

AGENDA



**REGULAR SESSION
HOUSING COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
TUESDAY, March 18, 2008
at 4:00 P.M.**

As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption of tonight's meeting.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
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 Council requests.
 - a) **Approval of the Minutes:**
 - 1) February 19, 2008 Regular Session
 - b) **Set Next Meeting:**
 - 1) April 15, 2008 4 p.m. Regular Session
5. **Call to the Public for Items not on the Agenda.**
6. **Presentation by Diane Smith, Vice Chairman of the Sedona Housing Commission, and Jessica Williamson, Sedona Housing Planner, regarding Sedona's new Housing Policy approved by the Sedona City Council on December 11, 2007, followed by Housing Commission discussion and review.**
7. **Discussion, consideration and planning for upcoming joint work session with Town Council, scheduled for April 9, 2007, regarding the Drachman Institute Parkway Homes report, dated September 2007, for the Town owned 5-acre property located on Cliffs Parkway. (Commission discussion to include suggested work session topics and identification of Commissioner roles in upcoming meeting)**
8. **Discussion, consideration and review of Camp Verde Uptown Redevelopment Program, June 2006 Draft, document.**
9. **Staff presentation followed by Housing Commission review, discussion and possible approval of the Housing Commission Quarterly Report, drafted by Chairman Bach, for the months of January and February.**
10. **Staff presentation of Camp Verde Owner-Occupied Home Rehabilitation Program brochure, followed by Housing Commission discussion and possible recommendations for brochure content and layout.**
11. **Call to the Public for Items not on the Agenda.**

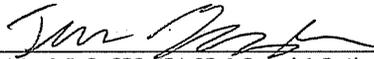
There will be no Public input on the following items:

12. **Commission Informational Reports:** Individual members of the Commission 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 Commission will take no discussion,

consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.

13. **Staff Report**

14. **Adjournment**

Posted by:  Date/Time: 3/13/08 4:45 pm

Note: Pursuant to A.R.S. §38-431.03.A.2 and 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.

**MINUTES
REGULAR SESSION
HOUSING COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
TUESDAY, February 19, 2008
4:00 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Commission motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. **Call to Order**

The meeting was called to order at 4:00 p.m.

2. **Roll Call**

Chairperson Bach, Vice Chairperson Buchanan, Commissioners McReynolds, Varela and Freeman were present; Commissioner Roddan arrived at 4:25 p.m.; Commissioner Davis was absent.

Also Present: Housing Department Director Matt Morris and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Varela.

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 Council requests.

a) **Approval of the Minutes:**

1) January 15, 2008 Regular Session

b) **Set Next Meeting:**

1) March 18, 2008 4 p.m. Regular Session

On a motion by Varela, seconded by McReynolds, the Consent Agenda was unanimously approved as presented.

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

There was no public input.

6. **Presentation by RC Homes regarding their organization and interest in developing Town owned 5-acre property located on Cliffs Parkway.**

Director Matt Morris explained that following Commission discussions regarding getting input from developers on their interest as well as the feasibility of building a project on the subject 5-acre property, RC Homes had contacted the Town as a result of newspaper articles. Morris introduced Robert Dale of RC Homes who gave a presentation on his company's experience and qualifications, as well as their interest in possibly further pursuing the proposed development.

Following the presentation, the members discussed with Mr. Dale in further detail the issues of estimated prices for the homes, market conditions and timing, density, incentives, availability of infrastructure, alternate construction techniques, and public interest.

7. **Staff presentation followed by Housing Commission discussion and review of recent Two-Day Open House for the Town owned 5-acre property located on Cliffs Parkway. The meeting was facilitated by the Housing and Neighborhood Revitalization Department on January 29th from 6:00 p.m. to 8:00 p.m. and on January 30th from 4:00 p.m. to 6:00 p.m. at the Town Hall Complex in Room 206/207.**

Morris commented on the low attendance that the Open House had generated on both days in spite of the extensive efforts to publicize the event that was the final presentation to the general public on the results of working with the Drachman Institute. The members discussed the

importance of the public comments and concerns expressed, and agreed on the need to stress that the plans presented were conceptual only as opposed to a finished product.

As a follow-up to public contacts made in connection with publicizing the subject Open House, the members also discussed several approaches to help educate the public on the Town efforts in connection with other housing issues as well. Morris said that he would include a future Agenda item in order to address the subject further.

8. **Discussion, consideration and possible recommendation to Council regarding Drachman Institute Parkway Homes report, dated September 2007, and possible future steps to implement housing strategy for the Town owned 5-acre property located on Cliffs Parkway.**

On a motion by Freeman, seconded by McReynolds, the Commission voted unanimously to recommend to Council as follows: "We request that we get a Work Session with the Council in the 4-to-6-week bracket just past our next meeting that would allow us to have further input and then allow us to then not lose any time moving forward."

