

CHAPTER 17 BOARDS AND COMMISSIONS

Article 17-1 PLANNING COMMISSION (1)

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Section 17-1-1 Creation

The Planning Commission of the Town of Clarkdale is hereby established to carry out the purpose of Title 9, Chapter 4, Article 6.1, Arizona Revised Statutes.

Section 17-1-2 Membership

- A. The Commission shall be composed of a total of five members who shall be residents of the Town. The members of the Commission shall be appointed by the Council. These appointments shall be for a period of two years each, with the terms of members so staggered that the terms of no more than three members shall expire in any one year. In the event of death or resignation of a member, the vacancy may be filled for the unexpired term. The term of all members shall extend until their successors are qualified.
- B. The Commission members shall serve without compensation.
- C. If any member shall be absent for three (3) consecutive regular meetings, or seven (7) meetings throughout the fiscal year, he/she shall automatically cease to hold membership on the Planning Commission, without further action being taken by either the Commission or Town Council. It shall be the responsibility of the Chairperson of the Commission to so notify the Town Council immediately upon the creation of a vacancy pursuant to this section.

Section 17-1-3 Officers

The Commission shall elect officers from among its own members, who shall serve until their successors are elected and qualified. The Commission shall prescribe the duties of such officers.

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Section 17-1-4 Duties

It is the duty of the Commission to formulate, create and administer any lawful plan duly adopted by the governing body for the present and future growth of the Town pertaining to the use of land and buildings for any purpose, together with all incidental activities usually associated therewith and commonly known as “Planning and Zoning”; to make or cause to be made a continuous study of the best present and future use to which land and buildings shall be put within the Town and in cooperation with adjacent areas; to recommend to the governing body revisions in such plans which, in the opinion of the Commission, are for the best interest of the citizens of the Town; to promulgate rules of procedure if such rules are approved by the governing body.

(1) *Section 9-813, A.R.S.*

Section 17-1-5 Meetings

The Commission shall provide in its rules for its meetings; provided, that special meetings may be called by the Chairman or, in his absence, the Vice-Chairman. In addition, any three members of the Commission may make written request to the chairman for a special meeting, and, in the event such meeting is not called, such members may call such special meeting in such manner and form as may be provided in the Commission rules.

Section 17-1-6 Conduct of Business

Three members shall constitute a quorum. The affirmative vote of three members shall be required for passage of any matter before the Commission. In this connection, the minutes of the meetings shall reflect the “ayes” and “nays” cast on a particular measure and shall reflect the vote of each member present. A member may abstain from voting only upon a declaration that he has a conflict of interest, in which case such member shall take no part in the deliberations on the matter in question.

Section 17-1-7 Fees

The Commission may be authorized to establish a uniform schedule of fees for the services with all receipts to be paid into the general fund of the Town. Such fee schedules shall become effective upon approval by the Council.

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Section 17-1-8 Public Hearings

The Planning Commission shall hold a public hearing on any zoning ordinance. Notice shall be given of said public hearing as provided by Section 9-462.04, A.R.S. After the hearing, the Planning Commission shall render its decision in the form of a written recommendation to the Council and shall include the reasons for the recommendation.

Article 17-2 BOARD OF ADJUSTMENT

17-2-1	Creation
17-2-2	Powers
17-2-3	Appeals to the Board of Adjustment
17-2-4	Date of Hearing and Notice
17-2-5	Meetings
17-2-6	Appeals From the Board of Adjustment

Section 17-2-1 Creation

The Common Council of the Town of Clarkdale does hereby create a Board of Adjustment to be composed of five (5) residents of the Town of Clarkdale. The Common Council of the Town of Clarkdale shall serve as the Board of Adjustment until such time as they are replaced by private citizens. The Board of Adjustment shall elect a Chair and Vice-Chair from among its members. The appointments to the Board of Adjustment shall be for a term of two (2) years each, with the terms of members so staggered that no more than three (3) member's terms expire in any given year. In the event of death or resignation of a member, the Common Council shall appoint a replacement to serve the unexpired portion of the term. Members shall serve without compensation.

