NOTICE IS HEREBY GIVEN THAT THE REGULAR MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF CLARKDALE, SCHEDULED FOR WEDNESDAY, DECEMBER 23, 2009, AT 6:00 P.M. IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ, IS CANCELLED.

Dated this 7th day of December, 2009

TOWN OF CLARKDALE
By:

_____

Walt Good
Deputy Town Clerk

DRAFT

Design Review Board
December 9, 2009

MINUTES OF A *REGULAR MEETING* OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, DECEMBER 9, 2009, AT 6:00 P.M. IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ.

A **Regular Meeting** of the Design Review Board of the Town of Clarkdale was held on Wednesday, December 9, 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	Absent
	Robyn Prud'homme-Bauer	Present
	Charles Scully	Present

STAFF:

GIS/Planner	Guss Espolt
Administrative Assistant	Vicki McReynolds

Others In Attendence: Jose' Jimenez, Juan Leon – Applicants for Las Carretas Restaurant.

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 November 12, 2009. Board Member Prud'homme-Bauer, motioned to approve the Special Meeting Minutes of November 12, 2009. Board Member Scully seconded the motion. The motion was approved unanimously.

AGENDA ITEM: REPORTS:

Chairperson's Report: The Chairperson mentioned to the Board Members, there will be a meeting that may be of interest to them at the Cottonwood Design Review Board meeting on December 21, 2009 at 6:00 p.m.

The Chairperson also gave an update to the Board about the Home and Building Tour in the Town of Clarkdale. It will be on Saturday and Sunday, December 12 & 13th starting at the Museum. There will be five homes and then buildings in the tour, lunch will be included in the fee. There will be a walking tour downtown and the local business owners will be open on Saturday and Sunday for the event. Tickets are sold at the Museum.

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Staff Report: Staff gave an update to the questions posed by the Board from the last meeting:
-The auction sign at 89-A and Lisa was gone the day after the meeting.
-The truck that was for sale in the right of way was also gone. This would be a situation that would be handled by the Police Department.
-The Salsa Shop owners were spoken to regarding their window signs. They removed what they had and will be handpainting on the windows, but will come before the Board in the future regarding signage.

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. **There was no public comment.**

NEW BUSINESS:

AGENDA ITEM: CONSIDERATION & POSSIBLE ACTION: DRB-090202, Las Carretas Restaurant, 1481 Highway 89-A, sign request.

Staff Report:

Mr. Juan Leon, applicant, has submitted a Design Review request for sign inserts he would like to place at the restaurant he will be leasing from Gus Vargas at 1481 W. Hwy 89A.

As the Board Members may recall, the monument sign currently located on the property was previously approved for Mr. Felipe Felix's restaurant, Las Palapas. Mr. Felix constructed the base for the sign according to the plans he submitted to the Building Department with the design approvals from the Design Review Board. Mr. Felix is no longer operating his business. Mr. Leon, the new leasee, will be re-opening the restaurant with a new name: Las Carretas. The only change that Mr. Leon will make is to place new sign inserts in the existing monument sign, see attached drawing of inserts. The size meets our zoning code requirements.

As stated in Section 17-4-2 of the Town Code:

> *The purpose of the Design Review Board is to review the exterior design of proposed new buildings, proposed alterations to buildings and major development or redevelopment projects which do not include new buildings within the Town of Clarkdale, in order to insure that new development or redevelopment is compatible with the surrounding environment, and to preserve and protect the integrity and character of the Town of Clarkdale, as applicable.*

The Design Review Board shall review applications for design approval of new construction, alterations, additions, or renovations to existing buildings or structures and shall have the power to approve, conditionally approve, or disapprove all such requests. The decisions will be based on the following criteria:

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1. **ARCHITECTURAL MERIT:** The architecture and design shall be visually compatible with the buildings, structures and places to which it is related.

2. **PROPORTION:** The relationship of the width of the building or structure to its height shall be visually compatible with the buildings, structures and places to which it is related or shall be maintained as original whenever feasible.

3. **OPENINGS:** The relationship of the width of the windows and doors, to the height of windows and doors in the building shall be visually compatible with buildings, structures and places to which it is related.

4. **PATTERN:** The relationship of solids to voids in a facade of a building or structure shall be visually compatible with buildings, structures and places to which they are related.

5. **SPACING:** The relationship of the building to the open space between it and the adjoining buildings shall be visually compatible to the buildings, structures and places to which it is related.

