

AMENDED AGENDA



**WORK SESSION
MAYOR and COMMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room 106
WEDNESDAY, JANUARY 9, 2008
6:30 P.M.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **DISCUSSION, CONSIDERATION, AND POSSIBLE AUTHORIZATION FOR THE MAYOR TO PREPARE AND SIGN A LETTER INVITING REPRESENTATIVES FROM THE CAMP VERDE SANITARY DISTRICT AND THE ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY TO ATTEND A COUNCIL MEETING TO UPDATE COUNCIL AND CITIZENS OF CAMP VERDE ON THE STATUS OF THE SEWER EXPANSION PROJECTS.**
5. **Presentation and discussion of the Quarterly Reports with the following commissions, boards, and committees:**
 - a. **Youth Commission Report:** topics may include, but not be limited to activities that the Youth Commission has participated in since forming.
 - b. **Board of Adjustment:** topics may include, but not be limited to, hearings and decisions that the Board made during the past quarter.
 - c. **Trails & Pathways Commission:** topics may include, but not be limited to, subdivision proposals, trails policy, trail heads, and Forest Service liaison.
 - d. **Library Advisory Commission:** topics may include, but not be limited to, library financing, report format, resignation(s), and priority status.
 - e. **Planning & Zoning Commission:** topics may include, but not be limited to: various zoning recommendations made to Council over the past quarter.
 - f. **Housing Commission:** topics may include, but not be limited to, attainable housing programs and tools, Drachman Institute's final report, Cliffs Parkway property, and Fair Housing activities.
 - g. **Parks & Recreation Commission:** topics may include, but not be limited to, events held during the past quarter, Black Bridge Park, budget, and goals and objectives and mission for 2008.
 - h. **Design Review Board:** topics may include, but not be limited to, hearings and decisions that the Board made during the past quarter.
6. **Discussion with the Design Review Board concerning clarification of Council's goals, priorities, and vision, followed by possible direction to the Board to base their future decisions and determinations on these goals, priorities, and vision.**
7. **Adjournment**

Posted by: U Jones

Date/Time: 1-4-08 2:00 p.m

Note: Pursuant to A.R.S. §38-431.03.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.

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Posted by: *U Jones*

Date/Time: *1-4-08* *9:00 a.m.*

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**QUARTERLY REPORT
Board of Adjustments
October - December 2007**

REGULARLY SCHEDULED MEETINGS: 3

October 16, 2007 – Regular Session

Present: Vice Chairperson McIntyre, Board Members Reddell, Roddan, Hoover and Bassous were present;
Absent: Chairperson McDonald and Board Member Bullard were absent.

November 20, 2007 – Regular Session

CANCELLED

December 18, 2007 – Regular Session

CANCELLED

SPECIAL SESSION MEETINGS: 0

WORK SESSIONS: 0

THE FOLLOWING APPLICATIONS WERE APPROVED:

- **Public Hearing, Presentation, Discussion and Action: on variance 2007-05 filed by Jerry Mulligan, agent for Schmidt Family Trust, owner of parcel 404-23-005A requesting a variance of 681 square feet in the maximum size of building allowed for a small animal veterinary clinic in C2 zoning district. This would allow for the use of an existing building to be remodeled for a veterinary clinic. Location 494 S. Main Street.**

On a motion by Bassous, seconded by Roddan, the Board unanimously approved granting the variance to allow the 3681 square foot use for the subject small animal veterinarian clinic.

THE FOLLOWING APPLICATIONS WERE DENIED:

- No agenda items were denied.

THE FOLLOWING ITEMS WERE DISCUSSED BY BOARD:

- There were no items discussed by the Board

THE FOLLOWING ITEMS WERE DISCUSSED IN WORK SESSIONS:

- There were no work sessions for this quarter

THE FOLLOWING PRESENTATIONS WERE HEARD BY THE BOARD:

- There were no presentations for this quarter

TRAINING:

2007 Boards & Commissions Annual Conference

Attendees: Gene McIntyre & Al Roddan

COMMENTS:

Approved by the Town Council on January 9, 2008

Gene McIntyre, Chairman



Trails & Pathways Commission

4th Quarterly Report

Submitted January 3, 2008

The Trails and Pathways Commission met on the 2nd Tuesday of each month to try to formulate a trails policy, to propose new trails and to review all new subdivision proposals.

Your Commissioners are Perry Haddon, Chairman, Bill Mitton, Vice Chairperson, Lynn Riddell, Larry Strubhar, Judie Piner, Dee Whitt, and Bea Richmond, who is also the Commission's liaison with the Dead Horse State Park Trails Coalition.

