

DRAFT

Board of Adjustment
July 23, 2008

MINUTES OF A REGULAR MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF CLARKDALE HELD WEDNESDAY, JULY 23, 2008, AT 6:00 P.M. IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, ARIZONA.

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

APPROVED BY:

SUBMITTED BY:

Anita Simgen
Chairperson

Vicki McReynolds
Administrative Assistant II

DRAFT

DESIGN REVIEW BOARD

July 3, 2008

MINUTES OF A SPECIAL MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD THURSDAY, JULY 3, 2008, AT 6:00 P.M. IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, ARIZONA.

The **SPECIAL MEETING** of the Design Review Board of the Town of Clarkdale that was scheduled for **July 3, 2008**, was **cancelled**.

APPROVED BY:

SUBMITTED BY:

Charles Scully
Chairperson

Vicki McReynolds
Administrative Assistant II

MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, JULY 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, July 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	Michelle Hayman	Present
	Josh Stackhouse	Present

STAFF:

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

Others in Attendance: Drake Meinke-Applicant, Pat Williams.

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 June 5, 2008, Regular Meeting Minutes dated June 11, 2008 and Cancelled Special Meeting Minutes of July 3, 2008. Board Member Stackhouse motioned to approve the Special Meeting Minutes of June 5, 2008. Board Member Hayman seconded the motion. The motion passed unanimously. Board Member Foutz motioned to approve the Regular Meeting Minutes of June 11, 2008. Board Member Stackhouse seconded the motion. The motion passed unanimously. Board Member Foutz motioned to approve the Cancelled Special Meeting Minutes of July 3, 2008. Board Member Hayman seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS:

Chairperson’s Report: The Chairperson is involved with the Verde Valley Regional Trails Group and mentioned a paved 15 mile trail system, 15 feet wide within the Valley had recently come up as a topic. A GIS person with the county has started looking at a major mapping program regarding this. The Chairperson advised them they need to go through a “process” within each town to be sure standards are met.

Staff Report: The Community Development Director gave the following update.

The Verde Valley Christian Church received approval from the Town Council for reimbursement of the water and sewer line. They will be pulling a permit for the sewer line, and then the building permit process will soon follow.

Public Works Director Steve Burroughs is currently working on a TEA Grant for a multi use eight foot path with boardwalk along Clarkdale Parkway up to Cement Plant Road along with landscaping for the round about. It should tie into the School's nature trail also.

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.

Pat Williams complimented the Design Review Board on the terrific job they are doing and is here this evening in support of the Clarkdale Museum sign agenda item.

NEW BUSINESS:

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: DRB-2007-61, Design Review request for 80 Historic Signs to be placed on top of street sign poles in Clarkdale Historic District: Applicant-Drake Meinke.

Background:

Mr. Drake Meinke has submitted an application for Design Review for 80 Historic Signs to be placed on top of street sign poles in the Clarkdale Historic District. The signs will measure 18" x 9" and are made of aluminum with letters that are self-adhesive vinyl. The letters will be Garamond, Book Antiqua and Arial font styles. All font colors will be black with the background of the sign to be white. Actual sign locations will be shown at the Design Review Board Meeting. The method of attachment will be bolts and nuts to existing or new street pole hardware.

Staff Comments:

Design Review "fees" have been waived as an In-Kind Town Service.

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

Recommended Stipulations:

Staff recommends the signage be approved with the stipulation that the mounting of the signs be overseen by the Public Works Department.

Applicant: Drake Meinke is Chairperson of the Heritage Conservancy Board and gave a brief background to the Board Members how this project came about. Mr. Meinke has gathered information over the years from various states regarding historic signage. He applied for a grant and The Clarkdale Heritage Center and Museum recently received the grant award from the Arizona Department of Tourism. A portion of this grant award was for the production and emplacement of sign caps and signage throughout the Town of Clarkdale that will mark the historical area and its boundaries. The signs will be placed upon the top of the existing street poles, may be called "cap" on the poles. The signs will be placed within the town historic boundary and will become town property upon completion and acceptance. Exceptions such as private/shared roads/areas may occur.

Mr. Meinke provided a large map for the Board Members to view explaining the Historic District and approximate number of poles involved. The National Register's definition of Historic District was explained with regards to areas on the map.

Method of attachment will be common sign hardware, bolts and nuts and/or street name placard hardware (same as present on street name poles). Signage display with the proposed "cap" on top was shown to the Board. Pictures (1-15) were viewed showing the "sign differences" that currently exist within the town.

