

**MINUTES OF A REGULAR MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF CLARKDALE HELD WEDNESDAY, JUNE 25, 2008, IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ.**

A **Regular** Meeting of the Board of Adjustment of the Town of Clarkdale was held on Wednesday, June 25, 2008, at 6:00 p.m. in the Clark Memorial Library.

**Board of Adjustment:**

Chairperson	Anita Simgen	Absent
Vice Chairperson	Lee Daniels	Present
Board Members	Robyn Prud'homme-Bauer	Present
	Larry Conners	Present

**Staff:**

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

**Others in Attendance:** Thomas Herndon- (Applicant).

**AGENDA ITEM: CALL TO ORDER:** The Vice 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 May 28, 2008. Board Member Prud-homme-Bauer motioned to approve the Regular Meeting Minutes of May 28, 2008. Board Member Conners seconded the motion. The motion passed unanimously.

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** None.

**Staff Report:** None.

**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.

**OLD BUSINESS**

**AGENDA ITEM: RECONSIDERATION OF: Variance Request, ZV-2007-9, from Thomas Herndon, for the property located at 139 Zuni Drive, Parcel #400-04-009. The request is for a variance to allow for an accessory structure to exceed fifteen (15) feet in height.**

**Staff Report:**

**Background:**

Mr. Thomas Herndon, the applicant and owner of 139 Zuni Drive, has previously submitted a variance request to construct a detached accessory structure on his property. According to the plans submitted, Mr. Herndon wanted to build a two story detached accessory structure that would serve as a workshop, hobby and storage area. Although Mr. Herndon opted to go with a flat roof plan in order to keep the building as unobtrusive as possible, the proposed structure still came out to 20 feet six inches tall.

The Town of Clarkdale Zoning Code specifies in Section 4-1, A.1.f., that accessory structures, if permitted in a district, are approved, provided:

“They do not exceed fifteen (15) feet in height.”

The applicant came before the Board seeking a five foot six inch variance from Section 4-1, A.1.f. of the Town of Clarkdale Zoning Code.

After much deliberation at the previous meeting and with more questions asked by the board members, the applicant was asked to come back to the board and present additional information for their review. The applicant agreed and the board tabled the item to tonight’s meeting.

**On June 17, 2008 staff contacted Mr. Herndon to ask him to submit any supporting materials so that they could be forwarded to the board in their packets. The applicant stated he had nothing further to submit.**

**Staff Comments:**

The Board of Adjustment shall have the powers and duties as prescribed by law and ordinance including, according to Town Code, Section 17-2-2 C:

*“To hear and decide on requests for variances from the strict application of the Zoning Code as adopted by the Town of Clarkdale where by reason of exceptional narrowness, shallowness, shape, or topography, or a property’s location and surroundings the strict application of said standards will deprive the*

*subject property of privileges lawfully permitted other properties in the same zone district or immediate vicinity. Decisions shall be based upon a review of the application in conformance with the following criteria:*

1. **SPECIAL CIRCUMSTANCES:** There are special circumstances attributable to the property which are not applicable to other properties in the area or within the same zone district. The special circumstances must be related to the physical characteristics of the property including it's shape, size, topography, location or surroundings and may not be related to the personal circumstances of the property owner or applicant.
2. **UNDUE HARDSHIP:** If special circumstances attributable to the property exist, they must be of such a nature that the strict application of the development standards will result in an undue hardship. An undue hardship exists when the strict application of the Zoning Code is so unreasonable that it renders the property unusable without the granting of a variance. Hardship relates to the physical characteristics of the property, not the personal circumstances of the property owner or applicant.
3. **PUBLIC HEALTH, SAFETY AND WELFARE:** A variance may be granted only if it can be done without substantial detriment to public health, safety or welfare and without substantial departure from the intent of the standard from which relief is requested.
4. **ADEQUATE FINANCIAL RETURN:** The applicant's need for an adequate financial return on investment shall not be considered justification for the granting of a variance.
5. **SELF-IMPOSED SPECIAL CIRCUMSTANCES:** A variance shall not be granted when the special circumstances, from which relief is requested, have been self-imposed by a current or former property owner or applicant.
6. **USE VARIANCE:** A use variance may not be granted. (A use variance is one which would allow, as an example, a retail commercial establishment in a single family residential zone district).

