

**DRAFT**

**SPECIAL MEETING/ Planning Commission**  
*January 3, 2008*

**MINUTES OF A SPECIAL MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, JANUARY 3, 2008, IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ.**

A **SPECIAL** Meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, January 3, 2008, at 6:00 p.m., at the Clark Memorial Library, 39 N. Ninth Street, Clarkdale, AZ.

**Planning Commission:**

Chairperson	Amy Bayless	Present
Vice Chairperson	Dave Puzas	Present
Commissioners	Bill Regner	Present
	Jorge Olguin	Present
	Sarah Vinson	Present

**Staff:**

Community Development Director	Sherry Bailey
GIS /Planner	Guss Espolt
Public Works Director	Steve Burroughs

**AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 6:00 p.m.

**AGENDA ITEM: ROLL CALL:** The GIS/ Planner called roll.

**AGENDA ITEM: MINUTES:** None.

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** None.

**Staff Report:** The Community Development Director gave the Commissioners an update on the APA Conference in April that some staff will be attending.

**AGENDA ITEM: PUBLIC COMMENT:** None.

**NEW BUSINESS**

**AGENDA ITEM: WORKSESSION:** Continuation of Form Based Codes.

The GIS Planner supplied photos for the Commissioners as it related to our historical architecture within the Town of Clarkdale. Steve gave detailed descriptions of the many architectural designs within our Town. The photos presented this evening gave the Commissioners a basis to work with to incorporate it in to the Form Based Code project.

**DRAFT**

**SPECIAL MEETING/ Planning Commission**  
**January 3, 2008**

**AGENDA ITEM: FUTURE AGENDA ITEMS: Continuation of Form Based Codes Worksession.**

**-The GIS Planner and the Public Works Director will be focusing on other architectural features within the Town to present for discussion at the February Worksession.**

**AGENDA ITEM: ADJOURNMENT: Vice Chairperson Puzas motioned to adjourn the meeting. Commissioner Regner seconded the motion. The motion passed unanimously. The meeting adjourned at 7:00 p.m.**

**APPROVED BY:**

**SUBMITTED BY:**

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Amy Bayless  
Chairperson

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Guss Espolt  
Community Development  
GIS/Planner

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, JANUARY 24, 2008, IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.**

A **REGULAR** meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, January 24, 2008, at 6:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

**Planning Commission:**

Chairperson	Amy Bayless	Present
Vice Chairperson	Dave Puzas	Present
Commissioners	Jorge Olguin	Present
	Sarah Vinson	Present
	Bill Regner	Present

**Staff:**

Community Development Director	Sherry Bailey
Administrative Assistant	Vicki McReynolds
GIS Technician/Planner	Guss Espolt

**AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 6:00 p.m.

**AGENDA ITEM: ROLL CALL:** The Administrative Assistant called roll.

**AGENDA ITEM: MINUTES:** Consideration of the **Regular Meeting Minutes of November 15, 2007, Special Meeting Minutes of December 6, 2007, Cancelled Meeting Minutes of December 27, 2007 and Special Meeting Minutes of January 3, 2008. Commissioner Olguin motioned to approve the Regular Minutes of November 15, 2007. Commissioner Regner seconded the motion. The motion passed unanimously. Commissioner Olguin motioned to approve the Special Meeting Minutes of December 6, 2007. Commissioner Regner seconded the motion. The motion passed unanimously. Vice Chairperson Puzas motioned to approve the Cancelled Minutes of December 27, 2007. Commissioner Regner seconded the motion. The motion passed unanimously. Vice Chairperson Puzas motioned to approve the Special Meeting Minutes of January 3, 2008. Commissioner Olguin seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** None.

**Staff Report:** The Community Development Director had attended the Council's Yearly Strategic Planning Session. The Council Members each identified their vision and actions to "link" the vision to the year 2020, regarding "where" the Town of Clarkdale is headed. All the Council Members visions seemed to mesh together towards common goals. There will be joint meetings with the Boards & Commissions and the Council to be scheduled in the near

future to discuss the short term/long term visions. The following are some of the areas that the Council would like to move forward on.

- Start the process for the General Plan
- Discussion needs to occur re: Phelps Dodge Property
- Annexation of the 450 acres/Clarkdale Minerals
- Annexation of the Verde Exploration property between Clarkdale & Jerome
- Form Based Codes (Council to possibly attend every 2-3 months the Planning Commission Worksessions)
- Master Plan
- A June 30<sup>th</sup> Meeting w/City of the Cottonwood and the Town of Clarkdale: open discussion/water management
- Extension of roads, i.e., Centerville Road, etc.
- Founding of Clarkdale to be celebrated

**AGENDA ITEM: PUBLIC COMMENT: None.**

### **NEW BUSINESS**

**AGENDA ITEM: DISCUSSION: On the Proposed Arizona Smart Growth Scorecard (Draft). The draft, *Arizona Smart Growth Scorecard* is prepared by the Growth Cabinet Scorecard Subcommittee. This smart growth scorecard is designed to strengthen the ability of local officials to plan for future growth and development, and to adopt comprehensive strategies that address growth-related pressures for specific communities and counties. Communities growing smarter will, when the program is fully implemented in 2009, receive incentives from various state discretionary funding sources. Those communities transitioning to smart growth planning will be eligible for technical assistance by the Arizona Department of Commerce Office of Smart Growth (formerly Community Planning Office) and the Smart Growth Interagency Committee, comprised of representatives from the 15 Growth Cabinet agencies, to aid in implementing smart growth principles.**

**DISCUSSION: How did Clarkdale do overall looking at the draft scorecard?**

**Following were areas highlighted by the Commissioners:**

- Most areas we do really well and a few do fall short
- Sustainability wasn't addressed
- How is the "scorecard" measured/credibility? (Documentation needs to support what is submitted)
- Within each community, their respective Town Council will probably fill out the scorecards
- Possibly groups of a "lower" title level could fill out the cards and then pass to Council
- The process of the scorecards could be approached as a self-assessment
- What is the actual "incentive" to complete the scorecard?
- A Regional approach should be looked at in this evaluation process: example: affordable housing.

