

**BOARD OF ADJUSTMENTS AND APPEALS  
REGULAR SESSION  
TOWN OF CAMP VERDE  
473 S MAIN STREET, SUITE 106  
TUESDAY, NOVEMBER 8, 2016 at 3:00 P.M.  
COUNCIL CHAMBERS**

1. **Call to Order**

Board Member Bassous called the meeting to order at 3:00 p.m.

2. **Roll Call**

Board Members Greg Blue, Murray Lichty, Ben Bassous, and Doug Stevens were present.  
Chairman Jim Binick and Vice Chairman B. J. Davis were absent.

**Also Present**

Community Development Director Carmen Howard, Building Official Robert Foreman, Assistant Planner Kendall Welch and Recording Secretary Jennifer Shilling.

3. **Pledge of Allegiance**

Board Member Bassous led the Pledge.

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Board requests.

a) **Approval of the Minutes:**

Regular Session September 13, 2016

b) **Set Next Meeting, Date and Time:**

As needed

**Motion** was made by Board Member Blue to approve the Consent Agenda. Second was made by Board Member Lichty. All Board Members were in favor and the Motion passed unanimously.

5. **Call to the Public for Items not on the Agenda.**

There was no public present.

6. **Introduction of the new Community Development Director, Carmen Howard (Carmen Ogden).** Staff Resource: Community Development Director, Carmen Howard

Community Development Director Carmen Howard introduced herself and stated she is looking forward to working with the Board. She also gave a brief summary to the Board on the current state of transition the Community Development Department is experiencing, including a new permit technician, a new building inspector/plans examiner, and the recent advertisement for an assistant planner.

7. **Update and Discussion on Current Seat Vacancies and Upcoming Seat Expirations.** – Staff Resource: Community Development Director, Carmen Howard

Assistant Planner Kendall Welch stated there are three seats that will be available on the Board. The Town Clerk will begin advertising for Board of Adjustment/Board of Appeals vacancies/expiring terms the week of November 7<sup>th</sup>, 2016. Deadlines for letters of interest/applications will be Friday, December 23, 2016 at 11:00AM. Applications should be submitted directly to the Town Clerk at 473 S. Main St., Suite 102, Camp Verde, AZ 86322. Welch also explained that appointments to the Board will be made by Town Council on Wednesday, January 4, 2017 at 6:30PM in Town Council Chambers located at 473 S. Main St., Ste 106, Camp Verde, AZ 86322.

8. **Presentation and Discussion on Town Code Chapter 7 – Building, Section 7-2-108 – Unsafe Structures and Equipment.** Staff Resource: Building Official, Robert Foreman

Building Official Robert Foreman reviewed this specific section of Town Code with the Board. Foreman stated that the Building Division receives a lot of tenant versus landlord disputes/complaints regarding the conditions of buildings that are being rented. Foreman expressed that in order to condemn a building, the bar (criteria) that needs to be met is relatively high. Foreman gave a brief overview of the condemnation process, and ended by stating that if the Town has to move forward with the abatement of a dangerous building, Town Council has to first grant approval before that structure can be demolished.

Mr. Foreman also stated that in the event of an emergency or natural disaster, there is an informal agreement with surrounding jurisdictions/chapters to help each other in a time of crisis. Foreman showed the Board emergency response kits that the Building Division has put together in the event an emergency situation occurs.

9. **Open Discussion of any issues, concerns, or suggestions related to Town Code Chapter 7 – Building, Section 7-1-100 – Town of Camp Verde Technical Code Amendments.** Staff Resource: Building Official, Robert Foreman


Building Official Robert Foreman stated that this item was added to the agenda in case there were any questions the Board had in general regarding Town Code, Chapter 7 – Building. The Board had no questions for Mr. Foreman.

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

There were no current events discussed.

11. **Adjournment**

A motion to adjourn the meeting was made by Board Member Blue. The motion was seconded by Board Member Stevens. All Board Members were in favor and the motion passed unanimously. Board Member Bassous adjourned the meeting at 3:16 p.m.

  
\_\_\_\_\_  
Board Member Ben Bassous  
Chairman (Pro Tem), Board of Adjustment and Appeals

4/19/2017  
Date:

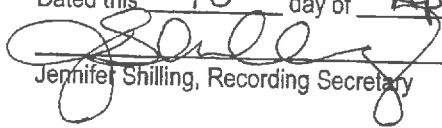
  
\_\_\_\_\_  
Carmen Howard  
Community Development Director

4/11/2017  
Date:

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Board of Adjustments and Appeals of the Town of Camp Verde during Regular Session of the Board of Adjustments and Appeals of the Town of Camp Verde, Arizona, held on the 8<sup>th</sup> day of November, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 10<sup>th</sup> day of April, 2017.

  
\_\_\_\_\_  
Jennifer Shilling, Recording Secretary