

AGENDA



**WORK SESSION
MAYOR and COMMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room 106**

**WEDNESDAY, APRIL 9, 2008
6:30 P.M.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Presentation and discussion of the Quarterly Reports with the following commissions, boards, and committees:**
 - a. **Board of Adjustment:** topics may include, but not be limited to, hearings and decisions that the Board made during the past quarter.
 - b. **Design Review Board:** topics may include, but not be limited to, hearings and decisions that the Board made during the past quarter.
 - c. **Planning & Zoning Commission:** topics may include, but not be limited to various zoning recommendations made to Council over the past quarter.
 - d. **Trails & Pathways Commission:** topics may include, but not be limited to, subdivision proposals, trails policy, trailheads, and Forest Service liaison.
 - e. **Library Advisory Commission:** topics may include, but not be limited to, library financing, report format, resignation(s), and priority status.
 - f. **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.
 - g. **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.
5. **Presentation by the Housing Commission regarding ongoing planning efforts, including year-long public participation process for the Town-owned 5-acre property located on Cliffs Parkway (APN: 404-28-439), followed by discussion, consideration, and possible formulation of sequential steps in preparation of selling the property to earn capital for the construction of a new Town library and to provide attainable housing opportunities within the Town of Camp Verde.**
6. **Adjournment**

Posted by: V Jones

Date/Time: 4-4-08 8:15 a.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.

**QUARTERLY REPORT
Board of Adjustments
January – March 2008**

REGULARLY SCHEDULED MEETINGS: 3

January 15, 2008 – Regular Session

Present: Chairperson McIntyre, Board Members Reddell, Roddan and Hoover were present; Member Bullard arrived at 3:02 p.m.

Absent: Vice Chairperson McDonald and Board Member Bassous were absent.

February 19, 2008 – Regular Session

CANCELLED

March 5, 2008 – Special Session

Present: Chairman Gene McIntyre, Vice-Chair C.A. McDonald, Commissioners John Reddell, Jim Bullard, John Bassous and Al Roddan were present;

Absent: Commissioner Hank Hoover.

March 18, 2008 – Regular Session

CANCELLED

SPECIAL SESSION MEETINGS: 1

WORK SESSIONS: 0

THE FOLLOWING APPLICATIONS WERE APPROVED:

- **Public Hearing, Discussion and possible Recommendation on variance 2007-06 as submitted by the Killingworth Revocable Trust to allow for a variance for the addition onto the existing home. Property located at 3700 Northern Ave.**

On a motion by Hoover, seconded by Bullard, the Board unanimously approved granting the variance for the addition onto the existing home located at 3700 Northern Ave.

THE FOLLOWING APPEAL WAS DENIED:

- **Public Hearing, Discussion and Action Appeal on BOA 2008-01 filed by Darryl Dayton, agent for Westcreek Visions, LLC owner of parcel 403-15-001J, of the Director's decision not to allow the placement of a manufactured home to be used for an office and caretaker's dwelling for a portable storage facility on a parcel zoned M1. Property located at 4265 Old Highway 279.**
A motion by Bassous, seconded by Roddan, to overturn the findings of staff failed by a vote of 3 to 2 with Reddell, McDonald and Bullard voting 'no' and McIntyre abstaining.

THE FOLLOWING APPLICATIONS WERE DENIED:

- There were no applications denied by the Board.

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:

- There were no training seminars this quarter.

COMMENTS:

Approved by the Town Council on April 9, 2008

Gene McIntyre, Chairman – April 9, 2008

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

REGULARLY SCHEDULED MEETINGS: 3

January 8, 2008 – Regular Meeting

Present: Members Shirley Brinkman, Michael Hough, Paul Holguin, Steve Darby and Robert Burnside were present.

February 12, 2008 – Regular Meeting

Present: Chairperson Binick, Members Shirley Brinkman, Michael Hough, Paul Holguin and Robert Burnside were present.

March 11, 2008 – Regular Meeting

Present: Chairperson Binick, Members Shirley Brinkman, Michael Hough, Paul Holguin, Steve Darby and Carol German were present.