**The Community Development Director will compile all the input from the Commissioners, email it to them, then to be reviewed at the next Planning Commission Worksession on February 7<sup>th</sup>. From that point the comments will be passed on for the joint meeting with Town Council for open dialogue regarding the Commissioner's input.**

**AGENDA ITEM: WORKSESSION: On Proposed Changes to Zoning Code Section 11 - Site Plan Review.**

**Staff Report:**

**Project Description:** Discussion on revisions to the Site Plan Review section of the Zoning Code dealing with public notice requirements and including public projects as requiring site plan and design review.

**Summary:** The proposed changes to the code would require notification of the public hearing in the official publication, posting on the site and sending out meeting notification letters to property owners within 200 feet. The second change would include public facilities and projects in the listing of required site plan review and design review projects.

**Staff Analysis:** Much discussion has occurred over the past few months dealing with the need to make sure that public projects come under the same scrutiny and requirements as other projects. Concern for making sure that these projects and all projects provide for public input led staff to include a public notification procedure addition to the code. As the zoning code gets revised, and the town moves toward providing for more public input, the need to make changes in this section of the code became apparent.

**Staff Recommendation:**

Staff is asking direction from the Planning Commission on the proposed changes to the code and before bringing the code changes back for a public hearing and public input.

Following are the areas in italics noting change(s) and/or additions:

**Section 11-1 Purpose and Applicability of Design Review**

A. This ordinance shall apply to all *public buildings and facilities*, new buildings and redevelopment as defined in this ordinance or the Town of Clarkdale Zoning Ordinance, except single family dwellings and accessory uses that are not a part of a developer-controlled subdivision. Structures (other than buildings), signs, landscaping, parking areas, *public facilities* and enclosures will be reviewed by the Design Review Board if a part of new building development or building redevelopment.

**Section 11-9 Purpose and Applicability for Site Plan Review**

A. A person who has right, title, or interest in a parcel of land must obtain SPR approval prior to commencing any of the following activities on the parcel:

7. *Any new or modified public structure or facility.*

**Section 11-11 Site Plan Application Submission and Review Procedures**

B. 4. (Addition) *Staff shall post two signs at the site for the purpose of notifying the public with the date and time of the public meeting, the site of the meeting and the requested action before the Design Review Board. A Public Notice shall be placed in the official Publication not less than 15 days prior to the public hearing and notice shall be sent to all of the property owners within 200 feet of the property scheduled for site plan review consideration.*

**The Commissioners suggested the definition of Public “Buildings” and “Facilities” be better defined. The 15 days notification should be across the board for notification for property owners, official publication and at the site.**

**The Community Development Director made a note of the Commissioners suggestions.**

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

- March (Regular Meeting)-possibly the property across from the school- A Minor Subdivision.**
- Continuation of Form Based Codes Worksessions-(first Thursday of each month)**

**AGENDA ITEM: ADJOURNMENT: Commissioner Vinson motioned to adjourn the meeting. Commissioner Regner seconded the motion. The motion passed unanimously. The meeting adjourned at 7:25 p.m.**

**APPROVED BY:**

**SUBMITTED BY:**

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Amy Bayless  
Chairperson

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Vicki McReynolds  
Administrative Assistant

**DRAFT**

**Board of Adjustment**  
**January 23, 2008**

**MINUTES OF A REGULAR MEETING OF THE BOARD OF ADJUSTMENT OF  
THE TOWN OF CLARKDALE HELD WEDNESDAY, JANUARY 23, 2008, AT  
6:00 P.M. IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL  
CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, ARIZONA.**

The **Regular Meeting** of the Board of Adjustment of the Town of Clarkdale that was scheduled for **January 23, 2008**, was **cancelled**.

**APPROVED BY:**

**SUBMITTED BY:**

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Anita Simgen  
Chairperson

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Vicki McReynolds  
Administrative Assistant

**MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, JANUARY 9, 2008, AT 6:00 P.M. IN THE CLARKDALE LIBRARY BUILDING, 39 N. NINTH STREET, CLARKDALE, AZ.**

A Regular Meeting of the Design Review Board of the Town of Clarkdale was held on Wednesday, January 9, 2008, at 6:00 p.m. in the Clarkdale Library Building, 39 N. Ninth Street, Clarkdale, AZ.

**Board Members:**

Chairperson	Charles Scully	Present
Vice Chair	Marsha Foutz	Present
Board Members	Dennis Rhoades	Present

**Staff:**

Community Development Director	Sherry Bailey
GIS Technician	Guss Espolt
Administrative Assistant	Vicki McReynolds

**Others in Attendance:** Rachel Jackson, Laura Jones (for Miller’s Market).

**AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 6:00 p.m.

**AGENDA ITEM: ROLL CALL:** The Administrative Assistant called roll.

**AGENDA ITEM: MINUTES:** Consideration of the Regular Meeting Minutes dated December 12, 2007. Board Member Rhoades motioned to approve the Regular Meeting Minutes of December 12, 2007. Board Member Foutz seconded the motion. The motion passed unanimously

**AGENDA ITEM: REPORTS:**

**Chairperson’s Report:**

The Chairperson reported on January 24<sup>th</sup> there will be a County Trails meeting with representatives from various communities regarding the next Verde Valley Trails Master Plan. There will also be a Regional Task Force meeting (the same day) at the Jerome Fire House at 10:00 am. This will be an open meeting.

