

MINUTES OF A SPECIAL MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF CLARKDALE HELD WEDNESDAY, APRIL 15, 2009, IN THE MEN’S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.

A SPECIAL Meeting of the Board of Adjustment of the Town of Clarkdale was held on Wednesday, April 15, 2009, at 6:00 p.m. in the Men’s Lounge of the Clarkdale Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

Board of Adjustment:

Chairperson	Lee Daniels	Present
Vice Chairperson	Larry Conners	Present
Board Members	Robyn Prud’homme-Bauer	Present
	Karen Daniels	Present
	Jack VanWye	Present

Staff:

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

Others in Attendance: Mr. Charles Bretcher, Mr. Aaron Midkiff, Pat Williams, David Mumy.

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 October 22, 2008. Board Member Prud’homme-Bauer motioned to approve the Regular Meeting Minutes of October 22, 2008. Board Member Van Wye seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS:

Chairperson’s Report: None.

Staff Report: None.

AGENDA ITEM: PUBLIC COMMENT: The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit his or her comments to FIVE minutes. **There was no public comment.**

NEW BUSINESS

AGENDA ITEM: PUBLIC HEARING: Variance Request, ZV-090104, for Yavapai County Assessor's Parcel #406-26-215, 1120 Sunrise Drive, to allow for a 6 foot side yard setback instead of the required 10 foot side yard setback as specified for the R4Z zoning district. **Applicant: Mr. Charles Bretcher.**

-OPEN Public Hearing: The Chairperson opened the Public Hearing.

-Staff Report:

Background:

Mr. Charles Bretcher, the applicant and owner of 1120 Sunrise Drive, would like to construct a two car garage on his property located in the Mingus Shadows subdivision. The property is located in the Manufactured Home Residential (R4) zoning district which requires a side yard setback of ten (10) feet.

According to the plans submitted, Mr. Bretcher would like to increase the current width of his 12 foot wide carport to a 20 foot wide enclosed garage. By doing this Mr. Bretcher would need to build four (4) feet into the required ten (10) foot side yard setback resulting in a six (6) foot side yard setback.

The Town of Clarkdale Zoning Code specifies in Section 3-6 H, the following building setbacks:

For Manufactured Home Subdivision:

Front- 20 feet

Side- 10 feet

Rear- 15 feet

The applicant is before the Board tonight seeking a four (4) foot variance from Section 3-6 H. of the Town of Clarkdale Zoning Code to allow for building four (4) feet into the 10 foot side yard setback.

As required, staff has informed property owners within 300 feet of the property seeking the variance. As of April 8th no comments were received.

Staff Comments:

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

"To hear and decide on requests for variances from the strict application of the Zoning Code as adopted by the Town of Clarkdale where by reason of exceptional narrowness, shallowness, shape, or topography, or a property's

location and surroundings the strict application of said standards will deprive the subject property of privileges lawfully permitted other properties in the same zone district or immediate vicinity. Decisions shall be based upon a review of the application in conformance with the following criteria:

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

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

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

-Applicant Presentation: Mr. Charles Bretcher stated to the Board Members his letter that was submitted to them outlines his request for the variance and the submitted plot plan outlines the details around the request for this evening.

-Invite Public to speak: David Mumy, 1161 Sunrise Drive, stated he does not know the applicant and doesn't want his comments taken personally, but he does oppose this variance request. He feels if this request is approved, how does the Board say no to the next applicant? Mr. Mumy does not want a precedent set for the Mingus Shadows area with this decision. He stated he has several vehicles on his property and keeps them in an orderly fashion. Mr. Mumy also mentioned how the neighbors around him keep their property up and feels this request should not be passed.

Pat Williams, 1130 Sunrise Drive, stated she had the same concern as Mr. Mumy did regarding setting a precedent in the neighborhood. She moved in the Mingus Shadows area 10 years ago when there were CCR's and Mr. Vargus never refiled for them. She lives on one side of the applicant.

-CLOSE Public Hearing: The Chairperson closed the Public Hearing.

AGENDA ITEM: CONSIDERATION & POSSIBLE ACTION: Variance Request, ZV-090104, for Yavapai County Assessor's Parcel #406-26-215, 1120 Sunrise Drive, to allow for a 6 foot side yard setback instead of the required 10 foot side yard setback as specified for the R4Z zoning district. *Applicant: Mr. Charles Bretcher.*

-Questions May Be Directed to Staff / Applicant:
The following are responses to questions from the Board Members:

-Staff explained how the Board of Adjustment decides variance requests on a case by case basis. A decision this evening would not be setting a precedent. Every case is a stand alone situation and not based on a previous situation/application.