SPECIAL SESSION MEETING: 0

WORK SESSIONS: 0

Election of New Officers

At the February 12, 2008 hearing Mr. Jim Binick was elected Chairperson and Mr. Michael Hough was elected Vice-chairperson.

Membership Changes

Mr. Robert Burnside, our representative member from the Planning and Zoning Commission, completed his tenure with the Board on February 12, 2008. The Board would like to express our appreciation for the insight and guidance provided by Mr. Burnside. We have truly enjoyed his presence in our hearings and appreciate the participation of our representatives from the Planning and Zoning Commission. We would like to welcome Ms. Carol German who will take Mr. Burnside's seat on the Board.

Regretfully, we are also reporting that Mr. Dugan McDonald has submitted his written resignation on March 3, 2008 citing continuing conflicts in his schedule. The Board would like to extend our gratitude and appreciation to Mr. McDonald for his participation as Vice-chairperson. Mr. McDonald held one of the technical background positions on the Board. His term was to have expired September 2009.

THE FOLLOWING APPLICATIONS WERE APPROVED:

February 12, 2008

Presentation, Discussion and Possible Approval of DRB 208-01: An application submitted by Ed Sabin/Brian Eichenberg of Sign A Rama, agent for JRG Investments, LLC, owner of parcel 403-22-102A for a Days Inn to replace existing signage artwork located on 1640 W. Highway 260 near I-17. On a motion by Hough, seconded by Holguin, the Board unanimously approved DRB 208-01 to allow the requested sign change.

March 11, 2008

Note: Prior to hearing the following item, Chairperson Binick recused himself because of conflict of interest.

Presentation and Discussion and possible approval of DRB 2008-04: An application submitted by Webb Moody, agent for, Dean & Prayeri Harrison, owners of Out of Africa Wildlife Park on parcel 403-23-154A for development of two (2) restroom facilities and one (1) outdoor food service facility. Location of property is 4020 North Cherry Road.

On a motion by Holguin, seconded by Brinkman, the Board voted unanimously to approve DRB 2008-04, an application submitted by Webb Moody, agent for Dean & Prayeri Harrison, owners of Out of Africa Wildlife Park on parcel 403-23-154A for development of two (2) restroom facilities and one (1) outdoor food service facility.

THE FOLLOWING APPLICATIONS WERE DENIED:

There were no applications denied this quarter.

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

January 8, 2008.

Presentation, and Discussion of a conceptual plan for DRB 2007-18: A Conceptual Application, submitted by Jack Sheehan owner of Wesley Properties, LLC, agent for Evergreen Devco (Walgreens) located on parcel 404-28-015W, & 014G for Conceptual Design Review. Location of property is 475 Finnie Flat Rd.

There was no action taken. There was no public input.

February 12, 2008

Presentation and Discussion of a Conceptual plan of: Suttler Building for a Restaurant by owner Robby Allen on parcels 404-23-034C zoned C2-4 and located in the Town site at 564 South Main Street.

Mr. Allen is proposing to remodel the southern, adobe wall portion of the building for a restaurant.

There was no action taken. There was not public input.

March 11, 2008

Presentation and Discussion of a Conceptual plan of DRB 2008-06: for development on a portion of parcel 403-15-001J currently zoned M1 by Darryl Dayton. He is proposing to operate three businesses at this location, all of them portable. There will be a Storage Container Rentals, Construction Debris Container Rentals and a Towing Company with no impound yard.

There was no action taken. There was no public input.

THE FOLLOWING PRESENTATIONS WERE HEARD BY THE BOARD:

Agenda items related to administrative and ordinance revisions to clarify guidelines, review processes and meeting schedules. Administrative and ordinance discussions are based on work session discussion with Town Council on January 9, 2008.

January 8, 2008

Discussion of the Design Review procedures & ordinance and Possible recommendation to Council to amend Section 124 to create better guidelines for the applicant and the Design Review Board.

The members and staff discussed possible changes and additions to the Code, offering various opinions on what constitutes a Western/Rural design, including a suggestion that they work on a list for additional criteria and expand the visual library for better guidance. The Board addressed establishing a time limit between final design approval and pulling the building permit.