**Staff Report:**

The Community Development Director stated the Council will be having their Strategic Planning meeting January 23 (afternoon) and all day on the 24<sup>th</sup>. On Tuesday, January 29<sup>th</sup> there will be a “TENTATIVE” Joint Meeting with Council and Parks & Recreation Board regarding the old sewer plant site/conversion to a park with other needs of the Town addressed.

It was previously discussed the possibility of joint meetings... i.e., Boards & Commissions Members with the Council. The Town is currently addressing issues and after the Strategic Planning Meeting the joint meetings should take place possibly the end of January. The Community Development Department will keep all members posted. Also to come out of the Strategic Planning Meeting will be

the General Plan update. Future discussions with the Design Review Board will be based on results of these meetings.

**AGENDA ITEM: PUBLIC COMMENT:** The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit his or her comment to five minutes.

**NEW BUSINESS:**

**AGENDA ITEM: DISCUSSION & POSSIBLE ACTION:** DRB-2007-55, Parcel #400-03-160, Sign for: Miller's Market located at 915 Main Street.

**Staff Report: Background:**

The applicant has submitted an application for Design Review for the window signage on 915 ½ Main Street. The Miller's Market signage will be made of self-adhesive vinyl and the text will be French script style. Capital letters will be 12" high and lower case letters will be 4". The height dimensions and square footage will be: Logo: 4' x 2.5'. The Oval: 10 square feet.

**The signage has to follow the sign code in the Zoning Code Chapter Seven 7-6 M.1 Windows, that states:**

*May cover up to one-half (1/2) the window area; square footage to be subtracted from allowable wall signage area.*

**Staff Comments:** In addressing the layout/design of the window signage for Miller's Market: the Design Review Board may approve the signage submitted, conditionally approve with stipulations, or disapprove the application as filed.

**Staff Recommendations:** Staff recommends the signage of The Miller's Market be approved.

**Applicant:** The applicants, Rachel Jackson and Laura Jones, explained Miller's Market will be a general store/deli. The hours of operation will be 7:00 a.m. to 7:00 p.m. They will carry general store items along with some organic foods/produce, coffee, pastries, breakfast burritos and wrap sandwiches. They will send out a general mailer prior to opening to see what the public wants in the store. There will be a community bulletin board in the market. Down the line, they hope to be able to do deliveries. Future signage along the roadside they realize would need to come back to the Board.

**Questions to Staff/Applicant:**

**Following are responses to questions from the Board Members:**

- The black lettering on the window (as presented) will remain. The lighting inside the building will bring out the black letters. The lettering is done on the inside.
- The floor is black and white checked and walls are Navajo white.
- Their website and email address is also in black letters on the window.
- It is up to the property owners to upgrade awnings.
- There will be a counter with stools inside and tables with chairs outside (weather permitting).
- The windows are not tinted.
- The brick flower box area underneath the window will not obstruct the lettering. Some type of plantings will go in the planter.
- The projected opening date will be February 1<sup>st</sup>.

**Discussion:**

The Board Members liked the “oval” sign and color giving it a historic feel. The script lettering was very appealing. The use of a sandwich board/sign outside the Market showing the menu was discussed. This type of sign could possibly fall under “temporary signage” and applicant should work with Community Development regarding this. The members felt there should definitely be plantings in the brick flower box area to give it color.

**Action: Board Member Foutz motioned to approve the sign request for Miller’s Market located at 915 Main Street as proposed. Board Member Rhoades seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: DISCUSSION on The Proposed Arizona Smart Growth Scorecard:**

The Community Development Director discussed the *DRAFT Arizona Smart Growth Scorecard* prepared by the Growth Cabinet Scorecard Subcommittee.

This smart growth scorecard is designed to strengthen the ability of local officials to plan for future growth and development and to adopt comprehensive strategies that address growth-related pressures for specific communities and counties. Communities growing smarter will, when the program is fully implemented in 2009, receive incentives from various state discretionary funding sources. Those communities transitioning to smart growth planning will be eligible for technical assistance by the Arizona Department of Commerce Office of Smart Growth (formerly Community Planning Office) and the Smart Growth Interagency Committee, comprised of representatives from the 15 Growth Cabinet agencies, to aid in implementing smart growth principles.

All Boards and Commissions will be looking at the Arizona Smart Growth Scorecard/draft as will the Town Council. By first utilizing the categories and degrees under each one as outlined, the actual scorecard will come at a later date based on the initial criteria for each community. The hope is that “small” communities will be credited along side other communities and the “large” cities will be credited with other large cities.

The Board Members felt the final tabulation of all communities should be helpful for future planning needs of the Town. The information should be useful in joint meetings with Town Council.

**DRAFT**

***Design Review Board  
January 9, 2008***

**AGENDA ITEM: FUTURE AGENDA ITEMS: Discussion regarding update to the General Plan as a result from the Strategic Planning Meeting of January 23/24<sup>th</sup>.**

**AGENDA ITEM: ADJOURNMENT: Board Member Foutz motioned to adjourn the meeting. Board Member Rhoades seconded the motion. The motion passed unanimously. The meeting adjourned at 7:15 p.m.**

**APPROVED BY:**

**SUBMITTED BY:**

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Charles Scully  
Chairperson

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Vicki McReynolds  
Administrative Assistant

**Minutes of a Regular Meeting of the Library Advisory Board of the Town of Clarkdale,  
Held on January 3, 2008 at 9:00 a.m. in the Clark Memorial Library, Clarkdale, Arizona**

A regular meeting of the Library Advisory Board of the Town of Clarkdale was scheduled on January 3, 2008 at 9:00 a.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona

**BUT WAS CANCELLED DUE TO THE LACK OF AN AGENDA.**

Members: John Stevenson, Chairperson  
Gloria Browne, Vice Chairperson  
Winnie Bohall  
Sue Hill  
Margaret Krznarich  
Roberta Peterson  
Vacancy

Staff: Library Manager Hawken

**APPROVE:** \_\_\_\_\_  
John Stevenson, Chairperson

**SUBMIT:** \_\_\_\_\_  
Charlotte Hawken, Library Manager

**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 the 7<sup>th</sup> day of January, 2008, at 5:30 p.m. in the Finance Building Conference Room, 890 Main Street, Clarkdale, Arizona.

