

***DRAFT***

***PLANNING COMMISSION  
MARCH 6, 2008***

**MINUTES OF A SPECIAL MEETING OF THE PLANNING COMMISSION OF  
THE TOWN OF CLARKDALE, HELD THURSDAY, MARCH 6, 2008, AT 6:00  
P.M. IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET,  
CLARKDALE, ARIZONA.**

The Special Meeting of the Planning Commission of the Town of Clarkdale that was scheduled for March 6, 2008, was cancelled.

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**Amy Bayless  
Chairperson**

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**Guss Espolt  
GIS Planner**

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**PLANNING COMMISSION  
MARCH 25, 2008**

**MINUTES OF A SPECIAL MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD TUESDAY, MARCH 25, 2008, AT 6:00 P.M. IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 NORTH NINTH STREET, CLARKDALE, AZ.**

A **SPECIAL MEETING** of the Planning Commission of the Town of Clarkdale was held on Tuesday, March 25, 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
	Jorge Olguin	Present
	Bill Regner	Present
	Sarah Voit-Vinson	Absent

**STAFF:**

Community Development Director Sherry Bailey

**AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 6:07 p.m.

**AGENDA ITEM: ROLL CALL:** The Chairperson noted there was a quorum present for this special meeting/worksession with Town Council.

**AGENDA ITEM: PUBLIC COMMENT:**  
There was no public comment at this time.

**ENVISIONING CLARKDALE'S FUTURE – A worksession with Boards and Commissions for a review of the January Council Strategic Planning process and review of the 2008/2009 General Plan update process.**

The Board and Commission members and the public were encouraged to address Council with questions during the worksession. Mayor Von Gausig gave a basic overview of how the Council conducted the Strategic Planning this year and explained that it was a meeting the Town holds annually and usually reviews about six months later. This year Council and Staff Department Heads envisioned the Town of Clarkdale in the year 2020 and those visions were what Council wanted to share and discuss with all the Town's Boards and Commissions members. The presentation was included in the Council packets and all

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**PLANNING COMMISSION  
MARCH 25, 2008**

individuals in attendance were presented a copy of the PowerPoint presentation given by the Mayor.

Discussion on the proposed annexation of the “C” Mountain and other possible areas of future interest of adjoining lands that will protect the Town’s view and water shed sustaining the Town’s “Small Town Atmosphere” were discussed. Annexations will have to have pre-annexation agreements to ensure that new areas have Prop 207 waivers.

Question: Is Prop. 207 being challenged in court? The Mayor answered that Flagstaff is going to be the first State challenge on Prop 207, others are in review.

Question: Will the future owners of annexed lands be required to adhere to pre-annexation agreements or will they be able to litigate under Prop. 207? The Mayor responded that future owners would have to abide by the pre-annexation agreements.

The Mayor also discussed future use of wastewater by direct injection or other means that may be available. Diversity is the key to Clarkdale’s future in water, wastewater, economic and housing type/cost availability. Form Based Planning was discussed and explained. The Town now uses Area Base Planning whereas Form Based Planning allows for mixed use in all areas. In theory, Formed Base Planning changes the whole Town into a Planned Area Development. The Planning Commission is working on Form Based Planning changes for the Town. Connecting trails, protected open spaces, and undeveloped washes and river areas for native animals and birds so they continue to flourish could also provide tourist opportunities.

The Town looks forward to an improved industrial development area with a possible new rail spur creating diversified economic opportunities for Clarkdale residents. This will include the extension of Broadway past Miller’s Warehouse to Cement Plant Road creating a new industrial road that could open the area to the North of Bitter Creek into a viable economic growth area. The “Boot Strap” efforts being undertaken in the Patio Park area continue to improve conditions in hopes of the area becoming a model of reinvestment and community development. Public and private investments in this neighborhood allow for affordable housing options, which support the diversity of the community, retaining the area as an affordable housing location for Clarkdale residents.

The Town of Clarkdale is in an economic downturn, as is all areas of the state and country. This is the time for the Council, Boards, and Commissions to review and update our policies and procedures to prepare for future challenges and create a sustainable Clarkdale. Future challenges include dark skies, infrastructure, water, wastewater, sewer, economic development, Town facilities, annexation, transportation, and the updating of the Town General Plan.

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***PLANNING COMMISSION  
MARCH 25, 2008***

Sherry Bailey presented the plan for updating the Town's General Plan along with the timeline. Staff and the Planning Commission are currently reviewing existing elements and identifying areas that need revision. This is four year's earlier than required but with the changes within the Town and the possible future challenges, it is essential that the update process is started. The timeline for the review, setting up of focus groups, public informational/hearing process, and rewrite is through August of 2009, at which time it will be sent to the voters for consideration.

**AGENDA ITEM: ADJOURNMENT:** The meeting adjourned at 7:17 p.m.

**APPROVED BY:**

**SUBMITTED BY:**

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**Amy Bayless  
Chairperson**

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**Sherry Bailey  
Community Development Director**

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, MARCH 27, 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, March 27, 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	Excused
	Bill Regner	Present

**Staff:**

Community Development Director	Sherry Bailey
Administrative Assistant II	Vicki McReynolds

**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 February 28, 2008** and **Special Meeting Minutes of March 6, 2008**. Vice Chairperson Puzas motioned to approve the Regular Minutes of February 28, 2008, with the correction under Chairperson's Report: Commissioner Regner suggested that future joint meetings/worksessions with Council is "in the round" format. Special Meeting Minutes of March 6, 2008 approved. Commissioner Regner seconded the motion. The motion passed unanimously.

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** The Chairperson is on a Minor Subdivision Committee for the Peace Garden Path property near the Massage School. The following update was given to the Commissioners:

- There is approximately 8 ½ acres with two parcels being split to six.
- Access issues regarding fire, public safety and drainage are being looked at.
- Roadway/parking accessing the various parcels has been discussed.
- There is an onsite well.
- Applicant will need to provide additional information from "their" engineer for drainage.
- The property is R1-L zoned and has an existing easement.
- The Chairperson provided a map for the Commissioners to view.
- The Commissioners will be emailed the applicant's (Mr. Rongo), stipulation letter from the Community Development Department.

**Staff Report:** The Community Development Director stated her Form Based Codes Class was cancelled and is now rescheduled for September and October. She will be receiving printed material and study material soon and will share it with the Commissioners.