Some revisions to the Design Review Ordinance were suggested. It was also suggested that a review of CC&Rs for a proposed development might be helpful when considering imposing certain stipulations. There was also discussion regarding both the Board and the applicant using the checklist for guidance. There was no action taken. There was no public input.

February 12, 2008

Discussion and possible approval of changing the time of the Design Review Board Meetings.

On a motion by Brinkman, seconded by Burnside, the Board voted unanimously to continue this item to the next meeting.

Discussion of the Design Review procedures & ordinance and Possible amendment to Section 124 to create better guidelines for the applicant and the Design Review Board per discussion with Council on January 9, 2008. On a motion by Hough, seconded by Holguin, the Board voted unanimously to continue this item to the next meeting.

After some discussion regarding work on the proposed amendment, the members agreed they would participate in preparing the draft, and that they also would provide additions to the visual library at the same time. The Board decided that the item would be continued to the next meeting, and that the Minutes of the discussion with Council will be made available for reference.

March 11, 2008

Presentation and Discussion of Amendment 08-01 to Section 124: for the Planning and Zoning Ordinance and the Design Review Manual as directed by Council.

Staff presented a first draft of a portion of the P&Z Ordinance revision for Board to review. There was no action taken.

TRAINING:

No training this quarter

COMMENTS:

There were no comments for this quarter.

James Binick, Chairperson – April 9, 2008

**THE PLANNING & ZONING COMMISSION
QUARTERLY REPORT
January-March, 2008**

JANUARY 3, 2008

Discussion on Amd 07-05: Amendment to Section 118.IVA to prohibit A-Frame signs and Section 103 Definitions adding "A-Frame Sign".

There was no action taken.

Chairman Freeman directed staff to take the comments from this discussion and bring them back to the next regular meeting in February with the following information:

- Language to say "A-Frame signs prohibited except in historic district"
- Size of signs
- Permit stickers for signs with owner and Town Information
- 3 year Time Limit
- Admin. Design Review for signs with a \$50.00 fee plus \$1.00 per sq. ft for sign.
- Find out from State about "Historic District" Signs down by the cannons.
- Find out about the monies that were suppose to be collected from the "Bull Bash" for signs.
- Number of signs per business.
- Working hours only for signs.
- Work with R. Long regarding corner signs with slide in signs for business names.
- Address Key word signs, (Restaurant, curios etc) color specific

Mike Jenkins – Sr. Planner opened the discussion with a summary of what other Towns are doing regarding the A-Frame signs. These regulations were discussed with the Commission.

Chairperson Freeman then opened the hearing to public input. Comments were heard from Jerry Tobish and Perry Haddon, business owners on Main Street.

FEBRUARY 7, 2008

Appointment of P & Z Commission Liaison Carol German to the Design Review Board for a 6 month term.

Public Hearing Discussion and possible Recommendation GPA 2007-02: An application submitted by Norman & Lorraine Vandiver, owners of parcel 404-18-161G requesting a General Plan Amendment to go from a rural residential (2 ac. min.) to low density residential (1 ac. min.) for approximately 1.82 acres located at 1862 Arena Del Loma.

There was a discussion between Commission and the applicant that covered the proposed lot split, who would live on property, shared well separation and setback requirements

and the ability to enforce deed restriction. Two (2) petitions were submitted, one in favor and one opposed. Those opposed lived outside the 300' notification area.

A motion was made by Burnside, that we approve the recommendation for GPA 2007-02 based on the discussed data, topographical restrictions, and surrounding property owner's approval, seconded by Freeman.

The Commission voted 2-5 in opposition, with 'no' votes by Hisrich, Buchanan, Parrish, Butner and German.

Public Hearing Discussion and possible Recommendation ZMC 2007-03: In application submitted by Norman & Lorraine Vandiver, owners of parcel 404-18-161G requesting a Zoning Map Change to change from R11L-70 to R1L-35 for approximately 1.82 acres located at 1862 Arena Del Loma.

On a motion by Freeman, to approve an application, failed due to a lack of a second.

Discussion on AMD 07-05: Amendment to Section 118.IVA to prohibit A-Frame signs and Section 103 Definitions adding "A-Frame Sign".

