



**AGENDA
WORK SESSION ONLY
TOWN OF CAMP VERDE – PLANNING & ZONING COMMISSION
473 S. MAIN STREET, ROOM 106
CAMP VERDE, AZ 86322
THURSDAY, JUNE 11, 2020 6:30 PM**

Commission members may attend Planning & Zoning Commission meetings either in person, or by telephone, video or internet conferencing.

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

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 Commission so requests.

a. Approval of Minutes:

April 2, 2020 – Special Session

b. Set Next Meeting, Date and Time:

TBD

5. Call to the Public for Items Not on the Agenda

(Residents are encouraged to comment about any matter not included on the agenda. State law prevents the Commission from taking any action on items not on the agenda, except to set them for consideration at a future date.)

6. Discussion between Planning & Zoning Commission and Community Development Director on proposed Text Amendments to the Planning & Zoning Ordinance regarding these topics:

- a. Animals: Section 305.B.2, a. and b., Nursing Animals & Poultry
- b. Landscape Standards: Section 402.B.1.c, Inorganic Ground Cover
- c. Parking: Section 403.E.2, Employee Parking
- d. Signs: Section 404.H, Freeway Signage
- e. Board Members: Section 600.C.3, Board Appointments/Quorums

There Will Be No Public Input on the Following Items:

7. Current Events

(Individual members of the Commission may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the public of such events and activities. The Commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.)

8. Staff Comments

9. Adjournment

Please note: The Planning and Zoning Staff makes every attempt to provide a complete agenda packet for public review. However, it is not always possible to include all information in the packet. You are encouraged to check with the Community Development Department prior to a meeting for copies of supporting documentation, if any that were unavailable at the time agenda packets were prepared.

Note: Pursuant to A.R.S. §38-431.03A.2 and A.3, the Planning & Zoning Commission 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.

Posted:

Wf Town Hall Wf Website

Date: 6/5/2020

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

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

1. Call to Order

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

2. Roll Call

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

Also Present

Community Development Director Melinda Lee and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Community Development Director Melinda Lee led the Pledge.

4. Consent Agenda

All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.

A. Approval of Minutes:

February 6, 2020 – Special Session

March 5, 2020 – Special Session

B. Set Next Meeting, Date and Time:

TBA

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

5. Call to the Public for Items Not on the Agenda

Residents are encouraged to comment about any matter not included on the agenda. State law prevents the Commission from taking any action on items not on the agenda, except to set them for consideration at a future date.

No public comments.

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

Declare Actions

Public Hearing Open at 6:33 pm.

Call for Staff Presentation:

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

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

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

Call for Applicant Presentation:

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

Call for Public Comment:

None.

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

None.

Declare Public Hearing Closed at 6:38 pm.

Call for Commission Discussion:

None.

Call for Staff Comments:

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

Call for Motion:

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

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

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

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

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

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

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

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

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

8. Current Events

Individual members of the Commission may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the public of such events and activities. The Commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.

No current events.

9. Staff Comments

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

10. Adjournment

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

Cris McPhail, Chairperson
Planning & Zoning Commission

Melinda Lee, Director
Community Development

CERTIFICATION

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

Dated this 2nd day of April 2020.

Jennifer Reed
Jennifer Reed, Recording Secretary

Planning & Zoning Commission
June 11, 2020 at 6:30 pm
Work Session Only
P&Z Ordinance, Proposed Text Amendments

The following are proposed changes to the Planning & Zoning Ordinance based on issues that have arisen that need clarification, corrected, or added.

- a. **Animals: Section 305.B.2, a. and b., Nursing Animals & Poultry**
- Requesting clarification of the exclusion of nursing animals and poultry from the animal count for livestock, and to move the reference to the opening paragraph of this section.

SECTION 305 - ANIMALS

Keeping of farm animals in appropriate locations and circumstances is regarded as being consistent with the Town's rural character. However, the number, size, type or manner in which animals are maintained on any parcel shall not impair the enjoyment or use of nearby properties or violate other legal restrictions to which the properties are subject. Any lot where farm animals are kept must be not less than one-half acre (21,780 sq ft.) in area.

A. Allowed Livestock

Any of the species listed below which are cared for by the property owner or occupant according to the following Animal Points. All livestock activity within the Town limits will be considered an accessory use to the principal use on any parcel except in the Agriculture District.

