

MINUTES OF A SPECIAL MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF CLARKDALE HELD WEDNESDAY, NOVEMBER 18, 2009, IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ.

A **SPECIAL** Meeting of the Board of Adjustment of the Town of Clarkdale was held on Wednesday, November 18, 2009, at 6:00 p.m. in the Clark Memorial Library, 39 N. Ninth Street, Clarkdale, AZ.

Board of Adjustment:

Chairperson	Lee Daniels	Present
Vice Chairperson	Jack VanWye	Present
Board Members	Karen Daniels	Present
	Ted Rabban	Present
	Pete Cure	Present

Staff:

Planner II	Normalinda Zuniga
Administrative Assistant II	Vicki McReynolds
Building Inspector	Paul Grasso

Others in Attendance: None.

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

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

AGENDA ITEM: MINUTES: Consideration of the Special Meeting Minutes of June 10, 2009. Board Member Van Wye motioned to approve the Special Meeting Minutes of June 10, 2009. Board Member Daniels 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: ELECTIONS: CHAIRPERSON and VICE CHAIRPERSON.

Board Member K. Daniels motioned to appoint Lee Daniels as Chairperson. Board Member Van Wye seconded the motion. Lee Daniels accepted the nomination and was elected unanimously. Chairperson Daniels motioned to appoint Jack Van Wye as Vice Chairperson. Board Member K. Daniels seconded the motion. Jack Van Wye accepted the nomination and was elected unanimously.

AGENDA ITEM: WELCOME NEW BOARD MEMBERS

There are two new Board Members on the Board of Adjustment – Ted Rabban and Pete Cure. This is a full five member Board.

This being discussion only, there were no actions taken.

AGENDA ITEM: BOARD OF ADJUSTMENT INFORMATION / ROLE MEMBERS PLAY

-Staff went over the handouts the Board Member's received in their packets. The importance of adhering to the six "Criteria" outlined in Section 17-2-2 Powers was explained. Other handouts included Section 112, Board of Appeals from the International Building Code-2006 and Legal Aspects of Code Administration pages 52-58.

-Staff explained the types of applications that usually come before the Board, i.e., boundary discrepancies, extension for a non-conforming use, applicant feeling there may be a misinterpretation of the Zoning Code and variance requests. The Zoning Administrator (in the Community Development Department) is Sherry Bailey who is available regarding appeals.

-The Chairperson explained to the new members that the Staff in the Community Development Department provides packets with all the information regarding an application request the week prior to the meeting. This allows Board Members time to review the information, contact staff if necessary and go out to look at the site in question.

-The Verde Valley is trying to put together a Board of Appeals group that would include contractors and inspectors from Camp Verde, Cottonwood, Clarkdale and Sedona. This formation is pending an intergovernmental agreement.

-Staff briefly went over the Open Meeting Laws and email protocol. There will be a yearly Boards and Commissions Open Meeting Law Training Seminar held here on the Town Complex possibly in January. The Board Members will be notified when this takes place.

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

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: Board of Adjustment Meeting Location Change to the Men's Lounge of the Clark Memorial Clubhouse located at 19 N. Ninth Street, Clarkdale, AZ, starting at the next regular scheduled meeting. Chairperson Daniels motioned to approve remaining in the Clark Memorial Library, 39 N. Ninth Street for their meetings. Board Member Van Wye seconded the motion. The motion passed unanimously

AGENDA ITEM: FUTURE AGENDA ITEMS: None at this time.

AGENDA ITEM: ADJOURNMENT: Board Member Van Wye motioned to adjourn the meeting. Board Member Daniels 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

***DESIGN REVIEW BOARD
NOVEMBER 11, 2009***

NOTICE IS HEREBY GIVEN THAT THE REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE, SCHEDULED FOR WEDNESDAY, NOVEMBER 11, 2009, AT 6:00 P.M. IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ, IS CANCELLED.

