

MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, FEBRUARY 11, 2009, 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, February 11, 2009, 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
	Elaine Sakelarios	Excused

STAFF:

GIS Planner	Guss Espolt
Administrative Assistant	Vicki McReynolds

AGENDA ITEM: CALL TO ORDER: The Chairperson called the meeting to order at 6:08 p.m.

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

AGENDA ITEM: MINUTES: Consideration of the Regular Meeting Minutes of January 14, 2009. Board Member Foutz motioned to approve the Regular Meeting Minutes of January 14, 2009. Board Member Hayman 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 comment to FIVE minutes. **There was no public comment.**

NEW BUSINESS:

AGENDA ITEM: DRB-090093, Informational Kiosk Placement in the Town of Clarkdale, presented by Drake Meinke.

Staff Report:

Background: Mr. Drake Meinke has submitted an application for Design Review for the placement of the informational kiosks in the Town of Clarkdale's Historic District. A map of the proposed placement of the informational kiosk will be presented on the date of the Design Review Board meeting. The placement of the informational kiosk will be done as in-kind work by the Public Works Department. Footings must be inspected and approved by the Community Development Department prior to pouring of the cement.

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

Staff Comments:

Design Review fees have been waived as an in-kind town service.

Recommended Stipulations:

Staff recommends the kiosk placement be approved with the stipulation that the placement of each kiosk be overseen by the Public Works Department. Footings must be inspected and approved by the Community Development Department prior to pouring of the cement.

Applicant: Mr. Meinke attended the Town Council Meeting on 2/10/09 and explained to the Council Members the placement of the Informational Kiosks in the Town of Clarkdale to get their input. He handed out to the Board Members his list of possible locations and a map. Mr. Meinke did go out to the various sites with Director of Public Works, Steve Burroughs and checked the following: slope of land, ground cover, parking, striping, shade, etc. The following describes the locations of the kiosks.

1. Patio Park
2. Railroad (on their property / it will be up to them for exact location)
3. Same as number (2)
4. Lower Town / Architecture (next to the ballfield)
5. Mongini Park (Broadway & Main)
6. Old High School Building
7. Civic Center
8. At the Musuem
9. In the Park (NE corner)-Tentative/subject to further input
10. In the Park (NW corner)- Tentative/subject to further input
11. 13th St / 1st South
12. 13th St / 1st North-vacinity
13. Across from Oovah (looking toward their Cultural Center)-need to collaborate with the Nation
14. Verde Valley – to be determined

15. Tuzigoot National Monument-need to collaborate with Tuzigoot Officials
16. State Park / Jerome-(would need their approval)
17. Possibly- A-1 Food Store-(would need their approval)
18. Possibly- Yavapai College Registration Area (would need their approval)

Questions to Staff /Applicant:

The following are responses to questions asked by the Board Members.

- There will be a direction code on each kiosk.
- Each kiosk will lead people to the next one.
- Park kiosks (#9 & #10), could reflect information from the Town's past events from years ago, housing styles, lifestyle, etc.
- The majority of kiosks are in a central location to encourage walking and or easy driving to capture as many people as possible.
- The Heritage Board, Musuem, Town Hall Front Desk and possibly Community Development Department will have the proposed map with kiosk locations to solicit public input.
- The grant allows for 20 kiosks and does pay for the bricks and mortar. No brochures will be used as the maps will be on the kiosks.
- Each kiosk will be numbered 1 of 20, 2 of 20, etc.
- The size of the kiosk's profile has been reduced by 3". The height stayed the same (for an average adult). The top design will come at a later date.
- There are 16 kiosks built now.

Discussion:

- The Board Members felt the Museum kiosk placement was a key location.
- The Park's kiosks need to be aesthetically placed.
- Mr. Meinke stated he has been getting excellent input from the public.
- The kiosks and their location could possibly be put on the Town's website down the line.
- There could possibly be a paper map of the kiosks and their locations available.

AGENDA ITEM: ACTION: Board Member Foutz motioned to approve DRB-090093, Informational Kiosk Placement in the Town of Clarkdale, with the stipulation that kiosk placement #7 be changed to a shaded spot, kiosk placement #9 and #10 be further evaluated due to the park being an emotional site and kiosk placement #14 needs more information gathered before a final decision. Also, the placement of each kiosk be overseen by the Public Works Department prior to pouring the cement. Board Member Hayman seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION: Off Premise Signs and Community Way Findng Signs / power point presentatin by the Chaiperson.

The following will highlight the presentation by the Chairperson. Handouts were given to the Board Members.

Community Wayfinding Signs:

Definition: A system of public signs that provide visitors and residents direction and guidance to public facilities, cultural attractions, parks, business districts, neighborhoods, and other destinations in a manner that also reinforces a positive community image through a distinctive and coordinated design approach.

