

**BOARD OF ADJUSTMENT**  
**FEBRUARY 24, 2010**

**NOTICE IS HEREBY GIVEN THAT THE REGULAR MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF CLARKDALE, SCHEDULED FOR WEDNESDAY, FEBRUARY 24, 2010, AT 6:00 P.M. IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ, IS CANCELLED.**

**Dated this 8th day of FEBRUARY, 2010**

**TOWN OF CLARKDALE**

**By:**

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**Walt Good**

**Deputy Town Clerk**

**DRAFT**

**Design Review Board  
February 10, 2010**

**MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, FEBRUARY 10, 2010, 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, February 10, 2010, 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:** John Alvey-applicant for Copper Mountain Apartments & Mini Storage.

**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 December 9, 2009.** Board Member Prud'homme-Bauer **motioned to approve the Regular Meeting Minutes of December 9, 2009.** Board Member Hayman **seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** The Chairperson noted the Las Carretas Restaurant did leave the word "Restaurant" out of their sign per the Board's suggestion. The members stated the sign would have been easier to read had the applicant outlined the letters in black.

Board Members asked staff about the Salsa Shop's signage and the town's historic signs put up by Drake Meinke. Staff stated the owner of the Salsa Shop was spoken to the day after their last meeting and the old lettering was scraped off. The owner has an application and will come before the Design Review Board when he is ready. Staff will contact Mr. Meinke regarding the historic interpretive panel inserts status. It was also noted that the spelling on the signage be checked. Staff will update the Board at their next meeting as to Mr. Meinke's progress. Staff will also check on the status of the U-Haul trucks that "appear" to be rentals at the business near the Las Carretas Restaurant on Highway 89-A.

**Staff Report:** Staff reminded the Board Members there will be a Clarkdale Sustainability Park update meeting for those who wish to attend on Monday, February 22, 2010.

**DRAFT**

**Design Review Board  
February 10, 2010**

**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-090222, John Alvey / Copper Mountain Apartments & Mini Storage, corner of Lisa Street and Highway 89-A, sign request.

**Staff Report:**

Mr. John Alvey has submitted an application for Design Review for a double faced monument sign to be placed on the corner of Lisa Street and Hwy 89-A. The Copper Mountain Apartments & Mini Storage sign will be made of two 32 square foot painted copper plates and flat iron brackets with copper painted 10" steel pipe uprights to be set in 2' diameter holes filled with concrete. The ¼"x 12"x8' 0" carved plate of steel in the shape of Mingus Mountain will be mounted on top of the sign. The size of the sign frame is 10' x 8'. The lettering will be black and white self-adhesive vinyl. The base of the sign will consist of slag out to 6 feet as seen in **Exhibit (A)**. Staff noted that due to the "architectural design" the size of the sign frame of 10' in height is acceptable. (The initial sign that was there had been removed by ADOT).

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

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

**Recommended Stipulations:**

Staff recommends the signage of Copper Mountain Apartments & Mini Storage be approved with three stipulations:

- 1) The signage complies with the 89-A Corridor Overlay District **Zoning Code Chapter 3, Section 3-14 D-8**.
- 2) The Copper Mountain Apartments & Mini Storage sign base post to be inspected by the Town Building Inspector upon completion.
- 3) When the sign submitted is approved by the Design Review Board, the applicant shall file for a sign permit of \$25.00 with the Community Development Department.

**Applicant Presentation:** Mr. John Alvey stated Staff had covered all the details in the Staff Report that the Board Members received. He stated he has a company that bores the holes for the posts that will be used due to Clarkdale having extremely hard dirt. The slag base will be subtle and rolling and the grade will have a 1-1 ½ foot rise. The slag pieces will be broken up in size (2-6") and will be conducive to the name and coloring on the sign.

**Questions to Applicant or Staff:**

**The following are responses to questions from the Board Members:**

- The sign will not be a lighted sign.
- The lettering will be vinyl (3-M high performance) and is a quality product.
- This is a double sided sign.
- The construction of the sign will be very durable.

**Discussion:**

The Board Members felt the white works with the sign and they liked the open space between the sign and the posts. They mentioned there were no directional arrows on the sign to direct people. Staff stated there is no on-site manager at the property and that is why the phone number is on the sign. The Board was very pleased with the sign that was presented.

