

**MINUTES OF A REGULAR MEETING
OF THE PARKS AND RECREATION COMMISSION
OF THE TOWN OF CLARKDALE**

A Regular Meeting of the Parks and Recreation Commission of the Town of Clarkdale was held on Wednesday, January 18, 2012, at 5:30 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

Chairperson: Lynda Zanolli (Absent)
Commissioners: Barbara Van Wye
Debbie Pickard
Shannon Westcott
Peter Cure

Town Staff:
Town Manager: Gayle Mabery
Community/Economic Development Director: Jodie Filardo
Senior Planner: Beth Escobar
Human Resources and Community Services Director: Janet Perry
Community Services Supervisor: Dawn Norman

AGENDA ITEM: CALL TO ORDER – Vice Chairperson Van Wye called the meeting to order at 5:34 p.m. It was noted that a quorum was present.

AGENDA ITEM: PUBLIC COMMENT - There was no public comment.

AGENDA ITEM: MINUTES-Discussion and consideration of the minutes of the Regular Meetings held on October 12, 2011 and November 9, 2011.

Commissioner Westcott motioned to approve the Regular Meetings' minutes for October 12, 2011 and November 9, 2011 as written. Commissioner Cure seconded the motion. The motion passed unanimously.

AGENDA ITEM: INFORMATIONAL REPORTS

CHAIRPERSON'S REPORT – A report from the Chairperson on current events.

There was no report.

STAFF REPORT – A report from the Community Services Supervisor on current events.

Community Services Supervisor Norman reported on the following:

- Art in Public Places - the current exhibit features the work of the Verde Valley Weavers and Spinners. The exhibit will be on display through the end of February.
- Clarkdale Stories - the latest presentation was the Clarkdale Historical Society and Museum's Oral History Project and there were 7 attendees.
- Exploring Clarkdale - the next scheduled field trip is February 15th at 1pm. Participants will visit St. Thomas of the Valley Episcopal Church and tour the history of the church and its congregation.

NEW BUSINESS:

AGENDA ITEM: GUIDELINES FOR PARKS AND OPEN SPACE DEVELOPMENT– Discussion and consideration regarding a recommendation to the Town Council to adopt the document: “Guidelines for Parks and Open Space Development”.

Town Manager Gayle Mabery reviewed the process for the design of the park with the Commission:

- P&R will be the commission to work through the park design process.
- As a first step, P&R will develop and recommend a guideline that can be used when applying the terms “active” and “passive” with regard to parks and open space areas in Clarkdale.
- At the same time, P&R will recommend areas within the two parks at the Crossroads at Mingus that are appropriate to consider as “active” and “passive”.
- Those recommendations will be forwarded to the Town Council for final action (if P&R agrees on a recommendation at the Jan. 18, 2012 meeting, then the Council will consider the recommendations at their February 14, 2012 Council meeting).
- Following action by the Council on those two issues, P&R will consider specific amenities for each of the parks.
- Once the amenities and site plan design have been recommended by the Parks and Recreation Commission, the Site Plan will be subject to the approval of the DRB.

Town Manager Gayle Mabery introduced the staff in attendance. A review of the history of the project was presented. On January 5, 2012, in accordance with the desire from the Parks and Recreation Commission to see additional public input, a neighborhood meeting was held. There were approximately 40 people in attendance, including homeowners from the Mescal Spur/Cholla Lane area, owners of lots in the Crossroads at Mingus, and several people from other areas of Clarkdale.

Leading into the neighborhood meeting, staff received communication from neighbors in the surrounding area who expressed concern with several issues involving the park, including proposed designs, uses and activities that might take place in the parks. Because the Town’s General Plan includes references to “active” and “passive” uses in parks, and those terms have also been included in past Boards and Commission discussions, it was noted that clarity of their meaning and intent would serve to dispel misinterpretations and also serve as a productive tool in future Town park discussions.

As a result of the degree of discussion within the community, among staff and Council about the terms active and passive, it was determined there would be good benefit by having a specific discussion to clarify those terms and develop guidelines for their application about what those two terms mean and how they might be applied to the two park sites in the Crossroads at Mingus.

To facilitate the discussion, staff developed a starting point for the Commission to review: “Guidelines for Parks and Open Space Development”. There are many elements involved in developing parks. When drafting these guidelines staff used several resources including the American Planning Association (APA) Parks and Recreation Guide, and references from both the current 2002 General Plan and the proposed 2012 General Plan update. The Commission

reviewed the APA definitions for the terms “active” and “passive”. There was open discussion on ensuring there was flexibility in the guidelines for future use.

