

AGENDA



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

**WEDNESDAY, OCTOBER 8, 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. **Library Advisory Commission:** topics may include, but not be limited to, library financing, report format, resignation(s), and priority status.
 - b. **Youth Commission Report:** topics may include, but not be limited to activities that the Youth Commission has participated in since forming.
 - c. **Board of Adjustment:** topics may include, but not be limited to, hearings and decisions that the Board made during the past quarter.
 - d. **Trails & Pathways Commission:** topics may include, but not be limited to, subdivision proposals, trails policy, trail heads, and Forest Service liaison.
 - 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.
5. **Discussion with RBF Consulting concerning the Council's vision for the Community Park. Discussion may include, but not be limited to Council's objectives and desires relative to the park facilities, active and passive recreational uses, access points, water, lighting, funding, cost-saving measures, and other miscellaneous concerns.**
6. **Adjournment**

Posted by:

V. Jones

Date/Time:

10-3-08

9:00 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.

3rd Quarter, 2008 Report

to Camp Verde Town Council

from Town of Camp Verde Library Advisory Commission

Regular Meetings: July 17th, 2008 and Sep. 18th, 2008 met regular time and place 6:30 pm
3rd Thursday of the Month, RM 106 Camp Verde Town Hall

Work sessions: 1, July 25th, 2008

Special Sessions: 1, Sep 8th, 2008

Library Commission Agenda Items:

July:

1. Linda Harkness announced that CCCVL has been established as a non-profit entity. She reported on numerous other activities, including two meetings resulting in commitments for donations for construction of the Library. Ms. Harkness reviewed the funds on hand as well as outlay for expenses; the plans for soliciting donations during the coming Corn Festival; the funds continuing to be raised at the Farmers Market; the upcoming Rummage Sale; and a planned "Taste of Camp Verde" event, similar to that held in Sedona featuring their local restaurants. Tim Sykes offered his help as a volunteer if needed.
2. Discussed a Library Day fundraiser involving local merchants.
Staff was directed to arrange a Work Session for July 25th at 6:00 p.m. to plan a Library Day, and to notify the members of the location at which the meeting will be held.
3. Discussed a fundraising golf tournament.
Commissioner Sykes reported that he had advised Council that the tournament will be handled by the Library Commission and CCCVL, and the Town seal will not be included on the flyers advertising the event. He said that the funds raised from the golf tournament will be specifically for the construction of the Library, and that purpose should be clarified on the flyer; that will also be discussed at the Work Session.
4. Gerry Laurito reported that approximately 69,000 items were circulated last year, another record; and reviewed highlights of his written report, including the meetings attended.

Work session Agenda Item

1. The commission expressed a desire to not bombard local merchants with multiple requests for donations for the new library. The commission agreed to set up a "Library Day" for the weekend of Ft. Verde Days. Members of the commission will approach local merchants and ask that they donate a portion of their income on a certain day to the Library Building fund. A form will be developed and submitted for Town approval. The approved form will be distributed to local businesses. The form will allow for the businesses to choose specific days of percentages of donation. The commissioners then chose various sections of town to distribute these forms and ask for business support.

2. The commission explored various options and ramifications regarding where to deposit funds raised by the commission. Various legal and financial questions came up regarding deposits into and disbursement from the "Library Building Fund". A consensus was reached that funds from commission fundraising activities be deposited into the town's Library Building Fund.

Special Session Agenda

1. Vice Chairperson Heuman summarized a list of library staff concerns regarding fundraising for the library building and the building process in general. Commissioners Neilson and Doering offered 2 other site alternatives to the site chosen by council. Previously considered sites and the possibility of locating at the new park were also discussed.
2. The commission discussed library staff concerns as outlined in a memo from staff to the commission.
3. The commission questioned CCCVL representative Linda Harkness about CCCVL's plans, structure, and operation. The commission also expressed concern about all the rumors and possible misinformation circulating about what CCCVL is doing and what they intend to do.
4. Concerns were raised about public confusion with the "jar" sign and what it represents.
5. The Commission indicated that any funds raised by the Library Commission will be deposited into the town's Library Building Fund.
6. On a motion by Commissioner Doering, and seconded by Commissioner Sykes, the Commission recommends the following to Town Council That the primary role of CCCVL is to raise funds for the construction of the library. The primary role of the Library Advisory Commission is to develop a conceptual plan with the library staff that outlines the space requirements by square footage for various functions and needs of the new library. The motion passed unanimously.