-Staff stated in the past five years there has been no other variance request brought before the Board of Adjustment like the one this evening.

-The Applicant purchased his property in 2005 – the studio and patio were there and he did replace one of the porches.

-The Applicant is able to park his vehicles tandem in the existing carport/driveway. There have been no problems in the past while he is away from the property leaving the vehicles in the carport, but feels a garage would keep them safer and look better to the neighborhood.

- The Applicant's response to the Board's question as to whether he could put the garage on his property in the back by the studio, was there is too much greenery on his lot to do it.
- Discussion:**
- The Board Members explained to the Applicant they must base their decision on his request meeting one of the six criteria outlined in the Staff Report.
- The Board Members addressed with the Applicant the Self-Imposed Criteria. They also asked the Applicant if he could possibly build a more narrow garage to meet the setback requirements? The Applicant did not see how he could do that and fit the vehicles in.
- Staff went over the criteria at this meeting with the Applicant, explaining that Board Members base their decision on one of them. The Applicant had this information when he submitted his variance request.
- ACTION:** Board Member Prud'homme-Bauer motioned to approve Variance Request, ZV-090104, for Yavapai County Assessor's Parcel #406-26-215, 1120 Sunrise Drive, to allow for a 6 foot side yard setback instead of the required 10 foot side yard setback as specified for the R4Z zoning district-Applicant Mr. Bretcher. Board Member Van Wye seconded the motion. All in favor: None. All opposed: Chairperson Daniels, Vice Chairperson Larry Conners, Board Member Prud'homme-Bauer, Board Member K. Daniels and Board Member Van Wye. The motion to approve the Variance Request did not pass unanimously as the request did not meet any of the six criteria.

AGENDA ITEM: PUBLIC HEARING: Variance Request ZV-090111, for Yavapai County Assessor's Parcel #400-03-127A, 612 Third North Street, to allow for building an accessory structure on the property line and within the required three (3) foot property line setback. Applicant: Mr. Aaron Midkiff.

- OPEN Public Hearing:** The Chairperson opened the Public Hearing.
- Staff Report:**
Background:

Mr. Aaron Midkiff, the applicant and owner of 612 Third North Street, would like to construct a detached accessory structure on his property. The property is located in the Manufactured Home Residential Alternate (R4A) zoning district. According to the plans submitted, the detached accessory structure would serve as a storage shed. Mr. Midkiff would like to utilize a 20 foot portion of the current six (6) foot high masonry wall that he has recently constructed between his and his neighbor's property as the back wall of the shed. His plans indicate that he will increase the height of the masonry wall by one (1) foot and four (4) inches for 20 feet along the top of the masonry wall to utilize it as the

back wall of the shed. The proposed structure's greatest height comes out to seven (7) feet four (4) inches with the dimensions being four (4) feet wide by 20 feet long (see plans submitted by applicant).

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

"They shall be distant at least three (3) feet from adjoining lot lines with exception of zone R1A, where they may be distant at zero (0) feet from all alley lines."

The applicant is before the Board tonight seeking relief of Section 4-1A.c. of the Zoning Code to allow him to build a shed on his property line and within the required three (3) foot setback.

Since the applicant wishes to increase the height of the masonry wall that currently serves as a fence, staff would like to inform the Board that the Zoning Code Section 4-8C. states:

"Maximum fence height in residential districts may not exceed six (6) feet, except at gated entryways where pillars or posts and a single crossbar only, may exceed such six (6) foot height."

As required, staff has informed property owners within 300 feet of the property seeking the variance. As of April 8th no comments were received.

Staff Comments:

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

"To hear and decide on requests for variances from the strict application of the Zoning Code as adopted by the Town of Clarkdale where by reason of exceptional narrowness, shallowness, shape, or topography, or a property's location and surroundings the strict application of said standards will deprive the subject property of privileges lawfully permitted other properties in the same zone district or immediate vicinity. Decisions shall be based upon a review of the application in conformance with the following criteria:

1. **SPECIAL CIRCUMSTANCES:** There are special circumstances attributable to the property which are not applicable to other properties in the area or within the same zone district. The special circumstances must be related to the physical characteristics of the property including it's shape, size, topography, location or surroundings and may not be related to the personal circumstances of the property owner or applicant.
2. **UNDUE HARDSHIP:** If special circumstances attributable to the property exist, they must be of such a nature that the strict application of the development standards will result in an undue hardship. An undue hardship exists when the strict application of the Zoning Code is so

unreasonable that it renders the property unusable without the granting of a variance. Hardship relates to the physical characteristics of the property, not the personal circumstances of the property owner or applicant.

