

AGENDA



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

**WEDNESDAY, OCTOBER 10, 2007
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. **Trails & Pathways Commission:** topics may include, but not be limited to, trails policy, new trails on trailheads, and Forest Service liaison.
 - c. **Parks & Recreation Commission:** topics may include, but not be limited to, events held during the past quarter, Black Bridge Park, grant funding, budget, and goals and objectives.
 - d. **Planning & Zoning Commission:** topics may include, but not be limited to, Design Review liaison and various zoning recommendations made to Council over the past quarter.
 - e. **Design Review Board:** topics may include, but not be limited to, hearings and decisions that the Board made during the past quarter.
 - f. **Library Advisory Commission:** topics may include, but not be limited to, library funding activities and research, possible grants, site preparation, locations for the new library, and book drop.
 - g. **Housing Commission:** topics may include, but not be limited to, Cliffs Parkway, Drachman Institute design, Verde Valley Housing Task Force, possible land availability, Arizona Housing Institute, foreclosure problems, Governor's Rural Development Conference, the Town's Housing Rehab program & grant projects, attainable housing, grant opportunities, and joint work sessions with the other commissions.
5. **Adjournment**

Posted by: *O Jones*

Date/Time: 10-4-07 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.

**QUARTERLY REPORT
Board of Adjustments
July – Sept 2007**

REGULARLY SCHEDULED MEETINGS: 3

July 17, 2007 – Regular Session

Cancelled due to lack of agenda items.

August 21, 2007 – Regular Session

Present: Chairperson McDonald, Vice Chairperson McIntyre, Board Members Reddell, Roddan, Hoover and Bassous were present.

Absent: Board Member Bullard was absent

September 18, 2007 – Regular Session

Present: CANCELLED

Absent:

SPECIAL SESSION MEETINGS: 0

WORK SESSIONS: 1

August 30, 2007 joint work session with all Boards and Commissions

THE FOLLOWING APPLICATIONS WERE APPROVED:

- **Public Hearing, Presentation, Discussion and Action: on variance 2007-04 filed by Cecilee Divelbess and Jerold Ray, owners of parcel 404-18-007 requesting a variance of 15' of a side setback for the replacement of the existing home and for a variance of 20' of the side setback to allow construction of a proposed shop.**
On a motion by McIntyre, seconded by Roddan, the Board unanimously approved Variance 2007-04, that the setbacks be granted as requested.

On a motion by McIntyre, seconded by Roddan to amend the original Motion, the Board unanimously approved the 5-foot setbacks requested.

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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:

There was no training for this quarter.

COMMENTS:

There were no comments for this quarter

Approved by the Board of Adjustments at their October 10, 2007 Regular Session.

C.A. McDonald, Chairman



Trails & Pathways Commission

3rd Quarterly Report

Submitted October 3, 2007

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, Lynn Riddell, Vice Chairperson, Doug Roy, Judie Piner, Bill Mitton, Dee Whitt, and Bea Richmond, who is also the Commission's liaison with the Dead Horse State Park Trails Coalition.

Linda Welch's term expired and she chose not to continue. Her service was very much appreciated.

- 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

Agenda Items:

July 10, 2007 EnviroZeum Presentation by Richard Kimbel, This was a third meeting with Kimbel the last two being updates and specific concerns of certain Commissioners being addressed; specifically who are his backers and what, if any are their agendas.

Commissioners Haddon and Piner are attending the State Trails Seminar in Prescott October 6th.

Commissioners Linda Welsh and Judie Piner have been working on a comprehensive Trails Policy to be further worked on by the Commission as a whole and then presented to Counsel for approval.

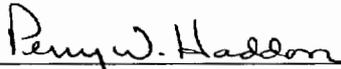
Aug. 10, 2007 Joint Commission Meeting was held. Subject: Update on each Commissions' efforts and discussion.

August 14, 2007

Bill Stafford from the Coconino U.S.F.S. addressed the Commission re: update on trails leading from Camp Verde into the forest. There are some concerns that Jackson Flats may get cut off if the Tribe gains control over that area. Stafford reported that once the Tribe had expressed interest that they had preemptive rights. Lynn Riddel reported that some years prior, the Town had officially expressed interest in that trail and that it was important to the interconnection of various trails to the north and northeast.

