

**MINUTES OF A SPECIAL MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, FEBRUARY 7, 2008, IN THE CLARK MEMORIAL LIBRARY, 39 N. NINH STREET, CLARKDALE, AZ.**

A **SPECIAL** Meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, February 7, 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

**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 shared with the Commissioners they will be attending a Joint Meeting with the Town Council on February 26<sup>th</sup> regarding the Arizona Smart Growth Scorecard and our process relating to Form Based Code. The next Joint Meeting with the Council will be March 25<sup>th</sup> with the other Boards also attending. The Community Development Director is training in a certification program to receive a certificate from the Form Based Code Institute.

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

**NEW BUSINESS**

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

**-The Highway 89-A Corridor Project (handout)**

The Commissioners felt we need to jump in and start doing something; possibly having an architect brought in. The corridor project would need to fit in the Form Based Code process.

The examples of windows were appreciated by the Commissioners.

**-CLARKDALE: A Small Town Redevelopment Program (handout)**  
The Commissioners felt this redevelopment program was not appropriate at this time.

**DISCUSSION: Meeting with Town Council regarding the Proposed Arizona Smart Growth Scorecard Draft items.**

**The following were areas highlighted by the Commissioners:**

- What do we want to accomplish with the Scorecard?
- What points about Smart Growth do we want to make?
- What kinds of questions will the Council propose?
- What is the goal?
- What as Commissioners can “we” do to not get lost in the shuffle?
- Structuring the questions with wording to “fit” the smaller communities
- Distribution of funds will be higher in the larger communities
- Power is in the larger communities vs. the smaller ones

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

**AGENDA ITEM: ADJOURNMENT: Chairperson Bayless motioned to adjourn the meeting. Vice Chairperson Puzas seconded the motion. The motion passed unanimously. The meeting adjourned at 7:40 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, FEBRUARY 28, 2008, IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ.**

A **REGULAR** meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, February 28, 2008, at 6:00 p.m., in the Clark Memorial Library, 39 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 II	Vicki McReynolds
GIS 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 January 24, 2008 and Special Meeting Minutes of February 7, 2008. Vice Chairperson Puzas motioned to approve the Regular Minutes of January 24, 2008 and the Special Meeting Minutes of February 7, 2008. Commissioner Vinson seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** The Chairperson encouraged everyone to attend the Sedona Film Festival. The brief summary of the Joint Meeting with Council regarding Arizona Smartgrowth Scorecard: the Council was very receptive to the Planning Commission's approach to the scorecard procedure. The Community Development Director did a presentation on Form Based Codes and there seemed to be some confusion on the Council's part as to how it can be applied to the Town of Clarkdale. The emphasis is to bring the vitality back to the town as it relates to Form Based Codes. The Mayor asked as the Planning Commission moves along with the Form Based Code Worksessions, approximately every 2-3 months to go on the Town Council Meeting Agenda to update them.

Commissioner Regner stated he hopes that future joint meetings/worksessions with Council have a better format.

**Staff Report:** The Community Development Director will be attending the Form Based Codes Institute Class on March 10<sup>th</sup> and 11<sup>th</sup> and will bring back to the Commissioners the strategies used and integrate them in to the Form Based Code Worksessions. Apologies were extended for the misunderstanding on Tuesday evening Joint Meeting with Town Council. Kathy, Town Clerk, will

be working on procedures regarding their postings of Agendas, etc. and letting other departments know.

The Commissioners asked the Community Development Director, "How has the Town learned from the Mountain Gate situation?" Following is the response:

- The need for setting a new process for review, checklists and follow-up
- Levels of responsibility looked at
- Documents need to be filed at the Town Clerk's Office
- Being a first large project for the Town there was a huge learning curve

-The Highlands Project is moving forward and is on a much better track than the Mountain Gate project was.