- **Subdivision proposals:** The Commission endeavored to determine each new subdivisions impact on the existing trail system and to recommend if any new trails or pathways should be included in their design. These recommendations were then forwarded to P&Z and to the Council.
- **Trails policy:** The Commission endeavored to formulate a coherent trails policy for the Town Councils approval, to include a trail standards description, a trails maintenance program and a trails volunteer policy.
- **New trails or trail heads:** The Commission endeavored to identify the locations for new and historic trails and trail heads as they may access areas of interest in and around the town of Camp Verde. And to identify rights of way, funding sources, and method wherein they may be established and promoted. All for Council review and approval.
- **Forest Service Liaison:** The Commission endeavored to coordinate efforts and to establish local policy that would not conflict with our US Forest neighbors.
- **Other assignment from Town Manager and/or Council:** From time to time the Commission is given other projects to consider.

Subdivisions addressed: No subdivision were addressed during the 3rd quarter.

Chronology:

Carryover prior quarters: Ryal Canyon Trail head and a policy on volunteer trail workers

Commissioners Haddon and Piner attended the State Trails Seminar conducted by the state parks October 6th held at Prescott Pines in Prescott. The seminar was informative and was worthwhile as both commissioners reported to the commission on its contents.

Agenda Items:

October 9, 2007 Larry Strubhar was welcomed to the commission. Bill Stafford and Travis Bone of the USFS Coconino Forest Sedona Ranger Station reported on progress on the connection of the General Crook Trail as it proceeded into Camp Verde Town limits and to Ft. Verde. Much concern was expressed as to the possibility of extending a trail across Jackson Flats to connect other Verde Valley trail systems. Lynn Riddel subsequently turned in an extensive written report indicating the Town's official expressed of interest in a Jackson Flat trail and that it was important to the interconnection of various trails to the north and northeast.

Commissioners Haddon and Piner have been continuing work on a comprehensive Trails Policy to be further worked on by the Commission as a whole and then presented to Counsel for approval.

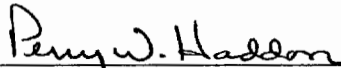
November 20, 2007 Meeting was held. Bill Mitton reported on progress with a proposed Ryal Canyon trail head. He has been acting as a catalyst in USFS and private property owner Blair Jenner.

US Coconino Forest Travel Restrictions has been an ongoing discussion with Bill Stafford.

December 11, 2007

Bill Stafford from the Coconino U.S.F.S. reports that Judy Adams may be available for our January meeting to discuss Jackson Flats access and the potential conflict with the Tribes application for the subject property.

Ryal Canyon Trail Head- scheduled meeting with Blair Jenner and Bill Mitton to discuss possibilities of using his land as a trailhead.



Perry W. Haddon

Chairman

January 3, 2008

**LIBRARY ADVISORY COMMISSION
of the
TOWN OF CAMP VERDE**

Fourth Quarterly Report 2007

1. Annual election was held Commissioner Mina was elected Chairperson. Commissioner Karen Heuman was elected Vice Chairperson.
2. Commissioner Long has resigned.
3. The majority of the Commissioners were in attendance at a Town Council meeting where the location of the new library was set at the Black Bridge Site.
4. Listened to a presentation on Arizona Open Meeting Laws
5. Discussed with Town Manager, Mike Scannell, the funding options for the new library and the Library Commission's role in this matter.
6. Requested that the Town Council place the Library in a Top Priority status for completion and commit a percentage of the Town Sales tax to the project. Top Priority was given but no funds were committed.
7. Listened to presentation of proposed library structure, costs and financing options put forth by Linda Harkness.
8. Requested that staff obtain legal advice regarding the funding options for the new library. Confidential advice has been received.
9. Commissioner Pastine distributed and presented information regarding the grant writing process, procedure and the appropriate manner to approach donors.
10. The Commission nominated Maurine Pastine and Tom Nielson to form a Fundraising Task Force. They have a list of potential candidates. However, are waiting further action until after the 9 Jan 08 work-session with the Town Council.
11. The Commission nominated Lisa Mina, Karen Heuman, and Roger Doering to a subcommittee to develop a publicity pamphlet on the new library.
12. Discussed and then tabled discussion regarding creating guidelines for procedures to recognize donors not limited to names on the building or recognition in the papers. It was decided to discuss this item at the 9 Jan 08 work-session scheduled with the Town Council.
13. Commissioner Pastine provided the Commission with a list of "green" building sources, technology and funding sites. Individual commissioners are researching these sites to provide suggestions to a future architect.
14. Library Director Laurito gave an update on the current status of the Burt Singleton fund and the Mary Lyons fund.
15. Commissioner Maurine Pastine clarified her qualifications to solicit grants to the public at the public's request.
16. Commissioner Mina sought guidance, as requested from the public, from the Town Clerk, Deborah Barber, regarding a specific professional guideline in which the quarterly reports should be published. There are no guidelines.