A motion by Buchanan to table until the first meeting in March, seconded by Hisrich. Buckel said that staff is still working on the A-Frame Sign language and would like to bring it back at the first meeting in March. She did mention that she has spoken with Lynda Moore, Director of Parks & Recreation and that she believes that using the light pole banners on the corners of Main Street would be ok. Buckel said that perhaps the merchants could contribute to the money needed to make new banners reflecting information for the off Main Street businesses.

Discussion on AMD 2007-08 the use of shipping containers as accessory buildings in Camp Verde: Amendment to Section 108 F.2 Accessory Buildings.

There was no action taken.

Buckel said that she had made draft amendments to the code for shipping containers that addressed paint in similar color and screened by fencing. Commission discussed the number of containers allowed for a lot, by lot size. Safety door concerns were discussed regarding the safety of adults and children along with ventilation. The following items are to be considered for the amendment draft:

One container up to ½ acre and a maximum of two if over ½ acre.

On two acres or more and more than two containers requested, special use permit.

Door that opens from the inside, must meet IBC requirements.

Ventilation requirements.

Commission asked that staff bring back amendment draft to the next meeting.

THURSDAY MARCH 06, 2008

Public Hearing Discussion and possible Recommendation GPA 2007-03: Submitted by S.E.C, Inc, (Krista Cline) agent for David Meier, owner of parcel 404-28-026E, located at the intersection of Cliff Parkway and Highway 260 on the Northwest corner. The applicant is requesting the land use map to be changed from High Density Residential to Commercial for the purpose of developing a Commercial Plaza to be known as Verde Highlands. The subject parcel 404-28-026E is approximately 1.06 acres.

Sr. Planner Mike Jenkins reviewed the background leading to the request for the General Plan Amendment; Parcel 404-28-025E, adjacent to the subject parcel, had received approval of an Amendment from High Density Residential to Commercial for the purpose of developing a Commercial Plaza to be known as Verde Highlands. It has been found that the subject Parcel 404-28-026E is part of the planned development and therefore requires the General Plan Amendment and Zoning Change as well. Letters were sent to the property owners within 300 feet, and no responses, either in opposition or support, have been received. Jenkins said that the neighborhood meeting was held as required, and listed the concerns of the people in attendance, including building heights, site grading, drainage, lighting, traffic increase, proposed uses and the project review process. No objections have been received from the agencies. Staff is recommending approval.

On a motion by Buchanan, seconded by Parrish, the Commission voted unanimously to recommend that Council approve GPA 2007-03, submitted by S.E.C. Inc. (Krista Cline) agent for David Meier, owner of Parcel 404-28-026E, located at the intersection of Cliff Parkway and Highway 260 on the Northwest corner, changing the land use map from High Density Residential to Commercial for the purpose of developing a Commercial Plaza to be known as Verde Highlands; the subject parcel 404-28-026E is approximately 1.05 acres.

Public Hearing Discussion and possible Recommendation ZMC 2007-05: As submitted by S.E.C., Inc. (Krista Cline), agent for David Meier, owner of parcel 404-28-026E, located at the intersection of Cliff Parkway and Highway 260 on the Northwest corner. The applicant is requesting the Zoning Map Change to be changed from R-2 to C2-2 for the purpose of developing a Commercial Plaza to be known as Verde Highlands. The subject parcel 404-28-026E being approximately 1.06 acres.

Jenkins reminded the Commission that most of the items were discussed during the hearing on the General Plan Amendment, adding that this is now the request to change the zoning to C2-2. There have been no responses to the letter sent out, and staff is recommending approval.

On a motion by Buchanan, seconded by Parrish, the Commission voted unanimously to recommend that Council approve ZMC 2007-05, as submitted by S.E.C., Inc. (Krista Cline), agent for David Meier, owner of parcel 404-28-026E, located at the intersection of Cliff Parkway and Highway 260 on the Northwest corner; the applicant is requesting

the Zoning Map Change to be changed from R-2 to C2-2 for the purpose of developing a Commercial Plaza to be known as Verde Highlands; the subject parcel 404-28-026E being approximately 1.06 acres.

