

#4

MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, JANUARY 13, 2010
5:30 p.m.

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council 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 5:30 p.m.

2. Roll Call

Mayor Burnside, Vice Mayor Kovacovich, Councilors Whatley, Garrison, Baker, Roulette and German were present.

Also Present: Town Manager Michael Scannell, Acting Community Development Director Mike Jenkins, Special Projects Administrator Matt Morris, Asst. Planner Jenna Paulsen, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by German.

4. Presentation of the Comprehensive Annual Financial Report, for the fiscal year ended June 30, 2009 by Lisa Lumbard, Lumbard & Associates, PLLC.

There was no action taken.

After introduction by Town Manager Scannell, Lisa Lumbard of Lumbard & Associates, presented the financial report for the fiscal year ended June 30, 2009 that included, for the first year, issuance of a Comprehensive Annual Financial Report (CAFR). Ms. Lumbard explained that the CAFR includes additional information that is analytical, that is not required for a general purpose financial statement, and is being submitted to the Government Finance Officers Association for certification for excellence in financial reporting. Ms. Lumbard, with input from Scannell, reviewed in detail both documents comprising the complete financial report. Ms. Lumbard also pointed out the excellent financial management that the figures show for the Town this year. A brief discussion followed, including Scannell's comment that the Audit Committee will be asked to consider establishing a cycle for rotating between different audit firms, possibly a 3-, 4-, or 5-year cycle.

5. Presentation by Joel Westervelt relative to the architectural plans for the proposed renovation of Rio Verde Plaza, followed by discussion, consideration, and possible selection and direction to staff to proceed with one of the two options as follows: *Staff Resource: Michael Scannell*

Option 1: Direct staff to redesignate \$129,000 from line item 5400 (Public Works Yard Construction) in the Capital Improvement Fund (03-00-00) for the purpose of establishing an appropriation for the balance of FY 2009/2010 to fund the architectural and engineering work on Rio Verde Plaza.

Option 2: Direct staff to either make a provision in the 2010-11 budget that funds the Rio Verde Plaza renovations in its entirety of \$750,000 OR to develop and include in the proposed budget a debt financing plan for the renovations. *Staff Resource: Michael Scannell*

On a motion by German, seconded by Baker, the Council unanimously voted to accept Option 1 and direct staff to redesignate \$129,000, in line item 5400 (Public Work Yard Construction) of the Capital Improvement Fund (03-00-00), for the purpose of establishing an appropriation for the balance of FY 2009/2010 to fund the architectural and engineering work on Rio Verde Plaza.

Scannell referred to the transmittals from Joel Westervelt consisting of his sketches of Rio Verde Plaza showing the suggested internal design. Scannell reviewed the history of the purchase and lease of the subject property and the decision by a former Council to raze the building. The current Council has now indicated an interest in maintaining the building in some manner and improving the aesthetics of the community. Mr. Westervelt has submitted a plan for how the building might be renovated with architectural treatments, providing some much-needed functional space for Town activities. Scannell outlined the financial considerations for each of the two options that he presented for Council review, recommending Option 1 as the first step in the proposed project.

Mr. Westervelt reviewed his assessment of the condition of the building, including necessary improvements to the exterior, roof, electrical and plumbing, and the creation of office spaces within the structure. During the ensuing discussion, there was general agreement that renovating the building would give the community something to be proud of, and would be a first step toward achieving something pleasing in terms of a long-term plan for a master complex for the Town, and would be within its financial constraints. An added benefit would be a significant savings in development and construction costs based on the current economic conditions.

Following Council action, Scannell said that an agreement with Mr. Westervelt will be prepared for his services; the agreement will be brought back to Council for approval and execution. As a footnote to the foregoing discussion, Mayor Burnside invited Maintenance Foreman Mike Dumas to give an update on current activities and plans for upgrades to the Town's facilities and public areas.

A recess was called at 6:52 p.m.; the meeting was called back to order at 7:00 p.m.

6. Discussion, consideration, and possible clarification and/or direction to staff as it relates to the following motion made by Council during the September 2, 2009 Regular Session: "Direct staff to begin the process to suspend the duties of the Design Review Board: Council's intent is to incorporate appearance standards and check lists into the Town Code re-write of the Zoning Ordinance, to be brought back to Council by an Ordinance at its earliest possible date".