Benefits of Wayfinding Signs:

- *Provides a Sense of Place
- *Establish Community Identity
- *Provides a Unified Image
- *Welcome & Orientation / Increase Visitor Interest and Retention

Types of Wayfinding Signs:

- *Gateway
- *Trailblazer Route & Destination
- *Location Identification
- *Park Opportunity
- *Pedestrian – Oriented and Kiosks
- *Historic and Interpretive

Types of Destinations:

- *Historic Downtown
- *Government Center
- *Parks, Schools, Library, Post Office, Business Districts
- *Neighborhoods, Visitor Attractions

Program Analysis:

- *Existing Directional Signs
- *Existing Themes, Logos, Images
- *Identify Gateways, Destinations & Routes
- *Community Character & History
- *Cost of Fabrication & Installation – Flexibility for Adding/Removing Items

Wayfinding Sign Design Issues:

- *Shape or Design Theme
- *Colors, Fonts, Size of Lettering
- *Number of Destinations
- *District or Zone Programs / Logos and Pictographs

Colors and Fonts:

- *No MUTCD Red, Yellow Or Orange for Backgrounds
- *Minimum contrasts of 0.70 or 70%
- *Standard Highway Sign Fonts / Readability at various speeds

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**Design Review Board
February 11, 2009**

Size of Lettering:

*Highway signs / Local Street signs / Pedestrian signs

Number of Destinations:

*Gateway Sign

*Highway Trailblazer / Local Trailblazer / Pedestrian signs

The Board Members stated the presentation was an excellent representation of signs from many types of communities. The Town of Clarkdale signs need some uniformity and overall improvements to better represent the area. The Chairperson stated 89-A needs signs that truly reflect the Town of Clarkdale to encourage people to see it as a “destination stop”.

AGENDA ITEM: **ACTION:** This being a discussion only, there were no actions taken.

AGENDA ITEM: **FUTURE AGENDA ITEMS:** The tops of the kiosks to come before the Board at a later date.

AGENDA ITEM: **ADJOURNMENT:** Board Member Foutz motioned to adjourn the meeting. Board Member Hayman seconded the motion. The motion passed unanimously. The meeting adjourned at 8:00p.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 February 5, 2009 at 900 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 February 5, 2009 at 9:00 a.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

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

Staff: Library Manager Hawken
Town Clerk Bainbridge

CALL TO ORDER – Chairperson Stevenson called the meeting to order and noted that Boardmember Calderon was absent.

PUBLIC COMMENT – No comments.

MINUTES – Discussion and consideration of approving the minutes of the regular meeting held on **January 8, 2009. Boardmember Bohall moved to approve the minutes. Boardmember Peterson seconded and the motion passed unanimously.**

REPORT – Town Clerk Bainbridge stated that the Town Council met for strategic planning where town departments presented ideas for new ways of doing things in order to reduce expenses. One idea of interest to the Council was about combining the library and parks and recreation into one department called Community Services. There would be fewer books and more computer areas in the space and be used as a community room for classes and volunteer center. There would be a media center for use with children and families and a teen and parent tech area. There would be a small children’s area and a local/Southwest section. There would be outreach to the schools. The idea is that by combining the two we can keep the services. Fifty-five percent of the library expenses are currently funded by the county and forty-five percent by the Town. One question that came up for the council is considering whether Clarkdale wants to be the main recreational source for residents. Otherwise the Town could try to provide services that nearby towns are not offering.

LSTA GRANT APPLICATION –Discussion and consideration of a state Library Services and Technology Act (LSTA) grant for Centennial Experience.

Vice Chairperson Hill stated that Arizona and Clarkdale are both celebrating centennials in 2012. The idea for this grant application is a history book that would show the conditions in the state and area when Clarkdale became a town and have photographs and the history of Clarkdale. It would be a joint application with the Town and the Clarkdale Heritage Center.

Boardmember Rotchford noted she was proposing an LSTA grant application for a children’s program. There was discussion of various aspects of a program, including early literacy, story time, computers, and English as a Second Language for adults and children.

FUTURE AGENDA ITEMS –

1. LSTA grants.
2. Ice Cream Social

ADJOURNMENT Without objection, Vice Chairperson Hill adjourned the meeting at 10:06 a.m.

APPROVE: _____
Sue Hill, Vice Chairperson

SUBMIT: _____
Charlotte Hawken, Library Manager

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 existance 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 concerned about the current procedure in place.
- 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.
- The Vice Chairperson wanted to be sure everyone was following the same procedures and any questions that come up should be addressed 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 Vinson 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 7:20 p.m.

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***Planning Commission
February 26, 2009***

APPROVED BY:

SUBMITTED BY:

Dave Puzas
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, February 11, 2009, at 5:30 p.m., in the Community Development Building, 39 N. Ninth Street, Clarkdale, Arizona.

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

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

Others in Attendance: None

AGENDA ITEM: CALL TO ORDER –Chairperson Zanolli 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 January 14, 2009.

Commissioner Dehnert motioned to approve the Regular Meeting minutes for January 14, 2009, as written. Commissioner Bezdek seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS- Reports on current events

CHAIRPERSON’S REPORT – None.