The street poles, concrete, hardware, signs and meetings are included in the grant money. Part of the process includes that these signs be reviewed by the Design Review Board which incurs a fee. The fee has been waived as in In-Kind Town Service.

Questions to Staff/Applicant:

Following are responses to questions from the Board Members:

- New street poles would be put up and the street name would come from Public Works.
- The Applicant stated it was hard to get the public involved in this project.
- Several colors were tried for the signs before the final one evolved.
- We are on the Register as a "Historic District".
- The sign's "white" is not a high reflective white.
- \$33,000.00 Grant was funded, donations and fees/In-Kind Service all helped bring this project to life.
- There will be extra signs made in the event a replacement is necessary.
- The Town needs some continuity for "way finding signs".
- Future kiosk placements can be looked at although they can be expensive.
- There will be projects coming before the Board in approximately 2 months with a full mock up for viewing.

Discussion:

Following are areas discussed by the Board Members:

- The Board felt the applicant did a very thorough job researching this project and with the information presented.
- The community "way finding" signs concept could be drawn from the Historic Sign being presented this evening.
- All the important points of the sign process have been covered.
- The design and wording is appropriate.

-The sign reflects the Town's character.

PUBLIC COMMENT ADDED:

Pat Williams shared with the Board Members she went through the Master Development Plan years ago. There are ledgers in archives that reflect facts and figures for the Town that are extremely interesting. If we had good signs, walking tours and kiosks strategically placed, she can see a master tourism plan in the future. The grants that are provided give a vote of confidence for Clarkdale's future.

AGENDA ITEM: ACTION: Board Member Foutz motioned to approve DRB-2007-61 for 80 Historic Signs to be placed on top of street sign poles in the Clarkdale Historic District as presented, with the stipulation that the mounting of the signs be overseen by the Public Works Department. Board Member Hayman seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: DRB-2007-62, Parcel #400-06-004, Design Review sign request to be placed on the Clarkdale Museum located at 900 First North Street: Applicant-Drake Meinke.

Background:

Mr. Drake Meinke has submitted an application for Design Review for a sign to be placed on the Clarkdale Museum. The sign will measure 2'x2'5" and will be made of aluminum and the art will be full self-adhesive vinyl. Mr. Drake Meinke will bring printed banner material for the Design Review Board to see actual colors and font types. The method of attachment will be concrete bolts.

Staff Comments:

Design Review "fees" have been waived as an In-Kind Town Service.

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

Recommended Stipulations:

Staff recommends the signage be approved.

Applicant: Drake Meinke explained that The Clarkdale Heritage Center and Museum recently received a grant award from the Arizona Department of Tourism. This grant award is for the production and emplacement of signage, markers and other items throughout the Town that will explain and identify our historical areas. This sign (example shown to Board Members), will be placed on the museum building now located at 900 First North Street (old DMV building). The sign will be attached to the front façade of the building as in the rendering found in the Board's packets. This placement is the same as the two signs placed upon the Magistrate Court and the Police Department building in Clarkdale.

DRAFT

Design Review Board

July 9, 2008

Part of the process for sign approval includes that the sign be reviewed by the Design Review Board which incurs a fee. The fee has been waived as an In-Kind Town Service

Questions to Staff/Applicant:

Following are responses to questions from the Board Members:

- The hours of operation could be on a drop down from the sign being presented.
- This is the "logo" for the Museum letterhead.
- Under the grant the Museum must be open 120 days per year. That is 2 ½ days per week. They will be trying to be open 3 days per week, although it is hard to get volunteers to operate it.
- A temporary "OPEN" banner has been purchased.
- A bolder black border around the word MUSEUM would indeed make it stand out.
- A UV protective treatment will be used on the sign to try and hold the color longer.
- Informational booklets will be placed by photos in the museum for additional background to visitors.

Discussion:

Following are areas discussed by the Board Members:

- The white board at the top of the sign should be cut out to leave the curved/arched effect.
- The white shadowing in the gazebo and train as presented does not show any definition to them. These are important elements in the sign and need to be darkened.
- More information such as hours of operation need to be visible for visitors.
- Board Members felt there was good color usage and contrast on the sign.
- The word MUSEUM is in a large font for visibility but needs the bolder black border around it.
- The size of the sign is appropriate for the building.