6. **ENTRANCES, PORCHES AND PROJECTIONS:** The height, projection, supports and relationship to streets and sidewalks, of entrances, porches, awnings, canopies and balconies of a building shall be visually compatible to the buildings, structures and places to which it is related.

7. **MATERIAL, TEXTURE AND COLOR:** The materials, textures and colors of the facade of a building shall be visually compatible with the predominant materials, textures and colors used in the buildings and structures to which they are related.

8. **ROOFS:** The roof shape and materials of a building shall be visually compatible with the buildings to which it is related.

9. **ARCHITECTURAL DETAILS:** Doors, windows, eaves, cornices and other architectural details of a building or structure shall be visually compatible with buildings and structures to which they are related.

10. **ACCESSORY FEATURES:** Garages, carports, sheds, enclosures, walkways, stairways, and landings shall be visually compatible with buildings and structures to which they are related.

11. **LANDSCAPING:** Landscaping shall be visually compatible with the landscaping around the buildings, structures and places to which it is related.

12. **LIGHTING:** Any on-site illumination shall be architecturally compatible to the overall project and not create a negative or visually detrimental effect on the building or neighboring properties.

Applicant Presentation: Mr. Jimenez has previously operated a restaurant in Cottonwood for several years with an excellent following. He hopes to bring this same following to the new restaurant. He will be bringing a chef in from California. Mr. Jimenez and Mr. Juan Leon are very excited about the new business and will be opening this Sunday, December 13, 2009.

Questions to Applicant or Staff:
The following are responses to questions from the Board Members:

-The lexan plastic is the same but with the proposed vinyl sign going over the lexan.
-The alcohol license is in place.
-If the lexan becomes damaged in any way, applicant realizes it needs to be repaired to not allow the light to escape.
-Staff stated the grand opening banner is acceptable.
-The proposed sign has not been made "yet". The applicant is waiting for a decision from the Board Members this evening before proceeding.

Discussion:
The following were suggestions from the Board Members to the applicant to help them succeed with the sign for their new business:

-It was suggested to keep the "Las Carretas" name, but take out "Restaurant" to make the sign more recognizable.
-The contrast of colors, i.e., background / white lettering may need to be darkened up for visual purposes.
-The white lettering may possibly need a black border around it to stand out.
-Staff noted, the colors in the final product will be in fact darker and that the "photo copy" in this evening's packets appears light.

AGENDA ITEM: ACTION: Board Member Prud'homme-Bauer motioned to approve DRB-090202, Las Carretas Restaurant, located at 1481 Highway 89-A, sign request. Vice Chairperson Sakelarios seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION: Update on previously approved Design Review and Site Plan Review Applications.

Staff was asked to give an update on the Design Review Board's previous approvals. Some projects have been approved and completed, while others have been approved, but work never began on the project or an extension never filed. Per the Town Code:

Section 17-4-9 Expiration of Design Review Approval

Design approval automatically expires if a building permit has not been issued within one (1) year of the date of final approval. The Board may grant an extension of approval provided the applicant files for an extension within the one (1) year approval period.

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Listed below are approved projects and their status:

Case #	Location/Project	Status
DRB-2007-59	755 Hwy 89A- Info kiosk @ #1 Food Store	No longer utilizing kiosk
DRB-090045	755 Hwy 89A- Info signs for kiosks	No longer utilizing kiosk
DRB-2007-61	Street sign caps, historical districts	Project complete
SPR-2007-19 **DRB-2007-45**	600 First North, Old School House Inn	Property no longer owned by applicant, project approvals expired.
DRB-2007-42 **SPR-2007-17**	Verde Canyon Inn	Project approvals expired.
	Highlands - PAD	Commercial buildings approvals have expired. Other approvals for signs and street signs complete.
	Mountain Gate - PAD	All projects that have received approvals have been completed with the exception of the clubhouse the approval has expired.
DRB-2007-44 **SPR-2007-18**	Verde Valley Christian Church	Under construction, approvals valid

Staff explained to the Board in detail each of the above case numbers and their status (as reflected above).

Note: ***Staff did bring to the Board's attention, if the new people working on the Highlands bring the same submittal back to the Town Council, there would be no additional cost. If there are any changes, they would need to come back to the Design Review Board.***

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

AGENDA ITEM: FUTURE AGENDA ITEMS:
-Community Way Finding Signs Presentation – In one of the 2010 regular scheduled meetings.