**AGENDA ITEM: ACTION:** Board Member Prud'homme-Bauer **motioned to approve the DRB-090222, John Alvey/Copper Mountain Apartments & Mini Storage sign request, located at the corner of Lisa Street and Highway 89-A as presented with the following staff recommended stipulations: The signage complies with the 89A Corridor Overlay District Zoning Code Chapter 3 Section 3—14- D-8. The Copper Mountain Apartments & Mini Storage sign base post be inspected by the Town's Building Inspector upon completion. Once the sign submitted is approved by the Design Review Board, the applicant shall file for a sign permit of \$25.00 with the Community Development Department. Board Member Hayman seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: DISCUSSION: Signage Work Group – (Staff will present).**

Staff stated there is a need for two volunteers from the Design Review Board to be on the Signage Work Group that is in the process of being formed. Vice Chairperson Sakelarios and Board Member Prud'homme-Bauer volunteered. It was mentioned by Staff that afternoons during the work week would be an easier time frame to accommodate all the people involved. There are two volunteers from the Planning Commission and Mr. Drake Meinke from the Heritage Board will be involved. Staff will contact everyone when the group is formally put together with times and location. The first meeting would have Board Member Scully's Way Finding Signs presentation.

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

**DRAFT**

***Design Review Board  
February 10, 2010***

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

- Sign request from All Auto 4x4
- Community Way Finding Signs presentation by Board Member Scully.

**AGENDA ITEM: ADJOURNMENT: Board Member Hayman motioned to adjourn the meeting. Vice Chairperson Sakelarios seconded the motion. The motion passed unanimously. The meeting adjourned at 7:00 p.m.**

**APPROVED BY:**

**SUBMITTED BY:**

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**Marsha Foutz  
Chairperson**

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**Vicki McReynolds  
Administrative Assistant II**

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

**THE MEETING WAS CANCELLED DUE TO LACK OF A QUORUM.**

Pursuant to Resolution No. 215 of the Town of Clarkdale, and Section 38-431.02, Arizona Revised Statutes, **NOTICE IS HEREBY GIVEN** that the Town of Clarkdale Heritage Conservancy Board will hold a Regular Meeting on **Wednesday, February 17, 2010 at 4:00 p.m.** in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

Dated this \_\_\_\_ day of February, 2010.

By:

\_\_\_\_\_

Dawn Norman

Community Services Supervisor

ALL ITEMS LISTED ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

**1. CALL TO ORDER**

**2. PUBLIC COMMENT** – The Board invites the public to provide comments at this time. Members of the Heritage Conservancy Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01 (G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Each speaker is asked to limit their comments to five minutes.

**3. MINUTES** – Discussion and consideration of the minutes of the Regular Meeting held on **December 16, 2009.**

**4. INFORMATIONAL REPORTS**

CHAIRPERSON'S REPORT – A report from the Chairperson on current events.

ARCHIVE COLLECTIONS CO-MANAGERS' REPORT – A report from the Co-Managers on current events.

STAFF REPORTS – A report from Community Services staff members on current events.

FINANCE REPORTS – A review of the current finance reports.

**NEW BUSINESS**

**5. MERGING THE HERITAGE CONSERVANCY BOARD INTO THE CLARKDALE HERITAGE CENTER BOARD** – A work session to discuss merging the Heritage Conservancy Board into the Clarkdale Heritage Center Board.

**6. ARIZONA HISTORICAL RECORDS ADVISORY BOARD (AHRAB) GRANT APPLICATION** – Discussion and consideration of recommending that the Town submit an Arizona Historical Records Advisory Board grant application.

**7. LIBRARY SERVICES AND TECHNOLOGY (LSTA) GRANT APPLICATION** - Discussion and consideration of recommending that the Town submit a Library Services and Technology Act grant application.

**8. REIMBURSEMENT FOR THE COST OF REPAIRS TO THE LADIES LOUNGE DISPLAY CASE** – Discussion and consideration of reimbursement for the cost of repairs to the Ladies Lounge display case.

**9. LOAN REQUEST** – Discussion and consideration of approving a loan request by Cynthia Lowry of the Osher Lifelong Learning Institute (OLLI) for the Staley Collection Clark Memorial Clubhouse photographs.

**10. FUTURE AGENDA ITEMS** – A listing of items to appear on future agendas.

**11. ADJOURNMENT**

**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 Monday, February 22, 2010 at 4:00 p.m. in the Administration Community Room, 39 North Ninth Street, Clarkdale, AZ.