AGENDA ITEM: ACTION: Board Member Foutz motioned to approve DRB-2007-62, Parcel #400-06-004, sign request to be placed on the Clarkdale Museum located at 900 First North Street as proposed, with the following stipulations: the sign's white edges be removed to retain the curved/arched design, the word MUSEUM have a bolder black around the letters, the shadowing in the gazebo and the train image be darkened and the sign to be placed in a historical fashion. Board Member Stackhouse 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 Hayman seconded the motion. The motion passed unanimously. The meeting adjourned at 7:40 p.m.

APPROVED BY:

SUBMITTED BY:

DRAFT

Design Review Board
July 9, 2008

Charles Scully
Chairperson

Vicki McReynolds
Administrative Assistant II

DRAFT

PLANNING COMMISSION

July 3, 2008

MINUTES OF A SPECIAL MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD THURSDAY, JULY 3, 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 **July 3, 2008**, was cancelled.

APPROVED BY:

SUBMITTED BY:

Anita Simgen
Chairperson

Vicki McReynolds
Administrative Assistant II

MINUTES OF A SPECIAL MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, JULY 17, 2008, IN THE CONFERENCE ROOM AT CLARKDALE METALS, 500 LUKE LANE, CLARKDALE, AZ.

A **SPECIAL** Meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, July 17, 2008, at 6:00 p.m., in the Conference Room at Clarkdale Metals, 500 Luke Lane, Clarkdale, AZ.

Planning Commission:

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

Staff:

Community Development Director	Sherry Bailey
GIS Planner	Guss Espolt
Planner II	Normalinda Zuniga

Others In Attendance: Tom Piccioli and Tom Pender (Clarkdale Metals), Mayor Von Gausig, Jerry Wiley, Pat Williams, Gayle Mabery, Janet Perry, Steve Burroughs, Wayne Debrosky, KC Bailey.

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: CLARKDALE MINERALS CORPORATION-EXISTING SITE AND FUTURE ANNEXATION.

- Clarkdale Minerals Corporation existing site was explained by Tom Piccioli and Tom Pender.
- There was discussion regarding the industrial and commercial possibilities on Luke Lane and Broadway extension.
- The train transportation topic was discussed.
- There was group participation in all areas of discussion within this worksession.

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: Commissioner Vinson motioned to adjourn the meeting.
Commissioner Olguin seconded the motion. The motion passed unanimously. The meeting adjourned at 8:00 p.m.

APPROVED BY:

SUBMITTED BY:

Amy Bayless
Chairperson

Guss Espolt
GIS Planner

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, JULY 24, 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, July 24, 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	Absent
Commissioners	Jorge Olguin	Present
	Sarah Vinson	Present
	Bill Regner	Present

Staff:

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

Others in Attendance: Memi Perkins-applicant.

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 June 26, 2008 and the Special Meeting Cancelled Minutes of July 3, 2008. Commissioner Olguin **motioned to approve the Regular Meeting Minutes of June 26, 2008 and the Special Meeting Cancelled Minutes of July 3, 2008.** Commissioner Vinson **seconded the motion.** **The motion passed unanimously.**

AGENDA ITEM: REPORTS:

The Chairperson moved the **Agenda Item: Reports** to follow the Public Hearing for this evening's meeting.

Chairperson's Report: Moved to follow the Public Hearing.

Staff Report: Moved to follow the Public Hearing.

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: PUBLIC HEARING: Re-Zone 2007-28 from R1 to R2, from Sycamore View, Land Bankers Inc., Parcel #400-05009C, located at Main Street and Bonnaha Avenue.

-Open Public Hearing: Chairperson Bayless opened the Public Hearing.

-Staff Report:

Background:

The applicant is requesting to rezone from the R-1 to R-2. The applicant intends on developing eight (8) single family lots 9,690 sq. ft. in size. That is 310 sq. ft. less then the 10,000 sq. ft. required of R-1 zoning. *Zoning Code Chapter 3, Section 3-1 F, Minimum Lot Size: 10,000 square feet per single family dwelling unit. Chapter 3, Section 3-4 F.1. 1. 8,000 square feet per single family dwelling unit.*

General Plan:

Staff finds there is no need for a minor general plan amendment. The rezoning of R-1 to R-2 as proposed with lot sizes at 9,690 sq. ft. still falls under the 5 units per acre of low density residential criteria.

LR Low Residential Maximum of five (5) units per acre. (R1)

Allows for single-family development and would typically include subdivision neighborhoods with developed infrastructure, including roads and utilities.

