

DRAFT

Board of Adjustment
April 23, 2008

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

The **REGULAR MEETING** of the Board of Adjustment of the Town of Clarkdale that was scheduled for **April 23, 2008**, was cancelled.

APPROVED BY:

SUBMITTED BY:

Anita Simgen
Chairperson

Vicki McReynolds
Administrative Assistant II

DRAFT

*Design Review Board
April 9, 2008*

MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, APRIL 9, 2008, AT 6:00 P.M. IN THE CLARK MEMORIAL 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, April 9, 2008, at 6:00 p.m. in the Clark Memorial Library Building, 39 N. Ninth Street, Clarkdale, AZ.

BOARD MEMBERS:

Chairperson	Charles Scully	Present
Vice Chair	Marsha Foutz	Present
Board Members	Dennis Rhoades	Absent
	Michelle Hayman	Present
	Josh Stackhouse	Present

STAFF:

GIS Planner	Guss Espolt
Administrative Assistant	Vicki McReynolds

Others in Attendance: Sophia Serrano

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 March 12, 2008. Board Member Foutz motioned to approve the Regular Meeting Minutes of March 12, 2008. Board Member Hayman seconded the motion. The motion passed unanimously

AGENDA ITEM: REPORTS:

Chairperson's Report: The Chairperson referenced the last meeting's agenda item, Clarkdale Metals and how they are progressing. He took a tour of the property and found it very informative. The Chairperson suggested for the Board Members who have not been on a tour, to contact Clarkdale Metals and they will be glad to set it up.

Staff Report: The GIS Planner introduced to the Design Review Board this evening our newest Board Member, Josh Stackhouse. The members welcomed him and introduced themselves and spoke about their backgrounds.

The Administrative Assistant gave an update to the Board Members regarding updating the General Plan and what part Community Development, Planning Commission, Town Council and soon to be Focus Groups will play. The Community Development Director will keep this Board informed as the General Plan's timeline progresses.

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-2007-58, Parcel #400-03-183, Design Review sign request for the Main Street Café & Pizzeria located at 920 Main Street.

Background:

The applicant has submitted an applicatoin for Design Review for the window signage at 920 Main Street. The Main Street Café & Pizzeria signage will be made of self-adhesive vinyl and the text will be Colonial style, the color of the text will be ivory as seen on the swatch in **Exhibit A**. Upper case letters will be 6" tall and lower case letters will be 4" tall. The windows are: 6' 11" tall and 4' 3" wide. The full logo dimensions will be: 45" wide x 18" high. The window to the right of the front door measures 6' 11" tall and 2' 6" wide. This window will have the hours of service on a removable sign as seen in **Exhibit B, Picture 2**.

NOTE: The sign code in the Zoning Code Chapter Seven 7-3 F. General Provisions states: *No one use may utilize more than a total number of three (3) on-premise signs in conformance with this Code, (under canopy signs shall not count toward the maximum) per street frontage, and provided that no one use shall exceed a maximum of four (4) on-premise signs.*

All logo's are to be positioned as seen Exhibit A.

The signange has to follow the sign code in the Zoning Code Chapter Seven 7-6 M.1 windows that states: *May cover up to one-half (1/2) the window area; square footage to be subtracted from allowable wall signage area.*

The signage has to follow the sign code in the Zoning Code Chapter Seven 7-6 D.5 Illumination that states: *Illuminated signs must be extinguished after 9:00 p.m. or at the close of business, whichever is later. As seen in Exhibit B, Picture 1.*

Staff Comments:

In addressing the layout/design of the window signage for The Main Street Café & Pizzeria: the Design Review Board may approve the signage as submitted, conditionally approve with stipulations, or disapprove the application as filed.

Recommended Stipulations:

Staff recommends the signage for The Main Street Café & Pizzeria be approved, as long as the temporary signage is removed no later than 30 days from 3/24/08 and all logo's are to be positioned as seen in Exhibit A.

Note: Staff wants to point out to the Board that the color of the text will be **CREAM**. This came after the Staff Report was prepared (which shows ivory) per architect's rendering.

