

Minutes of a Regular Meeting of the Library Advisory Board of the Town of Clarkdale, Held on March 5, 2009 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 March 5, 2009 at 9:00 a.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

Members: John Stevenson, Chairperson
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 Krznarich was absent.

PUBLIC COMMENT – No comments.

MINUTES – Discussion and consideration of approving the minutes of the regular meeting held on February 5, 2009. Boardmember Calderon moved to approve the minutes. Vice-Chairperson Hill seconded and the motion passed unanimously.

REPORT –

Library Manager Hawken stated that the library construction grant agreement had been signed. The library received a table and two chairs for an early literacy computer station. Library District staff will soon assemble the table and install the computer. She stated that town staff is exploring the possibility of applying for federal stimulus funds for internet access projects in Clarkdale.

NOTIFICATION OF MEETINGS – Discussion and consideration of notifying members of upcoming meetings.

It was noted that the agenda is posted on the town’s official bulletin board and on the town’s website. It was agreed that Chairperson Stevenson would call the members if a special meeting was called or if a regular meeting was changed.

FUTURE AGENDA ITEMS –

- 1. Ice Cream Social

ADJOURNMENT Without objection, Chairperson Stevenson adjourned the meeting at 9:30 a.m.

APPROVE: _____
John Stevenson, Chairperson

SUBMIT: _____
Charlotte Hawken, Library Manager

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, MARCH 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, March 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: Memi Perkins-Glenarm Land Company, Inc. and Michael Turner.

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 February 26, 2009. Vice Chairperson Olguin motioned to approve the Regular Meeting Minutes of February 26, 2009, with the following corrections: page 3 Discussion: Records Retention-(to read), 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. **Under Future Agenda Items: Commissioner Bayless will not be able to attend the Worksession on May 7th. Commissioner Regner seconded the motion. The motion passed unanimously.**

AGENDA ITEM: REPORTS:

Chairperson's Report: The Chairperson went over upcoming meeting dates with the Commissioners. April 2nd there will be no Worksession. April 23rd Regular meeting, Commissioners Bayless and Vinson will not be able to attend. May 7th there will be no Worksession. May 28th Regular meeting will be cancelled.

Staff Report:

The Community Development Director stated the new General Plan Update Committee's first meeting went very well. They decided to have informal meeting formats but adhere to a tight

agenda at each meeting. Their April 16th meeting will cover Chapter I of the General Plan to set the tone for the elements that 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: PUBLIC HEARING: CUP-090101-Request for an outdoor swapmeet and farmers market within the currently zoned Central Business District (CB), at the northeast corner of Main Street and Eleventh Street, the property is otherwise identified as Yavapai County Assessor's Parcel #400-03-190.

-Open Public Hearing: The Chairperson opened the public hearing.

-Staff Report:

Background: The applicant, Glenarm Land Company, Inc. has submitted a request for a Conditional Use Permit (CUP), to establish an outdoor swapmeet, farmer's market, and art/book fair on the parcel of land they own located on the corner of Main Street and Eleventh Street.

The applicant has stated that the vacant lot that will be utilized measures 100' X 100' and is covered with a concrete slab. The intent is to host up to 40 vendors that will each utilize 10' X 10' spaces with 10 foot aisles for foot traffic. The applicant has specified that an onsite even manager will be on the property before any vendors arrive and leave after all vendors have left.

Per the Town of Clarkdale's Zoning Code Section 3-9C., outside display of goods and merchandise are permitted in the Central Business District with approval of a Conditional Use Permit.

There may be impacts to the residential neighbors to the west of said property which is currently zoned single family residential. The applicant shall adhere to Section 3-9 I., Performance Standards for Central Business District:

Performance Standards for Central Business District:

-Traffic and curbs, Landscaping and paving, Storage facilities, Illumination, Noise, Smoke, Glare or Heat, Odors, Vibration, Fly Ash, Dust, Fumes, Vapors, Gases and Other forms of Air Pollution, Liquids and Solid Waste, Screening.

