

**MINUTES  
REGULAR SESSION  
HOUSING COMMISSION  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
TUESDAY, JANUARY 16, 2007  
at 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 Garrison, Commissioners Buchanan and Freeman were present; Commissioner McReynolds arrived at 4:10 p.m.; Commissioner Everett arrived at 4:18 p.m.; Commissioner Carter was absent.

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

**3. Pledge of Allegiance**

The Pledge was led by Buchanan.

**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) December 19, 2006

**b) Set Next Meeting:**

1) February 20, 2007 4 p.m. Regular Session

On a motion by Garrison, seconded by Freeman, the Consent Agenda was unanimously approved as presented, noting a typographical error on Page 4, Item 15 of the Minutes of December 19, 2007: "Back" corrected to "Bach."

Vice Chairperson Garrison commented that on February 20, 2007 the Chamber of Commerce has scheduled Candidate Night at 6:00 p.m., and Garrison must be in attendance shortly before that time; the members agreed that it would be an important meeting for voters, and that the agenda might be scaled back in order to end the Housing Commission meeting in time for everyone to attend; items could also be continued to the next meeting if necessary.

Commissioner Freeman pointed out a typographical error on Page 4, Item 15 of the Minutes; the correction was duly noted.

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

There was no public input.

**6. Presentation by Paul Holguin with Prefab American Dream Source (PADS), followed with Commission discussion and consideration.**

Housing Director Morris explained that according to Paul Holguin there is an effort to try to establish a non-profit entity (PADS) in order to obtain funding that a municipality would not be able to apply for, and that there is funding available. Mr. Holguin has found that he was unable to attend the Housing Commission meeting as scheduled; Morris hopes to invite him back, possibly for the next meeting. Morris confirmed that Mr. Holguin is the Vice President of Diamond Homes whose market consists of manufactured and prefab homes. The proposed non-profit would be a separate entity.

The members discussed the quality and style of the homes produced by Diamond Homes, the possibility of supporting the efforts to establish the separate non-profit entity and the possibility of P&Z taking another look at zoning restricting such homes. Morris said he had discussed with Holquin whether or not the proposed non-profit could apply for funding to help supplement the Library five-acre property project, or the Sleepy Hollow Subdivision. If not for their current application for funding, Morris asked how soon another round of funding could be applied for. Morris said he also understands that their funding availability and flexibilities are very good; however, that should be clarified by the presentation. It was agreed that the product would be worth looking at seriously, and the members also agreed that it would be well to investigate the background and financial status of the proposed non-profit entity.

7. **Discussion, consideration and recommendation to Council for the Town to establish the week of January 15-19 as "Homes for Arizonans Week" in support for the League of Cities and Town's resolution to promote attainable housing efforts.**

On a motion by Buchanan, seconded by McReynolds, the Commission unanimously recommended that the Council proclaim the week of January 15-19 as "Homes for Arizonans Week," as suggested by staff.

Morris referred to the information that he had forwarded to the members regarding the subject proclamation, and explained the delay in receiving the information from the League because of a mailing problem. A draft Proclamation has been prepared for this week's Council meeting for official action to establish the "Homes for Arizonans Week" as outlined; a copy of that draft was included in the Agenda Packet for the Commissioners to review.

Commissioner Freeman requested that an Agenda item be included for December of this year to discuss a way to properly celebrate the subject Week and educate the community as the week rolls around next year. There was also a brief discussion on semantics and using "attainable housing" in place of "affordable housing," as well as the use of "workforce housing."

8. **Discussion, consideration and possible direction to Staff regarding the upcoming Public Workshop for the Town owned 5-acre property located on Cliffs Parkway. The Workshop is being facilitated by the Town in conjunction with the Drachman Institute on January 30, 2007 @ 6:00 p.m. at the Town Hall Complex in Room 206 and 207.**

Staff was directed to amend the proposed letter from Town of Camp Verde, and revise the flyer to include three more pictures, one of vacant land, one a vicinity map, and one photo of sample workshop, all as discussed. After the discussed changes are made, staff will submit the revised documents to Member Buchanan for final review.

Morris said that a draft of the proposed flyer had been included in the packets as well as a proposed letter to submit to every homeowner within 300 feet of the five-acre parcel, and invited the members to share their suggestions and comments for additions or revisions. Morris said that there will be newspaper articles advertising the Workshop in addition to the notice on the Town Home Page, the letter and the flyer.

The members discussed the proposed Workshop at length, with suggestions for better emphasizing its importance for the community and to get input and participation. The Commission discussed citizens being able to participate or receive information electronically through the Town's website or a separate Housing Commission website; various changes to the draft flyer and the letter to the property owners. Garrison and Bach committed their time to distribute the flyers stressing the use of a written script to make sure the same information is given to the homeowners. During the discussion, the members stressed that it was important to reassure the Library Commission that the Housing Commission fully understands that the proceeds from the five-acre parcel are committed to help build the Library.

Suggestions regarding the flyer were: Revise wording in beginning, "...to **help...plan** the Town-owned 5-acre property....." and there was a general discussion suggesting other buzz words, for

instance, **“..invite you to participate in this hands-on, three-dimensional...”** Lower font size down for the last paragraph, and add reference to Library, e.g., **“.....attainable housing options for the residents of Camp Verde, as well as raise funds for the building of the new Library.....”** (Note: *Perhaps refer to Library first.*)

Revisions to the proposed letter from the Town of Camp Verde were suggested as follows and underlined, to emphasize and encourage public participation:

First paragraph: **“...to help the Town create a viable development plan.....”**

Second paragraph: **“...to take part in this important workshop.....”**

Second paragraph: **“...including limited neighborhood retail and light commercial.”**

Third paragraph, **“.....during this dynamic hands-on participatory session to help facilitate and record ideas, concerns.....”**

Last paragraph to begin: **“This project serves the dual purpose of raising funds to construct the Library, and the intention of providing attainable housing.** If you have questions or need...”

