

**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, February 8, 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
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 – Chairperson Zanolli called the meeting to order at 5:32 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 Special Meeting held on January 18, 2012.

Vice Chairperson Van Wye motioned to approve the Special Meeting minutes for January 18, 2012 as written. Commissioner Westcott seconded the motion. The motion passed unanimously.

AGENDA ITEM: INFORMATIONAL REPORTS

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

Chairperson Zanolli thanked Vice Chair Van Wye for running the meeting held on January 18th.

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

Community Services Supervisor Norman reported on the following:

- Lions Club Car Show will be held on March 10th, 9a-2p in the Town Hall parking lot. Follow-up on the email sent to the Commissioners - the Lions Club is seeking 2 volunteers to help with the 50/50 raffle being held during the car show.

With no objections, Chairperson Zanolli moved Agenda Item 6. CROSSROADS AT MINGUS SUBDIVISION PARKS – Discussion and consideration of amenities for the parks located in the Crossroads at Mingus Subdivision before Agenda Item 5. 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.

NEW BUSINESS:

AGENDA ITEM: CROSSROADS AT MINGUS SUBDIVISION PARKS – Discussion and consideration of amenities for the parks located in the Crossroads at Mingus Subdivision.

Community Services Supervisor Dawn Norman presented to the Commission. 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 Planned Area Development Agreement (PAD) and Final Plat of the subdivision before the Planning Commission and 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:

1. Tract F - located at the intersection of Old Jerome Highway and Mescal Spur; approximately 3.8 acres in size.
2. Tract K - located on Skyline Boulevard in a U-shaped area between the two points where Sable Ridge Road intersects Skyline Blvd.; approximately 2.83 acres in size.

Upon completion of the development of the two parks, both will be dedicated to the Town as public parks.

The PAD and Final Plat define 3 phases of the project. Pursuant to those documents, the development of the parks, Tracts F and K, are scheduled in the following order:

- Phase I - a portion of Tract F (this includes the disturbed area and a portion along Mescal Spur);
- Phase II - the remaining portion of Tract F (the wash and undisturbed area); and
- Phase III - Tract K.

A map reflecting these areas and respective phases is included as Exhibit A.

Although the above 3 phases were identified, no specific timelines were included as to when each phase should or would be completed. Given the phasing order, along with the current economic conditions, the developer now anticipates it may be quite some time before Phase III would be completed. In order to retain your flexibility to make final decisions for the park located on Tract K closer to the time that the park would be developed, staff recommends the Commission to consider specific amenities only for the park located on Tract F.

Amenities to consider include but are not limited to: basketball, horseshoes, playground, swings, trails, fitness (PAR) course stations, backboards (to hit tennis or other balls against), restrooms, disc golf, pickleball/whiffleball/badminton court, patenque, cabanas/picnic areas, grass areas, and splash pad/water feature. These amenities were derived from the public input received at the neighborhood meeting held on January 5, 2012 and input from town staff. The results from the

January 5th neighborhood meeting were provided to the Commission on January 19, 2012. A copy has been included as Exhibit B.

In addition, the Commission has been provided with results of a neighborhood survey drafted, circulated and reported on by a Clarkdale resident living in the vicinity of Tract F. These surveys are dated in early December. A group of the neighborhood residents had apparently participated in a meeting coordinated by the resident on December 5, 2011 to discuss the park project(s). The surveys were not previously coordinated in any way with the Town, and the results produced were delivered from a resident to Mr. Biasini at the January 5th Neighborhood Meeting held at the Town complex, and subsequently delivered to the Town on January 10th.

A recurring concern expressed through the public process has been the apprehension of disturbing the natural areas. When considering the design of the park, please utilize the guidelines outlined in the Open Space element of the 2002 General Plan (Exhibit C). The 2012 General Plan Update has not yet been approved or adopted by Council for use. In addition, please note that the PAD requires the developer to landscape the park areas.

While the commission and Council will certainly depend on the staff's and developer's expertise on certain technical aspects relating to the parks, the most important decision making related to these two sites will be made based on the Commission's analysis of community value and quality of life in order to determine what is best for the community overall.

Moving forward, the following process will be used by the Commission:

Chairperson - introduces agenda item

Dawn Norman, Community Services Supervisor - presents Staff Report

Commission - submits questions to staff on Staff Report

Chairperson - opens item for public comment

Chairperson - closes item for public comment

Commission & Staff - discussion/work session on amenities and park design. Staff will provide park site maps to scale along with amenities to scale. Two magnetic boards displaying park site Tract F along with magnetized amenities will be provided to the Commission to work with to design the park site during this session. This will allow the flexibility in designing the park along with keeping the design to scale.

Chairperson - open item for public comment

Chairperson - close item for public comment

Commission - discussion and possible action on item

The public will be allowed to only address questions or make statements after the Chairperson has opened the item for public comment. The public's questions and statements must be addressed through the Chairperson who then refers to staff. Once public comment is closed the public may not address the Commission or staff.

