



**NOTICE OF A REGULAR MEETING OF THE PLANNING COMMISSION
OF THE TOWN OF CLARKDALE
TUESDAY, AUGUST 19, 2025 AT 4:30 PM**

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

OR

Join Zoom Meeting

<https://zoom.us/j/9554994085>

Meeting ID:955 499 4085

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 Planning Commission will hold a Regular Meeting open to the public on Tuesday, August 19, 2025, at 4:30 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 Planning Commission invites the public to provide comments at this time. Members of the Planning 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 five minutes.

4. MINUTES

A. Approval of Minutes

Discuss, consider and act upon the draft minutes from the regular meeting held on July 15, 2025.

5. NEW BUSINESS

A. Robert's Rules of Order

Town Attorney, Stephen Polk, will provide a presentation and refresher update regarding Robert's Rules of Order.

B. Design Review Application - 924 Main Street

Discuss, consider and act upon application PC-250131 regarding design review for the property located at 924 Main Street.

6. FUTURE AGENDA ITEMS

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

7. 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.

<u>Agenda Item:</u>	Approval of Minutes Discuss, consider and act upon the draft minutes from the regular meeting held on July 15, 2025.
<u>Staff Contact:</u>	Ruth Mayday, Assistant Town Manager/Community Development Director
<u>Meeting Date:</u>	August 19, 2025
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	Review of the draft minutes from the regular meeting held on July 15, 2025.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Staff recommends approval of the draft minutes from the regular meeting held on July 15, 2025.



**SUMMARIZED MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION
OF THE TOWN OF CLARKDALE
TUESDAY, JULY 15, 2025 AT 4:30 PM**

(To listen to the full audio/video of the meeting,
please visit www.clarkdale.az.gov – agendas & minutes)

Members Present: *Chair de Blanc, Advisory member Johnson, Commissioner Spence, Commissioner Conk, Commissioner Kelly.*

Members Absent: *Commissioner Foutz.*

Other Municipal Officials Present: *Community Development Director & Assistant Town Manager, Ruth Mayday; Associate Planner, Britania Esparza; Community Development Technician, Guss Espolt.*

Audience: *One member of the public was present.*

Zoom: *Commissioner Kelly.*

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

- 1. CALL TO ORDER** - *Chair de Blanc called the meeting to order at 4:30 p.m.*
- 2. ROLL CALL – Present:** *Chair de Blanc, Advisory member Johnson, Commissioner Spence, Commissioner Conk, Commissioner Kelly (Zoom).* **Absent:** *Commissioner Foutz.*

3. PUBLIC COMMENT
No public comment.

4. MINUTES

A. Approval of Minutes

Discuss, consider and act upon the draft minutes from the regular meeting held on April 15, 2025, and the joint meeting with the Historic Preservation Commission on June 17, 2025.

Motion: *Approval of minutes from the regular meeting held on April 15, 2025, and the joint meeting with the Historic Preservation Commission on June 17, 2025.*

First motion: *Spence* **Second:** *Conk*

Approved 5-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Advisory Johnson	Aye

Commissioner Foutz	Absent
Commissioner Spence	Aye
Commissioner Conk	Aye
Commissioner Kelly	Aye

5. NEW BUSINESS

A. Selection of Chair for the Planning Commission

Discuss, consider and act upon the selection of a Chairperson for the Planning Commission to serve a term of one year.

Motion: *Advisory Johnson nominated de Blanc to remain as PC Chair.*

First motion: *Johnson* **Second:** *Spence*

Approved 5-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Advisory Johnson	Aye
Commissioner Foutz	Absent
Commissioner Spence	Aye
Commissioner Conk	Aye
Commissioner Kelly	Aye

B. Selection of Vice Chair for the Planning Commission

Discuss, consider and act upon the selection of a Vice Chairperson for the Planning Commission to serve a term of one year.