**AGENDA ITEM: PUBLIC COMMENT:**

**Robyn Prud'homme-Bauer:** Commented when she was Chairperson of the Planning Commission, she hopes it never happens in the future receiving a PAD and preliminary plat one week apart. There was a lot of confusion and the PAD needed to be handled first, before the preliminary plat. They should have only allowed a "phased" project which would allow for a better tracking process. Robyn would like to be more involved in the Form Based Code Worksessions and hopes to attend these. She said she does miss the Planning Commission. She would provide to the Community Development Director a Preliminary Discussion Draft-Landscape Vision for the Verde Valley and it could be passed on to the Commissioners.

**NEW BUSINESS**

**AGENDA ITEM: PUBLIC HEARING ON PROPOSED CHANGES TO ZONING CODE  
SECTION 11-SITE PLAN REVIEW:**

**Open Public Hearing:** Chairperson Bayless opened the public hearing.

**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 impute 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 impute, the need to make changes in this section of the code became apparent.

**Staff Recommendation:** Staff is recommending the Planning Commission approve the proposed changes.

**Invite public to speak:** Public is asked to begin by stating their name. A time limit may be set if appropriate.

**Robyn Prud'homme-Bauer:** Stated sharing with the public any new or modifications to existing older buildings provides good communication within the community.

**Close Public Hearing:** Chairperson Bayless closed the public hearing.

**AGENDA ITEM: DISCUSSION & POSSIBLE ACTION ON PROPOSED CHANGES TO ZONING CODE SECTION 11-SITE PLAN.**

**Staff Report:**

**Project Description:** Public hearing on revisions to the Site Plan Review section of the Zoning Code dealing with public notice requirements and including public projects for required 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 impute 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 impute, the need to make changes in this section of the code became apparent.

**Staff Recommendation:** Staff is recommending the Planning Commission approve the proposed changes to the code and recommend that the Town Council approve the ordinance.

**Questions may be directed to the Staff:**

**(With the proposed addition of #7. *Any new or modified public structure or facility.*)**

- The Commissioners asked if the wording "modified" is too general on page 6, Section 11-9-A? They felt maintenance and general repair is not as crucial as something that is exterior in nature that can impact a building's appearance, overall structure, etc.
- The Community Development Director verified to the Commissioners that a public notice placed in the official publication not less than 15 days (is 15 calender days).

**Discussion:**

The Commissioners felt adding to #7 on page 6, Section 11-9-A, the following would be more logical:  
*7. Any new or modified public structure or facility, other than minor repair and maintenance.*

**Action: Commissioner Vinson motioned to approve the changes to the code on page 2, Section 11-1-A, the changes to the code on page 8, Section 11-11-B #4 and approval of the code on page 6, Section 11-9-A addition of #7 Any new or modified public structure or facility, (with the amendment of adding), other than minor repair and maintenance. Vice Chairperson Puzas seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

- The Community Development Director will provide a timeline of the General Plan Update at the next regular March meeting.
- Commissioner Vinson informed the group she will not be able to attend the March 25, 2008 meeting and is asking to be officially excused.

**AGENDA ITEM: ADJOURNMENT: Commissioner Regner motioned to adjourn the meeting. Vice Chairperson Puzas seconded the motion. The motion passed unanimously. The meeting adjourned at 7:20 p.m.**

**APPROVED BY:**

**SUBMITTED BY:**

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Amy Bayless  
Chairperson

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Vicki McReynolds  
Administrative Assistant II

**DRAFT**

***Board of Adjustment***  
***February 27, 2008***

**MINUTES OF A REGULAR MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF CLARKDALE HELD WEDNESDAY, FEBRUARY 27, 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 **February 27, 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, FEBRUARY 13, 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, February 13, 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
	Michelle Hayman	Present

**STAFF:**

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

**Others in Attendance:** Robin Brean, Verde Valley Canyon Railroad.

**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 January 9, 2008. Board Member Rhoades **motioned to approve the Regular Meeting Minutes of January 9, 2007.** Board Member Foutz **seconded the motion.** **The motion passed unanimously**

**AGENDA ITEM: REPORTS:**

**Chairperson’s Report:** The Chairperson stated the 2<sup>nd</sup> meeting of the Regional Trail Planning will be February 28<sup>th</sup> to be held in the Men’s Lounge.