AGENDA ITEM: ADJOURNMENT: Board Member Prud'homme-Bauer motioned to adjourn the meeting. Vice Chairperson Sakelarios seconded the motion. The motion passed unanimously. The meeting adjourned at 7:10 p.m.

APPROVED BY:

Marsha Foutz
Chairperson

SUBMITTED BY:

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, December 16, 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
Library Manager Charlotte Hawken

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 and November 18, 2009.

Boardmember Erickson moved to approve the minutes of the regular meetings held on October 21, 2009 and November 18, 2009 as written. Boardmember Peck seconded and the motion passed unanimously.

AGENDA ITEM: REPORTS

CHAIRPERSON'S REPORT - Chairperson Meinke reported the following:

1. A letter of resignation from the Heritage Conservancy Board was received from Jesus Valdez.
2. A Clarkdale Centennial group met at the Heritage Museum to brainstorm ideas for the centennial celebration.
3. The Verde Valley Country Club rock plaque showed up behind the Museum building a week ago and he and Lee Daniels moved it into the Museum for safekeeping.
4. The Museum Home Tour was successful and they are excited about planning for next year. Chairperson Meinke expressed his appreciation to all who helped with the tour.

STAFF REPORT – Community Services Supervisor Norman thanked the board members who volunteered and assisted with the Clarkdale Historic Buildings and Home Tour. She stated that it was a great example of the partnership being formed between the Clarkdale Heritage Center and the Heritage Conservancy Board.

Library manager Hawken distributed and reviewed the Heritage Conservancy Board Donations Finance Report. The report reflects a balance remaining of $4,804.11 in the account after paying for furniture pads, blueprint copies, the difference on the purchase of supplies from the Arizona Historical Records Advisory Board grant, and the tuning of the Men's Lounge piano. She stated that additional costs would be deducted for the blueprints remaining on the Heritage Center's loan request and the reupholstering of the adopt-a- chair.

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

Chairperson Meinke reported that he will be requesting more photographs from the Town Archive for the Kiosk project. He noted most of the Kiosks were ready for final review and production.

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

Community Services Supervisor Norman stated that the Board should be receiving information via email from the Yavapai Centennial Committee. There was open discussion on what had been received and who had not received any items.

Community Services Supervisor Norman stated that she would look into the next scheduled meeting and inform the Board. Chairperson Meinke volunteered to attend the next meeting.

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

Community Services Supervisor Norman stated that the financial loss being generated from the dances is of great concern to staff. She reviewed the history of the dances and how the dances came into existence explaining that they were to raise funds for the board to use in order to accomplish the goals of the Heritage Conservancy Board. The Board would need to take into consideration that the funds would be used to conduct public events versus refurbishing items or purchasing archive supplies, etc. She stated that with the current budget the only funds available to the Board were those in the donation account and that most likely this would be the same for the upcoming year. She requested that the Board take this into account when considering the 50/50 split with the Heritage Center.

Assistant Town Manager stated that the Town Finance Department has not completed reviewing and determining whether it has the authority to take on a negative income project. There was open discussion on the dances' finances and the effect placed upon the Town if the 50/50 split were agreed to and the dances continued to lose money.

Boardmember Erickson suggested finishing the spring or perhaps the entire year of dances with the current agreement in place and then reassess the consideration to split all income and expenses 50/50 with the Heritage Center.

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

Assistant Town Manager Perry stated that the Review Committee met and conducted interviews on Monday. She continued the committee members were Chairperson Meinke, Boardmember

Erickson and herself. The committee is recommending appointing co-collection manager positions. She stated the skills of the two applicants are complementary to each other. Cyndy Lowry has been accessioning the Heritage Museum items and shared some of her work reviewing one of the museum's notebooks of accessioned items. Shauna Jones has experience with historic home preservation and is currently training with Cyndy at the museum. She stated that the Review Committee is recommending the appointment of Cyndy Lowry and Shauna Jones as Co-Collections Managers.

Boardmember Erickson noted that they had discussed the division of time between the Town Archive and the Museum with the applicants due to their involvement with the museum.

Chairperson Meinke moved to approve appointing Cyndy Lowry and Shauna Jones as Co-Collections Managers of the Town Archive. Boardmember Peck seconded and the motion passed unanimously.

AGENDA ITEM: CLUBHOUSE LIGHT FIXTURES – An update on the work being done on the exterior light fixtures from the Ladies' Lounge of the Clark Memorial Clubhouse.

This item was tabled to next meeting.