Required Findings:

-Applicable Regulations, Bulk Regulation, Performance, Traffic Impacts, Landscaping and Nuisance.

Required Conditions for a Use Permitted by Conditional Use Permit:

All Conditional Use Permits, including those that require that the applicant and/or developer obtain a building permit, shall meet minimum requirements of all Town ordinances, restrictions, regulations, and policies of the Town of Clarkdale which are in effect at the time of issuance of the Conditional Use Permit. Compliance is a condition of the use permit, including but are not limited to: *Items in italics are comments by staff.*

-Consistency with the General Plan: *The General Plan's Land Use Element includes this property in the Downtown Central Business District, the Town's Zoning Code permits this use in the Downtown Central Business District with the approval of a Conditional Use Permit.*

-Sanitary waste improvements: *The use requested does not require sanitary improvements.*

-Street and/or sidewalk improvements: *The use requested does not require street or sidewalk improvements.*

-Fire protection measures: *The Clarkdale Fire District requires the following in order to allow for proper fire protection: Access to fire hydrant remains clear at all times. Alleyway remains unblocked at all times. Parking areas must allow room for fire apparatus to safely enter and exit at all times.*

-Utility Service improvements: *No utilities will be provided for the events.*

-Amount, type and location of outdoor lighting and signage: *No outdoor lighting will be utilized for the use requested. If in the future the applicant chooses to provide outdoor lighting, they will be required to submit a lighting plan to the Design Review Board for approval.*

Signs: The applicant will use temporary sandwich board signs to advertise the events on their property but not in the public right of way. The signs will be set up and taken down the day of the event. If in the future the applicant chooses to utilize permanent signage they will be required to submit their plans to the Design Review Board for approval. Temporary banners could be used on their property for the events.

-Parking: *Off street parking area, aisles and access drives shall be designed and constructed so as to provide a durable, dustless surface. The applicant has stated that existing parking on the property will be utilized as well as additional parking in the Su Casa Restaurant parking lot and the parking lot behind the apartment building on 11th Street, both areas are owned by the applicant.*

Since parking has the potential to become problematic, if not managed properly, staff suggests that signage be used to indicate the areas for vendor and customer parking and that the on-site manager of the event patrol all parking areas within their property.

Storm drainage improvements, based on a drainage report prepared by a licensed engineer, and approved by the Town Engineer: *N/A*

-Water Service improvements: *No water will be provided for the events.*

-Hours of Operation: *The applicant will utilize the following hours of operation:*

-Hours of operation shall be:

Swapmeet/Flea Market: Saturday or Sunday (day to be determined by applicant and stay with that chosen day), 6:30 a.m. set up to 4:00 p.m. with clean up to follow.

Farmers Market: Shall be one evening per week, Tuesday or Wednesday (day to be determined by applicant and stay with that chosen day), 3:30 p.m. set up with a closing time to be determined-30 minutes prior to sunset as defined by NOAA.

Art & Book Fair: Once a month, to be determined by the applicant and times to mirror the Farmers Market.

-Access: *The property has ingress/egress from Eleventh Street, Main Street, Tenth Street and the alley behind the property.*

-Landscaping standards: *Due to the temporary nature of the project, the applicant would not be required to submit a landscape plan to the Design Review Board. However, dust control must be addressed for the dirt area around the south side and west side of the property to be used for vending.*

-Compliance with applicable Federal, State and Local regulations: *The applicant must obtain all required State, Federal, and Town permits.*

Comments:

As required, staff has informed property owners within 300 feet of the property seeking the CUP. Staff received only one comment regarding this request, the comment from Wendy Rackov at 914 Main Street, Clarkdale. Mrs. Rackov stated that she is unable to make tonight's meeting, but would like to comment that she "is OK with the proposed outdoor swapmeet and farmer's market, Clarkdale needs all the business it can get."