3. **PUBLIC HEALTH, SAFETY AND WELFARE:** A variance may be granted only if it can be done without substantial detriment to public health, safety or welfare and without substantial departure from the intent of the standard from which relief is requested.
4. **ADEQUATE FINANCIAL RETURN:** The applicant's need for an adequate financial return on investment shall not be considered justification for the granting of a variance.
5. **SELF-IMPOSED SPECIAL CIRCUMSTANCES:** A variance shall not be granted when the special circumstances, from which relief is requested, have been self-imposed by a current or former property owner or applicant.
6. **USE VARIANCE:** A use variance may not be granted. (A use variance is one which would allow, as an example, a retail commercial establishment in a single family residential zone district).

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

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

-Applicant Presentation: Mr. Aaron Midkiff referenced the handout that was provided to the Board Members by him in their packets. He pointed out the Special Circumstances and Undue Harship criteria are what his request falls under. He went over the Table of Contents regarding his supporting documents and presentation as follows: Cover Page and Intro, Statement of Criteria, Site Plan, Map of homes in similar zoning, Block shed detail, Fire separation documents from Building Codes, Letter of approval from most affected neighbor, Aerial Photo of Property and his Conclusion.

-Invite Public to speak: None.

-CLOSE Public Hearing: The Chairperson closed the Public Hearing.

AGENDA ITEM: CONSIDERATION & POSSIBLE ACTION: Variance Request ZV-090111, for Yavapai County Assessor's Parcel #400-03-127A, 612 Third North Street, to allow for building an accessory structure on the property line and within the required three (3) foot property line setback. Applicant: Mr. Aaron Midkiff.

-Questions May Be Directed to Staff / Applicant:

The following are responses to questions from the Board Members:

- The Applicant's property is located in the Manufactures Home Residential Alternate (R4A) zoning District.
- The surrounding areas to his home are R4A down to Rincon and 2nd North area is R1A.
- The Applicant's rear property line has a drastic slope down to the Clarkdale Wash eliminating the possibility of building a shed at the rear of the property. It is approximately a 45-60 degree slope. The property has approximately a 25' drop off and running 20' horizontally.
- There is a side yard setback of 3 feet from property line to any accessory structures.
- The height for head room in the proposed accessory structure was explained by Applicant.
- The area under Applicant's deck could be possibly used, but would require a lot of work.
- There is no other usable space on the property.
- Applicant stated the footprint of the property is the same as date of purchase.
- The wall was permitted six months ago.
- In the absence of the proposed structure being built, the Applicant's items would simply be stored outside by the house.
- The neighbor's letter showd no objection to this variance request.

-Discussion:

- Special Circumstances does not fit the request due to the split zoning in the surrounding area.
- The surrounding homes share the same situations regarding slope of the land.
- Board Members rediscussed Special Circumstances and Undue Hardship as it relates to the Applicant's request. The location of a sewer line was brought up. The Applicant was not sure of the location.
- The Board Members felt it important for Staff to work with the Utilities Director to determine this information regarding the sewer line. This information will be shared with the Applicant and can be brought back to the next month's meeting to assist in making a decision on the variance request.

-ACTION: The Chairperson motioned to carry over to the next Board of Adjustment Meeting the Variance Request ZV-090111, for Yavapai County Assessor's Parcel #400-03-127A, 612 Third North Street, to allow for building an accessory structure on the property line and within the required three (3) foot property line setback-Applicant: Mr. Aaron Midkiff, so that Staff can work with the Utilities Director to determine the information regarding the sewer line. Board Member Prud'homme-Bauer seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: Board of Adjustment Meeting Location Change to the Library Building located at 39 N. Ninth Street, Clarkdale, AZ for the months of June, July and August.

-ACTION: Board Member Prud'homme-Bauer motioned to carry over to the next Board of Adjustment Meeting, the approval of relocating the Board of Adjustment Meetings to the Library Building located at 39 N. Ninth Street, Clarkdale, AZ for the months of June, July and August, so Staff can research if the Administration Community Room is an option. Board Member Van Wye seconded the motion. The motion passed unanimously.