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

September 11, 2007 meeting was canceled by staff.



Perry W. Haddon

Chairman

October 3, 2007

Commission Members	Physical Address	Mailing Address	Email	Phone Number
Perry Haddon, Chairperson	1860 Dougs Park Rd.	P.O. Box 2083	haddon@commspeed.com	567-7256
Lynn Reddell, Vice Chairperson	160 Charolais Dr.	Same	cvmule@wildapache.net	567-3906
Douglas Roy	Arena del Loma	P.O. Box 2462	dougnestle@hotmail.com	567-2940 821-2343
Beatrice Richman				567-1988
Dee Whitt		P.O. Box 2458	dee@rainbowacres.com	567-9123 300-3598
Bill Mitton	1285 S. Rio Verde Ln.			567-8797
Judie Piner	2055 Verde West Dr.	P.O. Box 2718	judie_piner@yc.edu	567-6535 821-2874
<u>Dead Horse Ranch Trails Coalition Liaison</u>				
Beatrice Richman				567-1988
<u>Town of Camp Verde Liaison</u>				
Linda Moore		Town Hall	lmoore@cvaz.org	Ext. 136
<u>Agenda</u>				
Jesse Jones		Town Hall	jjones@cvaz.org	567-6631 Ext. 131
Bill Stafford		US Forest Service		928-203- 7529



*Camp Verde Parks & Recreation Commission
Quarterly Report: July, August, September 2007*

JULY 2007:

The Parks & Recreation Commission met for a regular session on July 3 in the Town Council chambers. The Commission and staff discussed the proposed Community Park and the negotiations that have occurred with the USFS, the fingerprinting of volunteers working with you, an update on Black Bridge Park and the 2007-2008 budget.

The Parks & Recreation department hosted the annual Independence day Celebration on July 4 at Butler Park. The fireworks were again provided by Cliff Castle Casino, and we appreciate their continued support. The Celebration featured activities for children, contests, fireworks and great food. More than 1,200 people convened at the Park to enjoy the festivities. We appreciate the support from the Town Council on this event.

July 14 was the annual Cornfest at the Community Center. Staff did an excellent job organizing the festivities. The Cornfest hosted approximately 800 patrons from the community and surrounding Verde Valley and featured many contests, great food and live entertainment. This event has become a very strong tradition in the community.

The Hunter Education Class was held in July. The program was developed a few years ago and has seen consistent growth and participation. Bob Zimmerli does an excellent job teaching the children firearm safety and survival skills.

The Parks & Recreation department began registration for the 3-on-3 Basketball League. The League has been increasing in popularity and receives a lot of support from the community.

A second Family Fun Swim and Skate Party was held at the Skate Park and Swimming Pool on July 28. Again, this is a small event geared to youth in the community. The event was well attended.

AUGUST 2007:

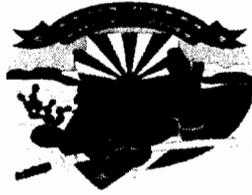
The Parks & Recreation Commission met for a regular session on August 7 in the Town Council chambers. The Commission and staff discussed the proposed Community Park, scheduled a Parks & Recreation Commission and Staff work session, discussed the SLIF grant and plans for work at Black Bridge Park and heard the reports on the Crawdad Festival, Independence Day Celebration, Cornfest and Summer Program.

August 18 was the annual Block Party and Ping Pong Championships along Main Street. This year, the event hosted approximately 1,000 patrons from the community who

Chairman: Trapper Moore

Vice Chairwoman: Ginger Mason

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



*Camp Verde Parks & Recreation Commission
Quarterly Report: July, August, September 2007*

enjoyed the games, activities, food and live entertainment. This year's Ping Pong Championships grew astoundingly and hosted more than 40 participants.

