

**MINUTES
REGULAR SESSION
HOUSING COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
TUESDAY, April 17, 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, Commissioners McReynolds, Roddan, Everett, Freeman and Buchanan were present; Vice Chairperson Garrison was absent.

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

3. **Pledge of Allegiance**

The Pledge was led by Roddan.

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 20, 2007

b) Set Next Meeting:

1) May 29, 2007 4 p.m. Regular Session

On a motion by Everett, seconded by Buchanan, the Consent Agenda was unanimously approved as presented.

Chairperson Bach pointed out that the regular meeting for May was set for May 29th, the last Tuesday of the month, instead of May 15th, because of the run-off election being held on the 15th. It was determined that a quorum would be available for the re-scheduled date. Morris encouraged the members who might not be able to attend any meeting to e-mail comments to him in advance to share at such meeting.

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

There was no public input.

6. **Discussion, consideration and recommendation to Council regarding the drafting of letter to notify potential developers 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.**

On a motion by Everett, seconded by Freeman, the Commission voted unanimously to recommend that Council approve a letter to notify potential developers of residential as well as commercial subdivisions of the Town's goals in providing attainable housing, as applications are submitted to the Planning & Zoning Commission; **a copy of the proposed letter is attached hereto as an Exhibit.**

Housing Director Morris explained that consideration of the proposed letter had been previously discussed, and said that a draft letter had been provided in the agenda packets for a formal review; he suggested that commercial projects could be included as well as residential projects.

Member Buchanan also submitted a draft based on the one prepared by Morris, but with alternate language, for consideration.

The members discussed the intent of the letter, agreeing that it should not imply any promises, but that it is important that the developers be made aware that options exist for partnering with the Town in providing attainable housing. After further review of a both drafts, the Commission arrived at a consensus regarding the draft letter, as amended by Buchanan with further discussion; Buchanan will prepare and forward to Morris a copy of the revised letter, as discussed, for attachment to the Minutes.

7. **Discussion and consideration of possible Joint Work Session, including each Camp Verde Commission, to share and discuss current Housing Commission efforts.**

Buchanan expressed her concern that other Commissions did not seem to understand what the Housing Commission is doing; she suggested that a Joint Work Session would be of value, not only to share the goals of the Housing Commission, but to become aware of the roles of the other Commissions as well, and how the groups might more effectively interact for the benefit of the community.

The members discussed the possible format and materials for the proposed Work Session, including inviting the Council members to attend as observers so they could learn what all the Commissions are doing; it was also suggested that a Joint Work Session be held on a quarterly basis.

Staff was requested to arrange a Joint Work Session, as discussed, to be held in Rooms 206-207 on May 29th at 6:00 p.m., following the Regular Session scheduled for 4:00 p.m. in the Council Chambers.

8. **Discussion, consideration and possible appointment of three Housing Commissioners to the Camp Verde Home Rehabilitation Program Loan Committee.**

On a motion by Buchanan, seconded by McReynolds, the Commission voted unanimously to appoint three Housing Commissioners to the Camp Verde Home Rehabilitation Program Loan Committee, at such time as needed, with three individuals to be selected in descending order according to their availability and placement on the following List: Linda Buchanan, Jeremy Bach, David Freeman, John McReynolds, Ann Everett, Sharon Roddan and Norma Garrison.

Morris reviewed the responsibility of the subject Loan Committee for a secondary review of applications for home rehabilitation projects to determine whether the applicants would qualify. A group of three members was unable at this point to definitely commit to their availability; a list of potential members was therefore agreed upon, with three individuals to be selected at such time as a Loan Committee would be called upon to serve.

9. **Discussion and consideration regarding the previously held April 10th Community Meeting pertaining to the Cliffs Parkway Home Site, Town owned 5-acre property located on Cliffs Parkway.**

Morris reported that a decision was made following the subject meeting to develop a hybrid version of the different scenarios presented, combining the positive attributes of each. Matt said that there will be a follow-up meeting in June with the Drachman Institute, in Phoenix, to review the new design proposal and to offer input, after which the Drachman Institute will bring the refined design to the next public meeting, possibly late June or early July. The members agreed that much progress has been made in gaining public acceptance of the proposal for the five acres. The members also discussed their concern regarding recent newspaper articles, as well as some concern as to whether or not the Council will support the proposed final concept.