The Board must consider the findings listed above in any variance approval, and must be able to make the findings that are required by law.

Also, according to ARS 9-462.06, "Any variance granted is subject to such conditions as will assure the adjustment authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located."

**Applicant Presentation:** Thomas Herndon, Applicant.

- The applicant showed the Board Members some pictures he had taken of his property.
- The driveway, access to the back, leech line, the baseball field area.
- He said his proposal is lower than his neighbors due to the slope of the land.
- Applicant said with the 15 foot rule, what is the intent of the law regarding obstructing anyone's views? He wonders how his application obstructs anyone else's views.

**Questions may be directed to Staff/Applicant:** Following are responses to questions posed by the Board.

- Applicant gave more detail on his pictures he brought explaining his yard.

**Discussion:**

- The Board Members stated they have to follow "the criteria" to base their decisions upon and referred to the Staff Report outlining them.
- The Board had hoped the applicant would have presented additional information this evening to assist in making a decision, this being the reason the meeting was carried over to this month.
- The Board Members felt the application process was clear to the applicant and he was aware of the criteria needed for them to base their decision.

**AGENDA ITEM: ACTION:** Board Member Prud'homme-Bauer motioned to approve the Variance Request, ZV-2007-9, from Thomas A. Herndon for the property located at 139 Zuni Drive, Parcel # 400-04-009, for a variance to allow an accessory structure to exceed fifteen (15) feet in height. Board Member Connors seconded the motion. "Ayes" were zero, the "no" were three. The motion failed.

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

- Rules on Making Motions

***DRAFT***

**BOARD OF ADJUSTMENT**

**June 25, 2008**

**AGENDA ITEM: ADJOURNMENT: Vice Chairperson Daniels motioned to adjourn the meeting. Board Member Prud'homme-Bauer seconded the motion. The motion passed unanimously. The meeting adjourned at 6:40 p.m.**

**APPROVED BY:**

**SUBMITTED BY:**

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Anita Simgen  
Chairperson

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Vicki McReynolds  
Administrative Assistant II

**SPECIAL MEETING/ DESIGN REVIEW BOARD**

*June 5, 2008*

**MINUTES OF A SPECIAL MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON THURSDAY, JUNE 5, 2008, IN THE CLARK MEMORIAL LIBRARY, 39 N. NINH STREET, CLARKDALE, AZ.**

A **SPECIAL JOINT** Meeting of the Design Review Board AND the Planning Commission of the Town of Clarkdale was held on Thursday, June 5, 2008, at 6:00 p.m., at the Clark Memorial Library, 39 N. Ninth Street, Clarkdale, AZ.

**Planning Commission:**

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

**Staff:**

Community Development Director	Sherry Bailey
GIS Planner	Guss Espolt

**Other In Attendance:** **Planning Commission:** Vice Chairperson Puzas, Commissioners Olguin and Regner.

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

**AGENDA ITEM: ROLL CALL:** The Vice Chairperson of the Planning Commission called roll.

**AGENDA ITEM: MINUTES:** None.

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** None.

**Staff Report:** None.

**DRAFT**

**SPECIAL MEETING/ DESIGN REVIEW BOARD**  
*June 5, 2008*

**NEW BUSINESS**

**AGENDA ITEM: WORKSESSION: PRESENTATION & DISCUSSION ON FORM BASED CODES**-provided by the Community Development Director. This will be a joint worksession with the Planning Commission.

The Board Members and Commissioners viewed a slide show presentation presented by the Community Development Director. There was a lively discussion following the presentation regarding various elements of Form Based Codes.

**This being a worksession only, no action was taken.**

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

**AGENDA ITEM: ADJOURNMENT:** Vice Chairperson Puzas motioned to adjourn the meeting. Chairperson Scully seconded the motion. The motion passed unanimously. The meeting adjourned at 7:45 p.m.