Applicant: Sophia Serrano stated she is half owner of the Main Street Café & Pizzeria and Scott Buckley is her business partner. The applicant provided the actual graphics that will be utilized for the signage.

Questions to Staff/Applicant:

Following are responses to questions from the Board Members:

- Exhibit "B" picture #2 location on the window was explained
- The Main Street Café & Pizzeria signage actually has a static type backing that will adhere to the window
- The sign will be UV protected for a longer life expectancy
- There will be tables and chairs outside (weather permitting)
- They serve beer & wine presently, with a liquor license to occur down the line
- The Café opens at 11:00 a.m.
- Breakfast served on the weekends is a possibility in the near future

Discussion:

Following are areas discussed by the Board Members:

- The Main Street Café & Pizzeria signage adds atmosphere
- The gold color/wording in the Colonial style looks very tasteful
- The signage "fits" in with the historic feel of the town
- It is good to see life being brought back to the town
- More plants out front would be appealing
- There is not an existing trail from the Mountain Gate community to the park/town area. This could possibly generate more business to the downtown area.

DRAFT

***Design Review Board
April 9, 2008***

ACTION: Board Member Foutz motioned to approve DRB-2007-58, Parcel #400-03-183 sign request, as submitted by the Main Street Café & Pizzeria, located at 920 Main Street, with the stipulation that the temporary signage is removed no later than 30 days from 3-24-08 and illuminated signs must be extinguished after 9:00 p.m. or at the close of business, which ever is later. Board Member Hayman seconded the motion. The motion passed unanimously.

AGENDA ITEM: FUTURE AGENDA ITEMS: None specifically at this time.

AGENDA ITEM: ADJOURNMENT: Chairperson Scully motioned to adjourn the meeting. Board Member Foutz seconded the motion. The motion passed unanimously. The meeting adjourned at 7:00 p.m.

APPROVED BY:

SUBMITTED BY:

**Charles Scully
Chairperson**

**Vicki McReynolds
Administrative Assistant II**

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

A regular meeting of the Library Advisory Board of the Town of Clarkdale was held on April 3, 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 9:02 a.m. and noted that all board members were present.

PUBLIC COMMENT – None.

MINUTES – Discussion and consideration of approval of the minutes of the regular meeting held on March 6, 2007 and the special meeting held on March 25, 2008. Vice Chairperson Browne noted a correction regarding the memorial item on the March 6th minutes. Boardmember Bohall moved to approve the March 6, 2008 minutes as corrected. Boardmember Krznarich seconded and the motion passed unanimously. The approval of the March 25, 2008 was tabled.

REPORTS ON RECENT EVENTS:

Chairperson Stevenson –No report.

Staff – Library Manager Hawken distributed a phone list and noted that the library phone number had changed to 639-2480 and that she now had a separate number, 639-5-2485.

MEMORIALS – Discussion and consideration of memorials. Discussion included the following issues:

1. There have been 28 board members since the board was created in 1993.
2. Tags could be etched for board members, memorials, volunteers or donations.
3. One board will be labeled Clark Memorial Library, Library Advisory Board and the other Clark Memorial Library.
4. Along with the name there will be a town seal but no pillars.

Chairperson Stevenson moved to purchase two 15"x21" boards with 48 black brass plates on each. Boardmember Hill 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, May 1, at 9:00 a.m. The meeting information packet will be sent to the board members on the Friday before the meeting.

HOURS OF OPERATION – Discussion and consideration of the library hours of operation. Discussion included the following issues:

Ask the school library to advertise about this library.

Parks and Recreation is handing out library brochures at its first movie night Friday.

The library would need an increased budget to increase its hours for the summer.

Boardmember Bohall moved to table this discussion to the next meeting. Boardmember Krznarich seconded and the motion passed unanimously.

TOWN COUNCIL MEETING – Discussion and consideration of THE March 25, 2008 joint meeting with the Town Council. Discussion included the following issues:

1. The Mountain Gate well is not completely up and running. The Town has to pay for arsenic treatment potion and collect from the Mountain Gate bond funds for this project.
2. Some of the board members did not understand they needed to be at this meeting. It was not stressed when they were informed of the meeting.