Motion: *Commissioner Kelly nominated Conk as PC Vice Chair.*

First motion: *Kelly* **Second:** *Spence*

Approved 5-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Advisory Johnson	Aye
Commissioner Foutz	Absent
Commissioner Spence	Aye
Commissioner Conk	Aye
Commissioner Kelly	Aye

C. Exterior Signage at Hermosillo Hot Dogs

Discuss, consider and act upon the Design Review Wall Sign Application PC-250086 for exterior signage at Hermosillo Hot Dogs.

Motion: *Approve the Wall Sign Application PC-250086 for exterior signage at Hermosillo Hot Dogs.*

First motion: *Spence* **Second:** *Conk*
Approved 5-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Advisory Johnson	Aye
Commissioner Foutz	Absent
Commissioner Spence	Aye
Commissioner Conk	Aye
Commissioner Kelly	Aye

D. Exterior Signage at Bodega Pierce Winery

Discuss, consider and act upon the Design Review Wall Sign Application PC-250088 for exterior signage at Bodega Pierce Winery.

Motion: *Approve the Design Review Wall Sign Application PC-250088 for exterior signage at Bodega Pierce Winery.*

First motion: *Johnson* **Second:** *Spence*
Approved 5-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Advisory Johnson	Aye
Commissioner Foutz	Absent
Commissioner Spence	Aye
Commissioner Conk	Aye
Commissioner Kelly	Aye

6. FUTURE AGENDA ITEMS

Planning Commission may propose items to be placed on a future agenda. This item is for discussion only. – *Citizens Advisory Committee, will have all updated chapters for PC review.*

7. ADJOURNMENT

Motion: *Motion to adjourn.*

First motion: *Spence* **Second:** *Conk*
Approved 5-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Advisory Johnson	Aye
Commissioner Foutz	Absent
Commissioner Spence	Aye
Commissioner Conk	Aye

Commissioner Kelly	Aye
--------------------	-----

Chair de Blanc adjourned the meeting without objection at 4:57 p.m.

Ida Meri de Blanc, Chair

Ruth Mayday, Community Development Director



Staff Report

Item Number: 5.A.

-
- Agenda Item:** **Robert's Rules of Order**
Town Attorney, Stephen Polk, will provide a presentation and refresher update regarding Robert's Rules of Order.
- Staff Contact:** Ruth Mayday, Assistant Town Manager/Community Development Director
- Meeting Date:** August 19, 2025
- 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.
 - Goal Area 5 - Strategically invest in organizational development to enhance efficiency and service delivery and to attract and retain an exemplary workforce.
- Background:** The Town Attorney will provide the Planning Commission with a brief refresher on Robert's Rules of Order to support effective and orderly meeting procedures.
- Budget Impact:** No budget impact.
- Recommendation:** No recommendation. Presentation only.



Staff Report

Item Number: 5.B.

Agenda Item: **Design Review Application - 924 Main Street**
Discuss, consider and act upon application PC-250131 regarding design review for the property located at 924 Main Street.

Staff Contact: Ruth Mayday, Assistant Town Manager/Community Development Director

Meeting Date: August 19, 2025

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.
- Goal Area 2 - Enhance the quality and availability of parks, recreation and cultural opportunities.
- Goal Area 3 - Strengthen and diversify our economy through cultivating a business-friendly climate for business attraction and strategically capitalizing upon tourism.

Background: The applicant is requesting design review approval for exterior colors, textures, and architectural features for the property located at 924 Main Street. Situated within the Central Business District, the building has a long history in the community. Originally constructed as a gas station (Clarkdale Classic Gas Station), it has since been underutilized and, in recent years, sat vacant. The current proposal will adapt the structure for mixed-use purposes, with a restaurant planned for the front portion and the Clarkdale Kayak Company operating from the rear and a patio to include a food truck court.