Quarterly Report – Summary (October - December 2007)
Planning and Zoning Commission
Dave Freeman - Chairperson

10-04-2007

Introduction of new Commissioner Howard Parrish and announcement of resignation of Chairman Rob Witt.
Election of Chairman Dave Freeman and Vice Chairman Joe Butner

Public Hearing Discussion and possible Recommendation on Zoning Map Change 07-02: Submitted by Memi Perkins, agent for Conlin Family Trust, owner of parcels 404-28-014U, -014V, -014W, and -014Z, located on the west side of 7th Street from the intersection of Hollamon south to the intersection of Maryvale. The applicant is requesting the zoning to be changed from R1L-35 to R1L-12 for the purpose of developing a subdivision containing 10 site built homes.

Board Discussion

The Commissioners outlined their varying opinions on the request to rezone the property to allow development of the 10 homes, including expressing concern about the neighbors and the possible impact on their privacy and existing views, the restrictions now imposed because of Proposition 207, the negatives of the proposed development far outweighing the positives; the extreme slope of the property; and the serious drainage problem that already exists. The members questioned whether certain requirements and restrictions could be attached to the rezoning and development of the property. Civil Engineer Larry Cepek volunteered how the County grants rezoning with a time limit attached including requiring an acceptable subdivision. There was a suggestion that the applicant pull the request at this time and come back with a plan to guarantee resolving the issues of concern. Ms. Perkins said they would be receptive to that idea and be willing to tie the request into a subdivision approval and present both at the same time. However, there was concern about the applicant assuming the added financial cost prior to final decisions to be made by the Engineer, for example, as well as granting of construction easements, resolving the neighbors' objections, and related problems.

On a motion by Burnside, seconded by German, the Commission voted unanimously to deny Zoning Map Change 07-02 submitted by Memi Perkins, agent for Conlin Family Trust, owner of parcels 404-28-014U, -014V, -014W, and -014Z, requesting the zoning to be changed from R1L-35 to R1L-12 for the purpose of developing a subdivision containing 10 site built homes, based upon the data submitted.

Following the action taken by the Commission, the applicant was reminded that the request could still be brought back in a different form; the final decision was only for this specific request at this point.

Discussion on AMD 2007-03 Section 108 D: Amending the Planning and Zoning Ordinance Section 108D Livestock, to address the issue of livestock activity within the Town's limits.

Many suggested changes to the existing ordinance language however there was no action taken.

10-11-2007
Cancelled

11-01-2007

Public Hearing Discussion and possible action on AMD 2007-03: Amending the Planning and Zoning Ordinance Section 108 Livestock Ordinance to address the raising of swine within the Town's limits and other inconsistencies concerning livestock regulations.

To open the hearing, Chairperson Freeman explained to those in attendance that the subject amendment was the culmination of approximately six months of work by the Commission based on input from numerous people on both sides of various issues, focusing in essence on the issue of what makes good or bad neighbors. He said that the proposed revision of Ordinance 108 has been drafted to best represent the full feelings of the entire community, not just some special interest group or certain neighborhoods, and must apply fairly and equally to all parts of Camp Verde. Freeman stressed that this is not the time to express emotional feelings about the issues; at this point the Commission wants to be sure it has drafted the right ordinance that represents everybody's best interests regarding animals and is a fair and equitable balance. Freeman requested that when the public hearing is opened, speakers focus on the task at hand, to the extent that the Commission may not have heard every idea or suggestion, and that each person limit comments to two minutes. Freeman added that copies of the proposed ordinance were available for reference, and again urged everyone to stay on point and to offer only specific ideas or suggestions for revisions or additions.

Prior to continuing further, Community Development Director Buckel advised the Chairperson that in order to accommodate the number of people arriving, it would be necessary to adjourn the meeting to the Gymnasium.

A recess was called at 6:43 p.m. in order to move the meeting to the Gymnasium; the meeting was called back to order at 6:55 p.m.