- A. "If any member shall be absent for three (3) consecutive regular meetings, or a cumulative total of seven (7) meetings throughout the fiscal year, he or she shall automatically cease to hold membership without further action being taken by either the Commission or the Town Council. It shall be the responsibility of the Chairperson of the Board or Commission to so notify the Town Council immediately upon the creation of a vacancy pursuant to this section."

Section 17-2-2 Powers

Upon application, the Board of Adjustment shall have the powers and duties as prescribed by law and ordinance including those more specifically set forth as follows:

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- A. To hear and decide appeals in which it is alleged, by the applicant, there is an error in an order, requirement or decision made by an administrative official based on the enforcement of the Zoning Code or Chapter 7 of the Town Code.
- B. To interpret the boundaries of the zoning districts as depicted on the Zoning Map.
- C. To hear and decide on requests for variances from the strict application of the Zoning Code as adopted by the Town of Clarkdale where by reason of exceptional narrowness, shallowness, shape, or topography, or a property's location and surroundings the strict application of said standards will deprive the subject property of privileges lawfully permitted other properties in the same zone district or immediate vicinity. Decisions shall be based upon a review of the application in conformance with the following criteria:
 - 1. **SPECIAL CIRCUMSTANCES:** There are special circumstances attributable to the property which are not applicable to other properties in the area or within the same zone district. The special circumstances must be related to the physical characteristics of the property including it's shape, size, topography, location or surroundings and may not be related to the personal circumstances of the property owner or applicant.
 - 2. **UNDUE HARDSHIP:** If special circumstances attributable to the property exist, they must be of such a nature that the strict application of the development standards will result in an undue hardship. An undue hardship exists when the strict application of the Zoning Code is so unreasonable that it renders the property unusable without the granting of a variance. Hardship relates to the physical characteristics of the property, not the personal circumstances of the property owner or applicant.
 - 3. **PUBLIC HEALTH, SAFETY AND WELFARE:** A variance may be granted only if it can be done without substantial detriment to public health, safety or welfare and without substantial departure from the intent of the standard from which relief is requested.
 - 4. **ADEQUATE FINANCIAL RETURN:** The applicant's need for an adequate financial return on investment shall not be considered justification for the granting of a variance.
 - 5. **SELF-IMPOSED SPECIAL CIRCUMSTANCES:** A variance shall not be granted when the special circumstances, from which relief is requested, have been self-imposed by a current or former property owner or applicant.

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6. **USE VARIANCE:** A use variance may not be granted. (A use variance is one which would allow, as an example, a retail commercial establishment in a single family residential zone district).
- D. To permit the extension of a nonconforming use throughout an existing structure or parcel subject to such conditions as the Board of Adjustment shall deem just and proper. Any extension of a nonconforming use shall comply with all bulk standards of the Zoning Ordinance and all development standards of other codes adopted by the Town of Clarkdale.

Section 17-2-3 Appeals to the Board of Adjustment

Appeals to the Board of Adjustment may be taken by any owner of property, any person having a contract or an option to purchase the subject property, or any agent of the above persons who may be aggrieved by a decision of any administrative officer made in the enforcement of the Zoning Ordinance or Chapter 7 or Article 12-4 of the Town Code as adopted by the Town of Clarkdale. Appeals to the Board of Adjustment may also be taken by any administrative officer, department, commission or board of the Town of Clarkdale affected by the granting, or refusal, of a permit or other decision of an administrative officer in the course of administration or enforcement of the Zoning Code or Chapter 7 of the Town Code as adopted by the Town of Clarkdale. Appeals to the Board of Adjustment must be made in writing, on forms approved by the Board of Adjustment must be made in writing, on form approved by the Board, and filed with the Planning Director within 60 days of the date of the act, or failure to act, or decision which is the cause of appeal. Every application for appeal, or variance, shall refer to the specific provision of the Ordinance from which an appeal is requested, and shall specifically set forth the interpretation which is claimed; or in the case of a variance request how and why the review criteria set forth in Section 17-2-2 above justifies the granting of a variance. An appeal stays all enforcement proceedings until a final decision is reached by the Board of Adjustment. Decisions of the Board shall be filed by case number, under one of the following headings, appeals or variances; and case files shall be kept in the Planning Department.

