and deliver wine produced on the premises to businesses licensed to sell wine in and out-of-state, **and to serve wine produced on the premises for on and off-sale consumption and for the purpose of sampling.** An in-state domestic farm winery that produces not more than 20,000 gallons of wine in a calendar year may make sales of wine produced on premises to consumers who order by telephone, mail, fax, catalogue or internet per A.R.S. §4-205.04(C)(9)(a)-(g). These orders must be sent to an Arizona-licensed wholesaler, then to an

Arizona-licensed retailer who will arrange delivery to the consumer. Other than this exception, Internet sale of liquor is not permitted in the state of Arizona, A.R.S. §4-205.04(D).”

This protest does *not* speak to the production of wine on the stated property but rather to wine potentially sold and/or consumed by the public on the premises. In fact, I am highly supportive of the wine industry in the Verde Valley and of the Metzler’s work to produce quality wine on their property.

Five Trees Wine and Vineyard LLC is located within a long-established, very quiet and safe residential neighborhood called Jordan Meadows, currently zoned RCU2A. Neighborhood traffic is served by Pheasant Run Circle, which is, in fact, a circular street that only allows a one-way in and one-way out traffic pattern. Jordan Meadows is comprised of single-family homes located on primarily 1.5 – 2 acre parcels. The neighborhood is rural; there are no sidewalks. Therefore, residents of Jordan Meadows, and neighbors from adjoining housing developments, frequently run, walk, ride bikes, walk dogs, push strollers, and ride horses on and along the street and feel quite safe in doing so.

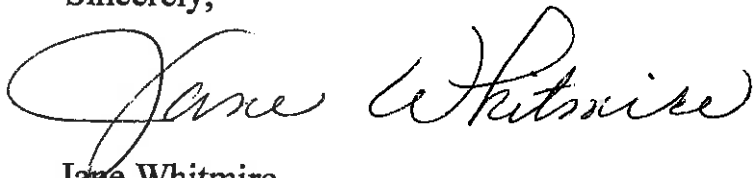
My “protest” of this application is based solely on the possible approval for the public sale and/or consumption (tasting) of wine at this location. While it is my understanding that local zoning law is more restrictive than uses the state might permit, I remain concerned about the possibility of “one thing leading to another” at some future time, and the possible “grandfathering” of one use to another, especially because the application specifically provides for a license holder to **“serve wine produced on the premises for on and off-sale consumption and for the purpose of sampling.”** It is not without precedent that uses morph from one to another and it is difficult, if not impossible, for the town to efficiently and effectively monitor these activities on a regular basis. Therefore, I request that the

Council and staff clarify at what point a commercial use in a residential neighborhood meets the definition of commercial property and, thereby, requires the need for rezoning.

The intent of this "protest" is *not* to discourage the expansion of wine production and/or other agricultural pursuits in Camp Verde. I am a strong proponent of these commercial activities. My intent is to maintain the quiet and safe character of our residential neighborhood and the integrity of the currently established zoning. Should Council or the State consider granting a "limited" license to include *only* the production and off-premise public sale and/or consumption of wine, I suggest an appropriately worded and legal document be prepared to this effect, signed by the applicant and kept on file for possible future reference at Camp Verde Town Hall.

Thank you for your consideration of this "protest" and the possible negative neighborhood impacts the approval of a "full" in-state domestic farm winery application may create.

Sincerely,

A handwritten signature in cursive script that reads "Jane Whitmire". The signature is fluid and elegant, with a large initial "J" and "W".

Jane Whitmire

c: Arizona Department of Liquor Licenses and Control
Attn: State Liquor Board
800 W. Washington Street, 5th Floor
Phoenix, AZ 85007



Agenda Item Submission Form - Section I

Meeting Date:

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

Requesting Department: Economic Development

Staff Resource/Contact Person: Steve Ayers

Agenda Title (be exact): Presentation by Mike Finney, AZ Communications and Economic Development Director Steve Ayers, followed by possible discussion of the Town's new tourism and visitor website:
www.visitcampverde.com

List Attached Documents:

Estimated Presentation Time: 15 minutes

Estimated Discussion Time: 2 minutes

Reviews Completed by:

- Department Head: Town Attorney Comments:

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact:

Budget Code: _____ **Amount Remaining:** _____

Comments:

Background Information: The new tourism and visitor Website was jointly developed over the last six months by the Economic Development Department and our contractor, AZ Communications.