STAFF REPORT – None.

FINANCE REPORT – Parks and Recreation Supervisor Norman stated that as reported in her weekly report, detailed finance reports covering the period from the beginning of the fiscal year to date were being generated and reviewed for accuracy. Those reports along with any corrections should be available for review at next month’s meeting.

NEW BUSINESS:

AGENDA ITEM: WORKSESSION – A work session to discuss the Parks and Recreation Master Plan.

Community Development Director Sherry Bailey reviewed the progress made at last month's meeting as well as the proposed timeline and process.

The group participated in a mini-charette as part of the visioning process.

Commissioner Radoccia motioned to suspend the rules to move to the next order of business and resume this agenda item after Agenda Item #8 Future Agenda Items. Commissioner Burroughs seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION - Discussion of Arizona Open Meeting Laws and Boards and Commission Rules and Procedures.

Parks and Recreation Supervisor Norman reviewed a few Open Meeting Laws with the Commissioners. There was open discussion on email communications, quorums outside of Town meetings, and discussions held outside of public meetings.

AGENDA ITEM: WORKSESSION - A work session to discuss future Parks and Recreation projects:

Commissioner Bezdek stated that she had requested this item on the agenda for discussion. She continued that because of the current situation with the budget and other circumstances that there was no need for the discussion.

Parks and Recreation Supervisor Norman interjected that she and Assistant Town Manager Janet Perry discussed the continued opportunities of the Parks and Recreation Commission. She reflected on the past comments by Commissioners of their inability to contribute productively due to limited funding. She shared that the Mayor's position during hard economic times includes taking advantage of the opportunity to focus on preparing for the future. Parks and Recreation Supervisor Norman affirmed this by referring to the work currently being performed by the Commission on the Parks and Recreation Master Plan. She continued that she and Assistant Town Manager Janet Perry thought that the Commission could utilize this time to prepare a "working" list of proposed future projects. She expressed her concern that the Commissioners may hesitate to share great ideas because of funding constraints and this working list would allow the Commissioners to continue to contribute their ideas. She asked the Commissioners to submit project ideas to her and that the proposed projects list would be placed periodically on the agenda for the Commissioners to review and prioritize the items. This would allow the Commission to be positioned when funding opportunities do become available.

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

Parks and Recreation Master Plan

Commissioner Bezdek and Commissioner Dehnert excused themselves from the meeting at 7:29 p.m. Chairperson Zanolli stated that a quorum was still present.

AGENDA ITEM: WORKSESSION – A work session to discuss the Parks and Recreation Master Plan.

The group continued the visioning process and returned to participating in the mini-charette.

AGENDA ITEM: ADJOURNMENT-With no further business before the board, the meeting adjourned at 8:09 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 February 18, 2009 at 4:30 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 February 18, 2009 at 4:30 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
Isabel Erickson

Staff: Admin. Assistant Charlotte Hawken
Others in attendance: No one.

CALL TO ORDER –Chairperson Meinke called the meeting to order at 4:30 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 January 21, 2009.

Vice Chairperson Wombacher moved to approve the minutes. Boardmember Valdez seconded and the motion passed unanimously.

REPORTS – No reports.

CLARKDALE’S KIOSKS ABOUT HISTORY – Discussion and consideration of Clarkdale’s Kiosks about History, part of an Arizona Tourism Grant.

Chairperson Meinke stated that he gave the Council a listing of possible kiosk locations and they thought they were all right. The Design Review Board approved all but the park location because they were concerned about getting public input. He reviewed the locations with the members. He stated he will mark off the locations this week, they will be Blue Staked next week, and then the holes will be dug. He is also developing a template for the information panels. He stated he is looking into placing directional kiosks at Tuzigoot National Monument, Jerome State Park, Dead Horse Ranch State Park, #1 Food Store and Yavapai College near the registration building.

READING ROOM – Discussion and consideration of possible uses and arrangements of the Reading Room and the furnishings located in it and working on the cleaning and moving project.

The next work session is on March 4th at 11:00 am.

LSTA GRANT APPLICATION –Discussion and consideration of a state Library Services and Technology Act (LSTA) grant for Centennial Experience exhibits.

Chairperson Meinke reported that he and Pat Williams are developing a proposal to create a Clarkdale Centennial History Book.

LOAN REQUESTS – Discussion and consideration of renewing loan requests from the Clarkdale Heritage Center for items for museum displays.

Boardmember Erickson moved to approve extending loans #1, 2, 3, and 5 for six months. Vice Chairperson Wombacher seconded and the motion passed unanimously.

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

- a. Archive clean-up.
- b. Clarkdale Heritage Center Clubhouse brunch.
- c. Clubhouse light fixtures on exterior of Ladies Lounge.
- d. LSTA grant.
- e. Kiosk report.

ADJOURNMENT – With no further business and without objection the meeting adjourned at 5:30 pm.

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