

**MINUTES**  
**BOARD OF ADJUSTMENTS AND APPEALS**  
**Regular Session**  
**TOWN OF CAMP VERDE**  
**473 S. MAIN STREET, CAMP VERDE, AZ 86322**  
**COUNCIL CHAMBERS, SUITE 106**  
**TUESDAY, SEPTEMBER 8, 2015**  
**3:00 PM**

**1. Call to Order**

Chairman Jim Binick Called the meeting to order at 3:03 p.m.

**2. Roll Call**

Chairman Jim Binick, Vice Chairman Mike Hough, Board Members Greg Blue and Buck Buchanan were present. Board Members Murray Lichty, Doug Stevens and Christopher McHenry are absent.

Also present was Community Development Director Michael Jenkins and Recording Secretary Julie Scott.

**3. Pledge of Allegiance**

Chairman Binick led the 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 the Board so requests.

**a. Approval of Minutes**

June 9, 2015 – Regular Session

**b. Set Next Meeting, Date and Time**

As Needed

On a motion by Board Member Hough, Seconded by Board Member Blue, the Board voted unanimously to approve the Consent Agenda.

**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 Board from taking any action on items not on the agenda, except to set them for Consideration at a future date.)

Seeing as no public was present, Chairman Binick closed this agenda item.

**6. Presentation and Discussion on Planned Unit Developments (PUD) Staff Resource: Michael Jenkins**

Community Development Director Michael Jenkins gave the Board an update of how the dimensional standards for the Planned Unit Development (PUD) District are currently regulated in the Planning and Zoning Ordinance that was rewritten back in 2011. Jenkins noted that dimensional standards and setback requirements for Planned Unit Developments (PUD's) are addressed in the current Planning and Zoning Ordinance in Table 2-12: "PUD Dimensional Standards". Jenkins stated that according to the Ordinance, PUD dimensional standards and setback requirements are listed in the Ordinance as "Established by Site Plan" meaning that the site planner is allowed to propose the best use and arrangement of the land, with fewer constraints than those imposed by the existing zoning. Jenkins went on to state that in PUD's site planners can arrange buildings in any desirable manner, eliminate setbacks to save natural features, reduce the length and width of roads, cluster without side yards, and use similar design adjustments before submitting their Planned Unit Development for review. Jenkins pointed out that the current Ordinance also states that each approved PUD development plan shall be specific to that particular property as is ultimately approved by the Town Council. Jenkins also noted that the Ordinance also states that if you are going to propose a PUD your property must be a minimum of five acres in size.

Jenkins gave the Board a current example of a Planned Unit Development, the Chester Newton Montessori Charter School that is presently in the process of converting their educational buildings back into residential housing. Jenkins pointed out that through PUD zoning the applicant was able to achieve multiple dwellings on their lot with one building being approximately five feet off of the property line.

Chairman Binick questioned if the developer or property owner comes in and proposes their own setbacks, and the proposal was not satisfactory to the Planning Department, would they (the developer or property owner) have any recourse. Community Development Director Michael Jenkins commented that if someone does not agree with the decision of the Community Development Director, the current Planning and Zoning Ordinance states that they (the developer or property owner) do have the opportunity to come to the Board of Adjustments and Appeals for review.

Chairman Binick asked if there were any underlying zoning requirements that trump everything in this particular table (Table 2-12: PUD Dimensional Standards). Community Development Director Michael Jenkins replied no.

Board Member Hough questioned the intent behind the rewriting of the Ordinance in 2011. Hough continued on by stating that as far as he is concerned setbacks are determined by your zoning and that commercial zoning can be zero if it is next to commercial, but commercial cannot be a zero if it is next to residential. Community Development Director Michael Jenkins stated that is normal zoning districts that is correct, but with a PUD it is not.

Chairman Binick asked if there were any limitations to building height requirements.

Board Member Blue asked for clarification about the PUD zoning application process and how it relates to the Board of Adjustment and Appeals. Community Development Director Michael Jenkins responded if during the process, prior to the item being heard, the property owner wanted to appeal a decision made by the Community Development Director they would have to file an appeal with the Board of Adjustments and Appeals.

Board Member Buchanan stated he that he thought there was a height limitation of thirty five feet on all buildings. Community Development Director Michael Jenkins stated that height limitations vary depending on the zoning district. Board Member Buchanan also questioned how long it takes an applicant to get through the PUD process. Jenkins responded that the most recent PUD took approximately three and a half months from start to finish.

Chairman Binick stated that he is used to working with Planned Unit Developments that have underlying zoning requirements and asked when the requirements of the PUD had been modified. Community Development Director Michael Jenkins stated that the Ordinance rewrite had occurred back in 2011. Jenkins also talked briefly about differences between the old and new ordinance requirements, as well as helped to clarify the difference between building safety and zoning setback requirements.

Chairman Binick and Board Member Hough requested on behalf of the Board that if a PUD was to ever come before the Board, the Board would like as much notice as possible.

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

Staff had no reports.

8. **Board Informational Reports** (Individual members of the Board 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 Board will have no discussion, consideration, or take any action on any such item, except that an individual Board member may request an item be placed on a future agenda.)

Board members had nothing to report.

9. **Adjournment**

Board Member Buchanan made a motion to adjourn the meeting. The motion was seconded by Board Member Hough. The meeting was adjourned at 3:28 p.m.

  
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Jim Binick, Chairperson

  
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Community Development Director  
Mike Jenkins

**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 Regular Session of the Town Council of Camp Verde, Arizona, held on September 8, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 13<sup>th</sup> day of October, 2015.

  
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Julie M. Scott, Recording Secretary