

**MINUTES
REGULAR SESSION
DESIGN REVIEW BOARD
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
TUESDAY, JANUARY 23, 2007
at 4:00 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Board 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 4:02 p.m. by Staff Liaison Matt Morris.

2. **Roll Call**

James Binick, Dugan McDonald, Michael Hough, Steve Darby, Shirley Brinkman, Paul Holguin and Jim Bullard were present.

Also Present: Community Development Director Nancy Buckel, Staff Liaison Matt Morris, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Morris.

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

There was no public input

5. **Individual Design Review Board Member Introductions**

Morris asked the new Board members to introduce themselves to the group with a brief outline of each individual's background.

Michael Hough, a resident since 1955, reviewed his educational background with a degree in Engineering Technology; he is a local business owner and has served terms on the Chamber of Commerce, Planning & Zoning Commission, and Town Council.

Jim Bullard, a resident since 1959 and a former building contractor, is a part owner of the Camp Verde Water Company.

Shirley Brinkman moved to Camp Verde three years ago and immediately became involved in the community, is currently volunteering on the Historical Society, on the Verde Lakes Water Board, and is a member of the Property Owners Association of Verde Lakes.

Jim Binick moved to Camp Verde in 1997, has a background in Civil Engineering and Planning; works for a Sedona-based engineering and planning firm and currently serves as the consultant Town Engineer for the Town of Jerome, and has served in the same capacity for Litchfield Park and Clarkdale.

Steve Darby, a graduate of Camp Verde High School in 1980, is a retired Fire Fighter/Paramedic Engineer from the Mesa Fire Department; he has also been a general contractor with residential and commercial licenses for seven years; currently he is substitute teaching at the high schools, Mingus and Camp Verde, including coaching football.

Paul Holguin was drawn to Camp Verde by its charm and allure, has a background remodeling homes in California as an investor, believes in maintaining the aesthetics of an area, and is currently Vice President of Diamond Homes, a manufactured home dealer.

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Dugan McDonald, land surveyor with Heritage Land Survey & Mapping, moved to Camp Verde in 1991, and is pleased to be part of the community.

6. Discussion, consideration and possible selection of Chairperson

On a motion by Hough, seconded by Bullard, the Board unanimously elected Jim Binick as Chairperson.

Following a brief discussion and formal action, newly elected Chairperson Binick assumed his seat of office and presided over the remainder of the meeting.

7. Discussion, consideration and possible selection of Vice-Chairperson

On a motion by Bullard, seconded by Hough, the Board unanimously elected Dugan McDonald to serve as Vice Chairperson.

8. Establishment of Regular Meeting Time for Design Review Board to here applications for Design Review

On a motion by Binick, seconded by Hough, the Board voted unanimously as follows: Pending clarification on the judicial schedule for the Council Chambers, the Board will meet at 3:00 p.m. on the fourth Tuesday of each month; if there is a conflict, the next regular meeting at least will be held at 4:00 p.m.

Chairperson Binick confirmed that staff has recommended that regular meetings of the Board will be held on the fourth Tuesday of each month. After some discussion it was then decided that the members would be agreeable to a 3:00 p.m. meeting time. However, Morris said that in order to move the time to 3:00 p.m. instead of 4:00 p.m. he would need to clear that change with the Court schedule to make sure the room is available earlier, and action was taken based on that understanding.

9. Presentation by Mike Gardner, President of Casa Verde Consulting, on his experience as a Design Review Board member for the City of Cottonwood followed by Board Discussion

There was no action taken.

Mike Gardner, President of Casa Verde Consulting, after outlining his professional qualifications, described his experience serving the City of Cottonwood on its Design Review Board following the creation of the design review ordinance. Mr. Gardner presented a comprehensive outline of the general design review process beginning with staff and member responsibilities on through to the final step of reviewing the application, based on approximately 20 years of existence of the Cottonwood Design Review Board ("DRB"). In support of his remarks, Mr. Gardner also distributed copies of a printed outline of his presentation including a suggested Design Review Board Checklist for reference. He stressed the importance of members being familiar not only with the proposed site but with all the applicable ordinances, including Zoning, Signage and Lighting. Mr. Gardner reminded the Board that they have the power to make final decisions, but cautioned the members to use that power wisely.

