

**MINUTES  
REGULAR SESSION  
HOUSING COMMISSION  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
TUESDAY, April 15, 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, Roddan and Freeman were present; 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 McReynolds .
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) March 18, 2008 Regular Session
    - 2) April 8, 2008 Work Session
  - b) **Set Next Meeting:**
    - 1) May 20, 2008 4 p.m. Regular Session

On a motion by Bach, seconded by Varela, 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 Jer Cox, Co-Owner of Mountain Country Mortgage, regarding housing development finance methods and options, followed by Housing Commission discussion and review. (Item requested by Chairman Bach.)**  
The presentation by Jer Cox, co-owner of Mountain Country Mortgage, reviewed the role of his company in helping people to understand the different approaches to buying a home, and outlined extensive details of the financing options of government loans, and especially the benefits of the Rural Housing Program for buyers with limited incomes. The presentation was followed by a Commission discussion with Mr. Cox addressing the issues of rehab programs, creative financing and the need for affordable housing.
7. **Discussion, consideration and planning of strategy and future steps to proceed with the Parkway Homes development on the Town owned 5-acre property located on Cliffs Parkway. (Commission discussion may include: drafting of Request For Proposals, property appraisal, establishment of long term affordability criteria including ground lease and resale formulas, homebuyer outreach, drafting of development agreement, establishment of a PAD district and subdivision plat, homebuyer qualifying and selection, and the establishment and ongoing management of a Community Land Trust program.)**  
**Staff was directed to identify the meeting times for the various Commissions; determine who can attend those meetings; send out to the members the key points that were talked about last week for the Commission to review and think about at the next meeting.**

Housing Director Morris introduced the subject discussion commenting that the Commission has come a long way, and after having been giving the green light by the Town Council it is now time to move forward. Morris said that at the meeting last week the basic timeline laid out was to have an appraisal done on the property in November with the goal of having the RFP done by December, and released in January. The members discussed inviting input from other Town Commissions, as well as including HOA's. Morris said he would send the May meeting schedule of the other Commissions to each member; decisions can be made regarding who would contact which Commission to set up an agenda item for a brief presentation by a member from the Housing Commission to invite liaison representation at the Housing Commission meetings. Morris said he had already made the department heads aware of that idea.

The Commission acknowledged the challenge of developing an RFP in connection with the 5-acre parcel; copies of sample RFP's had been included in the agenda packets for reference. It was also pointed out that the RFP would appear to require the greatest amount of time in comparison with the other steps that are involved in the proposed Parkway Homes development, and it was suggested that those steps be addressed in order of priorities. The issue of preparing the RFP with enough flexibility for the developer to trust that he would be able to put the 30 units on the parcel was also addressed. The members discussed with Morris ways in which they might help with work on the RFP such as individual research and assistance in developing the verbiage. Morris suggested that the Commission should focus on what the goals are, what do the members want to see in the document as far as importance, perhaps hold more Work Sessions, and focus on the five acres for the next six months or more. It was generally agreed that getting the cooperation of the other Commissions is important to help with the goals of the Housing Commission. It was suggested that staff send out to the members the key points to share with the other Commissions, with the members to have those points foremost in their minds to start clarifying what is wanted in the RFP, and come back to the next meeting prepared to prioritize and schedule work on those further. As for the property appraisal, Bach estimated that it would cost approximately \$7500.

There was no public input.

8. **Discussion, consideration and review of Camp Verde Uptown Redevelopment Program, June 2006 Draft, document followed by Commission discussion on possible next steps in advancing the document.**

Freeman outlined the history of developing two documents, one the historic document and the other the document prepared by the consultant in connection with the proposed redevelopment program. The Commission discussed their confusion over the documents, with a suggestion to go back into the archives and research their origins. It was suggested that the Commission should take the subject document as it exists, update it with new data, confirm that the document's priorities are in line with the current priorities, and then pass it to the Council to develop the Town policy as far as the Redevelopment Program. It was agreed to try to find the other document, and to put it on the next Agenda for review and discussion.

Morris said that although the five acres would take precedence right now, staff will research with the Town Clerk, try to find the report that was done by the consultant, and go from there. Freeman said that because he had past experience with the subject Town document, he would volunteer to spend more of his time with the document, with the other members focusing on the five-acre parcel.

9. **Discussion, consideration and possible recommendation to Council regarding authorizing the pursuit of attainable housing legislative strategies and to support continued funding of the State Housing Trust Fund.**

Staff was directed to draft a memo to Council to let it know where the Housing Commission stands on the subject legislation, that they are looking at those items further.

Morris reported information that at the Verde Valley Housing Task Force meeting, the City of Sedona had given permission to their Housing Commission to push for plan of action on different legislative items, one being inclusionary zoning and another being consistency in appraisals, which he suggested might be of interest in the five-acre property. Morris said this item was on the Agenda to discuss whether the Commission would be interested in supporting the proposed legislation. The members suggested that what works for one community may not work for another; Sedona is at a different stage in political issues, and at this time the legislation does not appear to be in the best interest of Camp Verde.

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

There was no public input.

11. **Commission Informational Reports:**

McReynolds reported on his tour of the Tribe's housing, that it was very impressive.

Roddan agreed with what McReynolds had to say, and suggested sending a Thank-You note to the Nation.

Varela acknowledged that it is now up to the members to continue the work Morris has started.

Freeman reminded the others about the Verde Valley Water Users meeting in Cornville this Thursday at 7:00 p.m.; Chip Davis will speak on current litigation.

Buchanan said that Yavapai College held its public forum in Camp Verde on March 25<sup>th</sup>; housing is a critical issue for any employer. Buchanan suggested an Agenda item for May to discuss a quarterly tour of other neighborhoods, for instance, Verde Lakes, to become better acquainted with the community at the grass roots level.

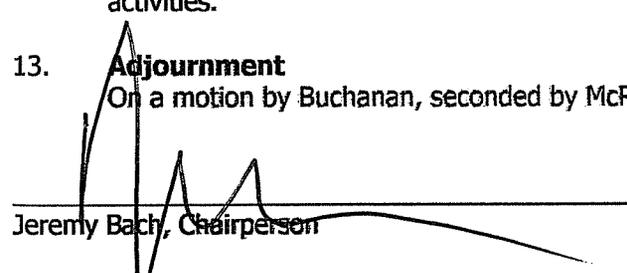
Bach thanked everyone for their work on the Commission; he is proud to be a part of the group.

12. **Staff Report**

Morris said that the Housing Commission is being held up as a prime example of a Commission by comparison with others; everyone is doing a great job. Morris reported that the Regional Planning group is holding the first-ever Verde Valley Regional Plan Symposium on April 29<sup>th</sup>. He was invited to give a talk on what Camp Verde is doing; he will not be available, but anyone interested in attending should let Morris know. Morris also gave an update on the Home grant activities.

13. **Adjournment**

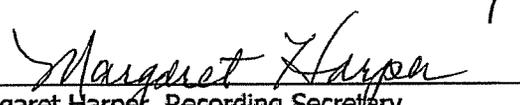
On a motion by Buchanan, seconded by McReynolds, the meeting was adjourned at 5:53 p.m.

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

Dated this 20<sup>th</sup> day of May, 2008.

  
Margaret Harper, Recording Secretary