SEPTEMBER 2007:

The Parks & Recreation Commission met for a regular session on September 4 in the Town Council chambers. The Commission and staff discussed updates on the Verde Lakes Parks, the Black Bridge park and upcoming events. The Commission scheduled a work session, however it has been rescheduled for November 3, at which time the Commission and staff are hoping to discuss the departments goals, objectives, and evaluate the special events and recreation programs that are currently offered. We are looking forward to reporting back to the Town Council, the progress that we have made from this work session.

This year's Patriot's Day ceremony on September 11 was coordinated by the American Legion. It is always a great opportunity to reflect on our freedoms, not only as people, but also as a government. We appreciate the Legion coming forth and planning the ceremony.

The Pioneer Days and Mule Show was September 15-16. Unfortunately this year, many of the volunteer activities such as the tractors were not able to make it at the last minute. Regardless, the Mule Show was a great event and was held at Arena DeLoma. We appreciate the hard work that the volunteer Mule Show committee does each year to organize the event. Their work does not go un-noticed. The Commission and staff will be looking at this event and evaluating it to determine its effectiveness to the community and possible ways of enhancing it and its traffic.

The Parks & Recreation department has been working to develop and implement a Camp Verde Youth Commission for the past year. In September, approximately 10 youth met for the very first Youth Commission meeting. Staff is working very hard to continue to foster support for the commission and recruit new kids to participate.

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. The Commission will be meeting in November to discuss the departments goals and objectives, as well as the events and programs. We want to give everything an "honest" evaluation, at which point we can make decisions on how to plan for 2008. Following our work session, we would like to meet with the Town Council and present our new direction, which will be independent of former town management and reflect the solid leadership that you as a council provide to this community. Thank you for your support and we look forward to working with you.

Chairman: Trapper Moore

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

QUARTERLY REPORT
Planning and Zoning Commission
July - September 2007

REGULARLY SCHEDULED MEETINGS: 6

July 5, 2007 – REGULAR SESSION - Cancelled

July 12, 2007 – REGULAR SESSION

Present: Chairperson Witt, Commissioners Butner, Bullard, German, Hisrich

Absent: Vice Chairperson Freeman

August 2, 2007 – REGULAR SESSION

Present: Chairperson Witt, Bullard, German, and Burnside

Absent: Vice Chairperson Freeman, Commissioners Hisrich and Butner

August 9, 2007 – REGULAR SESSION

Present: Chairperson Witt, Commissioners Hisrich, Bullard, German, and Burnside

Absent: Vice Chairperson Freeman and Commissioner Butner

September 6, 2007 – REGULAR SESSION

Present: Vice Chairperson Freeman, Commissioners Hisrich, Butner, Bullard, German and Burnside were present.

Absent: Chairperson Witt was absent

September 13, 2007 Regular Session

Present: CANCELLED

Absent:

JOINT WORK SESSIONS: 1

August 30, 2007 with all Boards and Commissions

SPECIAL SESSIONS: 0

THE FOLLOWING RECOMMENDATIONS WERE MADE TO COUNCIL:

July 12, 2007 – Regular Session

- **Discussion, consideration, and possible selection of a candidate for the next six (6) month term to serve as the liaison to the Design Review Board from the Planning & Zoning Commission. The selected candidate will be recommended to the Council for appointment to the Design Review Board. On a motion by Hisrich, seconded by Butner, the Commission unanimously selected Bob Burnside for the next six (6) month term to serve as the liaison to**

the Design Review Board from the Planning & Zoning Commission.

In connection with rotation of P&Z members to serve on the Design Review Board, Commissioner Burnside indicated his availability for the next 6-month term, replacing Commissioner Bullard; however, he reminded the members of the possibility of his P&Z term ending in September. Following a brief discussion, Burnside was selected to serve as the next liaison to the DRB.

August 9, 2007 – Regular Session

- **Public Hearing, Discussion and possible Recommendation: to Council on Amendment AMD 2007-06 amending the Planning & Zoning Ordinance Section 108 I Use Permits language per the attorney's recommendation as directed by the Council to better clarify the language and explain under what circumstances a use permit may be granted and why limitations may be placed on the use permit.**

On a motion by Bullard, seconded by Hisrich, the Commission voted unanimously to recommend to Council approval on Amendment AMD 2007-06 amending the Planning & Zoning Ordinance Section 108 I Use Permits, as written.

