

BOARD OF ADJUSTMENT

AUGUST 26, 2009

NOTICE IS HEREBY GIVEN THAT THE REGULAR MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF CLARKDALE, SCHEDULED FOR WEDNESDAY, AUGUST 26, 2009, AT 6:00 P.M. IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ, IS CANCELLED.

Dated this 17th day of August, 2009

TOWN OF CLARKDALE

By:

Walt Good

Deputy Town Clerk

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

A Regular meeting of the Heritage Conservancy Board of the Town of Clarkdale was held on August 19, 2009 at 10:00 a.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

Board Members: Chairperson Drake Meinke
Vice Chairperson Gerald Wombacher (absent)
Linda McDonough (arrived at 10:25 a.m.)
Jesus Valdez
Isabel Erickson

Staff: Library Manager Charlotte Hawken
Community Services Supervisor Dawn Norman

Others in attendance: No one.

CALL TO ORDER – Chairperson Meinke called the meeting to order at 10:14 a.m. and noted that Vice Chairperson Wombacher and Boardmember McDonough were absent.

AGENDA ITEM: PUBLIC COMMENT– None.

AGENDA ITEM: CONSIDERATION OF THE MINUTES – Consideration of the minutes of the regular meeting held on July 15, 2009.

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

AGENDA ITEM: REPORTS

CHAIRPERSON'S REPORT - Chairperson Meinke reported that he met with Community Services Supervisor Norman to review agenda items.

STAFF REPORT – Library Manager Hawken noted that staff had tentatively scheduled a joint meeting between the Board and the Clarkdale Heritage Center for Monday, August 31st at 4:00 p.m.

Community Services Supervisor Norman stated that during board meetings staff may intervene in order to ensure that the board is conforming to open meeting laws as there were stiff penalties and fines involved if violated. She continued that currently both the City of Cottonwood and Town of Jerome were under investigation for violating open meeting laws. She stated that periodically staff will include on the agenda a review of open meeting laws and meeting procedures in order to allow the board members to discuss open meeting laws and allow for a Q&A session.

AGENDA ITEM: CLARKDALE HERITAGE CENTER LOAN REQUEST– Discussion and consideration of a loan request for blueprints from the Clarkdale Heritage Center.

Community Services Supervisor Norman noted that the Exhibition Request form lacks requesting detailed information needed in order for the board to make appropriate decisions and that staff will be revising the form in order to provide additional information to the board when making loan approvals.

She stated that she explored the current loan request and received additional information on the request made by the Museum and that their plan was to copy the blueprints and use the copies in a display. She continued that there was a large amount of blueprints, over 100 on the list provided to the Board, and that it may make sense for the Board to loan 10-15 blueprints at a time. This would make handling easier for both parties ensuring inventory control. In addition, the board could request the Museum to designate one to two individuals to work with the Collections Manager and be responsible for the blueprints exchange and handling.

Chairperson Meinke stated that there are two people at the Clarkdale Heritage Center who are trained at archival handling - Cindy Emmett, who submitted the request, and Mary Lu Estlick. He stated that it sounded like they want a sample blueprint of each style of home for a future home tour.

Boardmember McDonough arrived at 10:25.

Boardmember Erickson moved to allow Clarkdale Heritage Center to have access to the blueprints as requested with details to be worked out.

There was open discussion about the wording of the motion being too broad and a suggestion to select one blueprint and put it through the copying process to identify any problems. There was open discussion regarding concerns of who was going to have access to the blueprints, the copy location and how the blueprints were going to be transported to copy due to the fragility of the blueprints. Community Services Supervisor Norman expressed that the Heritage Conservancy Board worked diligently on the Archive Policy in order to ensure that these issues were addressed when loan requests were made. She continued that the Loan procedure ensures that the archive items are handled correctly in all situations and that the Loan applicant signs and agrees to adhere to the policy and procedure put in place.

Boardmember Erickson amended her motion, moving that the Clarkdale Heritage Center may have access to the specific blueprints that Cindy Emmett requests, with details being worked out with Town staff and the Center. Boardmember Valdez seconded and the motion passed unanimously.

Chairperson Meinke moved to relocate the meeting into the Reading Room. Boardmember Erickson seconded and the motion passed unanimously.

AGENDA ITEM: READING ROOM – A worksession to address items in the Reading Room.

The board members reviewed each item in the Reading Room and designated each item as: an item for auction; item to be relocated into the Archive; item to be relocated to an alternate location in the Clubhouse; or item to remain in the Reading Room. The Board Members agreed

to address the remaining items after all designated items were relocated in order to arrive at an arrangement suitable for meetings.

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

- a. Clarkdale Kiosks
- b. Reading Room Books
- c. St. Cecelia's Church
- d. Reading Room Furnishings
- e. Book on Clarkdale's History
- f. Clarkdale Dances
- g. Clubhouse Furnishings
- h. Adopt-a-Chair

ADJOURNMENT – With no further business and without objection the meeting adjourned at 11:50 a.m...