Staff Statement

Buckel reviewed the background of the work and research done by staff and the Commission on the proposed ordinance during the past 6 to 8 months, as directed by the Council, primarily addressing the issue of 4-H and FFA animal activities as well as protecting neighborhoods. Buckel said the document reflects the work of volunteers and much staff and attorney time, adds definitions including commercial livestock activity and breeding activities and simplifies the Use Permit application process for 4-H projects. Buckel said that the Town is not trying to prohibit livestock activities. She pointed out that Camp Verde citizens have long tolerated the activities of their neighbors, but the problem arises when those activities create a situation where a neighbor cannot enjoy his property.

Chairperson Freeman then opened the hearing to public input.

Because of the late hour the Commissioners generally agreed that the discussion would continue at the meeting to be held next week, November 8th, and the public was advised accordingly.

On a motion by Butner, seconded by Parrish, the Commission voted unanimously to continue this hearing until the November 8th meeting, and to start with the Board Discussion.

11-08-2008

Presentation and discussion by the Town Clerk's office on Open Meeting Law
Town Clerk Barber introduced herself and Records Administrator Sharon McCormick, and explained that the subject presentation is made once a year, usually in October, when the new Commissioners are seated in order to train them in the requirements of the Open Meeting Law. Barber encouraged the members to ask questions at any time during the presentation.

Continuance of Public Hearing, Discussion and possible Recommendation on
AMD 2007-03 amending the Planning and Zoning Ordinance Section 108 D Animals: to more clearly define the criteria for raising swine within the Town's limits, to add definitions for commercial livestock activity and livestock breeding activity both of which would require a use permit approved by the Council, change the use permit process now required for youth livestock activity on parcels smaller than ½ acre and add language for setback requirements for livestock activity.

Commission Discussion Continued:

Opening the Commission discussion continued from the previous meeting, Chairperson Freeman stressed that the challenge was to find the middle ground to provide equal protection for both the rights of the animal owners and the rights of their neighbors in a fair and enforceable manner. The discussion that followed acknowledged the extensive public input to date, as well as the months of effort by staff and the Commission, including legal research. There was considerable attention focused on the youth livestock activities requiring a Use Permit, which Community Development Director pointed out would be at no charge and the process had been simplified. The issue of needing stronger enforcement of the nuisance factor was also addressed. Outlining and analyzing each member's suggestions and opinions in detail, the Commissioners arrived at a consensus on final revisions to the draft amendment, and action was taken accordingly.

On a motion by Hisrich, seconded by German, the Commission voted unanimously to recommend to Council approval of AMD 2007-03 amending the Planning and Zoning Ordinance Section 108 D Animals, as set forth in DRAFT 11-07, with the following modifications:

Remove following language from D.1.: All livestock activity within the Town limits will be considered an accessory use for the principal use on any parcel except in the Agriculture District.

3.b. Fowl (chickens, ducks, geese, turkeys and peacocks), Rabbits, Guinea Pigs, and Pot Bellied Pigs which are cared for by the property owner or occupant are limited by management, husbandry, fly and odor situations, not by numbers.

4a. Any Commercial Livestock Activity defined as raising livestock for sale for pecuniary gain and selling more than one litter or more than ten animals in one year.

4b. Any Livestock Breeding Activity as defined as an ongoing breeding project that involves two or more reproducing adults, other than horses and cattle. (Swine breeding is addressed in Paragraph 3c.)

5. Temporary 4-H, FFA, or School Youth Livestock Use Permit: The Community Development Director may issue a temporary use permit allowing the following livestock activity, using reasonable discretion.

5.a. Supervised youth livestock market project of one market animal conducted on property less than ½ acre, or for swine on less than 1 acre, for a period specified by a start and stop date not to exceed 10 months in duration.

5.d. An application shall bear the signature of the local livestock youth advisor acknowledging that the project is a valid youth project, and the signature of at least one parent or guardian, as well as the signature of the youth acknowledging and accepting complete responsibility for the project.

5.f. The market projects shall be of a limited duration specified by a start and stop date not to exceed 10 months, allowing for care, feeding and grooming of such animals to be shown and/or sold annually at such events such as the Verde Valley, Yavapai County and/or Arizona State Fair.

12-6-07

Public Hearing Discussion and possible action on UP 2007-06: to allow for one FFA pig on parcel 404-30-170 as submitted by Pam Sterrett for her daughter Shayna Sterrett, allow for care, feeding and grooming of said pig from November 2007 to May 2008.

