



**NOTICE OF A REGULAR MEETING OF THE HISTORIC PRESERVATION COMMISSION  
OF THE TOWN OF CLARKDALE  
TUESDAY, JANUARY 6, 2026 AT 5:30 PM**

In Person: Clark Memorial Clubhouse, 19 N. Ninth St., Clarkdale AZ

OR

Join Zoom Meeting

<https://zoom.us/j/82434856112>

Meeting ID:824 3485 6112

Unless otherwise stated, the public will have physical access to the meeting place 15 minutes prior to the start of the meeting.

**Town of Clarkdale Vision**

The Town of Clarkdale connects our unique history, proximity to the Verde River, and small-town charm to a future with a vibrant economy.

We cultivate an environment where residents and businesses can thrive; providing services and jobs for our residents and capitalizing upon tourism.

We sustainably enhance our infrastructure, support the arts and education, and develop recreational opportunities to create a bright future for our entire community.

PURSUANT TO A.R.S. §38-431.02, NOTICE IS HEREBY GIVEN that the Historic Preservation Commission will hold a Regular Meeting open to the public on Tuesday, January 6, 2026, at 5:30 PM at 19 N. Ninth Street, Clarkdale, Arizona, Clark Memorial Clubhouse, Men's Lounge. A quorum of Town Council members may be present at this meeting; however, they will not deliberate or take action on any items. All members of the public are welcome to attend.

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

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC COMMENT**

The Historic Preservation Commission invites the public to provide comments at this time. Members of the Historic Preservation Commission may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01, 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. Persons interested in making comments on a specific agenda item are asked to complete a brief form and submit it to the Clerk or liaison during the meeting. Each speaker is asked to limit their comments to three minutes unless a different amount of time is noted on the agenda or is determined by the

Presiding Officer or by a majority vote of the Council, Commission or Committee.

#### **4. MINUTES**

##### **A. Approval of Minutes**

Discuss, consider and act upon the draft minutes from the regular meeting held on Oct. 7, 2025.

#### **5. NEW BUSINESS**

##### **A. Selection of the Chair**

Discuss, consider and act upon the selection of the Chair.

##### **B. Selection of the Vice Chair**

Discuss, consider and act upon the selection of the Vice Chair.

#### **6. DISCUSSION ITEMS ONLY - NO ACTION TAKEN**

##### **A. Past Projects**

Discussion of the Historic Preservation Commission's recent projects and their current status.

##### **B. Strategic Plan**

Discussion of the Historic Preservation Commission's Strategic Plan.

#### **7. FUTURE AGENDA ITEMS**

Historic Preservation Commission may propose items to be placed on a future agenda. This item is for discussion only.

#### **8. ADJOURNMENT**

### **Values**

Values are the guiding principles that provide an organization with purpose and direction. The Town of Clarkdale's organizational values are:

#### **COPPER**

**Customer focused**

**Open, transparent and equitable**

**Preserving our history, charm, and environment**

**Planning for a sustainable future**

**Economic and social resiliency**

**Resourceful and innovative**

### **Mission**

The Town of Clarkdale serves the community by providing amenities, infrastructure, services, and public safety to enhance quality of life. We are stewards of our history while we sustainably and resiliently plan for the future with an emphasis on community engagement

and transparency.

*Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 639-2400 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.*



# Staff Report

Item Number: 4.A.

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- Agenda Item:**           **Approval of Minutes**  
Discuss, consider and act upon the draft minutes from the regular meeting held on Oct. 7, 2025.
- Staff Contact:**           Scott Ellis, Community Development Director
- Meeting Date:**           January 6, 2026
- Strategic Goal:**           Not applicable.
- Background:**            Discuss, consider and act upon the draft minutes from the regular meeting held on Oct. 7, 2025.
- Budget Impact:**         No budget impact.
- Recommendation:**      Staff recommends that the Commission approve the draft minutes from the regular meeting held on Oct. 7, 2025.