1. Lots of one-half acre to one acre in area may maintain animals totaling up to 24 points as set forth below.
2. Lots of one acre or more may increase the allowable number of points by an increment of six points for each additional, contiguous quarter acre.

A. Animal Points Allowed per Acreage

The allowable type and number of animals permitted on a particular property is computed by the following allotment table:

SPECIES (or associated types)	POINTS	SPECIES (or associated types)	POINTS
Alpacas:	3 POINTS	Miniature horses, Ponies and Sicilian donkeys:	6 POINTS
Emus:	3 POINTS	Ostriches:	6 POINTS
Pygmy goats:	3 POINTS	Cattle:	12 POINTS
Sheep, Goats:	4 POINTS	Domestic deer:	12 POINTS
Llamas:	6 POINTS	Horses, Mules, and Donkeys	12 POINTS

1. **Prohibited Livestock:** Swine are prohibited within residential zones, unless excepted under paragraph 2c.

2. **Exceptions:**

- a. Young nursing animals are not counted.
- b. Fowl (chickens, ducks, geese, turkeys and peacocks), rabbits, and guinea pigs, which are cared for by the property owner or occupant as prescribed in Section 305.C.3, are not limited to a maximum number of animals.
- c. Swine may only be raised on property of an acre or more under the following conditions:
 - 1) One pet or butcher pig per parcel.
 - 2) Additional Swine, breeding or reproduction stock requires Use Permit approval in accordance with Section 305.C.1.
 - 3) All pens containing swine must meet the setback requirements for the zoning district.
 - 4) Additional 4-H or FFA swine will require a Temporary Youth Organization Use Permit as set forth in Section 305.C.2.d below.

b. **Landscape Standards: Section 402.B.1.c, Inorganic Ground Cover**

- Requesting clarification for the amount of landscaping that should be live plantings vs. inorganic ground cover.

B. Protective Landscaping

Landscape materials are intended to provide protection through shade and screening in addition to visual softening effects to the frontages of buildings and to the hard surfaces of paved areas, and are required in the following:

1. Landscape Materials and Irrigation

- a. Materials shall include low level shrubbery (one to three feet in height), such as 5-gallon shrubs, and,
- b. Trees that are capable of providing shade, such as 15-gallon trees, at a minimum ground clearance height of six feet within three years of installation.
- c. Inorganic ground covers such as crushed rock or decomposed granite, over weed control fabrics may be used to augment, but not replace living plants, shrubs and trees.
- d. Tree and shrubbery species shall be drought tolerant and selected from the Low Water Use Drought Tolerant Plant List of the (e.g. Arizona Department of Water Resources); and
- e. Water conserving irrigation systems such as drip systems shall be installed for the maintenance of all landscaped areas.

c. **Parking: Section 403.E.2, Employee Parking**

- Requesting the addition of employee parking based on shifts.

2. In calculating the total number of required parking spaces:

- a. "area" shall mean the area capable of being devoted to the specified use and does not include such spaces as kitchen, restrooms, hallways, etc; and,

- b. fractional amounts are to be rounded to the nearest whole number (1/2 shall be rounded to the next highest number); and,
- c. the term “seat” shall also include each 30 inches of bench seating when individual seats are not provided.

d. **Signs: Section 404.H, Freeway Signage**

- Requesting removal of the criteria for freeway signage that relates to “Lodging, Food, Fuel and Attractions”, as it denotes content-related advertising.

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

- e. **Board Members: Section 600.C.3, Board Appointments/Quorums**
- Requesting correction to this section to reflect the recently-approved change of Board of Adjustment & Appeals board members from seven to five.
3. Council appoints development guidance advisory bodies, the Planning and Zoning Commission (See Section 600D) and the Board of Adjustment and Appeals (See Section 600E), each with membership of seven members appointed for terms of three years as stated in Article 4-1 of The Town Code.
- a. The Council shall establish regular meeting dates, times and meeting place by Resolution in January of each year for the Commission and Board. The Chair of either body may schedule special meetings and work sessions subject to approval by the Town Manager.
 - b. Meetings of the Commission and Board are held as stated in Article 4-3 of the Town Code and shall be open to the public, with minutes of its proceedings, showing the votes of each member and records of its determinations, recommendations and other official actions kept and filed in the Community Development Department as a public record. The secretary of the Commission and Board shall be a member of the Community Development Department staff.
 - 1) At least four members shall be present to conduct a meeting.
 - 2) In the event a quorum of four members are the total members present, then a unanimous vote must be cast to recommend approval or denial.