

**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, June 10th, 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 (Absent)
Vice Chairperson: Maya Radoccia
Commissioners: Krysta Dehnert
Bethany Bezdek

Town Staff:
Community Services Supervisor: Dawn Norman
Community Development Director: Sherry Bailey

Others in Attendance: None

AGENDA ITEM: CALL TO ORDER –Vice Chairperson Radoccia called the meeting to order at 5:35 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 June 10, 2009.

Commissioner Dehnert motioned to approve the Regular Meeting minutes for June 10, 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 – Community Services Supervisor Norman reported the following to the Parks and Recreation Commission:

1. Concerts in the Park have had great turnouts. The 50/50 raffles have been successful as well with the Major Lingo concert raising \$307.00 and the Blues Dawg raffle bringing in \$206.75. The question arose of whether it was a conflict of interest for a Parks and Recreation Commissioner to participate in the raffles. It was clarified that it was not a conflict for them to participate and that it was good practice to have someone from the audience or a band member draw and announce the winning ticket in order to alleviate any perceptions. The next concert is set for June 20th with Commissioner Dehnert and Vice Chairperson Radoccia scheduled as volunteers.
2. A flyer announcing the Concerts in the Park, the 4th of July activities and the new library hours was distributed to the school.

3. The Library will be offering Story Time on Wednesdays throughout the summer months beginning on June 17th. The program will include reading a book or two with the children and making a craft to take home. This program will be for children ages 5-9 years and will be held in the children's section of the library from 3-4pm for ages 5-6 years and from 4-5pm for ages 7-9 years.
4. An application for the vacant Parks and Recreation Board position was received from Barbara Van Wye. The application process has been initiated with a timeframe of approval from Council in July.

FINANCE REPORT – Community Services Supervisor Norman reviewed departmental finance reports with the Commission.

NEW BUSINESS:

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

Community Development Director Sherry Bailey presented a list of questions to the Commission and requested permission to address them before moving forward. The questions were reviewed and discussed in an open forum.

Community Development Director Sherry Bailey stated that municipalities usually have a joint jurisdiction agreement using a 3 mile radius which if used by Clarkdale would include both Jerome and Cottonwood to consider. Vice Chairperson Radoccia questioned if the Commission should review Parks and Recreation Master Plans for the surrounding communities. Community Development Director Bailey agreed that would be beneficial.

There was open discussion on the need to take demographics to identify facility needs and if the use of a 2 mile or 3 mile radius should be used. Community Development Director Bailey said that a map representing both the 2 mile and 3 mile radius would be created for the Commission to review in consideration.

Community Development Director Bailey posed the question if the Commission wanted to count those people that would be in the 2mi/3mi radius in the population to be served. Commissioner Bezdek raised the question of what the Commission should base their decision on, what is in the best interest for Clarkdale or the best interest for the county as a whole. Community Development Director Bailey said that was for the Commission to decide and to consider the facilities that the Commission envisioned, such as the regional park.

Community Development Director Bailey stated the need for community outreach to determine the community/cultural center areas. There was open discussion on using the results from the 2007 Parks and Recreation Survey and how to gather information to ensure that areas are not overlooked.

Community Development Director Bailey discussed that there were several video programs on parks, open space and cultural/community centers that were available for the Commission to view. The Commission requested to view the videos during the regular scheduled meetings.

There was open discussion on staff providing an inventory of the available park services and facilities within the Verde Valley to consider when designing the uses in Clarkdale's Regional Park.

Community Development Director Bailey presented the question of whether the Commission wanted to consider incorporating the State Park land located in Clarkdale in the Master Plan. The Commission unanimously agreed to include the State Park land in the Master Plan.

Community Development Director Bailey informed that Community Development was currently working on creating matrix tables for the Commission to compare the park plans for Sedona, Cottonwood, and Yavapai County with Clarkdale's new plan. The Commission requested to include Camp Verde.

There was open discussion on including the unincorporated communities within Yavapai County in the demographic information. It was decided that the Commission would schedule to overview the open space plan for the unincorporated communities at their next regular meeting.

AGENDA ITEM: OLD FASHIONED FOURTH OF JULY – Discussion and consideration of the 2009 Old Fashioned 4th of July.

Community Services Supervisor Norman reviewed her notes received from last year's debriefing. She stated that the majority of the comments received were incorporated into this year's planning. She continued the main item of concern was the Kids' Parade.