BOARD TRAINING – Discussion of the April 1, 2008 Board Training session. The members reviewed some of the topics that were covered at the meeting.

JULY FOURTH ICE CREAM SOCIAL – Discussion and consideration of the Ice Cream Social. There was a suggestion to purchase paper serving trays rather than Styrofoam bowls. It was noted that the bowls are purchased with a donated Wal Mart gift card.

FUTURE AGENDA ITEMS – Summer reading program.

ADJOURNMENT – Boardmember Peterson moved to adjourn the meeting. Chairperson Stevenson seconded and the motion passes unanimously. The meeting adjourned at 10:26 a.m.

APPROVE: _____
John Stevenson, Chairperson

SUBMIT: _____
Charlotte Hawken, Library Manager

MINUTES OF A SPECIAL MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, APRIL 3, 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, April 3, 2008, at 6:00 p.m., at the Clark Memorial Library, 39 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

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

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: None.

NEW BUSINESS

AGENDA ITEM: WORKSESSION: Continuation of Form Based Codes-Upper Clarkdale/Design Elements.

The Chairperson opened up the worksession for public comment:

Robyn Prud’homme-Bauer: Stated we need to go back to how the background of the buildings were conceived. She liked the “Elements I”- porches, yards, setbacks and alleys for the cars.

Ellie Bauer: The history of styles and culture and the effect they had on the buildings needs to be addressed. The old brick and materials need to be looked at as far as the maintenance/upkeep.

The Chairperson closed public comment.

The following areas were discussed regarding the Upper Clarkdale/Design Elements.

- These design elements supply all of what the Commissioners are looking for in the downtown area.
- Photos were discussed and the importance to maintain a “blended look”.
- Front facing gables and front porches with gables were discussed.
- Stucco walls, adobe look and bigger porches were mentioned.
- Commissioners agreed that several of the elements that we have need to be utilized and a list of styles could be incorporated in to that process.
- “Specific styles” is not the main objective, staying with “traditional styles” is more the focus.

This being a worksession only, no action was taken.

**AGENDA ITEM: FUTURE AGENDA ITEMS: Continuation of Form Based Codes
Worksessions with guests being invited to “topic” specific sessions.**

AGENDA ITEM: ADJOURNMENT: Chairperson Bayless motioned to adjourn the meeting. Vice Chairperson Puzas seconded the motion. The motion passed unanimously. The meeting adjourned at 7:30 p.m.

APPROVED BY:

SUBMITTED BY:

Amy Bayless
Chairperson

Guss Espolt
Community Development
GIS/Planner

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

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

Planning Commission:

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

Staff:

Community Development Director	Sherry Bailey
Administrative Assistant 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 **Special Meeting Minutes of March 25, 2008, the Regular Meeting Minutes of March 27, 2008 and the Special Meeting Minutes of April 3, 2008. Vice Chairperson Puzas motioned to approve the Special Minutes of March 25th, Regular Minutes of March 27th and the Special Minutes of April 3, 2008. Commissioner Olguin seconded the motion. The motion passed unanimously.**

AGENDA ITEM: REPORTS:

Chairperson's Report: None.

Staff Report: The Community Development Director stated they have met with both of the company's who hold the bonds regarding Mountain Gate. They have also met with the engineer and made a prioritized list of issues, such as safety, etc. Typically safety issues do not meet resistance from Bond Companies. The remaining infrastructure will probably have a smaller check cut. The one Bond Company said Clarkdale was the 7th community he had been to visit within the last week and a half and our situation was considered the "smallest". The Mountain Gate site was not the worst they have seen and felt the Town did a good job with the information that was provided to this Bond Company.

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 comments to FIVE minutes. **There was no public comment.**

NEW BUSINESS

AGENDA ITEM: DISCUSSION: Update on the General Plan provided by the Community Development Director: Areas to be discussed: **#3-CIRCULATION ELEMENT and #4-OPEN SPACE ELEMENT.**

The Community Development Director stated as we educate the staff at their training sessions and the focus groups, the Planning Commission will be updated with each step.