AGENDA ITEM: FUTURE AGENDA ITEMS:

- Mr. Aaron Midkiff's variance request brought back to the May meeting.
- Board of Adjustment Meeting Location item brought back to the May meeting.

AGENDA ITEM: ADJOURNMENT: Board Member Prud'homme-Bauer motioned to adjourn the meeting. Board Member Van Wye seconded the motion. The motion passed unanimously. The meeting adjourned at 7:35 p.m.

APPROVED BY:

SUBMITTED BY:

Lee Daniels
Chairperson

Vicki McReynolds
Administrative Assistant II

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***Design Review Board
April 8, 2009***

MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, APRIL 8, 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, April 8, 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:

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

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

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

AGENDA ITEM: MINUTES: Consideration of the Regular Meeting Minutes of February 11, 2009. Board Member Foutz motioned to approve the Regular Meeting Minutes of February 11, 2009. Board Member Hayman seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS:

Chairperson's Report: None.

Staff Report: The Community Development Director stated the Focus Groups for the General Plan have been going well and will be gearing down soon. The General Plan Update Committee has been created and as they move through each element and get to "Community Design" element, they will probably invite the Design Review Board Members to a future meeting.

As of July 1st, the Community Development Department will no longer have our Building Official, as he will be retiring and not be replaced. The GIS/Planner currently in the department will only be available two days a week and the other two he will be utilized in the Water Department.

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

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***Design Review Board
April 8, 2009***

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:

DISCUSSION & POSSIBLE ACTION: DRB-090108, Verde Valley Professional Center Partners, LLC, request for a single faced for sale sign to be placed at South Broadway / Park Road-Parcel 480-505-2980.

Staff Report:

Background: Verde Valley Professionals Center, Partners LLC has submitted an application for a single faced "For Sale" sign to be placed at South Broadway/Park Road. The "For Sale" sign is 4'x8', 32 square feet, white painted plywood with red and black vinyl. The sign is staked in the ground as seen in EXHIBIT A. (The sign was temporarily erected).

Staff Comments:

The applicant's sign must comply with **Zoning Code, Chapter 7, Section 7-6-B-1 Freestanding Signs**, which states: *Maximum number equals One (1) per street frontage per parcel plus one (1) additional sign for street frontages in excess of five hundred (500) feet.*

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

Recommended Stipulations:

Staff recommends the "For Sale" sign be approved with two stipulations: That the signage complies with the **Zoning Code Chapter 7, Section 7-6-B-1 Freestanding Signs**. The sign be removed within 30 days of the sale of the property.

Applicant Presentation:

The applicant was not able to attend as they live out of state. They knew that Staff would represent them in the process this evening and will be contacted with the follow up / action as outlined in these minutes.

Questions to Staff/Applicant:

Following are responses to questions by the Board Members:

- Staff reconfirmed the sign is 4'x8'.
- The sign is plywood with red and black vinyl.
- Staff refered to Exhibit A regarding the location of the sign.

Discussion:

- Board Members would like to see the background of the sign change from the current white to a neutral color.
- The distance (as it appears in Exhibit A handout), is acceptable and is off the right of way.
- The sign serves its' purpose as a "For Sale" sign.
- The phone number on the sign is sufficient for contacting the owners.
- Board Member Sakelarios sent in comments, (as she was excused from this evening's meeting) as follows: she was concerned with if there were any rules/regulations as to the percentage of white background on the sign.

AGENDA ITEM: ACTION: Board Member Foutz motioned to approve DRB-090108 Verde Valley Professional Center Partners, LLC, request for a single faced for sale sign to be placed at South Broadway / Park Road-Parcel 480-505-2980, as presented with the stipulation the background color of the sign be painted a neutral tan or taupe to blend in better with the landscaping and not interfere with surrounding residents and per Staff Recommendations – the sign be removed within 30 days of the sale of the property. Board Member Hayman seconded the motion. The motion passed unanimously.

DISCUSSION & POSSIBLE ACTION: DRB-090113, Las Palapas Bar & Grill, Commercial Business Sign Request, located at 1481 E Hwy 89A, Parcel 406-76-344

Staff Report:

Background: Mr. Felipe Felix has submitted an application to the Design Review Board for approval for a double faced monument sign to be placed at 1481 W Hwy 89A. It is for Las Palapas Bar & Grill. The sign will be a backlit photo vinyl on lexan. The sign size is 4'x8', 32 square feet, with a 4'x8' monument base to be concrete block covered with stucco and painted the same color as the restaurant. The parking spaces to the left on EXHIBIT A will be shifted to make room for the placement of the monument sign.