Morris said that following-up the previous agenda item, the Commission might want to address how to move forward with the Parkway Homes project, adding that Newtown CDC and a construction company interested in partnering with them had expressed interest in having an opportunity to weigh in on the issue. The members discussed the possibility of moving forward with a recommendation to Council, pointing out the importance of getting Council support so that the efforts of the Commission will be on firm ground in getting future responses from developers. It was also suggested that an appropriate next step would be to request scheduling a Work Session with the Council within the next 4 to 8 weeks in order to completely familiarize them with the Commission's housing strategy for the subject property.

Vice Chairperson Buchanan requested that the Minutes reflect that the Housing Commission understands that this anticipated communication with the Council is a two-way street, that the Commission may not be fully informed about where the Council is with other issues that might play into the project; she added that it is hoped that the Commissioners go into the meeting both expecting to present what has been worked on up to this point, but also to best understand how the Council see this coming to fruition for the benefit of the whole Town.

There was further discussion on the issues to address at such a Work Session, particularly the benefits of and the need to move the project forward, after which the Commission made a formal recommendation.

9. **Staff presentation followed by Housing Commission discussion and review of recent Neighborhood Meeting in Verde Lakes to present information to the public about the Camp Verde Owner Occupied Home Rehabilitation Program. The meeting was facilitated by the Housing and Neighborhood Revitalization Department on January 31st from 4:00 p.m. to 6:00 p.m. at the Verde Lakes HOA Club House located at 2867 East Verde Lakes Drive, Suite A.**

Morris commented that the subject meeting was a huge success; he pointed out an area on a display map indicating property within the Town incorporated boundary and outside of the flood plain. Morris said that letters were sent to a mailing list of over 500 people to announce the public meeting, which helped to generate the great turnout. Staff has been working with applicants to make sure they meet the requirements in order to go into the lengthy program. One of the fears expressed by some of the individuals was that their homes could end up being condemned because of the condition of their properties and yet they might not be able to meet the criteria for rehabilitation. Suggestions were made for improving the information brochure, including increasing the size of the font.

Among the issues discussed was the Loan Committee reviewing applications; it will still be some time yet before addressing that phase. There was also the suggestion that the Housing Commission might sponsor or participate in a neighborhood clean-up; Morris will include that as a future Agenda item, as well as an Agenda item to address possibly revising the brochure.

10. **Discussion, consideration and review of Camp Verde Uptown Redevelopment Program, June 2006 Draft, document.**

Morris explained that he wanted to get a better understanding of the subject document, and an update on the process, and invited input from those Commissioners who were familiar with the drafting of the language. Morris also suggested that the Commission might want to review and fine-tune the document at a future meeting. Several members reviewed their understanding of the background of the document setting out the goals and objectives of the Commission and the intent to get the support of the Council to begin an approximate 5-year process of improvement and redevelopment within the Town.

It was generally agreed that the Commission would continue to review the document, with each member recommending some priorities for discussion and setting goals for future steps, including seeking funding, once Council support has been obtained. It was suggested that the June 2006 draft be included on the March meeting agenda for further review; it might also be considered for a Work Session with Council at a future date.

There was a brief discussion on revitalizing the neighborhood to include businesses as well as homes; Morris referred to the '99 Housing Strategy that for indication of the scope of the Housing Commission.

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

There was no public input.

12. **Commission Informational Reports:**

McReynolds reiterated the suggestion that the Housing Commission get involved in community clean-up efforts; that would also help publicize the role of the Housing Commission.

Freeman reported on the Sedona Housing efforts and strategies for making houses more affordable; he invited the members to let Planning & Zoning know there is a need to revise Town ordinances regarding allowable construction methods, as well as permitting property owners to rent out auxiliary structures.

Buchanan reported on her ride-along adventure with a Camp Verde Deputy Marshal, and her tour of the Yavapai-Apache Nation building project off of Hwy 260; she suggested inviting a presentation from a representative of the Y-A Housing at an upcoming meeting later in the year. Yavapai College will be hosting a public forum; Buchanan will let everyone know the date when it is set.

Bach thanked everyone for their involvement in the community; he has been doing some research on current finance markets and financing resources.

13. **Staff Report**

Morris said he will include an agenda item for next month for a further update from Bach on the subject of financing. Morris said he went on a ride-along with a member of the Yavapai-Apache Police and toured the home development project; if members are interested in a group tour, Morris will approach the Nation to arrange one. Morris reminded the members of the Homes for Arizonans activity tomorrow; he will also be meeting with Newtown CDC regarding the 5-acre project, and will be meeting with the Department of Housing on the home rehabilitation program. Next month's Agenda will include an item on the Sedona Housing Policy; Morris will also give an update on his contacts with the new Director of the Arizona Department of Housing.

14. **Adjournment**

On a motion by Varela, seconded by Buchanan, the meeting was adjourned at 5:28 p.m.

Jeremy Bach, Chairperson

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Housing Commission of the Town of Camp Verde during the Regular Session of the Housing Commission of Camp Verde, Arizona, held on the 19th day of February 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2008.

Margaret Harper, Recording Secretary

DRAFT