Public Hearing Discussion and Possible Recommendation on ZMC 2008-01: An Application submitted by Wesley Properties, LLC, Jack Sheehan, agent for Arc Property Investments, LLC, Francis Champion, owner of parcel 404-28-104G located on the west side of 7th Street, on the north side of Hollamon Street and the east side of Cliffs Parkway. The applicant is requesting the zoning to be changed from R2-1 to C2 for the purpose of developing a Commercial complex on 1.68 acres to include a restaurant and retail – professional offices.

Sr. Planner Jenkins said that the zoning is in compliance with the General Plan Land Use Map, and the requested use is compatible with the adjacent properties. The area is served by both the Camp Verde Water District and the Sanitary District. No responses have been received to the letters sent out. Jenkins outlined the responses from the Town Engineer regarding the need for dedication of a drainage easement, and the Fire Department regarding providing fire hydrants and a sprinkler system. The neighborhood meeting was noticed and two people attended.

On a motion by Buchanan, seconded by Parrish, the Commission voted unanimously to recommend that Council approve ZMC 2008-01, an Application submitted by Wesley Properties, LLC, Jack Sheehan, agent for Arc Property Investments, LLC, Francis Champion, owner of parcel 404-28-104G located on the west side of 7th Street, on the north side of Hollamon Street and the east side of Cliffs Parkway; the applicant is requesting the zoning to be changed from R2-1 to C2 for the purpose of developing a Commercial complex on 1.68 acres to include a restaurant and retail – professional offices.

Public Hearing Discussion and possible Recommendation ZMC 2008-02: Submitted by Bradly Stevens, agent for the Verde Valley Congregation of Jehovah's Witness, owner of parcel 403-22-008, located off of Industrial Drive on an access easement at 1541 Peterson Road. The applicant is requesting the zoning to be changed from R1L-70 to M1. The Parcel Size is approximately 2.55 acres.

Sr. Planner Jenkins said that the rezoning would be in compliance with the General Plan; this parcel is included in the Industrial Land Use designation. No letters in opposition or of approval have been received in response to the letters sent out; five neighbors attended the neighborhood meeting and items discussed included water quality in the area and paving Peterson Road. The Town Engineer has determined that Peterson Road will require the dedication of an 80-foot Right of Way to the Town of Camp Verde for that portion that passes through the subject parcel, which Jenkins pointed out on the site plan provided by the applicant, and that is also staff's recommendation.

Bradly Stevens said the Verde Valley Congregation of Jehovah's Witnesses are simply requesting to rezone the property to fit in with the General Plan. They had hoped at one

time to build a House of Worship, but it is not suitable for that purpose and it is an island within an Industrial site. The members briefly discussed with Mr. Stevens the location of some of the neighbors in the adjoining residential properties; one of the neighbors had only requested that the road be brought up to Town standard and a block wall be constructed between his property and the subject parcel. Mr. Stevens confirmed that the Congregation does plan to sell the property.

On a motion by Buchanan, seconded by Burnside, the Commission voted unanimously to continue this Item 9 to the meeting scheduled for April 3, 2008.

Discussion on AMD 2007-05: Amendment to Section 118.IVA to prohibit or limit A-Frame Signs and Section 103 Definitions adding "A-Frame Sign". (This item was tabled at the 2-07-08 Commission meeting and scheduled for this meeting)

On a motion by Buchanan, seconded by Parrish, the Commission unanimously voted to continue Item 10 to the next meeting.

Discussion on AMD 2007-08 the use of shipping containers as accessory buildings in Camp Verde: Amendment to Section 108 F.2 Accessory Buildings.(This item was tabled at the 2/07/08 Commission meeting and scheduled for this meeting)

On a motion by Burnside, seconded by Buchanan, the Commission unanimously voted to continue Item 11 to the next meeting.

MARCH 13, 2008

Presentation and Discussion regarding "Site finished homes made by factory built modules" to be considered under the R1L zoning.

Al Roddan gave a Power Point presentation on the subject process that consists of 60% of the home being built in the factory and 40% on site, with the finished product meeting IRC 2006 Standards. The presentation illustrated the delivery and placement of the factory-built modules on the concrete foundation and the final finishing process on site. The presentation was followed by a Commission question-and-answer session with Mr. Roddan, including the comparison of costs between the subject process and site-built homes.