The Commission reviewed the different types of amenities listed in each category acknowledging the need for flexibility in determining which category types of amenities would fall, for example PAR courses which are exercise stations along trails. This type of amenity could be categorized in either active or passive use.

The Commission posed the question of the guidelines being consistent with the Open Space element of the General Plan. Town Manager Mabery expressed that staff believed these guidelines were consistent with both the 2002 General Plan and the proposed 2012 General Plan.

Vice Chairperson Barbara Van Wye opened the item to public comment. There was no public comment.

Vice Chairperson Barbara Van Wye closed public comment and opened the item for discussion with the Commission.

There was open discussion on setting parameters for each of the categories. Commissioner Pickard expressed concern with establishing the number of users for each of the categories. Passive areas could be used for social opportunities to hold group activities such as yoga, a walking group or star skies (astrology groups).

There was open discussion on:

- Ensuring the definitions were broad enough to allow for group use in passive areas
- Native landscaping
- Open Space
- Unprogrammed spaces and uses
- Public use of spaces which aren't anticipated, regardless if assigned as a passive or active area
- Ancillary Uses - bathrooms, parking, benches/tables

Vice Chairperson Barbara Van Wye stated that Chairperson Lynda Zanolli had submitted her opinion on the agenda item and read it for the benefit of the commission:

“After reading the “Guidelines for Parks and Open Space Development” it is clear that a mix of “passive” and “active” use areas would best accommodate a neighborhood park. While “active” and “passive” are planning terms that are often associated with park uses the need for flexibility is evident. To eliminate either usage in this planning stage would hinder the development of a quality park that meets the needs of the neighborhood. The examples in “Guidelines for Parks and Open Space Development” encompass ideas that leave plenty of flexibility in planning.”

Commissioner Westcott motioned to recommend to Council to adopt the attached “Guidelines for Parks and Open Space Development” for use by the Town for planning future parks and open space. Commissioner Cure seconded the motion. The motion passed unanimously.

AGENDA ITEM: CROSSROADS AT MINGUS SUBDIVISION PARKS – Discussion and consideration of identification of active and passive areas in parks (Tracts F & K) within the Crossroads at Mingus Subdivision.

Town Manager Gayle Mabery stated that the same process would be used for this agenda item as in the last item.

A review of the history of the project was presented. On February 9, 2011, Steve Biasini, Project Manager for PTM Enterprises, LLC presented the Commission with proposed revised development plans for the Highlands Subdivision. During a period of several months following this meeting, the development went through a process to amend both the PAD and Final Plat of the subdivision before the Planning Commission and the Council. During that process, the project was officially renamed as the Crossroads at Mingus. As had been discussed at the February 9, 2011 Parks and Recreation Commission meeting, the final amendments to the project resulted in two park sites in the development. Tract F is located at the intersection of Old Jerome Highway and Mescal Spur and is approximately 3.8 acres in size. Tract K is located on Skyline Boulevard in a U-shaped area between the two points where Sable Ridge Road intersects Skyline Blvd. and is approximately 2.83 acres in size. Town Manager Gayle Mabery reviewed the park site maps with the Commission. At the initial meeting with Parks and Recreation Commission in February of last year, the focus was directed on Tract F due to the development scheduled in Phase I of the project. In October, the Parks and Recreation Commission requested that the developer hold a neighborhood meeting to receive input from the residents. This meeting was held on January 5th. There was approximately 40 residents in attendance. At this point of the project it had become clear that steps needed to be in place during this process:

- P&R will be the commission to work through the park design process.
- As a first step, P&R will develop and recommend a guideline that can be used when applying the terms “active” and “passive” with regard to parks and open space areas in Clarkdale.
- At the same time, P&R will recommend the areas within the two parks at the Crossroads at Mingus that are appropriate to consider as “active” and “passive”.
- Those two recommendations will be forwarded to the Town Council for final action (if P&R agrees on a recommendation at the Jan. 18, 2012 meeting, then the Council will consider the recommendations at their February 14, 2012 Council meeting).
- Following action by the Council on those two issues, P&R will consider specific amenities for each of the parks.
- Once the amenities and site plan design have been recommended by the Parks and Recreation Commission, the Site Plan will be subject to the approval of the DRB.