Chairperson: Lynda Zanolli  
Vice Chairperson: Maya Radoccia  
Commissioners: Krysta Dehnert  
Bethany Bezdek  
Alice Burroughs

Town Staff:  
Village Clerk: Kathy Bainbridge  
Public Works Director: Steve Burroughs

Others in Attendance: None

**AGENDA ITEM: CALL TO ORDER** - Chairperson Zanolli called the meeting to order at 5:30 p.m. It was noted that a quorum was present. Parks and Recreation Supervisor Dawn Norman was absent. **Due to the absence of Parks and Recreation Supervisor Norman, along with a review of the agenda items, the Commission decided that they would schedule a Special Parks and Recreation Commission Meeting for Monday, January 14, 2008 at 5:30 p.m. in the Finance Department Conference and address the agenda items at that time.**

**AGENDA ITEM: PUBLIC COMMENT** – None

**AGENDA ITEM: MINUTES** - Discussion and consideration of minutes of the Regular Meeting held on December 3, 2007.

Commissioner Dehnert moved to approve the minutes as they were written and Commissioner Radoccia seconded the motion. The motion passed unanimously.

**AGENDA ITEM: REPORTS**- Reports on current events

**CHAIRPERSON'S REPORT** - None

**STAFF REPORT** - None

**FINANCE REPORT** - None

**NEW BUSINESS:**

**AGENDA ITEM: NEW YEAR'S EVE EVENT** – Discussion on the New Year's Eve event. No Discussion.

**AGENDA ITEM: WORKSESSION** – A worksession to discuss possible land use for the existing Wastewater Treatment Plant scheduled to be decommissioned. No Discussion.

**AGENDA ITEM: WEEKLY STAFF REPORTS** – Discussion on the weekly staff reports submitted to the Commission by the Parks and Recreation Staff. No discussion

**AGENDA ITEM: DOROTHY BENATZ TRAIL** – Discussion on the status of the Dorothy Benatz Trail. No discussion.

**AGENDA ITEM: RELOCATION OF THE PARKS AND RECREATION BOARD MEETING** – Discussion and consideration of relocating the Parks and Recreation Board Meetings to the Men’s Lounge located at 19 N. Ninth Street, Clarkdale, Az. No Discussion.

**AGENDA ITEM: FUTURE AGENDA ITEMS** – Listing of items to appear on future agendas. None

**AGENDA ITEM: ADJOURNMENT** – With no further business before the board, the meeting adjourned at 5:40 p.m.

APPROVED:

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Lynda Zanolli,  
Chairperson

SUBMITTED BY:

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Dawn Norman,  
Parks and Recreation Supervisor

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

A Special Meeting of the Parks and Recreation Commission of the Town of Clarkdale was held on the 14<sup>th</sup> day of January, 2008, at 5:30 p.m. in the Finance Building Conference Room, 890 Main Street, Clarkdale, Arizona.

Chairperson: Lynda Zanolli  
Vice Chairperson: Maya Radoccia  
Commissioners: Krysta Dehnert  
Bethany Bezdek  
Alice Burroughs

**Town Staff:**

Parks and Recreation Supervisor: Dawn Norman  
Public Works Director: Steve Burroughs  
Assistant Town Clerk: Janet Perry

Others in Attendance: None

**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** – None

**AGENDA ITEM: MINUTES** - Discussion and consideration of minutes of the Regular Meeting held on January 7, 2007.

Commissioner Dehnert moved to approve the minutes as they were written and Commissioner Burroughs seconded the motion. The motion passed unanimously.

**AGENDA ITEM: REPORTS**- Reports on current events

**CHAIRPERSON'S REPORT** - None

**STAFF REPORT** - Parks and Recreation Supervisor Norman reported that a Regional Trails Meeting was scheduled for January 24<sup>th</sup> at 10 a.m. at Jerome Town Hall. The agenda included working on the Master Trails Plan for the Verde Valley along with some work sessions. It was projected to last 3 – 4 hours. In addition to the Regional Trails Meeting Parks and Recreation Supervisor Norman informed that the Dead Horse Trails Coalition Meeting was slated for January 17<sup>th</sup> at 4:30 in the Verde Greenway Studio. One of the items for discussion was the feasibility study of the burro trail hiked from Jerome to Clarkdale. She stated that if any of the board members would like to attend either of these meetings to please let her know.

Parks and Recreation Supervisor Norman updated the Commission on the progress of the art classes. She informed that the start date for the classes was being pushed back in

order to allow for better promoting of the class along with allotting for a registration time period. She explained that with the New Year's event she was not able to give the amount of time she would have liked to promote the class and wants to assure a successful turnout in registration. She reviewed the following information and dates with the Commission explaining that she would include the information in her weekly staff report:

**Fusion Studio – Monday, 3:30 p.m. to 6:00 p.m. in the Men's Lounge**

This is a six week session for school age children ranging from 9 yrs. old up to high school. The cost for the 6 week session will be \$85 per student. The first session dates are: February 25, March 3, March 10, March 17, March 24, and March 31<sup>st</sup>.

**Doodles – Mondays, 10:30 a.m. to 11:30 a.m. in the Men's Lounge**

This is a parent and me class which is a six week session for children ages 2 – 5 yrs. old who must be accompanied by an adult. The cost for the 6 week session is \$54. The first session dates are: February 25, March 3, March 10, March 24, March 31, and April 7.

A second session has been reserved for both classes and will run at the same time and day of the week on the following dates: April 14, April 21, April 28, May 5, May 12, and May 19.