**Staff Report:** The Community Development Director told the Commissioners there will be a Joint Meeting with the Council and the other Board and Commission Members on March 25<sup>th</sup> at 6:00 p.m. Areas to be covered are: Strategic Planning Update and the Vision/Future for Clarkdale. A reminder notice will be sent to the Boards & Commissions regarding the meeting.

On February 26<sup>th</sup> there will be a Joint Meeting with the Council and the Planning Commission concerning the Smart Growth Checklist. Form Based Codes will also be discussed at this meeting. The Design Review Board will indeed be very involved as the Form Based Code progresses.

The Community Development Director responded to the Board Members question about the Construction of the Sewer Plant. This project will tentatively be put off for 1-2 years due to cost of the plant and cost of user fees.

**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. **There was no "Public Comment" at this meeting.**

**NEW BUSINESS:**

**AGENDA ITEM: DISCUSSION & POSSIBLE ACTION:** DRB-2007-56, Parcel #400-02-042A, Verde Canyon Railroad, located at 300 N. Broadway, to install nine area light fixtures for emergency lighting

**Staff Report: Background:**

300 North Broadway/DRB-2007-56, Verde Valley Canyon Railroad submitted an application for Design Review on the lighting of the 500 ft. walk way by the Verde Canyon Railroad box cars. **The lights proposed will be exactly like the lights in the parking lot (Exhibit A.) - Except the heads are smaller.** The lights will be 200 ft. from the tracks and will be positioned 60 ft. apart. The lights will be on a photo cell but they will also have a manual switch, so the lights can be turned off to follow the outdoor lighting code. **Chapter 8. Section 8-7 L. which states: *L. Lighting for Outdoor Display Lots shall be considered Class 1 (Color Rendition), and shall conform to the lumens per acre limits of Section 8-7J except as follows: All such lighting shall utilize full shielded luminaries that are installed in a fashion that maintains the fully shielded characteristics. When the proposed lumens per acre exceed the limits of Section 8-7J, the installation shall be designed to achieve no greater than the minimum luminance levels for the activity as recommended by The Illumination Engineering Society of North America (IESNA). The installation shall also limit off site spill (off the parcel containing the display lot) to a maximum of 0.5 fc at any location on any non-residential property and 0.05 fc at any location on any residential property, as measurable from any orientation of the measuring device. Every such lighting system design shall be certified by an Arizona registered engineer as conforming to all applicable restrictions of this Ordinance. Outdoor Display Lot lighting exceeding the lumens per acre cap of Section H.10 shall be turned off at 10:00 p.m. or within thirty minutes after closing of business or activity whichever is later. Lighting in the Outdoor Display Lot after this time shall be limited to Class 2 lighting and shall conform to all restrictions of this Ordinance applicable for this class, including the lumens per acre caps in Section 8-7J.***

The Applicant has signed a Waiver of Rights and Remedies on January 18, 2008 to start the light installation. Before the Design Review date, the train runs (3) days a week; after February 1<sup>st</sup> it will be running (6) days a week which makes it a safety hazard for the visitors. By signing the agreement, the applicant agrees that they are proceeding at their own risk before receiving approval by the Design Review Board.

**Staff Comments:**

**(The lighting to be used will be of the same style and wattage as the lights in the parking lot Exhibit A).** In addressing the lighting of the 500 ft. walk way by the Verde Canyon Railroad box cars. The staff recommends that the Board view the unlit walk way of the Verde Canyon Railroad (**Exhibit B**). The

lighting is a safety matter for the railroad. The Design Review Board may approve the lighting of the 500 ft. walk way as submitted, conditionally approve with stipulations, or disapprove of the application as filed.

**Staff Recommendation with Stipulations:** Staff recommends the lights on the 500 ft. walk way of the Verde Canyon Railroad for the safety of all who come to visit our Town; with the stipulation that they use the high pressure sodium lights that are in the parking lot (**Exhibit C**).