Staff Comments:

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

The sign must also comply with the Illumination Zoning Code Chapter 7, Section 7-6 D-4&5 which states: (4) Internally illuminated signs shall be constructed with an opaque background and translucent lettering or symbols, or with a colored background and lighter (sic) letters. The color of the background is not limited by this code. (5) Illuminated signs must be extinguished after 9:00 p.m. or at the close of business, whichever is later.

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

Recommended Stipulations:

Staff recommends the signage of 1481 W. Hwy 89A, Las Palapas Bar & Grill be approved with two stipulations: The signage complies with the 89A Corridor Overlay **District Zoning Code Chapter 3 Section 3-14 D-8 and Illumination Zoning Code Chapter 7, Section 7-6, D-4&5**. Also the parking spaces to the left on EXHIBIT A must be shifted to make room for the monument sign.

Applicant Presentation:

Mr. Felipe Felix stated this is the first time he has opened a business. He understands he would need to come before the Design Review Board for any future plans he may have regarding the property. Mr. Felix said the business has been rather slow.

Questions to Staff/Applicant:

Following are responses to questions by the Board Members:

- Staff stated they did tell the people who were making the sign for the applicant to not create it until Mr. Felix came before the Board for review.
- The illumination of the sign at night is a backlit soft light.
- The Chairperson questioned the treatment of the access easement of the front of the applicant's property-if a future access/frontage road would go in. (The Staff needs to look at future treatment along that proposed access).

Discussion:

- The Board verified with the applicant that there are no flashing lights on the sign.
- The monument base to be concrete block covered with stucco and painted the same color as the restaurant.
- The sign does create a "welcome" feeling to the restaurant and makes people want to go in.
- Board Member Sakelarios sent in comments, (as she was excused from this evening's meeting) as follows: she was concerned with if the sign were to become damaged that it be repaired within 30 days with regards to it being a backlit light. She also did not want to see any flashing lights on the sign.

AGENDA ITEM: ACTION: Board Member Hayman motioned to approve DRB-090113, Las Palapas Bar & Grill, Commercial Business Sign Request, located at 1481 E Hwy 89A, Parcel 406-76-344, as presented with the following stipulations: any damage to the sign that would let the lighting escape be repaired within 30 days, the stucco covering the monument base be painted the same color as the restaurant and the parking spaces to the left on Exhibit A must be shifted to make room for the sign and safer parking. Board Member Foutz seconded the motion. The motion passed unanimously.

AGENDA ITEM: DRB-090040, Drake Meinke application for Kiosk Top Caps and Detailing.

Staff Report:

Background: Mr. Drake Meinke has submitted an application for Design Review for the kiosk top caps and detailing.

Staff Comments:

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

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

Staff recommends the kiosk top caps and detailing be approved.

Applicant: Mr. Meinke brought in the sample for the kiosk top caps and detailing for the Design Review Board to see. The star cut out on the top will probably change to reflect the Arizona star. There are two sides on each kiosk top cap that "could" have a white board in between the front and back so the letters are not seen backwards. The cost would decrease if one side was utilized. Mr. Meinke did show the kiosk top cap sample to the public prior to this evening's meeting to get input.

The applicant is seeking the Board Members input on the wording on the kiosk top caps, which currently says: Historic Marker.

Questions to Staff/Applicant:

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

- The letters will be a little thicker than what currently appears on the sample.
- The letters will be bolder.
- The material is fairly thick steel – 14 guage.
- The star cut out on the top and rays could have a few variations.
- It is a water jet process used in the creation of the top caps. The texture is dark rust/brown.
- They will be bolted on and very secure.
- The kiosks will be numbered.
- Attractions falling under the "historic" category were explained to the Board by the applicant.
- There are 10 kiosks in the ground at the present.
- One is in the Park temporarily with a note welcoming the public to comment if they wish, with guidance where to give their input.
- The placards will go in at a later date.

Discussion:

- The Board Member's did not see a need for a white board in between the front and the back. They liked the open design as it looks more historic and reflects the Town of Clarkdale better.
- The Historic Marker wording on the top cap presented was acceptable. It speaks to the residents as well as the tourists.