This item is for the Commission to consider assignments of active and passive areas using the guidelines adopted under agenda item 5. Specific amenities will be discussed at a later date at which time staff will provide the results from the neighborhood meeting and surveys received from a resident for the Commission to consider.

Town Manager Gayle Mabery presented the Commission with maps of Tract F and Tract K outlining areas as “passive” and “active” stating the maps were not definitive they were presented as a starting point for the Commission to work on.

Commissioner Cure stated that the active area defined in the presented map of Tract F would allow for all the amenities that Project Manager Steve Biasini presented to the Commission in October. There was open discussion on reviewing the park sites and reconsidering the types of

amenities proposed. Staff reminded the Commission that the focus was on considering “active” and “passive” areas and that the specific amenities would be discussed at a later date.

There was open discussion on the park sites:

- Parking and restrooms not defined and constrained by the terms active and passive
- Flood Plain and washes in Tract F
- Establishing a passive area along the property lines in both Tract F and Tract K, creating a buffer
- Drainage in Tract K

Vice Chairperson Barbara Van Wye opened the item to public comment.

Karen Daniels - Cholla Lane resident which borders the property line of Tract F. She had previously conducted a survey that some of her neighbors completed, a total of 25, which was intended to query a variety aspects and possible amenities that might be pertinent to both Tract F and Tract K parks. The commission has not yet seen the survey results. Ms. Daniels also expressed her concerns of: decrease in property value, increased traffic, safety issues, installing trails in the wash and loud boom boxes, all potentially caused by the park’s existence. She has invested over \$400,000 in her property and cannot relocate. In Tract K there are no owners who have built and anyone building would know that there is a park scheduled to be developed there. The residents in her neighborhood are very upset about the park and the way the plat amendment was handled. The neighbor who resides on the corner is threatening to go to the attorney general’s office to file a complaint against the Town.

Commissioner Cure posed the question to Karen Daniels as to what semantics she defines as passive use of the park.

Karen Daniels stated that the park could include trails with a PAR course, an educational park with pathways and descriptive signage on natural vegetation and animals and their habitats. She has no problem with tables as long as they are not near her home.

Commissioner Pickard wanted to clarify Karen Daniel’s concern. She asked if tranquility preservation, property loss and safety issues were her concerns. Karen Daniels affirmed this.

Commissioner Pickard stated that assigning the park as completely passive would not control noise and her concern of loud boom boxes.

Karen Daniels stated that the bathroom was a big issue for them. All 27 residents surveyed said that they were not given notice and were all opposed to an active park.

Ron Black - resident of Cholla Lane, neighbor to Karen Daniels. He expressed that he appreciates the fact the Commission is beginning to discuss parks. He has resided in the Town for over 6 years and parks are really important to the community for all age groups. He stated there was still a lot of work to be done and asked the Commission to keep an open mind in designing the parks. The Commission needs to take into consideration that there are families with young children residing in the area of Tract F and although there are several retirees as well, many of them have grandkids that will use the park. He expressed bathrooms were needed because whether or not a bathroom is installed people will still need to relieve themselves and will do so using a bush or elsewhere. As a resident he is interested in the value to the community this park will bring.

Chris Anderson – (owner of a perma culture business?). He shared his perspective on water. He stated rain water and run off should be considered in the development of these parks. Water should be treated as a resource and a way to enhance the plant life and recreational opportunity. Water shouldn't be shunted away from the surface but utilized and merged in to one system.

There was no more public comment. Vice Chairperson Barbara Van Wye closed public comment.

Town Manager Mabery reviewed the existing park sites within Clarkdale noting the omission of parks on the west side of 89a. Anyone wanting to use a public park must travel to Centerville, Selna/Mongini Park in lower town or the Main Park in upper town. For over 20 years, the goal of installing a public park site on the west side of 89a has been discussed. The Highlands provided the opportunity for the Town to meet this goal. The Town negotiated with the Highlands to include park sites that would not be inclusive to the subdivision but would be open for use by the neighboring areas.

The original agreement included 4 parks and a wastewater treatment plant. The Plat Amendment removed the wastewater treatment plant, 2 small parks and relocated two lots which created a larger park site on Tract F.

Commissioner Cure asked Town Manager Mabery to clarify to the Commission if the plat amendment was handled correctly with a public process as Ms. Daniels had stated that the town did not.