Dated this 2nd day of November, 2009

TOWN OF CLARKDALE

By:

**Walt Good
Deputy Town Clerk**

MINUTES OF A SPECIAL MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON THURSDAY, NOVEMBER 12, 2009, AT 6:00 P.M. IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ.

A Special Meeting of the Design Review Board of the Town of Clarkdale was held on Thursday, November 12, 2009, at 6:00 p.m. in the Clark Memorial Library, 39 N. Ninth Street, Clarkdale, AZ.

BOARD MEMBERS:

Chairperson	Marsha Foutz	Present
Vice Chair	Elaine Sakelarios	Present
Board Members	Michelle Hayman	Present
	Robyn Prud'homme-Bauer	Present
	Charles Scully	Present

STAFF:

GIS Planner	Guss Espolt
Administrative Assistant	Vicki McReynolds

Others In Attendance: None.

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

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

AGENDA ITEM: MINUTES: Consideration of the **Regular Meeting Minutes of October 14 2009.** **Board Member Prud'homme-Bauer motioned to approve the Regular Meeting Minutes of October 14, 2009. Vice Chairperson Sakelarios seconded the motion. The motion was approved unanimously.**

AGENDA ITEM: REPORTS:

Chairperson's Report: The Chairperson asked Staff the status of projects that have come to the Design Review Board in the past several years. Staff is currently working on the list of all the applications and will provide an updated report for the Design Review Board's review. This will take place at the regular scheduled meeting in January 2010.

Staff Report: None. The Board Members asked if Staff was aware of the following:

- The auction sign at 89-A and Lisa - the apartment complex that is for sale? (Staff was not aware of the sign but knew the complex was going up for auction).
- The pick up truck for sale in the right of way in the Palisades area? (Staff will follow up with the appropriate department).
- Has staff received any complaints regarding the Salsa Shop's window signs? (Staff has not received any complaints-Staff will follow up with the owner).

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

Public: Bill Sakelarios stated he would like to see better signage for the Chamber of Commerce to give it more visibility.

NEW BUSINESS:

AGENDA ITEM: CONTINUED REVIEW & DISCUSSION: DRB-090171-Verizon Wireless-Carl Taskes-Cell Tower/Building Request.

-Staff Report: Staff received an email from the applicant Mr. Carl Taskes, stating he would like his application to be withdrawn from this meeting's agenda.

ACTION: The agenda item was withdrawn per the applicant's request. There were no actions taken.

AGENDA ITEM: FUTURE AGENDA ITEMS:

- January 2010 regular scheduled meeting: Status Report for past Design Review Board Applications.
- Board Member Scully to present his Community Way Finding Sign Presentation at a future meeting.

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

APPROVED BY:

SUBMITTED BY:

**Marsha Foutz
Chairperson**

**Vicki McReynolds
Administrative Assistant II**

**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 Wednesday, November 18, 2009 at 4:00 p.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street., Clarkdale, AZ.

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

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

Others in attendance: None.

AGENDA ITEM: CALL TO ORDER – Chairperson Meinke called the meeting to order at 4:02 p.m. and noted that Vice Chairperson Wombacher and Boardmember Valdez were absent.

AGENDA ITEM: PUBLIC COMMENT– None.

AGENDA ITEM: CONSIDERATION OF THE MINUTES – Consideration of the minutes of the regular meeting held on October 21, 2009.

Board Member Erickson stated that she did not receive a copy of the minutes in her packet. Chairperson Meinke confirmed that the minutes were also not included in his packet. Community Services Supervisor Norman stated that this was an oversight and suggested that the Board table the item to the December meeting as this would allow staff to provide the minutes to the Board for their review.

Chairperson Meinke tabled the item to the next meeting.

AGENDA ITEM: REPORTS

CHAIRPERSON'S REPORT - Chairperson Meinke reported the following:

1. Approximately 100 people attended the November 7th dance.
2. Chairperson Meinke and his associate refurbished the display case in the Ladies Lounge, this included replacing the broken glass.
3. The Clarkdale Heritage Center submitted their paperwork and receipts to the Town's Finance Director for the museum's portion of the Arizona Historical Records Advisory Board (AHRAB) grant.
4. Chairperson Meinke attended the Walkin' on Main event last Saturday. The Clarkdale Heritage Center participated and used the opportunity to fundraise and sell tickets for the home tour which was very successful.