**APPROVED BY:**

**SUBMITTED BY:**

\_\_\_\_\_  
Charles Scully  
Chairperson

\_\_\_\_\_  
Guss Espolt  
GIS Planner

**MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, JUNE 11, 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, June 11, 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	Absent
	Josh Stackhouse	Present

**STAFF:**

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

**Others in Attendance:** Jonathan Earl/Highlands Resort, Gil Phillips/G&K Auto Wholesale.

**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 May 14, 2008. Board Member Foutz motioned to approve the Regular Meeting Minutes dated May 14, 2008. Board Member Stackhouse seconded the motion. The motion passed unanimously

**AGENDA ITEM: REPORTS:**

**Chairperson’s Report:** The Chairperson stated the Joint Meeting Worksession with the Planning Commission on June 5<sup>th</sup> had a good turn out and found it to be very informative.

He asked about the timeline for the new code revision to be on the website. The Community Development Director said it replaces the previous chapter, it was adopted and within approximately 15 days it becomes effective.

**Staff Report:**

The Community Development Director informed the Board that Board Member Rhoades resigned his position on the Design Review Board today. This will leave an empty position to hopefully get filled.

The Planning Commission's Form Based Code Worksessions held the first Thursday of each month has an "open invitation" extended to the Design Review Board to attend. The Community Development Department will post an Agenda each month for Design Review. If there is a quorum at these worksessions, draft minutes will need to be prepared for review at the "regular" Design Review Board Meetings and forwarded to Town Hall for website posting.

**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-2007-59, Design Review request for Jonathan Earl of Highlands Resort, for a kiosk to be placed on the property of the #1 Food Store located at 755 Hwy 89-A.

**Background:**

The applicant has submitted an application for Design Review for a kiosk to be placed on the property of the #1 Food Store, located at 755 Hwy 89-A. The intent of this kiosk is to provide tourist information, book local tours and activities and timeshare presentations for the Highlands Resorts.

The applicant has received approval to use the property for the kiosk from the owner of the #1 Food Store, Mr. John Cole. No additional parking will be necessary as the #1 Food Store already provides applicable parking. The kiosk is to be placed on the right side of the #1 Food Store entrance as seen in **Exhibit B**. The kiosk will be similar to the picture in **Exhibit A**. The dimensions will be 4' x 6' deep by 9' wide. The height will be 8'. The material will be a soft cream colored paneling, as seen in **Exhibit C**.

**Staff Comments:**

The applicant proposed a sign to be added to the existing #1 Food Store structure. The applicant has been informed the signage to be put on the existing building over exceeds sign quantity in the code and can't be added.

The Design Review Board may approve the kiosk as submitted, conditionally approve with stipulations, or disapprove the application as filed.

The signage will be blue painted wood with white vinyl lettering as seen in **Exhibit C**. The signage complies with the **89-A Corridor Commercial Overlay District which states in Section 3-14D**. *Signage shall be minimal and shall consist of either wall signs or monument signs. Wall signs shall not exceed eight feet in height and monument signs no greater than four feet in height.*

**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 the 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.*

**Recommended Stipulations:**

If the Board chooses to approve this application they include the following stipulations:

Staff stipulations are the applicant must get a building permit and the kiosk structure must comply with ADA, (**ADDAAG 4.3.3 Width**). The minimum clear width of an accessible route shall be 36 inches (915 mm). If a person in a wheelchair must make a turn around, that minimum clear width of the accessible route shall be as shown in **Fig. 7(a)**.

**Applicant:** Jonathan Earl-Highlands Resort

The Highlands Resort wants to build a kiosk on the property of the #1 Food Store. The kiosk provides tourist information, tours, activities and timeshares for their resorts. They will be happy to provide information for "local" business such as the Train, Out of Africa, etc. Mr. John Cole gives his permission to place the kiosk in front of the building for tourist information and booking tours, (this letter was provided to the Board).

Applicant further explained there will be 5 feet from the kiosk to the curb for ADA. The counter will be wheelchair accessible.