Section 17-2-4 Date of Hearing and Notice

All hearings of the Board of Adjustment upon any appeal shall be held no sooner than 20 days from the date of application for appeal. Notification of the hearing shall be published once in a newspaper of general circulation in the area not less than fifteen (15) days prior to the date of hearing. In addition, notice shall be posted on the property affected, when applicable, in a manner readily visible to the general public.

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Section 17-2-5 Meetings

Meetings of the Board of Adjustment shall be conducted in the manner prescribed in the most current "Bylaws-Board of Adjustment" as adopted by the Board of Adjustment and approved by the Common Council of the Town of Clarkdale.

Section 17-2-6 Appeals From the Board of Adjustment

Any person aggrieved by a decision of the Board of Adjustment may, at any time within thirty (30) days after the Board has rendered a final decision, file a complaint with the Superior Court, Yavapai County, State of Arizona, to review the decision of the Board of Adjustment. Filing a complaint does not stay any proceedings on the decision sought to be reviewed, but the court may, upon petition by the applicant, grant a stay. On final decision the Superior Court may approve or reverse, whether in whole or in part, or may modify the decision of the Board.

Article 17-3 PARKS AND RECREATION COMMISSION

- 17-3-1 Creation
- 17-3-2 Organization
- 17-3-3 Duties
- 17-3-4 Authority To Remove Members

Section 17-3-1 Creation

There is hereby created a Clarkdale Parks and Recreation Commission which shall consist of five (5) members who are residents of the Town and who serve without compensation.

Section 17-3-2 Organization

- A. The Parks and Recreation Commission shall be composed of five (5) residents of the Town of Clarkdale serving staggered two-year terms. The Commission shall elect a Chair and Vice-Chair at their Regular meeting in October each year.
- B. Vacancies of the Commission shall be appointed by the Mayor and Town Council.
- C. If any member shall be absent for three (3) consecutive regular meetings, or a cumulative total of seven (7) meetings throughout the fiscal year, he or she shall

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automatically cease to hold membership without further action being taken by either the Commission or the Town Council. It shall be the responsibility of the Chairperson of the Board or Commission to so notify the Town Council immediately upon the creation of a vacancy pursuant to this section.

Section 17-3-3 Duties

It shall be the duty of the Clarkdale parks and Recreation Commission to:

- A. To assist, council and aid the Town Council in the purchase, sale, lease or other method of acquiring or disposing of lands, structures and facilities for use as parks or recreational centers. This would include the responsibility to consider land purchases, sales and donations, recommending construction of recreation centers, lease of Town owned buildings, (Clark Memorial Clubhouse, pool and ballparks) or property by others and future planning for park needs.
- B. Elect a Chair and Vice-Chair at the Regular meeting in October each year.
- C. Meetings of the Clarkdale Parks and Recreation Commission shall be held at least once each month, provided, however, that special meetings may be called at any time by the chairman or by three (3) members of the Commission.
- D. To assist the Council in establishing general priorities, relating to park development and recreation programs. To assist in establishing a continuing plan for the Town's park system involving research, comments and/or recommendations on parks and recreation-related matters.
- E. To assist the Town Council on the policies, rules and regulations relating to the operation, use, care and maintenance of areas and structures owned, leased or otherwise acquired by the Town for use as parks and recreation centers, including:
 - 1. Propose measures to repair or expand facilities to accommodate greater use.
 - 2. Propose signing, fencing, or other measures the Town may undertake to prevent the facilities from being damaged or destroyed by unauthorized uses.
- F. To assist the Town Council in establishing priorities at budget time relating to park acquisition, development and recreation programs. To assist in the preparation of the annual budget.