In closing the discussion, Morris outlined the preparation made for the upcoming workshop; he has reserved Rooms 206-207 from 3:00 on, so there will be sufficient time in advance to get set up and to meet with the Drachman personnel to discuss how the meeting will proceed, starting at 6:00 p.m.

**9. Discussion, consideration and selection of a Housing Commissioner to participate in the “Representative” group which will work with Staff and the Drachman Institute during the planning process for the Town owned 5-acre property located on Cliffs Parkway.**

On a motion by Everett, seconded by Garrison, the Commission unanimously selected Chairperson Bach to participate in the subject “Representative” group, with Commissioner McReynolds to serve as an alternate.

Morris estimated possible time involvement and responsibility, after which the Commission briefly reviewed the availability of each member to serve in the subject group. It was suggested that having an alternate available would be of benefit; the members took action accordingly.

**10. Discussion, consideration and general guidance to Staff regarding Affordable Housing and Neighborhood Revitalization Department budget.**

Staff was directed to review other Commissions’ line items for training, and request Council approval of a similar line item for the Housing Commission.

Morris explained that the Town Code requires a Commission to review the budget for their particular department; he said that the existing budget figures were included in the agenda packet and the latest figures for the Revolving Loan Fund for review. The members discussed with Morris the details listed on the tables and the current status of each. A suggestion was made and discussed regarding including a separate line item for training of Commissioners. Morris described an intensive week-long training program given by the Affordable Housing Institute as a potential valuable seminar to consider.

**11. Discussion, consideration and directions to Staff regarding the drafting of memo to notify potential residential developers applying for residential applications to Planning & Zoning, of the Town’s goals in providing attainable housing and to request voluntary participation by the developer to help the Town meet its housing goals.**

Staff was directed to draft a memo to hand out as part of the application process for plat approval or request for rezoning to residential to explain the attainable housing goals and to request voluntary participation.

Morris advised the Commission that the subject memo had been requested at a previous meeting but not yet acted upon because of the change in Directors, and was being brought forward for further consideration. The members discussed the importance of timing in making developers aware of the attainable housing goals of the Town to request their partnering with the Town in providing such housing.

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

There was no public input.

**13. Commission Informational Reports:**

**Buchanan** reported on her attendance at a third Economic Development meeting; attainable housing is definitely a topic discussed in those discussions; she suggested stepping up the visibility of Camp Verde in those types of meetings.

**Freeman** reported on two developments addressed during a recent P&Z meeting; the developers indicated they were open to participating in attainable housing efforts; he suggested that an agenda item be included to discuss securing such offers, perhaps get a commitment letter of intent, and to outline related steps for a follow-up.

**Garrison** said that she would like to see the Agendas and Minutes posted on a website as well as a way for the public to be able to communicate with the Commission; online seems to be the way to do that. Garrison added that she has a 12-page document from the Attorney General on e-mailing. *Morris said he would make copies to put in everyone's box.*

**McReynolds** said he was aware of a developer who still has one lot unsold; the lot would be difficult to develop, requiring a change in setbacks as well as other issues. McReynolds suggested that the Town might be interested in acquiring the lot for a reasonable price since the developer is not interested in building on it because of the problems. He said he would follow up with the developer to get his response.

**Everett** commented on a recent newspaper article regarding the deadline for applying for some low-income housing; she will give the article to Morris some time after she returns from Alaska on January 28<sup>th</sup>.

Bach reported that he attended the event Friday and had to leave early but learned a lot; it was very informative. He commended everyone for their hard work.

**14. Staff Report**

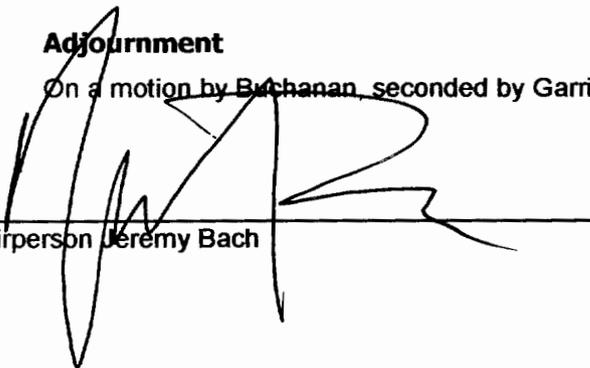
Morris said Barber has still been unable to find out the status of the grant on the rehab program. Also, he is working on getting a separate web page available for the Housing activities. In connection with one of the developments, Read Homes, earlier referred to, Morris said that after a conversation with the engineer he feels that they want to move forward as planned on that particular project.

Morris will be attending the Homes for Arizonans event and will bring back a report for the Commission. Morris will also have an agenda item for more information on his contact with Dugan McDonald.

**15. Adjournment**

On a motion by Buchanan, seconded by Garrison, the meeting was adjourned at 5:37p.m.

Chairperson Jeremy Bach



**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 meeting of the Housing Commission of Camp Verde, Arizona, held on the 16th day of January 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 20th day of Feb., 2007.

  
\_\_\_\_\_  
Margaret Harper, Recording Secretary