#3 CIRCULATION ELEMENT:

The Circulation Element addresses the Town's transportation system and provides tools, such as the goals and policies and the Circulation Plan assists with the ongoing and long-range planning, development, implementation and management of the necessary transportation system for the Town. Providing a safe, convenient, efficient and cost-effective multi-modal transportation system for the movement of people, goods and services are within this element.

Following are areas covered in this discussion:

-Steve Burroughs, Public Works Director, will be heavily involved with the #3 Circulation Element in the following areas:

- Road Design Standards (he will bring this information to the Focus Group)**
- Traffic Counts (to assist with the "level of service" needs**
- Bicycles/lane standards (need to be formulated within the General Plan). As well as a trail plan showing "links" between developments, washes, etc.**
- Paved Management System for the roads: Steve will be doing an inventory/condition of all roads within the town showing their present conditions.**
- Regional Transportation Development-There will be coordination between the County and Cottonwood: future possibilities for transportation to be looked at.**
- Currently there is no policy for acquisition of public right-of-way....this will be incorporated in to the General Plan.**

Annexation Areas: There is current discussion with Phelps Dodge, Clarkdale Minerals (450 acres Plan) and Verde Exploration (who wants to be only a watershed area).

#4 OPEN SPACE ELEMENT:

The Open Space Element is intended to identify and provide approaches for the preservation and enhancement of open space resources, parks, recreation areas, wildlife and natural habitat, riparian corridors, floodplains and drainage ways within the Town of Clarkdale. The preservation of natural undeveloped areas within the Town provides areas for enjoyment by residents and visitors, as well as provides a context for development that adds value to the community.

Following are areas covered in this discussion:

- The Town will be working with Parks & Rec to utilize open spaces effectively.**
- Habitat, washes, trails and wildlife needs to be addressed.**
- There is a “link” with the Open Space Element to all the other elements to maintain continuity.**
- Groundwater Re-charge System, Fire Hazard Issues & Slope Preservation will be added within this #4 Element.**
- Fire Hazard Plan, (wild fires) will have a comprehensive plan to be brought to the Planning Commission and Parks & Rec, before going to Town Council.**
- The Fire Department is the legal/enforcing agent re: Fire Code.**

The Commissioners brought up the “revenue status” regarding the improvements for Open Spaces within the Town.

-Example: Developments having their “own” open space as opposed to more open spaces within the Town and the Town ultimately having to maintain it.

- The Commissioners questioned the “funding” availability to address all the issues.**
- The Community Development Director shared the following:**
 - There are the Impact Fees, sales tax revenue and the Economic Development Element will open up/influence the diversity within the Town’s industrial development.**
 - The Chamber of Commerce will be going to the Town Council to open doors to promote the Town.**
 - The train’s tourism population can possibly be directed in to the Town.**
 - We need to help “existing groups” grow and what that brings to the community.**
 - Clean industry will help the tax base within the Town.**
 - A mechanism does need to be put in place regarding funding.**

The Commissioners brought up the following:

-Who takes the lead in the General Plan process? Implementation? What are the costs? Where does the responsibility lie?

-The Community Development Director stated it will start with the revised General Plan being the Policy Instrument utilized for what ever is brought before the Town. The Town Council will use the General Plan to set budgets and refer to these policies to fall back on for direction.

-The Commissioners asked for Clarkdale’s revenue breakdown to assist them for future decision making regarding the General Plan. They felt there is possibly a need for an Economic Development Corporation to assist the Town for its’ future.

-There must be “Action” to the words on paper after the General Plan is finalized.

The Community Development Director shared that the Finance Director can provide revenue breakdown information. He will be involved with the Cost of Growth Element.

-Economic Development helps increase revenue

-We need to create a “destination” within the Town to increase spending!

AGENDA ITEM: FUTURE AGENDA ITEMS:

AGENDA ITEM: ADJOURNMENT: Commissioner Vinson motioned to adjourn the meeting. Commissioner Olguin seconded the motion. The motion passed unanimously. The meeting adjourned at 7:40p.m.