Sep:

1. It was decided that the Library Commission did not have enough time to advertise for a "Library Day" in connection with Fort Verde Days. The fliers were already out and posted. It was agreed upon to suggest CCCVL take this endeavor on next year.
2. Recommendation to council to transfer the library's book sale to the Camp Verde Library Endowment.
3. Decided to invite a developer who has spoken to Tom Neilson about building a new library at his cost, on his parcel of land on Finnie Flats Rd. and renting it back to the town to present his proposal to the commission in October.

Commission Vacancies: 0

**QUARTERLY REPORT
Board of Adjustments
July - September 2008**

REGULARLY SCHEDULED MEETINGS: 3

July 15, 2008 – Regular Session

Present: Chairman – McIntyre, Vice Chairman – McDonald, Board Members: Reddell, Bullard, Roddan & Hoover.

Absent: Board Member: Bassous

August 19, 2008 – Regular Session

CANCELLED

September 16, 2008 – Regular Session

Present: Chairman – McIntyre, Vice Chair – McDonald, Board Members Reddell, Roddan, Bullard, Bassous and Hoover were present.

SPECIAL SESSION MEETINGS: 0

WORK SESSIONS: 0

THE FOLLOWING APPLICATIONS WERE APPROVED:

Public Hearing, Discussion and possible Recommendation BOA 2008-03: An application submitted by Robert Allen, owner of parcel 404-23-034C, to allow for one sign for each business fronting Main Street within the Plaza to project over the Public Right of Way as currently prohibited per the Planning and Zoning Ordinances Section 118.IV.A.2. and to allow for one sign to be placed on a roof of the Sutler's Steak House, which is also located in the Wingfield Plaza, where said sign will not create a parapet or parapet wall therefore prohibited as per section 118.IV.A.3. This property is located at 564 Main Street.

On a motion by Bullard, seconded by Roddan, the Board voted unanimously to approve BOA 08-03, a variance to Section 118 IV A.2 prohibiting projecting signs within the right of way for those businesses located in the Wingfield Plaza fronting Main Street, to allow for business recognition from a distance for potential customers; and to approve a variance to Section 118 IV A.3 prohibiting a roof sign not constructed to be a parapet, to allow for the replication of a historic sign on top of the Sutler's Steak House.

THE FOLLOWING APPEAL WAS DENIED:

No applications were denied

THE FOLLOWING APPLICATIONS WERE DENIED:

No applications were denied

THE FOLLOWING ITEMS WERE DISCUSSED BY BOARD:

Discussion and possible action regarding changing the day of the month of future Board of Adjustment and Appeals meetings due to conflicting schedules with the Magistrate Court in regard to use of the Council Chambers.

On a motion by Roddan, seconded by Reddell, the Board unanimously voted to change the day of the month of future Board of Adjustments & Appeals regular

meetings to the second Tuesday of the month, at 3:00 p.m., with October 14, 2008 at 3:00 p.m. set for the next meeting.

Administrative Assistant Paulsen explained that the Magistrate has requested that the Board consider changing its meeting schedule due to a conflict in the schedule of Traffic Court hearings. Instead of the third Tuesday, the second Tuesday of the month was suggested for the Board of Adjustments & Appeals meetings. The Board discussed the suggested revision, and it was agreed that changing to the second Tuesday would work for all the members, and action was taken accordingly.

Discussion regarding upcoming agenda items and the duties and responsibilities of the Board of Adjustment and Appeals concerning future hearings.

Administrative Assistant Paulsen advised the Board that at the meeting set for October 14th, elections will be held for the offices of Chairperson and Vice Chairperson. Also, in each agenda packet there will be a copy of the new Code of Ethics recently adopted by the Council and included for your review, with a signature page acknowledging receipt.

Sr. Planner Jenkins reviewed the respective responsibilities of the Board in connection with, first, requests for variances, or Adjustments, and, second, the role of the Board acting as the judicial body in hearing formal appeals from decisions of the Community Development Director in the enforcement of zoning ordinances. Jenkins outlined in detail the powers and responsibility of the Board in hearing Appeals as well as the limitation of Board powers and authority in granting variances, as established by Ordinance 89-A33 of the Town of Camp Verde and regulated by Arizona Revised Statutes.

The Board briefly reviewed with Jenkins their understanding and some of their concerns. The members were advised that they would be notified and provided with accompanying documentation in advance of any hearings, particularly on appeals, and they were urged to contact the office at any time they might have any concerns or questions regarding any of the proceedings.

THE FOLLOWING ITEMS WERE DISCUSSED IN WORK SESSIONS:

There were no items discussed in work sessions.

THE FOLLOWING PRESENTATIONS WERE HEARD BY THE BOARD:

There were no presentations heard by the board.

TRAINING:

There was no training.