Community Development Director Buckel reviewed the background leading up to the subject proposed amendment, explaining that the Town Attorneys have worked with staff on the amendment language, and are proposing that the Commission move forward with that. The Camp Verde Fire District needs a new fire house, and the question revolved around whether to apply for a rezoning or develop it under a Use Permit. The attorneys have indicated that the Town could go either with rezoning or a Use Permit, or just do an IGA since the Fire District is a quasi-government agency. Buckel said that the Council has directed staff to pursue construction of policies within zoning ordinances in order to facilitate public facilities in an expedient manner through the Use Permit process; Buckel then pointed out the proposed necessary amendments as set forth in Sections 108-I and 109.

The Commission discussed with Buckel the issues of special districts, or private utilities serving the public, the amendments in the language that address those entities, and in particular the conditions that can be imposed through the Use Permit process. Buckel pointed out that input from the public as well is required during the Use Permit process. During the discussion Witt said he is frustrated that government does not have to follow the same rules as everyone else, that it can do whatever it wants to do under any exception, which the proposed amended language appears to support. However, Witt agreed that changes needed to be made. Buckel confirmed that the proposed language was submitted by the attorneys, that it will work, that the prior language did not work, and reiterated that the amendments were made pursuant to the direction by the Council regarding the Use Permit process in connection with private utilities and public service facilities. There was general consensus that the Commission should move forward with recommending approval of the subject amendment, and comment that government needs to have the ability to do what needs to be done for the community. As the discussion ended, Greg Terry spoke from the audience, informally opening a dialog with Chairperson Witt regarding the broad

authority of government to impose certain conditions through Special Use Permits.

- **Public Hearing, Discussion and possible Recommendation: to Council on AMD 2007-07 amending the Planning and Zoning Ordinance Sections 109 A,B, & C adding Use Permits language per the attorney's recommendation and as directed by Council to better clarify the allowance of locating government facilities and facilities required for the provision of utilities and public services in residential zoning districts.**

On a motion by German, seconded by Bullard, the Commission voted unanimously to recommend to Council approval on AMD 2007-07 amending the Planning and Zoning Ordinance Sections 109 A, B & C adding Use Permits language, as written.

Buckel said the subject amendment is a continuation of the prior item, showing the language that has been added under Permitted Uses to provide for government facilities and facilities required for the provision of utilities and public services; Buckel reviewed the zoning districts where Permitted Uses might apply.

Witt commenced the discussion, expressing his concern that a private utility might ultimately benefit at the expense of the public. The references to "utilities" and "public services" were questioned, with Buckel citing examples and explaining the necessary criteria that would apply.

After the motion was made and seconded recommending approval, Commissioner Burnside requested a definition of "public services" as referenced in the proposed language, and after discussion indicated he was satisfied with the definition Buckel provided from the Town Code regarding "public use."

THE FOLLOWING PRESENTATIONS WERE HEARD BY THE COMMISSION:

- There were no presentations

THE FOLLOWING ITEMS WERE TABLED, POSTPONED OR CONTINUED BY THE COMMISSION:

July 12, 2007 – Regular Session

- **Continued Item: Public Hearing, Discussion and Possible Recommendation on AMD 2007-03 Section 108 D: Amending the Planning and Zoning Ordinance Section 108D Livestock, to address the raising of swine within the Town's limits and other inconsistencies concerning livestock regulations. Staff recommending item to be tabled.**

On a motion by Butner, seconded by Hisrich, the Commission voted unanimously to table Item 8.

Chairperson Witt said that staff has recommended that the public hearing and discussion be tabled regarding the subject item, and action was taken accordingly. Witt confirmed for the public that the work session to address the item is scheduled for August 2nd, 2007 at 6:30 in the Council Chambers.

- **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.**

On a motion by Burnside, seconded by Butner, the Commission voted unanimously to continue this item until such time as the applicant requests action from the P&Z Commission.