MHR Medium High Residential Maximum of eleven (11) units per acre. (R2)

Intended to allow small apartments and townhouse residential developments configured with fourplex, triplex or duplex style housing on larger lots with adequate infrastructure available, including frontage on collector roadways.

Lot 7 appears to have a discrepancy in size compared to the other lots.

The measurements are as follows:	The back	$64.31 + 12.69 = 77.00$
	The front	$65.58 + 19.02 = 84.60$
	The R-side	120.00
	The L-side	119.69

$80.08 \times 119.845 = 9,597.18$, this is in the parameter needed for the lot size of 9,690 sq. ft. plus / minus.

Staff Recommendations:

The property to the West of Bonnaha Ave. is zoned R-2, 8,000 sq. ft. minimum; two (2), three (3) and four (4) family dwelling units. The property to the East of the proposed Minor Subdivision is zoned R-1A, 5,000 sq. ft. minimum, Single family dwellings. The property adjacent to the proposed Minor Subdivision Sycamore View is 124' x 86'. The lots proposed are 120' x 80.75' ft. which are 4' shorter one direction and 5.25' ft. shorter the other direction.

The property facing South East is the Clarkdale Jerome Elementary School which schools approximately 415 students. There are 5 school busses and the drop off and pick up is directly in front of the proposed Minor Subdivision. The busses run 7:30 to 8:15 in the morning and also run at 2:30 to 4:30 in the evening. The C.A.T.S. Bus has 2 lines that work this area across from the proposed Sycamore View Minor Subdivision. The Catch a Ride that picks up every 52 minutes after the hour, The Blue Line, which picks up every 7 minutes after the hour Monday through Friday.

The property proposed for the Minor Subdivision has a social trail to the Yavapai Reservation. Sidewalks to be built will direct traffic to the corner of Main Street and Bonnaha Ave. The crosswalk light for the children of Clarkdale Jerome Elementary School on the Main Street and Bonnaha Ave. crossway should be part of the development agreement.

When taking photos for the staff report I was approached by Mr. Harris with concerns about the lot size changes. He feels the size reduction will affect his property values. The size differences proposed averages are 4' shorter one direction and 5.25' ft. shorter in the other direction. I encouraged him to be present at the public hearing on the 24th.

In the event of an approval of rezoning, the preliminary plat process is followed by an Administrative Review Board of the Subdivision Committee members. They will go over the criteria for the Minor Subdivision such as the sewer disposal, water supply, flood contours and measures to make sure all is in compliance with all requirements of the Arizona Department of Real Estate.

Planning Commission may approve the Sycamore View Re-Zoning as presented, approve with stipulations, or disapprove the application as filed.

Recommended Stipulations:

Staff recommends the Sycamore View Re-Zoning request be approved with the stipulations that they enter into a development agreement that states:

- (1) The sidewalks required will be extended to meet the existing side walk on the corner of Main Street and Sixteenth Street.
- (2) They must also meet the extension for water and sewer.
- (3) Design standards for off-street parking.
- (4) They are limited to single family homes.
- (5) The crosswalk light for the children of Clarkdale Jerome Elementary School on the Main Street and Bonnaha Ave. crossway should be part of the development agreement.

-Applicant Presentation: Memi Perkins explained the intent for the creation of a minor subdivision called Sycamore View. They would like to create 8 site-built home lots, all 9,690 square feet, on the north east corner of the intersection of Main Street and "F" Street (Bonnaha)-across the street from the Elementry School. The property is currently Zoned R-1. They are applying for a zoning change and minor subdivision approval at the same time. The lots would match the size and characteristic of the original historic subdivision of the Township of Clarkdale.

The applicant stated they understand the stipulations stated within the Staff Report, but asks to not have to comit to the sidewalk at this time.

-Invite Public to Speak:

None.

-Close Public Hearing: Chairperson Bayless closed the Public Hearing.

AGENDA ITEM: CONSIDERATION AND POSSIBLE ACTION: Re-Zone 2007-28 from R1 to R2, from Sycamore View, Land Bankers Inc., Parcel #400-05009C, located at Main Street and Bonnaha Avenue.

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

- Exhibit 1-map (that was provided in the Commissioner's packets) was explained in further detail by the applicant and staff.
- The social trail utilized by the children to and from the elementary school was discussed.
- The crosswak where the children cross was discussed.
- To create continuity with the sidewalk addition is the objective.
- The Waiver of Rights and Remedies document was explained regarding the need for Mr. Conlin's title and/or his capacity for Land Bankers, Inc. to be indicated.
- Once the Town receives the signed development agreement the stipulations stay the same. The only way it can be changed is to go back to Town Council.