COMMENTS:

Approved by the Town Council on October 8, 2008

Gene McIntyre Chairman – October 8, 2008

**THE PLANNING AND ZONING COMMISSION QUARTERLY REPORT
3RD QUARTER 2008**

I have highlighted the key aspects of the minutes of 2 meeting held during this last quarter. I will speak briefly regarding these few actions as they are to come before you in due time. I will be available for questions following my brief summary if desired. - Dave Freeman - Chairman

THURSDAY JULY 10, 2008

Public Hearing, Discussion and possible recommendation to Council on AMD 2007-08: Amending Section 108F Accessory Uses and Structures to allow for the use of shipping containers as accessory structures in residential and commercial zoning districts. (Continued from 5-08-08 mtg.) On a motion by Buchanan, seconded by Parrish, the Commission voted 4-1 to continue this item to the Regular Meeting to be held September 11th 2008; with a 'no' vote by German.

STAFF PRESENTATION

In response to the previous request from the Commission, Community Development Director Buckel outlined information collected from other communities on fee structures, use of the storage containers, and suggested language to possibly incorporate in the proposed amendment; the Commissioners had been provided copies of that information. Referring to the documents that had also been included in the agenda packets, Buckel reviewed the charts and steps used for calculating building permit fees. Buckel also explained that the Building Department is expected to cover all of its expenses through the assessment of fees.

The Commission discussed the latest draft amendment that Buckel had provided, including concern regarding the time limit imposed for bringing existing containers up to Code and requesting confirmation that extensions could be granted depending on special circumstances. ***The members also questioned the safety regulations requiring ventilation and access, and generally agreed that appearance is important to the community.***

PUBLIC HEARING OPEN

(Comments from the following individuals are summarized.)

Jerry Tobish commented that the airtight feature of the containers is necessary for some uses in order to keep them pestilence-free or climate-controlled.

John Stephens, President of the Cliffs HOA, expressed concern that the proposed amendment would open up the possibility of bringing old, beat-up boxcars into the community, as well as allowing the containers to be placed in a residential development. He also commented on the Town being extremely lax in enforcing the already existing Codes.

There was no further public input.

PUBLIC HEARING CLOSED
Commission Discussion

Commissioner Parrish commented that Camp Verde is a rural-Western community, and the containers are used for livestock activities, which led to a brief exchange of opinions between the last speaker and Parrish.

There was further Commission discussion that included options suggested by Hisrich as follows:

- **First**, just recommend the draft as is;
- **Second**, to recommend the draft with all the modifications just eliminated, other than screening, setbacks and color; and,
- **Third**, a compromise to require everybody that has an existing container to meet all the requirements listed, and then not allow any new ones to be brought in.

Based on some differences voiced during the discussion, the members generally agreed that a decision on a final draft would take more consideration, and opted to continue this item until September 11th when a full Commission would more likely be in attendance.

Presentation and discussion on AMD 07-05: Amendment to Section 118 of the Town of Camp Verde Planning and Zoning Ordinance, Sign Ordinance, to allow for Temporary "A" - Frame signs by amending the following portions of Section 118: III Definitions - adding a definition of Temporary "A" Frame Signs; IV.A2 Prohibited Signs – adding an exception for Temporary "A" Frame Signs and VII.A10 Temporary Signs – adding criteria for "A" Frame Signs.

There was no action taken.

STAFF PRESENTATION

Buckel explained that after reading the memo from the Town Engineer the Council requested that the subject item be brought back to the Commission for reconsideration, together with the Town Engineer present to address any concerns regarding the A-frame signs. ***There was also a suggestion to allow perpendicular overhead signs for the Main Street businesses because of the problem with adequate space for the placement of A-frame signs without encroaching into the right-of-way, as well as the problem of the signs affecting traffic visibility.*** Buckel gave a Power Point presentation of examples to illustrate the unique situation on Main Street.

The members reviewed the information presented by Buckel. The issues of public safety and naming the Town as additional insured on the business owners' policies were also addressed. Buckel confirmed that the proposed perpendicular signage would be subject to Design Review. Parrish reminded everyone that perpendicular signage would be more in keeping with what the Town has always had.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Jerry Tobish, owner of The Golden Bear on Main Street, spoke at length in favor of allowing the A-frame signage to continue for up to two years, for example, and expressed several main points of ***concern for all the business owners in light of the current serious economic problems***, including the increasing dearth of customers and income, and the cost to install overhang signage.