August 2, 2007 – Regular Session

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

On a motion by German, seconded by Burnside, the Commission voted unanimously to continue this item until the first Thursday in September, with an ad hoc committee to be formed in the meantime, consisting of two representatives from the Commission and seven members of the community, to meet and work on the issues discussed and present a report to the Commission accordingly.

Buckel explained that the item had been brought back for additional work on the language prior to continuing on with a public hearing; the most recent draft was included in the agenda packets. Buckel outlined several questions that she came up with, basically covering lot size requirements, definition of commercial livestock activity and number of swine involved, 4H and FFA activities and use permits, and setbacks, all of which were intended to be of assistance to the Commission during their discussion. Buckel added that Code Enforcement Officer Dallas Taylor was available to present his findings pursuant to his research on the issue of swine. Dallas Taylor then reviewed the research he had done, including impact of swine on property values, effect on the environment, livestock diseases, and regulations imposed by some other communities. Taylor concluded with his summary that pigs are a livestock animal no more unpleasant to be around than any other livestock animal.

A work session then followed, with informal comments from and discussion with the public gallery, while the Chairperson continued to stress that the focus was to be on legislation, not one particular issue. Since it finally appeared that no resolution was to be reached under the format allowed, it was agreed to continue this item and to appoint an ad hoc committee to be made up of German and Burnside from the Commission, and seven representatives from the community, to work on the contentious issues. The committee will then present a report for further discussion at a meeting when the full Commission will be present.

THE FOLLOWING ITEMS WERE DISCUSSED BY THE COMMISSION:

September 6, 2007

- **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.**

There was no action taken.

TRAINING:

There was no training for this quarter.

COMMENTS:

There were no comments

Approved by the Planning and Zoning Commission at their October 10, 2007
Regular
Session.

Chairman

**QUARTERLY REPORT
DESIGN REVIEW BOARD
July - September 2007**

REGULARLY SCHEDULED MEETINGS: 3

July 10, 2007 – Regular Session

Present: Chairperson Binick, Vice Chairperson McDonald, Board Members, Brinkman, Hough, Holquin and Bullard
Late Arrival: Members Darby arrived at 3:02 PM

August 14, 2007 – Regular Session

Present: Members Brinkman, Hough Holquin, Darby Burnside
Absent: Chairperson Binick and Vice Chairperson McDonald

September 11, 2007 – Regular Session

Present: Vice Chairperson Dugan McDonald and Members Shirley Brinkman, Michael Hough, and Bob Burnside were present.
Absent: Chairperson Binick, Members Holquin and Darby were absent.

SPECIAL SESSION MEETINGS: 0

There were no special sessions

WORK SESSIONS: 0

THE FOLLOWING APPLICATIONS WERE APPROVED:

July 10, 2007– Regular Session

- **Presentation, Discussion and Possible Approval of DRB 2007-06: An application submitted by Scott Edwards of RDB Management & Construction for Verde Crossing LLC, owners for the development of Finnie Flat Retail Center on parcel 404-28-001A located on the corner of Finnie Flat Road and Wid Fuller Drive adjacent to Basha's. This possible approval is for Building "C".**

On a motion by Hough, seconded by Brinkman, the Board unanimously approved DRB 2007-06, approving Building 'C', and accepting the items listed in the letter of June 29th from Scott Edwards, including the monument sign with the lighting and color of lighting to be determined with staff, to include the trash receptacles, the exterior lighting, the mailboxes to the discretion of the U.S. Post Office, the steel post & beam and metal fascia, the dust control, the glazing and glazing frames, and the Wid Fuller improvements which are the sidewalks along the roadway.

August 14, 2007 – Special Session

- **Presentation, and Discussion and Possible Approval DRB 2007-009: submitted by Steve Ricci, agent for Rainbow Acres, owner of parcels 403-**

17-001A, -001G and -003 for the development of the second phase of the master plan for Rainbow Acres that includes 4 homes, 3 quad-plex apartments and a community center.

A motion by Hough, seconded by Darby to approve DRB 2007-009 was withdrawn after a brief discussion.