Town Manager Gayle Mabery informed the Commission the Town has demonstrated many public processes and can be confident the Town handled the required process legally and correctly. The Commission should not be constrained with those types of challenging comments made during public comment and feel supported to make the best decision for the community in designing the parks.

Commissioner Cure thanked Town Manager Mabery for that clarification on the handling of the public process.

There was open discussion on:

- Disturbed areas in Tract F and Tract K
- Utilities and Water on sites, there is no reclaimed water available on either site

Vice Chairperson Barbara Van Wye stated that after reviewing the sites and the General Plan it was her impression that the passive areas should be increased as much as possible to the areas that are undisturbed and still natural with vegetation. Tract K is completely disturbed with no natural vegetation. The General Plan states we should preserve our natural area as much as possible. The active areas should be contained only to the areas that have been disturbed.

There was open discussion on the undisturbed areas and that by assigning use within those areas doesn't mean they will be disturbed.

Commissioner Cure pointed out that portions of passive areas would be disturbed by trails. Steve Biasini's drawing presented to the Commission last October fits within the areas proposed by staff. Rest rooms and parking are going to be an issue no matter which location they are

installed. In addressing the concern of the loud boom box the Town has a noise ordinance and a process is in place for the Town to respond to those related issues.

There was open discussion on:

- Activities which could be installed in the passive areas such as a PAR course and sandbox
- Buffering the court and park site from the street on Tract F
- Noise - on Tract K the pad is platted for approximately 15 sites in a “horseshoe” shape with the park in the center of the “horseshoe”. There is more of an opportunity for noise complaints from those bordering Tract K than those bordering Tract F. From a planning standpoint, the park located in Tract K should be more passive.
- Tract K - completely disturbed and open with no build out in the vicinity
- Geographical areas of both park sites and the consideration that the parks are being created for the town’s use:
 - Tract F is more viewable, easier access, logical location for all residents to use;
 - Tract K is more of a subdivision park as it is secluded.
- There should be active and passive areas in both parks
- Parking
- Grass Areas/Open Fields

Vice Chairperson Barbara Van Wye read Chairperson Lynda Zanolli’s written opinion which she submitted for inclusion in the meeting’s discussion:

“Thank-you to Project Manager Biasini for working so closely with the Parks and Recreation Board on the development of a quality park at Crossroads at Mingus that meets the needs of all ages and activity levels of the public. I also am VERY pleased to hear a discussion of grass possible at one of the locations.

- Exhibit B – A proposed designation of “active” and “passive” areas in Tract F.: I like the idea of a “passive” area adjoining the existing houses and extending into the wash. This keeps the native area that has not been disturbed as pristine as possible. Locating the “active” area closer to the street has several advantages; the area is as far a possible away from existing houses, the area has already been disturbed, and would allow easy access to the facility that does not impact neighborhood roads.
- Exhibit C – A proposed designation of “active” and “passive” areas in Tract K.: In this smaller area positioning a “passive area around the outside of the park allows for a buffer between the houses and the “active area. Once again allowing flexibility in the design will lead to a nice blend for all residents.”

Vice Chairperson Barbara Van Wye reminded the Commission that activities/amenities were not being considered during this agenda item and that when mentioning a specific amenity in discussion it does not reflect that those amenities will be installed.

Commissioner Pickard proposed:

- Another 40 feet of passive area be added to the proposed passive area in Tract F bordering the property lines of the homes on Cholla Lane, totaling a border of 80 feet of passive area;
- 40 feet of passive area be added along Old Jerome Hwy, as it allows for a buffer and protects the park from the street/traffic;

- Add 80 feet of passive area along the border of the property lines in Tract K creating a buffer between the homes and the park area.

Commissioner Cure expressed that by adding these “buffer” zones it will put limitations on what can be done in the park sites as space is limited.

Commissioner Westcott agreed with the additions to the passive areas in Tract F but felt that there was no need for the passive areas in Tract K as it would cause space limitations.

There was open discussion on drainage on both park sites.

There was continued discussion on adding the 40 feet of passive area to Tract K along the property line.

The Commission asked staff if a map to scale was available. Staff did not have maps to scale to provide to the Commission. There was open discussion that in designating passive and active areas it would be helpful to have scalable maps.

There was open discussion on which park would be built first. Town Manager Mabery informed the Commission that under the development agreement Tract F was scheduled for Phase I and Tract K was scheduled for Phase III. It will be a considerable amount of time between the build out of the two parks. The Commission expressed that this needed to be considered in designing the parks.