**Questions to Staff/Applicant:**

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

- The building is to be "outside" of the #1 Food Store on the 9' existing sidewalk.
- The color is to be very similar to swatches provided in the Board's packets.
- The blue color (exhibit C) is for the sign and soft cream for the kiosk
- Exhibit (A) basically defines what it will look like.
- Wheel stops can be put in (due to vehicle "overhang" at the curb).
- Lane lines could be put in to help define parking spaces.
- There will be "inside" lighting to the kiosk only.
- Hours of operation will probably be closing at sunset in summer and 5:00 pm in the winter.
- A slump block look will be used for the exterior of the kiosk to "blend" in with the existing building.
- All materials used are very durable.
- There will be no specific roof-line as it builds up to the existing overhang. The kiosk will be considered an addition to the existing building.
- Shutters will close the building along with an employee door.
- The propane cage now there will be moved from the proposed kiosk building.

**Discussion:**

**Following are areas discussed by the Board Members:**

- The Board wants the kiosk to look like it blends in with the existing building.
- The sidewalk to meet requirements for wheelchair accessibility and people walking around the kiosk.
- The vehicle overhang at the curb and utilizing wheel stops were discussed to allow people more breathing room and safety while on the sidewalk or stepping back.
- The Board feels the kiosk will help promote the Verde Valley and various businesses.

-This is a high traffic flow intersection and the kiosk should serve the area well.

**AGENDA ITEM: ACTION:** Board Member Foutz motioned to approve DRB-2007-59, Kiosk placement request as presented, located at the #1 Food Store, 755 Hwy 89-A, with the stipulations that the texture of the structure match the texture of the existing building, the kiosk structure must comply with ADA, wheel stops are to be put in and applicant will get a building permit. Board Member Stackhouse seconded the motion. The motion passed unanimously.

**AGENDA ITEM: DISCUSSION & POSSIBLE ACTION:** DRB-2007-60, Parcel #406-26-101M, Design Review Sign request for G&K Auto Wholesale located at 1331 W. Hwy 89-A.

**Background:**

The applicant has submitted an application for Design Review for a double faced monument sign to be placed at 1331 W. Hwy 89-A. The G&K Auto Wholesale sign will be made of Indio Plywood, the sign size is 8'x4' painted S-G-140 red as show in swatch. The stars and arrow will be S-G-340 yellow as shown in swatch. The letter will be self-adhesive vinyl and the text will be New Times Roman Bold font. The sign frame will be 6" steel green painted pipe to be placed in 4 feet of concrete.

**Staff Comments:**

The applicant has been informed that the sign will have to comply with the 89-A Corridor Overlay District **Zoning Code Chapter 3 Section 3-14 D-8** which states: *Signage shall be minimal and shall consist of either wall signs or monument signs. Wall signs shall not exceed 8 ft. high and monument signs no greater than 4 ft. high.*

The Design Review Board may approve the signage submitted, conditionally approve with stipulations, or disapprove the application as filed.

**Recommended Stipulations:**

Staff recommends the signage of G&K Auto Wholesale be approved with the stipulation that the signage complies with the 89-A Corridor Overlay District **Zoning Code Chapter 3 Section 3-14 D-8** which states: *Signage shall be minimal and shall consist of either wall signs or monument signs. Wall signs shall not exceed 8 ft. high and monument signs no greater than 4 ft. high.*

**Applicant:** Gil Phillips-G&K Auto Wholesale

The applicant gave the Board Members additional handouts at this meeting to further explain his sign request. He said according to DMV the sign needs to be visible 300 feet from each direction. He is moving the sign outside the fence line.

**Questions to Staff/Applicant:**

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

- The applicant explained the location of the sign referencing the handouts.
- The sign itself is limited to 4 feet, but could have a solid base (not to exceed 8 feet in total height).

DRAFT

*Design Review Board*

*June 11, 2008*

- Applicant explained there are many steps involved to get to a completion point of the sign.
- Indio plywood is a plastic type of plywood with a 3-5 year life span.
- There will be self-adhesive vinyl lettering.
- Semi gloss paint will be used.
  
- The sign/footings will be worked out with the Community Development Building Official.
- The base will be a color to match earthtones and will not compete with the sign.
- The sign is 150 feet away from the building.
- The lot will be cleaned up.