-Discussion:

- Between this point with the Planning Commision and then to Town Council, a development agreement will go with this rezoning request.
- The Commissioners do not want to place undue burdon on someone trying to develop an area.
- Safety issues should always be addressed with all applications.
- When a rezone occurs, the development agreement accompanies it to Town Council. They base their decision upon the application, applicant presentation and public input.
- There was discussion regarding the required sidewalks to meet the existing sidewalk.

AGENDA ITEM: ACTION: Commissioner Regner motioned to approve the Re-Zone 2007-28 from R1 to R2, from Sycamore View, Land Bankers Inc., Parcel #400-05009C, located at Main Street and Bonnaha Avenue, as presented with the following Staff Stipulations:

1. The crosswalk street lamp for the children of Clarkdale Jerome Elementary School on the Main Street and Bonnaha Ave. crossway should be part of the development agreement.
2. The sidewalks required will be extended to meet the existing side walk on the corner of Main Street and Sixteenth Street. Cost charging measures to be explored with the Town and existing homeowners.
3. They must also meet the extension for water and sewer.
4. Design standards for off-street parking.
5. They are limited to single family homes.

Commissioner Vinson seconded the motion. The motion passed with three in favor: Chairperson Bayless, Commissioner Regner and Commissioner Vinson and one opposed: Commissioner Olguin.

AGENDA ITEM: REPORTS:

Chairperson's Report: None.

Staff Report: The Community Development Director handed out a copy of an article from the Verde Independent regarding sales tax. Our sales tax in Clarkdale is significantly low. We need to put a revised effort in to the Economic Development Element of the General Plan. There will be joint meetings possibly with the Town Council and other Boards to participate in the Town's economic development. We need a solid plan for our future. A small Task Force needs to come in to play.

The Community Development Director shared Clarkdale Metal's continued commitment to work with the Town. The train and their tourism was discussed and their relationship with Clarkdale Metals for the future.

The Smart Growth Scorecard was handed out to the Commissioners outlining some changes. This is a "draft" copy where each town will rate themselves and it is due back by the first of the year. The Commissioners were asked to look at the draft and discuss at the next regular meeting.

AGENDA ITEM: FUTURE AGENDA ITEMS:

- Next Regular Meeting-August 28th-first half hour will be dedicated to the Smart Growth Scorecard
- Next Worksession-August 7th-“Create a Vision” with regards to Clarkdale Metals/Train/Cement Plant
- Commissioner Regner to provide an update on a conference he attended.

DRAFT

**Planning Commission
JULY 24, 2008**

AGENDA ITEM: ADJOURNMENT: Commissioner Vinson motioned to adjourn the meeting. Commissioner Olguin 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 Wednesday, July 9th, 2008, at 5:30 p.m., in the Community Development Building Conference Room located at 39 N. Ninth Street, Clarkdale, Arizona.

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

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 5:30 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 Meetings held on May 14th, 2008 and June 11th, 2008.

Commissioner Dehnert motioned to approve the Regular Meeting minutes for May 14, 2008. as written. Commissioner Bezdek seconded the motion. The motion passed unanimously.

Commissioner Dehnert motioned to approve the Regular Meeting minutes for June 11, 2008. as written. Commissioner Bezdek seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS- Reports on current events

CHAIRPERSON'S REPORT – None.

STAFF REPORT – Parks and Recreation Supervisor Norman reported that MATForce, the Yavapai County Substance Abuse Coalition, has established a \$4,000 scholarship fund for youth in Yavapai County who desire to participate in park, recreation or sport program and are in need of financial assistance to pay the registration costs. The \$4,000 will be distributed to 10 agencies/organizations in Yavapai County. She continued that a letter of interest for the Town of Clarkdale was submitted. She stated that the deadline to submit interest was June 25th but no

additional information with regards to when the approved agencies/organizations would be announced.

FINANCE REPORT – Parks and Recreation Supervisor Norman reported that a finance report had not yet been received. She continued that she felt that the delay was due to the Finance Department working on balancing the budget along with establishing the 2008-2009 Budget.

NEW BUSINESS:

AGENDA ITEM: DISCUSSION –Discussion of the 2008 Fourth of July Event in the Park.