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- G. Suggest/propose fees and/or fund raising ideas to finance expansion of development of facilities.
- H. Make recommendations to the Town Council to receive, accept and acquire by gift, bequest or devise real and personal property of every kind, nature and description in the name of the Town for park and recreational purposes, subject to the terms of such gift.
- I. Commission members will have no authority over nor give any direction to any Town employee. All suggestions or complaints will be directed through the Town Council or the Town Manager.
- J. The function of the Commission is to make recommendations to the Council. The final decisions are made by the Town Council after consideration of all recommendations and input from all sources.

Section 17-3-4 Authority To Remove Members

The Council by majority vote shall have the authority to remove from office any member of the Clarkdale Parks and Recreation Commission whenever, in its discretion, the best interest of the Town shall be served thereby.

Article 17-4 DESIGN REVIEW

- 17-4-1 Establishment of Design Review Board
- 17-4-2 Purpose
- 17-4-3 Definitions
- 17-4-4 Applicability
- 17-4-5 Preliminary/Final Review
- 17-4-6 Application Procedure
- 17-4-7 Filing Fee
- 17-4-8 Review Criteria
- 17-4-9 Expiration of Design Review Board Approval
- 17-4-10 Violations and Enforcement
- 17-4-11 Appeals
- 17-4-12 Severability

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Section 17-4-1 Establishment of Design Review Board

The Design Review Board shall serve at the appointment of the Town Council. The Board will consist of five (5) members, each serving alternating two (2) year terms, after existing terms.

- A. When vacancies occur replacement members shall be appointed by the Mayor and Town Council who shall serve the unexpired portion of the vacated term.
- B. Members of the Design Review Board who are appointed following the effective date of this ordinance (March 25, 1998) shall be required to reside within the corporate limits of the Town of Clarkdale.
- C. Elect a Chair and Vice-Chair at the Regular meeting in October each year.
- D. “If any member shall be absent for three (3) consecutive regular meetings, or a cumulative total of seven (7) meetings throughout the fiscal year, he or she shall automatically cease to hold membership without further action being taken by either the Commission or the Town Council. It shall be the responsibility of the Chairperson of the Board or Commission to so notify the Town Council immediately upon the creation of a vacancy pursuant to this section.”

Section 17-4-2 Purpose

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.

Section 17-4-3 Definitions

- Applicant:** The developer, property owner or their agent.
- Building:** A structure designed, built or occupied as a shelter, a roofed area for persons or property, including lunch wagons, dining cars, camp cars, mobile homes and other roofed structures used for residential, business, mercantile, storage, commercial and industrial purposes.
- Board:** The Design Review Board.

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Contemporary

Clarkdale: An area in which architectural features shall include traditional textures and colors in harmony with more contemporary materials, textures and colors.

Council: The Mayor and Council of the Town of Clarkdale.

Developer: The applicant, property owner or their agent.

Easement: A right which the public or an individual has to use the lands of another.

Enclosures: To include, but, not be limited to fences, walls, or hedges.

General

Plan: An official policy statement of the desired future physical, social and economic character of the Town of Clarkdale.

Historic

Clarkdale: An area in which architectural features and details shall be preserved with original or traditional textures and colors.

Lots: A parcel of land separated from other parcels by description, as on a subdivision plat, for the purpose of sale, lease or development.

Redevelopment: Reconstruction, conversion, structural alteration, relocation or enlargement of any building or extension of the use of land.

Sign: Any device for visual communication that is used for the purpose of bringing the subject thereof to the attention and/or direction of the public and not including decorative or protective coating or non-advertising murals on a building or structure.

Structure: Anything constructed or erected which requires location on, in or under the ground or attached to something having location on the ground including, but not limited to, mobile homes, signs, fences and walls.