AGENDA ITEM: ACTION: Board Member Foutz motioned to approve DRB-090040, Drake Meinke's application for Kiosk Top Caps and Detailing, as presented using the wording, Historic Marker. Board Member Hayman seconded the motion. The motion passed unanimously.

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Design Review Board
April 8, 2009

AGENDA ITEM: FUTURE AGENDA ITEMS:

- Community Way Finding Signs – The Next Stage
- Needs Assessment and How The Process Works
- Mr. Meinke to be invited.

AGENDA ITEM: ADJOURNMENT: Board Member Hayman motioned to adjourn the meeting. Board Member Foutz seconded the motion. The motion passed unanimously. The meeting adjourned at 7:10 p.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 April 2, 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 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 (absent)
Margaret Krznarich
Roberta Peterson (absent)
Chris Calderon

Staff: Library Manager Hawken

CALL TO ORDER – Chairperson Stevenson called the meeting to order at 9:03 am and noted that Boardmembers Peterson and Rotchford were absent.

PUBLIC COMMENT – No comments.

MINUTES – Discussion and consideration of approving the minutes of the regular meeting held on March 5, 2009. Boardmember Calderon moved to approve the minutes. Boardmember Bohall seconded and the motion passed unanimously.

REPORT –

Library Manager Hawken shared the library portions of the 2009-2010 fiscal year town trial budget. Library Aide Susan Hawley will retire May 15th and the salaries expense will be reduced. The county contribution is expected to remain the same as last year. She distributed copies of two applications that were submitted for State Library grants that will be awarded on May 18th. One is for an early literacy program and the other for a Clarkdale centennial photo journal. The roof on the library was replaced on Monday with the state library construction grant. Library District staff assembled the table and installed the computer for the early literacy computer station. Several children have already used it.

ICE CREAM SOCIAL – Discussion and consideration of the July 4th Ice Cream Social.

The members discussed details of the arrangements for the Social, as follows:

- Water from a hose or containers is needed for cleaning the ice cream scoops and general clean up.
- They would like the Social to be located along the sidewalk west of the pancake cooking area.
- Requests for business donations are sent in mid May, with a reminder in early June.
- They plan to be ready by 9:00, assuming the parade will again be at 9:00. They understand all serving will end at noon.
- They agreed to increase the price from 50 cents to \$1.00 each for ice cream and for baked goods.
- They plan to use rubber gloves for serving and to have a pan with water and bleach available, in accordance with the county health training that John attended last year.
- They will need a tent since they will no longer be under a tree, and Town Clerk Baidridge has stated that she had one that could be used.

FUTURE AGENDA ITEMS –

1. Ice Cream Social

ADJOURNMENT Without objection, Chairperson Stevenson adjourned the meeting at 9:39 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, APRIL 23, 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, April 23, 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	Excused
	Sarah Vinson	Excused
	Bill Regner	Present

Staff:

Community Development Director Sherry Bailey

Others In Attendance: None.

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

AGENDA ITEM: ROLL CALL: The Community Development Director called roll.

AGENDA ITEM: MINUTES: Consideration of the Regular Meeting Minutes of March 26, 2009. **Vice Chairperson Olguin motioned to approve the Regular Meeting Minutes of March 26, 2009, with the addition of the Planner II, Normalinda Zuniga under "Staff" as being present and on page 4, Comments: add that Staff handed out a second letter at the meeting. Commissioner Regner seconded the motion. The motion passed unanimously.**

AGENDA ITEM: REPORTS:

Chairperson's Report: None.

Staff Report: None.

AGENDA ITEM: PUBLIC COMMENT: The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit his or her comments to **FIVE** minutes.

There was no public comment.

NEW BUSINESS

AGENDA ITEM: UPDATE: PARKS & RECREATION MASTER PLAN & ORGANIZATIONAL CHANGES- presented by the Community Development Director.

Discussion:

- Small neighborhood parks need to remain with HOA but with oversight by the towns.
- For example: Cottonwood Village recreation building was a concern as the public wanted to use it, but it was for the HOA.
- Five acres and above needs to be owned by the town.
- Continue asking developers for playgrounds – nothing elaborate needed.
- There are a limited number of larger park areas.
- There needs to be a real Clarkdale park on the river creating a community park. Pick up ball fields scattered throughout the town, eventually include a pool. Set aside areas for active and passive uses. Public facility sited in these community parks.
- Have a plan in place so we know where we are headed.
- A tiered approach would be used to combine public and private use.
- There needs to be a linear connection between neighborhoods.
- The most recent organizational chart for the Town of Clarkdale was given to the Commissioners as an update.
- A plan of the revised Library area was handed out and explained by the Community Development Director.