She stated that at last year's parade there were two entries with horses which were allowed only after the owner/participants challenged the parade rules. Their contention was that pets were being allowed in the parade and, since their horses were pets, they should be allowed. This has again raised the issue of animals being allowed in the Kids' Parade.

There was open discussion on the liability and safety issues presented when allowing the larger animals and that, if allowed, could force a considerable change to the existing Kids' Parade format.

Community Development Director Bailey requested permission to share an experience that she had with regards to horses and parades. Vice Chairperson Radoccia opened the floor to public comment. Community Development Director Bailey explained that years ago her daughter was a barrel racer and the rodeo team that she belonged to had all well-trained horses. The barrel racers and rodeo team participated in a Christmas parade in Choudrant and one of the horses got spooked, reared up and ran out into the crowd. There was open discussion on the possibilities that could occur.

Community Services Supervisor Norman presented the proposed parade rules for the Commission to consider. She stated that after reviewing several children's parades similar to Clarkdale's throughout the nation the majority did not allow animals except for medical/disabled reasons. She continued the parades that did allow animals had very strict guidelines pursuant to Town ordinances or they were larger parades which had float entries. The proposed parade rules for the Commission to consider included the current rules along with several new rules discovered when researching other parade rules.

There was open discussion on the current and proposed parade rules:

- 1) Parade entrants limited to children sixteen (16) years and under.
- 2) Children ages six (6) years and under must be accompanied by one (1) adult or another child at least thirteen (13) years of age.
- 3) Pets: Entries with animals are limited to household pets only, weighing no more than 50 lbs. All pets must be on leashes and must be held by someone strong enough to manage them. All pets participating in the parade must be kept under control at all times. Participant is responsible for pet clean-up.
- 4) A Waiver of Liability Form for each participant MUST be completed and signed by a parent/guardian of minor to participate in the parade.
- 5) Helmets and safety gear are strongly recommended for children riding bicycles, skateboards, and scooters.
- 6) No Commercial entries.
- 7) No gas powered vehicles will be allowed.
- 8) Candy & giveaways must be handed out to observers, not thrown.

Commissioner Bezdek motioned to approve the parade rules as written. Commissioner Dehnert seconded the motion. The motion passed unanimously.

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

Parks and Recreation Master Plan
Old Fashioned Fourth of July
Dorothy Benatz Trail

AGENDA ITEM: ADJOURNMENT-With no further business before the board and with no objection, the meeting adjourned at 6:36 p.m.

APPROVED:

Maya Radoccia
Vice Chairperson

SUBMITTED BY:

Dawn Norman
Community Services Supervisor

**MINUTES OF A SPECIAL MEETING OF THE HERITAGE CONSERVANCY BOARD OF
THE TOWN OF CLARKDALE**

A Special meeting of the Heritage Conservancy Board of the Town of Clarkdale was held on June 24, 2009 at 4:30 p.m. in the Administration Community Room, 39 North Ninth Street, Clarkdale, Arizona.

Board Members: Chairperson Drake Meinke
Vice Chairperson Gerald Wombacher
Linda McDonough
Jesus Valdez
Isabel Erickson

Staff: Community Services Supervisor Dawn Norman
Assistant Town Manager Janet Perry

Others in attendance: None.

CALL TO ORDER – Chairperson Meinke called the meeting to order at 4:39 p.m. and noted that Boardmembers Erickson and Valdez were absent.

AGENDA ITEM: PUBLIC COMMENT– None.

AGENDA ITEM: CONSIDERATION OF THE MINUTES – **Consideration of the minutes of the regular meeting held on May 20, 2009.** Boardmember McDonough moved to approve the minutes as written. Vice Chairperson Wombacher seconded and the motion passed unanimously.

AGENDA ITEM: REPORTS

STAFF REPORT – Community Services Supervisor Norman reported that the Archive Digital Image Policy is scheduled for Council’s review and consideration on July 28th..

Community Services Supervisor Norman asked if board members would prefer to have their meeting packets emailed to them prior to their meetings. Chairperson Meinke and Vice Chairperson Wombacher stated they would like it to be emailed. Boardmember McDonough requested that someone call her and she would pick it up.

CHAIRPERSON’S REPORT - Chairperson Meinke reported that Vice Mayor Jerry Wiley’s neighbor was looking for historical information on his residence. Boardmember McDonough stated that she had already talked to him.

