

**MINUTES
REGULAR SESSION
HOUSING COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
TUESDAY, February 20, 2007
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 McReynolds, Buchanan and Freeman were present; Commissioners Everett and Carter were absent.

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

3. Pledge of Allegiance

The Pledge was led by Garrison.

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 16, 2007

b) Set Next Meeting:

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

On a motion by Garrison, seconded by Freeman, the Consent Agenda was unanimously approved as presented.

Chairperson Bach advised the Commission that he will not be able to attend the March 20th, 2007 meeting date because of a conflict in his schedule.

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

There was no public input.

6. Staff presentation followed by Housing Commission discussion and consideration regarding the upcoming Neighborhood Meeting for the Town owned 5-acre property located on Cliffs Parkway. The meeting is being facilitated by the Town on February 26, 2007 @ 6:00 p.m. at the Town Hall Complex in Room 206/207.

Director Matt Morris reported that experience following the first meeting indicated the need for a second meeting in order to further clarify for the adjacent property owners the proposal for development the 5-acre parcel. There was obviously some confusion over the understanding of what the Town hopes to accomplish and the process of determining the actual location of the new library, as well as the type of housing being considered. In addition to the letter already sent to the homeowners and the flyer posted on the site, additional flyers will be printed and distributed.

There was comment from the Commission that one of the problems to be overcome is that people still have the wrong conception of "low income" housing. Garrison and Bach both volunteered to handle distributing the flyers, and it was generally agreed that the second meeting will be beneficial.

7. Staff presentation followed by Housing Commission discussion and consideration regarding the upcoming Public Meeting for the Town owned 5-acre property located

on Cliffs Parkway. The meeting is being facilitated by the Town in conjunction with the Drachman Institute on March 13, 2006 at 6:00 p.m. at the Town Hall Complex in Room 206/207.

Morris said that this is a back-to-back item with the preceding one; he distributed copies of the materials he has prepared for the subject March 13th meeting, including a new draft flyer and a notification letter. Morris said that Drachman has prepared multiple scenarios based on the comments received. There was a brief report and discussion on the follow-up meeting to the first session with Drachman and the efforts to try to educate the public on the proposed project, together with suggestions for better handling the logistics of the next meeting. Morris was asked to obtain a copy of the disclosure statement prepared for the buyers of the development regarding the proposed use of the 5-acre parcel donated to the Town.

8. **Staff presentation followed by Housing Commission discussion and consideration regarding a possible Employer/Employee survey and the use of draft Employer/Employee survey forms as prepared by the Drachman Institute.**

Morris explained that during the initial meeting with the Drachman Institute, the idea of reaching out to local employers to research housing needs was discussed, and the Institute was subsequently requested to prepare a draft survey sample form, a copy of which Morris indicated was included in the agenda packet.

The Commission discussed the intent and possible use of the sample survey form, with several suggestions, including determining specific targets for soliciting responses, revising the questions for better input of information and compilation of data, checking on the possibility of using optical scanners for tabulating and analyzing results, distributing the forms, and researching possible participation by universities. Commissioner Freeman volunteered to act as liaison and will be working on suggested revision of the forms, and input was also requested from the other members. It was suggested that staff participate in creating a list of potential employers from which the Commission will select a percentage to be surveyed. It was also agreed that if the Town wants to follow through with such a survey, then the appropriate agenda item will be included at the next regular meeting for formal recommendation to the Council. There was further discussion regarding suggestions for revision and use of the survey form; Freeman will work with Morris to prepare a draft for further consideration and discussion at the next meeting.

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

There was no public input.

10. **Commission Informational Reports:**

Buchanan commended Morris for processing the application to the Arizona Housing Institute; if accepted, Yavapai College is supporting her participation. She also expressed her appreciation for the Sarah Darr presentation from the City of Flagstaff.

Freeman commented on the upcoming Visual Density presentation hosted by the Sedona Housing Commission, plus the presentation scheduled in Sedona on all the geological happenings in the Verde Valley.

Garrison distributed copies of the Attorney General's information on e-mail, as she had promised last month; she included copies of a news item that reported on a program of interest to rental property owners.

McReynolds said he had located the development that Ms. Darr had reviewed, and commented on its appearance.

Bach thanked Garrison for her help in getting ready for the Drachman Institute meeting; he reported on positive feedback from the School Board during a recent meeting. There are also several projects coming on line, and there seems to be a lot of interest in the subject of workforce housing.

11. **Staff Report**

Morris reported that he had given a presentation to the School Board last week regarding the efforts of the Town to provide attainable housing opportunities; a copy of his presentation was distributed in the members' boxes for their information. Morris will provide future similar reports on the agendas for discussion.

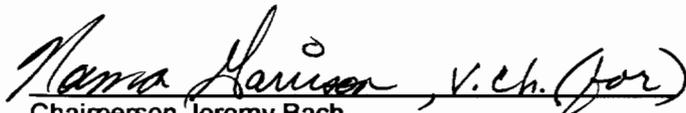
Morris said that with the re-hab grant funds earmarked for administration he is working on the possibility of trying to hire support staff. Morris also reported on the application of the Housing Institute; he was able to fulfill his goal of a 4-person term to submit to the Institute. The project selected is for the 5-acre property; the program covers financing, management, all the points from A to Z. No further word has been received; the members will be notified when Morris hears further. Morris, together with input from Freeman, also reported on the annual Boards & Commissions Conference he recently attended.

Morris commented on the previous agenda item regarding the Sleepy Hollow subdivision, and a meeting that he, Bach and McDonald had with Town Manager Lee last week; McDonald is willing to move forward without supplement, which is very encouraging. The necessary legal approach is being researched. Morris also reported on information and clarification on Proposition 207 and its implementation that he had gathered from a meeting at the Capitol this morning.

A Work Session was held by the Design Review Board; the first regular session is tentatively scheduled for the 4th Tuesday of February. That will probably need to be canceled because there are no current applications pending. At this time the Board has decided on the 2nd Tuesday of each month at 3:00 p.m.

12. **Adjournment**

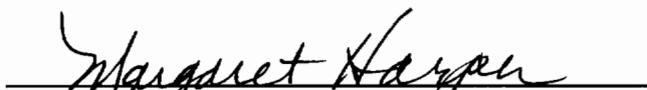
On a motion by Garrison, seconded by McReynolds, the meeting was adjourned at 5:10p.m.


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 20th day of February 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 20th day of March, 2007.


Margaret Harper, Recording Secretary