10. **Discussion and consideration regarding a possible Employer/Employee survey.**

Morris said that the Town Manager has advised him that the Commission could move forward on its own on the proposed Employer-Employee survey, after which a report on the results would be

submitted to the Council. Morris added that the draft questionnaires were included in the agenda packets for further review and discussion, together with material from the Drachman Institute regarding a survey done in another community. Morris also commented that the Sedona Housing group first did a lot of actual legwork and public contact in advance to acquaint the employers with what they were working on and to let the employers know that they will be asked to participate in a survey. The members discussed at length the need for input from employers and how best to solicit that input; it was also suggested that the result from an employee survey probably is already known because of the extreme disparity between property costs and wages. There was some consensus that a survey would be of help to developers and the Town in determining the type of market to target. It was agreed that the Employee questionnaire should present a very positive and sensitive approach in order to encourage participation.

Members Buchanan and Freeman plan to work together to finalize the Employer/Employee questionnaires and bring them back to the Commission for further review and approval. A personal outreach to the businesses will be made by the members to explain what the survey is trying to accomplish. Freeman will prepare an article to submit to the newspapers for advance publicity on the proposed survey. Morris will follow up on a suggestion to work also with the Chamber of Commerce on the survey.

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

There was no public input.

12. **Commission Informational Reports:**

McReynolds commented on the April 10 meeting and the concern regarding access.

Everett described her contact with "Monica," explaining that she was an example of an excellent candidate for help in attaining housing.

Buchanan invited everyone to attend the upcoming Regional Economic Development meetings, with the next one scheduled for Friday, June 1st, from 8:30 to 11:00 in the Yavapai Board of Supervisors meeting room in Cottonwood in the County building on Sixth Street. Buchanan requested that staff confirm that the Housing Commission Minutes are posted on the web in a timely manner, and other Commission Minutes are available as well.

Freeman said that Basha's has a program whereby shoppers can become affiliated, at no cost, with the Camp Verde Cowboy 4-H Club, which will generate funds for the Club; other youth activities can be sponsored as well.

Member Buchanan was excused from the meeting at 6:05 p.m.

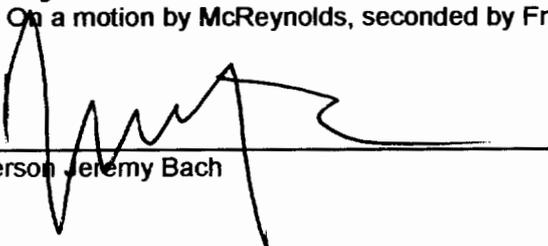
13. **Staff Report**

Morris said that a meeting with Habitat for Humanity was scheduled for May 1st at 5:00 p.m. in the Parks & Rec conference room; they will make a presentation on their activities. Morris commented on the recent presentation in Sedona on achieving increased density through design, and said he was able to report on the Housing Commission activities and interest in working on a regional level. Morris said the next meeting on the Affordable Housing Institute will be next week for further work on the project.

14. **Adjournment**

On a motion by McReynolds, seconded by Freeman, the meeting was adjourned at 6:09 p.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 17th day of April 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 29th day of May, 2007.

Margaret Harper
Margaret Harper, Recording Secretary

Date

Greetings, (investor):

As you contemplate investing in the Town of Camp Verde, please consider special opportunities which may enhance your development, while simultaneously providing direct and measurable community benefit.

In recent years, land and home prices have dramatically increased in Camp Verde, far outpacing wage and salary increases. These factors have made home ownership increasingly difficult. Multiple strategies have been developed in Camp Verde to offset these challenges, including partnerships between the private and public sector.

I would like to take this opportunity to personally invite you to meet with me and/or our Housing Commission prior to submitting your proposal to Planning and Zoning. Your leadership and investment in exploring options for attainable housing would be most welcome!

Please contact me at your earliest convenience.

Matthew J. Morris, Director
Housing & Neighborhood Revitalization

MJM:lb

*EXHIBIT
Housing Minutes
4-17-07*