APPROVED BY:

SUBMITTED BY:

**Amy Bayless
Chairperson**

**Vicki McReynolds
Administrative Assistant II**

**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 9th day of April, 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
Bethany Bezdek (Arrived at 6:00 p.m.)
Alice Burroughs

Town Staff:
Parks and Recreation Supervisor: Dawn Norman
Community Development Director: Sherry Bailey
Town Clerk: Kathy Bainbridge

Others in Attendance: None

AGENDA ITEM: CALL TO ORDER –Chairperson Zanolli called the meeting to order at 5:37 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 March 12th, 2008, and Special Meeting held on March 25th, 2008.

Commissioner Radoccia moved to approve the March 12th, 2008, minutes as they were written. Chairperson Zanolli seconded the motion. The motion passed unanimously.

Commissioner Dehnert moved to approve the March 25th, 2008, minutes with the correction of Richard Dehnert present on the Board of Adjustments. Commissioner Burroughs seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS- Reports on current events

CHAIRPERSON'S REPORT - None

STAFF REPORT – Parks and Recreation Supervisor Norman reported that the first Movie Night went well even with the oversight of the papers not publishing the free event. She explained that the Student Council Teacher distributed flyers that day to the students in order to get the word out. By her doing so it was interpreted as a school sponsored event which resulted in many children being dropped off. Parks and Recreation Supervisor Norman informed that she has been in contact with Dan Engler of the Verde Independent who assured that the information will be released prior to the next showing on May 9th.

Parks and Recreation Supervisor Norman reported that the art classes will begin April 14th. There are 7 registrants for the three classes and the instructor is going to teach all courses

regardless of participant numbers. She stated that the instructor has expressed her interest in offering adult classes. This will be discussed more at length after the youth classes begin.

FINANCE REPORT – Parks and Recreation Supervisor Norman asked the Board if there were any questions with regards to the finance reports. Commissioner Radoccia inquired about the beginning date reflected on the Donation report, July 1, 2006. Parks and Recreation Supervisor Norman explained that it was most likely an oversight as the accounts roll over at the end of the fiscal year and the date probably did not get updated. She will follow up with the finance department to confirm this.

Commissioner Burroughs inquired as to when the purchases for the pool repairs would be reflected in the donation general account. Parks and Recreation Supervisor Norman stated that there would be some items on the upcoming report as the items were charged to the pool budget accounts first and the funds over the budget amounts were charged to the donation general fund.

NEW BUSINESS:

AGENDA ITEM: WORKSESSION – A worksession to discuss the General Plan Update Process and the role of Parks and Recreation.

Community Development Director Sherry Bailey presented the General Plan Update process along with the timeline to the Board and stated it would be done over a 2 year period. She explained that the General Plan should be the “go to” book and should include policies and the forecast for the town, for example: what the town is going to look like, population growth, community needs, capital improvement plans, and how the town reaches these future items. She continued to explain that a well written General Plan is constantly used by the Council, Board and Commission Members and Town Staff and that it was Council’s intention to use the updated General Plan in this manner which would take the community’s involvement in the process.

The process would include:

- Staff review of the existing General Plan. The staff is currently holding weekly meetings to review and discuss the current General Plan and what changes are needed.
- Each element will be reviewed by the respective Department Head to receive their input.
- Planning Commission evaluation throughout the process – they are the checks and balances of the process. They will review the work completed by Town Staff.
- The Town Council will appoint a Primary General Plan Committee. From this committee the Focus Group structure will form where we will pull all public in to participate and be involved. There will be 10 to 12 focus groups representing each of the elements in the General Plan. This will be a 90 day process of intense work.

Community Development Director Sherry Bailey expressed that the Parks and Recreation Board’s involvement in all elements was important.

She continued to explain it would take approximately 6 month to write and amend all of the elements, mapping, graphics and layout in order to produce the first draft for public review. The updated plan would then be presented to the Planning Commission and Council for their review

and revisions. The plan would then be adopted by Council at which point would then go to public vote on the March 2010 ballot.