Recommended Action (Motion):

Instructions to the Clerk:

QUARTERLY REPORT
Board of Adjustments & Appeals
July – Sept. 2013

REGULARLY SCHEDULED MEETINGS: 3

July 09, 2013 – Regular Session
CANCELLED, NO BUSINESS BEFORE BOARD

August 13, 2013 - Regular Session
CANCELLED, NO BUSINESS BEFORE BOARD

September 13, 2013 - Regular Session
CANCELLED, NO BUSINESS BEFORE BOARD

SPECIAL SESSION MEETINGS: 0

WORK SESSIONS: 0

THE FOLLOWING APPLICATIONS WERE APPROVED:

No Applications were approved.

THE FOLLOWING APPLICATIONS WERE DENIED:

There were no applications denied.

THE FOLLOWING APPEALS WERE DENIED:

There were no appeals denied.

THE FOLLOWING ITEMS WERE DISCUSSED BY BOARD:

THE FOLLOWING ITEMS WERE DISCUSSED IN WORK SESSIONS:

There were no items discussed in work sessions.

THE FOLLOWING PRESENTATIONS WERE HEARD BY THE BOARD:

Chairman Doug Stevens

**QUARTERLY REPORT
Planning and Zoning Commission
July - September 2013**

REGULARLY SCHEDULED MEETINGS: 2

WORK SESSIONS: 3

JOINT WORK SESSIONS: 0

SPECIAL SESSIONS: 1

THURSDAY JULY 04, 2013 – REGULAR SESSION
CANCELLED, NO BUSINESS BEFORE THE COMMISSION

THURSDAY AUGUST 01, 2013 – SPECIAL SESSION
CANCELLED, NO BUSINESS BEFORE THE COMMISSION

THURSDAY AUGUST 15, 2013 – WORK SESSION
Chair Norton, Vice Chair Blue, Commissioner Parrish, Commissioner Freeman, Commissioner Hough, and Commissioner Hisrich were present. Absent, Commissioner Davis. **Also Present:** Mayor Charles German, Councilor German, Councilor Jones, Town Manager Russ Martin, Community Development Director Michael Jenkins, Assistant Planner Jenna Owens and Permit Technician Kendall Welch

THURSDAY SEPTEMBER 05, 2013 – REGULAR
CANCELLED, NO BUSINESS BEFORE THE COMMISSION

THURSDAY SEPTEMBER 12, 2013 – WORK SESSION
Chair Norton, Vice Chair Blue, Commissioner Parrish, Commissioner Freeman, Commissioner Hough, Commissioner Hisrich and Commissioner Davis were present. **Also Present:** Town Manager Russ Martin, Community Development Director Michael Jenkins, Assistant Planner Jenna Owens and Permit Technician Kendall Welch

THURSDAY SEPTEMBER 26, 2013 – WORK SESSION
Chair Norton, Vice Chair Blue, Commissioner Parrish, Commissioner Freeman, Commissioner Hough, Commissioner Hisrich and Commissioner Davis were present. **Also Present** Mayor German, Town Manager Russ Martin, Community Development Director Michael Jenkins, Economic Development Director Steve Ayers, Building Official Robert Foreman, Assistant Planner Jenna Owens and Permit Technician Kendall Welch

THE FOLLOWING WORK SESSION ITEMS WERE DISCUSSED:
AUGUST 15, 2013

1. **Discussion of the General Plan updates process to include, but not be limited to ARS statutory requirements, schedules, and timelines.**
Before Staff's presentation Chair Norton took a few minutes to address the public on the process of these ongoing work sessions to update the General Plan. He encouraged all to be involved and encouraged the public to attend the work sessions to gain knowledge of the Plan for the public vote in March 2015. The Chair also added that each of these work sessions will be two hour meetings and the public is invited to speak at anytime with a limit of three minutes but they will not be limited to just one time as the Commission proceeds

through the Plan.