5. Chairperson Meinke attended the Archive Emergency Preparedness Workshop on November 3rd presented by Melanie I. Sturgeon, Ph.D., Director of the History and Archives Division of the Arizona State Library, Archives and Public Records.

STAFF REPORT – Community Services Supervisor Norman reported on the following:

1. Community Services Supervisor thanked Chairperson Meinke and his partner for their work in refurbishing the display case. She commended them on a job well done and that the case turned out wonderful.
2. The Heritage Conservancy Board Meetings will continue to be held in the Council Chambers in the Men's Lounge.
3. The auditorium stage curtains were removed by the Public Works Department due to damage caused over the years causing them to become a safety hazard. Public Works is researching what it would take to repair them.
4. Melanie I. Sturgeon, Ph.D., Director of the History and Archives Division of the Arizona State Library, Archives and Public Records will be holding an all-day Archives 101 Workshop on December 1st in the Men's Lounge at 8:30 am.
5. Archive supplies have been purchased for the Town's portion of the AHRAB grant.
6. Status on Clarkdale Heritage Center blueprint loan request – The majority of the requested blueprints have been loaned to the Clarkdale Heritage Center. There are 15 outstanding blueprints which are currently on hold due to an equipment breakdown at Little Lisa's. At the beginning of the project Collections Manager McDonough discovered that Little Lisa's has the ability to digitize the blueprints. During the process a digital image of each blueprint is being copied to a CD for the Archive.
7. Status on Clarkdale Heritage Center Verde Valley Country Club Rock/Plaque loan request – Collections Manager McDonough informed staff that she did not know the whereabouts of the rock/plaque. Collections Manager McDonough recalls requesting the gentleman who had the Verde Valley Country Club rock to return it to the Town but was not sure if he ever did. She thought that it may have been buried when dirt was added to the area behind the Archive. Chairperson Meinke stated that Collections Manager McDonough reported that she had retrieved the rock/plaque from the individual in Jerome.

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

Chairperson Meinke distributed copies of the information to be included in the kiosks. He requested that the Board Members review the information and submit their comments and recommendations at the next meeting.

AGENDA ITEM: ARIZONA'S CENTENNIAL CELEBRATION – Discussion of Arizona's Centennial Celebration.

Chairperson Meinke reported that there will be a meeting on Thursday at 5:30 pm at the Clarkdale Heritage Museum for planning Clarkdale's Centennial.

Community Services Supervisor Norman stated that she had submitted the Heritage Conservancy Board Members' email addresses to the Yavapai County Centennial Committee. This would ensure that they would be included in all email correspondence and be kept updated on the progress. Via email the Board Members should have received the October minutes for the Yavapai County Committee meeting held last month. She continued that the Heritage Conservancy Board approved that the Conservancy Board would represent the Town at the Yavapai County Committee meetings but never determined who would attend the meetings. She asked if any Board Members were available to attend, the next meeting was scheduled for November 23rd at 10:00 a.m.

AGENDA ITEM: CLARKDALE HERITAGE DANCES – Discussion and consideration of the Clarkdale Heritage Dances.

Community Services Supervisor Norman stated that she had a brief discussion with Finance Director Bainbridge regarding how to process the funds from the dances if expenses and income were shared equally by the Heritage Conservancy Board and Heritage Conservancy Center. Currently the Finance Department is preparing for the annual audit scheduled for next week. Finance Director Bainbridge requested to continue the discussions on financial procedures under the proposed 50/50 split after the audit is completed. She will need to review the required steps and procedures and discuss the proposed arrangement with the Town Manager.

Chairperson Meinke stated the Clarkdale Heritage Center agreed to the proposed 50/50 split arrangement and tabled the item to the next meeting.