Nadia Caillou, another business owner, said she agreed with and supported everything that Mr. Tobish said, but also added her request to allow the proposed overhead signage. Ms. Caillou also said that **signage is needed on Hwy 260 to direct potential customers to the Town.**

Therese Tobish, co-owner of The Golden Bear, said that she manages the books for that business, and the current negative economic impact on business is much worse than Mr. Tobish had indicated. All the business owners are experiencing difficulties, and **the sandwich board signs are extremely necessary to survival.**

There was no further public input.

Included in the Commission discussion were the following suggestions: That any overhead signs need to be at least 13'6", maybe 15'3", for clearance for trucks;; the Town should take steps to install directional signs directing traffic from the Interstate to the Downtown area, as well as at the location of the cannons; and consider using volunteer labor to help install overhead signs.

Mr. Tobish spoke again, pointing out that ADOT has been the problem with installing directional signs on 260 and at the Interstate junction; his comment regarding ADOT was discussed further and clarified with input from Buckel and Freeman.

Buckel advised the Commission that no formal action could be taken at this meeting, since it was not advertised as a public hearing. The members decided that, because of vacation schedules during August, this item will be heard at a public hearing to be set for September 11th 2008.

Further changes discussed by the Commission to the proposed amendment are summarized as follows:

- **Include a not-to-exceed 2-year period for allowing the A-frame signs; (Buckel will consult the Attorney regarding including a "sunset clause.")**
- **Allow the perpendicular signs, but only for the area specified for A-frame signs, and only over the sidewalks (may be in addition to A-frame signs);**
- **Maximum size of overhead sign to be 12 sq. ft.;**
- **Minimum bottom clearance of the overhead signs in pedestrian areas to be 8 feet;; consider clearance size for trucks, possibly 13'6"**
- **Retain the liability insurance provision;**
- **Re Paragraph 10.(c), revise language to the effect that only all existing A-frame signs will be allowed.**

Town Engineer Long reviewed the information he had provided for the Council in his memo, commenting on his main concerns involving maintaining safe streets and clear view zones, and the possibility of the A-frame signs causing injuries to pedestrians tripping over them. He added that he thought **the idea of allowing projecting signs was a good one.**

The members briefly addressed the issue of A-frame signs existing in areas other than the downtown area; they were reminded that those signs are already in violation anyway.

Discussion and prioritization of Commission requests for 2008.

There was no action taken.

Buckel reported that her staff had researched past 2008 Minutes and compiled a list of four past agenda item requests. She added that some of the items were already being addressed. Buckel referred to issues noted at the meeting last night, and reviewed the procedure regarding determining how staff handles complaints. ***As for changing Code violations from a civil violation to a criminal violation, Buckel said that staff is working with the attorneys on the necessary language. In addition, the newly adopted budget included an amount for a full Code revision by the end of next year.*** Buckel briefly reviewed the type of information that her department provides in the monthly reports.

THURSDAY SEPTEMBER 11, 2008

Public Hearing, Discussion and possible recommendation to Council on AMD 2007-08: Amending Section 108F Accessory Uses and Structures to allow for the use of shipping containers as accessory structures in residential and commercial zoning districts. (continued from 7/10/08 meeting)
A motion by Parrish, seconded by Freeman, to recommend Council approval on AMD 2007-08: Amending Section 108F Accessory Uses and Structures to allow for the use of shipping containers as accessory structures in residential and commercial zoning districts, including the changes discussed, resulted in denial by a 3-3 vote; with 'no' votes by Buchanan, Butner and German.

STAFF PRESENTATION

Sr. Planner Jenkins reviewed the prior steps followed in discussing and considering allowing the subject shipping containers, including information received from other communities, suggested draft language and amendments, and public input. Jenkins added that the proposed final draft has now been provided for consideration and recommendation to Council.

PUBLIC HEARING OPEN

The public hearing opened with the Commission discussing several requests for clarification of the proposed language regarding required ventilation and egress safety, and verification by Jenkins regarding his understanding from the Chief Building Inspector that the currently adopted International Building Code would be the controlling document.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

John Stevens, President of the Homeowners Association for The Views, said he could not understand why the proposed revision to the Ordinance is even being considered, and asked if it was in response to somebody's request and objected that it now is taking up so much of the staff's time. *(Mr. Stevens was advised that the issue has come up because of complaints from the community over the*

increasing number of containers placed on properties and the apparent need to implement some controls).

Mr. Stevens continued his comments and discussion with the Commission arguing that staff is already overloaded and unable to go out to inspect and look for violations; he also commented on past actions by the Commission and Council that he felt adversely affected The Views. *(It was suggested to Mr. Stevens that the P&Z Commission only makes recommendations to Council, and further concerns should properly be voiced at the Council hearings.)*

There was no further public input.