Sr. Planner Jenkins reviewed the background information regarding the subject request, including the zoning requirements and lot size that normally would not allow farm animals on the property, with the exception as set forth in Section 108D of the P&Z Ordinance that would allow a youth livestock project with an approved Use Permit. The Town Attorney has expressed the opinion that the requirement for a neighborhood meeting has been met by circulation and submission of a petition signed by individuals in the neighborhood. In response to the notification letters sent to property owners within 300 feet of the property, five were received in opposition and 15 in favor, including the signatures on the petition. Jenkins outlined the language in Section 108D that would allow the Town to grant a Use Permit, pointing out that although the Town does not enforce CC&Rs, the Commission nevertheless has the ability to consider such deed restrictions for a subdivision and utilize that in making a decision.

During the Commission discussion the members expressed opinions including a strong objection to violating a subdivision's CC&Rs, thereby interfering with those covenants and restrictions, by granting a Use Permit for a prohibited activity. That concern was countered by the desire to support the youth livestock activity by granting the Use Permit with the assurance that such permit contains conditions by which the activity would be strictly monitored and controlled. The conflict regarding the issue of CC&R's that impose restrictions on property owners in a particular subdivision that are then violated by a governmental action to allow a prohibited use was discussed at length. Buckel confirmed that the subject application is the first to go through the Use Permit process for this subdivision. However, it was understood that other livestock activities within the subdivision have been conducted from time to time.

On a motion by Burnside, seconded by Buchanan, the Commission voted 4-3 to recommend approval of UP 2007-06 to allow for one FFA pig on Parcel 404-30-170 as submitted by Pam Sterrett for her daughter Shayna Sterrett, allowing for care, feeding and grooming of said pig from November 2007 to May 2008, under the special uses, based upon the Special Use Permit being in conformity with any conditions, requirements or standards prescribed by the Town Code or Council, with the provision that the Council be aware that the approval is in violation of the subdivision's CC&Rs; with 'no' votes by Hisrich, Butner and German.

Buckel advised the Commission that the matter will be heard by Council on December 19th, 2007.

Discussion on AMD 07-05: Amendment to Section 118.IVA to prohibit A-frame signs and Section 103 Definitions adding "A-Frame Sign". (Continued to the next regular meeting.)

Director Buckel said that the agenda packets provided a first draft of proposed language prohibiting sandwich signs and adding the definition of sandwich signs which Buckel briefly reviewed. Examples of regulation of sandwich signs by other communities were also included.

The members discussed at length the issue of allowing A-frame signs in the Town, agreeing on the need for the merchants to be able to attract customers to their businesses as well as the problems of controlling the hours they are displayed and concern about unsightly appearance. It was conceded that it would be well into the future before being able to follow through on the concept of construction of directional monuments. In the interim, suggestions and guidelines for regulation of A-frame signs were discussed, summarized as follows:

- Language setting forth the exemptions for, and definitions for use or limitations;
- Uniformity of signs, including design, color, appearance, height and size;
- Hours to be displayed;
- Identification of the responsible person to be provided on each sign;
- Number of signs to be allowed for each business;
- Placement of signs in the right-of-way and requiring specific locations;

Buckel said she will contact the Parks & Recreation Director for help in getting participation from more of the merchants for the next meeting; as well as input from the general public who are not business-oriented. Buckel will also request a report from the Town Engineer listing his safety concerns regarding the signs.

There was no action taken.

Discussion on the use of shipping containers as accessory buildings in Camp Verde. (Continued to the next regular meeting.)

Buckel explained that the issue of shipping containers had been raised previously; she referred to documentation in the agenda packets that included language from the existing ordinance that regulates accessory uses and structures. Buckel said that the Chief Building Inspector had concerns that center around safety, access and ventilation; it is possible to retrofit the containers to address those concerns. The discussion included the following suggestions, in summary:

- Concern about safety and unsightly appearance;
- Should blend in with existing buildings on property;
- Allow only if a principal use already exists on property;
- Adherence to setback requirements;
- Require retrofitting to conform with safety regulations;
- Control of compliance with regulations through a permitting process;
- Establish time period within which to retrofit containers already in place to conform with regulations;
- Develop precise criteria for guidance in administrative review including height, color, design, safety, location, setback, screening;

Buckel said that staff will put together a draft to set forth language in the Code under Accessory Uses that will include the suggestions for regulation of the shipping containers as summarized, and will bring the draft back to the Commission for review and further discussion.

There was no action taken.