Chairperson Zanolli asked how the appointments to the committees would be conducted. Community Development Director Bailey explained that the Council appoints the Primary General Plan Committee which each member is appointed as a Chairperson of each of the elements/Focus Groups.

There was open discussion on the Committee Members and the staff roles in each of the Focus Groups. Community Development Director Bailey explained that a staff member will be appointed as the coordinator of the Focus Group handling the agendas and minutes and will be responsible to distribute information out to their Focus Group.

Community Development Director Bailey stated that the Focus Groups will have as many people participate that have an interest in that particular element, which will cross over to other elements. She continued to explain that Parks and Recreation, of all elements including Land Use, Open Space is one element that permeates all others as its purpose is all encompassing if it is crafted correctly. She continued to state that it related to many other elements within the General Plan. She informed the more participation from all Parks and Recreation Commissioners will help achieve carry out the Open Space element to the others in the General Plan as Open Space is a base involvement.

There was open discussion on the current Open Space Plan with regards to what it included, what was missing from the element and what could be included in the Open Space element.

Community Development Director Bailey reviewed the Focus Groups and the Town Staff/Community Member assigned:

- Cost of Development – Town Clerk Kathy Bainbridge and Finance Director Carlton Woodruff
- Growth Area – Building Inspector Paul Grasso and GIS Technician Guss Espolt
- Economic Development – Building Official Mike Baker and Council member-elect Richard Dehnert
- Community Facilities/Community Design – Planning Commission, Public Works Director Steve Burroughs, Finance Director Carlton Woodruff, Police Chief Pat Haynie
- Water Resources Element – Water Utilities Director Wayne Debrosky and Mayor Von Gausig
- Environmental Planning – Planner II Normalinda Zuniga
- Open Space – Parks and Recreation Supervisor Dawn Norman
 - Two Sub-groups within the Open Space Element:
 - Riparian/Animal Habitat Areas
 - Recreation Facilities
- Circulation – Public Works Director Steve Burroughs
- Land Use – Community Development Director Sherry Bailey
- Introduction and State Law and working with Foundation – Town Clerk Kathy Bainbridge

- **Community Identity – Assistant Town Manager Janet Perry**

There was open discussion on the Focus Groups, including meeting times, number of participants, and construction of web pages.

There was open discussion on how Open Meeting Laws affect the Focus Group meetings, emails, and discussions with regards to Parks and Recreation Commissioners participating. Town Clerk Kathy Bainbridge informed that the Staff Liaison would have to post a Notice of Quorum and all correspondence between Board Members with regards to the Focus Group would be fine due to it not being a Parks and Recreation Board item as no decisions are being made by the Parks and Recreation Board.

AGENDA ITEM: DISCUSSION – Discussion on the January 2008 Council Strategic Planning process and Special Joint Worksession on March 25, 2008.

Chairperson Zanolli stated that she requested the agenda item prior to knowing that the General Plan Update was included on the agenda.

Community Development Director Sherry Bailey asked the Board if they felt the worksession was useful and informative.

There was open discussion that the Board felt that it was very informative and useful but would have liked more interaction and participation from the boards and commissions.

AGENDA ITEM: DISCUSSION – Discussion on the April 1, 2008 Boards and Commissions Training.

There was open discussion on agenda wordings, motions, motion to rescind, old business, new business and email.

Town Clerk Kathy Bainbridge discussed and clarified agenda wordings, motions, motion to rescind, old and new business items, email correspondence, records retention requirements, weekly staff reports, meeting packets and minutes.

AGENDA ITEM: DISCUSSION – Discussion on the park bathrooms and current issues.

Commissioner Dehnert stated that she sponsored this agenda item. The commissioner explained she has volunteered and locked the bathrooms at the Main Street Park for approximately a year and a half and that during this timeframe she has witnessed drinking, vandalism and javelinas in the park and felt that there has been no police presence there and it was not a safe practice. She would like to inquire if the police would be able to lock the bathrooms as there are safety concerns.