**Applicant:** Robin Brean, General Manager of the Verde Canyon Railroad, stated the walkway is longer than it appears in the pictures provided to the Board Members. Additional box cars will be added down the line. The majority of the customers are senior citizens and one car is dedicated to those with handicaps. There is a total of 18 trips out at night and the proposed lighting will provide a safety feature for the people getting on and off the train. The lights will be used only when there are evening trips and are programmable with the ability to be turned on/off manually. The lighting will appear “defused”. Trees have been planted along the walkway with benches for seating purposes.

**Questions to Staff/Applicant:**

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

- The poles will be 12 feet high (from the ground to the light itself).
- EXHIBIT C / Photometrics - shows the lights to be used will be High Pressure Sodium-175W.
- The proposal does meet the Town’s Lighting Ordinance.
- The lights will be used only when there are night trips.
- Applicant signed a Waiver of Rights and Remedies and has only minimally started the project.

**Discussion:**

- The proposed lights do blend in with the existing lights on the property
- The trees that have been planted will blend the poles in to the landscape
- The color of the poles blend in with the surrounding area.
- The poles are constructed of a durable material.
- The closest neighbor would not be impacted by this Applicant’s proposal.

**ACTION: Board Member Hayman motioned to approve DRB-2007-56, Parcel #400-02-042A, Verde Canyon Railroad, located at 300 N. Broadway, to install nine area light fixtures for emergency lighting as proposed, with the stipulation per Staff recommendation: lights to be used will be High Pressure Sodium-175W. Board Member Rhoades seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

- Possible Guidelines for alternatives to the off-premise signs / Sign Ordinance reviewed.

**DRAFT**

***Design Review Board  
February 13, 2008***

**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 7:00 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 Thursday, February 7, 2008 at 9:00 a.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.**

A regular meeting of the Library Advisory Board of the Town of Clarkdale was held on Thursday, February 7, 2008 at 9:00 a.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

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

Staff: Town Clerk Bainbridge

**CALL TO ORDER** – Meeting was called to order by Vice Chairperson Browne at 9:00 a.m. and noted that Boardmembers Bohall, Hill and Peterson were present. Absent were Boardmembers Stevenson, and Krznarich were absent.

**PUBLIC COMMENT** – No Public Comment.

**MINUTES** – Discussion and consideration of approval of the minutes of the regular meetings held on December 6, 2007 and January 3, 2008. Boardmember Hill moved to approve the 12/6/07 and 1/3/08 Minutes as presented. Boardmember Bohall seconded and the motion passed unanimously.

**REPORTS ON RECENT EVENTS:**

Chairperson – No Report

Staff - Town Clerk Bainbridge informed the Board that a landscape plan was being designed for the entire Town complex by Public Works. The Clerk will check with Public Works to find out if there is a particular style bench the complex will be using in other areas and find out the process to get a bench with a plaque installed just outside the Library building under the tree.

**OLD BUSINESS**

**MEMORIALS** – Discussion and consideration of memorials. Boardmember Hill would like the plaques that are not hung up, hung up. She will be checking with Library Manager Hawken, when she returns, to see if a plaque for Nina Hackley has been ordered. The Board thought they would like the plaque location to be moved from the entry way wall to the wall under the stained glass window. The Clerk will check with Public Works about installing a board of some type that the plaques can be hung on under the window.

**BOOK SALE** – Report on the book sale held in December 2007. Town Clerk Bainbridge reported that the Library book sale netted \$968.40. The amount was less than the sales from last year due to the donations of books to sell being down.

**MEETING SCHEDULE** – Discussion and consideration of the meeting schedule. The meeting date will stay the same as it is right now which is the first Thursday of each month at 9:00 a.m.