Subdivider: The individual, firm, corporation, partnership, association, syndication, trust or other legal entity which files the application and initiates proceedings for the subdivision of land in accordance with A.R.S. Section 9-463-02; said subdivider need not be the owner of the land.

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Subdivision

Regulations: As adopted by the Town of Clarkdale, Chapter 12 of the Town Code.

Traditional

Clarkdale: An area in which architectural features, materials and details shall include traditional textures and colors.

Zoning

Code: Shall mean the Zoning Code as adopted by the Town of Clarkdale.

Section 17-4-4 Applicability

- A. This ordinance shall apply to all new buildings and redevelopment as defined in this ordinance or the Town of Clarkdale Zoning Ordinance, except single family dwellings and accessory uses that are not a part of a developer-controlled subdivision. Structures (other than buildings), signs, landscaping, parking areas and enclosures will be reviewed by the Design Review Board if a part of new building development or building redevelopment.
- B. Staff and one member of the Board (to be appointed on a rotating basis) shall have the authority to review and approve, approve with conditions or disapprove applications for structures (excluding buildings), signs, landscaping, parking areas and enclosures. Final decisions by staff and the one Board member, on these applications, shall be subject to review by the Town Council and/or the Design Review Board, either of whom may request, within (15) fifteen working days, that such applications be forwarded to the full Board for review and consideration.
- C. The Town Council, or the Planning Administrator, at their discretion, may request that structures, signs, landscaping, parking areas and enclosures be reviewed by the Board if, in their opinion, the proposed development may not be compatible with the character of the Town of Clarkdale. The Board will act upon the request the same as in the provisions as set forth in this ordinance.

Section 17-4-5 Preliminary Review

Prior to the preparation of final designs, working drawings and specifications, applicants shall prepare preliminary scale drawings, photographs, specifications, color samples and material samples, and shall present these items to the Zoning Administrator for review and discussion. The Zoning Administrator shall then notify the Chairman of the Design Review Board, and the item shall be placed on the Agenda of a Special Meeting of the Design Review Board within thirty (30) days of filing the application for preliminary review. The purpose of these reviews

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shall be to acquaint the applicant with the standards of design that are required.

The Design Review Board may, if the preliminary drawings and other data are sufficiently clear and explicit, grant final approval at the preliminary review session, provided all other standards of this section are met.

When required by the Design Review Board to submit additional or revised materials for final approval, the applicant shall do so in accordance with the standards of this section.

Section 17-4-6 Application Procedure

- A. Applications for design review shall be filed with the Zoning Administrator on a form prescribed by the Administrator. The application shall be accompanied by the following:
 - 1. The plot plan or site layout, including, but not limited to, a north arrow, name and address of owner, address of property and legal description, all property lines dimensioned and marked as property lines, site contours, existing structures, and enclosures, all proposed development, name of proposed development, easements, and other developments abutting property, proposed parking areas, all improvements affecting the appearances, such as walls, walks, terraces, landscaping, accessory buildings and lights.
 - 2. Plans and exterior elevations, drawn to scale, on one or more sheets of paper with sufficient detail to show, as far as they are related to exterior appearances, the design, the proposed materials, textures and colors.
 - 3. Building material and color samples.
 - 4. Any other information which the Board may find necessary to establish compliance with this section.

- B. An application for approval of demolition, partial demolition or removal of an existing building or structure shall be filed with the Zoning Administrator on a form prescribed by the Administrator. The application shall be accompanied by the following:
 - 1. Legible photograph showing all sides of the building or structure for which the application is made.
 - 2. Legible photograph showing the adjoining properties.