**Discussion:**

**Following are areas discussed by the Board Members:**

- The Board wants to see uniformity with signs along the 89A Corridor Overlay District.
- They liked the Cherry Cobbler Red color in the sign.
- The structure looks fine.
- The earthtone color for the base will blend with the surroundings and not compete with the sign itself.
- The Staff pointed out to the Board and Applicant, using a UV protectant on the sign will enhance its' durability.

**AGENDA ITEM: ACTION: Board Member Stackhouse motioned to approve DRB-2007-60, Parcel #400-26-101M, Design Review Sign Request for G&K Auto Wholesale, located at 1331 Hwy 89-A, with the stipulation that applicant work with Community Development Staff regarding the sign permit process, the "base" be checked by Staff, and meet the requirements of the sign not to exceed 4 feet in height and with base included, not to exceed a total height of 8 feet. Board Member Foutz seconded the motion. The motion passed unanimously.**

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

**AGENDA ITEM: ADJOURNMENT: Board Member Foutz motioned to adjourn the meeting. Board Member Stackhouse seconded the motion. The motion passed unanimously. The meeting adjourned at 7:25 p.m.**

APPROVED BY:

SUBMITTED BY:

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Charles Scully

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Vicki McReynolds

**Minutes of a Regular Meeting of the Library Advisory Board of the Town of Clarkdale, Held on June 5, 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 June 5, 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 (absent)  
Roberta Peterson  
Chris Calderon

**Staff:** Library Manager Hawken  
Town Clerk Bainbridge

**CALL TO ORDER** – Vice Chairperson Browne called the meeting to order at 9:03 a.m. and noted that Boardmember Krznarich was absent. Chairperson Stevenson arrived at this time.

**PUBLIC COMMENT** – None.

**MINUTES** – Discussion and consideration of approval of the minutes of the regular meeting held on May 1, 2007. Boardmember Hill moved to approve the minutes. Vice Chairperson Browne seconded and the motion passed unanimously.

**REPORTS ON RECENT EVENTS:** Chairperson Stevenson –No report.

Staff – Town Clerk Bainbridge reported on various 2008 2009 budget issues, noting that although cutting Library hours was on the list of emergency measures, should revenues be less than projected, that it was near the bottom of the list. Library Manager Hawken noted that the donations balance was \$4,360.15 after paying \$486.29 for the two plaque boards.

**JULY FOURTH ICE CREAM SOCIAL – Discussion and consideration of the Ice Cream Social.**

Boardmember Peterson noted that Boardmember Hill has been marvelous at keeping records and that is making it easy for her. She stated she was delivering news releases today and the donation request letters were ready for Chairperson Stevenson to sign. Various details of the arrangements were discussed.

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

The plaque boards were displayed. The members decided where they would be placed. Boardmember Hill and Library Manager Hawken will complete the list of volunteers, donors, and memorials.

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

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

**LION’S CLUB DONATION – Discussion and consideration of the Lion’s Club donation.**

The members considered applying the \$200 donation toward a bench outside, but wanted to wait on that project. Library Manager Hawken mentioned that Southwest materials could be purchased and it was suggested that she make of list of possible books. The members agreed to table this item.

**FUTURE AGENDA ITEMS – Ice Cream Social.**

**ADJOURNMENT** Without objection, Chairperson Stevenson adjourned the meeting at 10:06 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, JUNE 5, 2008, IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ.**

A **SPECIAL JOINT** Meeting of the Planning Commission AND the Design Review Board of the Town of Clarkdale was held on Thursday, June 5, 2008, at 6:00 p.m., at the Clark Memorial Library, 39 N. Ninth Street, Clarkdale, AZ.

**Planning Commission:**

Chairperson	Amy Bayless	Absent
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

**Others In Attendance:** Design Review Board: Chairperson Scully, Board Member Hayman and Board Member Stackhouse.

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

**AGENDA ITEM: ROLL CALL:** The Vice Chairperson called roll.

**AGENDA ITEM: MINUTES:** None.

**AGENDA ITEM: REPORTS:**  
Chairperson's Report: None.

Staff Report: None.