Recommendations:

The Planning Commission may approve, approve with stipulations or deny the request as presented. Staff has the following recommendations for the Commission to consider:

-The applicant shall address the dirt area around the south and west sides of the parcel that will be used for vendors so that dust control will be observed. Staff understands that plant material may not be a viable solution, but suggests a medium size gravel/rock be placed in that area.

-The applicant will be responsible for identifying on-site parking areas for vendors and customers. It will be the responsibility of the on-site manager of the event to patrol all parking areas within their properties.

-The applicant shall comply with the request by the Clarkdale Fire District of the following in order to allow for proper fire protection: Access to fire hydrant remains clear at all times. Alleyway remains unblocked at all times. Parking areas must allow room for fire apparatus to safely enter and exit at all times.

-All areas must be completely cleaned after each event; no items are to remain on site after any event.

-The applicant shall provide trash receptacles on their site for each event, collect and dispose of all trash. The use of the town trash receptacles on the sidewalk shall not be utilized to dispose of the trash collected during or after any event hosted by the applicant.

-The applicant needs to provide restroom facilities for the events per Town Code.

-Applicant Presentation: Memi Perkins, Glenarm Land Company, Inc., stated they would like to host a Flea Market one day a week, either Saturday or Sunday from 7:00 am to 3 or 4:00 pm and a Farmer's Market one evening a week, either Tuesday or Wednesday from 4:00 pm to 8:30 pm, with a once a month addition of an Art and Book Fair. The location will be 1000 Main Street, next to Su Casa Restaurant. There is a concrete area 100 feet by 100 feet that will be used for up to 40 vendors, if they each take a 10 sq. ft. area, with 10 foot aisles and a 10 foot buffer zone between the vendors and the property line. We will provide an on-site manager for the events that will be there before any vendors and leave after every one else. We will provide parking for vendors and guests on the lower concrete slab on the property, the parking lot behind the apartment building on 11th Street and the Su Casa parking lot. We will utilize the Su Casa restrooms and there are public restrooms across the street at the park. We will use temporary sandwich board signs to advertise the event and they will be taken down at the close of the event. There will be nothing left on site at the end of each event. We feel the central location and proximity to other small businesses in Clarkdale, will promote the area as a whole. In these tough times, it is important to draw people to the area using low cost enticements with a wholesome appeal. A drawing has been provided to you outlining the request.

-Invite Public to Speak: There was no public to comment.

-Close Public Hearing: The Chairperson closed the public hearing.

AGENDA ITEM: CONSIDERATION AND POSSIBLE ACTION: CUP-090101-Request for an outdoor swapmeet and farmers market within the currently zoned Central Business District (CB), at the northeast corner of Main Street and Eleventh Street, the property is otherwise identified as Yavapai County Assessor's Parcel #400-03-190.

-Questions May Be Directed to Staff/Applicant: Following are responses to questions asked by the Commissioners.

-There will be no PA sound systems used at the events.

-If there were to be a two day event, the Planning Commission would need to have the applicant return to the Commission.

-Closing times could indeed revolve around sunset.

-Applicant stated the "season" needs to start for these types of events in the area to ascertain what their schedule would be.

-There would be only one week that would actually have three events.

-Food vendors may be involved from the community if they wish. They are already current with their health certificates.

- The applicant wants to do crushed gravel to the areas in question to control the dust issue.
- There are two huge dumpsters near the event site that would be utilized for trash purposes and clean up.
- Michael Turner who accompanied the applicant stated years ago when this event took place, there was never a problem with trash and the clean up.

-Discussion:

- The Commissioners were open to letting the day of operation happen according the applicant's finding out when it will be best for them based on the Verde Valley's other events.
- Food vendors could come in to play in the future and that will be left up to the applicant and making sure everyone is in compliance who participates.
- The local papers will have postings of the Verde Valley's event schedules and that could assist the applicant in their scheduling.
- The hours of operation were addressed for the proposed events with a 6:30 am set up time being appropriate and the NOAA defining sunrise/sunset times.
- There will be no professional vendors.
- Parking for vendors will be in a designated area as outlined by the applicant.
- The Farmer's Market will consist of produce and "small" arts and crafts.