AGENDA ITEM: BOOK ON CLARKDALE’S HISTORY – **Discussion and consideration of a proposal to compose a book on Clarkdale’s history by Pam Ravenwood and Arcadia Publishing.**

Chairperson Meinke stated that until Council reviews and approves the Archive Digital Image Policy the Board cannot move forward on this item. Chairperson Meinke tabled the item to the regular meeting in August.

AGENDA ITEM: CLARKDALE’S KIOSKS ABOUT HISTORY– Report on Clarkdale’s Kiosks about History, part of an Arizona Tourism Grant.

Chairperson Meinke gave an update report on the kiosk project. He presented pictures showing mock-ups of the kiosks.

AGENDA ITEM: CLARKDALE HERITAGE CENTER LOAN CONTRACTS – Discussion and consideration of renewing Contracts of Loan of Archive Collections numbers 001, 002, 003, and 005 to the Clarkdale Heritage Center.

The Commission reviewed the contracts. There was open discussion on the items listed on loan. Boardmember McDonough moved to approve the renewal of the Contracts of Loan of Archive Collections numbers 001, 002, 003, and 005 to the Clarkdale Heritage Center. Vice Chairperson Wombacher seconded and the motion passed unanimously.

AGENDA ITEM: ST. CECILIA’S CHURCH – Discussion of St. Cecilia’s Church.

Boardmember Valdez, who sponsored the agenda item, was not present. This item was tabled.

AGENDA ITEM: CHANGE OF MEETING TIME OF THE HERITAGE CONSERVANCY BOARD - Discussion and consideration to change meeting time of the Heritage Conservancy Board Regular Meetings.

Community Services Supervisor Norman explained that the Board had changed their meeting time to 4:30 p.m. due to accommodate the change in library hours. She continued that because the Board meeting’s location had moved to the administration building the scheduled time was no longer an issue so the item was included on the agenda for the Board to discuss and consider.

There was open discussion on different meeting times and what time was best for the Boardmembers. Boardmember McDonough moved to change the meeting time of the Heritage Conservancy Board regular meetings to 4:00 p.m. on the third Wednesday of the month. Vice Chairperson Wombacher seconded and the motion passed unanimously.

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

- a. Clarkdale Kiosks
- b. Book on Clarkdale’s history.
- c. Report on St. Cecelia’s Church.
- d. Clubhouse light fixtures.

ADJOURNMENT – With no further business and without objection the meeting adjourned at 5:02 pm.

APPROVED: _____
Drake Meinke, Chairperson

SUBMITTED: _____
Dawn Norman, Community Services Supervisor

MINUTES OF A SPECIAL MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF CLARKDALE HELD WEDNESDAY, JUNE 10, 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, June 10, 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. Aaron Midkiff.

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

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

AGENDA ITEM: MINUTES: Consideration of the Special Meeting Minutes of April 15, 2009. Board Member Prud’homme Bauer **motioned to approve the Special Meeting Minutes of April 15, 2009.** Board Member VanWye **seconded the motion.** **The motion passed unanimously.**

AGENDA ITEM: REPORTS:

Chairperson’s Report: None.

Staff Report: The Planner II stated the Town is partnering with the 2010 Census Bureau. There will be a representative from the Bureau at the June 23rd Town Council Meeting to talk about it. The stress will be on the “awareness” and importance for people to respond. There is the hope to establish a site for the public to assist them regarding the 2010 Census.

The Building Official shared with the Board Members that the Verde Valley is trying to get together a Board of Appeals group. If this happens, it legally puts the Board of

Adjustment on firmer ground as it relates to the National Building Codes. The municipalities in general are in favor of this Board being formulated.

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.**

OLD BUSINESS

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:

On April 15, 2009 Mr. Aaron Midkiff came before the Board for a variance request to allow for building an accessory structure on his property line. At that meeting staff was directed to contact the Utilities Director to have him locate where the sewer main runs across the applicant's property, see Exhibit A. According to the information provided by the Utilities Department, a portion of the sewer main runs under the applicant's home and across the property, as it does on other properties in the area.

Background from previous meeting held April 15, 2009:

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."

-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:

- Staff presented to the Board Members an additional letter submitted by a neighbor of the Applicant. The letter stated they had no problem with Mr. Midkiff's variance request.