Board Member Erickson reported the wood on the Adopt-A-Chair chair is in good condition after cleaning it up.

AGENDA ITEM: COLLECTIONS MANAGER – A work session on the selection process for the Archive Collections Manager.

Community Services Supervisor Norman reported that the Town Council approved the Archive Policy amendment setting a calendar year term for the Collections Manager. She reviewed the selection process approved by the Board in September 2008. She informed pursuant to the selection process, the position will be published in the newspaper and on the Town website, and in addition an article will be in the upcoming Small Talk newsletter.

Community Services Supervisor reviewed the selection process schedule with the Board: Application deadline is December 10th, interviews, if needed, will be held on December 14th and 15th, and the appointment by the Heritage Conservancy Board will be on December 16th.

She continued that a Review Committee consisting of two board members and one staff member must be determined. The Review Committee will conduct interviews, if needed, and will submit a recommendation of appointment to the Heritage Conservancy Board. Interviews will be held on December 14th and 15th and inquired if any of the Board Members were interested in serving in this capacity. Board Member Erickson and Chairperson Meinke volunteered to be on the Review Committee.

Assistant Town Manager Perry explained that the current Archive Policy is not specific or detailed in outlining duties and procedures for the Collections Manager. She asked the Board Members to begin considering what procedures they would like to establish and implement for

the Collections Manager. A couple of items Staff suggests are requesting a monthly report from the Collections Manager and the use of timecards for Archive volunteers.

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

1. *Kiosks*
2. *Dances*
3. *Collections Manager appointment*
4. *Merging the Clarkdale Heritage Conservancy Board with the Clarkdale Heritage Center Board*
5. *Centennial Celebration*

AGENDA ITEM: ADJOURNMENT – With no further business and without objection the meeting adjourned at 4:38 pm.

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, NOVEMBER 16, 2009, IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.

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

Planning Commission:

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

Staff:

Community Development Director	Sherry Bailey
Administrative Assistant	Vicki McReynolds

Others In Attendance: Janet Perry, Assistant Town Manager.

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: Consideration of the **Regular Meeting Minutes of October 19, 2009 and the Special Joint Meeting Minutes of October 22, 2009. Committee Member Van Wye motioned to approve the Regular Meeting Minutes of October 19, 2009 and the Special Joint Meeting Minutes of October 22, 2009. Committee Member Gordon seconded the motion. The motion passed unanimously.**

AGENDA ITEM: REPORTS:

Chairperson's Report: The Chairperson brought up the "Public Comment" section on the agenda from the last meeting where there was public in attendance. The Committee Members felt uncomfortable re-addressing contents of previous meetings to bring this one member of the public up to date. This took time away from the outlined agenda for that meeting. It was felt after much discussion, the agenda needs to be followed to stay on task and there is a specific place for Public Comment (in keeping with the Open Meeting Laws). The Committee Members want to encourage

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**General Plan Update Committee
November 16, 2009**

public comment and be perceived as a Committee that welcomes public to attend, but in keeping with the time frames outlined on the agenda.

Staff Report: Staff reminded the Committee Members of the joint meeting with the Planning Commission on Thursday, November 19, 2009 at 5:00 p.m.

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 Four – Environmental Stewardship.

The Community Development Director stated Committee Member Wicks provided grammatical changes and wanted the addition of “wildlife” in Objective #1, Policy #2.

The Committee Members brought forward grammatical changes and some sentence re-structure in Objective #1. The Community Development Director will wait until the Parks and Recreation Master Plan is completed for the changes to be reflected in this Objective. The Assistant Town Manager stated the General Plan and the Parks and Recreation Master Plan documents are all tied together to say the same thing.

Objective #5 needs re-structuring. Policy #1 under this objective is in reference to “staff” participating in the Regional Plan.

The text in green print: Existing Plans: Open Space Goals, Objectives and Policies were also for the Committee Member’s review. The Community Development Director stated staff is looking to receive from the Members any changes, additions or deletions.