Parks and Recreation Supervisor Norman reviewed the event and activities with the Commission. She stated that she had sent out a request for a debriefing of the event to all those who participated. She asked for their input on the event, what they felt worked or didn't work and for any suggestions or ideas for next year's event.

Parks and Recreation Supervisor Norman reviewed the funds received from the game ticket sales and balloon stand sales and compared them to last year's event. She stated that the game ticket sales brought in \$553.00 and in 2007 sales brought in \$469.00. She continued that the balloon stand brought in \$84.00 as opposed to the cotton candy sales last year which totaled \$116.00. She explained that the decision to alternate the balloons in place of the cotton candy was not a good decision financially, as the cotton candy was more profitable. There was open discussion on the aspect of it being a good alternate choice from a parent's stand point. Parks and Recreation Supervisor Norman stated that she was thinking of offering both the cotton candy and balloons along with the addition of popcorn for next year.

Parks and Recreation Supervisor Norman informed that this year's parade had 77 entries and last year had 70, an increase of 7 entries. There was open discussion on the length of the parade seeming shorter due to the participants staying together as opposed to having wide gaps between the participants like last year.

Parks and Recreation Supervisor Norman shared that there were two parade entries which included horses and that the parade rules with regards to pets should be more clearly defined to define 'pets' and their intended participation in future events. The Commission discussed this further and concluded that they would revisit the parade rules prior to next year's event.

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

Parks and Recreation Supervisor Norman stated that, after newsletter solicitation from residents, no response has been received with suggestions or feedback on the event. She has been

contacted by a local church group who is interested in volunteering for this year's event and will pursue that. There was open discussion on the volunteers needed and how this group could assist.

AGENDA ITEM: DISCUSSION – Discussion of installing a drop box at the Town Park.

Vice Commissioner Radoccia explained that, having recently attended an event in the park, the use of a drop box would have better facilitated the task of picking up and dropping off the water key during Town Hall hours, Monday through Friday. Her thought was the possibility of placing a drop box at the park so that the patron could drop the key on the day of the event rather than have to make the additional arrangements to visit Town Hall during working hours. There was open discussion on alternate options. Parks and Recreation Supervisor Norman stated that she was not familiar with the procedures in place but would look into this further and if there was an alternate option that we could provide to our patrons.

AGENDA ITEM: WORKSESSION – A worksession to discuss the 2008-2009 Parks and Recreation Budget.

Assistant Town Manager informed that the preliminary budget was presented to the Council at last night's meeting. She explained that staff and Council did not have definite information on the State Budget and State Shared Revenue/HURF funding until yesterday and that these figures along with tax revenues comprise a percentage of the Town's revenue budget line. There is now a reported 6% loss in the state HURF funding. There was open discussion on the budget process. Assistant Town Manager Perry explained that the Council will initially adopt the preliminary budget which will set the maximum figures, following with the final budget adoption.

There was open discussion on the list of items presented to Council to be considered next year if the Town revenue projections fall short. Vice Chair Radoccia expressed her concern of closing the pool and losing the Concerts in the Park. Parks and Recreation Supervisor Norman explained the pool closure and limiting the number of concerts were items on a "what if" list which was created in order to prepare for future additional budget cuts, if the need for that arose. She continued that this list is only a "what if" list explaining that these items would be considered by Council only if the Town's projections fell short and as it stands the items on the list will be budgeted for the 2008-2009 year.

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

General Plan Update

2008-2009 Budget

Halloween

AGENDA ITEM: ADJOURNMENT-With no further business before the board, the meeting adjourned at 6:15 p.m.

APPROVED:

Maya Radoccia, Vice Chairperson

SUBMITTED BY:

Dawn Norman, Parks and Recreation Supervisor

**Minutes of a Regular Meeting of the Library Advisory Board
of the Town of Clarkdale, Held on July 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 July 3, 2008 at 9:00 a.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona

CALL TO ORDER - Meeting was called to order by Chairperson Stevenson at 9:00 a.m. with all boardmembers present.

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

Staff: Town Clerk Kathy Bainbridge

PUBLIC COMMENT – None

MINUTES – Discussion and consideration of approval of the minutes of the regular meeting held on June 5, 2008. Boardmember Hill moved to approve the minutes. Boardmember Bohall seconded and the motion passed unanimously.

REPORTS ON RECENT EVENTS:

Chairperson Stevenson reported that he completed the food handler course from the County and obtained a Foodworker Certificate.