This being an update only, there were no actions taken.

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: Planning Commission Meeting Location Change to the Library Building located at 39 N. Ninth Street, Clarkdale, AZ for the summer months of June, July and August due to air-conditioning availability.

Vice Chairperson Olguin motioned to approve the Planning Commission Meeting Location Change to the Town Hall Building-Community Room located at 39 N. Ninth Street, Clarkdale, AZ for the summer months of June, July and August due to air-conditioning availability. Commissioner Regner seconded the motion. The motion passed unanimously.

DRAFT

*Planning Commission
April 23, 2009*

AGENDA ITEM: FUTURE AGENDA ITEMS:

AGENDA ITEM: ADJOURNMENT: Commissioner Regner motioned to adjourn the meeting. Vice Chairperson Olguin seconded the motion. The motion passed unanimously. The meeting adjourned at 7:35 p.m.

APPROVED BY:

Dave Puzas
Chairperson

SUBMITTED BY:

Sherry Bailey
Community Development Director

Minutes of a Regular Meeting of the Heritage Conservancy Board of the Town of Clarkdale, Held on April 15, 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 April 15, 2009 at 4:30 p.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

Board Members: Chairperson Drake Meinke (absent) **Staff:** Admin. Assistant Charlotte Hawken
Vice Chairperson Gerald Wombacher **Others in attendance:** Pam Ravenwood
Linda McDonough
Jesus Valdez (absent)
Isabel Erickson

CALL TO ORDER – Vice-Chairperson Wombacher called the meeting to order at 4:35 p.m. and noted that Chairperson Meinke and Boardmember Valdez were absent.

PUBLIC COMMENT– None.

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

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

REPORTS – No reports.

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 agreed that the Arizona State Library, archives and Public Records (ASLAPR) Pictorial Image Policy was the better sample and directed staff to use it to develop a draft image access policy for Clarkdale.

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

Pam Ravenwood stated that she was interested in developing a book on Clarkdale history in conjunction with Arcadia Press. Arcadia has a standard format and would print and market the book. The format clusters topics within themes. She would spend about six months collecting photos and writing text to go with them based on interviews and research. As the books sell she would get a small royalty. Whoever she partners with would get a 40% discount on their purchases of the book from Arcadia for resale and they would get a small residual from the all of the sales of this book. Other resellers get a smaller discount. The partners name would be on the book and would get promotion from that. Ms. Ravenwood stated she has a background in journalism, worked at the Jerome Historical Society and helped Midge Stueber develop the Jerome book in this series. She stated that the Jerome Historical Society would provide photographs free for the book. They sometimes waive their digital image fees if there is some local benefit.

The members agreed that the board needs to get some financial benefit for participating in the project, would want to edit the text and would like to have the Conservancy’s name on the book. They agreed to table this item to the next meeting.

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

The members agreed to request an update from Drake Meinke on the locations and topics in each location and any topics to be prepared by the board members. They wondered if photographs could come out of private collections.

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 members agreed to meet for a work session on May 13th at 10:00 am in the Reading Room to move furniture and arrange the alcove as a display.

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

Board members agreed to meet at the Archive on April 22nd at 10:00 am to finish cleaning 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 McDonough stated that the crew at Phoenix Cement already has permission to work on the two Clubhouse Ladies Lounge light fixtures on company time, but they need a letter requesting the donation. They will be addressing a weakness in the design during the repair work. The board agreed to request that Chairperson Meinke submit the letter agreed on at the last meeting

DANCE FEE – Discussion and consideration of the entrance fee for the Heritage Dances.

Boardmember Erickson stated that one of the Heritage Dances this year did not make enough income to pay the band expense. She circulated a questionnaire at the last dance and got 81 responses. Many people attend regularly. Funds from the entrance fees go to the Clarkdale Heritage Museum. Funds from selling refreshments go to the Heritage Conservancy Board. The two groups split any donations and the income from a raffle. Pat Williams would announce any increase in fees at the November dance to be effective at the January 2010 dance. People from both the Museum and the Conservancy Board help during the dances.

The board agreed they need to consider the allocation of the funds between the two groups along with any increase in fees.

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. Archive projects.
- f. Heritage dance fees and allocations.
- g. Hdb brochure.
- h. Kiosk report.