**Board Members:** Chairperson Drake Meinke  
Vice Chairperson Gerald Wombacher  
Paul Peck  
Isabel Erickson (Absent)  
Vacant

**Staff:** Community Services Supervisor Dawn Norman

**Others in attendance:** Archive Collections Co-Manager Shawna Jones  
Archive Collections Co-Manager Cynthia Lawry

**AGENDA ITEM: CALL TO ORDER** – Chairperson Meinke called the meeting to order at 4:00 p.m. and noted that a quorum was present.

**AGENDA ITEM: PUBLIC COMMENT**– Community Services Supervisor Dawn Norman stated that an application was received for the vacancy on the Heritage Conservancy Board. She informed the review committee met and reviewed the application. The committee has submitted their recommendation to Council for Mr. Kelley to be appointed to the Heritage Conservancy Board.

**NEW BUSINESS**

**AGENDA ITEM: ARIZONA HISTORICAL RECORDS ADVISORY BOARD (AHRAB) GRANT APPLICATION** – Discussion and consideration of recommending that the Town submit an Arizona Historical Records Advisory Board grant application.

Community Services Supervisor Norman informed the Board that the town would like to submit two different grant applications, one for archival supplies and the other for oral histories.

Archive Collections Co-Manager Jones presented the Board with the proposed oral history grant application and reviewed the four phases, explaining the first phase would be funded through the AHRAB grant and phases II and III would be funded through the LSTA grant. She stated that a one day seminar on how to properly take and store oral histories would be offered at no charge and would be held in the Men's Lounge. The event would be publicized statewide, including other museums and historical societies, and would be offered to any individual wishing to participate. An oral history expert from Kentucky has been tentatively scheduled to teach the one day course.

Community Services Supervisor Norman explained to the Board the second grant application would be for archival supplies, similar to last year's application. A list of supply items had not

yet been developed as staff wanted to allow the Archive Collections Co-Managers time to review what items are in the archive prior to creating the list.

Chairperson Meinke stated that when developing the budgets for the grants to ensure that sales tax is included.

**Chairperson Meinke motioned to recommend that the town submit two Arizona Historical Records Advisory Board Grant applications – one for archival supplies and one for oral histories. Board Member Peck seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: LIBRARY SERVICES AND TECHNOLOGY (LSTA) GRANT APPLICATION - Discussion and consideration of recommending that the Town submit a Library Services and Technology Act grant application.**

Archive Collections Co-Manager Jones presented the Board with the proposed oral history grant application and reviewed the four phases, explaining phases II and III would be funded through the LSTA grant. The LSTA grant funds would be used to purchase the technical equipment, including Mac computers, software and video and sound equipment. This equipment would be available at the library for patrons to use, including students from both Clarkdale-Jerome School and Mingus Union High School. The proposed equipment is the same that is used by the Mingus Union High School digital media program. Currently, Clarkdale students do not have the opportunity to experience digital media until entering high school. A beginner's digital media course would be made available at the library. A volunteer to teach the course has already been established. This would give Clarkdale students the opportunity to be exposed to this technology prior to entering high school as well as any residents interested in learning digital media. Letters of support have been received from Mr. Scroggins, Clarkdale-Jerome School Technology Instructor, and Mr. Turner, Mingus Union High School Digital Media Instructor.

**Chairperson Meinke motioned to recommend that the town submit a Library Services and Technology grant application. Vice Chairperson Wombacher seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: LOAN REQUEST – Discussion and consideration of approving a loan request by Cynthia Lowry of the Osher Lifelong Learning Institute (OLLI) for the Staley Collection Clark Memorial Clubhouse photographs.**

Chairperson Meinke reviewed the loan request received from Cynthia Lowry with the Board. There was open discussion on where the Staley Collection would be located and how the collection would be handled.

OLLI Facilitator Cynthia Lowry informed the Board that the photographs would be picked up on Tuesday, February 23<sup>rd</sup>, taken to the museum and placed in the curved display case in the main room ensuring that they were protected, and then would be returned to the archive on Thursday, February 24<sup>th</sup>.

Chairperson Meinke stated that the loan term should be extended to allow for her to return the photographs. He continued that with inclement weather or for any other unforeseen circumstance the extension would give her plenty of time to return the photographs within the approved loan term. He suggested the standard 6 month loan term.