Park design is an issue of importance to everyone in Clarkdale, and certainly a more personal one to those who will be making use of the parks and/or live near them. A condition of approval for the Crossroads at Mingus parks was that both the Parks and Recreation Commission (P&R) and the Design Review Board (DRB) play roles in the design and approval process.

At this point in this process, the role of the Parks and Recreation Commission is to:

- Make a recommendation on areas for the park located on Tract F of Crossroads at Mingus that are appropriate to consider as “active” and “passive”.
- Make a recommendation on the specific amenities to install in the park located on Tract F of Crossroads at Mingus. As amenities are located in the design process, focusing on active area amenities will form an indication of reasonable passive areas and amenities.

As earlier stated, the park located on Tract K of Crossroads at Mingus is scheduled for Phase III. Anticipating it will be quite some time before this phase is completed, the Commission will work to retain their flexibility to make final decisions for the park closer to the time that this park would be developed.

Provided that P&R does in fact take action on these items on February 8, 2012, these two recommendations will be forwarded to the Town Council for review and approval at your February 29, 2012 meeting.

Once the amenities to be placed in the park have been approved by Council, the Site Plan will be subject to the approval of the DRB. The role of the Design Review Board is to review the park site plan, this includes the landscaping, exterior design of proposed new buildings and any proposed signage to assure that they are compatible with the surrounding environment and to preserve and protect the integrity and character of the Town.

We anticipate this will be reviewed and considered by DRB on April 4, 2012. This period of time will allow the developer to draft a site plan based on the recommendations made by P&R and Town Council.

It is important to restate that both P&R and DRB are standing bodies established by Town ordinance and appointed by the Town Council to provide ongoing citizen input on major policy areas. Just as they have to date on issues relating to these parks, the public will have the opportunity to provide input during these public meetings. As you are aware, we ask our Boards and Commissions to focus attention on specific issues, weigh community values in making recommendations to the Town Council, and thoroughly research and review alternatives to accompany formal recommendations to the Town Council. We know that our Board and Commission members take this responsibility seriously, that you welcome citizen engagement in the process, and will give due consideration to the suggestions you hear about the design of the parks in the Crossroads at Mingus from the public, the recommendations that you receive from staff, and the guidance provided in the 2002 General Plan, as you try to make a balanced decision about park designs.

Staff has included the following exhibits to aid in your discussions at the meeting:

- Exhibit A –Crossroads at Mingus Phase Map
- Exhibit B – Results from the January 5th neighborhood meeting
- Exhibit C – 2002 General Plan Chapter 4 Open Space

Community/Economic Development Director Jodie Filardo clarified Phase 3 building of homes and the Design Review Board’s role.

There was open discussion on the process and there was no intent for the design plan to come before the Parks and Recreation Commission after the Commission approved the facilities and design layout unless substantive changes are made due to technical aspects.

There was open discussion on the starting and completion of Phase I. Community/Economic Development Director Jodie Filardo informed that Project Manager Steve Biasini anticipated to begin on Phase I in June but there is no firm commitment.

Chairperson Lynda Zanolli opened the item to public comment.

Karen Daniels - Cholla Lane resident, adjacent to the park located in Tract F. She expressed that the neighborhood meeting survey presented by the Town was inaccurate as people were leaving the meeting when the survey was being conducted. The neighborhood survey that she conducted of the area residents and provided to the Town was more accurate.

Jim Young - Hydrologist. He stated all washes located in Tract F were active and to preserve the habitat as much as possible.

Chairperson Lynda Zanolli closed public comment and opened the item for discussion with the Commission.

Community Services Supervisor Norman introduced the scaled map for Tract F along with the scaled amenities. The Commission began discussing where the parking would be located and how many spaces should be required. Commission Cure produced a drawing of a possible parking layout. Standards for parking were discussed. The Commission discussed the need for ADA parking and where this should be located. They also discussed making all the amenities accessible with an ADA pathway of decomposed granite.

With the conceptual parking layout defined, the Commission moved on to discuss possible amenities. Commission Cure reminded the Commission that the design should be considered with the entire Clarkdale community in mind since this will be the first and only park on the west side of 89A.

Commissioner Debbie Pickard expressed the importance of providing amenities to encourage a healthy lifestyle for both adults and children.

Commission Van Wye expressed the desire for a grassy area.

The Commission proceeded to place the following amenities in the park: basketball court, swing set, playground, shade structure and picnic table and horseshoe pit. A par course was arranged around the perimeter of the amenities. The Commission agreed not to place a splash pad in the park because of high water use. The consensus of the Commission was to keep the most active and possibly noisiest park activities, as far away from existing residences as possible. The Commission noted that the conceptual design had activities placed at 100 feet from the nearest property border.

The Commission also discussed placing a fence around the basketball court for safety and noted that baseball or football field should be considered for Tract K when it develops as a park. A looping trail and tennis court was also added to the list of future amenities for consideration on Tract K.

Community Services Supervisor Norman reminded the Commissioners to consider ongoing staff time and maintenance costs when planning amenities for any Town park.

The Commission discussed placing a looped trail throughout the site. They emphasized that the trail should enter the site as soon as possible at the northeast corner where the property abuts Old Jerome Highway to route pedestrians off the road.

