

**MINUTES
REGULAR SESSION
HOUSING COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
TUESDAY, May 20, 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, Davis, and Varela were present; Freeman arrived at 4:02 p.m.; Roddan was absent.

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

3. **Pledge of Allegiance**
The Pledge was led by Davis.

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) April 15, 2008 Regular Session
 - b) **Set Next Meeting:**
 - 1) June 17, 2008 4 p.m. Regular Session

On a motion by Buchanan, seconded by McReynolds, 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. **Discussion, consideration and selection of Loan Committee Membership for upcoming June meetings with the first meeting tentatively scheduled for June 10th at 4:00 p.m.** *(The Town of Camp Verde Housing Rehabilitation Program Guidelines state the following, "The Loan Committee Membership shall be comprised of no less than nor more than three (3) members of the Housing Commission. Commission members may either volunteer or be appointed by the Housing Commission to serve on the Loan Committee on a case-by-case basis.")*
Morris explained that many applications for the program have been received; the next step to review the applications is tentatively set for June 10th at 4:00 p.m. As discussed previously the loan committee is to consist of three Housing Commissioners serving on either a volunteer or appointment basis. Commissioner Buchanan pointed out that at the April 2007 meeting a list was established in descending order, with Buchanan, Bach and Freeman at the top; however, two new members have since been added and it was agreed to reconsider the makeup of the Committee. Following discussion and a detailed review by Morris as to the responsibilities of the Membership Committee, Commissioners McReynolds, Davis and Varela were selected to serve. Members Buchanan and Freeman each volunteered to act as a backup whenever that might be necessary; they will be supplied with the packet of background material prior to meetings in order to be prepared.

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

Director Morris provided the Commission with copies of the proposed budget for review as mandated by the Town Code; he commented on the changes to this year's budget with the part-time Administrative Assistant being approved for full-time, and the approval of the intern for the 8-week summer position. There was a brief discussion of the budget with Morris clarifying the expenses and revenue reimbursable from grant funds, as well as the funds to be provided from the Town's General Fund.

8. **Discussion, consideration, review, and possible recommendation to Council to amend the Town of Camp Verde Housing Rehabilitation Program Guidelines, approved and adopted by Town Council December 13, 2006.**

On a motion by Buchanan, seconded by Bach, the Commission voted unanimously to recommend to Council to amend the Housing Rehabilitation Program Guidelines that were previously approved and adopted by Town Council on December 13, 2006, and the edited changes included by staff in the Housing Rehabilitation Program Guidelines dated May 20, 2008.

Morris said that in going through the grant there were some provisions identified in the Guidelines that need to be addressed; the draft document with suggested revisions has been provided for the Commission to review. Each of the following changes was discussed in detail:

The first revision reviewed by Morris was on Page 5 was to correct the reference to personal assets of the applicant from "including" to "excluding furnishings...."

On Page 2, the reference to conducting a town-wide survey in 2007 was deleted; that was no longer applicable.

The changes in the Ranking System were addressed; one item was added to assign 10 points for pre-1976 mobile homes. The members discussed at length the Definition of elderly, and use of the word "frail". Although there was some objection to using age 62 as a benchmark, Morris pointed out that the age of 62 was specified in the grant.

The members considered establishing a sliding scale to assess total points for age, with the lowest number beginning at age 62 and increasing with each year up to age 80 and above to a total number of points. It was finally agreed that the issue of creating a sliding scale could be revisited and discussed at a later time following a thorough review of the pros and cons.

On Page 34, Item 10, the deleted language was discussed and reconsidered; it was agreed to restate Item 10, as follows: "Elderly: means person(s) of 62 years of age or older, whose health is in a condition which may result in substantial limitations in at least one of the following areas of major life activity: mobility, self-care, self-direction or capacity for independent living."

9. **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: recent Town commission presentations, 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 requested to move forward with the RFP process and to use their best professional background and experience to initiate an RFP that incorporates the feedback that the Commission has acquired through the public process and in the Drachman Report and the directives provided by Town Council at the Joint Work Session.

Morris gave an update on presentations to the Commissions; a presentation to the Design Review Board is scheduled for next week, and to the Youth Commission in June. Morris reviewed the

generally positive reception by those Commissions; most have selected their liaisons, although Parks and Recreation will wait for the seating of a new member. Together with Morris, Members Varela, Bach, Davis, Buchanan and Freeman shared and discussed their experience regarding how the different Commissions received the presentation. For the most part, those Commissions were impressed with the entire outreach process by Housing to get the community involved, and Parks & Recreation members are excited about the possibility of using the retention area as a small park.

The members discussed the proposed list of steps to be followed in developing a draft RFP and agreed to continue using December 2008 as the target date. Morris commented on the need to be diligent in establishing a good applicant, whether a non-profit or for-profit entity; that depends on what priority is built into the RFP. Morris said he has started a list of potential developers; it is a very short one at this point, but none have been actively solicited yet. In response to a question from McReynolds, Freeman explained in general the complex process of developing a piece of raw property and the possible risk to a developer; Bach added that most developers know the rules of engagement.

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

There was no public input.

11. **Commission Informational Reports:**

Varela said he was pleased with the progress being made; the Commission got the point across.

Freeman requested that **Item 8** be brought back on an agenda approximately 8 months from now for further review and discussion.

Buchanan reported that she is looking forward to attending a meeting on Thursday, May 22nd, with the Arizona Department of Housing Director; they will be joined at some point by the Yavapai-Apache Nation. She will also be attending the Design Review Board meeting on May 27th for the Housing presentation; there will be a public forum Tuesday, June 3rd presented by the Camp Verde Unified School District, one that involves donated land for an educational facility and might be an important one for Commissioners to attend. Buchanan outlined her participation in hosting the intern.

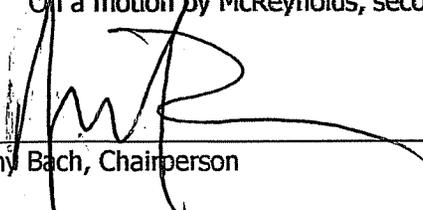
Bach reported that last month he had attended the Housing Symposium which he had found very interesting and informative, including the forecast that the Verde Valley will be facing an affordable housing crisis as bad as Flagstaff in the next 5 to 10 years.

12. **Staff Report**

Morris thanked the members for participating in the presentations to the other Commissions, and Bach for representing the Town at the Symposium. The Home Buyer Education Course was held on May 10th and was successful. Morris also will attend the meeting with the Arizona Department of Housing Director on May 22nd; the Yavapai-Apache Nation will also attend, and it appears that they will participate in the Verde Valley Housing Task Force. The intern, Liyu Wang, is expected around June 9th; housing for her is still needed for the period of July 13 to 23. Morris confirmed that he has been accepted on a full scholarship into the NAU Master Program.

13. **Adjournment**

On a motion by McReynolds, seconded by Varela, the meeting was adjourned at 5:47 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 20th day of May 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 17th day of June, 2008.

Margaret Harper
Margaret Harper, Recording Secretary