- The Form Based Codes process will “fold” in to the General Plan as it progresses. (The Risk Attorney felt this was a good approach).
- “Community Design” will be a new element in the General Plan
- The Smart Growth falls within the General Plan.
- Form Based Codes & the General Plan will run parallel.

**AGENDA ITEM: PUBLIC COMMENT:** Jeff Lemley introduced himself and has recently moved to the Verde Valley. He has a vast background in water/wastewater and shared information regarding his past jobs and current position. He stated he would be willing to meet with the Mayor and share his gained knowledge through the years to possibly assist the Town. The Community Development Director stated she would pass this on to the Mayor.

### **NEW BUSINESS**

**AGENDA ITEM: DISCUSSION & POSSIBLE ACTION:** Commissioner Vinson’s request to be officially excused from this meeting. Commissioner Olguin motioned to excuse Commissioner Vinson from this meeting. Commissioner Regner seconded the motion. The motion passed unanimously.

**AGENDA ITEM: DISCUSSION:** Update on the General Plan Timeline provided by the Community Development Director:

- The Council wants to move forward to ammend the General Plan as an outcome of their Strategic Planning
- There will be a huge learning curve during the General Plan process and educating the public
- Starting the General Plan now is approximately two years earlier than necessary, but with decreased development pressures within the Town, it is a favorable time to start.
- The Planning Commission will be the center focus for the General Plan process.
- Now through the end of June, the Planning Commission’s Regular scheduled meetings will always cover the General Plan information.

### **The Community Development Director also stated:**

- Planning Commission will still have their 1<sup>st</sup> Thursday of each month “SpecialMeeting/Worksession to cover Form Based Codes.
- The end of June special “Focus Groups” will be set up to cover various areas of the General Plan. At the end of this process, new information will be brought back to the Planning Commission during their “Regular” scheduled meetings.
- Then joint meetings with Council will take place to review all information.
- Community Development Staff currently meets every Wednesday discussing the General Plan. Additional staff will later be divided up. If it gets to be “too” much to handle, the process will stop and re-group.

-There will be a link to the General Plan (on the Town's website) providing up to date information/progress. A direct email address will also be set up for this related topic.

**The Commissioners had the following input:**

- The timeline seems too ambitious.
- The majority of the burdon will definitely fall on the Staff.
- Evaluations need to be made periodically to speed up or slow down the process as it moves along.
- If it becomes "too" much for the Planning Commission, there is the possibility of going to only one meeting per month.
- Commissioners would like material and/or assignments as to what to review prior to meetings. (This is provided by the Community Development Department in their packets prior to meetings. Any "red flag" items could be emailed by the Director.
- It will be important down the line to try and encourage all age groups in the community for input.

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

- "Form Based Codes Worksessions" to try and include guest speakers pertinent to the evening's topic.

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

**APPROVED BY:**

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Amy Bayless  
Chairperson

**SUBMITTED BY:**

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Vicki McReynolds  
Administrative Assistant II

**DRAFT**

**Board of Adjustment**  
**March 26, 2008**

**MINUTES OF A REGULAR MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF CLARKDALE HELD WEDNESDAY, MARCH 26, 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 **March 26, 2008**, was **cancelled**.

**APPROVED BY:**

**SUBMITTED BY:**

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Anita Simgen  
Chairperson

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Vicki McReynolds  
Administrative Assistant II

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*Board of Adjustment  
March 25, 2008*

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF CLARKDALE HELD TUESDAY, MARCH 25, 2008, AT 6:00 PM IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 NORTH NINTH STREET, CLARKDALE, AZ**

A SPECIAL MEETING of the Board of Adjustment of the Town of Clarkdale was held on Tuesday, March 25, 2008, at 6:00 p.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

**BOARD MEMBERS**

Chairperson- Anita Simgen	Present
Vice Chair- Lee Daniels	Present
Larry Conners	Present
Robyn Prud'homme-Bauer	Present
Richard Dehnert	Absent

**STAFF**

Community Development Director-Sherry Bailey

**AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 6:07 p.m.

**AGENDA ITEM: ROLL CALL:** The Chairperson noted there was a quorum present for this special meeting/worksession with Town Council.

**AGENDA ITEM: PUBLIC COMMENT:**  
There was no public comment at this time.

**ENVISIONING CLARKDALE'S FUTURE – A worksession with Boards and Commissions for a review of the January Council Strategic Planning process and review of the 2008/2009 General Plan update process.**

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Discussion on the proposed annexation of the “C” Mountain and other possible areas of future interest of adjoining lands that will protect the Town’s view and water shed sustaining the Town’s “Small Town Atmosphere” were discussed. Annexations will have to have pre-annexation agreements to ensure that new areas have Prop 207 waivers.

Question: Is Prop. 207 being challenged in court? The Mayor answered that Flagstaff is going to be the first State challenge on Prop 207, others are in review.

Question: Will the future owners of annexed lands be required to adhere to pre-annexation agreements or will they be able to litigate under Prop. 207? The Mayor responded that future owners would have to abide by the pre-annexation agreements.

The Mayor also discussed future use of wastewater by direct injection or other means that may be available. Diversity is the key to Clarkdale’s future in water, wastewater, economic and housing type/cost availability. Form Based Planning was discussed and explained. The Town now uses Area Base Planning whereas Form Based Planning allows for mixed use in all areas. In theory, Formed Base Planning changes the whole Town into a Planned Area Development. The Planning Commission is working on Form Based Planning changes for the Town. Connecting trails, protected open spaces, and undeveloped washes and river areas for native animals and birds so they continue to flourish could also provide tourist opportunities.

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Sherry Bailey presented the plan for updating the Town’s General Plan along with the timeline. Staff and the Planning Commission are currently reviewing existing elements and identifying areas that need revision. This is four year’s earlier than required but with the changes within the Town and the possible future challenges, it is essential that the update process is started. The timeline for the review, setting up of focus groups, public informational/hearing process, and rewrite is through August of 2009, at which time it will be sent to the voters for consideration.