At this time the Chair opened the floor for any public input prior to starting the task at hand. Robert Johnson of Verde Lakes: Mr. Johnson expressed his concerns with the Verde River and presented the following information;

- The Verde River's flow has lessened over the last 50 years, because of the increase of well drilling.
- Mr. Johnson would like the Commission to consider ways to conserve water and cut down on well water use. Water conservation efforts are needed for the Verde Valley to continue to thrive.

John McReynolds: Mr. McReynolds addressed the Commission to inform them that in fact he was part of the last General Plan that was adopted in 2005. He also has been a member of the Yavapai County Planning and Zoning Commission.

Russ Martin, Town Manager: The Town Manager spoke with encouragement and stressed the importance of being involved in the update of the General Plan. He also asked the Chairs to be involved and stay involved in this effort, to reach out to the community to help them understand what they will be voting for in the future. We aren't recreating the wheel, but these changes will be improvements that are needed to update the General Plan and to keep up with the times. In his career, the Town Manager he has been involved many times with updating the General Plans and realizes this is a complex task which by law needs to be completed every ten years.

With all opening statements completed the Chair suggested that staff begin with a presentation that will speak to the timeline, ARS regulations and other exhibits in the room.

Community Development's Director Michael Jenkins began the presentation explaining the maps, graphics and projected items. All of these items will work together to help with the understanding of Land Use in the Town of Camp Verde. Jenkins also introduced Jenna Owens the Town's Assistant Planner. Owens explained to the Commission and public the requirements as set forth by the Arizona Revised Statutes to update the General Plan, Jenkins presented the following elements to be updated;

1. There are seven elements that the State requires updates to:
 - a. Land Use
 - b. Open Space & Recreation
 - i. The current General Plan shows an area of open space that is unclear of how it was determined.
 - c. Growth Areas
 - d. Transportation & Circulation
 - e. Water Resources
 - i. There is a study being conducted
 - f. Environmental Planning
 - i. Dark Skies
 - g. Cost of Development
2. During these updates there are three more elements that will also be updated even though they are not mandated by law. These items are very crucial to the overall changes to the Plan because they are elements that directly affect the Town Culture.
 - a. Housing
 - i. Vacant homes
 - b. History & Culture

c. Economic Development

i. Az Transportation Board, 260 corridor from I-17 heading west

Jenkins the briefly went over the time line starting with today's meeting and ending with the election in March 2015. The last Plan was voted in on March 08, 2005. With the vision of a vote in March 2015 this would satisfy the 10 year requirement for review. He also reminded the Commission that since the last vote, there have been changes made within the General Plan because the P&Z Commission and Town Council are allowed to make minor and major adjustments and amendments to the Plan, minor amendments are allowed at anytime, major amendments are only considered once a year. Jenkins did tell the Commission that the current land use map does reflect all the amendments to date which changed the map that was adopted back in March of 2005.

The Chair again added clarification to the process of updating the General Plan, after each element's update has become a draft document and there is consensus of acceptance the Commission will then move onto the next element of the General Plan.

Before item 5 of the agenda started Robert Johnson wanted to address the Commission: Robert Johnson, wanted to inform the Commission and Staff that Representative Kirkpatrick's Staff was in Town and will soon be back if there is anything that is needed to make Kirkpatrick aware of.

2. **Discussion, consideration, and possible direction to staff relative to the Land Use Element of the General Plan.**

Chair Norton began by reading Chapter 3, the Land Use element of the General Plan. He asked the Commission, Staff or Public to stop him anytime with comments or suggestions.

Discussion:

1. Pg 3.1 third paragraph: Jenkins addressed the table on this page, he told everyone the acres and percentages on this table are derived from the Yavapai County's GIS Department. These tables can also be found on the Land Use Maps. He also added that the Town's area of 27,040 acres is actually 42.5 square miles. Commissioner Hisrich commented the document has grammar problems. Staff told the Commissioners these errors will be corrected when the draft is finalized.
2. Pg 3.1 sixth paragraph: This paragraph refers to the panoramic view of "Wingfield Mesa", the exact location of this mesa is unclear to the Commission and Public. The Commission instructed Staff to bring the location of this Mesa to the next meeting to help them understand the implications it may have on the Plan.
3. Pg 3.2 second paragraph: Chair Norton wanted to know if this paragraph's last sentence was referring to General Crook & 1-17? Staff was instructed to clarify the location of this higher density use. Also Commissioner Blue pointed out that this paragraph needs to be amended because some of these items have been completed. Commissioner Freeman asked if this paragraph should be imported into the Transportation & Circulation Element. Jenkins told the Commissioner that many of these elements will overlap to help give a general ideal.
4. Commissioner Blue asked if the Commission could get an 11X17 color copy of the Land Use Map, this would make it much easier to follow along, Jenkins told the Commissioners he will have these maps ready for the next meeting on September 12th.
5. At this time Dale Miller of Jacob Engineering addressed the Commission and apologized for his early departure, but he did want them to keep in mind that adding goals to encourage the commercial development is always a good idea. Mr. Miller is in Town as a consultant for ADOT with the widening of 260 West.

6. Pg 3.3 bullet point c, there was a question of the meaning of sentence regarding the use of promoting infill or compact from development activity by Commissioner Hough. Jenkins said that the infill is referring to difficult properties which may need municipal help to bring up to code, the Town Manager added that infill is also a goal to smart growth with high density. Staff was instructed to bring back to the Commission a clarification on "compact" used in this sentence along with "cluster housing" to ensure the meanings weren't similar.
7. Pg 3.4 consisted of explanation of the different types of zoning with only a few comments from the Commission.
 - a. Agricultural Use – The Chair inquired if vineyards were considered agricultural, Jenkins responded yes, he also added that there are no agricultural uses designated in the Town of Camp Verde.
 - b. Low Density Residential – Jenkins informed the Commission that the explanation found here is consistent with the Planning & Zoning Ordinance.
 - c. Industrial – Jenkins told the Commission that the Planning & Zoning Ordinance does allow for up to two residents allowed in these areas.
 - d. Natural Resources – This means aggregate areas, staff will still need to determine these areas and identify them on the Land Use Map.
 - e. Historic Town Site – Commissioner Hough commented that the Historic Town Site has not gone through a process to have this area defined.

Mayor German asked about an old military site that he believed was located in the Town boundaries and he didn't see it on the map as a public facility. Others in the meeting remembered seeing this military site on different documents as well, the staff was asked to identify and locate the old military site.

- f. Hwy 260 Annexation – Jenkins told the Commissioners that this area is in the location of Steve Cory, this annexation has been completed. The Commission asked Staff to look into the annexation and confirm the number of acres that were actually annexed.
 - g. Spur Land & Cattle Co – Commissioner Hough asked if there is an area here for conservation. Staff is unsure so they will investigate and bring an update to the Commission.
8. Chair Norton began reading through the Goals on pg 3.5, Goals A & B.
 - a. Goal A. 6, This task has been completed but the Commission and Staff agreed it should stay in the Plan; the review of the Animal Ordinance should be an ongoing effort. Jim Switzer did ask for some verification of the Ordinance, he understood that you needed at least one acre for livestock, but he believes the Ordinance indicates ½ acre for livestock. Owens the told Mr. Switzer that is correct a half acre is needed for livestock, the livestock determined is by a point system that is assigned to each type of animal.
 - b. B Goals – In the description of a rural character, some of the Commissioners and Citizens remember this to be stated as a "Rural Western," why was the "Western" removed as a descriptive? Commissioner Blue felt that maybe it was struck because the history of Camp Verde goes beyond the "Western" times. Mayor German suggested that the word "Western" maybe too narrow to categorize the area. Staff was instructed to meet with Steve Ayers the Economic Development Director to ask if he has any history on this.
 - c. Goal B. 2 – Owens informed the Commission that this goal will be updated; it still refers to the old ordinance.
 - d. B. 4 – Commissioner Hough felt this item can be removed from the Plan, this is when there was a Design Review Board which no longer exists. Commissioner Blue agreed to consider striking this item, Chair Norton said that the Commission will consider striking this item.

The next work session is scheduled for September 12th, 6:00 P.M. in the Council Chambers; the work session will begin with Goal B, page 3.5

SEPTEMBER 12, 2013

5. Discussion & Public involvement regarding volunteer participation by serving on Element Committees on the General Plan.