APPROVED: _____
Drake Meinke, Chairperson

SUBMITTED: _____
Charlotte Hawken, Library Manager

**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 August 31, 2009 at 4:00 p.m. in the Administration Community Room, 19 N. Ninth Street, Clarkdale, Arizona.

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

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

Others in attendance: Clarkdale Heritage Center Board Members: Secretary Sue Hill, Vice Chair Mary Lu Estlick, Treasurer Lee Daniels, Members Cindy Emmett, Maggie Krznarich and Cindy Lawry.

CALL TO ORDER – Chairperson Meinke called the meeting to order at 4:04 p.m. and noted that Boardmembers Erickson and McDonough were absent.

Clarkdale Heritage Center Vice Chair Estlick called the Clarkdale Heritage Center Board meeting to order.

AGENDA ITEM: PUBLIC COMMENT– None.

Boardmember McDonough arrived.

AGENDA ITEM: WORKSESSION – A worksession with the Clarkdale Heritage Center Board to discuss common interests of the Town and the Clarkdale Heritage Center (museum).

Assistant Town Manager Perry stated that situations have come up that showed a need for a discussion between the two groups.

A formal introduction of attendees was performed.

The following issues were discussed:

1. The necessity for the Clarkdale Heritage Center to have knowledge of what is available in the Town Archive. Staff informed that an access request can be made in order for the Center to familiarize themselves with the Archive contents.
2. The Clarkdale Heritage Center expressed that the Archive has a convoluted, slow process.
3. The Clemenceau Heritage Museum has given the Center several items related to Clarkdale.

4. It appears to the Center that the Heritage Conservancy Board does not want to share information or items.
5. Locking the stairway door prohibits access by the Center to the Archive and implies distrust. The Museum lights weren't working and the Center could not access the circuit breakers located behind the locked door to the Archive.
6. The two groups should have the same goals – to conserve and share records with the public.
7. The Town Council made the final approval on the Archive Policy. Input from both boards was applied to draft the Archive Policy.
8. The old listing of items in the Archive has too limited descriptions.
9. An open house was suggested by the Center.
10. Blueprint access:
 - The Center would like to see all of the blueprints at once.
 - Suggestion to see increments of blueprints to aid in keeping them in order.
 - The current list of blueprints that are available is out of date because some have been lost since the list was made in the mid-1990s.
 - The Center needs to see the blueprints in order to know what they are and if they would be useful.
11. The Sedona Historical Society contacted the Heritage Conservancy Board about information for a Downwinders display nine months before the display date, giving ample time to provide information or items. Suggestion to submit requests early enough to allow ample time to fulfill request.
12. Town staff has not been able to train a volunteer to put the information into the software, which is now available. Cindy Lawry, Clarkdale Heritage Center archivist, offered to assist the Town in training on the software and with the archiving project.
13. The Center is getting the community involved in displays. The Chavez family worked on Cinco de Mayo, the Fire District is working on a display scheduled in October for Fire Prevention Month, and Armeda Zepeta is working on one on Patio Town.
14. The Center has a list of proposed displays scheduled for the year that could be shared with the Archive.
15. First Annual Historic Building Tour:
 - Fundraiser for the Center.
 - The Center would like the Reading Room cleaned up by December to include in the tour.
 - The tour will include four homes, the bottom floor of the old high school, the Episcopal Church, the downtown businesses and the Clubhouse.
16. Proposed Archive Image Policy:
 - The cost of photograph reproductions in the proposed Archive Image Policy is too high. It is unfair to charge more than the cost of reproduction.
 - The Center wants to borrow the photographs, scan them and print their own photographs.
 - Sharlot Hall charges \$5.00 per image on their website.
 - Consistent handling procedures are important.
 - Photographs from other archives in the state can be shared for educational purposes, exhibits and research.

17. The Center has four binders with photographs and information about the items they have, which the Heritage Conservancy Board members could request to see.

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

a. Worksession with the Clarkdale Heritage Center Board

ADJOURNMENT – With no further business and without objection the meeting adjourned at 5:25 p.m.

APPROVED: _____
Drake Meinke, Chairperson

SUBMITTED: _____
Charlotte Hawken, Library Manager

MINUTES OF A REGULAR MEETING OF THE GENERAL PLAN UPDATE COMMITTEE OF THE TOWN OF CLARKDALE HELD ON MONDAY, AUGUST 17, 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, August 17, 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	Excused
	Ida deBlanc	Present
	Jack VanWye	Excused
	Karen Daniels	Present
	Lisa O'Neill	Present
	Ruth Wicks	Present

Staff:

Community Development Director	Sherry Bailey
Administrative Assistant II	Vicki McReynolds

Others In Attendance: Assistant Town Manager, Janet Perry.