**FINANCE REPORT** – Parks and Recreation Supervisor Norman asked if the Commissioners had any questions on the finance reports included in the packet. Commissioner Burroughs inquired about the negative amount reflected on the New Year's Event Account. Parks and Recreation Supervisor Norman explained that there was a correction to the report as some funds were misappropriated to the Main Street Park Account and in addition to this error the account did not reflect all funds received from the event as the report was through December 31<sup>st</sup>.

### **NEW BUSINESS:**

**AGENDA ITEM: NEW YEAR'S EVE EVENT – Discussion on the New Year's Eve event.**

Parks and Recreation Supervisor Norman stated that she had included all of the final statistics in her weekly report on January 9<sup>th</sup> and asked if there were any questions or comments that the Board would like to share. There was open discussion on the success of the event.

**AGENDA ITEM: WORKSESSION – A worksession to discuss possible land use for the existing Wastewater Treatment Plant scheduled to be decommissioned.**

Parks and Recreation Supervisor Norman explained that the results of the Parks and Recreation Survey reflected that the number one interest of households was Natural Areas/Nature Parks with Non-Paved Walking and Biking Trails placing second. She continued to state that in ranking the most important type of facilities to households Non-Paved Trails placed first and Natural Areas/Nature Parks placed second.

Commissioner Bezdek stated that she felt that the land should be used as a nature preserve/park. There was open discussion on utilizing the land for a natural area and park after decommissioning of the current waste water treatment plant.

Public Works Director Steve Burroughs reviewed a map of the land with the Commissioners. There was open discussion on placement of facility use items.

There was discussion on river access and usage. Public Works Director Burroughs explained that due to the flood zone in the area permits are required for certain usage including installment of picnic tables and trails.

After open discussion the commission concluded to the following items to propose to Council at the worksession scheduled on January 22<sup>nd</sup>:

The land to be used as a natural area/nature park to include the following:

- Covered ramadas, picnic tables, and barbeques similar to Riverfront Park
- Partial fill in of the large pond on the south side (side nearest Tuzigoot) to establish a grass field with picnic areas
- Water aeration device in pond to promote continuous movement in water
- Stock fish in pond if feasible
- Fence off small pond area and buffer with natural plantings (i.e. bushes or trees)
- Re-locate entry access to facility at Tuzigoot Rd.
- Establish public parking area near proposed entrance access
- Utilize existing buildings for bathrooms
- River access by walking trail
- Reinforce retaining wall behind existing buildings in the form of terraced planters

The commission discussed posting of signage at certain locations including: “No Swimming”, “No Fishing”, and “No Cleaning of Fish” but concluded that this could be determined at a later date.

#### **AGENDA ITEM: WORKSESSION – A worksession to discuss the Halloween on Main Street Event.**

Parks and Recreation Supervisor Norman explained that this item was requested by the Mayor for a joint worksession with the Commission due to meeting with a resident on Main Street. There was discussion of the protocol followed in the past months by the commission with the understanding that they had given ample opportunity to residents to come forward with their thoughts on the event. The discussion included the survey results which reflected positive support of the event from the upper Clarkdale residents along with inviting residents to the December meeting for public input which had no public in attendance.

Parks and Recreation Supervisor Norman acknowledged their past efforts but asked that the commission discuss different options on how to alleviate some of the issues. There was open discussion on different options on how to address the large attendance numbers. The Commission reviewed past ideas including charging for parking, making it difficult to get to upper Clarkdale by re-routing vehicles, shortening the timeframe of trick-or-treating, soliciting for additional volunteers.

Parks and Recreation Supervisor Norman explained that the commission needed to keep in mind that resources were very limited and that it was very difficult for the town to supply the

man power needed for the current set up of the event. She continued to explain that it has been very difficult in the past to get volunteer participation leading to the town utilizing public work employees that evening.

Chairperson Zanolli opened the floor to public comment.

Public Works Director Steve Burroughs stated that the commission needed to establish what the actual goal was: was it to limit the number in attendance or was it to limit the impact on Main Street.

There was open discussion on the ultimate goal of the Commission concluding that it was to control the large number in attendance which ultimately in the end affects the impact on Main Street.

After open discussion the commission concluded to the following items to propose to Council at the worksession scheduled on January 22<sup>nd</sup>:

- Schedule trick-or-treating at the same time as other events in the Verde Valley and shorten time frame to 5 p.m. to 7 p.m. instead of 5 p.m. to 8 p.m. as in the past
- Offer to supply volunteers to upper Clarkdale residents who either: 1) want to participate but need assistance with handing out candy or 2) for residents who do not wish to participate but would allow volunteers to hand out candy in front of their residence. A request form could be provided to the upper Clarkdale residents in the Halloween packet distributed before the event along with including the information in the newsletter.
- Advertise for volunteers to assist with handing out candy. This will give residents from all Clarkdale neighborhoods the opportunity to participate
- Offer an escort service provided by the Explorers for the residents feeling trapped or hindered from leaving/arriving at their homes. A form with a phone number to schedule/request service can be provided to the upper Clarkdale residents in the Halloween packet distributed before the event.

**AGENDA ITEM: WEEKLY STAFF REPORTS – Discussion on the weekly staff reports submitted to the Commission by the Parks and Recreation Staff.**

There was open discussion on how happy the commission was with the weekly report and that how they found the information very helpful.

**AGENDA ITEM: DOROTHY BENATZ TRAIL – Discussion on the status of the Dorothy Benatz Trail.**

Commissioner Bezdek stated that she has walked the trail and found that the surface material is very difficult to walk on. She continued to state that several of the area residents using the trail informed her that when using the trail they walk along the side of the trail as the dirt was easier to walk on compared to the wood chips. There was open discussion on the current surface material of the trail and the need to establish where the trail was to users. There was discussion on outlining the trail with railroad ties or of some other material. Parks and Recreation Supervisor Norman explained that in the planning process that was discussed but was turned down by the review board. There was open discussion on how the current surface material could be addressed.

