

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, FEBRUARY 26, 2009, 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, February 26, 2009 at 6:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

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

Staff:

Community Development Director	Sherry Bailey
Administrative Assistant II	Vicki McReynolds

Others In Attendance:

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

AGENDA ITEM: ROLL CALL: The Administrative Assistant called roll.

AGENDA ITEM: MINUTES: Consideration of the **Regular Meeting Minutes of January 22, 2009. Commissioner Bayless motioned to approve the Regular Meeting Minutes of January 22, 2009. Commissioner Vinson seconded the motion. The motion passed unanimously.**

AGENDA ITEM: REPORTS:

Chairperson's Report: None.

Staff Report: The Community Development Director stated that several staff members are involved with a task force group (CREST), within the Town of Clarkdale in preparation of any stimulus money the Town may receive. Yavapai County projects "may" receive overall, \$500,000.00. The Town of Clarkdale's projects rank #3 with the County.

The Community Development Director answered a question from the Commissioners regarding Old Jerome Highway. The Director referenced a book she received from the Library published in 1957. This book references the Old Jerome Highway's existence in 1913 as a public road. The Town has to leagally maintain it as a public road for safety purposes. There will be further research to see if other roads fall into the public road status.

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: GENERAL PLAN UPDATE PROCESS- Community Development Director.

-The Community Development Director stated the Town Council, on February 24, 2009, created the General Plan Update Committee and appointed nine members listed to that committee.

-The Focus Groups will be slowing down and a few will continue for a while to complete their process.

-The new General Plan Update Committee will bring elements from each Focus Group to the next level for strategizing. Each of the nine members will be tasked with being sure there is consistency within each element of the General Plan.

-The Community Development Director handed out a timeline showing: Critical Tasks and their respective start/finish dates, durations, percent of completion and any resources utilized.

-The Planning Commission's "Regular Meeting" in April will be a Joint Meeting with the new General Plan Update Committee as a "Worksession". This worksession will outline everyone's roles and how they will interact. The Community Development Director will email the Commissioners a list of the people on the General Plan Update Committee.

-Approximately in September, the General Plan Update Committee will bring the General Plan to the Planning Commission.

-The Planning Commission will then have their own worksession to prepare the "draft" General Plan document for the Town Council. The Town Council will take it to a Public Hearing and adopt the amended General Plan approximately January-March 2010.

-The Commissioners asked if they can attend any of the General Plan Update Committee's meetings? The Community Development Director said yes they can, but no more than 3 can show up.

AGENDA ITEM: DISCUSSION: RECORDS RETENTION- Community Development Director.

-Vice Chairperson Olguin wanted to point out to the Commissioners that records retention is critical to good operation. He was not aware of what procedure was being used and wanted to be sure everyone was following the same procedures and any questions that come up should be addressed to the Town.

-Notes made on documents could be a potential problem.

-Retain documents until their usefulness is done. Commissioners can destroy their documents when a project is done. There is a master document on file within the Town of Clarkdale.

-The Town of Clarkdale has procedures in place regarding records retention.

-When Commissioners are done with their term/position, they can return any documents to the Town.

AGENDA ITEM: FUTURE AGENDA ITEMS:

-The Commissioners to look at Mountain Gate and The Highlands – the stages where they stopped. (They want to be prepared to handle “potential” applicants for either of the projects).

-The Chairperson asked the Commissioners to look at when their respective terms expire.

-The next Regular Meeting will be March 26th.

-The next worksession will be April 2nd.

-Commissioners Bayless and Vinson will not be able to attend the April 23rd Regular Meeting.

-Commissioner Bayless will not be able to attend the Worksession on May 7th.

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

*Planning Commission
February 26, 2009*

APPROVED BY:

Dave Puzas
Chairperson

SUBMITTED BY:

Vicki McReynolds
Administrative Assistant II