Parks and Recreation Supervisor Norman reviewed past park instances with the Board and explained that at this time the Police Dept does not have sufficient staff to dedicate an officer to locking the bathrooms on a consistent/daily basis. She stated that Officer Razo who is assigned to Centerville has been very helpful with recruiting volunteers to take care of locking

the bathrooms at the Centerville Park and that she could speak with Chief Haynie about the assigned officer being more involved.

There was open discussion on the safety concerns of the volunteers taking on this responsibility and that something needed to be done in order to ensure the safety of the volunteers.

Parks and Recreation Supervisor Norman stated that the Public Works Department is looking into self-locking systems for park bathroom doors.

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

Parks and Recreation Supervisor Norman stated that a letter from a Main Street resident supporting the event was received. The Board acknowledged that they had received a copy. Commissioner Burroughs shared ideas from her hometown in Colorado including Trunk or Treating.

There was open discussion on the current event and the changes discussed previously in order to address some of the concerns expressed by Council.

AGENDA ITEM: DISCUSSION - Discussion on Clarkdale Town Park.

Commissioner Bezdek stated that she had sponsored this agenda item. She explained the bench located near the play area had no shade due to the trimming of the trees required by the power company due to the power lines.

There was open discussion on alternate shade options: planting of trees, shade sails, new bench installed in new location with shade provided.

Parks and Recreation Supervisor Norman applauded their ideas and explained that the current budget restrictions will not accommodate a purchase of this nature. She explained that funding would have to be acquired from elsewhere.

There was open discussion on funding options including the donation general fund account and grants. The Board asked staff to look into pricing and grants. Staff informed the Board that the Board would be updated through the weekly reports.

AGENDA ITEM: DISCUSSION – Discussion on the Dorothy Benatz Trail.

Commissioner Radoccia stated that there has been ATV use along with kids building bike ramps on the trail.

There was open discussion on altering the trail to include a border of rocks or other type of material to deter both bikes and ATVs from accessing the trail.

Parks and Recreation Supervisor Norman explained that any alterations would have to be presented to the Design Review Board for approval and that there is no funding for this construction. She explained that material used would have to be at no cost and one option the Town may have access to is railroad ties. She continued to explain that in the original plans of the trail an outline of the trail was proposed to the Design Review Board but the Board was opposed to this. She will discuss this item with Community Development Director Bailey and the steps needed in order to bring this before the Design Review Board.

There was open discussion that the delineation of the trail would help with keeping ATVs off of the trail and with this delineation we would be able to discard some of the wood chips.

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

HALLOWEEN
STRATEGIC PLAN

AGENDA ITEM: ADJOURNMENT-With no further business before the board, the meeting adjourned at 7:49 p.m.

APPROVED:

Lynda Zanolli, Chairperson

SUBMITTED BY:

Dawn Norman, Parks and Recreation Supervisor

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

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

Board Members:

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

Staff: Admin. Assistant Charlotte Hawken
Town Clerk Kathy Bainbridge

Others in attendance: Patricia Williams
Mary Lu Estlick
Sue Hill

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

PUBLIC COMMENT– Mary Lu Estlick, Clarkdale, stated she had questions about the Archive Policy regarding loaning original documents. She also asked what the Board envisions the museum putting in their cases and what the process is for selecting an Archive Collections Manager. It was noted that Pat Williams has a copy of the Heritage Conservancy and Library inventories of archives and artifacts taken from the Heritage Roundup.

CONSIDERATION OF THE MINUTES – **Consideration of the minutes of the regular meeting held on March 19, 2008 and the special meeting held on March 25, 2008.** Corrections were noted to the March 19th minutes, as follows: changing the work metal to silver in the Center Request motion and correcting the spelling of Mr. McMeekin's name on the crash site report. Boardmember McDonough moved to approve the minutes. Boardmember Valdez seconded and the motion passed unanimously.

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

MEETING DATE AND TIME – Discussion and consideration of the meeting date and time. The next meeting will be on May 21st at 4 pm.