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 O'Neill motioned to approve the Regular Meeting Minutes of June 15, 2009. The Regular Meeting for July 20, 2009 was cancelled due to lack of quorum availability. Committee Member Wicks seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS:

Chairperson's Report: The Chairperson had no report, but did ask the Community Development Director the following: Regarding the Council Meeting of Clarkdale and Cottonwood that took place, does the General Plan Update Committee need to be updated? The Assistant Town Manager stated there were no actions taken at that meeting and as the process moves forward, the information will be given to the General Plan Update Committee.

Staff Report: The Community Development Director stated there will be a Special Joint Meeting with the Town Council, the General Plan Update Committee and the Planning Commission on Tuesday, September 29, 2009, at 3:00 p.m. in the Men's Lounge of the Clark Memorial Clubhouse.

The agenda item will be: Clarkdale Sustainability Park – A Plan for the Future of Our Town. This will be presented by Doug Von Gausig, Mayor. There will be an agenda sent out prior to the meeting.

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

The Community Development Director provided to the Committee Members, prior to the meeting, Chapter One with changes for their review. **The following will outline the Chapter.**

OVERVIEW

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 and strategies to guide growth and development within the Town. The Plan is the guiding document which provides focus, advice and direction on improving the physical environment of the Town as well as the quality of life of the citizens. The Plan is intended to be an effective working tool employed by the Town in making community decisions and achieving planning goals.

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

Why does Clarkdale have a General Plan?

Arizona state law (ARS 9-461-05A) requires that each city adopt a comprehensive, long-range General Plan to guide the physical development of their community. The Town of Clarkdale’s city code also establishes that the city have a General Plan. As specified in Arizona Revised Statutes (ARS) § 9-461.05 and § 9-461.06. incorporated towns over twenty-five hundred (2,500) in

population must have a General Plan and it must have certain elements or chapters included in it. In compliance of these statutes, the Town of Clarkdale has created and maintained a General Plan since 1991.

In Arizona a General Plan stays in effect for ten (10) years and at that time must be re-adopted as it is or it may be revised and updated before ratification. The original General Plan for the Town of Clarkdale was adopted in 1991 with updates to the Land Use Element and Circulation Element approved by the Town Council in 1998. A revised General Plan was then adopted in 2002. However, to be an effective tool, a General Plan's vision and goals needs to extend beyond the ten years required by state law.

THE 2030 CLARKDALE GENERAL PLAN

This General Plan is intended to examine both the short term and long term effects of proposed goals and policies and to take those effects into consideration when implementation measures are delineated.

PUBLIC PARTICIPATION PROCESS

MAJOR AND MINOR AMENDMENTS

State law provides some guidance to communities on the process needed for re-adoption or amendment of an existing General Plan. However each community is given room to establish their own approach to their amendment process.

- **Major Amendment**
- **Minor Amendment**

THE COMMUNITY VISION PROGRAM

The purpose of the Vision Program is to identify key values and goals that are shared by the citizens of Clarkdale so as to provide a foundation for developing the General Plan. Establishing a community vision statement is a way to identify and talk about those ideas of meaning and value. The value-based ideas of the vision plan serve as the foundation for setting the physical goals for future development and growth that may occur in the town.

THE VISION PROCESS

The process to develop a community vision is based on a series of steps that are defined by the following questions. This series of questions can be applied to the overall state of the community, as well as to each separate issue.

1. Where are we now?
2. Where are we going?
3. Where do we want to be?
4. How do we get there?

MAJOR THEMES: A Shared Vision for Clarkdale's Future

Vision statements are big, broad and comprehensive. They take in the whole town and everybody who lives, works and has an interest there.

- Environment
- Economy
- Lifestyle

GENERAL ISSUES FOR CLARKDALE

- Preserve Small Town Character
- Enhance Neighborhood Qualities
- Protect Natural Environment
- Protect Verde River
- Protect and Improve Water Resources
- Improve Recreational Opportunities
- Encourage Affordable Housing Opportunities
- Encourage Mixed Use in Historic Downtown
- Provide Efficient Transportation System
- Ensure Efficient Growth Patterns
- Improve Existing Roadways
- Buffer Residential Uses from Non-residential Uses
- Provide Adequate Infrastructure for Growing Community

PLAN FORMAT

Chapters 1 through 10, follow the organizational framework established in the 2002 Clarkdale General Plan. Each topic is introduced with an overarching goal that carries forward the Vision, a description of issues needing resolution and methods for remedying them, and finally measurable policies and actions to achieve those solutions. Each of the policies contained within the Plan are intended to be understood and read with the following preface: *It is the intent of the Town of Clarkdale to...*

1. **Goals** summarize how conservation, development, and future growth should occur by identifying physical, economic and social ends that the community wishes to achieve.
2. **Policies** establish basic courses of action for the Planning Commission and City Council to follow in working to achieve community goals, by directly guiding the response of elected and appointed officials to development proposals and related community actions.
3. **Actions** need to be undertaken by the Town to implement policies.