Vice Chairperson Van Wye asked whether the park amenities could be rented by members of the public. Community Services Supervisor Norman noted that just like existing Town facilities, the new park could be rented on a first come, first serve basis. She also noted that no alcohol would be allowed in the park per Town ordinance.

Upon completion of the placement of the amenities, the Commission noted that the active portion of the park was placed on approximately 1.5 acres, leaving approximately 2.3 acres for passive activities.

Chairperson Lynda Zanolli opened the item to public comment.

Karen Daniels - Objects to the trail loop as her residence is in that vicinity. She expressed that she is concerned that people will walk into her yard. She understood the need to route people off of the street but this will encourage traffic close to her house. She stated she would like the Commission to consider installing a tennis court and shared statistics she had obtained. She is also concerned about the installation of a fence along Old Jerome Highway as it will be a visual block.

Ron Black - Inquired if substantial changes were made to the design if the project would return to the beginning of the process where each board would need to approve the revised design. He is very supportive of the automatic time locks on the bathrooms. He worked 25 years in school administration and they were encouraged to install bus stops at the parks as it discourages bad activities due to the congregation of people creating a safer location for the students at the school bus stops. Would the Commission consider accommodating a school bus stop into the design plan?

Chairperson Lynda Zanolli closed public comment and opened the item for discussion with the Commission.

Vice Chairperson Van Wye inquired if the Commission were to consider tennis courts would that affect the height of the fence that would be installed to accommodate the amenity. Community Services Supervisor Norman informed that tennis courts require 8'-12' high fencing where basketball courts require 8'-10' height. With the current location of the amenity bordering a road, at the least, a 10' high fence should be installed for safety measures.

The Commission had a brief discussion regarding Sport Courts, multi-use court facilities. Town Manager Mabery stated that she has concerns about this type of facility and its impact on staff time with maintenance and monitoring of equipment issues. The Commission agreed that a sport court would not be appropriate for Tract F.

There was open discussion on considering the inclusion of a school bus stop.

After additional discussion, the Commission came to the consensus on the following recommendation for development of Tract F:

A basketball court should be placed in the southeast corner of the parcel with a fence along both ends and along the road boundary, u-shaped. It was recognized that the basketball court would be used for other activities, such as skating. Four ramadas, a playground area, swings and two horseshoe pits, as placed on the conceptual design, should also be included. A trail should be included throughout the parcel that has easy access at the most northeastern corner off of Old Jerome Highway. The Commission would like the trail system to loop around the parcel if possible, while not being placed too close to the residential properties along the western border. Par course stations should be installed along the trail system.

A restroom building with two restrooms should be placed at a grade elevation that has minimal impact on the view shed of properties to the west. The bathroom should have no hot water, no interior electricity/lights, an automatic self-locking/unlocking system, sky lights and an exterior security light which meets dark sky requirements.

A grassy area between and around the amenities should be included.

In response to a comment by a member of the public, the Commission would like the developer to consider accommodating a school bus drop-off into the park plan.

It was agreed that staff would relay the Commission's recommendations to the developer, and bring back a designed plan for the Commission to review and approve prior to Design Review Board.

Commissioner Peter Cure motioned to approve the conceptual design plan to send to the developer to generate a design plan that will be presented to the Commission for approval prior to Design Review Board. Commissioner Pickard seconded the motion. The motion passed unanimously.

OLD BUSINESS:

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.

Community Services Supervisor Norman presented to the Commission a map reflecting the proposed designated passive and active areas for the park located in Tract F of Crossroads at Mingus. The Commission reviewed the proposed designated passive and active areas for the park located in Tract F of Crossroads at Mingus prepared by Town Staff. There was open discussion on PAR Courses and if the activity would be considered passive or active. The Commission concurred that this activity would fall under the passive use category.

Chairperson Lynda Zanolli opened the item to public comment.

Ron Black - Cholla Lane resident, whose property borders the property line of the park located in Tract F. Mr. Black expressed that he was comfortable with the proposed designated passive and active areas.

Chairperson Lynda Zanolli closed public comment and opened the item for discussion with the Commission.

There was no discussion.

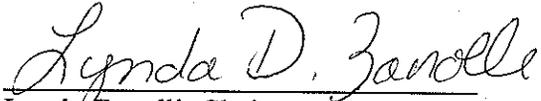
Commissioner Peter Cure motioned to approve the proposed designated passive and areas in the park located in Tract F within the Crossroads at Mingus Subdivision with the flexibility to allow for minor adjustments. Commissioner Westcott seconded the motion. The motion passed unanimously.

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

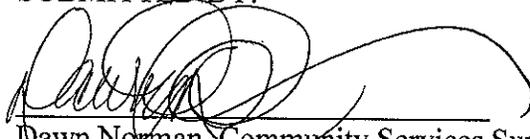
Crossroads at Mingus Subdivision Park - Tract F

AGENDA ITEM: ADJOURNMENT-With no further business before the board and with no objection, the meeting adjourned at 7:40 p.m.

APPROVED:


Lynda Zanolli, Chairperson

SUBMITTED BY:


Dawn Norman, Community Services Supervisor