The Commission also discussed with Community Development Director Buckel the issue of allowing the subject type of construction in Section 109 of the Town Code, and the need for definitions that clearly define the difference between factory-built homes vs. manufactured homes, and what would meet the criteria.

Discussion on AMD 07-05: Amendment to Section 118 VII temporary signs to allow for the use of "A" Frame signs within the Historical Commercial District.

There was no action taken.

The Commission reviewed the 1st Draft prepared by staff based on the discussion and suggestions at the February 7th Commission meeting. The concerns and opinions of the members were discussed at length, with input from staff, including the issues of the separation of distance between the signs, the need for businesses off of Main Street requiring signage directing people to their shops, the need to regulate A-frame signs and yet be business friendly, and acknowledgment that, to begin with, the existing A-frame signs are in violations of the Town Code. Also discussed were safety issues related to pedestrians and vehicular traffic and the assumption of liability by allowing the signs.

Public input from the following individuals are summarized:

Cindi Redden commented on the need for a definition of what area is included in what is referred to as the Downtown Historical District. Ms. Redden also said that she did not like the A-frame signs, and suggested using the street light poles on corners of Main Street for directional signs to the business off Main Street, and perhaps a billboard at the highway indicating the existence of Camp Verde.

Parry Haddon, owner of Beaver Creek Books, stressed his need for an A-frame sign to make people aware of his business; the suggested distance between signs is worrisome.

Skip Hornberg shared his concern that the Town does not investigate and prosecute the numerous violations of the Town Code that he observes.

There was no further public input.

The Commissioners discussed with each of the individuals the concerns each had expressed, agreeing that problems exist and explaining how some of them evolved and are being addressed to the best ability of the Town's limited staff. A general discussion followed, with input from staff and occasional input from the public, with general agreement on suggested revisions and additions to the Code to be presented by staff at the next regular meeting for approval.

Buckel said she would prepare a final draft for a public hearing at the next meeting, for final review and recommendation to Council. In connection with the question of signage for businesses off of Main Street, it was agreed that Chairperson Freeman will work with the members to draft a letter setting forth a suggestion or recommendation on whether the Town or the businesses would bear the cost of providing some type of signage directing people to their shops, and the need for such a provision separate from the Temporary A-Frame Signs Code section.

Discussion on AMD 2007-08:

The Commission agreed to continue Item 8 to the next meeting.

Presentation and Discussion of Establishing a Water Conservation Plan for the Town of Camp Verde as directed by Council.

The Commission agreed to continue Item 9 to the next meeting.

Dated this _____ day of _____, 2008.

Dave Freeman – Chairman

Planning & Zoning

**1st Quarter, 2008 Report
to Camp Verde Town Council**

from Town of Camp Verde Library Advisory Commission

Regular Meetings: January 17, February 21, and March 20, 2008 met regular time and place 6:30 pm 3rd Thursday of the Month, RM 106 Camp Verde Town Hall

Worksessions: 1 **January 31, 2008 , 6:30** RM 106 Camp Verde Town Hall

Purpose of Work session - Discussion and possible recommendation to Town Council regarding the internal and external designs of the new library building. This will include but is not limited to the architectural drawings from Doug Stroh and Joel Westervelt.

Result – A list of must haves and nice to haves was generated and shared with CCCVL.

Special Sessions: 0

Library Commission Agenda Items:

January:

1. Discussion, consideration and possible direction to staff regarding the creation of a sign and a slogan for the new library building funding campaign.
2. Discussion, consideration and possible recommendation to council regarding the layout of the architectural proposal by Joel Westervelt as to the suitability to the needs of the library.
3. Discussion and possible recommendation to council on any issues or questions that arose from the Council Work Session of January 10th.
4. Discussion and possible recommendation to council regarding opening the library on Mondays
5. Discussion and possible recommendation to staff regarding a library rummages sale to raise funds for the new building.

February:

6. Welcome to and orientation of the newest Library Commissioner Timothy Sykes. This is an opportunity for the rest of the Commission to introduce themselves and answer any questions Mr. Sykes may have.
7. Discussion, consideration and possible direction to council regarding the possibility of locating the new library building on the newly acquired 118 acre regional park site.