**SUMMARIZED MINUTES OF A REGULAR MEETING OF THE  
HISTORIC PRESERVATION COMMISSION  
OF THE TOWN OF CLARKDALE  
TUESDAY, OCTOBER 7, 2025 AT 6:30 PM**  
(To listen to the full audio/video of the meeting,  
please visit [www.clarkdale.az.gov](http://www.clarkdale.az.gov) – agendas & minutes)

**Members Present:** *Matthew Guebard, Amy Stein, Mike Westcott and Cynthia Malla,*

**Members Absent:** *Kerrie Snyder.*

**Other Municipal Officials Present:** *Community Development Director Ruth Mayday; Community Development Senior Planner Clover Pinion; Community Development Admin Guss Espolt.*

**Audience:** *One member of the public was present (The applicant, Drake Meinke).*

**Zoom:** *No members of the public were present.*

**1. CALL TO ORDER** – *Chair Guebard called the meeting to order at 6:30 p.m.*

**2. ROLL CALL** - *Present: Westcott, Stein, Malla, and Guebard. Absent: Snyder.*

**3. PUBLIC COMMENT** - No Public.

**4. STAFF INTRODUCTIONS**

**A. Introduce Senior Planner Clover Pinion** – *Ruth introduced Clover Pinion, Clover spoke a little about her planning history.*

**5. MINUTES**

**A. Approval of Minutes**

Discuss, consider and act upon the draft minutes from the regular meeting held on Sept. 2, 2025.

**Motion by Stein, second by Malla to:** *Approve the draft minutes from the regular meeting held on Sept. 2, 2025.*

**Vote: 4-0**

Commissioner	Aye/Nay
Vice Chair Guebard	Aye

Commissioner Snyder	Absent
Commissioner Westcott	Aye
Commissioner Malla	Aye
Commissioner Stein	Aye

**6. NEW BUSINESS**

**A. Exterior Design Improvements and Signage for The Venus Tree at the Copper Art Museum**

Discuss, consider and act upon application no. 250108, exterior design improvements including a comprehensive sign package and sidewalk café permit for The Venus Tree, located at 901 Main Street, Clarkdale, AZ A.P.N. 400-03-164, and additional signage at the Arizona Copper Art Museum, located at 849 Main Street, Clarkdale, AZ A.P.N. 400-06-032B. Submitted by Drake Meinke, applicant, on behalf of the Arizona Copper Arts Museum.

**Motion by Stein, second by Malla to:** *Approve the proposal for the signage on the Venus tree and the Copper Museum.*

**Vote: 4-0**

Commissioner	Aye/Nay
Vice Chair Guebard	Aye
Commissioner Snyder	Absent
Commissioner Westcott	Aye
Commissioner Malla	Aye
Commissioner Stein	Aye

**B. Meeting Time for the Historic Preservation Commission**

Discuss, consider and act upon recommendations for meeting times.

**Motion by Malla, second by Stein to:** *To change the meeting start time from 6:30 p.m. to 5:30 p.m.*

**Vote: 4-0**

Commissioner	Aye/Nay
Vice Chair Guebard	Aye
Commissioner Snyder	Absent
Commissioner Westcott	Aye
Commissioner Malla	Aye
Commissioner Stein	Aye

**7. FUTURE AGENDA ITEMS**

Historic Preservation Commission did not propose items to be placed on a future agenda.

**8. ADJOURNMENT**

**Motion by Stein, second by Westcott to:** *Adjourn the meeting.*

**Vote: 4-0**

<b>Commissioner</b>	<b>Aye/Nay</b>
Vice Chair Guebard	Aye
Commissioner Snyder	Absent
Commissioner Westcott	Aye
Commissioner Malla	Aye
Commissioner Stein	Aye

*Chair Guebard adjourned the meeting without objection at 7:08 p.m.*

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Chair Guebard  
Historic Preservation Commission

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Assistant Town Manager, Ruth Mayday



# Staff Report

Item Number: 5.A.

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- Agenda Item:**           **Selection of the Chair**  
Discuss, consider and act upon the selection of the Chair.
- Staff Contact:**           Scott Ellis, Community Development Director
- Meeting Date:**           January 6, 2026
- Strategic Goal:**           Not applicable.
- Background:**            The Historic Preservation Commission (HPC) will select a Chair for the commission.
- Budget Impact:**           No budget Impact.
- Recommendation:**       Staff recommend that the HPC select a Chair for the commission.



# Staff Report

Item Number: 5.B.

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- Agenda Item:**           **Selection of the Vice Chair**  
Discuss, consider and act upon the selection of the Vice Chair.
- Staff Contact:**           Scott Ellis, Community Development Director
- Meeting Date:**           January 6, 2026
- Strategic Goal:**           Not applicable.
- Background:**            The Historic Preservation Commission (HPC) will select the Vice Chair for the commission.
- Budget Impact:**         No budget Impact.
- Recommendation:**      Staff recommends that the HPC select a Vice Chair for the commission.