Under Goal 4-A: **PROVIDE AN INTEGRATED SYSTEM OF OPEN SPACE AND NATURAL RESOURCE AREAS TO SERVE THE RESIDENTS OF CLARKALE**, Policy #3 reads as follows: *Adopt standards to encourage preservation of native landscaping in new developments, including native plant lists, plant survey methods and related procedures.*

There is an approved plant list that the Town of Clarkdale currently follows. The Committee Members had a lengthy discussion about possibly having a “**discouraged list**” of plants/landscaping. The other possibility raised was to atleast use the wording “discouraged plantings / landscaping” in the above policy. (This will be re-structured in the next draft).

It was also brought up about landscaping that doesn’t require the use of pesticides. The Community Development Director explained that single family homes are being looked at regarding water conservation and landscaping for the future.

This being for discussion only, there were no actions taken. Committee Member O'Neill will merge the black and green text in Chapter Four to create a corrected document to include grammatical changes and sentence re-structure. The document will then be sent to the Community Development Director prior to the next meeting.

AGENDA ITEM: CONTINUED REVIEW & DISCUSSION : Existing Chapter Six.

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

Staff and the Committee Members agreed to put a hold on Chapter Six until Chapter Four comes back for review at the next meeting. The Community Development Director will bring a new draft that will have the Introduction to the Parks and Recreation Master Plan for the Member's review.

AGENDA ITEM: DISCUSSION: Recap the process agreed upon at the Joint Meeting with the Planning Commission.

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

AGENDA ITEM: RECAP: Meeting Accomplishments.

-Chapter Four was reviewed. Committee Member O'Neill to re-work the Chapter for the Community Development Director's review who will then prepare it for the Members.

-Chapter Six to be on hold until Chapter Four comes before the Committee Members at the next meeting.

AGENDA ITEM: FUTURE AGENDA ITEMS:

- Chapter Four revisions for review.
- Chapter Six with Introduction "draft".

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

APPROVED BY:

SUBMITTED BY:

Janet Regner
Chairperson

Vicki McReynolds
Community Development Director

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General Plan Update Committee November 19, 2009

MINUTES OF A SPECIAL JOINT MEETING OF THE GENERAL PLAN UPDATE COMMITTEE WITH THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, NOVEMBER 19, 2009, IN THE TOWN HALL COMMUNITY ROOM, 39 N. NINTH STREET, CLARKDALE, AZ.

A **SPECIAL JOINT** meeting of the General Plan Update Committee with the Planning Commission of the Town of Clarkdale was held on Thursday, November 19, 2009 at 5:00 p.m., in the Town Hall Community Room, 39 N. Ninth Street, Clarkdale, AZ.

General Plan Update Committee

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

Planning Commission:

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

Staff:

Community Development Director	Sherry Bailey
Administrative Assistant	Vicki McReynolds

Others In Attendance: None.

AGENDA ITEM: CALL TO ORDER:

- Planning Commission Chairperson called the meeting to order at 5:00 p.m.
- General Plan Update Committee Chairperson called the meeting to order at 5:00 p.m.

AGENDA ITEM: ROLL CALL:

- The Administrative Assistant called roll for the Planning Commission.
- The Administrative Assistant called roll for the General Plan Update Committee.

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

AGENDA ITEM: DISCUSSION & REVIEW: Chapter One Update of the General Plan.

The Community Development Director handed out Planning Commission Chairperson Olguin's and Vice Chairperson Regner's drafts with corrections and or comments. These were discussed.

The following reflects the high points brought up by the two groups:

-It was noted "Water Management" needs to be acknowledged under Environmental Stewardship.

-It should be clearly stated which parts are required by State law and which are sections we feel should be added to better serve Clarkdale.

-The title "Environmental Stewardship" could be broken down further.

-2001 MAJOR THEMES: A Shared Vision for Clarkdale's Future / General Issues for Clarkdale (page five).

-It was questioned if that is enough regarding themes?