**BUDGET REQUESTS - Discussion and consideration of requests for library projects for the 2008-2009 Town budget.** Discussions were held regarding items the Board would like to have proposed for the 2008-2009 budget cycle. Items of interest were carpeting, lower tables in the children's area, stackable adult chairs for the children's area, chairs or a bench for the youth area, circulation and office area furniture to reorganize the area, and paint. Library Manager Hawken will check with the Yavapai County Library District to see if there are any help services available for re-designing pedestrian circulation patterns or layout designs for libraries. The Board would also like to see funds budgeted to have the Library open an additional ten hours a week.

**FUTURE AGENDA ITEMS:** Budget, Hours of Operation, Bench, Memorials.

**ADJOURNMENT :** Vice Chairperson Browne moved to adjourn the meeting. Boardmember Hill seconded and the motion passes unanimously. The meeting adjourned at 10:25 a.m.

APPROVE: \_\_\_\_\_  
Gloria Browne, Vice Chairperson

SUBMIT: \_\_\_\_\_  
Kathy Bainbridge, Town Clerk

**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 13<sup>th</sup> day of February, 2008, 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)
Vice Chairperson:	Maya Radoccia	
Commissioners:	Krysta Dehnert	
	Bethany Bezdek	
	Alice Burroughs	(Absent)
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** – Vice Chairperson Radoccia 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 Special Meetings held on January 14, 2008 and January 22, 2008.

Commissioner Dehnert moved to approve the minutes as they were written and Commissioner Bezdek 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 the dates and bands for the concerts in the park series had been scheduled. She requested that this item be placed for discussion at the March meeting. Parks and Recreation Supervisor Norman said she would like to discuss volunteer sign ups for the concerts along with preparing a back-up plan. She explained that a plan needed to be established to ensure that there would be no interruption of a concert due to her not being able to attend. She continued to state that last season she was able to attend all of the concerts but felt that it was better to be prepared.

**FINANCE REPORT** – Parks and Recreation Supervisor Norman asked if the Commissioners had any questions on the finance reports included in the packet. Commissioner Dehnert inquired about the “Less 10% cut” noted on each of the reports. Parks and

Recreation Supervisor Norman explained that it was a reminder of the 10% cut back requested in October for all of the departments. She continued to state that the current finance program used did not have the capability to make the 10% adjustment therefore it is noted on the reports to ensure that each department is continuously aware of the 10% adjustment needed on their budget amounts.

Commissioner Dehnert questioned the new account listed as "Pecharich Memorial Account" on the Donation Report. Parks and Recreation Supervisor Norman explained that the Pecharich family shared that Mr. Pecharich enjoyed walking the perimeter of the park and felt that it would be nice to add lighting to the columns located on the First South Street side. The family requested that monetary donations could be made to the town in memory of Mr. Pecharich and those funds used to make these improvements.

### **NEW BUSINESS:**

*Vice Chairperson Radoccia motioned to move Agenda Item 8 before Agenda item 5. Halloween worksession on the agenda. Commissioner Dehnert seconded the motion. The motion passed unanimously.*

### **AGENDA ITEM: BROADWAY ROAD EXTENSION – Discussion on the proposed Broadway Road extension.**

Public Works Director Steve Burroughs presented to the board the location and route of the proposed Broadway Road extension. There was discussion on the location and route of the road with respect to the future community park at the effluent site.

Public Works Director Steve Burroughs explained that the proposed road would be an industrial road approximately 30 ft. wide. The town would accrue an easement of 100 feet. This easement would allow shoulder room for trails and bicycle paths. He explained that normally roads have a 40 ft. right-a-way.

There was open discussion on truck usage on the proposed road extension. Public Works Director Steve Burroughs explained that if room allowed the trails could be offset from the road as opposed to running simultaneously.

There was discussion of widening the existing road and bridge. Public Works Director Steve Burroughs informed that there are plans in the future for the widening of the existing road and there was funding available to restore the bridge due to it being listed on the National Historical Register but there was no funding to rebuild it.