On a motion by Holguin, seconded by Brinkman, the Board unanimously approved DRB 2007-009, with the stipulations that the lighting be done in accordance with Camp Verde Dark Sky Ordinance, lumens calculation not to exceed what is allowable for the site, and shielding as well, and also to assure that parking spaces are adequate for the site.

Community Development Director Buckel reviewed the subject project that has been approved through the Use Permit process to accommodate the addition to the Master Plan that had been approved earlier. The architectural theme used in the buildings already constructed on site will be continued. The site has been upgraded by replacing old mobiles and creating a showplace for the resident ranchers. The community center is a more modern structure and does not stand out as having a Western theme, other than through the use of natural materials and other common elements that were used on the residential buildings. Staff has noted that the parking count will be finalized at the time of issuing the building permit and zoning clearance; that will also determine the minimum requirement for the landscaping. The applicant has provided a color representation of the species of landscaping plants to be used; Buckel commented that it will be used in the office as a good example of types of vegetation to use in landscaping in this area. The lumens calculation will also have to be verified at the time of issuing the building permit. Screening for the heating and air conditioning has not been indicated, and it appears that no signage will be added to what is already in place. Natural perimeter landscaping will serve as a buffer surrounding the residential development.

Larry Wolfe, architect, appeared on behalf of Rainbow Acres, and verified that the highest point of the building was 30 feet, instead of 40 feet as indicated in error on the staff report. Mr. Wolfe also explained that the mechanical units will be located on the lower roof area and screened from view by reason of that location. Responding to a question regarding some outstanding issues, such as parking and lighting, Buckel suggested that those concerns might be included as stipulations in a motion for approval.

- **Presentation, Discussion and Possible Approval of DRB 2007-10: submitted by Stephen M. Austin, owner of parcel 404-02-025F, for the expansion of Retail/Sales Business Building to add floor space and warehousing located 851 Howard's Road and zoned C3-4.**

On a motion by Darby, seconded by Burnside, the Board unanimously approved DRB 2007-10, parcel 404-02-025F for expansion of retail/sales business building to add floor space and warehousing located 851 Howard's Road and zoned C3-4; with the stipulation that the metal addition height of the roof not exceed the existing pitched portion height on the existing building; and that a screen wall the width of 6 feet stuccoed and painted to match the existing building and scalloped at the top going towards the existing building be put in place in a location referencing the plan where the dotted line comes across on the existing building.

Buckel said that the application is for expansion of an existing building and existing business located on Howard's Road. Normally such a project **would be handled through administrative review; however, the project amounts to** more than 25 percent of the existing building and therefore requires review by the Board. Buckel explained that the applicant plans to add a metal building extension to the back of his business for warehousing and display as shown on the site plan he has provided, together with the planned colors to be used. The building will have a Western character appearance for the front, and the parking area will be delineated later to include an ADA parking space. Buckel also reviewed the mechanical components location and screening, light fixtures, existing sign design with no additional signage, and the setbacks.

Stephen Austin, owner, discussed with Buckel the requirement for ADA parking, explaining that the architect had told him that would not be necessary; Buckel will clarify that issue for Mr. Austin with the Building Official. The Board then discussed in detail with Mr. Austin the issues of landscaping and how the roof lines would match, and in particular how the transition from the existing building into the metal extension will be accomplished. The discussion included suggestions from the members for adding features to blend the two units and create an attractive appearance.

THE FOLLOWING APPLICATIONS WERE REVIEWED FOR CONCEPTUAL APPLICATIONS:

7-10-07 Regular Session

- **Presentation, and Discussion of a Conceptual plan for DRB 2007-08: The Village Corner, the former "Bell Gas" property, by Jack Sheehan of Wesley Properties, LLC agent for the Bank of the West, owner of 404-28-015W and located at 475 Finnie Flat Road. This project consists of two restaurants and a new 6300 sq. ft. two story office building.**

There was no action taken.