- The Building Official stated to the Board Members that Exhibit A outlining where the sewer runs does not impact the decision made this evening.

- The Applicant stated the slope of the roof would slope into his property.
- The trailer along side applicant's home is tied in to a cleanout.
- The slope of the property is approximately 50 degrees.

- The area underneath the deck was looked at by the Applicant as an option, but if he took the deck off and utilized the space underneath, the height would be wrong.
- There is no easement to the existing sewer line.

-Discussion:

- The Chairperson stated he reviewed all the information provided and Exhibit A and felt the request could fall under the Undue Hardship Criteria as the Applicant has no place else on the property for the shed. The only alternative is to lay his things on the ground.
- Board Member Prud'homme Bauer stated we have a Property Maintenance Code in the Town of Clarkdale and just placing things on the ground would possibly be a violation of this code. Board Member Prud'homme Bauer's concern is the 7 ½ feet request.
- The Applicant responded that he could work with a 6 foot height stipulation.

-ACTION: The Chairperson moved to approve the variance Request ZV-090111, for Yavapai County Assessor's Parcel #400-03-127A, 612 Third North Street, to allow an accessory structure on the property line and within the required three (3) foot property line setback, with the condition the structure will not exceed 6 feet in height, measured from the grade of the applicant's property, at the point of where the proposed shed is located. The variance request falls under the Public Health, Safety and Welfare Criteria. 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 summer months of July and August due to air-conditioning availability. (The room will be set up to handle applicant and public participation).

-ACTION: Board Member Prud'homme Bauer motioned to approve the Board of Adjustment Meeting Location Change to the Library Building located at 39 N. Ninth Street, Clarkdale, AZ, for the summer months of July and August. Board Member VanWye seconded the motion. The motion passed unanimously.

AGENDA ITEM: FUTURE AGENDA ITEMS:

- None at this time.

DRAFT

**BOARD OF ADJUSTMENT
JUNE 10, 2009**

AGENDA ITEM: ADJOURNMENT: Board Member Prud'homme Bauer motioned to adjourn the meeting. Board Member VanWye seconded the motion. The motion passed unanimously. The meeting adjourned at 6:50 p.m.

APPROVED BY:

SUBMITTED BY:

Lee Daniels
Chairperson

Vicki McReynolds
Administrative Assistant II

MINUTES OF A REGULAR MEETING OF THE GENERAL PLAN UPDATE COMMITTEE OF THE TOWN OF CLARKDALE HELD ON MONDAY, JUNE 15, 2009, IN THE ADMINISTRATION COMMUNITY ROOM, 39 N. NINTH STREET, CLARKDALE, AZ.

A Regular Meeting of the General Plan Update Committee of the Town of Clarkdale was held on Monday, June 15, 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	Excused
Committee Members	David Gordon	Absent
	Elaine Sakelarios	Resigned
	Ida deBlanc	Present
	Jack VanWye	Present
	Karen Daniels	Present
	Lisa O'Neill	Absent
	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 Administrative Assistant called roll.

AGENDA ITEM: MINUTES: Committee Member VanWye motioned to approve the Regular Meeting Minutes of May 18, 2009. Committee Member Wicks seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS:

Chairperson's Report: The Chairperson thanked all the Committee Members for their comments and efforts on Chapter I.

Staff Report: The Community Development Director stated all the General Plan Update Committee Members were selected because they were all previously involved in the Focus Groups. Committee Member Sakelarios has resigned from the group. Committee Member VanWye suggested Lee Daniels as a possible replacement. The Chairperson stated she would like the Community Development Director to email her the names of the past Focus Group members for possible consideration. This will be on the July 20, 2009 agenda.

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: REVIEW & DISCUSSION: Chapter One – Introduction of the Clarkdale General Plan 2030-Review Changes with discussion to follow.

The Committee Members stated various reasons for their approach to the changes reflected in what they submitted. There was a common thread on all the changes that were received.

Committee Member Wicks submission seemed to capture everyone’s ideas. The Overview outlined below was reviewed by the Committee Members. The following is her example:

1. OVERVIEW

GENERAL PLAN INTRODUCTION

General Plan Introduction: The Town of Clarkdale General Plan referred to herein as the “Plan”, is the official statement of both short and long-range goals with strategies to guide growth and development within the Town. The Plan is the guidance that provides focus, advice and direction for improving the physical environment of the Town while enhancing the quality of life for each citizen. The Plan is intended to be an effective working tool employed by the Town in making community decisions and achieving planning goals.