PUBLIC HEARING CLOSED

Commission Discussion

The members discussed the problem of addressing the existing placement of the containers on properties, with an apparent choice of ***either considering revising the Town Code to legitimize the containers, or simply to just encourage staff to cite the existing violations.*** *It was also suggested that the latest draft ordinance appears to be clear and enforceable, appropriate for the Town and in the best interests of the Town. Further discussing the draft, it was agreed that all references to "storage containers," "storage unit," "shipping containers," be consistently identified as "container" or "containers." Also, any reference to the International Building Code shall be identified "currently adopted."*

Presentation and discussion and on AMD 07-05: Amendment to Section 118.IVA2 (Town of Camp Verde Sign Ordinance, PROHIBITED SIGNS) to allow for an Exception of Signs for businesses immediately adjacent and fronting the right of way of Main Street, from Arnold Street to General Crook Trail, to project over the said right of way; to add the definition to Section 118.III (Definitions) for "A-Frame Signs"; to add "A-Frame Signs" to Section 118.IV (PROHIBITED SIGNS) item 12 except as a temporary use to advertise Community Wide Events and to add to Section 118.IX (BUSINESS / COMMERCIAL / INDUSTRIAL SIGNS), item 5, outlining criteria for placing projecting signs over the described Main Street area for Businesses. *It was agreed to continue this item to the next regular meeting for a public hearing.*

STAFF PRESENTATION

Jenkins explained that at the last Commission meeting on July 10, 2008, allowing the use of projected signs was discussed, as well as allowing a time frame for the use of A-frame signs. Pursuant to subsequent recommendations from the Town Attorney and Town Engineer, a completely new first draft of the proposed amendment has been created that includes allowing projecting signs along Main Street and prohibiting A-frame signs, except for advertising community-wide events.

COMMISSION DISCUSSION

Director Buckel responded to an opening question by advising the members that the issue of allowing the A-frame signs to continue would be subject to a policy determination by the Council; staff would be directed by Council accordingly at such time as the proposed draft ordinance would be approved; in any event, there would be a period of 30 days after approval before the regulation goes into

the sign, as follows:

Suggested revisions:

1. Sign to project out a maximum of six (6) feet, depending on the Town Engineer approval;
2. Suggested wording for projecting sign, ***“May have a projecting sign over the right-of-way that does not exceed 12 square feet, does not project out from the building more than 6 feet, and does not project above the store front height of the building”***;

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Jerry Tobish said that he had understood from the December Council meeting that the businesses that could not afford to get projecting signs up right away would have a time frame of up to two years within which to continue using A-frame signs; that was subsequently reversed at the Council meeting in July and the ordinance sent back to the Commission. Mr. Tobish stressed the current ***serious economic downturn affecting the businesses, and commented on the willingness of the merchants to provide liability insurance for the use of A-frames, and the prohibitive expense of erecting projecting signs.*** (Mr. Tobish was encouraged to get a group of merchants together to make a presentation to Council on the concerns he expressed.)

Therese Tobish commented that at the last meeting the Town Engineer showed up, and she remembers clearly that he retracted his feeling about the safety of A-frame signs, stating that what he had said was interpreted to the Council incorrectly.

There was no further public input.

Further Commission discussion included the question of the Town holding funds from future special events to possibly use those funds to help defray the costs for merchants to erect projecting signs.

Discussion on Amendment 2008-01: amending Section 124 (Design Review) of the Town of Camp Verde Planning and Zoning Ordinances under DEFINITIONS items 7 & 8; ADMINISTRATION AND PROCEDURES, item I numbers 1-3, 5g, 7 and 8.

effect. Buckel said she is also researching the possibility of using the light poles to advertise types of businesses in the Main Street area.

The Commissioners addressed the current economic hardship that the business owners are facing, expressing disappointment regarding the months of work on an ordinance amendment that would have allowed the inexpensive A-frame signs, that was then rejected by the Council. The amendment now before the Commission now prohibits the A-frame signs and would allow projected signs along Main Street. It was suggested that the Commission could either debate at length this latest proposed ordinance that in essence was recommended by Council, or send it back to Council for their approval and final decision.

The Commission discussed and agreed on revisions to the proposed draft, including how far to allow a sign to project, and the total square feet and shape of

It was agreed to continue this item to the next regular meeting for a public hearing.

STAFF PRESENTATION

Director Buckel said that the proposed document is going through the amendment process. The Design Review Board felt they needed some refinements to this Code. What the Commission has before it is what they are proposing to amend; staff has added just one item under Paragraph 1.5., new Paragraph g), as shown in red print.