Discussion regarding Section 108 A Nuisance regulation Ordinance

Buckel referred to the copies of the language from Section 108 that had been included in the agenda packets for reference.

Commissioner Burnside commented on the difficulty of enforcement regarding complaints of nuisances since the one paragraph is broad and subjective, making a nuisance hard to define. As for enforcement of a nuisance violation, Buckel said that the Town Attorney had recommended that all references to nuisances be put in the Town Code that would allow the Town to prosecute nuisances criminally under the Arizona Revised Statutes with enforcement through the Town Marshal. Buckel also pointed out the difficulties faced by the Code Enforcement Officer in providing evidence of nuisances. The members agreed that violations of the Code should be prosecuted on a

criminal basis instead of civil, which has proven to be ineffective. It was suggested that before making any decision involving the Town Marshal, he should be consulted, and try to establish a working relationship with the Marshal's office. It could also be possible for the Code Enforcement Officer to work in concert with the Marshal's Office, with the Marshal issuing a criminal citation.

Buckel said that she will move forward to start discussions with the Marshal and the Town Attorney for guidance on how to draft a procedure, and then bring the draft back to the Commission for review.

There was no action taken.

Respectfully submitted,

Dave Freeman, Chairperson

Planning & Zoning

January 2, 2008

**Housing Commission
Quarterly Report
October, November, December
2007**

The Town of Camp Verde Housing Commission will strive to maintain and foster an environment where a variety of decent, safe and sanitary, and affordable housing opportunities are available for all age groups and socio-economic levels.

The members of the Commission are:

Chairperson	Jeremy Bach
Vice Chair	Linda Buchanan
Commissioner	Sharon Roddan
Commissioner	Dave Freeman
Commissioner	John McReynolds
Commissioner	Kathy Davis
Commissioner	Vacant

The Commissions regular meetings are the third Tuesday of each month at 4:00 p.m. in room 106.

October 16, 2007

- On a motion by Buchanan, seconded by Freeman, the commission unanimously re-elected Jeremy Bach to serve as Chairperson.
- On a motion by Freeman, seconded by Roddan, the Commission unanimously elected Linda Buchanan to serve as Vice Chairperson.
- It was generally agreed that the existing schedule should be maintained for the Housing Commission regular monthly meeting schedule.
- Town Clerk Debbie Barber and Deputy Clerk Virginia Jones gave a presentation on the requirements of the Open Meeting Law.
- The Commission discussed the need to confirm in advance their intent to attend Housing Commission meetings. The Commission agreed to take personal responsibility for letting staff know if they will or will not attend future meetings.
- The Commission discussed the attendance to this year's Boards and Commissions Conference.
- Roddan was quoted on the Camp Verde Journal in October regarding the Owner Occupied Housing Rehabilitation Program.
- Commissioner Kathy Davis participated in her first Commission meeting.

November 20, 2007

- Cancelled

December 18, 2007

- Diane Smith, City of Sedona Housing Commissioner, and Jessica Williamson, Associate Planner for Sedona, presented their recently produced DVD on attainable housing. Following the viewing of the City of Sedona's DVD, the Commission held a discussion with Ms. Williamson and Ms. Smith, focusing on the recognized regional need for affordable housing and concern on how to attract

the interest of investors. It was agreed that the DVD was an informational tool and should be available through the public libraries.

- Gary Wagner, President of Rainbow Acres, a 501(c)(3) entity located on Reservation Loop Road, gave a presentation of their organization and their recent work to expand their facility. The members commended Mr. Wagner on his presentation and the accomplishments of his organization, particularly in regard to addressing affordable housing. There was a suggestion regarding cooperation, or some type of partnership, for participating in the Town's housing efforts; Mr. Wagner suggested that he would be open to discussing such a concept further.
- The Commission reviewed the final documents produced by the Drachman Institute including their final presentation, which was video taped by local broadcast Channel 18.
- The Commission discussed the desire to move forward with the RFP process in attainable housing efforts with the Town owned five acre property located on Cliffs Parkway as well as arranging a Work Session that would involve the Planning & Zoning and Library Commissions and the Design review board. Morris outlined the intent to hold a public presentation in January to give an additional opportunity for the public to view the Drachman materials.
- On a motion by Buchanan, seconded by Freeman, the commission voted unanimously to recommend that Council sign a Proclamation declaring April as National Fair Housing Month. In addition, the Commission discussed the possibility of holding a fair housing event in April in conjunction with the Southwest Fair Housing organization, as Southwest Fair Housing has indicated a willingness to take the lead on a planned activity.
- The Commission reviewed and discussed current Town code and policies regarding Commissioner absences. The Commission discussed how there could be better communication and reminders of meetings among themselves, with stress placed on the need to notify staff if a member expects to be absent. Commissioners also agreed that after two absences without notification or having been excused, that individual should be called to find whether there is some problem that might be resolved.