A. Honoring our Past and Planning our Future

To ensure that the community honors its rich and varied history and builds a path into a future that works for all, we, the people of the Town of Clarkdale have established guidelines in these distinct areas.

1. Accessibility
2. Environmental Stewardship
3. Community Planning
4. Prosperity
5. Citizen Participation
6. Education and Information
7. Sustainability

Everyone agreed the General Plan is representative of the guiding document for the Town of Clarkdale.

The Committee Members are heading in the direction for the development of the General Plan that it reads like a book and follows a theme throughout. They want to make it easy to follow, be brief, to the point and not a lot of ambiguity.

Section B. Introduction and Background was reviewed by the Committee Members.

1. State Law requirements (is required to be in the Plan)
2. The 2010 Clarkdale General Plan
 - C. The 2030 Clarkdale General Plan
 - D. Vision Goals
 - E. Public Participation Process
 - F. Building on the Vision (being developed) – will be the “new vision” for Clarkdale
 - G. Plan Format – Chapters 1-10 (some chapters are mandated by State Law)
 - There will be summation chapters with data back up.
 - Each chapter will have Goals, Policies and Actions.
 - H. Chapter Consistency (with the first line reading): No policy conflicts can exist, either *text* or *graphics*, between the components of an otherwise complete General Plan.

The Community Development Director explained that “text” cannot be in conflict with “graphics” or other representation. There needs to be balance and reconciliation. There must be a resolution within the General Plan and guidance needs to be plainly outlined.

General Discussion:

- Are the themes listed in the goals the only ones being used? The Community Development Director stated yes, these were the common themes that continually came out of the Focus Groups.
- There will be flexibility on the goals within each chapter.
- The Community Development Director will provide the goals that came from the Focus Groups and it can be utilized or streamlined as needed.
- There is presently a Regional Plan in place and the Community Development Director stated they have the ability to ammend their General Plan as they wish.

This being a discussion only, there were no actions taken. The Chairperson recommended giving Staff the direction and flexibility to go through the drafts submitted by the Members and make changes accordingly. This will then be emailed to the Members prior to the next meeting.

AGENDA ITEM: RECAP: Meeting Accomplishments.

- The Committee Members feel they have a good sense of Chapter I and the direction it is going.
- Staff given direction / flexibility to go as far as they can on Chapter I and email it to the Members for input at the next meeting.

AGENDA ITEM: FUTURE AGENDA ITEMS:

- Review updated version Chapter I
- Discuss replacement for Committee Member Sakelarios.
- Special Note: Committee Member VanWye will be unable to attend the July or August meeting as he will be out of town.

AGENDA ITEM: ADJOURNMENT: Committee Member Daniels motioned to adjourn the meeting. Committee Member Wicks seconded the motion. The motion passed unanimously. The meeting adjourned at 5:10 p.m.

APPROVED BY:

SUBMITTED BY:

Janet Regner
Chairperson

Vicki McReynolds
Administrative Assistant

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, JUNE 25, 2009, IN THE TOWN HALL ADMINISTRATION COMMUNITY ROOM, 39 N. NINTH STREET, CLARKDALE, AZ.

A **REGULAR** meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, June 25, 2009 at 6:00 p.m., in the Town Hall Administration Community Room, 39 N. Ninth Street, Clarkdale, AZ.

This was a joint meeting with the Design Review Board doing a presentation.

Planning Commission:

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

Staff:

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

Others In Attendance: Design Review Board: Chairperson Scully. Public: Drake Meinke.

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 April 23, 2009.** Vice Chairperson Olguin **motioned to approve the Regular Meeting Minutes of April 23, 2009.** 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: DISCUSSION: Presentation by Design Review Board Chairperson Charles Scully – Community Way Finding Signs.

A power point presentation was viewed by the Commissioners. The following was covered:

INTRODUCTION

COMMUNITY WAYFINDING SIGNS

Introduction

Communities across America have been investing in Community Wayfinding Sign programs because they provide a cost-effective method for creating an attractive, image-boosting, functional sign program. They are popular because they work. An attractive, unified directional sign system not only presents a high-quality image for the entire community, but also provides a more effective, functional sign system to direct visitors and residents to local destinations and districts.