**Chairperson Meinke motioned to approve the loan request by Cynthia Lowry of the Osher Lifelong Learning Institute for the Staley Collection Clark Memorial Clubhouse photographs for a loan term of 6 months. Board Member Peck seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: ADJOURNMENT** – With no further business and without objection the meeting adjourned at 4:15 p.m.

**APPROVED:**

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Drake Meinke, Chairperson

**SUBMITTED:**

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Dawn Norman, Community Services Supervisor

**GENERAL PLAN UPDATE COMMITTEE  
FEBRUARY 15, 2010**

**NOTICE IS HEREBY GIVEN THAT THE REGULAR MEETING OF THE  
GENERAL PLAN UPDATE COMMITTEE OF THE TOWN OF  
CLARKDALE, SCHEDULED FOR MONDAY, FEBRUARY 15, 2010, AT  
4:00 P.M., IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL  
CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ, IS  
CANCELLED.**

**Dated this 8th day of FEBRUARY, 2010.**

**TOWN OF CLARKDALE  
BY:**

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**Walt Good  
Deputy Town Clerk**

**NOTICE OF A REGULAR MEETING  
OF THE LIBRARY ADVISORY BOARD  
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 Library Advisory Board of the Town of Clarkdale scheduled for Thursday, February 4, 2010, at 9:00 a.m., in the Administration Community Room, 39 North Ninth Street, Clarkdale, Arizona, is cancelled due to a lack of agenda items.

Dated this 28<sup>th</sup> day of January, 2010.

By:

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Charlotte Hawken  
Library Manager

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.

**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, February 10, 2010, at 5:30 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

Chairperson: Lynda Zanolli  
Commissioners: Krysta Dehnert  
Bethany Bezdek  
Barbara Van Wye  
Jesse Kennen (Arrived at 5:35 p.m.)

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

Others in Attendance: None

**AGENDA ITEM: CALL TO ORDER** – Chairperson Zanolli called the meeting to order at 5:34 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 January 13, 2010.

Commissioner Dehnert motioned to approve the Regular Meeting minutes for January 13, 2010, as written. Commissioner Bezdek seconded the motion. The motion passed unanimously.

**AGENDA ITEM: INFORMATIONAL REPORTS**

**CHAIRPERSON'S REPORT** – A report from the Chairperson on current events. Chairperson Zanolli had no items to report.

**STAFF REPORT** – A report from the Community Services Supervisor on current events.

1. The next Clarkdale Sustainability Park public presentation is scheduled for February 22 at 6 p.m.

**FINANCE REPORT** – A review of the current finance reports.

Community Services Supervisor Dawn Norman informed the Board that the current reports had not been received. The reports will be included for review in March.

**NEW BUSINESS:**

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

Community Development Director Bailey presented and reviewed the Arizona state law pertaining to planning. There was open discussion on the state law and how it affects the General Plan Update and Parks and Recreation Master Plan.

Community Development Director Bailey reviewed the timeline to complete the General Plan Update:

- Draft completed by late summer/early fall
- Planning Commission to review draft
- Public Input
- Town Council for consideration and approval
- On ballot for vote in 2011

Community Development Director Bailey stated that a joint meeting with the Parks and Recreation Commission will be held with the Planning Commission during their review of the General Plan Update. This will allow for the Parks and Recreation Commission to present the Parks and Recreation Master Plan to the Planning Commission with the focus of discussion on open space. This will ensure that both the Master Plan and General Plan Update coincide on open space. This meeting will also allow for the Parks and Recreation Commission to make suggestions to the Planning Committee on the General Plan Update Open Space element, those of which will be implemented into the General Plan Update.

Chairperson Zanolli asked if the open space element had been completed. Community Development Director Bailey informed the first draft was completed and that the General Plan Committee has reviewed the first draft and are waiting to finalize.

Community Development Director Bailey presented the Commission with the revised Vision Statement, Mission Statement, and Philosophy. The Commission reviewed the three Vision Statements presented. There was open discussion on the three statements. The Commission concurred on the following Vision Statement: "The Parks and Recreation Commission will assist Clarkdale in becoming a community with a system of parks, natural areas, open space and trails that provide opportunities for recreational enjoyment and education for the citizens on both a local and regional basis".

There was open discussion on the Mission Statement and Philosophy. The Commission suggested to implement 'protecting and preserving important natural, historic and cultural areas' into the philosophy section.

Community Development Director Bailey stated the introduction will lead into the inventory of parks and facilities, which is the beginning of the process as state law imposes.