AGENDA ITEM: ACTION: Commissioner Regner motioned to approve the CUP-090101-Request for an outdoor swapmeet and farmers market within the currently zoned Central Business District (CB), at the northeast corner of Main Street and Eleventh Street, the property is otherwise identified as Yavapai County Assessor's Parcel #400-03-190 as presented with the stipulations:

-Hours of operation shall be:

Swapmeet/Flea Market: Saturday or Sunday (day to be determined by applicant and stay with that chosen day), 6:30 a.m. set up to 4:00 p.m. with clean up to follow.

Farmers Market: shall be one evening per week, Tuesday or Wednesday (day to be determined by applicant and stay with that chosen day), 3:30 p.m. set up with a closing time to be determined-30 minutes prior to sunset as defined by NOAA.

Art & Book Fair: Once a month, to be determined by the applicant and times to mirror the Farmers Market.

-The applicant shall address the dirt area around the south and west sides of the parcel that will be used for vendors so that dust control will be observed. Placement of crushed rock is encouraged.

-The applicant will be responsible for identifying on-site parking areas for vendors and customers. It will be the responsibility of the on-site manager of the event to patrol all parking areas within their properties.

-The applicant will comply with the request by the Clarkdale Fire District:

- Access to the fire hydrant to remain clear at all times.
- Alleyway to remain unblocked at all times.
- Parking areas must allow room for fire apparatus to safely enter and exit at all times.

-All areas must be completely cleaned after each event, no items to remain on site after any event including signs.

-The applicant shall provide trash receptacles on their site for each event, collect and dispose of all trash. The use of town trash receptacles on the sidewalk shall not be utilized to dispose of the trash collected during or after any event hosted by the applicant.

-The applicant shall use temporary signage on days of the events to indicate that restroom facilities are available at the Su Casa restaurant. These signs shall be taken down after each event.

-The applicant will use temporary sandwich board signs to advertise the events on their property but not in the public right of way. Temporary banners could be used on the property.

-No P.A. or amplified music shall be permitted during any of the events. No acoustic music permitted before 10:00AM.

Commissioner Vinson seconded the motion. The motion passed unanimously.

AGENDA ITEM: WORKSESSION: SUBDIVISION PROCESS AND LESSONS LEARNED WITH MOUNTAIN GATE, HIGHLANDS AND SIENNA CANYON – Sherry Bailey

The Community Development Director gave a brief summary of the Chapter 12 Subdivision Regulations 86 page handout to the Commissioners regarding Recording of Final Plats, Extension Dates going through the Council, Subdivision and Preliminary Plats, Safeguards needing to be put in place for existing property owners, Phasing in Grading Plans and the part Public Meetings can play in the subdivision proposals.

This being a worksession only, there were no actions taken. Staff was given direction by the Commissioners that the handout – Chapter 12 Subdivision Regulations pages that had tabs and text highlighted for discussion, be corrected/updated in a final version and discussed tentatively in June.

AGENDA ITEM: FUTURE AGENDA ITEMS:

Meeting Update:

April 2nd there will be no Worksession. April 23rd Regular meeting, Commissioners Bayless and Vinson will not be able to attend. May 7th there will be no Worksession. May 28th Regular meeting will be cancelled.

DRAFT

*Planning Commission
March 26, 2009*

AGENDA ITEM: ADJOURNMENT: Commissioner Bayless motioned to adjourn the meeting. Commissioner Vinson seconded the motion. The motion passed unanimously. The meeting adjourned at 7:45 p.m.

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, March 11th, 2009, at 5:30 p.m., in the Community Room of the Town Hall Administration Building, 39 N. Ninth Street, Clarkdale, Arizona.

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

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 5:36 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 February 11, 2009.