**AGENDA ITEM: ADJOURNMENT:** The meeting adjourned at 7:17 PM:

**APPROVED BY:**

**SUBMITTED BY:**

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**Anita Simgen**  
**Chairperson**

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**Sherry Bailey**  
**Community Development Director**

*Design Review Board*  
*March 12, 2008*

**MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, MARCH 12, 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, March 12, 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	Absent

**STAFF:**

Planner II	Normalinda Zuniga
Administrative Assistant	Vicki McReynolds
Building Official	Mike Baker

**Others in Attendance:** Tom Piccioli, Rennie Radocchia.

**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 February 13, 2008. Board Member Rhoades motioned to approve the Regular Meeting Minutes of February 13, 2008. Board Member Foutz seconded the motion. The motion passed unanimously.

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** The Chairperson reminded everyone about the Joint Meeting with Town Council on March 25<sup>th</sup> at 6:00 p.m. in the Men's Lounge. The Board Members were pleased to see Miller's Market open.

**Staff Report:** The Planner II confirmed the Joint Meeting with Council and staff will email all Boards & Commissions prior to the meeting an agenda.

**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.**

***Design Review Board***  
***March 12, 2008***

**NEW BUSINESS:**

**AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: DRB-2007-57, Parcel #400-02-004G, Design Review request for Clarkdale Metals Corporation, new electrowinning building and building additions, located at 500 Luke Lane.**

**Background:**

Clarkdale Metals Corporation (CMC) is continuing to move forward with their slag pile reclamation project and is before the board seeking Design Review for one new building and two additions to an existing building.

**New Building:**

Clarkdale Metals Corporation (CMC) had intended to utilize the basement of the Demonstration Building, which is an existing building, to conduct their electrowinning process, but the basement height will not accommodate the machinery needed for this process, as a result CMC will be constructing a new building to house the electrowinning process. The building will be located directly east of the Demonstration Building and be constructed with the following specs:

**Size:** 20' 3" tall

50' by 50' in length and width for a total of 2,500 square feet

**Materials:** The building will be constructed of Cement Masonry Unit (CMU) walls with a metal roof, all of which will be painted.

**Colors:** Roof Color: Redwood; Wall Color: Stonehenge Grey; Doors to be painted either Silverado or Stonehenge Grey. (See enclosed color swatch samples).

**Windows:** On each side of the building there will be 4 windows with anodized aluminum framing.

**Lighting:** The building will have three 150 W High Pressure Sodium light fixtures which will be shielded and are located over the entrances.

**Addition of the Motor Control Center (lean-to)**

Clarkdale Metals Corporation (CMC) will be constructing a lean-to addition to house their Motor Control Center and electrical switchgear. The lean-to will be added to the west end of the Demonstration Building and be constructed with the following specs:

**Size:** 16' 3" tall

22' by 14' in length and width for a total of 308 square feet

**Materials:** The building will be constructed of Cement Masonry Unit (CMU) walls with a metal roof, all of which will be painted.

**Colors:** Roof Color: Redwood; Wall color: Stonehenge Grey (P-1); Door: Silverado.

***Design Review Board  
March 12, 2008***

**Windows/openings:** The Motor Control Center will have a single door with a window above it on the south side and double doors with windows above them on the west side.

**Lighting:** The building will have one 150 W High Pressure Sodium light fixture which will be shielded and is located over the entrance.

**Hopper Enclosure Addition**

Clarkdale Metals Corporation (CMC) is planning on enclosing the hopper and conveyor belt which will deliver slage into the building for the grinding process.

**Size:** 19' 1" tall  
15' 4" by 29" for a total of 435 square feet

**Materials:** The base will be poured-in-place concrete. The walls will have siding to match the Demonstration Building's existing siding.

**Colors:** Roof color: Spruce; Wall color: Stonehenge Grey (P-1).

**Windows/openings:** There are no windows in this building. The roof will have an opening to load slag into the hopper.

**Lighting:** No outdoor lighting added to this addition.

*The purpose of the Design Review Board is to review the exterior design of proposed new buildings, proposed alterations to buildings and major development or redevelopment projects which do not include new buildings within the Town of Clarkdale, in order to insure that new development or redevelopment is compatible with the surrounding environment, and to preserve and protect the integrity and character of the Town of Clarkdale, as applicable...The decisions will be based on the following criteria:*

**ARCHITECTURAL MERIT, PROPORTION, OPENINGS, PATTERN, SPACING,  
ENTRANCES-PORCHES & PROJECTIONS, MATERIAL- TEXTURE & COLOR, ROOFS,  
ARCHITECTURAL DETAILS, ACCESSORY FEATURES, LANDSCAPING AND LIGHTING.**

**Staff Comments:**

The Design Review Board shall review applications for design approval of new construction, alterations, additions, or renovations to existing buildings or structures and shall have the power to approve, conditionally approve, or disapprove all such requests.

Staff would like to remind the Board that what is before you is part of Phase I of the overall project. Landscape review will be part of Phase II. Clarkdale Metals Corporation will need to come back to the board for approval of the landscape plan when they reach Phase II.

***Design Review Board***  
***March 12, 2008***

**Applicant:** Tom Piccioli of Clarkdale Metals Corporation stated they are about 60 days from completion on the main building. The electrowinning process was explained to the Board Members: it is the electrodeposition of metals from their ores that have been put in solution or liquefied. Clarkdale Metals is permitted with ADEQ. The ventilation adequacy in the basement posed a problem, hence the need for the new building. A state of the art high energy circulator will be utilized and a second system that is a fully self-contained unit with no fumes from the copper was also explained as an option. There are a total of 12 tanks that are used in the electrowinning process.

Rennie Radoccia, Architect, outlined the following from the plans for the Board Members. **The Motor Control Center Addition's** size, location, colors being used and its' purpose was explained. APS gave them specification guidelines to follow. There will be painted masonry walls and the roof will be painted metal with steel framing. The building will house Motor Control Center equipment and electrical switchgear.

The **Electrowinning Building** location was detailed for the Board. The building is handicap accessible and meets fire code. (Clarkdale Metals Corp. has been working with the Fire Department). This building will have painted masonry walls, roof will be painted metal with steel framing and will house the equipment and materials for the electrowinning copper and zinc process. The color samples were identified for the Board. All the processing will be inside of the building.

The **Hopper Enclosure Addition** will also have painted masonry walls with the roof being painted metal with steel framing. The finish floor shall be below grade, at basement level. The building will house the Hopper and conveyor belt for slag to be delivered for the grinding process. The hopper shall be bucket loaded from the top.