AGENDA ITEM: CLARKDALE ARCHIVES – A discussion about safety/security concerns that have arisen recently in the Archive.

Assistant Town Manager Perry informed the Board that access to the Archives was still restricted due to security concerns. There was open discussion on the current security system and access to the archive. Assistant Town Manager Perry asked the Board if there were any suggestions or changes they would like to consider on current access procedures or to the current security system.

Suggestions included using a modified Town key policy where the Co-Collections Managers would sign an initial key agreement and then sign-out the key on a daily basis versus having a standard key issued for their term; volunteer time sheets documenting all work performed in the Archive would be completed by each Co-Collections Manager; and establish hours available to the Co-Collections Managers to access the archives.

There was open discussion on outside lighting. Chairperson Meinke stated that there was not a need to address the outside lighting as access would be limited to Town operational hours only due to the Co-Collections Managers having to sign out keys.

Assistant Town Manager Perry stated she would present the Boards suggestions to Town staff.

AGENDA ITEM: MERGING THE HERITAGE CONSERVANCY BOARD AND THE CLARKDALE HERITAGE CENTER BOARD – Work session on merging the Heritage Conservancy Board and the Clarkdale Heritage Center Board.

Boardmember Erickson presented a proposal to merge the Town of Clarkdale Heritage Conservancy Board with the Clarkdale Heritage Center Board by June 30, 2010. All of the current responsibilities, duties and funds under the control of the Heritage Conservancy Board would be delegated and transferred to the Clarkdale Heritage Center Board. There would be non-voting Town and Heritage Conservancy Board representatives on the Clarkdale Heritage Center Board of Directors. The Clarkdale Heritage Center Board would be responsible for managing the collections, expenditures, staff scheduling, operations, marketing, events and fundraising. The Town would be responsible for operation and maintenance costs and scheduling the public

use of all Town owned buildings and as the Museum grows the Town would pay for two part-time staff for the Museum.

Chairperson Meinke noted that it was not customary for the owner of a leased building to pay utilities. Assistant Town Manager Perry stated that insurance would also need to be considered.

The board members agreed that further discussions needed to take place and scheduled another work session for January's meeting.

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

1. ***Merging the Clarkdale Heritage Conservancy Board with the Clarkdale Heritage Center Board***
2. ***Clubhouse Light Fixtures***
3. ***Walking Tour Brochure reproduction.***

AGENDA ITEM: ADJOURNMENT – With no further business and without objection the meeting adjourned at 5:05 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, DECEMBER 21, 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, December 21, 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	Present
Committee Members	David Gordon	Absent
	Ida deBlanc	Present
	Jack VanWye	Present
	Karen Daniels	Present
	Lisa O'Neill	Present
	Ruth Wicks	Present

Staff:

Community Development Director	Sherry Bailey
Administrative Assistant	Vicki McReynolds

Others In Attendence: 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 November 16, 2009 and the Special Joint Meeting Minutes of November 19, 2009. Committee Member Van Wye motioned to approve the Regular Meeting Minutes of November 16, 2009 and the Special Joint Meeting Minutes of November 19, 2009. Committee Member Daniels seconded the motion. The motion passed unanimously.**

AGENDA ITEM: REPORTS:

Chairperson's Report: None.

Staff Report: The Community Development Director stated the Planning Commission's December meeting had the Mayor and the Town Manager do a presentation on the Clarkdale Sustainability Park. It was also discussed the role the Planning Commission will play regarding the park. The Planning Commission will have joint meetings in the future with the General Plan Update Committee and Design Review Board to ensure coordination across the board regarding codes as it relates to the Sustainability Park. The Community Development Director will provide an updated timeline handout to the Committee regarding the General Plan.

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General Plan Update Committee
December 21, 2009

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: REVIEW CHAPTER ONE: (From the Joint Meeting with the Planning Commission) – Changes & Revisions.

-The minor changes were reviewed and the flow of the Chapter.
-Page 2 in areas 1-7, #1 should read *accessibility* instead of *accessible*.
-The Community Development Director will create the "layout" for Chapter One with graphics and maps for the Committee to view. This chapter is an important document as it sets thet tone for the rest of the General Plan.
-The general concensus of the Committee is Chapter One is done.

This being for review only, there were no actions taken. Staff will bring back for viewing Chapter One with appropriate layout to include graphics and maps.

NEW BUSINESS

AGENDA ITEM: CONTINUED REVIEW & DISCUSSION: Chapter Four – Environmental Stewardship with revisions.