**NEW BUSINESS**

**AGENDA ITEM: WORKSESSION: PRESENTATION & DISCUSSION ON FORM BASED CODES**—provided by the Community Development Director. This will be a joint worksession with the Design Review Board Members in attendance.

**DRAFT**

**SPECIAL MEETING/ Planning Commission**  
*June 5, 2008*

The Commissioners and Board Members viewed a slide show presentation presented by the Community Development Director. There was a lively discussion following the presentation regarding various elements of Form Based Codes.

**This being a joint 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: Vice Chairperson Puzas motioned to adjourn the meeting.  
Chairperson Scully seconded the motion. The motion passed unanimously. The meeting adjourned at  
7:45 p.m.**

**APPROVED BY:**

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Amy Bayless  
Chairperson

**SUBMITTED BY:**

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Guss Espolt  
GIS Planner

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, JUNE 26, 2008, IN THE CLARK MEMORIAL LIBRARY, 39 NORTH NINTH STREET, CLARKDALE, AZ.**

A **REGULAR** meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, June 26, 2008, at 6:00 p.m., in the Clark Memorial Library, 39 N. Ninth Street, Clarkdale, AZ.

**Planning Commission:**

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

**Staff:**

Community Development Director	Sherry Bailey
Administrative Assistant II	Vicki McReynolds

**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 May 22, 2008 and Special Meeting Minutes of June 5, 2008. Commissioner Olguin motioned to approve the Regular Minutes of May 22, 2008, with the correction under Future Agenda Items: (A map of their property will be handed out at a future Worksession) and under Adjournment: Commissioner "Regner" spelling corrected; and the Special Meeting Minutes of June 5, 2008, with the correction under Adjournment: delete Chairperson Scully seconded the motion. Commissioner Regner seconded the motion. The motion passed unanimously.

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** None.

**Staff Report:** The Community Development Director spoke with Mr. Tom Piccioli, of Clarkdale Metals and they are very close to a development agreement regarding the industrial road. Stage 2 development of their property will be a curb gutter and hard surface road (and will meet MAG Standards).

Mr. Piccioli is anxious to have the Planning Commission tour the facility. The Commissioners decided to cancel their July 3, 2008 Worksession and re-schedule it to July 17, 2008 where it will take place at Clarkdale Metals. The Regular Planning Commission meeting will take place on July 24, 2008.

The Highlands update: The Town requested and received the letter of credit monies. In approximately 4-6 months an amendment with exhibits and information will be put together regarding the major amendment to the PAD, with meetings to follow.

**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: #7-COST OF DEVELOPMENT ELEMENT and #8-GROWTH AREA ELEMENT.

**#7-COST OF DEVELOPMENT ELEMENT**

**Introduction:**

**As the town grows, there will be a continuing need to provide more services and facilities for the public. Road improvement projects, sewer lines, waste water treatment plants, police and fire protection, parks and recreational programs, libraries, schools, general municipal administration and maintenance programs all must be financed through some source of funding. Although increases in property taxes generated by new residential development do provide some amount of additional funding, those gains are typically more than offset by increased demands for services and facilities. Property taxes alone do not provide adequate funding to cover the increased demand for services and improvements. Funding of new capital improvement projects generally requires substantial up front financing to be assembled prior to project initiation. The purpose of the Cost of Development Element is to identify the scope of impacts that are generated by new development and methods for providing funding for these new services and facilities.**

**Following are areas covered in this discussion:**

- Financing alternatives for the “future” will be analyzed/Finance Impact Analysis with formulas to better project the Town’s needs.
- Evaluating costs of any annexation and their impacts will be analyzed.
- Various roads need to be looked at for clean up and could fall under the “Circulation Element”.

**The Commissioners gave staff direction that the Community Facility Districts should be looked at and address the entire community what has been “grandfathered in” vs. current issues and revise the General Plan accordingly on how to bring the existing level of service up to the level being required of new projects.**

- Development Impact Fees were discussed.
- Rural Community definition depends on what agency is governing it.
- Grants are currently being pursued. These are department specific by the department heads.
  - Transportation Study grant is underway through Public Works Department.
- The Bonds in the current General Plan were looked at and the majorities listed are not utilized.
  - Industrial Development Bonds are being looked at.