The Fire Department and Building Official were onsite a few weeks ago. Clarkdale Metals is working with the Fire Department regarding an access road for the fire truck. The plan will also be presented to the Building Official and this will not need to come back to the Board.

Rennie told the Board Members their Verde River Iron sign/configuration color is still the same only the text has changed.

**Questions to Staff/Applicant:**

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

- The sound issue (with this process) will not be a problem due to the indoor/enclosed equipment
- The electrowinning building will have a service door; and a minimum of windows will be used
- Landscaping will be done at a later date and will fall under the Phase II project. This will come back to the Design Review Board.
- Due to dust particles, the parking area will be paved prior to Phase II
- The guardhouse out front is being renovated
- The Otis elevator could not be kept due to certification requirements
- The lighting fixture/features-specs were explained and are within the lighting requirements
- Clarkdale Metals Corporation has an open door policy and welcomed the Board Members to visit

***Design Review Board***  
***March 12, 2008***

**Discussion:**

The Board Members felt the Industrial Buildings at Clarkdale Metals Corporation are some of the nicest they have seen and it fits in with the surrounding area. It was appreciated the Architect kept a form of continuity with the buildings and additions. The plans that were presented and color samples were above and beyond expectation. The window groupings were well done and won't give off a glare.

**ACTION: Board Member Foutz motioned to approve DRB-2007-57, Parcel #400-02-004G, as submitted by Clarkdale Metals Corporation for the new electrowinning building and building additions, with the stipulation in the event of a 25' additional expansion in the electrowinning building, that it will follow the same design and color as presented at this meeting. Board Member Rhoades seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

- Main Street Café – Sign
- Kim Talbot's Salsa Shop

**AGENDA ITEM: ADJOURNMENT: Chairperson Scully 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:**

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**Charles Scully**  
**Chairperson**

**SUBMITTED BY:**

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**Vicki McReynolds**  
**Administrative Assistant II**

***DRAFT***

***DESIGN REVIEW***  
***March 25, 2008***

**MINUTES OF A SPECIAL MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD TUESDAY, MARCH 25, 2008, AT 6:00 P.M. IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 NORTH NINTH STREET, CLARKDALE, AZ.**

A SPECIAL MEETING of the Design Review Board of the Town of Clarkdale was held on Tuesday, March 25, 2008, at 6:00 pm in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

**BOARD MEMBERS**

Chairperson	Charles Scully	Present
Vice Chairperson	Marsha Foutz	Absent
	Michelle Hayman	Present
	Dennis Rhoades	Present

**STAFF**

Community Development Director Sherry Bailey

**ATENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 6:07 p.m.

**AGENDA ITEM: ROLL CALL:** The Chairperson noted there was a quorum present for this special meeting/worksession with Town Council.

**AGENDA ITEM: PUBLIC COMMENT:**  
There was no public comment at this time.

**ENVISIONING CLARKDALE'S FUTURE – A worksession with Boards and Commissions for a review of the January Council Strategic Planning process and review of the 2008/2009 General Plan update process.**

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***DESIGN REVIEW  
MARCH 26, 2008***

individuals in attendance were presented a copy of the PowerPoint presentation given by the Mayor.

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The Mayor also discussed future use of wastewater by direct injection or other means that may be available. Diversity is the key to Clarkdale’s future in water, wastewater, economic and housing type/cost availability. Form Based Planning was discussed and explained. The Town now uses Area Base Planning whereas Form Based Planning allows for mixed use in all areas. In theory, Formed Base Planning changes the whole Town into a Planned Area Development. The Planning Commission is working on Form Based Planning changes for the Town. Connecting trails, protected open spaces, and undeveloped washes and river areas for native animals and birds so they continue to flourish could also provide tourist opportunities.

The Town looks forward to an improved industrial development area with a possible new rail spur creating diversified economic opportunities for Clarkdale residents. This will include the extension of Broadway past Miller’s Warehouse to Cement Plant Road creating a new industrial road that could open the area to the North of Bitter Creek into a viable economic growth area. The “Boot Strap” efforts being undertaken in the Patio Park area continue to improve conditions in hopes of the area becoming a model of reinvestment and community development. Public and private investments in this neighborhood allow for affordable housing options, which support the diversity of the community, retaining the area as an affordable housing location for Clarkdale residents.

The Town of Clarkdale is in an economic downturn, as is all areas of the state and country. This is the time for the Council, Boards, and Commissions to review and update our policies and procedures to prepare for future challenges and create a sustainable Clarkdale. Future challenges include dark skies, infrastructure, water, wastewater, sewer, economic development, Town facilities, annexation, transportation, and the updating of the Town General Plan.

***DRAFT***

***DESIGN REVIEW  
MARCH 25, 2008***

Sherry Bailey presented the plan for updating the Town's General Plan along with the timeline. Staff and the Planning Commission are currently reviewing existing elements and identifying areas that need revision. This is four year's earlier than required but with the changes within the Town and the possible future challenges, it is essential that the update process is started. The timeline for the review, setting up of focus groups, public informational/hearing process, and rewrite is through August of 2009, at which time it will be sent to the voters for consideration.

**AGENDA ITEM: ADJOURNMENT:** The meeting adjourned at 7:17 p.m.

**APPROVED BY:**

**SUBMITTED BY:**

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**Charles Scully  
Chairperson**

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**Sherry Bailey  
Community Development Director**

**Minutes of a Regular Meeting of the Library Advisory Board of the Town of Clarkdale, Held on March 6, 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 held on March 6, 2007 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  
Chris Calderon

**Staff:** Town Clerk Bainbridge

**CALL TO ORDER** – Chairperson Stevenson called the meeting to order at 9:05 a.m. and noted that Board Member Browne was absent.

**PUBLIC COMMENT** – None.

Vice Chairpersonr Browne arrived.

**MINUTES** – Discussion and consideration of approval of the minutes of the regular meeting held on February 7, 2007. Boardmember Hill moved to approve the minutes as presented. Boardmember Peterson seconded and the motion passed unanimously.