Issues

There are a number of existing directional and identification signs currently scattered around Clarkdale. They are all different in terms of design, color, shape and placement. Several are in a dilapidated condition. Generally these signs are not effective in drawing attention to their message because they are hard to recognize or non-existent. Opportunities to direct attention to key locations and attractions, such as the historic downtown district, are completely missed.

Needs Assessment

A detailed study needs to be done to identify existing conditions and consider possible solutions for a new sign system.

Destinations

Historic Downtown Clarkdale, Historic Industrial Smelter District, Town Hall, Library, Clark Memorial Clubhouse, Town Park, Museum, Post Office, Verde Railroad Train Station, Tuzigoot National Monument, Sycamore Canyon.

Regional Opportunities

It could be worthwhile to consider a broader regional system that includes Cottonwood, Jerome and the County. A coordinated sign system could have some unifying feature but allow unique design elements and colors for each community. It could include state parks, national monuments, historic museums, historic districts, civic facilities, tourist destinations and other features.

PROGRAM OUTLINE

COMMUNITY WAYFINDING SIGNS

Wayfinding Signs - A system of public signs that provides visitors and residents direction and guidance to public facilities, cultural attractions, parks, business districts, historic 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 and quality image for the community.
- Welcome & orientation for tourists and residents.
- Increase visitor interest and retention through attractive, well-designed visual communication system.
- Reduce roadside sign clutter.

Types of Wayfinding Signs

- Gateway
- Trailblazer Route & Destination
- Location Identification
- Parking Opportunity.
- Pedestrian-Oriented and Kiosks
- Historic and Interpretive

Types of Destinations/Attractions

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

Wayfinding Sign Design Issues

- Design Theme.
- Uniformity & Continuity
- Eye-catching Color & Design
- Common Elements

- Simplicity & Readability
- Distinctive shape and/or elements.
- Font Type and Size of Lettering.
- Number of Destinations per sign.
- Use of Logos, Graphic Elements or Pictures.

Number of Destinations per Sign

- Gateway Sign: 1- Town or District Name and possible motto or slogan.
- Highway Trailblazer: 2 - 3
- Local Trailblazer: 3 - 5
- Pedestrian signs – may have maps, many destinations or other information.

Colors and Fonts

- No MUTCD Red, Yellow or Orange for Backgrounds.
- Blue, green or brown more common for background.
- Minimum contrast of 0.70 or 70%.
- Standard Highway Sign fonts or simple readable letter style.
- Readability at various speeds.

Size of Lettering

- Highway signs typically have 6 inch minimum size letters. (More than 25 mph)
- Local streets may have 4 inch letters. (25 mph or less)
- Pedestrian oriented signs may have 1 ½ inch to 3 inch letter size.

Program Analysis

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

NEEDS ASSESSMENT OUTLINE
COMMUNITY WAYFINDING SIGNS

Clarkdale Wayfinding Issues

- Existing signs lack a consistent theme.
- Existing signs look cluttered, old, run down and haphazard.
- Historic Downtown Clarkdale is not seen or adequately noticed by travelers using S.R. 89A between Cottonwood and Jerome.
- Train passengers not “captured” or given adequate notice of historic town center after departing train station and heading back to Cottonwood on Broadway.
- Scope of tourist/cultural/commercial opportunities not adequately tied together.

Wayfinding Needs Assessment

- Complete a preliminary Needs Assessment Study
- Identify potential sign design elements.
- Propose types of wayfinding signs.
- Mapping of existing signs and destinations.
- Mapping of potential new sign locations.
- Estimate cost and possible funding sources.

Needs Assessment Details

- Existing signs – types, sizes, locations, destinations
- Existing Town logos, symbols and branding
- Describe community character and history
- Cost of fabrication, installation and maintenance
- Identify Destinations – Primary and Secondary
- Identify future projects/locations
- Gateways
- Through-routes and off-shoots

Typical Destinations:

- Historic / Commercial / Cultural Districts
- Historic Downtown
- Historic Sites
- Town Hall/Government Center
- Community Facilities
- Museums
- Parks
- Train Station

NOT Typically Included

- Specific Retail Businesses
- Restaurants
- Shopping Centers
- Airports
- Hospitals
- Schools

Regional Opportunities

- Explore opportunities for regional wayfinding.
- Include: Clarkdale, Cottonwood, Jerome, Yavapai County
- Identify major regional attractions/destinations.
- Identify major travel routes and regional gateways.