Vice Chairperson Radoccia asked what the start date was for this project. Public Works Director Steve Burroughs stated that he currently was waiting to receive the contract back from the engineer and that he plans to take the proposal to Council sometime in March. He also stated that there was approximately \$600,000 of funding available from NACOG which he was waiting to hear on and if approved would become available in July. He explained that a rough estimate of cost to do this project was approximately \$6,500,000. If Council approves the proposal the plan is to begin sometime in July.

Public Works Director Steve Burroughs stated that Clarkdale Minerals has an agreement with the Town to assist with part of the building of this road.

Vice Chairperson Radoccia asked if there would be sidewalks installed along the route. Public Works Director Steve Burroughs stated it all depended on the funding. He explained that the initial plan includes sidewalks but it depended on how much Clarkdale Metals contributes to the project. He continued to explain that the project could be done in phases where the first

phase would include the installation of a gravel road and culverts in Bitter Creek and the second phase would be paving of the road.

There was open discussion on the future community park at the effluent site. Assistant Town Manager Janet Perry stated that with this project the Board needed to focus on the trail as was stipulated in the Design Review Board minutes when Clarkdale Metals applied for site plan approval. She continued to explain that the community park is still a future proposed plan which has not yet been discussed or approved.

Public Works Director Steve Burroughs added that Clarkdale Metals owns some parcels which they plan to dedicate to the town which could be tied into the trail.

Vice Chair Person Radoccia asked if there were plans to incorporate the trail into the build of the road. Public Works Director Steve Burroughs said that the trail could be incorporated into the design and that he is pushing to have the design completed by August. He continued to explain that it is going to be difficult to make sure that there is enough culvert over the wash to include both a trail and the road.

There was open discussion of sidewalks. Parks and Recreation Supervisor Norman reminded that it all depended on the funding as Public Works Director Steve Burroughs had stated previously. Public Works Director Steve Burroughs added that there was a possibility sidewalks could be installed in the 2<sup>nd</sup> or 3<sup>rd</sup> phase of the project but it all comes down to the money. He also asked the Board to please keep in mind of the location when planning the trail and whether the trail would be directly next to the road.

Public Works Director Steve Burroughs explained that there were no standards set for an industrial road and that his department is currently working on classifications of roadways. He continued to explain that it would be helpful to incorporate trail standards with respect to road classifications for future use.

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

Commissioner Dehnert said that she had spoke with several residents who suggested that a carnival type event in lieu of the trick-or-treating would possibly help by keeping the kids off the streets. There was open discussion on a carnival type event.

Parks and Recreation Supervisor Norman stated that Commissioner Burroughs was not able to attend the meeting but wanted to share her thoughts on this item. Parks and Recreation Supervisor Norman stated that she received an email from Commissioner Burroughs and also discussed the item over the phone with her. Parks and Recreation Supervisor Norman said that Commissioner Burroughs wanted it on record that she felt very strongly that this event should remain as it is with only minor changes to address crowd control issues and the other items as discussed in prior months and that she felt that there should be no major changes made to the event. Parks and Recreation Supervisor Norman reviewed the email received from Commissioner Burroughs:

“I believe we will have more residences upset with the change of "tradition" than the handful of residences that are upset today.

With that said, I have been thinking of alternatives to our traditional Halloween.

Clarkdale Fall Festival (Last Saturday of September or First Saturday of October) which could include:

- Parade
- Kid Games in the Park
- Pumpkin Carving
- Vendors in the Park
- Car show around the park
- We could have "Made In Clarkdale" exhibit in the auditorium
- Ribbons for best quilt, pies, can goods, etc.
- Dance
- Bands

Other suggestions for Halloween Night:

Still have the Costume Contest in the Park.

Send out another survey to all residents of Clarkdale for suggestions.

Have any resident in Clarkdale set up a booth in the park and pass out candy.”

There was open discussion on the suggestions made by Commissioner Burroughs and the idea of a carnival. Parks and Recreation Supervisor Norman stated that her concern with the carnival idea was Harvestfest was also a carnival themed event and that by offering the same type of event it would be very difficult to get donations and support from local businesses.