There was open discussion on the last two paragraphs of the philosophy section:

"The Master Plan is an important implementation tool to meet the recreation needs of current and future residents. To achieve this goal, the Master Plan addresses action tasks through the year 2020. These needs were defined through: analysis of the current facilities and their distribution throughout the town; soliciting input and comments from staff, residents and community leaders through public meetings; and from a benchmark study and survey. The Master Plan provides recommendations on the type and number of facilities that should be developed, where they should be located, what recreation programs will be provided and how these facilities and programs will be implemented.

However, it is important to note that the Master Plan is not a Capital Improvement Plan (CIP) or rigid instruction manual. It is a flexible document that provides guidance and direction for implementing future projects and programs. Over time, Town demographics and/or desires may

change, so, before each facility or program is implemented, it should be checked against the needs of the community and the town as a whole.”

Community Development Director Bailey stated the paragraphs will also be included in the General Plan Update.

Community Development Director Bailey presented and reviewed new maps with the Commission:

Map #1 is a culmination of what the Commission has discussed and worked on. The Commission needs to address the areas lacking open space assignments. There was open discussion on the map and the areas lacking open space assignments.

There was open discussion on:

- Trails
- the Yavapai College Verticulture course and land and the opportunity for the town to partner with the college
- the open space on the west side of Clarkdale and trail opportunities
- Verde Valley Regional Trails Plan and how it will coincide with Clarkdale’s trails

Chairperson Zanolli inquired if the Clarkdale Sustainability Park (CSP) would be included in the General Plan Update. Community Development Director Bailey stated that it would. Chairperson Zanolli asked if the update would be specific to include the CSP located at Peck’s Lake location. Community Development Director Bailey confirmed that the location at Peck’s Lake would be incorporated.

Commissioner Kennen questioned why Peck’s Lake couldn’t be designated as open space in lieu of the CSP. Community Development Director Bailey stated the land has not been acquired from the private owner. The CSP is still in conceptual stage as the working group is researching questions presented by the National Park and the public. As the plan progresses open space would be incorporated into the plan.

There was open discussion on the mini-charette results. Community Development Director Bailey stated that Clarkdale Metals would like to attend a Parks and Recreation Meeting to discuss the reclamation site and ideas for uses.

There was open discussion on the Clarkdale Sustainability Park and the Peck’s Lake location. Commissioner Kennen stated he still thought allowing industrial building in that natural area was a shame.

Commissioner Bezdek asked if the Clarkdale Sustainability Park could be listed on the next agenda for discussion.

**AGENDA ITEM: SKATE PARK – A work session to discuss skate park facilities.**

Commissioner Kennen explained that he requested this item on the agenda as he was not familiar with any previous discussions held by the Commission regarding skate parks. He wanted to ensure that the Commission had considered implementing skate parks into the Master Plan.

There was open discussion on skate parks.

Community Development Director Bailey stated that the Commission had not yet reached the final discussion on park facilities in the Master Plan process. The Commission will be discussing facilities soon.

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

**Parks and Recreation Master Plan**

**a. programming**

**b. wash trails and policies**

**Clarkdale Sustainability Park**

**Concerts in the Park**

**AGENDA ITEM: ADJOURNMENT-**With no further business before the board and with no objection, the meeting adjourned at 6:46 p.m.

APPROVED:

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Lynda Zanolli  
Chairperson

SUBMITTED BY:

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Dawn Norman  
Community Services Supervisor

**DRAFT**

*Planning Commission  
FEBRUARY 16, 2010*

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, FEBRUARY 16, 2010, IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.**

A **REGULAR** meeting of the Planning Commission of the Town of Clarkdale was held on Tuesday, February 16, 2010 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	Excused
	Sarah Vinson	Excused
	Dave Puzas	Present

**Staff:**

Community Development Director	Sherry Bailey
Plann II	Normalinda Zuniga
Administrative Assistant	Vicki McReynolds

**Others In Attendance:** None.

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

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

**AGENDA ITEM: MINUTES:** Consideration of the **Special Meeting Minutes of January 28, 2010.** Vice Chairperson Regner **motioned to approve the Special Meeting Minutes of January 28, 2010.** Commissioner Puzas **seconded the motion.** **The motion passed unanimously.**

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** None.