ARCHIVE POLICY MANUAL – Discussion and consideration of the Town of Clarkdale Archive Policy Manual. Chairperson Meinke opened the item to the public. Pat Williams requested several things be changed, as follows:

1. Section X on Loans, #A-12 states that no original records will be loaned. She stated that she thought they should be available.
2. Noted that most training at a small museum is done individually.
3. Section X on Loans, #9 regarding loan period of six months: She stated that seemed too short and she would like to see it changed to one year.
4. Section XV on Access to Collections, #B-2 regarding withholding access seems too cautious and all items should be available.

Chairperson Meinke closed public comment.

The Board discussed the issues raised by Pat Williams and agreed that all of them should remain as is. It was noted that these policies could be amended if needed. Boardmember McDonough moved to recommend that the Town Council approve the Archive Policy Manual. Vice Chairperson Wombacher seconded and the motion passed unanimously.

ARCHIVE CONTRACT OF LOAN OF ARCHIVE COLLECTIONS – Discussion and consideration of the Town of Clarkdale Archive Contract of Loan of Archive Collections. It was noted that there need to be a line for the date of a request renewal and that the work museum in #1 and 2 of the Loan Terms should be Heritage Conservancy Board . Chairperson Meinke moved to approve the Contract of Loan of Archive Conditions and the Loan Terms, with the addition of a line for the date of a request renewal and changing the word museum in #1

and #2 of the Loan Terms to Heritage Conservancy Board, based on approval by the Town Attorney. Boardmember McDonough seconded and the motion passed unanimously.

ARCHIVE PROCEDURES – Discussion and consideration of written Archive Procedures. Discussion included the following issues:

1. Conditions of Receipt – wording of #4 needs to change to that contained in the Archive Policy Manual, Section IX, A and B;
 - A. If, during preliminary negotiation, some or all of the material in a proposed acquisition seems unsuitable for the permanent collection but suitable for resale or trade to a museum, the donor must be apprised of this intent and must mark and sign the Receipt and Provisional Deed of Gift indicating his or her approval of this use. Alternately, donors may specify return of items refused by the Heritage Conservancy Board.
 - B. Collections-related materials which are donated specifically for resale or non-collections use will be so marked on the Archive’s Receipt and Provisional Deed of Gift, and will be reviewed by the Heritage Conservancy Board, but will not be accessioned into the collections.
2. On the Reproduction Request, the word ‘Photocopy’ in the table should be ‘Reproduction’.
3. On the Request for Information, ‘Date _____’ should be in bold.

Chairperson Meinke moved to approve the Archive Procedures, with the changes, based on approval by the Town Attorney. Vice Chairperson Wombacher seconded and the motion passed unanimously.

CEMETERY RECORDS – Discussion and consideration about a recommendation for the original cemetery records to be put in the Archive and a copy be used by Public Works. Town Clerk Bainbridge stated that the cemetery records had been copied to a CD and microfilm and the originals can go to the Archive.

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 had combined their efforts in producing the article printed by the Clemenseau Museum, but that it contained some errors. The article may be published in the Heritage issue of the Verde Independent. He noted that the public is invited to his May 7th presentation of the topic in the Men’s Lounge.

NATIONAL TRUST FOR HISTORIC PRESERVATION – Discussion and consideration of renewing the membership to the National Trust Forum. The current membership is \$115 per year. If renewed at this time it would need to be funded from the Conservancy donation account. Pat Williams volunteered to donate a subscription to the magazine. The magazine is currently available in the library and it will continue to be available there.

LANDMARK STATUS – Report on Landmark Status. This item was tabled to the next agenda.

ARCHIVE ACTIVITIES– Discussion and consideration of the Town of Clarkdale Archive activities. Boardmember McDonough reported that John Sherman and a friend had assembled the shelving for the end room and she had begun to clean the dust up that is on everything from grinding the cement floor. She stated they will move the requested Clubhouse furniture to the Museum this week and she will conduct a training session with the Museum members.

REPORTS: Chairperson - No report. Administrative Assistant Hawken noted that Sharlot Hall will hold an open house for its new Archive and Library on May 10th.

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

2007-8 Budget and 2008-9 Proposed Budget.

ADJOURNMENT – With no further business and without objection, the meeting adjourned at 5:38 pm.

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