Staff – No report

JULY FOURTH ICE CREAM SOCIAL – Discussion and consideration of the Ice Cream Social. Plans were discussed regarding picking up the ice cream and cakes and general set up of the Ice Cream Social. Chairperson Stevenson had purchased some gloves for the servers, but Clerk Bainbridge will check with the Police Department regarding using their gloves instead. Boardmember Hill presented the signs she had completed for the tables. Boardmember Hill will set up the cash box and review procedures with Boardmember Krznarich.

FUTURE AGENDA ITEM: There will be no meeting in August.

ADJOURNMENT: Without objection, Chairperson Stevenson adjourned the meeting at 9:50 a.m.

APPROVED: _____ John Stevenson, Chairperson

SUBMITTED: _____ Kathy Bainbridge, Town Clerk

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

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

THE MEETING WAS CANCELLED DUE TO LACK OF AN AGENDA.

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

Staff: Administrative Assistant Hawken

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

Minutes of a Special Meeting of the Heritage Conservancy Board of the Town of Clarkdale, Held on July 30, 2008 at 4:00 p.m. in the Clark Memorial Library, Clarkdale, Arizona.

A Special meeting of the Heritage Conservancy Board of the Town of Clarkdale was held on July 30, 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
Vacancy

Staff: Admin. Assistant Charlotte Hawken
Town Clerk Kathy Bainbridge
Others in attendance: Micheal Hensley

CALL TO ORDER –Chairperson Meinke called the meeting to order at 4:03 p.m. and noted that all members were present.

PUBLIC COMMENT– Chairperson Meinke opened Public Comment. *Micheal Hensley*, Clarkdale, offered space on his Clarkdale Classic station property to place the downtown plaque. Chairperson Meinke closed Public Comment.

CONSIDERATION OF THE MINUTES – **Consideration of the minutes of the regular meeting held on June 18, 2008.** Vice Chairperson Wombacher moved to approve the minutes. Boardmember Valdez seconded and the motion passed unanimously.

REPORTS –

Chairperson – Chairperson Meinke presented a DVD to the Board of Boardmember Valdez’s public presentation on the 1932 plane crash in which William Clark III died.

Town Clerk Bainbridge noted that the Group II storage unit would be emptied soon and the rental arrangement terminated.

Administrative Assistant Hawken stated she had provided information about Jim Roberts and the 1928 bank robbery in Clarkdale to Gerald Gibson, whose grandfather was a policeman in Jerome at the beginning of WWII. She noted that she had received three booklets from Roger Every that she was considering putting in the library. Two of them seem more appropriate for the archive: 1) Hogback Cemetery, Jerome, Arizona and 2) Cottonwood Cemetery. Both are lists of the people who were buried in the cemetery.

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

One phone wall jack is or will soon be activated in the hallway of the Archive. Boardmember McDonough stated she has been moving things from the library storage to the archive and organizing them. She now plans to move everything at once and then organize it all. The other board members agreed to help with this project as they are able.

ARCHIVE POLICY MANUAL– Discussion and reconsideration of the Town of Clarkdale Archive Policy Manual.

Town Clerk Bainbridge reviewed the changes to the Archive Policy Manual that the Town Council requested when they considered it on June 24th. The main changes had to do with the Heritage Conservancy Board recommending approval of acquisitions and loans to the Council rather than approving those items themselves.

HISTORICAL DOWNTOWN PLAQUE – Discussion and consideration of alternate placing of the historical downtown plaque.

The staff report regarding this item states:

Background: *The Downtown plaque was made as part of a Prescott National Forest grant, along with the Clubhouse plaque. It was made and installed on the northwest corner of Ninth and Main Streets in 2004.*

At some point it was removed in order to work on the parking lot or Chamber caboose on that corner and it was never reinstalled. The Chamber did not include it in their plans and feels there is no place to locate it on that corner. The plaque has been in storage for a long while.

The photo on the plaque is of the buildings in the block of Main Street between Ninth and Tenth Streets was taken on the north side of Main Street near Tenth Street.

An alternate location for its placement might be on the Clarkdale Classic gas station property on the northeast corner of Tenth and Main Streets. This is approximately where the photo was taken from.

Chairperson Meinke moved to recommend an alternate placement of the historical downtown plaque on Michael Hensley's Clarkdale Classic station property. Vice Chairperson Wombacher seconded and the motion passed unanimously.

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