COMMISSION DISCUSSION

The Commission reviewed the document, suggesting the following revisions or additions:

1. **Paragraph 1.1., Add word to clarify as underlined: "EXCEPTION: AN APPLICANT SUBMITTING AN APPLICATION FOR EXTERIOR REMODEL OR EXPANSION....."**

2. **Paragraph 1.5.g), "A LIST OF WESTERN ELEMENTS THAT HAVE BEEN USED IN THE DESIGN OF THE PROJECT IS TO BE SUBMITTED WITH THE APPLICATION. THIS LIST COULD BE DERIVED FROM THE SUGGESTED LIST OF WESTERN ELEMENTS PROVIDED WITH THE PHOTO LIBRARY ON FILE AND AVAILABLE FOR REVIEW."**

There was no public input.

Dave Freeman, Chairman

Planning & Zoning

Housing Commission
Quarterly Report
July, August and September
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. The members of the Commission are:

Jeremy Bach (Chairperson, Term: February 2006 to September 2008)
Linda Buchanan (Vice-Chairperson, Term: November 2006 to September 2009)
Sharon Roddan (Term: April 2007 to September 2009)
Dave Freeman (Term: February 2006 to September 2008)
John McReynolds (Term: February 2006 to September 2008)
Kathy Davis (Term: October 2007 to September 2010)
Tony Varela (Term: January 2008 to September 2009)

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

July Regular Session:

- Presentation by Carla Perry, Property Manager of the Arnold Terrace Apartments, regarding rental housing programs:
 - Ms. Perry was unable to attend
 - Housing director Mr. Morris will try to set up another presentation
- Commissioner Updates:
 - Buchanan will be attending the Verde Valley Housing Task force meeting July 24th.
 - Roddan will try to attend Sedona affordable housing meeting
- Staff report for Director Morris:
 - Task force meeting July 24th.
 - State budget was reduced slightly for Housing Trust.
 - Town will lose some CDBG but will apply for alternative funding
 - Morris will be giving a presentation on the five acre site at the governor's forum in September.

August Regular Session: Cancelled

September Regular Session:

- Director Morris updated on Home Grants:
 - Loan committee approved 6 application with conditions, only 4 will be allowed to move forward
 - Commissioners discussed the home grant funds being combined with the revolving loan funds on rehab projects
 - Loan committee members also discussed physically cleaning up one property to help the homeowner qualify.

- Public outreach for upcoming CV Housing Rehab programs and upcoming future grant cycles:
 - Director Morris pointed out that current projects being completed will bring public interest in future projects and applicants.

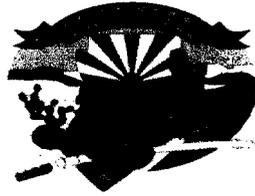
- Home buyer outreach for 5 acre site to attain a homebuyer interest list:
 - Director Morris suggested a survey (Employer/employee, homebuyer outreach) to focus in on buyers in current market conditions to also establish a list of perspective buyers to create more value for the Library in the success of the RFP.
 - Commissioners also discussed working with Chamber of Commerce to help generate survey after the first of the year.
 - The Pre-application information form will be considered with the omission of question # 6 in regards to past federal or state housing assistance.

- **DISCUSSION ON COMMUNITY CLEAN UP PROJECTS:**
 - **HOUSING COMMISSION WANTS TO TAKE A LEADERSHIP ROLE IN COMMUNITY CLEAN UPS.**
 - **GREAT PUBLIC SUPPORT FOR CURRENT PROJECTS THROUGH LETTERS AND CONVERSATIONS**
 - **GRASSROOTS EFFORT IF NECESSARY**
 - Towns participation if legal status is allowable

- Commissioner Updates:
 - **All of our commissioners ROCK.**
 - Freeman will be leaving us and we all will miss his great input and efforts, but as he was leaving he said that he will help in neighborhood clean up and will focus on small business and tourism.
 - **All of our commissioners ROCK.**

- Staff report:
 - We need to fill vacancy on the commission
 - Ethics codes have been approved and that members sign and return their acknowledgment of the document.
 - Morris- Youth Commission meeting June 19th and Housing Commission will make last of presentation regarding the 5-acre site.

Jeremy Bach, Chairperson



***Camp Verde Parks & Recreation Commission
Quarterly Report: July, August, September 2008***

***Chairman: Robin Whatley
Vice Chairman: Jim Ellington
Commissioners:
Lucille Clawson
Bruce George
Steve Goetting
Marvin Parker
Teresa Tobish***

July 1st meeting
Cancelled

August 5th meeting

All commissioners were present at the meeting, except Bruce George. (Clint Teague was present—Marvin Parker was not appointed at this time).