**REPORTS ON RECENT EVENTS:**

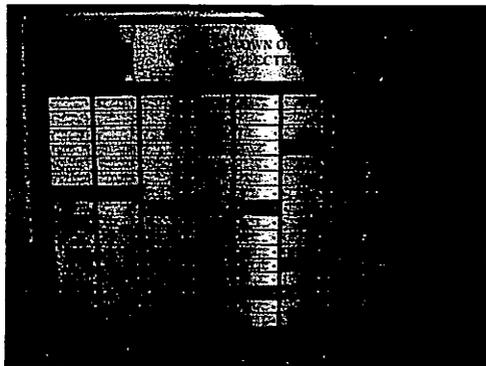
Chairperson Stevenson –No report.

Staff – Library Manager Hawken reported that the Board’s Donations/Books account has a balance of \$4,634.99. She explained that the Library itself has a Fines/Copies/Erata account and a Town budget for operations. The Town budget must be spent by June 30<sup>th</sup> of each year. The other two accounts roll over each year and continue until spent.

**MEMORIALS** – Discussion and consideration of memorials.

Discussion included the following issues:

1. Using a board to attach small metal plates to with the person’s name and the reason for the plaque: volunteer and/or board member, memorial, or donation.
2. There could be two boards, each 20” by 36” to initially be put on the wall under the stained glass window.
3. Trophies Unlimited has boards available and can put the whole thing together in a manner similar to the board documenting Council Members that is at Town Hall (see photograph).



4. The Board agreed that Chairperson Stevenson would get detailed information from Trophies Unlimited and then Chairperson Stevenson and Boardmembers Browne and Peterson will review it and report at next months meeting.

Vice Chairperson Browne moved to table this item to next month. Boardmember Bohall seconded and the motion passed unanimously.

**MEETING SCHEDULE** – Discussion and consideration of the meeting schedule. Discussion and consideration of the meeting schedule. The next meeting date will be on its regular day, April 3, at 9:00 a.m.

**BUDGET REQUESTS** - Discussion and consideration of requests for library projects for the 2008-2009 Town budget. The following issues were discussed:

1. Town Clerk Bainbridge is submitting a budget request for repairs, painting and carpeting in the library and one for 10 more open hours per week.
2. Library Manager Hawken stated she had given Public Works Director Burroughs information about State Library construction grants that have been available the last few years. The information is sent out in early August and is due mid-September.

**LIBRARY VOLUNTEERS** – Discussion of the various rolls of library volunteers. The following staff report was read and discussed the following report:

*Our library is part of the Yavapai County Library District. The District provides support services for the 12 small libraries in the county (ours is one of two that are in incorporated towns). The District does everything from providing computers, internet service and supplies to conducting training workshops. The county also provides forty percent of our library funding,*

*According to Ann Boles at the District, most of the boards for the small libraries both raise money and advise because there aren't enough volunteers to have two separate boards. The description for the Library Advisory Board in the Clarkdale Public Service Handbook is as follows: The Library Advisory Board advises the Council and staff regarding the Clark Memorial Library operations and decisions. Usually "Friends of the Library" groups raise funds, but previous Clarkdale Library Advisory Boards have chosen to perform both functions. The issue was last discussed as an agenda item in 2003. The current fund raising involves an Ice Cream Social on July 4<sup>th</sup> and a Book Sale in December.*

*Some members of the Board have also served as volunteers, helping with functions in the library that are outside the scope of the Library Advisory Board's duties and responsibilities. From 1992 to 1995 Board members and other volunteers ran the Library entirely. Since then, Board members, as volunteers, have worked on the circulation desk (until 2001 when we began checking out with a computer), kept the books in order on the shelves, created bulletin boards, helped with inventory and weeding of the materials, and other tasks as needed.*

*Volunteers like to do different things and that works out well for the library. Each volunteer has the right to determine what they would like to work on, based upon their interests, and how much time they are able to donate.*

**HOURS OF OPERATION** – Discussion and consideration of the library hours of operation.

The board agreed to consider a summer trial period of extended hours and to conduct three surveys, as follows:

1. Library staff will count the number of people in the library for each hour it is open and what area they are using for one week.
2. There will be a form at the front desk that allows patrons to check off what hours they would use if they were extended.
3. An article will go in the next newsletter asking the same information as #2.

**BENCH** – Discussion and consideration of a library bench.

Library Manager Hawken stated that she had arranged with Public Works Supervisor Inman to have staff construct and install a small bench on the library porch, as the board had voted to do some time ago. The members discussed placing a 6' bench with a back, with their first choice being in front of the library and second choice being on the west side of

the library. Public works director Burroughs would determine the location as part of his landscaping plan. Boardmember Peterson moved to direct Public Works to use Library Donation funds to purchase a bench to be placed to the front or side of the library as part of the Landscape Plan. Vice Chairperson Browne seconded and the motion passed unanimously.

**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 Special Meeting of the Heritage Conservancy Board of the Town of Clarkdale,  
Held on March 25, 2008 at 4:00 p.m. in the Men's Lounge of the Clark Memorial Clubhouse,  
Clarkdale, Arizona.**

A special meeting of the Heritage Conservancy Board of the Town of Clarkdale was scheduled on March 25, 2008 at 6:00 p.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 North Ninth Street, Clarkdale, Arizona.

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

Members:     Chairperson Drake Meinke             (absent)  
                  Vice Chairperson Gerald Wombacher     (absent)  
                  Linda McDonough                     (absent)  
                  Jesus Valdez                         (absent)  
                  Maria Tester                         (absent)

Staff:         Administrative Assistant Hawken

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

**Minutes of a Special Meeting of the Library Advisory Board of the Town of Clarkdale,  
Held on March 25, 2008 at 6:00 p.m. in the Men's Lounge of the Clark Memorial Clubhouse,  
Clarkdale, Arizona**

A special meeting of the Library Advisory Board of the Town of Clarkdale was scheduled on March 25, 2008 at 6:00 p.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 North Ninth Street, Clarkdale, Arizona.

THE MEETING WAS CANCELLED DUE TO THE LACK OF A QUORUM.