Parks and Recreation Supervisor Norman stated that she would work with Public Works on decreasing the depth of the material so that it was not so thick. She continued to say that they

would make adjustments as needed in hopes that by thinning out the material it would solve the issue.

**AGENDA ITEM: DONATION GENERAL FUND ACCOUNT – Discussion and consideration to approve the use of funds from the donation general fund account.**

Parks and Recreation Supervisor Norman explained that she has not yet purchased the new pool equipment. She continued to state that when the item was first presented to the Commission it was staff's intent to have the Town Crew perform the installation of the equipment but after further review of the equipment and discussions with the pool equipment supplier it was determined that having the pool equipment company perform the installation to ensure proper installation and warranty compliance. Parks and Recreation Supervisor Norman explained that with the addition of the cost of installation the proposal total was increased to \$5,755.51. She continued saying that the Commission approved the use of the Yavapai-Apache donation funds to be allocated towards this purchase in the amount of \$3,541.61, leaving a balance of \$2,213.90. She stated that the 2007-2008 Parks and Recreation Pool Budget currently has \$2,200.00 to cover purchase of equipment and/or repairs and that these funds would cover the remainder of the balance due but would leave no remaining funds for any future or unforeseen expenses so she was hesitant to move forward with the equipment purchase. Parks and Recreation Supervisor Norman stated that the only repair that staff is currently aware of is the need to replace the impeller in the motor which was damaged by the current chlorine chemical and that the cost of that part alone is over \$600 and that she had not had the opportunity to research costs for the labor to make this needed repair. She continued to say that in order to manage the pool in an efficient manner, staff would like to request the use of the donation general funds as needed only for repairs and replacement parts for the pool and if this use of funds is approved, staff would keep the Commission informed of any funds used for purchases or repairs made through the regular weekly reports. She continued to explain that approval of this request would allow staff to address pool repairs and unexpected maintenance issues in a timely manner without having the time constraint of requesting specific approval of the Commission at the regular monthly meetings.

There was open discussion on the current balance of funds in the donation general fund account and the need for both the new equipment and any repairs to keep the pool up and running.

Parks and Recreation Supervisor Norman stated that the use of these funds would only be needed until July 1, 2008, which is the beginning of the 08-09 budget year.

Commissioner Burroughs stated that she thought an amount limit should be established and that any amount over the limit would require the approval of the commission. There was discussion on the repercussions of setting an amount limit and the need to make necessary repairs to keep the pool operating and open for use.

*Chairperson Zanolli moved to approve the use of the donation general funds as needed for maintenance and repairs for the pool at the discretion of Parks and Recreation Supervisor Dawn Norman. Commissioner Bezdek seconded the motion. The motion passed with a 4-1 approval. Commissioner Dehnert, Commissioner Radoccia, Commissioner Bezdek and Chairperson Zanolli voted for approval. Commissioner Burroughs voted not to approve the use of the donation general funds.*

**AGENDA ITEM: CHANGE OF MEETING TIME AND LOCATION OF THE PARKS AND RECREATION BOARD MEETINGS – Discussion and consideration to change meeting time and location of the Parks and Recreation Regular Meetings to the Men’s Lounge located at 19 N. Ninth Street, Clarkdale, Az.**

There was open discussion on the availability of the Men’s Lounge and if the commissioners were available on the second Wednesday of the month. Chairperson Zanolli reviewed the information included in the staff report explaining that due to the art classes being offered by Parks and Recreation on Mondays it was proposed to change the meeting time to the second Wednesday of the month.

Parks and Recreation Supervisor Norman shared that her experience with preparing for meetings on the first Monday of the month has caused time constraints at some times due to the weekend. She continued to state that she thought that the meeting time change would allow more time for both staff and commissioners to prepare for the monthly meetings.

Commissioner Dehnert moved to change the meeting time to the second Wednesday of the month and the location of the meetings to the Men’s Lounge in the Clark Memorial Clubhouse. Commissioner Burroughs seconded the motion. The motion passed unanimously.

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

Board and Commissions Training  
Programming  
Broadway Road Extension

**AGENDA ITEM: ADJOURNMENT – With no further business before the board, the meeting adjourned at 7:12 p.m.**

APPROVED:

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Lynda Zanolli,  
Chairperson

SUBMITTED BY:

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Dawn Norman,  
Parks and Recreation Supervisor

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

A Special Meeting of the Parks and Recreation Commission of the Town of Clarkdale was held on the 22<sup>nd</sup> day of January, 2008, at 6:00 p.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

**Parks and Recreation Commission:**

Chairperson: Lynda Zanolli  
Vice Chairperson: Maya Radoccia (Absent)  
Commissioners: Krysta Dehnert  
Bethany Bezdek  
Alice Burroughs

**Town Council:**

Mayor Doug Von Gausig Councilmember Patricia Williams  
Vice Mayor Jerry Wiley - Absent Councilmember Curtiss Bohall  
Councilmember Frank Sa

**Town Staff:**

Town Manager Gayle Mabery Assistant Town Manager Janet Perry  
Finance Director Carlton Woodruff Town Clerk Kathy Bainbridge  
Police Chief Pat Haynie Community Development Director Sherry Bailey  
Public Works Director Steve Burroughs Interim Utility Director Ron Doba  
Parks and Recreation Supervisor Dawn Norman  
Utilities Technician KC Bailey Deputy Town Clerk Walt Good

**Others in Attendance:**

Ellie Bauer, Richard Dehnert, Drake Meinke, Robyn Prud'homme-Bauer, Jim Spears  
Highland Development, Sharron and Roy Vance, Todd Etshman of Journal Extra and Phil  
Wright of Verde Independent

**AGENDA ITEM: CALL TO ORDER** - Mayor Von Gausig called the meeting to order at 6:02 p.m. It was noted that a quorum was present.