Community Development Director Michael Jenkins approached the Commission with a proposal that could help with the time constraints on the Commission for the General Plan. This proposal would be a call for citizen's involvement to meet and discuss the elements within the General Plan. The citizen groups would be able to:

- a. Take a more detailed look at each element or element group and make a recommendation to the Commission.
 1. The meeting schedule would be every two weeks before each P&Z Work Session.
 2. The meetings would be in two hour blocks.
 3. There would be a total of four different citizen groups to accommodate all ten elements which have been combined with other like elements.
 4. The Commissioners would be welcome to attend any of these citizen group meetings.
- b. Jenkins gave a brief overview on how the staff determined which elements to pair up.
 1. Land Use, Growth Areas, Open Space and Recreation, Transportation and Circulation: The largest concern to consider here would be the Growth Areas and how the Open Space and Recreation elements would be incorporated into the Growth Areas.
 2. Environmental Planning and Water Resources: This would encompass the Dark Skies Ordinance along with the water and air quality.
 3. Economic Development, History and Culture: The current Economic Development Director, Steve Ayers is also known as Camp Verde's historian giving him a large knowledge of each element in this group. Ron Long the town's Public Works Director will also be available for these discussions to help recognize any type of overlaps with Transportation and Circulation.
 4. Cost of Development and Housing: Because the Building Official will be working on both of these elements as a staff committee member.

Commissioners Discussion

Commissioner Hough expressed a concern, which was how would involvement of a citizen group make the process work better. His understanding was the Commission would be editing and updating the General Plan. In the past a consultant was hired and despite that effort it still took several times for the Town's citizens to adopt the plan. He didn't want to stray too far from the original vision and task that was given to the Commission.

Commissioner Davis felt this was a good opportunity for the citizens to get involved in the process as long as they were aware of the time that they would be asked to invest.

After the discussion Jenna Owens the Town's Assistant Planner circulated a signup sheet to the audience to begin the process of building citizen groups.

6. Presentation from staff on "visioning tools" to help in developing goals and implementation strategies for the General Plan.

Jenkins presented a power point to the Commissioners. The power point was to help the thinking process for the General Plan and to give an overview of the process, such as the

ten year regulation from the State to update the General Plan. Jenkins said the plan in place is a good plan and the updates will honor existing uses. The power point addressed the following:

- a. Staff is the facilitator of the General Plan, they uphold and ensure the General Plan is used and enforced when needed.
- b. Staff ensures that minor and major amendments are carried out in the proper processes and tracking of these amendments for the next update to the General Plan.
- c. Staff along with the P&Z Commission encourages all opinions, in person, telephone or email, all citizen input is considered.
- d. Proactive vs Reactive; Department Heads use the General Plan to mimic the wants of the public whom had voted to adopt the General Plan.
- e. Staff reminds public bodies such as Council and P&Z the goals and strategies identified in the General Plan.

The power point was a hand out to the citizens and Jenkins encouraged everyone to read the additional information that he didn't take the time to go over, which was informational and helpful hints to keep in mind when reading and updating the current General Plan.

6:39 Chair Norton opened the floor for public comment.

Tony Gioia, gave a little bit of history regarding the study along the 260 corridor, he told the Commission that a sewer study was done and with cooperation from ADOT a back road study was completed to address traffic congestion. Also at that time they identified that these types of improvements would be paid through the development of the area by the developer.

6:41 Chair Norton closed public comment.

7. Discussion, consideration, and possible direction to staff relative to the Land Use Element of the General Plan, to include review of prior suggested changes made during the August 15, 2013 work session and to take any public input for consideration.

Town Manager Martin introduced a tool that could be used during the editing of the current General Plan. This tool could help the Commissioners in areas that would need better defining. This concept would help define unique characters of an area, which would add vision to the General Plan. Character Areas would:

- a. Help an area to keep its character instead of development driving it.
- b. Would help future development enhance the character.
- c. Land use alone wouldn't protect an area's character.

Martin told the Commission that at last night's Council's Work Session meeting this concept was presented to Council, Council was receptive to the idea. Council did instruct staff to follow through with "Character Areas" and report back to them on the process, cost, time and better clarity for character areas within the Town.