Members: John Stevenson, Chairperson  
Gloria Browne, Vice Chairperson (absent)  
Winnie Bohall (absent)  
Sue Hill (absent)  
Margaret Krznarich (absent)  
Roberta Peterson (absent)  
Chris Calderon (absent)

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 12<sup>th</sup> day of March, 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  
Vice Chairperson: Maya Radoccia  
Commissioners: Krysta Dehnert (Absent)  
Bethany Bezdek  
Alice Burroughs (Absent)

Town Staff:  
Assistant Town Manager: Janet Perry  
Parks and Recreation Supervisor: Dawn Norman

Others in Attendance: None

**AGENDA ITEM: CALL TO ORDER** –Chairperson Zanolli called the meeting to order at 5:33 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 February 13<sup>th</sup>, 2008.

Commissioner Bezdek 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** – Parks and Recreation Supervisor Norman reported that she had received the current finance report from the Finance Department after the packets had been issued and that she did not have an opportunity to review them. She explained that they would be included in next month's packet for the Commission to review.

**NEW BUSINESS:**

**AGENDA ITEM: CONCERTS IN THE PARK** – Discussion on the upcoming Concerts in the Park series.

Parks and Recreation Supervisor Norman reviewed the current band line up for the upcoming series with the Commission. She announced that she would like to have the Commissioners assist at the concerts with selling the 50/50 raffle tickets just as they had in the

past. She stated that last year each of the Commissioners chose two concerts to volunteer at and, with all in agreement she will email a sign up list to each of the commissioners to indicate which dates they will be able to volunteer at.

Parks and Recreation Supervisor Norman then expressed a concern about a potential situation arising on the day of a concert that would prohibit her from being able to attend, for example, if she were ill. Establishing a backup procedure is necessary to ensure that a concert would not be cancelled due to her inability to attend. She detailed tasks that need to be performed on concert days: unlock electrical outlets and turn on lighting in the gazebo, meet with band to set-up and issue payment, set up table for Lion's Club and handle booth rentals, run the 50/50 raffle, and after the band breaks down lock electrical outlets and turn light off. If the situation should arise where Parks and Recreation Supervisor Norman unexpectedly could not attend a concert, she would contact the Commissioner scheduled for that concert and make arrangements to get the keys, payment (for the bank) and any other pertinent information to that Commissioner. All Commissioners were in agreement to this arrangement and voiced willingness to participate as needed. Parks and Recreation Supervisor Norman will develop a formal procedure process which will be shared with the Commission upon completion that will coordinate the pertinent information.

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

Parks and Recreation Supervisor Norman reported that she did not have any new information. She continued to explain that it was important to have this agenda item every month to give the Commissioners or staff the opportunity to bring forward any new information that would help in this matter.

Commissioner Radoccia stated that she spoke to several residents on Main Street who all felt that this was a positive event. All of the residents expressed that they did not want to change it and that the event should be left as is. She continued to report there was a letter being drafted by a group of residents on Main Street in support of the event. She also stated that the residents were negative to the carnival idea but did like the trolley idea.

Parks and Recreation Supervisor Norman said that she was happy to hear that residents were taking the time to express their support of this event with the Town. She continued that she and the Commissioners should encourage residents to share their thoughts whether in support or not as this would give the Commission and staff a fair and balanced look at how the community feels about the event and how it is being conducted.

Chairperson Zanolli stated that she spoke with neighbors about the event and that they liked idea of the opportunity to volunteer to hand out candy.

Commissioner Radoccia stated that she felt the solution to this was to get the trick or treaters to the side streets and to decrease the mass numbers on Main Street.

Commissioner Bezdeck voiced that there has to be a balance for both positive and negative residents and felt that the ideas previously discussed were a good compromise to balance both sides out. She stated that she felt the Commission was tackling a problem not there, so why change it.

Assistant Town Manager Janet Perry stated that she did not interpret that Council wanted the Commission to revamp and create a completely new event. She continued that Mayor Von Gausig requested substantive changes instead of bandaid fixes.

Parks and Recreation Supervisor Norman announced that the item will continue to be placed on the upcoming months' agendas to give the Commission the opportunity to share any new information or ideas. The topic will also be addressed in the upcoming Town newsletter where additional community input will be invited.

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

Parks and Recreation Supervisor Norman reported that the art classes were being offered in April with no changes. She continued that registration was now open through April 1<sup>st</sup>.

Parks and Recreation Supervisor Norman reviewed the Lifeguard brochure, American Red Cross flyer and Lifeguard poster with the Commissioners. She explained that she had provided these promotional items to Mingus Union High School and Yavapai College hoping that this would encourage students to both attend the American Red Cross courses that were being offered along with applying for employment at the Clarkdale Pool.

Parks and Recreation Supervisor Norman announced that the movies have been scheduled for April 4<sup>th</sup>, May 9<sup>th</sup> and June 5<sup>th</sup>. She said that April 4<sup>th</sup> is a family movie, May 9<sup>th</sup> is a thriller and June 5<sup>th</sup> is an adventure movie. She continued to state that after the concert series she intends to offer movies during the winter months.

**AGENDA ITEM: PARK BATHROOMS – Discussion and consideration of park restrooms and current issues.**

Parks and Recreation Supervisor Norman said that this agenda item was requested by Commissioner Dehnert who is not in attendance at this meeting. The item will be included on the agenda for discussion at the Commission's next meeting.

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

Park Bathrooms

Halloween

Clarkdale Town Park

Dorothy Benatz Trail

**AGENDA ITEM: ADJOURNMENT – With no further business before the board, the meeting adjourned at 6:03 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 25<sup>th</sup> day of March, 2008, at 6:00 p.m. in the Clark Memorial Clubhouse, Men's Lounge, 19 N. Ninth Street, Clarkdale, Arizona.