**AGENDA ITEM: PUBLIC COMMENT** – None.

**AGENDA ITEM: WORKSESSION-** A joint worksession with the Town Council to discuss possible land use of the current waste water treatment plant scheduled for decommissioning and the Town of Clarkdale Halloween event.

Dawn Norman, Parks and Recreation Supervisor, stated that the Parks and Recreation Commission held worksessions on January 14<sup>th</sup> to discuss possible land use options of the current wastewater treatment plant and possible options to address the concerns which have been raised by residents regarding the annual Halloween event. Parks and Recreation Supervisor Norman stated that the Parks and Recreation Board was present to discuss these options with Council and introduced the Parks and Recreation Commission.

Parks and Recreation Chairperson Zanolli stated that the Parks and Recreation Commission toured the current wastewater treatment facilities and developed this vision:

1. The areas should be utilized as a natural and nature observation area to allow citizen enjoyment of the area and protect the riparian habit.
2. Provide small covered ramadas with picnic tables and barbeques for family picnics.
3. Partial fill in of the large pond on the Tuzigoot side to establish a grass field by the picnic areas.
4. Place a water aeration device in the pond and stock it with fish, not for fishing, but for watching.
5. The small pond should be fenced off and buffered with natural plantings.
6. Re-locate the access to Tuzigoot Road which already has a natural flat area for parking.
7. The existing and future trails could be used in the trails plan. ADEQ will have to approve the proposed use change of the area.
8. Utilize existing buildings for bathrooms.
9. River access by a walking trail.
10. Reinforce retaining wall behind existing buildings in the form of terraced planters.

There was open discussion on the Parks and Recreation Commission's proposed ideas. Public Works Director Steve Burroughs stated that the large pond has a clay liner which will have to be cleaned before the pond could be used. There was discussion on the ADEQ permit process. Councilmember Williams inquired what the hours of operation would be. Parks and Recreation Chairperson Zanolli stated that the hours of operation and other operational details had not been discussed yet.

Parks and Recreation Supervisor Norman informed that the results from the Parks and Recreation Survey reflected natural areas/nature parks as the number one requested type of park facility. Mayor Von Gausig stated that the Parks and Recreation Commission and Council are both in support of this conceptual idea.

#### Halloween Event

Parks and Recreation Chairperson Zanolli stated that Parks and Recreation provided a survey to residents on Main Street, First South Street, and First North Street regarding the Halloween event. Items being considered to lessen the impact on upper Clarkdale residents are:

1. Schedule trick-or-treating at the same time as other events in the Verde Valley and shorten the time frame from 5 p.m. to 7 p.m. instead of 5 p.m. to 8 p.m. as in the past.
2. Offer to supply volunteers to upper Clarkdale residents who either want to participate but need assistance with handing out candy, or for residents who do not wish to participate, but would allow volunteers to hand out candy in front of their residence.
3. Advertise for volunteers to assist with handing out candy. This will give residents from all Clarkdale neighborhoods the opportunity to participate.
4. Offer an escort service provided by the Explorers for the residents feeling trapped or hindered from leaving/arriving at their homes.

There was open discussion on the Parks and Recreation proposed ideas. Councilmember Williams agreed that the "timing" was essential in the control of the numbers. Parks and Recreation Supervisor Dawn Norman reported that it would be very difficult to broaden the

event due to limited volunteer and staff resources. Mayor Von Gausig stated that the Town needs to have a long range vision and questioned if they were looking at moving this event to other areas of the Town. The Mayor preferred subjunctive changes instead of bandage fixes and stated that this was an opportunity to do something new and creative. The Parks and Recreation Commission wants to preserve the Halloween event, with changes. Town Manager Mabery reported that 45% of Main Street residents did not participate this past year. The event is great but has problems and Council looks forward to what solutions could be brainstormed. Mayor Von Gausig thanked the Parks and Recreation Commission for their work on these issues.

**AGENDA ITEM: ADJOURNMENT** – With no further business before the board, the meeting adjourned at 7:48 p.m.

**APPROVED:**

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Lynda Zanolli,  
Chairperson

**SUBMITTED BY:**

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Dawn Norman,  
Parks and Recreation Supervisor

**Minutes of a Regular Meeting of the Heritage Conservancy Board of the Town of Clarkdale,  
Held on January 16, 2008 at 4:00 p.m. in the Clark Memorial Library, Clarkdale, Arizona.**

A Regular meeting of the Heritage Conservancy Board of the Town of Clarkdale was scheduled on January 16, 2008 at 4:00 p.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona,

**BUT WAS CANCELLED DUE TO THE LACK OF A QUORUM.**

**Board Members:**

Chairperson Drake Meinke	(ABSENT)
Vice Chairperson Gerald Wombacher	
Linda McDonough	
Jesus Valdez	(ABSENT)
Maria Tester	(ABSENT)

**Staff:** Admin. Assistant Charlotte Hawken  
Town Clerk Kathy Bainbridge

**APPROVED:** \_\_\_\_\_ **SUBMITTED:** \_\_\_\_\_  
G. Wombacher, Vice-Chairperson C. Hawken, Administrative Assistant

**Minutes of a Special Meeting of the Heritage Conservancy Board of the Town of Clarkdale, Held on January 23, 2008 at 4:00 p.m. in the Clark Memorial Library, Clarkdale, Arizona.**

A Special meeting of the Heritage Conservancy Board of the Town of Clarkdale was held on January 23, 2008 at 4:00 p.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

**Board Members:**

Chairperson Drake Meinke  
Vice Chairperson Gerald Wombacher  
Linda McDonough

Jesus Valdez  
Maria Tester (absent)

**Staff:** Admin. Assistant Charlotte Hawken  
**Others in attendance:** No one.

**CALL TO ORDER** – Chairperson Meinke called the meeting to order at 4:03 p.m. and noted that the Boardmember Tester was absent.