Commissioners Discussion

Commissioner Hough had a concern that this would hamper free enterprise, could cause more restrictions and not encourage development. The Town taking ownership or telling someone where to build a particular development wouldn't be fair.

Commissioner Hisrich said he agreed with Hough, this may set up conditions that are unequal and could change the zoning elements.

Commissioner Blue said at this time he didn't see how anything was broken everything is dictated by zoning and this type of "Character Areas" would possibly bring back the Design

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With respect to these comments Martin referred to some areas of town which have specific characters, such as downtown. The downtown area is pedestrian and bike friendly, there are small commercial activity that allows one to park curb side and walk on developed sidewalks to a variety of shops. To the opposite of this character is the 260 corridor where the car will be king and the development would be larger commercial buildings with large parking lots. An area like downtown could be protected under this process from excessive traffic and mixed commercial properties.

7:19 Chair Norton opened the floor for public comment.

Art Castro; from the Tucson area, Three Points, spoke in favor of the "Character Areas". He stated that the small town he is from had no vision for different types of development. They found themselves in nicer newer neighborhoods with large commercial storage areas pooping up next to them, which in turn caused traffic problems.

Brenda also spoke in favor, she felt it would be smart to look at "Character Areas" out of respect to the citizens already located in certain unique areas.

Sam Musser was representing Out of Africa. Sam told the Commission the General Plan now states it's theme as a "Rural Western" he would like to see more diversity and more than one character identified in the General Plan. Mr. Musser is in favor of different "Character Areas."

Tony Gioia told the Commission that when he was on the committee for the last General Plan update they spent two and a half years talking to the public. The committee asked the public what do you value the most, what would you like to see in the future. Time after time the Committee heard the public say we want to preserve the character of our neighborhoods. They wanted to keep big commercial out of town, the concept of the 260 corridor answered that concern and at all costs the citizens didn't want the Town of Camp Verde to look like Prescott Valley.

7:31 Chair Norton closed public comment.

Commissioners Discussion

The Commission encouraged staff to pursue the "Character Areas" but to keep a good balance and not to create too many character areas and to keep in mind that the Rural Western is more of an attitude of living. They also encouraged staff to do a good study but to keep it simple and not so restrictive that it would discourage development. The Commission also wanted to be assured that with the implementation of such a "Character Area" staff is not given any type of power to direct development to an area that could possibly jeopardize the sale of a private owner's land.

Martin responded that the Council sees this study as a possible proactive step especially in areas of the 260 corridor and it could also decrease amendments to the General Plan. And to the concern of the sale of a property that isn't in a defined "Character Area" that fits the proposed development staff doesn't have any authority to direct the buyer elsewhere, the General Plan maybe amended after due process is followed. Martin also told the Commission that the next Council meeting on September 25th staff will present to them in more detail on how to determine "Character Areas." At this time Council does feel that the

Commission should keep moving on with the elements in the manner as first discussed, to edit and update.

Chair Norton called on staff regarding following meetings and asked staff to insure that all comments from the public about the General Plan to be added to their complete packets before each work session.

Owens told the Chair and Commissioners that the next P&Z Work Session is tentatively scheduled for September 26th at 6:00 P.M. There will be a two week rotation for the work sessions except for November and December because of the holidays.

September 26, 2013

5. Discussion, consideration and possible direction to staff relative to the Land Use Element of the General Plan, to include review of prior suggested changes made during the August 15, 2013 work session, remaining Land use Element items or any new element items and to take any public input for consideration.

Community Development Director Michael Jenkins began this item by introducing Steve Ayers the Towns Economic Development Director. Ayers wanted some time to address the idea of "Character Areas" and how they could affect the General Plan. Ayers told the Commission that with "Character Areas" it would widen the types or styles of development. At this time the General Plan only has one set of language for the entire town, which is "Rural." Ayers said this can be very restrictive to some development especially big box stores. By breaking the town into different character type areas would help bring in more development without causing a major amendment to the General Plan. "Character Areas" designates a certain flavor in different areas while keeping other areas in the "Rural" form such as the downtown area. "Character Areas" bring a more specific type or flavor for a developer to identify. Ayers gave a few examples of areas that could benefit from "Character Areas."