-The Community Development Director stated there will be verbaige that is new in this chapter and in Existing Chapter Six, in order to ensure a smooth transition from one chapter to the next.
-Water/wastewater/drainage was discussed. It was felt this should be in Chapter Two-Environmental Stewardship, realizing there can be overflow of water topics in other categories as it applies.
-Page 4, Objective #7 – will be re-written.

-Note: The old Chapter Four (Open Space) and the Existing Chapter Six (Environmental Planning), will both be under area #2: Environmental Stewardship.

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General Plan Update Committee
December 21, 2009

This being for discussion only, there were no actions taken. Staff was given direction to re-write on Page 4, Objective #7.

AGENDA ITEM: REVIEW & DISCUSSION: Existing Chapter Six-Draft.

-Page 1, first sentence: This is a critical time for people to rethink how we meet our needs today to help ensure a desirable future for following generations. **Change** the word *desirable* to *sustainable*.
-Page 1, First Goal: To ensure Clarkdale has a sustainable environment that preserves its open space and natural assets and maintains a healthy environment for its residents and visitors to enjoy. **Change** the word *has* to *maintains*. Put a comma in after "assets" and eliminate *and maintains.*
-Page 2, Objective #2, 4th Policy: Needs to be re-written.
-Page 3, Objective #5, first paragraph, the phrase "transfer of development" was explained: It is a planning procedure that gives a developer credit for clustering a creative deisgn. The phrase "conservation easements" is a legally recognized phrase.
-Page 3, Objective #6-Policy, needs to be re-written and "possibly" be under Objective #1.
-Grammatical errors and sentence restructure for this chapter need to be done.

Note: There will be a glossary at the end of the General Plan reflecting standard definitions of words and phrases.

This being for discussion only, there were no actions taken. Staff was given direction to make corrections and rewrite specific sections

AGENDA ITEM: RECAP: Meeting Accomplishments.

-Chapter One is done. The Community Development Director will bring a layout with graphics and maps for the Committee to view.

-The items brought up for changes and or corrections in Chapter 4 and 6 will be done by the Community Development Director.

AGENDA ITEM: FUTURE AGENDA ITEMS:
-Water will be discussed at the next meeting.
-Move the "regular scheduled" meeting from January 18th to January 25th (due to a holiday falling on the 18th). Agendas will be posted accordingly by the staff.

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General Plan Update Committee
December 21, 2009

AGENDA ITEM: ADJOURNMENT: Committee Member Wicks motioned to adjourn the meeting. Committee Member Van Wye seconded the motion. The motion passed unanimously. The meeting adjourned at 5:00 p.m.

APPROVED BY:

Janet Regner
Chairperson

SUBMITTED BY:

Vicki McReynolds
Community Development Director

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 December 3, 2009 at 9:00 a.m. in the Administration Community Room, 39 North Ninth Street, Clarkdale, Arizona.

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

Staff: Library Manager Charlotte Hawken

Others in attendance: None.

AGENDA ITEM: CALL TO ORDER – Vice Chairperson Hill called the meeting to order at 9:04 a.m. and called roll: John Stevenson, absent; Roberta Peterson, present; Winnie Bohall, present; Sue Hill, present; Maggie Krznarich, present; and Elise Rotchford, present via teleconference.

AGENDA ITEM: PUBLIC COMMENT – None.

AGENDA ITEM: MINUTES – Discussion and consideration of approval of the minutes of the regular board meeting held on September 3, 2009.

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

AGENDA ITEM: REPORTS

CHAIRPERSON'S REPORT – None.

STAFF REPORT – Library Manager Hawken noted that there will be a Boards and Commissions training workshop on January 6, 2010 at 5:30 pm in the Men's Lounge.

AGENDA ITEM: CHAIR AND VICE CHAIR – Discussion and consideration of appointing Chairperson and Vice Chairperson.

Boardmember Bohall nominated Sue Hill as chairperson. Boardmember Krznarich seconded and the appointment passed unanimously. Boardmember Krznarich nominated Winnie Bohall as vice chairperson. Boardmember Peterson seconded and the appointment passed unanimously.

AGENDA ITEM: BOOK SALE – Discussion and consideration of the annual December Book Sale.

There was open discussion on the details of the book sale set up. It was expressed that the Board would like to discuss next year's book sale including location due to the concern that the sale may have outgrown the use of the Ladies' Lounge.

The Board agreed to meet on Monday December 14th to box up any leftover books.