**Staff Report:**

The Community Development Director handed out to the Commissioners a copy of the Transportation Study Scope of Work approved by ADOT with Kimley-Horn and Associates, Inc., heading up the study. Kimley-Horn is a team of engineering and planning professionals that were selected as they have the most experience with the Clarkdale area, easy to work with and their timeline fits with the General Plan process. Existing collector streets will be looked at along with bike paths, rail and alternate access roadways. Kimley-Horn will join the Planning Commission in the Fall for a meeting.

# ***DRAFT***

*Planning Commission  
FEBRUARY 16, 2010*

The Community Development Director stated that Commissioner Vinson is still out of state on a job and should know within a week if she will be staying for another job bid. If this is the case, she will submit her resignation as a Commissioner on the Planning Commission. The Community Development Director will keep the Commissioners up to date.

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

## **NEW BUSINESS**

**AGENDA ITEM: DISCUSSION: Review of the State Law as it relates to Planning Commissions.**

The Community Development Director discussed the State Law with the Commissioners as it relates to them. The handout entitled, STATE LAW-PLANNING, Chapter 9, Article 461 was reviewed by the Commissioners. The emphasis was on the following:

“Planning Agency” means the official body designated by local ordinance to carry out the purposes of the article and may be a planning department, a planning commission, a hearing officer, the legislative body itself, or any combination thereof.

*In Clarkdale that means the Community Development Department, the Planning Commission and the Town Council working in concert with each other.*

- I. Planning Agency: powers and duties
  - a. Develop and maintain a general plan.
  - b. Develop such specific plans as may be necessary to implement the general plan.
  - c. Periodically review the capital improvement program of the municipality.
  - d. Perform such other planning functions as the legislative body may provide.

### **Discussion followed regarding:**

- Development Plans come from a Subdivision standpoint that falls under all criteria within the General Plan and the Town Codes for recommendations to the Town Council.
- The Planning Commission has a large responsibility towards recommendations to the Council.
- Regarding workload and the current number of Commissioners, other possibilities may be looked at such as other Board Members participating in a work group.

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

# **DRAFT**

*Planning Commission  
FEBRUARY 16, 2010*

**AGENDA ITEM: DISCUSSION: Definition of sustainability as it is used by Clarkdale.**

**The following handouts were discussed:**

1. Definitions of Sustainability
2. Clarkdale Sustainability Park – pamphlet
3. Colored sphere diagram – Sustainability – Economic, Social and Environmental overlay
4. Economic Prosperity, Social/Cultural Vibrancy and Environmental Integrity examples.

**Discussion that followed covered:**

- Introduction of the General Plan reflects the vision of Clarkdale.
- The goal is to revive the town with the least impact as possible.
- The definition of sustainability should be very broad.
- The goals will be more defining.

The Commissioners want to use the working definition of sustainability as follows in conjunction with Economic, Social and Environmental components.

*Meeting the needs of the present without compromising the ability of future generations to meet their own needs.*

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

**AGENDA ITEM: DISCUSSION: What the report to Town Council on the 23<sup>rd</sup> should contain.**

The Chairperson and Vice Chairperson will assist in the preparation of a Staff Report to be presented at the Town Council meeting on February 23, 2010.

- The Commissioners went over the 2010 Work Plan and timeline handout.
- The Planning Commission will act as Focus Groups regarding: “Housing” and “Community Design”. These two groups will invite two members from the public who expressed an interest in the past to serve on the Focus Groups originally.
- The first 45 minutes to 1 hour of the Planning Commission’s monthly regular scheduled meetings will be the Focus Group agenda item. The rest of the Planning Commission’s agenda will follow.
- The Planning Commission will provide a draft of the “outcome” from each Focus Group to the General Plan Update Committee for their review.
- The Community Development Director will provide information for the Commissioner’s review prior to each meeting regarding the Focus Group discussions.
- The Community Development Director will place item number “VII” under item number “IV” in the 2010 work plan.

***DRAFT***

***Planning Commission  
FEBRUARY 16, 2010***

The Chairperson stated the 2010 Work Plan will be taken to the Town Council Meeting on February 23, 2010 along with the timeline handout.

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

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

-The first 45 minutes to 1 hour of the Planning Commission's monthly regular scheduled meetings will be the Focus Group agenda item. The rest of the Planning Commission's agenda will follow.

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

**APPROVED BY:**

**SUBMITTED BY:**

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**Jorge Olguin  
Chairperson**

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**Vicki McReynolds  
Administrative Assistant II**