Commissioners were given an update on the June 11, 2008 presentation by Ed Bantel, of Southwest Risk. Mr. Bantel had stated that by posting notices The Town has met the liability requirements. The Commission decided to follow up on the Skate Park problems and request input from the community.

The commission was made aware of the efforts of the town to award a bid for a consultant for the 118-acre park site.

RBF was to be awarded the bid at the next scheduled council meeting.

We received an update on the 2008 Cornfest and upcoming 2008 Fort Verde Days. The Cornfest was a success, although financial reports were not completed at the time of the meeting. The only complaints heard was the lack of beer being available. Commissioners agreed that issue should be readdressed next year, also possibly making it a two-day event.

The update on Ft. Verde Days stated that parade applications went out. Linda Moore also described the efforts to hold a sit-down dinner to be held in the gym on Saturday night.

We received updates on the Teen Center, with the opening date of October 18th also, information on the Camp Verde Youth Coalition.

September 2nd meeting

(I yet to receive the minutes of this meeting and were unable to get them on line.)

In brief (taken from the agenda items):

The Commission discussed plans at Black Bridge Park, the Community Park Master Plan project, public recognition of the Parks & Rec. Department, “Kingdom of the Spiders” movie reunion event, and an update on the Community Meeting regarding the Skate Park set for September 8, (sic) 2008.

September 9th meeting with the community regarding the Skate Park.

On September 9, 2008 a meeting was held between the Parks and Recreation Commission and people who use the skate park. Those in attendance were Linda Moore, (Parks and Recreation Department Head), Commission members, Chairman Robin Whatley, Vice-Chair Jim Ellington, Lucille Clawson and Steve Goetting and skateboarders who regularly use the park. They met in order to address problems and concerns with the skate park from the community and the skaters. The meeting was well attended with approximately 40 community members in attendance. Also present were 3 members of the original group who built the Skate Park, Rusty Welch, Ivan Outhoudt, and Justin Wertz.

Ms. Moore gave a brief history of the park and outlined concerns that had been brought to her attention. Complaints have been expressed concerning the use of profanity, smoking and the use of bicycles in the skate park. Audience members also, had a few complaints of their own, such as: maintenance issues, bikes being used at the park, lack of police response to calls to the park and police harassment.

By the end of the meeting the commission had a better understanding of the ‘skaters’ needs and the ‘skaters’ heard the concerns of the commission.

Linda Moore will be scheduling another meeting at the skate park, involving herself, the maintenance crew and users of the park. Improvements are on

the way: port-a-johns, access to water, a new turnstile and a taller fence (to bar bikes from accessing the park), and improved maintenance.

The commission is looking to implement a plan to build a dirt track for bicyclists in the future possibly at the new park site.

(As minutes were not taken during this meeting, I wrote this report shortly afterwards).

Robin Whatley
Chairman, Parks and Recreation Commission

**QUARTERLY REPORT
DESIGN REVIEW BOARD
WORK SESSION PRESENTATION
TOWN OF CAMP VERDE COUNCIL CHAMBERS
WEDNESDAY, OCTOBER 8, 2008
6:30 PM**

REGULARLY SCHEDULED MEETINGS: 3

July 22, 2008 – REGULAR MEETING

Present: Chairperson Jim Binick, Vice Chair Michael Hough, Members Brinkman, Norton and P&Z Liaison Howard Parrish were present. Members Darby and Holguin were absent.

August 26, 2008 – REGULAR MEETING

Present: Chairperson Jim Binick, Members Brinkman, Norton, Darby, Holguin and P&Z Liaison Howard Parrish were present. Member Vice Chair Michael Hough was absent.

September 23, 2008 – REGULAR MEETING

Present: Chairperson Binick, Vice Chairperson Hough, Board Members Norton and P&Z Commissioner Liaison Parrish were present; Members Brinkman, Darby and Holguin were absent.

WORK SESSIONS: 0

Membership Changes

Planning & Zoning Commissioner Howard Parrish was appointed as liaison to the Design Review Board.

THE FOLLOWING APPLICATIONS WERE APPROVED:

July 22, 2008

Public Hearing, Discussion and possible approval of DRB 2008-30: An application submitted by Matt Lamont of Moran Architects, agent for Qwest Corporate Real Estate, owner of parcel 404-22-019A, for Design Review approval of an addition to existing Qwest switching facility located at 387 S. Third Street. Property is zoned C2-4.

On a motion by Binick, seconded by Brinkman, the Board unanimously approved DRB 2008-30, an application submitted by Matt Lamont of Moran Architects, agent for Qwest Corporate real Estate, owner of Parcel 404-22-019A, as presented.