Commissioner Bezdek brought up the discussion of what would happen if the town didn't put up the road blocks? There was open discussion on the road blocks and if the town wanted to discontinue the current event how would you stop people from coming.

The board concluded that they were at a stand still and that there was no easy solution. There was open discussion on holding a meeting or a Council Meeting to get ideas from the residents. Parks and Recreation Supervisor Norman pointed out that the Board had a meeting in December and the Council had a meeting in November which both listed Halloween as an agenda item and that both meetings were unsuccessful in producing public participation with regards to this item.

Parks and Recreation Supervisor Norman made the suggestion that press releases and newsletter articles could be issued explaining that the board is seeking out ideas from Clarkdale residents for alternate ideas and suggestions for Halloween.

There was open discussion on a Halloween trolley.

Commissioner Dehnert suggested that the board continue discussing the item throughout the year.

**AGENDA ITEM: BOARDS AND COMMISSIONS TRAINING - Discussion on the proposed Town of Clarkdale Boards and Commissions Training.**

Parks and Recreation Supervisor Norman informed the Board that the Town Clerk's office was currently working on scheduling an informal training for boards and commissions sometime in March. The Town Clerk requested input from the board on what items they would like to have reviewed at the training.

Commissioner Dehnert stated that she would like to discuss correct protocol of a meeting, for example: agenda and how it works and correct procedure on motions made.

Vice Chair Person Radoccia suggested that Robert's Rules be reviewed.

Commissioner Bezdek shared that she was a new board member and had no background or experience to be able to make a suggestion.

**AGENDA ITEM: PROGRAMMING – Discussion on the progress of recreation programs.**

Parks and Recreation Supervisor Norman explained that there were only 3 registrants signed up for the art classes. She wanted to inform the board that she will be discussing this with the art instructor and that most likely the classes for this session would be cancelled.

There was open discussion on the cost of the classes. Parks and Recreation Supervisor Norman explained that prior to setting the fees she had researched other programs offered in the Verde Valley and the fee set was lower than all other programs in the area. She continued to state that when considering the length and amount of class time the price was very reasonable as it came to under \$8/hr. which also included class materials and supplies. She said that she intends to move forward with the second session which is set to begin in April with hopes that it will receive a better response.

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

Broadway Road Extension

Halloween

Police Presence at Park Bathrooms

Concerts in the Park

**AGENDA ITEM: ADJOURNMENT – With no further business before the board, the meeting adjourned at 6:45 p.m.**

APPROVED:

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Maya Radoccia,  
Vice 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 February 20, 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 held on February 20, 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 (absent)  
Maria Tester

**Staff:** Admin. Assistant Charlotte Hawken  
Town Clerk Kathy Bainbridge  
**Others in attendance:** No one.

**CALL TO ORDER** – Chairperson Meinke called the meeting to order at 4:01 p.m. and noted that the Boardmember Valdez was absent.

**PUBLIC COMMENT**– None.

**CONSIDERATION OF THE MINUTES** – Consideration of approving the minutes of the regular meeting January 16, 2008 and the special meeting on January 23, 2008.

Vice Chairperson Wombacher moved to approve the minutes with minor corrections. Boardmember McDonough seconded and the motion passed unanimously.

**REPORTS:**

*Chairperson Meinke* stated that the recent Heritage Dance went well. He and Vice Chairperson Wombacher helped with refreshments.

*Administrative Assistant Hawken* noted that Roberta Davis Nixon donated two 1996 and one 1998 Reunion items to the town. She gave them to Boardmember McDonough so she could put them in the archive.

**CEMETERY PROJECT** – Discussion and consideration of the cemetery as a historical entity. This item was tabled to the next meeting.

**AGENDA ITEM: MEETING DATE AND TIME** – Discussion and consideration of the meeting date and time. The Board Members agreed the next meeting will be on March 19, 2008 at 4:00 p.m.