### **#8-GROWTH AREA ELEMENT**

#### **Introduction:**

**The Town of Clarkdale experienced a relatively high level of growth at more than 59% between 1990 and 2000. This was one of the highest of any town in the region. By comparison, this is almost four times higher than the national average. Adding 30 or 40 new homes per year may not seem like much, but for a small town this adds up quickly. The majority of the growth through the past decade was attributed to custom homes built within recorded subdivisions. A slightly smaller amount can be attributed to manufactured homes and four-plex apartments. An increasing trend noticed over recent years was seen as individual homes were built on generally large lots outside of recorded subdivisions.**

**As the number of homes built outside of recorded subdivisions in Clarkdale increased, a network of private access easements expanded to serve as the primary circulation system in those areas. Unfortunately, these private easements expanded to serve as the primary circulation system in those areas. Unfortunately, these private easements are typically unpaved, unmaintained and poorly constructed. These are issues with basic traffic safety operations, system planning and a lack of engineering. As growth continues and traffic levels increase, this system of unplanned roads contributes to growing problems with air quality and traffic safety.**

**An important distinction to make is that a “growth area” is not a growth boundary. Development is not restricted outside of any growth area. Instead, the “growth area” concept identifies those areas, which at this time have certain advantages over other areas for development because of meeting the various considerations that define the ideas of the growth area.**

#### **Following are areas covered in this discussion:**

**-Growth Areas, section 8.4 of the current General Plan were discussed:**

- The Eleventh Street Gateway
- The Broadway Tuzigoot Gateway
- The Historic Industrial Railroad District
- The Highway 89A Corridor

**-Additional areas will be addressed in the revised General Plan  
Industrial areas, etc.**

**-Quality of Life needs to be integrated in to the wording of the revised General Plan.**

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

- The Commissioners will receive a revised timeline on the General Plan Update from the Community Development Director. This will be emailed to them.
- Commissioner Regner asked to go to the Rural Development Conference.

**AGENDA ITEM: ADJOURNMENT: Commissioner Vinson 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

\_\_\_\_\_  
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 11<sup>th</sup> day of June, 2008, at 5:30 p.m. in the Finance Department Conference Room, 890 Main Street, Clarkdale, Arizona.

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

**Town Staff:**

Parks and Recreation Supervisor:	Dawn Norman
Assistant Town Manager:	Janet Perry
Others in Attendance:	None

**AGENDA ITEM: CALL TO ORDER** – Vice Chairperson Radoccia called the meeting to order at 5:34 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 May 14<sup>th</sup>, 2008.**

There was open discussion on the approval of minutes and the question of whether only Commissioners in attendance at the May 14, 2008 meeting were able to motion and approve the minutes.

Commissioner Dehnert motioned to move Agenda Item 3. Discussion and consideration of minutes of the Regular Meeting held on May 14<sup>th</sup>, 2008, after Agenda Item 5 on the agenda. Vice Chairperson Radoccia 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 American Red Cross was currently holding a certification course at the pool facility. She continued that the American Red Cross Instructor made it a point to tell her that the Clarkdale Pool is the cleanest pool and the busiest pool in the Verde Valley. The American Red Cross Instructor stated that she really loved the facility and would be getting the word out on our hidden facility.

Parks and Recreation Supervisor Norman informed that 3 of the lifeguards attended the certification course and have attained their Water Safety Instructor Certificates.

Parks and Recreation Supervisor Norman shared that the Clarkdale-Jerome Lions Club had informed her that they had decided not to disband as previously reported. They have planned a picnic at the park prior to Saturday's Concert in the Park which they will be selling items as usual along with assisting with selling 50/50 raffle tickets.

Parks and Recreation Supervisor Norman reported that a new system has been developed for opening and closing of the park bathrooms. Assistant Town Manager explained that the Police Department has taken on the responsibility to lock the bathrooms at dark on the week nights and the Public Works Crew unlocks them in the mornings. She continued that the Police will lock and unlock the bathrooms on the weekends.