Chairperson Zanolli motioned to approve the Regular Meeting minutes for February 11, 2009, as written. Commissioner Dehnert 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 informed the Commission that the Council had discussion on March 10th on whether or not the pool should open for this season. She said that Council is to make a final decision at their next meeting scheduled for March 24th. Council has reviewed operational costs verses revenue generated and due to the large financial expense to the Town the Council was struggling with supporting the idea of opening the pool.

Parks and Recreation Supervisor Norman continued that in addition, congress had passed the Virginia Graeme Baker Act which addresses pool drainage systems on both public and private pools. She stated that the act has placed stringent standards requiring anti-entrapment drain cover upgrades to the pool, costs of which range from \$2,500 to \$3,000, and with that, there was a possibility that additional upgrades would still need to be made in order to comply with the stringent standards required by the act. These costs would be in addition to the normal operational costs.

Parks and Recreation Supervisor Norman stated that she had contacted the pool staff from last season and updated them on the discussion and informed that she would contact them when the decision was final.

Parks and Recreation Supervisor Norman informed the Commission that she was currently organizing a community night at one of the Arizona Diamondbacks games. She continued that she was working with the school on use of a bus to offer the option of transportation to and from the game. Ticket prices would be \$10 - \$15 depending on game selected and transportation would be an additional \$5 if chosen.

FINANCE REPORT – Parks and Recreation Supervisor Norman reviewed the finance reports with the Commission.

Chairperson Zanolli inquired about the funds available to the pool reflected on the report. Parks and Recreation Supervisor Norman explained that the reports reflect the 2008-2009 budget amounts which were approved prior to the current fiscal year which began July 1. She continued that the budget is generated by projected revenues and that the figures reported were not actual cash value available in an account for use. She stated that with the current economy and the budget crisis the state faces, the projected figures compiled for the 2008-2009 were going to fall far short, thus why the town has made and will continue to make as many cuts as possible in order to adjust to the diminished funding that will be provided to the Town from the state.

NEW BUSINESS:

Chairperson Zanolli motioned to move Agenda Item 6. Discussion of the 2009 Concerts in the Park before Agenda Item 5. Worksession to discuss the Parks and Recreation Master Plan on the agenda. Commissioner Dehnert seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION - Discussion of the 2009 Concerts in the Park.

Parks and Recreation Supervisor Norman presented the schedule for the upcoming series. She said that the town was very happy to be able to offer the Concerts in the Park regardless of the current budget shortfall. This was due to several factors: the funds accrued in the concert donation account from 50/50 raffles, the collaboration of the scheduled bands working with the town on their performance fees, and the generous donation pledged by the Clarkdale Foundation.

Parks and Recreation Supervisor Norman explained that past sponsors were not in a position to assist and that it was fortunate timing for the Clarkdale Foundation to pledge sponsorship for two of the concerts. She continued that the Clarkdale Foundation will set up a table at the sponsored concerts in an effort to promote the foundation and bring awareness to the community of who they are and what they do. In addition, the Lion's Club will still attend all concerts and help with the 50/50 raffle.

Parks and Recreation Supervisor Norman informed that all costs associated with the concerts will be deducted from the donation account, including staff wages. She presented to the Commission the idea of scheduling two volunteers, with at least one being a Parks and Recreation Commissioner, who would perform the staff duties at the concerts, for as many concerts as possible. This would slow the depletion of the donation account. Then, combining those funds with this season's 50/50 presents a strategy for funding a 2010 concert season. There was open discussion on volunteers. Chairperson Zanolli requested that Parks and

Recreation Supervisor Norman email the volunteer sign-up sheet to the Commissioners to review and sign-up for volunteering which they would return to her.

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

The Commission and the group reviewed the results from the charette performed at last month's meeting. Community Development Director Sherry Bailey combined the work performed and documented the outcome. She noted that these results would be incorporated into a map reflecting the vision of the Commission which would be presented at the next regular meeting.

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

Parks and Recreation Master Plan
Future Parks and Recreation Projects

AGENDA ITEM: ADJOURNMENT-With no further business before the board, the meeting adjourned at 6:58 p.m.