On a motion by Baker, seconded by Garrison, the Council unanimously voted to direct staff to prepare a Resolution for Council to suspend Section 124, and authorize staff to review site plans and design criteria from Section 124 on an interim basis while the comprehensive update of the Town Code is ongoing; appeals shall be processed through the Town Council.

Scannell said that his memo of December 23rd outlined the issue before the Council this evening. Staff is committed to implementing directions from Council; however, clarification is needed for how best to proceed in carrying out Council's instruction of September 2, 2009; no mechanism had been included to enforce what was indicated in the Motion.

Dava Hoffman, with Rick Counts, welcomed the opportunity to explain and review the components of design review in general and to get direction from the Council on how to proceed in terms of their work on the rewriting of the Town Code. Ms. Hoffman said that much confusion exists regarding design review, and every town has different standards; it was acknowledged that community appearance and orderly development are important. However, both Ms. Hoffman and Mr. Counts stressed the need to keep the process of design review simple, as an administrative function of staff, and to maintain a helpful, proactive approach to encourage development. As for differences of opinion, staff could schedule the item to come before Council for review, and approval or denial. The Council discussed the Town's past experience and problems with the issues of design review and the Design Review Board. The discussion included the problem of trying to resolve conflicting opinions on what "Rural Western" is. Also discussed were the criteria already in place in Section 124 of the Town Code. It was suggested that input from staff would be helpful regarding authorizing staff to conduct the administrative review and whether that would be workable. The public was also invited to speak.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Greg Freeman said he provides design development and construction services. He detailed the myriad steps involved in that process, including site selection, review of statutory and zoning regulations, how to make the building fit into that site, and meetings with government agencies and departments to confirm that ordinances have been met. The Design Review Board, consisting of volunteers with their own agendas, is next, and those Boards are continually changing so it is almost impossible to anticipate what they will want. Mr. Freeman cited the problems he is currently having with the Cottonwood Design Review Board; every statutory regulation has been met, but the Board is acting arbitrarily. Mr. Freeman said that a town should just simply tell the developer what it wants; most developers would comply. The constant change of ideas is frustrating.

Greg Blue has been on both sides of development for 30 years. Ordinances are already in place. Design review could have the effect of trampling on owners' rights. This Town does not need design review. As far as big box stores, we would be lucky to get a Target in Town, or a Lowe's. One suggestion is to create specific districts for design review.

There was no further public input.

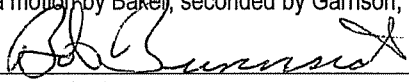
As for staff input, Matt Morris said that it is up to the Council to make a policy decision on what it feels is important, and staff will comply. Jenkins said that he believes that staff can do what Council wants, to a point. Section J of Section 124 appears to be fairly simple; he would defer to Ms. Hoffman to see what she thinks about the process.

In further discussion, Ms. Hoffman suggested that for the future the subjective elements be taken out of design standards, which is the Board, and write into the Code what is wanted. In the interim, suspend Section 124, implement portions, such as Section J and I; staff would have to go through that section and make sure to include what needs to be included. To respond to staff understanding that authorizing administrative review by staff would have to be done by an Ordinance revision, Mr. Counts pointed out that such an action could be taken through adopting a Resolution. After further discussion and agreement on the elements to be incorporated into such a Resolution, including the suggestion that the Town Manager would be directed to name the appropriate person to apply the existing design criteria and apply them to fit the cases that come up in the interim, Council took action accordingly.

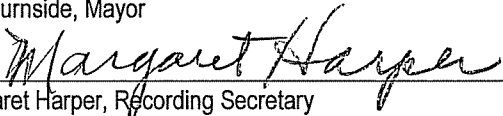
Scannell expressed the appreciation of staff for the requested clarification; the presence of Ms. Hoffman and Mr. Counts added tremendous value to the discussions, as did the presence of Mr. Jenkins and Mr. Morris. Staff now understands exactly how to follow through. A resolution will be presented to Council as quickly as possible, hopefully for the February 3rd regular meeting.

7. Adjournment

On a motion by Baker, seconded by Garrison, the meeting was adjourned at 8:46 p.m.



Bob Burnside, Mayor

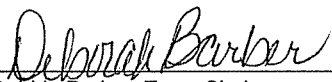


Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on the 13th day of January 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 4 day of February, 2010.



Debbie Barber, Town Clerk