**MOTION TO RESCIND CLARKDALE HERITAGE CENTER REQUEST MOTION** – A motion to rescind the motion made 1/23/08 that recommends to Council to approve the creation of displays in the Clarkdale Heritage Museum using Clubhouse furnishings and other items as agreed upon I a written exhibit plan by an Exhibit Committee consisting of Heritage Conservancy Board and Clarkdale Heritage Center Board members. Boardmember McDonough moved to rescind the motion made 1/23/08 that recommends to Council to approve the creation of displays in the Clarkdale Heritage Museum using Clubhouse furnishings and other items as agreed upon I a written exhibit plan by an Exhibit Committee consisting of Heritage Conservancy Board and Clarkdale Heritage Center Board members. Boardmember Tester seconded and the motion passed unanimously.

**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. Town Clerk Bainbridge suggested that the Conservancy Board would approve a written exhibit plan from the Center. The minutes of the Conservancy meeting where the plan was approved would be included in the Town Council's information packet for their next meeting. If Council members have questions about the exhibit, they can ask them before accepting the Conservancy Board minutes. The Board agreed to consider Item 9 (Archive Policies and Procedures) before finishing this item.

**ARCHIVE POLICIES AND PROCEDURES** – Discussion and consideration of the Town of Clarkdale Archive Policies and Procedures Manual. The board members agreed the draft policies would be good with some added definitions and revised procedures and forms lists. The complete draft of policies, procedures and forms will be on the next agenda. The members agreed to return to the previous item.

**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.** It was noted that the pending policies would require that no original documents would be displayed and that the Center should submit a written exhibit plan with a theme, which could be created with help from Conservancy members.

**ARCHIVE POLICIES AND PROCEDURES – Discussion and consideration of Policies and Procedures for sharing the building at 900 North Ninth with the Clarkdale Heritage Center.** The board members agreed that no policies were needed because the only shared aspects are the restroom and the security system. Security system issues will soon be addressed when the installer conducts a training session with both groups and town staff. There is one system with two controls, one upstairs and one downstairs.

**ARCHIVE ACTIVITIES– Discussion and consideration of the Town of Clarkdale Archive activities.** Boardmember McDonough noted that town staff had assembled the large shelving unit in the middle room of the Archive. The flat files need to be set up and then the historic ledgers and floor plans can be moved into place in that room.

**COFFEE POT – Discussion and consideration of purchasing a coffee pot for the heritage Dances.** Pat Williams, the dance coordinator, has requested that 30-cup pot be purchased for use at the dances. Vice Chairperson Wombacher noted some of the difficulties they have had serving coffee. Boardmember Tester moved to spend up to \$75 from the Heritage Conservancy Board town budget for a coffee pot for serving refreshments at the Heritage Dances. Vice Chairperson Wombacher seconded and the motion passed unanimously.

**BUDGET REQUESTS – Discussion and consideration of budget requests for the 2008-2009 fiscal year.** Possible requests include the following items:

1. Conservancy line items the same as last year.
2. Phone and internet service in the Archive.
3. \$1000 for volunteers to attend archive training workshops.
4. Matching grants.
5. \$300-500 for a National Landmark Status application.
6. Supplies list for the Archive.

**LANDMARK STATUS REPORT – Report on applying for National Landmark Status.** This item was tabled to the next meeting.

**PRESERVE AMERICA STATUS REPORT – Report on the Preserve America application.** Chairperson Meinke stated there are three-month windows in which to apply and he is planning for the April to June window. This item was tabled to the April meeting.

**1932 PLANE CRASH SITE REPORT– Report about Jim Byrkit writing an article for Clemenseau Museum and contact with the National Forest Service.** This item was tabled to the next meeting.

#### **AGENDA ITEM - FUTURE AGENDA ITEMS**

1. Plane crash site report.
2. Cemetery as a historical entity.
3. Landmark status report.
4. Archive policies, procedures and forms.
5. Archive activities.

**AGENDA ITEM - ADJOURNMENT –** With no further business, and without objection, the meeting adjourned at 5:05 p.m.

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