1. 260 Corridor (Cash Register)
2. Finnie Flat and Main Street
3. Verde lakes
4. Salt Mine Road
5. Montezuma Castle Area

Ayers presented to the Commission the City of Globe's General Plan where they have adopted "Character Areas"; each "Character Area" includes a goal, policy and implantation strategy which gives more flexibility to growth and development. Ayers told the Commission that he does support "Character Areas or Districts" and by adding these they would help him achieve the goals of the Economic Development Department. The current General Plan creates major land use amendments for a developer to proceed and major amendments are only allowed once a year. Ayers also told the Commission that he would like to have some developers attend a P&Z work session so they could also share the advantages of "Character Areas."

Commissioners Discussion

Commissioner Hough wanted to be insured that these "Character Areas" wouldn't change the hard zoning, Ayers responded; It does not change the zoning.

Commissioner Hisrich referred to the Walmart on Cave Creek Road and Carefree Highway, this Walmart was developed in a way to blend with the Town of Cave Creek and

is a prime example to protect an area from commercial big box look. Ayers responded to this comparison, "Character Areas respect and area and the surrounding landscaping. "Character Areas" will help build a town to be proud of and to also be profitable. Currently the town is identified as one large "Character Area" which may not fit all areas of the town. Breaking it down into several "Character Areas" would become more welcoming for growth and development. In turn this helps the developers to know up front what the Town of Camp Verde wants in development.

6:34 Chair Norton opened the floor for public comment.

Kathy Davis, a retired Park Service employee told the Commission that the Parks Service has been doing these type areas for the last 40 years. In the Park Service they are called "Character Districts" and each district allows different types of activities and each has a variety of different rules. Ms Davis supports "Character Areas or Districts."

6:37 Chair Norton closed public comment.

At this time Chair Norton addressed the audience informing them that on October 10th there will be a joint work session that will involve the Town Council. The discussion will be the direction of the General Plan and the desires of the Council to see "Character Areas" included into the General Plan. He also told everyone that there were refreshments available and to feel free to speak up on any discussion item. He also reminded everyone of the public groups that they can get involved with to review the elements in the General Plan, which in turn will make recommendations to this body.

Jenkins began with some follow up from the previous meeting on September 12th on items that the Commission asked staff to bring back with more clarification.

1. The exact location of Wingfield Mesa, Jenkins pointed this area out on a color map supplied in the meetings packet. Wingfield Mesa is located just south of Verde Lakes and does overlap both sides of 260. Wingfield Mesa also contains some historical ruins.
2. Pg 3.2 there was a rewrite of first and second paragraph.

Commissioner Hough spoke up on the process and the focus of the General Plan. He stated that he believes there are just too many different types of scenarios happening with the General Plan. Jenkins told the Commission that after the last Council meeting he was the one to suggest the joint work session between Council and the P&Z Commission. He told the Town Manager Martin that P&Z has been side tracked by the new notion of "Character Areas" and he feels the Commission needs to be focused on their task to update the General Plan. The "Character Area" has created uncomfortableness with the Commission because they may have to revisit items in the General Plan. Having the "Character Area" discussion done up front could save some time. Jenkins had asked to have the "Character Area" put on the agenda as a specific item. The Commission is trying to update and edit at this time but with the interest on "Character Areas" it may cause double the work.

Commissioner Blue said that he has heard rumor that Council may hire a consultant to get involved with the General Plan, he is not in support of this because the Commission has plenty of talent to complete this task and if a consultant is hired it would make since for them to take on the complete task of updating and editing the General Plan.

Commissioner Blue also added that the Commission is here because it has a feel for the

community and they want the best for the community.

Commissioner Parrish commented that he isn't interested in the developer's side for "Character Areas", he believes they will only be interested because of the benefits it would have on their wallets.

Commissioner Hisrich also commented that working on the plan's grammar is too small of a task to be done when there are bigger items that need the Commission's attention. Chair Norton said he wasn't feeling any negatives about the process but wanted to know if the Commission would rather wait to continue work on the General Plan until after the October's 10th work session with Council.