The members discussed with Mr. Gardner several of the points he had covered; it was also generally agreed that it would be helpful to attend one of the Cottonwood DRB meetings. There was further discussion regarding conducting the meetings and studying plans, including perhaps using a roundtable type of seating arrangement, or digital projections.

NOTE: Member Bullard was excused to leave the meeting at 5:18 p.m.

10. Staff presentation and Board discussion on the role of the Design Review Board and overview and discussion of Design Review Ordinance and supporting materials

There was no action taken.

Morris distributed copies of the Town Design Review Ordinance, Subdivision Regulations, and so forth, adding that printed copies of the General Plan are being prepared. He also distributed copies of the Camp Verde Design Review Application. Morris said the first step is for the applicant to set up an appointment with staff to go over the Application and what the applicant is trying to accomplish, and reviewed highlights of filling out the Application. There was a question as to whether a title report might be required. Buckel confirmed that as a rule, proof of ownership is required only for rezoning; verification of ownership might be required for development, in some instances, but not necessarily for design review. Morris reminded the Board to keep its power in perspective since there are no State Statutes that give a municipality the right to design review; however, it has been done successfully in the State because it is recognized as a communication tool between the Town and the developer.

Buckel questioned whether a time limit should be placed on approvals of design review; Morris suggested that perhaps a legal opinion should be requested regarding that issue. There was also some discussion regarding design review on upcoming developments, including a question about Town facilities being subject to design review. It was suggested that it would make sense to require the Town to go through design review as well, and agreed that perhaps that would require direction from Council. It was also suggested that an opinion from the Board would certainly grant the building a higher acceptance rate from the public.

During the discussion, it was confirmed that if the Board wanted to communicate with the Council or another body, an agenda item should be included for an action; for example, to prepare a letter regarding an issue or request. The formal procedure for requesting an agenda item was also outlined by staff, as well as confirmation that requests to staff during meetings will be followed up on as a matter of course, and then, if necessary, agendized for further discussion. Buckel also reviewed the responsibility for preparation and obtaining approval of quarterly reports.

There was a discussion about the members establishing the staggered term limits as discussed at the time of Council appointment; an agenda item will be included for the next meeting to provide for taking that action. It was determined that when the members feel a Work Session is necessary, staff will coordinate that with the members, and post the meeting. Members who wish to attend the Cottonwood DRB meetings will notify Morris; attendance will either be on an individual basis or posted as a quorum, if indicated.

PUBLIC INPUT

Jim Long, Library Commissioner, asked if the Board would be taking on the design review of the new Library building; he would like to report back to the Library Commission a decision. *Mr. Long was advised that such a decision has not been made at this time; that will have to be addressed at a later meeting, and the Library Commission will be kept posted.*

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

There was no public input.

12. Board Informational Reports:

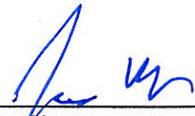
There were no Board informational reports.

13. Staff Report

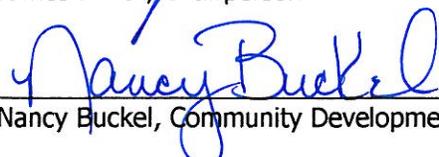
Morris again expressed his appreciation for the members volunteering to serve on the Design Review Board, adding that staff is extremely busy with many exciting things going on. Morris reported that there will be a meeting with the Drachman Institute on January 30, 2007 at 6:00 p.m. in Rooms 206-207 regarding the Town-owned five-acre parcel donated for the Library. The public forum will focus on a design for development of the property, with the money to be used for the new Library, and possibly provide some attainable housing as part of the development.

14. Adjournment

On a motion by Hough, seconded by McDonald, the meeting was adjourned at 5:50 p.m.



James Binick, Chairperson

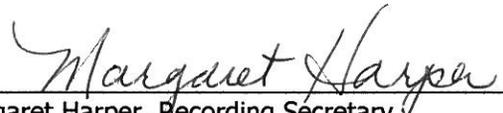


Nancy Buckel, Community Development Director

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Design Review Board of the Town of Camp Verde during the Regular Session of the Design Review Board, Camp Verde, Arizona, held on the 23rd day of January 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 13th day of February, 2007.



Margaret Harper, Recording Secretary