March:

8. Discussion and possible recommendation to council on any issues or questions that arose from the Council Work Session of March 12, 2008.
9. Discussion and possible action regarding the posting of a web page requesting the public to submit slogans for the Commission's library fundraising that is now on Commissioner Doering's web site (requested by Commissioner Doering)
10. Discussion and possible recommendation to staff regarding digital library resources and digitizing library materials (requested by Commissioner Doering)
11. Discussion and possible direction to staff regarding the 2008 – 2009 Library budget

Library Commission Actions

List Agenda items followed by actions taken and recommendations to council

1. Commissioner Doering created a web page for a slogan contest
 - a. Commissioners agreed to investigate possible placements of signage in Town asking for public participation.
2. A Work Session was held to further discuss a possible layout and needs of the library list.
3. A Town Council work session was requested and occurred to discuss legal questions and request for direction.
4. Deferred Monday opening discussion until the Town adopts a new budget.
5. The members discussed the possibility, and agreed to participate to help Laurito work out the details for the event
6. Welcomed commissioner Timothy Sykes.
7. the Commission voted unanimously to direct Council to consider placing the Library on the 118-acre site after further investigation of the feasibility Staff was directed to arrange a Joint Work Session with the interested Parks & Rec, the Town Engineer, CCCVL members, and anyone who would like to attend to look at the suitability of putting the Library on the 118-acre site before final recommendation is made

Commission Vacancies: 0

Housing Commission
Quarterly Report
January, February and March
2008

Mission Statement

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 Town Council appointed the Housing Commission December 21, 2005. 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	Tony Varela

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

January

- Director Morris states a decision has been made to hold a two-day Open House on January 29th to inform the neighbors and public of the Town-owned property through making available the various documents and proposed plans for the 5-acre site. The video of the Drachman Institute presentation will be shown. The Drachman Institute has completed their participation.
- Tony Varela expressed discomfort caused for his family by the developer's actions. He believes the public has not been properly informed. Morris explained the entire report on the proposed project is available on the website and at the Library.
- The promotion of the National Fair Housing Month in April through a community event was considered. Following discussions with Ms. Reyes, April 11th is being considered for some type of event at Town Hall, Room 206/207 at 6 p.m. Suggestions were: Poster contest for third grade pupil, handouts to inform the public on the issue of Fair Housing and involving high school students and the Youth Commission. Ms. Reyes does plan to talk to the principal of the elementary school.
- Commission Informational Reports: Freeman is concerned about what effect the current shortfall of funding in the State Government might have on the Government might have on the Housing Commission funding efforts. Roddan will be attending the Sedona Housing Commission and the Verde Valley Task Force. Davis commended Morris on his presentation at the Library Commission meeting. McReynolds thanked everyone for their support regarding his absences. Bach glad to see John back and expressed appreciation for Morris and Teresa.