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

Town Council:  
Mayor Doug Von Gausig Councilmember Patricia Williams  
Vice Mayor Jerry Wiley Councilmember Curtiss Bohall  
Councilmember Frank Sa

Board of Adjustment:  
Chair Anita Simgen Boardmember Larry Conners  
Vice Chair Lee Daniels Boardmember Robyn Prud'homme-Bauer  
Boardmember Duane Norton - Absent

Design Review Board:  
Chair Charlie Scully Boardmember Michelle Hayman  
Vice Chair Marsha Foutz - Absent Boardmember Dennis Rhoades

Heritage Conservancy Board - No Quorum  
Chair Drake Meinke - Absent Boardmember Maria Tester - Absent  
Vice Chair Gerald Wombacher - Absent Boardmember Linda McDonough - Absent  
Boardmember Jess Valdez - Absent

Library Advisor Board - No Quorum  
Chair John Stevenson Boardmember Mary Sue Hill - Absent  
Vice Chair Gloria Browne - Absent Boardmember Roberta Peterson - Absent  
Boardmember Winnie Bohall - Absent  
Boardmember Margaret Krznarich - Absent  
Boardmember Chris Calderon - Absent

Planning Commission:  
Chair Amy Bayless Commissioner Bill Regner  
Vice Chair Dave Puzas Commissioner Jorge Olguin  
Commissioner Sarah Voit Vinson - Absent

Town Staff:

Town Manger Gayle Mabery	Assistant Town Manger Janet Perry
Public Works Director Steve Burroughs	Community Development Director Sherry Bailey
Finance Director Carlton Woodruff	Police Chief Pat Haynie
Town Clerk Kathy Bainbridge	Library Manager Charlotte Hawken
Interim Utility Director Ron Doba	P&R Supervisor Dawn Norman
Building Official Mike Baker	Planner/GIS Guss Espolt
Deputy Town Clerk Walt Good	Planner Normalinda Zúñiga

**CALL TO ORDER** – Chairperson Zanolli called the meeting to order at 6:05 p.m. It was noted that a quorum was present.

**PUBLIC COMMENT** – No Public Comment.

**AGENDA ITEM: ENVISIONING CLARKDALE'S FUTURE** – A worksession with the Council, Boards, and Commissions for a review of the January Council Strategic Planning process and review of the 2008/2009 General Plan update process.

The Board and Commission members and the public present were encouraged to address Council with questions during the worksession. Mayor Von Gausig gave a basic overview of how the Council conducted the Strategic Planning this year and that it is a meeting the Town holds annually and usually reviews about six months later. This year Council and Staff Department Heads envisioned the Town of Clarkdale in the year 2020 and those visions were what Council wanted to share and discuss with all the Town's Boards and Commissions members. The presentation was included in the Council packets and all individuals in attendance were presented a copy of the PowerPoint presentation given by the Mayor.

Discussion on the proposed annexation of C Mountain and other possible areas of interest in adjoining lands that will protect the Town's View and Water Shed sustaining the Town's "Small Town Atmosphere". Annexations will have to have pre-annexation agreements to ensure that new areas have Prop. 207 waivers.

Question: Is Prop. 207 being challenged in court? Mayor, yes Flagstaff is going to be the first state challenge on Prop. 207, others are in review.

Will the future owners of annexed lands be required to adhere to pre-annexation agreements or will they be able to litigate under Prop. 207? The mayor responded that future owners would have to abide by the pre-annexation agreements.

Worksession also discussed future use of wastewater by direct injection or other means that may be available. Diversity is the key to Clarkdale's future in water, wastewater, economic and housing type/cost availability. Form Base Planning was discussed and described to those in attendance. The Town now uses Area Base Planning whereas Form Base Planning allows for mixed use in all areas. In theory, Formed Base Planning changes the whole Town into a Planned Area

Development. The Planning Commission is working on Form Based Planning changes for the Town. Also discussed was the need to have connecting trails and protected open spaces. Washes and river left undeveloped so that native animals and birds may continue to flourish providing a tourist opportunity.

Town looks forward to an improved industrial development area with possible new rail spur creating diversified economic opportunities for Clarkdale residents. This will include the extension of Broadway past Miller's Warehouse to Cement Plant Road creating a new Industrial Road area that could open the area to the North of Bitter Creek into a viable economic growth. The "Boot Strap" efforts being undertaken taken in Patio Park area to improve conditions in hopes of retaining the area as an affordable housing location for Clarkdale residents.

The Town of Clarkdale is in an economic downturn as is all areas of the state and country. This is the time for the Councils and Boards and Commissions to review our policies and procedures. Update those policies and procedures to create a sustainable Clarkdale that will continue to be sustainable and prepare for future challenges. Those challenges include our dark skies, infrastructure, water, wastewater, sewer, economic development, Town faculties, annexation, transportation and the updating of the Town General Plan.

Sherry Bailey presented the plan to update the Town's General Plan and the timeline. Staff and the Planning Commission are presently reviewing and proposing possible changes to the General Plan. This is four years earlier than required but with the changes within the town and the possible future changes it is essential that the Town review the General Plan. The timeline for the review is through August of 2009, it is then sent to the voters for consideration.

**AGENDA ITEM: ADJOURNMENT** - With no further business before the board and with no objection, the meeting adjourned at 7:30 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 March 19, 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 March 19, 2008 at 4:00 p.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

**Board Members:**

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

**Staff:** Admin. Assistant Charlotte Hawken  
Town Clerk Kathy Bainbridge  
**Others in attendance:** Patricia Williams

**CALL TO ORDER** – Vice Chairperson Wombacher called the meeting to order at 4:10 p.m. and noted that the Chairperson Meinke was absent.

**PUBLIC COMMENT**– None.

Vice Chairperson Wombacher reordered the agenda, taking Item 10 first, Item 11 second, then the rest in order.

**WORKSESSION WITH CLARKDALE HERITAGE CENTER** – Worksession with the Clarkdale Heritage Center to discuss the Archive Management Policies and Procedures Manual.

Discussion included the following issues:

1. Section X, #9 – loans for six months with possible renewals
2. Section X, #2 - wording not consistent with #14 and experienced vs. trained staff
3. Section X, #12 – add paintings and lithographs to the definition of Records
4. Section IV – remove sentence, “Members of the public who seek access to confidential documents must submit a Freedom of Information Act request at Town Hall. . . .”
5. Section V – typographical corrections to the definitions
6. Section VIII – Check with the Acquisitions Procedure to eliminate duplication. 4c - capitalize Land Manager.
7. Section XV, #D2 – Should be ‘to Heritage Conservancy Board, then to Town Clerk, then to Council’.
8. Contract of Loan of Collection Material – add donor release to add name to display.
9. Contract of Loan of Collection Material, #9 – change may to shall
10. Contract of Loan of Collection Material, #8 - packing materials should be a joint effort
11. Section X, #7 – unequivocally is a strong word

**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.

Discussion included the following issues:

1. The dishes and silver would be in locked display cases.
2. The Center Board would like suggestions about the displays.
3. The northeast corner of the southeast room in the museum would make a good place for a furniture display.
4. The Archive contains information and photographs of the furnishings in the Ladies Lounge and Men’s Lounge.
5. It would work to have a display of Ladies Lounge furnishings and pieces from that room outside the display.
6. The typewriter has history with the Bank of Arizona. There is a photograph of it and there are other items from the bank for a display.
7. Setting up the first display could be used as a training situation for members of both groups.