The building is currently undergoing remodeling to accommodate these uses, and the applicant is now presenting the design elements for Planning Commission consideration. In reviewing this request, the Planning Commission will apply the criteria outlined in Section 11-040 Review Criteria for Design Review, of the Zoning Code. These standards ensure that new construction and renovations are visually compatible with their surroundings. Considerations include the overall architectural merit of the design, the proportional relationship between building height and width, and the placement and scale of windows, doors, and other openings. The pattern of solids and voids on the façade, as well as the building's spacing in relation to adjoining structures, will also be evaluated.

Entrances, porches, awnings, and similar features must harmonize with the streetscape, while exterior materials, textures, and colors should complement the predominant palette of nearby buildings. Roof forms and materials, architectural details, and accessory elements such as walkways, stairways, and enclosures are expected to integrate seamlessly with the character of the area. Landscaping should be compatible with the surrounding context, and any site lighting should enhance the project's design without creating visual detriment to the building or neighboring properties.

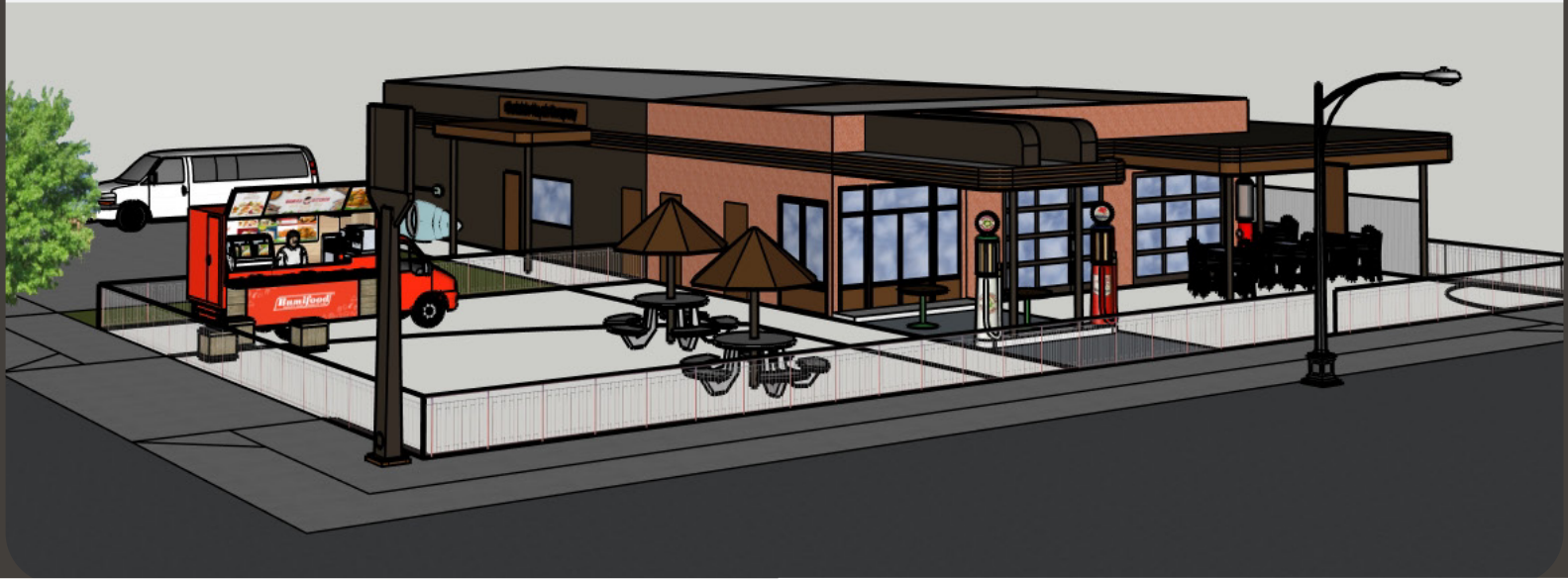
Budget Impact: No budget impact.

Recommendation: Staff recommends that the Planning Commission approve application PC-250131 regarding design review for the property located at 924 Main Street.









Black Mocha
#433F3B

Copper
#AB6E43