9-11-07 Regular Session

- **Presentation, and Discussion of a conceptual plan for DRB 2007-12: An application submitted by Cameron Brees, agent for Central Arizona Equine LLC, owner of parcel 404-02-106A for a 60' X 60' building for a large animal veterinarian office located on the north east corner of Howard's Road and Parrish road.**
- **Presentation, and Discussion of a conceptual plan for DRB 2007-13: An application submitted by Nate Lechtenberg, agent for Buffalo Partners of Utah, owner of a portion of parcel 403-23-103W for a Dollar General Store located on Finnie Flat Road west of Simonton Ranch Road.**

There was no action taken.

STAFF PRESENTATION

Community Development Director Buckel explained that basically the Board has before it a review that staff conducted on the material submitted for the proposed project, and detailed the list of items noted, included in each agenda packet.

Mark Murray, agent for Jack Sheehan, said that he had done the preliminary design work on the project, and agreed there was definitely a possibility of providing additional parking on the triangular shaped parcel across the access road from the Post Office, adding that the colors have not yet been finalized, and the sign graphics at this time depend on the future occupancy.

The Board members discussed with Mr. Murray the proposed project, the use of the existing buildings, the plan to accommodate drive-thru traffic for the one restaurant, the removal of the storage tanks, windows, the possibility of using a canopy as a balcony, and maintaining access through the Post Office property. Mr. Murray said he appreciated the points and suggestions discussed, and said they will try to incorporate those in the documents to be presented for the final design review.

THE FOLLOWING APPLICATIONS WERE DENIED:

There were no application that were denied this quarter.

THE FOLLOWING ITEMS WERE DISCUSSED BY BOARD:

- **Discussion on how to encourage commercial improvement that does not require building permits to participate in the Design Review Process.**
There was no action taken.

Buckel explained that the subject planned discussion stems from some issues that were previously addressed. Buckel said that because design review is a new process, she would not necessarily want to be reactive, for example, by advising a commercial building owner that repainting the structure should have been approved by the Design Review Board and requesting that owner to come in and submit an application for the repainting. Buckel suggested several alternate approaches, including publishing notices in the paper alerting owners of commercial buildings of various changes that might require design review, as well as considering a reduction in fees. The members mainly discussed the problem of trying to enforce or dictate the colors that buildings are painted; Morris pointed out that the Design Review Ordinance contains criteria that might be used; however, it was suggested that in trying to apply that criteria, many colors are subject to interpretation by the viewer, as well as how they appear in context with other colors. There was also some reluctance expressed regarding attempting to regulate how owners are allowed to paint their buildings, as well as comment that some citizens are concerned about how far the Design Review Board will go to carry out this new concept. Buckel and Morris discussed with the Board several hypothetical situations that could possibly arise; there was also further discussion on the original purpose of the Design Review Board.

- **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.**
There was no action taken.

THE FOLLOWING ITEMS WERE DISCUSSED IN WORK SESSIONS:

There were no items discussed in work sessions

THE FOLLOWING PRESENTATIONS WERE HEARD BY THE BOARD:

No presentation were heard by the board

TRAINING:

No training this quarter

COMMENTS:

There were no comments for this quarter

Approved by the Design Review Board at their October 10, 2007 Regular Session.

Jim Binick, Chairman

Quarterly Report

Camp Verde Library Advisory Commission

3rd Quarter of 2007 July – September 2007

There was no meeting in July for lack of agenda items.

The majority of the commission's time was spent dealing with the new library site and funding options to get the library build as soon as possible. The commission asked Commissioner Pastine to form a task force of influential and knowledgeable citizens to help fund the new library building. At the August meeting, Commissioner Pastine reported on her progress with the task force. She had a list of about a dozen names and some information about grant writing to present. The commission also looked into the possibility of developing a publicity pamphlet on the new library

The commission will also continue to gather information regarding questions raised at the August 8 council work session. The commission heard verbal reports from Library Director Laurito about what he called "site preparation" costs for the Black Bridge site and the Downtown site. He has written information from the County Flood Control District about what they would require of us before we could build on the Black Bridge site. All this information would be presented at the next joint council / commission work session in October.

The commission also discussed having a book drop at the present library location. At the August Meeting, the commission directed staff to get a book drop for the present location as soon as possible. The commission also discussed the possibility of opening the library on Mondays. Library Director Laurito said that he would research the costs and report back to the commission.