APPROVED:

Lynda Zanolli
Chairperson

SUBMITTED BY:

Dawn Norman
Parks and Recreation Supervisor

DRAFT

Minutes of a Regular Meeting of the Heritage Conservancy Board of the Town of Clarkdale, Held on March 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 March 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 (absent)
Linda McDonough
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 4:33 p.m. and noted that Vice Chairperson Wombacher was absent.

PUBLIC COMMENT– None.

CONSIDERATION OF THE MINUTES – Consideration of the minutes of the regular meeting held on February 18, 2009.

Boardmember Erickson moved to approve the minutes. Boardmember Valdez seconded and the motion passed unanimously.

REPORTS – Chairperson Meinke reported that there is a new smelter photo display in the Clarkdale Heritage Museum. He distributed new brochures from the Museum and from the Clarkdale Chamber of Commerce.

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 drilled holes for the kiosks, covered them with plywood in anticipation of installing and securing the kiosks and then pouring cement a few days later. Blank panels will then be ordered. He noted that the kiosk with information about the 1932 plane crash site would be installed on the old high school property where there is parking and a clear view of the site.

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.

We received an estimate of \$140 for recovering the brown leather side chair that was originally located in the Reading Room. The chair will be displayed at the next Heritage Dance as part of an 'Adopt-a-Chair' project. Board members agreed to work on alcove in the Reading Room next removing shelving and arrange a lamp display.

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

Copies of grant applications for production of a centennial photo journal and an early literacy program were distributed. The awards will be announced on May 22, 2009.

BOOK ON CLARKDALE'S HISTORY – Discussion and consideration with Pam Ravenwood about a book she is writing through Arcadia publishing on Clarkdale's history.

There was discussion about book publishing and Arcadia. Pam Ravenwood did not attend the meeting so consideration was tabled to the next meeting.

SPONSORING A CLARKDALE HERITAGE CENTER EVENT IN THE CLUBHOUSE – Discussion and consideration of sponsoring a regional museum meeting and workshop to be hosted by the Clarkdale Heritage Center in the Ladies Lounge in the Clark Memorial Clubhouse on April 2, 2009.

Boardmember McDonough moved to approve sponsoring a regional museum meeting and workshop to be hosted by the Clarkdale Heritage Center in the Ladies Lounge in the Clark Memorial Clubhouse on April 2, 2009. Boardmember Erickson seconded and the motion passed unanimously.

POLICIES ON PUBLIC ACCESS TO DIGITIZED IMAGES IN THE TOWN ARCHIVE – Discussion and consideration of policies on public access to digitized images in the Town Archive.

The Board discussed possible policies and agreed to review sample policies and consider them at next meeting.

ARCHIVE CLEAN-UP – Discussion and consideration of a clean-up project in the Archive.

Board members agreed to meet at the Archive April 2nd at 10:00 am to clean up the boiler room.

CLUBHOUSE LIGHT FIXTURES – Discussion and consideration of the light fixtures on the exterior of the Ladies Lounge of the Clark Memorial Clubhouse.

Boardmember Erickson moved for Chairperson Meinke to write a letter and submit it to Margie Beach requesting that employees of Salt River Materials Group be allowed to work during company time on repairing two lamps original to the exterior of the Ladies Lounge of the Clark Memorial Clubhouse. Boardmember Valdez seconded and the motion passed unanimously.

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

- a. Historic Preservation Commission.
- b. Book on Clarkdale's history.
- c. Policy on access to digitized images.
- d. Reading Room
- e. Kiosk report.

ADJOURNMENT – With no further business and without objection the meeting adjourned at 6:00 pm.

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

MINUTES OF A REGULAR MEETING OF THE GENERAL PLAN UPDATE COMMITTEE OF THE TOWN OF CLARKDALE HELD ON MONDAY, MARCH 16, 2009, IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.