Boardmember McDonough moved to loan the following items to the Clarkdale Heritage Center for display: two tub chairs, one table lamp, one floor lamp, one ashtray, one drop leaf table and two single chairs from the Ladies Lounge, and from the Clubhouse one set each of china and silver service, one metal creamer and one metal sugar bowl, with the stipulation that a contract of loan is to be completed when the form is adopted. Boardmember Tester seconded and the motion passed unanimously.

**CONSIDERATION OF THE MINUTES** – Consideration of the minutes of the regular meeting held on February 20, 2008. Boardmember McDonough moved to approve the minutes. Boardmember Valdez seconded and the motion passed unanimously.

**REPORTS:** Chairperson - No report. Town Clerk Bainbridge stated that there would be a joint session with boards and commissions at the Council meeting on March 25<sup>th</sup> at 6 pm in the Men’s Lounge. There will be a board training

workshop on April 1<sup>st</sup> at 6 pm in the Men’s Lounge. There will be a Volunteer Dinner on April 17<sup>th</sup> at 6 pm in the Auditorium.

**ARCHIVE POLICIES AND PROCEDURES**– Discussion and consideration of the Town of Clarkdale Archive Management Policies and Procedures Manual. The Board agreed that to table this item to their next meeting, when the previously discussed changes shall have been made to the documents.

**ARCHIVE ACTIVITIES**– Discussion and consideration of the Town of Clarkdale Archive activities. The ledger cases, flat files and shelving are all set up in the middle room. Two oak desks that were in the library were moved into the office area under the stairs. The entire area needs to be cleaned. The lightweight shelving that goes in the end room needs to be assembled. A work order was submitted for phone and internet services.

**1932 PLANE CRASH SITE REPORT**– Report about Jim Byrkit writing an article for Clemenseau Museum and contact with the National Forest Service. Boardmember Valdez stated that he and Jim Byrkit worked together on a written report and submitted it and photographs to Jim McMean at the Clemenseau Museum. Mr. McMean approved it and it is to be printed in a supplement to their newsletter. Boardmember Valdez stated that he will do a Yavapai College class presentation on this topic on May 7<sup>th</sup> in the Men’s Lounge at 2:30 pm. His plan is to put together an initial copy of the comprehensive story. He has asked the participants in the site search to attend the presentation.

**CEMETERY PROJECT** – Discussion and consideration of the cemetery as a historical entity. Boardmember Valdez stated he is interested in the three Elks Lodge sections. The cemetery is in a condition where nothing makes sense. There are general rules for the entire cemetery, but each section is different. He stated he will suggest to the Town make rules for each section. The Elks and the Town need to let nobody get buried in the Elks section unless they meet stated requirements. The secretary of the Elks Lodge can determine if a person is an Elk in good standing or was when the lot was previously purchased. There is nothing in writing, so it needs to be rewritten. The Elks donated \$45,000 for a well at the cemetery and donated a sprinkler system and took care of their section. The Elks membership rules have changed over time and the use of the plots is confusing.

**MEETING DATE AND TIME** – Discussion and consideration of the meeting date and time. The next meeting will be on April 16<sup>th</sup> at 4 pm.

**ARCHIVE COLLECTIONS MANAGER** – Discussion and consideration of appointing an Archive Collections Manager. According to current draft Archive Policy manual the Archive Collection Manager will be a general volunteer position, rather than a member of the Heritage Conservancy Board. An interim manager is needed until the volunteer appointment process is completed for this position. Boardmember Tester moved to appoint Linda McDonough as the interim Archive Collections Manager until the normal appointment process can be completed. Boardmember Valdez seconded and the motion passed with three votes. Boardmember McDonough abstained from voting due to a conflict of interest.

**FURNISHINGS POLICY** – Discussion and consideration about a recommendation about policy on historical Clubhouse and other town furnishings. This issue may be resolved by the Council adopting an Archive Policy Manual containing a loan policy..

**CEMETERY RECORDS** – Discussion and consideration about a recommendation for the original cemetery records being put in the Archive and a copy being used by Public Works. Boardmember Valdez he would like to request that the original cemetery records be copied for use by the Cemetery Manager and the originals be put in the Archive. Town Clerk Bainbridge noted that the state now microfilms items for permanent image storage and then puts images on a CD for access. They could then update the electronic version as technology changes. The cost is about \$60 per 100 pages. There was a question if the cemetery records were in the batch of records that were recently microfilmed by a private company. Town Clerk Bainbridge stated she would check that. Boardmember Valdez also stated that there was a set of McBride year books that was in the Town Hall vault and they appear to be missing.

**FUTURE AGENDA ITEMS** – A listing of items to appear on future agendas.

Landmark status report. Archive policies, procedures and forms. Archive activities. May 7<sup>th</sup> Plane Crash Site.

**ADJOURNMENT** – With no further business and without objection, the meeting adjourned at 6:40 pm.

**APPROVED:** \_\_\_\_\_ **SUBMITTED:** \_\_\_\_\_  
Gerald Wombacher, Vice Chairperson Charlotte Hawken, Administrative Assistant

**Minutes of a Special Meeting of the Heritage Conservancy Board of the Town of Clarkdale,  
Held on March 25, 2008 at 4:00 p.m. in the Men's Lounge of the Clark Memorial Clubhouse,  
Clarkdale, Arizona.**

A special meeting of the Heritage Conservancy Board of the Town of Clarkdale was scheduled on March 25, 2008 at 6:00 p.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 North Ninth Street, Clarkdale, Arizona.

THE MEETING WAS CANCELLED DUE TO THE LACK OF A QUORUM.

Members:      Chairperson Drake Meinke                      (absent)  
                    Vice Chairperson Gerald Wombacher              (absent)  
                    Linda McDonough                                      (absent)  
                    Jesus Valdez    (absent)  
                    Maria Tester    (absent)

Staff:            Administrative Assistant Hawken

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