CHAPTER CONSISTENCY

No policy conflicts can exist, either textual or graphically, between the components of an otherwise complete general plan. Different policies must be balanced and reconciled within the plan. There are five principals of a consistent general plan; they are:

1. Equal status among chapters
2. Consistency between chapters
3. Consistency within chapters
4. Regional plan consistency
5. Text, graphic and diagram consistency

CLARKDALE HISTORY AND COMMUNITY DESCRIPTION

- **Background and History**
- **Planning Area**

ENVIRONMENTAL CONDITIONS

- *Climate*
- *Geology and Soils*
- *Plants and Wildlife*

2002 GUIDING PRINCIPALS

1. Protect Small Town Qualities
2. Improve Transportation System
3. Preserve Natural Environment
4. Support Economic Vitality

BUILDING ON THE VISION -[Being developed]

General Discussion:

The Community Development Director reminded the members we are “amending” the General Plan not rewriting it.

Chairperson Regner and Committee Members Ida deBlanc and Jack Van Wye submitted their thoughts/changes. The members reviewed all the submittals and felt they all had merit. Committee Member deBlanc’s format seemed to be the one to follow. She noted: If the plan is intended to provide information to the people using it, it would be desirable for it to be easily referenced/searched by the reader for what is relevant to them. Unnecessary verbiage would be cut out and the use of lists and bullets where appropriate would be used.

-GENERAL PLAN INTRODUCTION

-THE 2030 CLARKDALE GENERAL PLAN

(The paragraph below will be added under this heading)

This General Plan is intended to examine both the short term and long term effects of proposed goals and policies and to take those effects into consideration when implementation measures are delineated.

-PUBLIC PARTICIPATION PROCESS (stays in)

-MAJOR AND MINOR AMENDMENTS (stays in)

The Major and Minor Amendments section must be defined and have the existing process outlined. There is one addition *in italics* - under the Major Amendment section, the sentence that reads: Any proposal in aggregate that includes changes in land use designations exceeding 100 acres *as part of a single request*.

-THE COMMUNITY VISION PROGRAM (stays in but to be condensed)

-THE VISION PROCESS (stays in)

The Assistant Town Manager, Janet Perry went over her handout that covered the following:

- Where are we now?
- Where are we going?
- Where do we want to be?
- Focus Groups responses to the visioning process
- Other “Clarkdale Values”
- How do we get there?

The goal was to try and strike a balance to state enough regarding the above sections, yet not too much information. Chapter I should reflect some heart and soul. The rest of the General Plan will reflect activity and crucial information.

Other Areas of Discussion:

- The Town and the Chamber need to be stronger partners.
- The Town needs to represent itself in the General Plan with a level of consistency with the “Town Branding” efforts.
- How appealing does Clarkdale look to prospective business people?
- Sustainability and “Going Green” is the way of the future for all Towns and Cities.
- Is huge growth really wanted vs. keeping Clarkdale’s character, balance and uniqueness as a small town?

Staff was given direction to continue on with the changes and suggestions from the Committee Members for Chapter One.

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

AGENDA ITEM: DISCUSSION: Replacement for Committee Member Sakelarios.

Staff was given direction to follow up with people who have served on the Focus Groups and also keep the current application on the table.

DRAFT

**General Plan Update Committee
August 17, 2009**

AGENDA ITEM: RECAP: Meeting Accomplishments.

- Chapter One comments from Committee Members reviewed and Handout from Assistant Town Manager.
- Discussion regarding the "Building on the Vision"
- Previous Focus Group members will be considered for the vacant position on this committee along with the current application on the table.

AGENDA ITEM: FUTURE AGENDA ITEMS:

- Next regular scheduled meeting is September 21, 2009
- Note: Committee Member deBlanc to be excused from the September meeting.

AGENDA ITEM: ADJOURNMENT: Committee Member Wicks motioned to adjourn the meeting. Committee Member Daniels seconded the motion. The motion passed unanimously. The meeting adjourned at 5:20 p.m.

APPROVED BY:

SUBMITTED BY:

Janet Regner
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 August 6, 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 (absent)
 Sue Hill
 Maggie Krznarich
 Elise Rotchford (attended via teleconference)

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 9:04 a.m. and called roll: John Stevenson, present; Roberta Peterson, absent; Chris Calderon, present, Winnie Bohall, absent, Sue Hill, present, Maggie Krznarich, present, and Elise Rotchford, present via teleconference.

Boardmember Peterson arrived.

AGENDA ITEM: PUBLIC COMMENT – None.

AGENDA ITEM: MINUTES – Discussion and consideration of approval of the minutes of the regular board meeting held on July 2, 2009.

