

**MINUTES  
REGULAR SESSION  
HOUSING COMMISSION  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
TUESDAY, March 18, 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., Vice Chairperson Buchanan presiding.

**2. Roll Call**

Vice Chairperson Buchanan, Commissioners Davis, Varela, Roddan and Freeman were present; Commissioner McReynolds arrived at 4:12 p.m.; Chairperson Bach was absent.

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

**3. Pledge of Allegiance**

The Pledge was led by Freeman.

**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 4:00 p.m. Regular Session

On a motion by Roddan, seconded by Davis, 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 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.**

Vice Chairperson Buchanan introduced Diane Smith and Jessica Williamson who then gave a comprehensive presentation on what became a two-year project of developing the Sedona Housing Policy, and final adoption by the Sedona City Council on December 11, 2007. Following the presentation, the Commission discussion and review addressed identifying the types of jobs and salaries targeted, the challenge of providing affordable housing in the wealthy community of Sedona, the need for developer incentives including in lieu fees, and the issue of allowing accessory dwelling units.

In conclusion, Vice Chairperson Buchanan expressed the appreciation of the Commission for the two Sedona representatives again sharing their experience and providing helpful information.

**7. Discussion, consideration and planning for upcoming joint work session with Town Council, scheduled for April 9, 2008, 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)**

Housing Department Director Morris said that the purpose of the agenda item was to determine the work to be done and what the Commissioners want to communicate to the Council; Morris

has been in contact with several Council members and has received positive initial feedback. Morris explained that he will give a presentation that will include the work done with the Drachman Institute, adding that staff will recommend a PAD zoning for the 5-acre parcel and that such zoning would subject the project to the design review process. Morris referred to the April 3<sup>rd</sup> meeting in the Parks & Rec Conference Room with the Newtown CDC developers.

At one point during the discussion, Commissioner Varela said he would prefer some moderation of the number of planned units, such as only 20; he has a home in the area. He believes the project will not affect only him personally, but those property owners above the parcel. Mr. Varela said he feels the number of 30 is too much. Morris suggested to Mr. Varela the possibility of the appearance of a conflict of interest based on his comments, even though technically it may not be a violation of the law. Mr. Varela said he would go along with the majority; he just felt he had to speak up; Vice Chairperson Buchanan said that Mr. Varela's agreement is noted for the record.

There was further discussion of what should be presented to Council to address at the Work Session, and who would take the lead in reviewing the efforts of the Commission during the entire process of working with the Drachman Institute. Morris agreed that some of the information from the April 3<sup>rd</sup> meeting will help lend support to what the Commission will be presenting at the April 9<sup>th</sup> Work Session. Everyone was encouraged to attend the Work Session; any questions in the interim should be directed to Morris and Chairperson Bach. Morris suggested a meeting just prior to the Council Work Session for further preparation; it was tentatively agreed to schedule a Work Session for the Housing Commission on April 8<sup>th</sup> at 4:00 p.m., with the meeting room to be determined.

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

Commissioner Freeman volunteered that he was familiar with the drafting of the document, and explained that it was originally created to help improve parts of the Uptown area with funding through grants. The Commission discussed the subject draft, agreeing that it was a good document, perhaps only needing a few changes. The members considered the possibility of forming a joint committee made up of different Commissions to review and work on the document. It was also suggested that the committee should include outside agencies such as the Fire Department, Sheriff's Department, the highways and safety issues, for example. There was some discussion regarding identifying ownership of the document, with some opinion expressed that it should be the Housing Commission, and contrasting opinion that the document perhaps dealt more with the business element. There was a suggestion that the section of the document having to do primarily with housing should be the focus of the Housing Commission. It was generally agreed to circulate copies of the document to get comments from various Commissions. Staff was requested to provide the members a list of upcoming various Commission meetings; each appropriate Commission could be asked to agendaize review of the document, with a member of the Housing Commission in attendance in support.

**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.**

On a motion by McReynolds, seconded by Davis, the Commission unanimously approved the subject Housing Commission Quarterly Report drafted by Chairman Bach.

Morris explained that by putting this item on the agenda, the members are given the opportunity to review the draft Quarterly Report prior to presenting it to the Council.

**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.**

The members reviewed the copy of the proposed brochure that had been provided for each member to review. Several suggestions were made, including increasing the size of the font to make it more readable, and to more clearly present financial requirements using a table instead of a text format. Copies of the revised draft will be included in the upcoming Work Session packet.

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

There was no public input.

12. **Commission Informational Reports:**

Freeman commented on Al Roddan's presentation to the P&Z Commission on modular construction.

McReynolds said that more people should be made aware of the housing programs.

Davis suggested that working on the Redevelopment Program document with other Commissions will be very helpful in publicizing the program.

Roddan reported that she will be attending the Verde Valley Housing Task Force on the 27<sup>th</sup>; she offered to arrange a presentation by Mr. Roddan, to be discussed later.

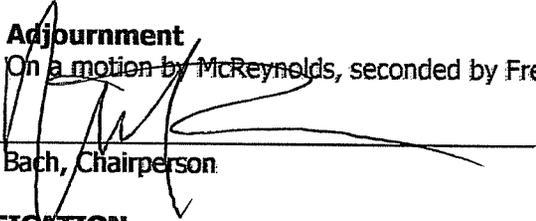
Buchanan reported on the upcoming public forum to be held on March 25<sup>th</sup> by Yavapai College in Camp Verde at the Multi-Use Complex on Camp Lincoln Road; everyone is invited to attend.

13. **Staff Report**

Morris distributed copies of the Proclamation on Fair Housing approved by the Council. Morris reported on his opportunity to observe the activities of the Director of the Department of Housing and to sit in on meetings he would not ordinarily have been able to attend. The Housing Director for the Yavapai-Apache Nation has received permission to arrange a tour of their new housing development; the Commissioners are invited to attend, and Morris will select the date and time, possibly just prior to the next Commission regular meeting on April 15<sup>th</sup>. Newtown CDC will be giving their presentation on April 3<sup>rd</sup> at 6:00 p.m. Morris described tentative plans for a student from China to participate in an internship and discussed with the members the need for housing the student and arranging transportation, and requested their input. Morris also reported that on March 20<sup>th</sup> there will be a meeting with the Verde Lakes applicants as a result of the outreach; he will be attending the Verde Valley Housing Task Force on the 27<sup>th</sup>, and the Regional Planning meeting on the 19<sup>th</sup>.

14. **Adjournment**

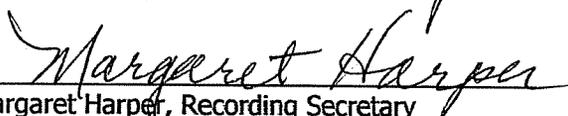
On a motion by McReynolds, seconded by Freeman, the meeting was adjourned at 6:15 p.m.

  
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 18<sup>th</sup> day of March 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 15<sup>th</sup> day of April, 2008.

  
Margaret Harper, Recording Secretary