# Staff Report

Item Number: 6.B.

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**Agenda Item:**            **Strategic Plan**  
Discussion of the Historic Preservation Commission's Strategic Plan.

**Staff Contact:**            Scott Ellis, Community Development Director

**Meeting Date:**            January 6, 2026

**Strategic Goal:**            This agenda item supports the following Clarkdale Strategic Goal Area:

- Goal Area 1 - Enhance the quality of life for residents, businesses, and visitors to Clarkdale.

**Background:**            The Community Development Director is requesting a summary of the commission's progress on its goals. Are any objectives stalled? What needs to be reconsidered, and what should be prioritized for 2026? The intent is to ensure everyone is on the same page.

**Budget Impact:**            No budget Impact.

**Recommendation:**        Discussion only. No recommendation.

Priority	Historic Preservation Plan																							
			2022				2023				2024				2025				2026					
			2025				2026				2027				2028				2029					
		Lead	Support	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
	<b>Historic Preservation Strategic Plan</b>																							
1	<b>Develop Maintenance Plan for Bandstand</b>																							
	Objective 1: Work with contractor to document repairs made during rehabilitation																							
	Objective 2: Draft plan in conjunction with contractor recommendations, the Secretary of the Interior's Guidelines for the Rehabilitation of Historic Properties and Preservation Briefs.																							
2	<b>Develop a program of public education regarding historic preservation and its importance to Clarkdale</b>																							
	<i>I. Determine and cause to be created a system of markers for designated properties</i>																							
	HPC																							
	<i>Goal 1: Expand existing historic markers/kiosks (Historic Markers)</i>																							
	<i>1. Work with YAN to include Native American perspectives to existing and planned markers</i>																							
	<i>2. Review and update information on existing Historic Markers</i>																							
	<i>Goal 2: Implement Building History Markers</i>																							
	<i>1. Create a workgroup to research information for signs for properties in the Historic District</i>																							
	<i>2. Determine design for signs</i>																							
	<i>3. Research and apply for grants for signage</i>																							
	<i>4. Install signs</i>																							
	<i>Goal 3: Include informative markers on trails (or portions of trails) that are historically significant</i>																							
	<i>R. Assist property owners, upon request, by providing advice, recommendations or direction on matters regarding the restoration, rehabilitation, alteration, landscaping, or maintenance of any historic property.</i>																							
	BOTH	BOTH																						
	<i>Goal 1: Create a document for property owners (e.g., A Property Owner's Guide to Prescott Historic Districts) that provides information regarding historic preservation of properties, resources for plans and elevations, tax credits, and other information regarding the importance of historic preservation.</i>																							
	Staff	HPC																						
	<i>J. Recognize the owners of designated properties. Issue commendations or other forms of recognition to owners of historical properties who have rehabilitated their property in an exemplary manner.</i>																							
	HPC	STAFF																						
	<i>Goal 1: Revive the Spirit of Clarkdale award (or similar program) for recognition of preservation projects.</i>																							
	<i>N. Cooperate with and enlist the assistance of persons, organizations, foundations and public agencies in matters involving historic preservation, renovation, rehabilitation and reuse, subject to Town Council approval.</i>																							
	HPC	STAFF																						
	<i>O. Increase public awareness of the values of historic, cultural, archaeological and architectural preservation, by developing and participating in public education programs.</i>																							
	HPC	STAFF																						
	<i>P. Annually prepare written reports of Commission activities; submit such reports to the Town Council and the State Historic Preservation Office (SHPO). These reports shall be available for public review.</i>																							
	STAFF	HPC																						
	<i>S. Encourage and assist property owners of historic properties on procedures for inclusion on State historic listings and the National Register of Historic Places. At the request of property owners, the Commission may provide recommendations to appropriate State and Federal agencies in support of applications for historic designation on specific properties.</i>																							
	BOTH	BOTH																						
	<i>Q. Work with and assist departments of the Town in matters affecting historic preservation. Commission can recommend to staff and Council that action be taken to prevent the demolition by neglect of designated historic structures.</i>																							
	STAFF	HPC																						
	<i>Goal 1: Inclusion of the historic interior photographs of the Clarkd Memorial Clubhouse as a permanent installation.</i>																							
1	<b>Create Historic Preservation Plan</b>																							
	<i>A. Initially create, for approval by the Town Council, and maintain, and update every five (5) years or as directed by Town Council, a plan for historic preservation of historic properties within the Town of Clarkdale.</i>																							