*Camp Verde Parks & Recreation Commission
Quarterly Report: October, November, December 2007*

OCTOBER 2008

The Camp Verde Parks & Recreation Commission met for its regularly scheduled meeting on October 2 in the Town Council Chambers. The Commission discussed updates on Black Bridge Park, upcoming work session and other issues.

The annual Fort Verde Days events was held at the Community Center, October 12-13. The event featured the popular parade, bull riding, carnival, arts & craft vendors, antique show, wild horse and burro adoption and live entertainment. The Commission is extremely proud of staff for adequately preparing for the event and also executing it flawlessly. In the days following the event, I had the opportunity to visit with a few local businesses who reiterated their appreciation for the Parks & Recreation department's efforts to promote growth and activity among the community. Constructively, many businesses stated that they missed the department having an Events Coordinator or a position equivalent that focuses on the special events and the evolving needs of the business community. Three businesses on Main Street suggested using tourism funds and allocating them for the department, so they can continue their work with businesses and continue to make a positive impact on the community.

The department continues to meet with the local Merchant Group and includes Camp Verde merchants in the many planning aspects of the special events.

NOVEMBER 2008

The Parks & Recreation Commission met in November for a Special Work Session that allowed the commission and staff a time to strategize the department's goals and objectives, as well as plan the department's calendar for 2008. Resulting from the Work Session, was the request of the Commission to coordinate a Work Session with the Town Council to discuss the department's new goals, objectives, mission and activities for 2008. The Commission awaits the opportunity to meet with the Town Council. We feel it is a priority, especially since the calendar year 2008 is well underway and many of our activities are dependent on the support of the Town Council. We look forward to meeting with you in the near future.

The Parks & Recreation Commission met for a regular session on November 6 in the Town Council Chambers to discuss upcoming special events, recreation programming and year end activities that required volunteer support.

November marked the beginning of the Grasshopper Basketball League for the younger age groups. The League continues to grow and offer support to community youth through coaching, mentoring and skill building.

Chairman: Trapper Moore

Vice Chairwoman: Ginger Mason

Commissioners: Robin Whatley, Jim Ellington, Lucille Clawson, Clint Teague



Camp Verde Parks & Recreation Commission
Quarterly Report: October, November, December 2007

DECEMBER 2008

The Parks & Recreation Commission met for its regularly scheduled meeting on December 4 in the Town Council Chambers. The Commission discussed the proposed 2008 fee schedule.

The Parks & Recreation department hosted the annual Holiday Parade of Lights on December 15 in conjunction with breakfast with Santa and the Christmas Craft Bazaar. Despite less than desirable weather, the parade was well attended and featured many lighted displays. The Craft Bazaar was also well attended, providing the community with many last minute gift ideas. The Commission thanks all volunteers and the Town Council for their commitment and support.

The Commission and department are extremely proud of our accomplishments in 2007 including the initial development of the Black Bridge Park, a successful event season that remained within the Town's budgetary restraints and many recreation programs that provided growth and development to our community's youth. We look forward to working with the Town Council in 2008.

CHAIRMAN'S COMMENTS:

Year-to-date, the Parks & Recreation department has done an excellent job in maintaining all of the functions of the department as well as managing the budget and remaining accountable. Following our last Commission quarterly reports to the Town Council, the Parks & Recreation Commission met for a Work Session. We would like to schedule a Work Session with the Town Council in early 2008 to discuss our recommendations on a new direction, visions and programs for the Parks & Recreation department. The Commission feels that this is a priority, especially since many of our recommendations directly effect the department, staff and community. I am in hopes that the Town Council will mirror our concerns and place our request for a Work Session with the Commission at the top of its priority list.

Chairman: Trapper Moore

Vice Chairwoman: Ginger Mason

Commissioners: Robin Whatley, Jim Ellington, Lucille Clawson, Clint Teague

**QUARTERLY REPORT
DESIGN REVIEW BOARD
WORK SESSION PRESENTATION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
TUESDAY JANUARY 9, 2008
6:30 PM**

REGULARLY SCHEDULED MEETINGS: 1

October 9, 2007 – Meeting Cancelled

November 13, 2007 – Meeting Cancelled

December 11, 2007 – Regular Meeting

Present: Chairperson James Binick, Vice Chairperson Dugan McDonald, Members Shirley Brinkman, Michael Hough, Dennis Holguin, Steve Darby and Bob Burnside were present.