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

AGENDA ITEM: REPORTS –

CHAIRPERSON'S REPORT – Chairperson Stevenson stated that they had a good July 4th event. The total income from the library social was \$330.85. He stated that he had looked into a canopy similar to the Police Department's. It is expandable from 20' x 12' to 20' x 20' and costs approximately \$299.00. He stated that he thought this year's location was a poor location and he would like the Board to consider an alternate location for next year's event.

STAFF REPORT – Library Manager Hawken stated that there was a card circulating for former Board Member Jean Stevens. She stated that she estimates the balance of the donation account to be about \$4582, this includes the income and expenses from July 4th and a \$100.00 donation from Phoenix Cement.

Community Services Supervisor Norman stated that the library is seeking volunteers and these volunteer positions will be included in the next town news flyer. The positions include an early literacy program coordinator, a storytime coordinator, a youth book club leader, and a homework helper. She stated that Sherry Bailey who is the Town's Community Development Director, volunteered to lead the adult book club which is scheduled to begin on September 12th at 9 a.m.

AGENDA ITEM: GRANT SUBMITTAL – Discussion of the grant application to the Broadband Technology Operations Program for federal stimulus funding.

Community Services Supervisor Norman stated that Phase I and Phase II plans for the library had been presented to the Library Board in June. She continued that the Town is applying for two stimulus grants, one will provide broadband to the Verde Valley offering faster internet service at an affordable price and the other is for the public computer center in the library, both of which have an application deadline of August 14th. She stated that if the Public Computer Center Grant was awarded it would allow the Town to proceed with Phase II. She continued that the Town's approach was on a regional level because the Verde Valley did not have a facility of this nature. If successful, there would be a 2,125 sq. ft. addition to the library along with renovations to the existing 3,100 sq. ft.

Community Services Supervisor Norman introduced the proposed Innovation Cultivation Center and reviewed the Phase II drawings of the project with the Commission. She explained the different technical elements and equipment and how the elements could be used in different programs and by the public, including wireless internet access throughout the facility and the ability to check out laptops to use in the privacy of your home. Community Services Supervisor Norman stated that there were a couple of important factors that the work group wanted to incorporate, one was keeping the library the library, so that it was very apparent which area was the functions of the library, the other factor was maintaining the familiarity of the building and creating a comfortable and inviting environment. The goal was to incorporate the technical elements in ways that would raise patron's curiosity and entice them to want to learn more about what the equipment was and how to use it without being intimidated. She continued that outreach and education were important keys to the project because the majority of individuals were not aware of what technology and the internet were capable of or what they had to offer. She shared the different programming ideas that could be incorporated into the center, targeting youth, senior citizens and Spanish speaking residents.

She stated that the construction section of the grant was approximately \$800,000, which includes a historic cage elevator and the technology section was approximately \$350,000. Salary for an Outreach Coordinator would be included in the grant application.

Community Services Supervisor Norman shared that Community Development Director Bailey attended a workshop for the Public Computer Center Grant in Albuquerque and that most of the attendees were developing classroom-like computer labs. Staff is hoping that because the town has taken a regional approach and is presenting a completely different and out of the box concept with creative outreach efforts that the grant will be successful.

There was open discussion on the timeline and when construction would begin if the grant was awarded.

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

- a. *Ice Cream Social canopy*
- b. *Volunteer requests for library programs*
- c. *Broadband grant, if there is new information*

AGENDA ITEM: ADJOURNMENT – *Chairperson Stevenson moved to adjourn the meeting. Boardmember Peterson seconded and the motion passed unanimously.* The meeting adjourned at 9:31 a.m.

APPROVED: _____
John Stevenson, Chairperson

SUBMITTED: _____
Charlotte Hawken, Library Manager

**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, August 12th, 2009, at 5:30 p.m., in the Community Room of the Town Hall Administration Building, 39 N. Ninth Street, Clarkdale, Arizona.

Chairperson: Lynda Zanolli
Vice Chairperson: Maya Radoccia
Commissioners: Krysta Dehnert
Bethany Bezdek
Barbara Van Wye (Absent)

Town Staff:
Community Services Supervisor: Dawn Norman
Community Development Director: Sherry Bailey
Assistant Town Manager: Janet Perry

Others in Attendance: None

AGENDA ITEM: CALL TO ORDER – Chairperson Zanolli called the meeting to order at 5:42 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.

Chairperson Zanolli asked for clarification of the term of “2-3 mile radius” that was used during the Master Plan worksession.

Community Development Director Bailey explained that municipalities usually include a 2-3 mile radius which extends from the town’s border and the parties involved enter into a joint jurisdiction agreement. If this method is used, the plan would include parts of Jerome, Cottonwood, and Yavapai County to consider when developing the Master Plan.