**PUBLIC COMMENT**– None.

**CONSIDERATION OF THE MINUTES** – Consideration of approving the minutes of the regular meeting December 19, 2007 and the special meeting on December 12, 2007.

Vice Chairperson Wombacher moved to approve the minutes as written. Boardmember Valdez seconded and the motion passed unanimously.

**REPORTS:** Administrative Assistant Hawken noted that \$139.67 had been deposited to the Conservancy donations account from the January dance refreshments.

**ARIZONA OFFICE OF TOURISM GRANT** – Report on the Arizona Office of Tourism grant application.

Chairperson Meinke stated that he was waiting for the Preserve America logo to be available upon approval of the application in order to use the logo on the grant project materials. He stated he would then present the project plans to this Board for a recommendation to the Town Council.

**ARCHIVE** – Discussion and consideration of the Town of Clarkdale Archive.

Boardmember Valdez stated that he has the two keys to the padlock on the Archive jail door. Administrative Assistant Hawken distributed draft Archive policies, procedures and forms for review by the Board members.

**1932 PLANE CRASH SITE** – Report on the status of the 1932 plane crash site.

Boardmember Valdez stated that the Clemenseau wants an article about the plane crash site to put in their newsletter in February. He stated he is providing photographs and he has worked with Jim Byrkit on a nine-page article. Boardmember McDonough noted that the publicity for the article incorrectly states that William, III was Senator Clark’s son, rather than his grandson. It was noted that persons have to join the museum to get the newsletter. Boardmember Valdez stated that he plans to contact Travis Bone again.

**MEETING DATE AND TIME** – Discussion and consideration of the meeting date and time.

The Board Members agreed the next meeting will be on February 20<sup>th</sup> at 4:00 p.m.

**LANDMARK STATUS** – Discussion and consideration of Landmark Status.

Chairperson Meinke stated that he gave sample applications from Jerome and other places to Boardmember Tester and they looked at the criteria. Their goal is to have approval by 2011 in order to coordinate with 2012 centennial activities.

**CEMETERY PROJECT** – Discussion and consideration of the cemetery as a historical entity.

Boardmember Valdez stated he is concentrating on the three Elk’s club sections of the cemetery. Phelps Dodge owned the property and had made an arrangement with the Elk’s for design and member benefits. The club may have donated funds to provide a water well and sprinkler system in order to have grass growing in the cemetery. The records of the arrangement have subsequently been lost. It is not known whether the arrangement transferred when the Town incorporated. It was noted that the cemetery is not in the National Register of Historic Places. It is

possible for it to be added and that would be a good centennial project. Public Works has the Town's cemetery records.

**BENCH – Discussion and consideration of a recommendation for the placement of the bench donated by the Jerome High School Committee to be placed near the Clarkdale Heritage Museum.**

Vice Chairperson Wombacher noted that that the Jerome and Mingus High School Reunion Committee had already paid for the bench and a plaque (In Memory of Class of 1957, Mingus High School) to go on it. The members agreed that it should be placed near the Smelter Monument, looking toward the smelter. Administrative Assistant Hawken stated she had passed that information along to Public Works Director Burroughs, along with a request for shade/trees and a plaque with a photograph of the original smelter, as he is designing a landscaping plan for the Town complex. Chairperson Meinke mentioned that the photograph plaque might be included in the Clarkdale Heritage Center's signs/markers project with the Arizona Office of Tourism grant.

**RESTORED FURNITURE – Discussion and consideration of protecting the Clubhouse furniture.**

The Board members agreed on a budget request for protective pads all of the old wooden tables and the piano that were original to the Clubhouse. Boardmember McDonough noted that the table that was recently refinished already has marks on the top surface.

**2007-2008 BUDGET – Discussion and consideration of spending the Heritage Conservancy Board 2007-2008 town budget.**

It was noted that the Town has imposed a 10% reduction in its current budget. There may be some archive expenses to come. The members agreed to wait to consider any projects.

**CLARKDALE HERITAGE CENTER REQUEST – Discussion and consideration of a request from the Clarkdale Heritage Center to use items from the Clubhouse for display purposes in the museum.**

Chairperson Meinke noted the Museum Board was looking for things that might fit into the Museum to display the Town's and Clubhouse's history. Boardmember McDonough noted that they needed to be sure the Center has adequate insurance. She stated she understands the need to have items in the museum, but all items need to be in defined exhibits with a theme. She suggested an exhibit of the Ladies Lounge furnishings placed in a room, such as the green room, with no access to the public. It could be viewed from the doorway. The exhibit would include photographs of and information about the original room and furnishings.

Boardmember McDonough moved to recommend to Council to approve the creation of displays in the Clarkdale Heritage Museum using Clubhouse furnishings and other items as agreed upon in a written exhibit plan by an Exhibit Committee consisting of Heritage Conservancy Board and Clarkdale Heritage Center Board members. Vice Chairperson Wombacher seconded and the motion passed unanimously.

Boardmember McDonough noted that the portrait, as a Bates photograph, would be treated as a document and only a copy could be displayed. At one time it hung above the Men's Lounge fireplace. The portrait was restored by the Clubhouse Restoration Committee at John's Design.

**FUTURE AGENDA ITEMS**

1. Plane crash site report.
2. Cemetery as a historical entity.
3. Archive policies and procedures.
4. Recommend original cemetery records be put in the Archive and a copy used by Public Works.
5. Recommendation about policy on historical Clubhouse and other town furnishings.
6. Archive furnishings.

**ADJOURNMENT** – With no further business, and without objection, the meeting adjourned at 5:45 p.m.

**APPROVED:** \_\_\_\_\_ **SUBMITTED:** \_\_\_\_\_  
 Drake Meinke, Chairperson Charlotte Hawken, Administrative Assistant