Public Hearing, Discussion and possible approval of DRB 2008-20: An application submitted by Marlin Parker of Rocky Construction, owner of parcel 403-23-006F, requesting design review approval of a proposed mechanic shop and perimeter fencing. This development will be located on Cherry Road off of Highway 260 and across the street from Jobsite Concrete and Fed Ex. The subject property is zoned C3.

On a motion by Hough, seconded by Parrish, the Board voted 4-1 to approve DRB 2008-20, with the Findings of Fact and Stipulations as noted by staff; with a 'no' vote by Binick.

FINDINGS OF FACT AND STIPULATIONS

1. The motion detector lighting must be kept on the motion-sensing setting and pointed towards the ground a maximum of a 2-degree angle deflection allowed from vertical;
2. The chain link fence will be 6-foot in height, galvanized;
3. Hackberry trees, 5-gallon size, will be used for screening and also placed along the east side of the parcel, at 15-foot centers;
4. Sedona red rock will be used for landscaping;
5. The porch will have the tan roof with rough-sawn posts;
6. Wainscoting will be 3 feet in height in moss-covered sandstone;
7. The roll-up doors will be desert tan in color.

August 26, 2008

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

A motion by Holguin, seconded by Brinkman, to approve amendment 08-01 to Section 124, Section 1, paragraph 1 to read ", a conceptual presentation to the Board must take place to identify positive and negative attributes early in the design process unless waived by the Community Development Director" was unanimously approved.

Senior Planner Mike Jenkins explained that the corrections or additions to the draft pursuant to prior discussions have been incorporated into the 3rd Draft, noted in green print; the first changes were in red and second in blue print.

The Board talked about whether or not this item should be tabled for discussion when a full board was present. It was determined that they would address the changes and make a decision as this item needed to move forward. The Board felt that the code should have a degree of flexibility and be less formal, allowing the Director to waive the requirement for Conceptual review administratively.

There was discussion regarding the question of whether to establish design criteria for the Main Street district; it was agreed that they did not want to establish criteria for the Main Street District. They felt the code should maintain flexibility in order to accommodate applicants.

The Board viewed a powerpoint of photographs taken by Members Norton and Brinkman of possible examples for addition to the Design Review photo library. Norton provided 106 photos and Brinkman provided 11; it was determined that 62 of Norton's photos and 8 of Brinkman's photos should be considered for the photo library.

September 23, 2008

Public Hearing, Discussion and possible approval of DRB 2008-34: An application submitted by Rick Homes, General Partner of RK Development, LTD., owner of parcels 403-25-010 and 403-25-011, requesting design review approval of a 2 phased Multi-tenant Minor Industrial – Commercial complex consisting of two buildings. The subject parcels are zoned C3 and are each approximately ½ acre in size. The proposed project is located on lots 10 & 11 of the Verde Valley Business Park with identical buildings being placed, in two phases, on lots 10 & 11. Phase one (first building & amenities) will include development on lot 11 with the common driveway, all grading, building pads and the storm-water detention facilities construction for both lots 10 & 11 to be completed at this stage. Phase two (second building & amenities) will be developed shortly after the first building has reached substantial occupancy.

A motion by Hough, seconded by Norton, to approve DRB 2008-34, as submitted, with stipulations as provided by the Town Engineer, was **subsequently retracted** by both Hough and Norton after discussion with staff.

On a motion by Binick, seconded by Norton, the Board unanimously approved DRB 2008-34, as submitted, with the additional five stipulations on Civil Site Plan review as stated in the Staff Report for the meeting of September 23, 2008.

THE FOLLOWING APPLICATIONS WERE DENIED:

There were no applications denied this quarter.

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

July 22, 2008

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

There was no action taken.

THE FOLLOWING PRESENTATIONS WERE HEARD BY THE BOARD:

There were no additional presentations heard by the Board.

INFORMATION REPORTS:

There were no informational reports.

COMMENTS:

September 23, 2008

Buckel said that there will be modifications in the approval process once the Development Code is written, revised and updated; the Town Engineer will then be reviewing the construction part of the plans, as well as the Civil Site plans, before submitting them to Design Review. Buckel reported that the Design Review amendments were submitted to the Planning & Zoning Commission; after their review a public hearing has been scheduled for the second week in October. An addition was made regarding the list of Western elements; Buckel will report back to the Board any information on specific additions.

Buckel briefly discussed with the Board providing notices to them on upcoming seminars and conferences.

TRAINING:

No training this quarter.



Valerie House, Administrative Assistant

Date: 10-1-08