-Page one - Honoring our Past and Planning our Future heading was suggested to be possibly put on page two under THE 2030 CLARKDALE GENERAL PLAN (inserted before Public Participation Process section).

-Page one - under Why Does Clarkdale have a General Plan? Current sentence in the draft reads as follows: *This General Plan will contain the state required chapters and it will also have chapters for the following:*

-Community Design

-Economic Development

-Housing

-A Chapter that combines all aspects in each of the chapters, with a focus on comprehensive sustainability.

The Community Development Director stated a "Natural Resources" chapter can be added. The Community Design chapter will encompass form based codes and smart growth checklist information.

It was suggested the sentence "re-structure" possibly say: *This General Plan will contain required chapters and it will also have chapters for the following:*

There could be bullets to designate "state required" chapters.

The Community Development Director stated starting with Chapter I will lay the areas of emphasis to lead to more detail within each heading. Graphics, maps and smaller details will further enhance the information.

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General Plan Update Committee
November 19, 2009

-Continued discussion was regarding sentence structure, wording and grammatical errors.

Staff was given direction to re-work the draft of Chapter One with the changes noted from this meeting: sentence structure, wording, phrases, grammatical errors and moving paragraphs.

This agenda item being for discussion only, there were no actions taken.

AGENDA ITEM: ADJOURNMENT:

- Planning Commission: Vice Chairperson Regner motioned to adjourn the meeting. Commissioner Vinson seconded the motion. The motion passed unanimously. The meeting adjourned at 6:00 p.m.

- General Plan Update Committee: Committee Member Van Wye motioned to adjourn the meeting. Chairperson Regner seconded the motion. The motion passed unanimously. The meeting adjourned at 6:00 p.m.

The meeting adjourned at 6:00 p.m.

APPROVED BY:

SUBMITTED BY:

Janet Regner
Chairperson

Vicki McReynolds
Administrative Assistant

**NOTICE OF A REGULAR MEETING
OF THE PARKS AND RECREATION COMMISSION
OF THE TOWN OF CLARKDALE**

In accordance with Resolution #215 of the Town of Clarkdale, and Section 38-431.02, Arizona Revised Statutes,

NOTICE IS HEREBY GIVEN that the Regular Meeting of the Parks and Recreation Commission of the Town of Clarkdale scheduled for Wednesday, November 11, 2009, at 5:30 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona, is cancelled.

Dated this 5th day of November, 2009.

By:

Dawn Norman
Community Services Supervisor

Reasonable accommodations may be requested by contacting Town Hall at (928) 634-9591 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.

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*Planning Commission
November 19, 2009*

MINUTES OF A SPECIAL JOINT MEETING OF THE PLANNING COMMISSION WITH THE GENERAL PLAN UPDATE COMMITTEE OF THE TOWN OF CLARKDALE HELD ON THURSDAY, NOVEMBER 19, 2009, IN THE TOWN HALL COMMUNITY ROOM, 39 N. NINTH STREET, CLARKDALE, AZ.

A **SPECIAL JOINT** meeting of the Planning Commission with the General Plan Update Committee of the Town of Clarkdale was held on Thursday, November 19, 2009 at 5:00 p.m., in the Town Hall Community Room, 39 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

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

General Plan Update Committee

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

Staff:

Community Development Director	Sherry Bailey
Administrative Assistant	Vicki McReynolds

Others In Attendance: None.

AGENDA ITEM: CALL TO ORDER:

- Planning Commission Chairperson called the meeting to order at 5:00 p.m.
- General Plan Update Committee Chairperson called the meeting to order at 5:00 p.m.

AGENDA ITEM: ROLL CALL:

- The Administrative Assistant called roll for the Planning Commission.
- The Administrative Assistant called roll for the General Plan Update Committee.

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

AGENDA ITEM: DISCUSSION & REVIEW: Chapter One Update of the General Plan.

The Community Development Director handed out Planning Commission Chairperson Olguin's and Vice Chairperson Regner's drafts with corrections and or comments. These were discussed.