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

APPROVED: _____ **SUBMITTED:** _____

Gerald Wombacher, Vice-Chairperson Charlotte Hawken, Administrative Assistant

MINUTES OF A SPECIAL MEETING OF THE GENERAL PLAN UPDATE COMMITTEE OF THE TOWN OF CLARKDALE HELD ON THURSDAY, APRIL 16, 2009, IN THE ADMINISTRATION COMMUNITY ROOM, 39 N. NINTH STREET, CLARKDALE, AZ.

A **SPECIAL** meeting of the General Plan Update Committee of the Town of Clarkdale was held on Thursday, April 16, 2009 at 4:00 p.m., in the Administration Community Room, 39 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

Chairperson	Janet Regner	Present
Vice Chairperson	Lew Dodendorf	Present
Committee Members	David Gordon	Present
	Elaine Sakelarios	Present
	Ida deBlanc	Present
	Jack VanWye	Present
	Lew Dodendorf	Present
	Karen Daniels	Present
	Lisa O'Neil	Present
	Ruth Wicks	Present

Staff:

Community Development Director	Sherry Bailey
Administrative Assistant II	Vicki McReynolds

Others In Attendance: None.

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

AGENDA ITEM: ROLL CALL: The Community Development Director called roll.

AGENDA ITEM: MINUTES: . Committee Member Jack Van Wye motioned to approve the Regular Meeting Minutes of March 16, 2009. Committee Member Lisa O'Neil seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS:

Chairperson's Report: None

Staff Report: The Community Development Director Bailey updated the committee on the focus group process and indicated each group is developing their objectives and policy points which will be coming to the Update Committee as they deal with each chapter.

AGENDA ITEM: DISCUSSION: Discussion on Chapter I – What should be included in the chapter, the process for Committee review and comment, how to invite public input into the process. Staff discussed with the committee the best way to move forward with work on chapter one since it sets the format for each of the following chapters. Staff suggested that they email and post an outline before the next meeting of the items to be included in chapter one and the informal format staff is suggesting for the chapter content. The outline will cover content and language. The challenge is to make this document a document that is used by everyone, council, staff and the public. How does the committee craft that document to accomplish that goal and what are the interests being served?

This being a discussion only, there were no actions taken.

AGENDA ITEM: DISCUSSION: Discussion on how the Committee wants to proceed with merging the existing General Plan with the proposed amendments.

Staff will use color differentiation to identify the existing and the new along with revisions and changes. Strikethroughs will also be used to identify what has been eliminated with first drafts coming along with changes.

The committee discussed

This being a discussion only, there were no actions taken.

AGENDA ITEM: FUTURE AGENDA ITEMS:

Add an agenda item at the end of the agenda to recap what was accomplished at the meeting. And discuss what we are doing at the next meeting.

Format for the public forums.

Updated timeline at each meeting with brief discussion.

AGENDA ITEM: ADJOURNMENT: Committee Member Van Wye motioned to adjourn the meeting. Committee Member Daniels seconded the motion. The motion passed unanimously. The meeting adjourned at 5:15 p.m.

APPROVED BY:

SUBMITTED BY:

Janet Regner
Chairperson

Sherry Bailey
Community Development Director

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 Regner asked if anyone wanted to be Vice Chairperson. She then asked Lew Dodendorf if he was willing to be vice chair. Chairperson Regner moved to elect Lew Dodendorf Vice Chairperson unanimously Committee Member Gordon seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION: Discussion and possible action on a public comment and involvement process.

Chairperson Regner opened the discussion asking the group to explore ways to involve the public in the update process and asking when the group wanted to make a strong effort to gather public comments. Discussion followed making sure to list the town's web site on all documentation; having things in pdf. format to ensure that everyone can access them; continue to meet in the Men's Lounge or at the college; post agenda's and other information at community sites; and use methods similar to the trial budget notices to increase attendance. It was suggested that we contact the local paper on a regular basis with information on the meetings in order to keep the process as open and transparent as possible.

The committee discussed the process itself. Some meetings it is more important to have dialog while others it is more important to listen. Some meetings warrant a forum process for special emphasis. It is important to stick to the format for the specific meeting. Hold special forum meetings where important. It was suggested that there be a General Plan Update tear off for questions at the bottom of the town newsletter. The idea of taking the meeting on the road to garner public involvement was discussed. Open phone in conference call set up possibilities were also discussed. Direction was given to staff for future meetings.