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 – Chairperson Zanolli stated that she did not have any items to report on but wanted to take the time to thank Vice Chairperson Radoccia for overseeing the meetings while she was on vacation.

STAFF REPORT – Community Services Supervisor Norman reported the following to the Parks and Recreation Commission:

1. Concerts in the Park have continued to have great turnouts. The 50/50 raffle from the last concert, Gypsy Hill, brought in \$240.00.
2. A book club is being started at the Library. The club will meet on Saturdays at 9 a.m. with the first meeting scheduled for September 12th.
3. The Parks and Recreation Commission has two terms expiring and four applications have been submitted.

FINANCE REPORT – Community Services Supervisor Norman reviewed the finance reports with the Commission. She explained that the reports did not reflect the approved 2009-2010 budget, the budget information was last year's budget and that the Finance Department will be updating the accounting system now that the budget has been approved. She will email the approved budget to the Commissioners following the meeting.

Community Services Supervisor Norman reviewed the Parks and Recreation Donation Accounts with the Commission. She informed:

1. The funds held in the Main Street Park account were transferred into the General Donation Fund explaining that a bench had been installed in the Main Street Park thanks to the donation received from the Mingus Reunion Committee. She continued that this transfer of funds would allow the Parks and Recreation Commission to use the funds at their discretion.
2. The funds previously held in the Pool account were transferred to the Town's General Fund bringing the current balance to \$0. She explained that the balance was the remaining fees collected for the lifeguard classes offered in the 2008 season after class materials were purchased.
3. The funds held in the Diamondback Trip account would be used to pay the school for the use of the bus as she was waiting on an invoice from the school. When payment is made to the school the balance will be brought to \$0.

NEW BUSINESS:

AGENDA ITEM: GRANT SUBMITTAL – Discussion of the grant application to the Broadband Technology Operations Program for federal stimulus funding.

Community Services Supervisor Norman informed that federal stimulus funding was available for Public Computer Centers and was made available only to public libraries and schools. She continued that the Town was applying for the grant and the approach was on a regional level as

the Verde Valley did not have any facility of this nature. She continued that if successful, there would be a 2,125 sq. ft. addition to the library along with renovating the existing 3,100 sq. ft.

Community Services Supervisor Norman and Community Development Director Bailey reviewed the drawings of the project with the Commission explaining the different technical elements and equipment and how these elements could be used in programs and by the public, including the opportunity to check laptops out to use in the privacy of your home. Community Services Supervisor Norman stated that there were a couple of important factors that the working group wanted to incorporate, one was keeping the library the library, so that it was very apparent which area was the functions of the library, the other factor was maintaining the familiarity of the building and creating a non-intimidating environment. The goal was to incorporate the technical elements in ways that would raise patron's curiosity and entice them to want to learn more about what the equipment was and how to use it. She continued that outreach and education were important keys to the project because the majority of individuals were not aware of what technology and the internet was capable of other than shopping, emailing, or facebooking. Community Development Director Bailey added that an Outreach/Volunteer Coordinator would be hired in order to ensure outreach and education.

Commissioner Radoccia asked if a needs assessment was done. Community Development Director Bailey informed that the state is currently preparing a map of broadband service available throughout Arizona and that providers must offer what areas they serve and the amount they charge for their service. She continued that Clarkdale and the Verde Valley qualify as under-served as defined under the grant.

Commissioner Radoccia shared that the hospital had a program offering free use of computers to the low-income families in the Healthy Families program and that through her tenure with the program she only new of one mother that took advantage of the opportunity. Community Development Director Bailey responded that several target audiences were identified in the grant application, including low-income families, Hispanics and senior citizens, establishing these target audiences as a priority in education on computer and internet use. Community Services Supervisor Norman shared that an example of one program idea working with one of the target audiences is partnering with the Verde Valley Senior Citizens Center and the Meals on Wheels Program. She continued that home bound seniors would have the opportunity to have one on one training sessions instructing them on how to communicate using the internet with family members, friends or medical doctors, using a small laptop or notebook that can be checked out to them. She continued that this approach would be welcomed by the seniors as they would see the opportunity for social contact but unbeknownst to them, the main goal would be achieved, they would be enriched and educated on the use of the internet and its benefits. This type of approach would be taken with each of the target audiences.

There was open discussion on programming ideas.

Community Development Director Bailey informed that August 14th was the application deadline. She continued that within 30 days the Town would know if the application made it through the first round of reviews. If the application is successful and proceeds on to the second round of review the Town would be required to submit additional requested information within

60 days, awards to be announced October through November. If the application does not pass the first round of review, the review board will advise the Town on what the application lacked, etc., and the Town will be able to revise the application and re-submit during the 2nd application submission scheduled for December. There was open discussion on the timeline and the process.

Commissioner Bezdek thanked the staff for the hard work put into the grant application.