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

a. ***Book Sale***
b. ***Five member board***
c. ***Budget requests***
d. ***Literacy grant report***

AGENDA ITEM: ADJOURNMENT –

Boardmember Peterson moved to adjourn the meeting. Boardmember Krznarich seconded and the motion passed unanimously. The meeting adjourned at 9:33 a.m.

APPROVED: _____

Sue Hill, Vice 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, December 9th, 2009, at 5:30 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

Chairperson:	Lynda Zanolli	(Absent)
Commissioners:	Krysta Dehnert	
	Bethany Bezdek	
	Barbara Van Wye	(Absent)
	Jesse Kennen	

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

Others in Attendance: None

AGENDA ITEM: CALL TO ORDER – Vice Chairperson Dehnert called the meeting to order at 5:30 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 October 14, 2009.

Commissioner Bezdek motioned to approve the Regular Meeting minutes for October 14, 2009, as written. Commissioner Kennen 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. Open Meeting Law and Records Training for Boards and Commissions is scheduled for January 6th at 5:30-7:30. The training will be held in the Men's Lounge. A postcard with the details was mailed to each board/commission member. All board and commission members are urged to attend. This is a great opportunity for members to ask questions or inquire about situations that may arise. The State of Arizona Assistant Ombudsman will be attending the training offering information and will be available for questions.
2. Grant update – The federal government has not issued any awards to date. Due to the overwhelming response of applicants for both broadband and public computer centers it was posted that the public computer center awards will be announced in January. Community Development Director Bailey informed that a grant opportunity is available through the Bill and Melinda Gates Foundation and that the Town will pursue and apply for the grant.
3. New Year's Eve Celebration and Ball Drop – This year's event has been cancelled and will be considered next year. Factors in determining this decision included the challenge

of enlisting volunteers to work at the event along with the main factor of soliciting financial sponsorships to fund the event. Staff was concerned that these resources may be exhausted after the successful support of the Town's 4th of July, Halloween and Santa events.

FINANCE REPORT – The Commission reviewed the financial reports for the months of September, October and November.

NEW BUSINESS:

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

Community Development Director Bailey stated that the Town has been working on many major projects, including the Clarkdale Sustainability Park concept, seeking stimulus funding as well as the General Plan update.

In working on the General Plan update, the General Plan Update Committee is incorporating information presented by each of the Focus Groups as well as information provided by the Parks and Recreation Commission. This is to ensure the information in the General Plan is consistent with the Parks and Recreation Master Plan. The main element of the General Plan affecting the Parks and Recreation Master Plan is the Open Space section. All of the work performed to date by the Parks and Recreation Commission has been incorporated into Chapter 4 of the General Plan update.

Community Development Director Bailey distributed a working document of Chapter 4 of the General Plan update. Community Development Director Bailey informed that the General Plan Update Committee agreed to amend the document as directed by the Parks and Recreation Commission's recommendations.

Community Development Director Bailey reviewed the neighborhoods and subdivisions along with possible future projects and the proposed required park acreage ratio with the Commission. There was open discussion on the neighborhoods and subdivisions along with possible future projects.

Community Development Director Bailey reviewed the working draft of Chapter 4 of the General Plan update explaining that the update will have a new chapter titled Environmental Stewardship. This chapter will be comprised of several elements in the current General Plan, one of which is Open Space, rather than separate chapters for each of the elements.

The Commission reviewed the Open Space introduction and expressed that they were in consensus with the General Plan Update Committee.

Community Development Director Bailey reviewed the Open Space Goals, Objectives and Policies developed by the Open Space Update Committee with the Commission explaining that the General Plan Update Committee took into consideration several important factors presented by the Parks and Recreation Commission which developed from the mini-charette including the importance of promoting healthy lifestyles and open space versus developed park areas and the importance of the Town to sustain open space when developers came in.

There was open discussion on the required park acreage ratio standard.

Commissioner Kennen questioned what the definition of Open Space was and how it was to be interpreted. Community Development Director Bailey responded that Open Space was undisturbed, natural land which can include a social or developed trail.

Commissioner Bezdek expressed the concern of tight restrictions on open space and the use of the land. She would like to be able to offer recreational opportunities which encourage the use of the open space by all residents, using the example that not everyone likes to walk on dirt/undeveloped trails and if a developed paved trail was incorporated through the open space it could be used by mothers with strollers or bicyclists in addition to all other trail users. Community Development Director Bailey responded that Parks and Recreation Commission will discuss and define those factors and incorporate them into the Parks and Recreation Master Plan alleviating her concern.