February

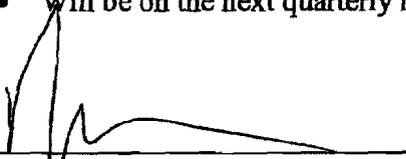
- Morris introduced Robert Dale of RC Homes who gave a presentation on his company's experience and qualifications, as well as their interest in pursuing the proposed development of the Town owned 5-acre property located on Cliffs Parkway. Estimated prices for the homes, market conditions and timing, density, incentives, availability of infrastructure, alternate construction techniques and public interest were discussed.
- The Two-Day Open House for the Town owned 5-acre property located on Cliffs Parkway facilitated by the Housing and Neighborhood Revitalization Department on January 29th had low attendance. Members agreed on the need to stress that the plans presented were conceptual only as opposed to a finished product. Members discussed several approaches to help educate the public on the Town efforts. Morris said he would include a future Agenda item to address the subject.
- Drachman Institute Parkway Homes report, dated September 2007: On a motion by Freeman, seconded by McReynolds, the Commission voted unanimously "We request that we get a Work Session with the Council in the 4-to-6week bracket just past our next meeting that would allow us to have further input and then allow us to then not lose any time moving forward." Morris said the Commission might want to address how to move forward with the Parkway Homes project, adding that New Town and a construction company interested in partnering with them had expressed interest in having an opportunity to weigh in on the issue. An appropriate next step would be to request scheduling a Work Session with the Council within the next 4 to 8 weeks. It is hoped by Vice Chairperson Buchanan that the Commissioners go into the meeting expecting to present what has been worked on up to this point and best understand how the Council see this coming to fruition for the benefit of the whole Town.
- Morris said the Neighborhood Meeting in Verde Lakes to present information to the public about Camp Verde Owner Occupied Home Rehabilitation Program facilitated by the Housing and Neighborhood Revitalization Department on January 31st at the Verde Lakes HOA Club House was a huge success. Morris said that letters were sent to a mailing list of over 500 people. Staff has been working with applicants to make sure they meet the requirements. Suggestions were made for improving the information brochure, including increasing the size of the font. It will be some time before addressing the Loan Committee reviewing applications. The Housing Commission might sponsor or participate in a neighborhood clean-up.
- Morris explained he wanted a better understanding, update on the process and input from those commissioners familiar with drafting of the language of the Camp Verde Uptown Redevelopment Program, June 2006, document to fine-tune. It was suggested that the June 2006 draft be included on the March meeting agenda and be considered for a Work Session with Council at a future date. Revitalizing the neighborhood could include businesses as well as homes.
- Commission Informational Report: McReynolds suggested the Housing Commission get involve in community clean-up efforts: Freeman reported on the Sedona Housing efforts and strategies for making houses more affordable; he invited members to let Planning & Zoning know there is a need to revise Town ordinances and permitting property owners to rent out auxiliary structures: Buchanan reported on her ride-along with Camp Verde Deputy Marshal and Yavapai-Apache Nation building project tour. Yavapai College will be hosting a

public forum: Bach has been researching current finance markets and financing resources.

- For the Staff Report, Morris will include an agenda item for further up-date from Bach on financing. He went on a ride-along with Yavapai-Apache Police and toured the home development project. He will be meeting with New Town regarding the 5-acre project, and the Department of Housing on the home rehabilitation program. Next month's Agenda will include an item on Sedona Housing Policy and update on his contacts with the new Director of the Arizona Department of Housing.

March

- Will be on the next quarterly report.



Jeremy Bach, Chairperson

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

Meeting Date: April 9, 2008

Meeting Type: Work Session

Type of Presentation: PowerPoint

REFERENCE DOCUMENT: Parkway Homes, Town of Camp Verde Mixed-Income Housing Development Design, Sept. 07'

AGENDA TITLE: (Be Exact):

Presentation by Housing Commission regarding ongoing planning efforts, including year long public participation process, for the Town owned five-acre property located on Cliffs Parkway (APN: 404-28-439), followed by discussion, consideration, and possible formulation of sequential steps in preparation of selling the property to earn capital for the construction of a new Town library and to provide attainable housing opportunities within the Town of Camp Verde.

PURPOSE AND BACKGROUND INFORMATION:

After nearly a year long process, the Drachman Institute has concluded their assistance to the Town by producing their final recommendations via a presentation board and 105 page report. Their recommendations include a site plan with thirty homes, with both single and two-story designs and three overall home designs. While current zoning would allow for upwards of 40 homes, the suggested housing strategy does a good job of balancing the Town's desire to earn capital for a new library and provide attainable housing opportunities for working class citizens, while mitigating the concerns and including the desires of the existing neighbors to the five-acre property. The end result is a strategy to obtain Town goals through a value added design concept formulated first through an extensive public participation process, likely the first of its kind in the Verde Valley, then fine tuned by more than a dozen architects, landscape architects, and urban planners.

STAFF RECOMMENDATION(S): (Suggested Motion)

All Town Council Members and Housing Commissioners should have a copy of the Drachman Institute Parkway Homes report, which is also available via the Town web site or at the Town Library. Please review the document in its entirety prior to the April 9th Joint Work Session.
As this meeting is a work session, no formal motion or action can be taken.

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount: N/A

Comments:

Fund:

Line Item:

Submitting Department: Housing

Contact Person: Matt Morris

Town Manager/Designee:

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