**FINANCE REPORT** – Parks and Recreation Supervisor Norman reported that a finance report had not yet been received.

**NEW BUSINESS:**

**AGENDA ITEM: WORKSESSION –A worksession to discuss the annual Fourth of July Event in the Park.**

Parks and Recreation Supervisor Norman reviewed the current plans for the upcoming event. There was open discussion on providing shade for the patrons waiting in line for the pancake breakfast and for the children as they waited at the school for the parade to begin.

Parks and Recreation Supervisor Norman stated that there would be water stations located at the school for the parade registration, at the park for the entire event, and at the end of the parade route in front of Town Hall. There was open discussion on contacting a local business to donate water bottles like Salt River Material had done last year. It was suggested to contact the hospital to see if they would be interested.

There was open discussion on providing a misting system for patrons to cool off. Parks and Recreation Supervisor Norman explained that stage 1 of the water code prohibits the use of any misting system. There was open discussion on providing spray bottles at different locations throughout the event for patrons to use.

Parks and Recreation Supervisor Norman distributed volunteer sheets to the Commissioners requesting their help and if they were interested in helping to have them returned to her by June 20<sup>th</sup>. She explained that she would be assigning the duties and emailing them out to all of the volunteers the week of June 23<sup>rd</sup>.

**AGENDA ITEM: MINUTES-Discussion and consideration of minutes of the Regular Meeting held on May 14<sup>th</sup>, 2008.**

*Commissioner Dehnert motioned to table Agenda Item 3. Vice Chairperson Radoccia seconded the motion. The motion passed unanimously.*

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

*4<sup>th</sup> of July*  
*2008-2009 Budget Update*  
*Halloween*

**AGENDA ITEM: ADJOURNMENT-**With no further business before the board, the meeting adjourned at 6:09 p.m.

**APPROVED:**

\_\_\_\_\_  
Maya Radoccia, Vice 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 June 18, 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 June 18, 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 (absent)
- Jesus Valdez
- Vacancy

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

**Others in attendance:** No one.

**CALL TO ORDER** –Chairperson Meinke called the meeting to order at 4:05 p.m. and noted that Boardmember McDonough was absent.

**PUBLIC COMMENT**– None.

**CONSIDERATION OF THE MINUTES** – **Consideration of the minutes of the regular meeting held on May 21, 2008. Vice Chairperson Wombacher moved to approve the minutes. Boardmember Valdez seconded and the motion passed unanimously.**

**REPORTS** –

Chairperson – No report.

Administrative Assistant Hawken stated that the bench the Jerome/Mingus High School Reunion Committee donated has been installed near the Smelter Monument, overlooking the smelter site. She stated she has received a letter of resignation from the Board from Maria Tester. She noted that John Stevenson has donated a copy of five short stories he wrote about his experiences during a lifetime of working on the Sante Fe Railroad out of Prescott.

Town Clerk Bainbridge noted that the proposed Heritage Conservancy Board budget for 2008-2009 is \$1800.

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

The Town phone line has been extended from the Police building to the back wall of the Museum/Archive building. The wall jacks will soon be activated on the lower floor for the Archive.

The other window gratings, to be used on the outside of the two single windows in the northwest room of the Archive, need some minor welding, painting and installation.

The Town Council will consider the Archive Policy at their June 24<sup>th</sup> meeting at 3:00 p.m. at Yavapai College.

**LOAN REQUEST** – Discussion and consideration of a loan request from the Clarkdale Heritage Center for items for museum displays.

Boardmember Valdez moved to approve loaning one or both of two chairs from the Ladies Lounge to the Clarkdale Heritage Center. Vice Chairperson Wombacher seconded and the motion passed unanimously.

**GROUP 2 MINI STORAGE** – Discussion and consideration of the storage unit.

There are about ten large cases that cannot be used by the museum and need to be removed. There is a new historical museum in Cornville that may be able to use them. The Board requested that Town Clerk Bainbridge inform Mr. Snyder that the storage unit will be vacated on July 31<sup>st</sup>.

**FUTURE AGENDA ITEMS** – **A listing of items to appear on future agendas.** None.

**ADJOURNMENT** – With no further business and without objection, the meeting adjourned at 4:54 pm.

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