There was open discussion on the goal of connectivity throughout Clarkdale and adjoining communities and ensuring connectivity through open space to developed areas.

Community Development Director Bailey stated that the Parks and Recreation Commission is charged with designating standards to existing trails, dedicated trails, social trails and proposed trails. She continued that trails belong in an open space for the use of the land.

Commissioner Kennen posed the question if the Commission was able to restrict future installation of trails in open space. He wanted to ensure that there were no loop holes allowing for a crazy amount of trails to be built throughout an open space limiting the amount of trails installed in an open space.

Community Development Director Bailey stated that the Commission will be discussing and working on each of the standards outlined in the mini-charette, including trails and that the Commission can start with the trails.

Commissioner Bezdek stated she wanted to make certain that the Commission discussed the recreational use of open space in future discussions.

AGENDA ITEM: DISCUSSION – Discussion of the 2009 Santa in Clarkdale Event.
Community Services Supervisor Norman informed the Commission that this year's event was very successful. The volunteers from the Clarkdale Lions Club, Made In Clarkdale/Clarkdale Chamber and the Vineyard were tremendous as well as the Fire District. 68 children had their pictures taken with Santa along with many families taking advantage of the holiday photo opp. It was apparent that the new Santa had experience as he knew how to deal with the scared or crying children.

Community Services Supervisor Norman reviewed the expenses resulting from the event and informed of possible future purchases for next year's event.

Vice Chairperson Dehnert stated the gazebo decorations looked great but asked if there was any way to remove the yellow caution tape. There was open discussion on the gazebo decorations. Community Services Supervisor Norman explained the necessity for the caution tape due to safety issues. There was open discussion on the safety issues presented. Vice Chairperson Dehnert stated she understood the need for the caution tape but asked if it was possible to remove some of the tape so that there wasn't such a large amount. Community Services Supervisor Norman stated she would see if this was possible.

At the request of Community Services Supervisor Norman, Vice Chairperson Dehnert reopened Agenda Item: Staff Report.

Community Services Supervisor Norman reported that she had met with Sedona's Parks and Recreation Department Manager and Supervisor last month. Initially the invite included other parks and recreation departments in the region but they did not participate. She continued that they intend to continue with scheduling quarterly meetings hoping that it will evolve into a regional parks and recreation department meeting. This allows the opportunity to share what is happening in each of the communities as well as roundtable discussions on items and challenges that each department may be coping with.

Community Services Supervisor Norman reported that she had emailed the Commission a report on the results of this year's Halloween event. She continued that it was a record breaking year with over 1,500 trick-or-treaters participating and that everything went great. The volunteers were exceptional helping with separating the candy, delivering the candy, assisting with the costume contest and managing the roadblocks. She informed that the two hour time allotment for the event was highly supported by the participating residents on Main Street and that she had not received any negative feedback. She informed that the same timeframe and plans would be carried out next year.

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

Parks and Recreation Master Plan
Pool

AGENDA ITEM: ADJOURNMENT-With no further business before the board and with no objection, the meeting adjourned at 6:52 p.m.

APPROVED:

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Krysta Dehnert
Vice Chairperson

SUBMITTED BY:

_____
Dawn Norman
Community Services Supervisor

MINUTES OF A *SPECIAL* MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, DECEMBER 17, 2009, IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.

A **SPECIAL** meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, December 17, 2009 at 6:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

Planning Commission:		
Chairperson	Jorge Olguin	Present
Vice Chairperson	Bill Regner	Present
Commissioners	Amy Bayless	Present
	Sarah Vinson	Absent
	Dave Puzas	Present

Staff:	
Community Development Director	Sherry Bailey
Administrative Assistant	Vicki McReynolds

Others In Attendence: Mayor Von Gausig and Town Manager Gayle Mabery.

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 November 19, 2009 and the Special Meeting Minutes of November 19, 2009. Commissioner Puzas motioned to approve the Special Joint Meeting Minutes of November 19, 2009. Vice Chairperson Regner seconded the motion. The motion passed unanimously. Commissioner Puzas motioned to approve the Special Meeting Minutes of November 19, 2009 with the following corrections: (page 2) under Discussion of the Planning Commission's role this year: Corrected sentence to read – Should new homes be required to have solar panels *for* hot water heaters? Corrected sentence to read – It was noted the Park Project *is coming on line.* Corrected Action Item to read: *Vice Chairperson Regner* motioned to have Commissioner Vinson represent the Planning Commission in the Regional Housing Task Force. Chairperson Olguin seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS:

Chairperson's Report: None.