There was open discussion on the native vegetation and clarification that designating an area “active” doesn’t necessarily mean the natural vegetation would be removed.

Commissioner Cure proposed to table the item in order to allow staff to provide to them a map to scale to work with. He was concerned that the proposed passive areas were restricting the amount of remaining area. With a map to scale the Commission would be able to visualize the actual space.

Commissioner Cure motioned to table the agenda item until the next Regular Meeting of the Parks and Recreation Commission. Commissioner Westcott seconded the motion. The motion passed unanimously.

AGENDA ITEM: VERDE FRONT TRAILS - An update and discussion on the Verde Front Trails.

Community Services Supervisor Dawn Norman explained that the Verde Front program is a multi-agency public planning process that began in 2009. The effort focuses on the area generally located from Cottonwood, Clarkdale and Jerome at the north to below Camp Verde at the south, and from the Verde River Greenway corridor to the upper reaches of the Black Mountain range. The Verde Front program is part of a forest-wide recreational planning effort that includes three sub-areas of the Prescott National Forest. In February 2011, the Forest-wide Recreational Strategy Coordinating Team, which includes representatives from the three planning sub-areas, released an 8-part Sustainable Recreation Strategy for Central Arizona. Trails and Open Space is one of the focus areas for the strategy. The Verde Front Trails Steering Committee was formed in May 2011, to review and prioritize potential trail facility improvements. This committee is comprised with many representatives from throughout the

Verde Valley, including Yavapai County, Town of Clarkdale, City of Cottonwood, Town of Camp Verde, Town of Jerome, Arizona State Parks and Prescott National Forest.

The City of Cottonwood and Yavapai County agreed to serve as co-conveners of the Verde Front Trails Steering Committee. At their August 31, 2011 meeting, the Verde Front Trails Steering Committee endorsed two trail system proposals as top priorities. These proposals will be presented as recommendations to the Prescott National Forest, who will then make the final decision on any proposed activity in these areas:

Recommended Priority Projects:

1. West Mingus Avenue Recreation Area proposal: (Cottonwood/Clarkdale)
2. Copper Canyon trail improvements: (Camp Verde)

Community Services Supervisor Norman continued that the trails proposed for the West Mingus Avenue Recreation Area were consistent with the trails plan discussed by the Parks and Recreation Commission in working on the Parks and Recreation Master Plan. The next Verde Front Trails Steering Committee meeting will be held January 25, 2012, 3:00 p.m. at the Cottonwood Recreation Center.

AGENDA ITEM: POOL - An update and discussion on the Clarkdale Pool.

Community Services Supervisor Dawn Norman updated the Commission on the status of the pool. She explained that the pool's ramp did not meet the new ADA requirements which meant that a handicap lift would need to be purchased and installed. She continued that she met with Commissioner Cure who reviewed the current condition of the pool and the construction plans. She asked Commissioner Cure to share his professional observations.

Commissioner Cure stated that the condition of the pool structure was not as bad as he had anticipated. Considering the Town's budget, his original idea of building a pool within the existing structure was not necessary, the existing structure could be used. The items needing to be addressed include:

- Gutter system - which is the main cause of the water loss. The gutter would be removed and a new plumbing system installed in the area the gutter was located;
- Re-plaster of the structure, approximately \$15,000;
- Installation of new equipment - 8 skimmers, 4 filters and pumps; and
- Removal of the existing main drains and new plumbing installed.

He estimated approximately \$70,000 to perform these renovations to the pool.

He continued this did not address the need for ADA restroom/shower room and ADA parking and sidewalks which could be installed on the north side of the building. He expressed he believed the pool could be refurbished.

Community Services Supervisor Dawn Norman informed the Commission that Commissioner Cure will be preparing figures for these renovations. She shared that due to the new ADA requirements the kiddie pool would not be usable. An alternate feature would be to install a splash pad and water features for patrons. Installing this type of amenity would still meet the needs of families with little ones and would not require a lifeguard on duty due to its zero depth. Staff will keep the Commission updated as new information becomes available.

AGENDA ITEM: FUTURE AGENDA ITEMS – Listing of items to appear on future agendas.

Crossroads at Mingus Subdivision Parks

AGENDA ITEM: ADJOURNMENT-With no further business before the board and with no objection, the meeting adjourned at 7:26 p.m.

APPROVED:

Barbara Van Wye, Vice Chairperson

SUBMITTED BY:

Dawn Norman, Community Services Supervisor