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

Community Development Director Sherry Bailey stated that she was in the process of drafting the first chapter of the General Plan rewrite which sets the precedent for all the following chapters. She continued that there was a deficit of trails and that it was very apparent that trails were important to the Parks and Recreation Commission. She stated that the Open Space Focus Group discussed trails at great length and that the Parks and Recreation Master Plan needed to coincide with the Open Space element of the General Plan.

Community Development Director Bailey presented a map of existing trails and proposed trails and connector trails to the Commission. Community Development Director Bailey reviewed the map with the Commission.

There was open discussion on the U.S. Forest Service land located within the Town's boundary. Commissioner Radoccia inquired if the Commission stipulated in the Master Plan that the Forest Service land was to be preserved as open space with no development would that protect the land from development. Community Development Director Bailey stated that including it in the Parks and Recreation Master Plan and the General Plan is the best assurance for accomplishing that vision.

There was open discussion on motorized trails. Community Development Director Bailey informed that U.S. Forest Service Trails located in Clarkdale are designated as motorized use trails under the current U.S. Forest Service Trail Plan. She continued that the U.S. Forest Service is updating their trail plan. Public meetings are being held to seek input on the area. It has been expressed at the public meetings that the Clarkdale U.S. Forest Service land remains as an open space/recreation area.

There was open discussion on several areas and trails:

- Community Development Director Bailey shared Yavapai College is discussing a trail system and that they are willing to work with the Town to connect trails.
- Abbey Road South Trail – discussion on keeping the trail on the roadway. Commissioner Radoccia shared the trail goes onto private property and the Town would have to work with the owners to allow access.
- Minerich Road – discussion of gas line and APS power lines. APS will allow easements for trail use.
- Trail from Verde/Palisade intersection to Broadway.

- Town should pursue trail located by Tavasci/Wild Horse Mesa intersection that follows telephone line easement that goes up the mountain to Jerome.
- Trails located on the Yavapai-Apache reservation including the trail that goes to the school should be included in the plan.
- Salt River Material Group trail

Community Development Director Bailey shared that the existing and proposed trails included on the map total to approximately 30 miles of trails and that with the regional trails plan connector trails will continue to the outlying municipalities. There was open discussion on identifying Cottonwood's trails to ensure connectivity.

Community Development Director Bailey stated that she would return to the Commission with verbiage for them to review.

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

Community Services Supervisor Norman informed that she continues to receive excellent feedback that it was the best 4th of July event ever. This year's event did not offer anything different than last year other than operating solely by volunteers. She commended all of the volunteers and the fantastic job performed and that it was rewarding to work with all of them.

Community Services Supervisor Norman reported a decrease in the money brought in by the Children's Games. She continued this year the school operated and benefited from the proceeds. The games brought in \$519.75 versus \$553 in 2008.

The cotton candy was comparable to the 2007 event. She continued that cotton candy was not sold in 2008. She reported the cotton candy brought in \$111 versus \$116 in 2007.

The Kids' parade had 78 registrants versus 77 from last year. She informed that the Chamber did an excellent job in hosting the parade. She stated that next year the judges will need to be informed that participants are limited to winning only one prize as there were several participants who had won prizes in more than one category.

AGENDA ITEM: DOROTHY BENATZ TRAIL – Discussion of the Dorothy Benatz Trail.

Commissioner Radoccia stated that she had asked for this item on the agenda. She shared that she uses the trail frequently and that the good news is that the doggie bags are being used and placed into the trash cans. The issue is the smell coming from the trash and that in future trail designs to consider placing the trash cans on the opposite side away from the benches.

Community Services Supervisor Norman thanked Commissioner Radoccia for the input and stated that this would most definitely be considered in the future.

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

Parks and Recreation Master Plan
Broadband Technology Operations Program Grant-Public Computer Center
Halloween

Community Services Supervisor Norman stated that she had overlooked an item on the staff report and asked Chairperson Zanolli if Agenda Item: Staff Report could be re-opened. Chairperson Zanolli stated that Agenda Items: Staff Report was brought back to the table.

Community Services Supervisor Norman asked to clarify information previously provided to the Commission regarding participating in a meeting via teleconference. She continued that she had learned that a board member may participate via teleconference but that if the quorum was met only because of the board member participating via teleconference that this practice was not allowable.

AGENDA ITEM: ADJOURNMENT-With no further business before the board and with no objection, the meeting adjourned at 6:53 p.m.

APPROVED:

Lynda Zanolli
Chairperson

SUBMITTED BY:

Dawn Norman
Community Services Supervisor

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, AUGUST 27, 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, August 27, 2009 at 6:00 p.m., in the Town Hall Administration Community Room, 39 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

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

Staff:

Planner II	Normalinda Zuniga
Administrative Assistant	Vicki McReynolds

Others In Attendance: None.