The following reflects the high points brought up by the two groups:

-It was noted "Water Management" needs to be acknowledged under Environmental Stewardship.

-It should be clearly stated which parts are required by State law and which are sections we feel should be added to better serve Clarkdale.

-The title "Environmental Stewardship" could be broken down further.

-2001 MAJOR THEMES: A Shared Vision for Clarkdale's Future / General Issues for Clarkdale (page five).

-It was questioned if that is enough regarding themes?

-Page one - Honoring our Past and Planning our Future heading was suggested to be possibly put on page two under THE 2030 CLARKDALE GENERAL PLAN (inserted before Public Participation Process section).

-Page one - under Why Does Clarkdale have a General Plan? Current sentence in the draft reads as follows: *This General Plan will contain the state required chapters and it will also have chapters for the following:*

-Community Design

-Economic Development

-Housing

-A Chapter that combines all aspects in each of the chapters, with a focus on comprehensive sustainability.

The Community Development Director stated a "Natural Resources" chapter can be added. The Community Design chapter will encompass form based codes and smart growth checklist information.

It was suggested the sentence "re-structure" possibly say: *This General Plan will contain required chapters and it will also have chapters for the following:*

There could be bullets to designate "*state required*" chapters.

The Community Development Director stated starting with Chapter I will lay the areas of emphasis to lead to more detail within each heading. Graphics, maps and smaller details will further enhance the information.

DRAFT

*Planning Commission
November 19, 2009*

-Continued discussion was regarding sentence structure, wording and grammatical errors.

Staff was given direction to re-work the draft of Chapter One with the changes noted from this meeting: sentence structure, wording, phrases, grammatical errors and moving paragraphs.

This agenda item being for discussion only, there were no actions taken.

AGENDA ITEM: ADJOURNMENT:

- **Planning Commission:** Vice Chairperson Regner motioned to adjourn the meeting. Commissioner Vinson seconded the motion. The motion passed unanimously. The meeting adjourned at 6:00 p.m.

- **General Plan Update Committee:** Committee Member Van Wye motioned to adjourn the meeting. Chairperson Regner seconded the motion. The motion passed unanimously. The meeting adjourned at 6:00 p.m.

The meeting adjourned at 6:00 p.m.

APPROVED BY:

SUBMITTED BY:

Jorge Olguin
Chairperson

Vicki McReynolds
Administrative Assistant

MINUTES OF A SPECIAL MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, NOVEMBER 19, 2009, IN THE TOWN HALL COMMUNITY ROOM, 39 N. NINTH STREET, CLARKDALE, AZ.

A SPECIAL meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, November 19, 2009 at 6:00 p.m., in the Town Hall Community Room, 39 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

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

Staff:

Community Development Director	Sherry Bailey
Administrative Assistant	Vicki McReynolds

Others In Attendance: None.

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

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

AGENDA ITEM: MINUTES: Consideration of the Special Joint Meeting Minutes of October 22, 2009 and the Regular Meeting Minutes of October 22, 2009. Commissioner Puzas motioned to approve the Special Joint Meeting Minutes of October 22, 2009. Commissioner Vinson seconded the motion. The motion passed unanimously. Commissioner Puzas motioned to approve the Regular Meeting Minutes of October 22, 2009 with the following corrections: Chairperson to reflect Dave Puzas and Vice Chairperson to reflect Jorge Olguin. Commissioner Vinson seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS:

Chairperson's Report: The Chairperson reported he attended the Sustainability Park meeting on November 14, 2009 here on the Town Complex. The meeting was well attended and it outlined a good platform to launch future meetings. The Scope of Work / Feasibility Study – Work Group will be the starting place for meetings in the future. The Chairperson has invited the Mayor and Town Manager to attend the Planning Commission's meeting in December to talk about the Clarkdale Sustainability Park.

Staff Report: None.

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

NEW BUSINESS

AGENDA ITEM: DISCUSSION: Discussion of the Planning Commission's role this next year.