SPECIAL SESSION MEETING: 0

WORK SESSIONS: 0

THE FOLLOWING APPLICATIONS WERE APPROVED:

December 11, 2007

Presentation, and Discussion, and possible Approval for DRB 2007-13: An application submitted by Nate Lechtenberg of Stout Building Contactors, LLC agent for Buffalo Partners, with the permission of Cynthia Rae Faulkner, owner for the development of a Dollar General Store on the east portion of parcel 403-23-103W measuring approximately 158' X 256.57' and containing 42,599 sq ft +/- located near the corner of Finnie Flat Road and Simonton Ranch Road, zoned C2.

Note: Prior to hearing the following Item, Vice Chairperson McDonald recused himself at 3:16 p.m. because of conflict of interest.

On a motion by Burnside, seconded by Darby, the Board voted unanimously to grant conditional approval of DRB 2007-13, based upon the recorded conditions, set forth as follows:

- Continue the stucco façade as it appears on the front elevations down the two sides of the building;
- Make sure that all Scott Simonton's requests are met; also that Scott Simonton will allow developer not to stucco the back of the building (*Note: this is only a request to confirm that understanding between Simonton and the developer*);
- Full set of engineering drawings showing all the details, including detention and offsite improvements to be associated with the project, and that the civil engineering drawings will meet Town Engineer Ron Long's requirements;

- Parking stalls will conform to Town standards 20-foot length where they abut a sidewalk, and no overhanging bumpers;
- Walk on west side of building will be 6 feet, not 4;
- Dumpster have adequate access, placed at an angle or moved for truck to have straight access;
- Street light location to be shown;
- Lighting for whole project to be changed to reflect Western theme, with an example to be shown;
- Addition of two canopies on west side of building;
- Light at rear of building will be no higher than just above the set of double doors;
- Columns will be shown on the footprint of the building;
- Mechanical equipment will be on the ground and shielded;
- Dollar General will come in for their own sign permit to get approval;
- Vault-and-haul location will be shown on civil plans;
- Landscape out front will be mounded a minimum of two feet to shield lighting from adjacent properties;
- Pole lights will have at least a 36-inch concrete base;
- Façade will be shown correctly on the elevations;
- ADEQ vault-and-haul approved application;
- Architectural renderings revised to show the correct color scheme and elevations;
- Drawings should all coincide as far as building footprints;

THE FOLLOWING APPLICATIONS WERE DENIED:

There were no applications denied this quarter.

THE FOLLOWING ITEMS WERE REVIEWED BY BOARD WITH NO ACTION TAKEN:

December 11, 2007

Presentation, and Discussion of a conceptual plan for DRB 2007-12: Latigo Professional Plaza for the construction of commercial buildings and site improvements, by Cameron Brees agent for Timothy & Kristine Delaney, owners of parcel 404-02-106A. This property is located at the corner of Howard's Road and Parrish Lane, and is zoned C3 and contains 2.51 acres.

Note: Prior to hearing the following Item, Vice Chairperson McDonald recused himself at 3:16 p.m. because of conflict of interest.

The presentation by staff and applicant's agent incorporated changes from comments provided by the Board during a conceptual plan review on September 11, 2007. Additional comments and discussion were conducted as part of the conceptual review.

PRESENTATIONS HEARD BY THE BOARD:

There were no presentations this quarter.

TRAINING:

December 11, 2007

Presentation on Open Meeting Law by the Town Clerks Office.

Deputy Town Clerk Virginia Jones introduced herself, and explained that the subject presentation is made once a year when new Commissioners are seated in order to train them in the requirements of the Open Meeting Law. Jones encouraged the members to ask questions at any time during the presentation.

Town Clerk Jones proceeded with a Power Point presentation on the Open Meeting Law, beginning with an outline of the purpose and requirements, and including a review of meeting procedures, contents of and adherence to agendas, public participation, and penalties for violations. Jones also suggested examples of violations and ways to avoid such violations. The members briefly participated, requesting clarification of some of the issues, such as several members attending social events together. In closing Jones stressed that the Clerk's Office is available for any questions or concerns that the members may have during their terms as Commissioners.

COMMENTS:

There were no comments for this quarter.

James Binick, Chairman