AGENDA ITEM: CALL TO ORDER: The Chairperson called the meeting to order at 6:02 p.m.

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

AGENDA ITEM: MINUTES: Consideration of the Regular Meeting Minutes of June 25, 2009. **Vice Chairperson Olguin motioned to approve the Regular Meeting Minutes of June 25, 2009, with the addition under Discussion section page 6: Chairperson Puzas, Vice Chairperson Olguin, Chairperson Scully of the Design Review Board, (possibly Board Member Foutz of the Design Review Board) and Drake Meinke would be interested in being on a sub-committee for a sign program. Commissioner Bayless seconded the motion. The motion passed unanimously.**

AGENDA ITEM: REPORTS:

Chairperson's Report: The Chairperson stated he has spoken with the Community Development Director regarding setting up a meeting in the future for the sub-committee sign program. The Chairperson will not be available September 9-21, 2009.

Vice Chairperson Olguin wanted confirmation from the Staff that at this time, there are no more Worksessions on the first Thursday of each month. The Staff stated that was true.

Staff Report: The Planner II reported to the Commissioners there will be a Joint Meeting with the Town Council and the Genreal Plan Update Committee on Tuesday, September 29, 2009, at 3:00 p.m. in the Men's Lounge. The topic will be: Clarkdale Sustainability Park – A Plan for the Future of Our Town, presented by Doug VonGausig, Mayor. Agendas will go out accordingly prior to the meeting.

AGENDA ITEM: PUBLIC COMMENT: There was no public comment.

NEW BUSINESS

AGENDA ITEM: PUBLIC HEARING: CHANGES TO THE TOWN OF CLARKDALE SUBDIVISION REGULATIONS, CHAPTER 12 OF THE TOWN CODE.

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

-Staff Report: The Planner II went over the changes to the Subdivision Regulations, Chapter 12 of the Town Code with the Commissioners. (The Commissioners received a copy of the 106 page handout prior to the meeting).

Staff stated general housekeeping was done on Chapter 12. Stages 4 & 5 have been combined to get all appropriate assurances from potential applicants. It was noted the Community Development Director was comfortable with the changes that were outlined in this handout.

-Invite Public to Speak: None.

-Discussion:

-Clarification was needed by the Commissioners regarding item number 6 on page 39 that reads: Any work abandoned or not completed by the subdivider may be completed by the Town and the Town shall be entitled to recover the construction costs from the subdivider's financial assurances posted with the Town, and if insufficient, from the subdivider. Staff stated the Town would recover through the applicant's assurance/bond to atleast finish the infrastructure. The Commissioners want to know if the assurance/bond secures a timeframe. They would like to see a process put in place to secure an expiration in the subdivision agreement.

-The Commissioners requested that legal council review the proposed changes.

-Besides legal advice regarding the review of Chapter 12 as mentioned under "Questions to Staff", it was felt it may be beneficial to have a developer, an insurance person and possibly a finance person give Chapter 12 closer evaluation.

-General grammatical errors were brought to staff's attention.

- Close Public Hearing:** The Commissioners chose to continue this item to the next regular meeting. Staff was directed to do the following:
- Legal Council to review the Subdivision Regulations, Chapter 12
 - Gramatical changes to be made
 - Make certain stages 4 & 5 do not hinder the project's process
 - Provide explanation of the process / timeframe / expiration for Section 12-3 –6D.2.C.6 in the Subdivision and Minor Subdivision process.
 - Post approval definition explanation.

AGENDA ITEM: CONSIDERATION AND POSSIBLE ACTION: CHANGES TO THE TOWN OF CLARKDALE SUBDIVISION REGULATIONS, CHAPTER 12 OF THE TOWN CODE.

-Action: Commissioners tabled this agenda item to be considered at the next regular meeting.

DISCUSSION & POSSIBLE ACTION: Planning Commission Meeting Location Change to the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ, starting at the next regular scheduled meeting in September. Commissioner Bayless motioned to change the Planning Commission's meeting location to the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ, starting at the next regular scheduled meeting in September. Vice Chairperson Olguin seconded the motion. The motion passed unanimously.

AGENDA ITEM: FUTURE AGENDA ITEMS:

- Discussion of the Joint Meeting with the Town Council and the General Plan Update Committee regarding: Clarkdale Sustainability Park on September 29, 2009, at 3:00 p.m.
- Discussion of the role the Planning Commission plays in the General Plan Process.
- Commissioners want to review Mountain Gate using the revisions to Chapter 12 Subdivision Regulations

AGENDA ITEM: ADJOURNMENT: Commissioner Bayless motioned to adjourn the meeting. Vice Chairperson Olguin seconded the motion. The motion passed unanimously. The meeting adjourned at 7:10 p.m.

APPROVED BY:

SUBMITTED BY:

Dave Puzas
Chairperson

Vicki McReynolds
Administrative Assistant