The following areas were covered by the Commissioners:

- There is a strong need to prepare for the future and set the goals a little higher.
- The Commissioners need to keep in mind there is limited staff resources.
- What is the Planning Commission doing or not doing? Can some issues be dropped? (Again, keeping in mind staff resources).
- By utilizing the Clarkdale Sustainability Park Project, some issues may not need to be revisited.
- A master plan needs to be looked at, yet keeping a holistic approach.
- The Commissioners need to address, maintain and protect a "core of Clarkdale" while new projects grow.
- There needs to be solid answers regarding trucks, traffic and lighting if the Sustainability Park goes forward. The Park will dramatically change Clarkdale.

- An example of future possible standards to be looked at: Should new homes be required to have solar panels or hot water heaters? Can incentives be given? Possibly focus in the future on developing guidelines for developers through the Building Code.
- The Planning Commission needs to look at everything as a "whole" and the possible impacts, i.e., the General Plan -- Sustainability Park Project. It was noted the Park Project is many years down the line.
- Other Boards and Commissions will be involved with changes that may come in the future.

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

AGENDA ITEM: DISCUSSION: Discuss the two General Plan focus groups that have not met and the possibility of the Planning Commission taking over their role.

The Community Development Director stated the Housing and Community Design focus groups have not met. The Chairperson stated that staff is spread so thin, that the Planning Commission can take the lead and get the focus groups going. It was suggested to invite the two people who were originally interested in attending focus groups, to a worksession. The worksession would take place on the regular scheduled Planning Commission meeting night prior to their meeting. The Community Design Worksession will start in January 2010.

ACTION: Chairperson Olguin motioned to have Commissioner Vinson represent the Planning Commission in the Regional Housing Task Force. Commissioner Puzas seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: Discuss the possibility of a change of the Planning Commission's regular meeting date or time. (Currently it is the fourth Thursday of each month at 6:00 p.m.).

ACTION: Vice Chairperson Regner motioned to change the Planning Commission's regular meeting date to the third Tuesday of the month. Vice Chairperson Regner amended the motion to state: the changed meeting day of the third Tuesday of the month will become effective January 19, 2010. Commissioner Puzas seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION: Reschedule December meeting.

ACTION: Commissioner Vinson motioned to reschedule the Regular Planning Commission meeting in December to a Special Meeting on Thursday, December 17, 2009 at 6:00 p.m in the Men's Lounge. Commissioner Puzas seconded the motion. The motion passed unanimously.

-Staff was given direction to note the reschedule date for December and post accordingly.

AGENDA ITEM: DISCUSSION: Recap of items on the agenda.

-December 17, 2009 will be a Special Meeting: The Mayor and Town Manager will talk to the Commissioners about the Clarkdale Sustainability Park.

-The Planning Commission will take over the Community Design focus group in the form of a worksession. The worksession will take place prior to regular scheduled meetings starting in January 2010.

-The regular scheduled Planning Commission meetings have been moved to the third Tuesday of the month at 6:00 p.m in the Men's Lounge starting in January 2010.

AGENDA ITEM: FUTURE AGENDA ITEMS:

-The Community Development Director will bring items for review about the Clarkdale Sustainability Park.

AGENDA ITEM: ADJOURNMENT: Commissioner Puzas motioned to adjourn the meeting. Commissioner Vinson seconded the motion. The motion passed unanimously. The meeting adjourned at 7:40 p.m.

APPROVED BY:

SUBMITTED BY:

Jorge Olguin
Chairperson

Vicki McReynolds
Administrative Assistant

PLANNING COMMISSION
NOVEMBER 26, 2009

NOTICE IS HEREBY GIVEN THAT THE REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE, SCHEDULED FOR THURSDAY, NOVEMBER 26, 2009, AT 6:00 P.M., IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ, IS CANCELLED.

Dated this 5th day of NOVEMBER, 2009.

TOWN OF CLARKDALE
BY:

Walt Good
Deputy Town Clerk