Discussion:

The following points were brought up regarding the presentation:

- Determining who owns the various signs in the Town of Clarkdale would need to be determined in order to create a more unified sign program.
- A common color, background and theme would lend itself to a more unified program.
- The current signs in the town seem to “pass” people through, rather than something to keep them in town.
- We have some initial gateway signs that are good but not consistent.
- There are certain signs we have to have in the town, but it doesn’t preclude the Town of Clarkdale doing something for them.
- The Commissioners agreed we need to look at the sign program for the future and naturally taking in consideration the budget status.
- The Town of Clarkdale could be the first in the area to have a Unified Sign Program.
- The idea of forming a sub-committee to handle the sign program for the future was expressed. The Staff would be involved to coordinate interested people.
- Drake Meinke of the Heritage Board was present for the presentation. He had the following update regarding the Town of Clarkdale’s Kiosk project.
- There are 12 kiosks up in the Town’s Historic District. The mission style tops of the kiosks brand the town with a sense of consistency.
- The kiosks are made of historical materials. The text explains the town’s history
- Mr. Meinke also mentioned the Heritage Board and the Town of Clarkdale 2012 Centennial is going to be an important event and there is grant money available to be utilized for it. The Community Way Finding Sign Program could possibly fall under the grant program.

Staff will work on setting up people that would be interested in serving on a Sub-Committee down the line for this topic.

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

AGENDA ITEM: FUTURE AGENDA ITEMS:

-Review of past developments: Mountain Gate, Highlands/Sienna Canyon and Phelps Dodge.
(The Commissioners want to be prepared for any future developments that may come to the Town).

-Form Based Codes - Update

AGENDA ITEM: ADJOURNMENT: Vice Chairperson Olguin motioned to adjourn the meeting. Commissioner Regner seconded the motion. The motion passed unanimously. The meeting adjourned at 7:25 p.m.

APPROVED BY:

SUBMITTED BY:

Dave Puzas
Chairperson

Vicki McReynolds
Administrative Assistant

**MINUTES OF A REGULAR MEETING OF
THE LIBRARY ADVISORY BOARD OF THE TOWN OF CLARKDALE**

A Regular meeting of the Library Advisory Board of the Town of Clarkdale was held on June 4, 2009 at 9:00 a.m. in the Administration Community Room, 39 North Ninth Street, Clarkdale.

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

Staff: Library Manager Charlotte Hawken
 Community Services Supervisor Dawn Norman
 Assistant Town Manager Janet Perry

Others in attendance: No one.

AGENDA ITEM: CALL TO ORDER – Chairperson Stevenson called the meeting to order at 8:59 a.m. and noted that Boardmember Krznarich was absent.

AGENDA ITEM: PUBLIC COMMENT – None.

AGENDA ITEM: MINUTES – Discussion and consideration of approval of the minutes of the regular board meeting held on May 7, 2009.

Boardmember Calderon moved to approve the minutes. Boardmember Bohall seconded and the motion passed unanimously.

AGENDA ITEM: REPORTS –

STAFF REPORT – Assistant Town Manager Perry thanked Chris Calderon for her work at the Concert in the Park last Saturday. The concerts and the July 4th Celebration are now staffed completely with volunteers. The funds for the bands come from the 50/50 raffles and the Clarkdale Foundation is sponsoring two concerts this year.

CHAIRPERSON’S REPORT – None.

AGENDA ITEM: ICE CREAM SOCIAL – Discussion of the July 4th Ice Cream Social. The members discussed details of the arrangements for the Ice Cream Social.

AGENDA ITEM: LIBRARY CONSTRUCTION PLANS – Discussion of the library construction plans, Phase I and Phase II.

Assistant Town Manager Perry noted that Community Services Supervisor Norman and Administrative Assistant Hardie have moved into the room and she presented a floor plan showing the Phase I construction plans for the Library/Community Services space.

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

a. Ice Cream Social

AGENDA ITEM: ADJOURNMENT – Boardmember Peterson moved to adjourn the meeting. Boardmember Bohall seconded and the motion passed unanimously. The meeting adjourned at 9:53 pm.

APPROVED: _____
John Stevenson, Chairperson

SUBMITTED: _____
Charlotte Hawken, Library Manager