Commissioner Davis, yes we need to hear what Council wants.

Commissioner Hough, yes I would rather move forward with clearer direction from Council.

Commissioner Freeman, yes it should be an Agenda Item, "Character Areas" and where the Council would consider the location of "Character Areas."

Commissioner Blue, yes, the Commission has been side tracked in the last two meetings over the "Character Areas" the Commission does need time with the Council.

Commissioner Hisrich, yes.

The Planning and Zoning Commission came to the consciences not to move forward on the General Plan until after the work session with Council on October 10th. The Commission would like to hear from Council better direction and if the Council desires are to have "Character Areas" written into the General Plan.

7:15 Chair Norton opened the floor for public comment.

Mayor German told the Commission that he has a friend in Texas that is a planner for retail and shopping mall areas, he called on him for some information and how a development chooses the location to build commercial and multi use developments. He was told that a variety of large developers look at the complete area and then the goals of the General Plan, if the goals of the General Plan doesn't fit the type of development they are striving to build then they move on to another community. The Mayor added he welcomes and looks forward to the work session on October 10th and if the Commission felt that the Council was lobbying them with the "Character Areas" he apologizes because that wasn't the intent. He added that the Council has so much information coming to them at this time that they just want to be sure the Town has the needed flexibility when the development begins with the 260 corridor.

Kathy Davis said she feels that "Character Areas" would be a good foundation for the town and a clearer vision for the plan; she also reminded the Commission that the corridor on 260 overlaps Forest Service and the State Land Trust.

Robert Foreman, the Town's Building Official told the Commission that the last General Plan had "Character Areas" in mind just not that terminology, which is why the zoning is as it is today. In the last General Plan update the town was looked at in a divided fashion to keep different types of development separate or similar developments together. Foreman also told the Commission that his comments were his opinion as a citizen of Camp Verde not the Town's Building Official because he was involved with the current General Plan's update as a citizen.

Jane Whitmire told the Commission that she appreciated the Commission's time and patience with the new idea of the "Character Areas," and she does support a tool such as the "Character Areas" to help keep a coordinative plan for the Town.

7:22 Chair Norton closed public comment.

Jenkins told the Commission in his many years in Community Development he has heard all kinds of terminology from planners and most of them when boiled down seem to be very similar. He's not sure if that's the same with "Character Areas" but he does know the Town's code and General Plan and there are flexibilities in both. The General Plan does address what Ayers was speaking of earlier, but it is a big deterrent to developers when a major plan amendment is needed because of the delay it may add to their projects. Some of these things can be addressed in the criteria that are needed to determine between a minor or major plan amendments. For example Yavapai County increased the number of acres needed before a major plan amendment is needed which in turn creates only minor amendments needed which can be done anytime throughout the year and not just annually like a major amendment requires. If there is an opportunity to insert something into the General Plan to make it more flexible I believe the Commission wouldn't want to miss out on it.

Jenkins continued on to tell the Commission that he still doesn't completely understand the "Character Areas" himself, he supports the Commission's decision to set the General Plan update aside until there is a work session with the council.

Chair Norton asked Jenkins if he feels the public comments they are receiving should first go to the subcommittee groups for their consideration as they work on the individual elements. He feels this may be a more efficient way to handle the comments. Jenkins said that would be appropriate. Jenkins was then asked by a citizen when these subcommittees are scheduled to meet, Jenkins replied the desired schedule would be the in between weeks that the P&Z Commission meets, but the day of the week hasn't yet been determined. Jenkins added that in light of this work session there wouldn't be a meeting next week.

THE FOLLOWING RECOMMENDATIONS WERE MADE TO COUNCIL:

There were no items discussed by the Commission

THE FOLLOWING PRESENTATIONS WERE HEARD BY THE COMMISSION:

There were no items discussed by the Commission

THE FOLLOWING ITEMS WERE TABLED, POSTPONED OR CONTINUED BY THE COMMISSION:

There were no items discussed by the Commission

THE FOLLOWING ITEMS WERE DISCUSSED BY THE COMMISSION:

There were no items discussed by the Commission

TRAINING: None

COMMENTS:

There were no comments.

Mr. Chip Norton
Chairman of the Planning and Zoning Commission