Staff Report: None.

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

NEW BUSINESS

AGENDA ITEM: DISCUSSION: PRESENTATION OF THE CLARKDALE SUSTAINABILITY PARK CONCEPT and DISCUSSION CONCERNING PLANNING COMMISSION'S ROLE IN THE PROJECT, by Mayor Von Gausig and Town Manager Gayle Mabery.

The Mayor and Town Manager updated the Planning Commission on the Clarkdale Sustainability Park.

-The Mayor stated the Town has given 26 presentations regarding the Clarkdale Sustainability Park.
-They have met with Freeport McMoRan. Changing the development agreement is underway and the Town will express how the Park will meet Freeport's core values and this will be a good public relations goal for them. In early January, the Town Council will view the agreement proposal.
-The Town has met with APS and SRP regarding the Sustainability Park.
-There is a volunteer who is working on a website for the Sustainability Park information.
-The Town Manager stated the Planning Commission will be on a list as updated information is available.
-In the Verde Valley Ranch Development Agreement, there are two primary access areas to the property for emergency purposes, but only one is viable. Other areas are being looked at for emergency vehicle accessibility.
-Most of the utilities could be underground and there is functional landscaping that could be utilized.

-Vice Chairperson Regner brought up the issue of property rights and managing growth as it relates to the Clarkdale Sustainability Park and how the Planning Commission needs direction how this works legally regarding the "property rights".
-The Town Manager stated the Planning Commission will play a key role engaging the public regarding community desire and their involvement in the Park Project.
-The Chairperson stated the viability of the Town is a key factor in this project.
-The Planning Commission and the Design Review Board will need to look at the "sustainability" aspect of the project.
-Performance standards need to be looked at for moving sustainability from the park to the community as a whole.
-Legislate Performance to regulate it – How will the Planning Commission regulate it?
-Landscape Ordinance needs to be looked at and the Plant List.
-Water conservation for the future needs to be looked at.

-Transportation issues are concerns. The Verde Valley Transportation Study Group could possibly give the Planning Commission an update, as the citizens have great concerns. The Public Works Director can give updated information also.

-Clarkdale Metals – transportation issues were mentioned. This is not Planning Commission's primary focus at this point.

-Mountain Gate / Highlands – What did we learn from these projects and there is a need to be prepared for the future.

-The Town Manager stated with reduced staff and resources there is an increased dependence upon volunteers. The Planning Commission may have to take on any research/back up assistance with priority issues that they will be focusing on.

-The Mayor stated he has tremendous faith in the Planning Commission and appreciates their work.

-The Town Council to have a joint meeting with the Planning Commission in February.

This presentation being for discussion only, there were NO actions taken.

AGENDA ITEM: DISCUSSION: WHAT THE PLANNING COMMISSION WOULD LIKE TO ACCOMPLISH THIS NEXT YEAR.

-Clarkdale Sustainability Park involvement / General Plan involvement
-Form Based Codes (will fall under Community Design in the General Plan)
-Finish Chapter 12 changes – Subdivision Ordinances
-Review Mountain Gate / Highlands
-Clarkdale Metals annexation

The Community Development Director stated the Town does not have a cell and wireless tower ordinance in place and one needs to be developed.

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

AGENDA ITEM: FUTURE AGENDA ITEMS:

-Planning Commission's January 2010 meeting: Prepare for February joint meeting with the Town Council regarding the Sustainability Park Project.

-Dictate priority items for the Planning Commission to work on this next year and focus on timing and correct order of items.

-Fire Suppression Sprinkler System – Town of Clarkdale, Fire Department, Joe Moore can present.

AGENDA ITEM: ADJOURNMENT: Commissioner Puzas motioned to adjourn the meeting. Vice Chairperson Regner seconded the motion. The motion passed unanimously. The meeting adjourned at 7:45 p.m.

APPROVED BY:

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Jorge Olguin
Chairperson

SUBMITTED BY:

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Vicki McReynolds
Administrative Assistant

NOTICE IS HEREBY GIVEN THAT THE REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE, SCHEDULED FOR THURSDAY, DECEMBER 24, 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 30th day of NOVEMBER, 2009.

TOWN OF CLARKDALE
BY:

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Walt Good
Deputy Town Clerk