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Priority	Historic Preservation Plan																						
			2022				2023				2024				2025				2026				
			2025				2026				2027				2028				2029				
Historic Preservation Strategic Plan		Lead	Support	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	Objective 1: Prioritize Tasks assigned to HPC in Ordinance		RM	TB																			
	Objective 2: Determine other elements that need to be included in the Plan																						
2	Draft an Historic Preservation Ordinance (HPO) for inclusion in the Town Zoning Code																						
	Objective 1: Review Ordinances from other communities to determine which elements to include in Clarkdale's HPO		RM	HPC																			
	Task 1: Include relevant obligations set forth in enabling Ordinance in the HPO																						
	<i>B. Maintain review criteria and guidelines contained in the historic preservation plan to assure fair and impartial evaluation and designation of historic properties and historic districts. The Commission shall periodically review these criteria and make such adjustments or updates as may be required with approval of the Town Council.</i>																						
	<i>C. Maintain criteria to assure fair and impartial review of applications for certificate of appropriateness. Such criteria shall be subject to review and recommendation by the Design Review Board (DRB), Planning Commission, and ratification by the Town Council.</i>																						
	<i>F. Review and approve, conditionally approve or deny applications for a certificate of appropriateness.</i>																						
	Objective 2: Retain qualified consultant to assist in development of HPO		RM	TB																			
	Task 1: Develop Statement of Work (SOW)																						
	Task 2: Distribute SOW to qualified historic preservation consultants																						
	Task 3: Review responses to SOW for completeness and responsiveness																						
	Task 4: Engage consultant																						
	Objective 3: Develop Ordinance																						
	Objective 4: Adopt Ordinance																						
3	Create and maintain inventories of historic properties, sites, landscapes, signage, and other historic features																						
	<i>G. Maintain and periodically review and update the local historic resources inventory and consider the inclusion of any properties which may have come to meet the requirements herein, and the deletion of any properties which may no longer exist or no longer meet the criteria for inclusion.</i>																						
	<i>D. Review properties proposed for designation as historic properties, explain to the owners thereof the potential effects of such designation as known to the Commission at that time, and make recommendations to designate, conditionally designate, or deny designation based on criteria and facts as stated.</i>																						
	<i>H. Conduct detailed studies and surveys of properties and areas and assess their potential for designation as historic properties or historic districts.</i>																						

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Priority	Historic Preservation Plan																							
			2022				2023				2024				2025				2026					
			2025				2026				2027				2028				2029					
	Historic Preservation Strategic Plan		Lead	Support	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

5	Funding and acquisition																								
	K. Make recommendations to the Town Council regarding the acquisition of property suitable for preservation. Such acquisition may include the purchase or acceptance of donated property.		BOTH																						
	L. Make recommendations to the Town Council regarding the use of Federal, State, Town, or private funds to promote historic preservation.		BOTH																						
	M. Make recommendations to Town Council to accept gifts, grants, funds, contributions, and bequests from individuals and public and private entities, agencies, foundations, trusts, corporations, and other organizations or institutions for the preservation of historic buildings.		BOTH																						
	T. Carry out such other duties as may be determined by the Town Council, and present other such recommendations as may be deemed pertinent.		BOTH																						
	Advisory committees may be created by the Commission to study and report to the Commission on pertinent matters. Such committees may include citizens who are not members of the Commission, but shall include at least one (1) Commission member who shall serve as chair of the committee. Committees appointed for a specific task shall dissolve when the task is completed and its report has been presented to the Commission. Such advisory committees shall be subject to applicable State statutes regarding conduct of meetings, records keeping and public notification.		HPC	STAFF																					

**Advisory Committees:**  
Historic Inventory (HIAC) : Lindner and Emmet  
Signage and Markers (S & MAC): Gibson and Meinke

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# Historic Preservation Commission Advisory Committees

## Historic Inventory Committee

Maintain and update inventory of historic properties, sites, and landscapes

Name	Email	Phone
Chair		
Member		
Member		

## Signage and Markers Committee

Develop an historic marker program; design signage for downtown; maintain the information for the Historic Marker signs throughout historic district

Name	Email	Phone
Chair		
Member Drake Meinke		
Member		

## Promotional Material Committee

Create materials promoting historic downtown Clarkdale; QR codes, maps, etc.

Name	Email	Phone
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