A **REGULAR** meeting of the General Plan Update Committee of the Town of Clarkdale was held on Monday, March 16, 2009 at 4:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

Chairperson	Janet Regner	Present
Vice Chairperson	(to be elected)	Present
Committee Members	David Gordon	Present
	Elaine Sakelarios	Present
	Ida deBlanc	Present
	Jack VanWye	Present
	Lew Dodendorf	Excused
	Karen Daniels	Present
	Lisa O'Neil	Present
	Ruth Wicks	Absent

Staff:

Community Development Director	Sherry Bailey
Administrative Assistant II	Vicki McReynolds

Others In Attendance: None.

AGENDA ITEM: CALL TO ORDER: The Community Development Director called the meeting to order at 4:00 p.m.

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

AGENDA ITEM: MINUTES: There were no previous minutes to be approved, this being the first General Plan Update Committee's meeting.

AGENDA ITEM: REPORTS:

Chairperson's Report: None.

Staff Report: The Community Development Director explained the General Plan Update Committee member's terms are for two years, but the Committee is not expected to last that long. The Town

Council is in full support of this newly formed Committee and what it represents in the part they play regarding the General Plan process.

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: ELECTIONS: Chairperson and Vice Chairperson. **Committee Member Sakelarios made a motion to appoint Committee Member Regner as Chairperson. Committee Member Daniels seconded the motion. Committee Member Regner accepted the nomination as Chairperson and was elected unanimously.**

It was decided by the Committee Members that the appointment of Vice Chairperson will be on the April agenda due to two members not being in attendance at this first meeting.

AGENDA ITEM: DISCUSSION: Discussion concerning the General Plan process and the roles of the Committee Members. Open meetings law and posting requirements. Discussion of time line and proposed joint meetings.

-The Community Development Director explained to the Committee Members they will receive each month, approximately a week prior to their meeting the following: an agenda, previous DRAFT minutes and any supporting information needed for the meeting. The agendas are posted at Town Hall and on the Town of Clarkdale's website. Agendas with action are typed after the meeting and sent for posting on the webiste.

-At each of the General Plan Update Committee meetings, each element in the General Plan will be discussed. The information from each Focus Group, covering all the elements will be incorporated to the discussions. Each Committee member that was from a specific Focus Group will be sure there is consistency with the information provided.

-Chapter I / Introduction of the General Plan will lay the groundwork of "how" Clarkdale's image is portrayed. The Assistant Town Manager has played a significant role in this process and Chapter I / Introduction will drive the rest of the image for the General Plan.

- The Community Development Director asked the Committee Members what format they would be utilizing with regards to conducting their meetings: a “formal” or “informal” format. The Committee Members wanted to have an informal format and carry a sense of accomplishment at each meeting. It was also felt although an informal format is being used, there shall be respect for each members right to speak and to stay on task with the agenda items as outlined for each meeting.
- The Community Development Director will work closely with the Chairperson regarding agenda items to be covered at monthly meetings.
 - The meetings will be the third Monday of each month at 4:00 pm in the Men’s Lounge.
 - Meetings will run approximately 1 – 1 ½ hours.
 - A quorum to conduct the meetings will be five members out of a nine member committee.
 - The Committee Members felt it important to let other member’s know, or staff know, when they are unable to attend meetings.
- The Community Development Director went over the timeline handout with the members. Projected deadlines can be flexible if necessary.
- Specific areas of the General Plan can be sent back to the Focus Groups for further evaluation if needed.
- If the public does not ratify the new General Plan as presented, the old General Plan stays in effect.

This being a discussion only, there was no action taken.

AGENDA ITEM: FUTURE AGENDA ITEMS:

- Elections: Election of Vice Chairperson
- Chapter I – General Plan

AGENDA ITEM: ADJOURNMENT: Committee Member Van Wye motioned to adjourn the meeting. Committee Member Sakelarios seconded the motion. The motion passed unanimously. The meeting adjourned at 4:50 p.m.

DRAFT

General Plan Update Committee
March 16, 2009

APPROVED BY:

SUBMITTED BY:

Janet Regner
Chairperson

Vicki McReynolds
Administrative Assistant II