Housing Commission
Quarterly Report
July, August and September
2007

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	Norma Garrison
Commissioner	Bill Carter
Commissioner	Ann Everett
Commissioner	Dave Freeman
Commissioner	John McReynolds
Commissioner	Virginia Jones – Resigned in October
Commissioner	Linda Buchanan – Appointed by Council November 15 th

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

July

- Buchanan indicated her interest in serving as Vice-chairperson
- Morris gave an update on the steps taken to notify the Cliffs Parkway area property owner and community regarding scheduled meeting on July 31, 2007. He outlined the conceptual housing strategies prepared by Drachman Institute. It was agreed that a higher number of units, or density, would help to maximize the profit on the land intended to benefit the Library. The Town Engineer's preliminary cost estimate was reviewed. The Commission will determine the next steps for moving forward.
- The State Housing Fund Grant for the Town Owner Occupied Home Rehabilitation Program review process has been completed. The official letter from the Arizona Department of Housing acknowledges the first step has been received and the funds can be used. The closing date to use the funds is December of 2008. A waiting list will be of competitive help in future grant applications. Morris suggested that the members study the rehab guidelines.
- Morris gave a report on the recent intergovernmental meeting for Verde Valley Housing Taskforce. The regional group, VVHT, met on June 4th and will be meeting bi-monthly starting August 23rd, 2007 at noon at the Camp Verde Marshal's Office. Commissioner Buchanan will be selected as the representative. No more than two members can participate.
- McReynolds reported on the parcel of land owned by C.A. McDonald.
- Everett reported on her attendance at the Federal Reserve Bank.
- Buchanan reviewed her participation as part of a group in the Arizona Housing Institute rally.
- Morris commented on the major foreclosure problem. The Government Rural Development Conference will be held from August 15th to August 17th.

August

- Morris reviewed details of the three different scenarios that had been prepared by the Drachman Institute for the Town owned 5-acre property located on Cliffs Parkway. Scenario “B”, adjusted to a total of 30 units was the most positive. He recommended meeting with the Drachman Institute when they have the final report and bring it back for the Housing Commission to review and possible recommendation to the Town council.
- Morris said there are two available open spots on the State Housing Fund Grant for the Town Owner Occupied Home Rehabilitation Program.
- Roddan and Morris will be participating in a panel discussion for the Governor’s housing Forum.
- Buchanan will be attending the Verde Valley Housing Taskforce. She is keeping the issues high profile.
- Bach reported on his work with the County toward getting attention of different individuals regarding the need for attainable housing.
- Morris introduced Teresa Goodwin, his assistant. Morris gave details on the Regional Economic Development meeting. The first home inspection involving the Home Rehab Grant will be done.
- Morris has been asked to be the Camp Verde representative for the award that was given of the Yavapai Regional Plan at the Rural Development conference. Morris described another possible grant that would be a Regional effort, identified as “WIRED.”
- Housing Commissioner Roddan is planning efforts for Town owned 5-acre property located on Cliffs Parkway and assistance of the Drachman Institute; An update pertaining to camp Verde Owner Occupied Home Rehabilitation Program and HOME grant; The participation of the Town of Camp Verde in the Affordable Housing Institute and presentation at the Governor’s Housing Forum in September; And, an update on VVHT.
- Library Commissioner Pastine states Commission has recommended not to trade land for Peterson Road property. Commission prefers Main Street area for new library location
- Planning & Zoning Commissioner Hisrich - Amendments to Zoning Ordinances 108 & 109, regarding livestock regulations; Discussing signage plan for Main Street area; discussing use of storage containers on private property
- Board of Adjustments Member Hoover noted the Board is the only mechanism to appeal a Council or staff decision.
- Design Review Board Chairman Binick states they meet the 2nd Tuesday of every month
- Housing Director Morris states the Council would like to have future quarterly reports presented to the Council.
- Morris gave staff Report to the School Board regarding efforts of the Town to provide attainable housing opportunities. Morris will give future reports.

September

- The meeting was canceled due to lack of a quorum.

Jeremy Bach, Chairperson