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3. Any other information which the Board may find necessary to establish compliance with this section.
- C. If requested by the Town Council, Design Review Board or the Zoning Administrator an application for approval of a proposed new sign shall be filed with the Zoning Administrator on a form prescribed by the Administrator. The application shall be accompanied by the following:
1. Plans to scale with sufficient detail to show the size, design, lighting, materials, textures, colors, and placement of the sign.
 2. If applicable, legible photograph showing the face of the building on which the sign is to be mounted or vicinity photograph for a free standing sign.
 3. Any other information which the Board may find necessary to establish compliance with this section.
- D. Upon receipt of a complete application for final approval, the Zoning Administrator shall forward it to the Chairman of the Design Review Board. The application shall be placed on the Agenda at a Special Meeting of the Design Review Board within sixty (60) days of filing the application for final approval, the Zoning Administrator shall notify the applicant of the time and place of the meeting and shall also provide the applicant with a copy of the staff report and recommendations to the Board.

Section 17-4-7 Filing Fee

The application for design review shall be accompanied by a non-refundable filing fee in an amount established by resolution of the Town Council.

Section 17-4-8 Review Criteria

A. 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:

1. **ARCHITECTURAL MERIT:** The architecture and design shall be

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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 relationships 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

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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.
- B. The Design Review Board may review applications for design approval of signs and shall have the power to approve, conditionally approve, or disapprove all such requests based on the following criteria:
1. The sign shall be in appropriate scale, proportion, color and overall design relative to the exterior architectural character of the building, structure or site.

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.

Section 17-4-10 Violations and Enforcement

- A. Prior to the issuance of a building permit, the Building Official shall determine that the plans presented with the building permit application conform with the design approved by the Board and that approval has not expired.
- B. The Building Official shall insure that development occurs in conformance with the conditions of design approval. In the event of a violation, the Building Official shall notify the permittee by registered or certified mail that he is in violation of the conditions of design approval. If the permittee does not comply with the conditions of design approval within ten (10) days after receipt of notification, the building permit may be revoked and all construction activity shall cease.

Section 17-4-11 Appeals

The applicant or any member of the Town Council may appeal any decision of the Design Review Board, to the Town Council, by filing written notice of appeal and any applicable fees with the Town Clerk within fifteen (15) working days of the date of the Design Review Board's

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action. The Town Clerk shall set the date for hearing of the appeal within sixty (60) days of the appeal being filed.

Section 17-4-12 Severability

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions hereof.

Article 17-5 HERITAGE CONSERVANCY BOARD

- 17-5-1 Creation
- 17-5-2 Organization
- 17-5-3 Duties
- 17-5-4 Authority to Remove Members

Section 17-5-1 Creation

There is hereby created a Clarkdale Heritage Conservancy Board which shall consist of five members who shall serve without compensation.

Section 17-5-2 Organization

- A. Members shall be appointed by the Mayor and Common Council of the Town of Clarkdale and shall serve two year terms of office.
- B. Vacancies of the Board shall be appointed by the Mayor and Common Council.
- C. Members of the Heritage Conservancy Board who are appointed following the effective date of this ordinance (November 13, 1997) shall be required to reside in the corporate limits of the Town of Clarkdale.
- D. “If any member shall be absent for three (3) consecutive regular meetings, or a cumulative total of seven (7) meetings throughout the fiscal year, he or she shall automatically cease to hold membership without further action being taken by either the Commission or the Town Council. It shall be the responsibility of the Chairperson of the Board of Commission to so notify the Town Council immediately upon the creation of a vacancy pursuant to this section.”

Section 17-5-3 Duties

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- A. Elect a Chair and Vice-Chair at the Regular meeting in October each year..
- B. Hold meetings at least once each month, provided, however, that special meetings may be called at any time by the Chair or by three members of the Board.
- C. To advise and consult with the Council in establishing general priorities relating to the preservation, conservation and promotion of natural, cultural and historical resources of Clarkdale.
- D. To study the needs, define the problems, establish priorities, and present a plan of action for the restoration of the historic buildings in the Town of Clarkdale.
- E. To advise and consult with the Council in defining the policies, rules and regulations relating to the operation, use, care and maintenance of areas and structures owned, leased or otherwise acquired by the Town for historic purposes.
- F. Suggest/propose fees and/or fund raising ideas to finance preservation, expansion or development of facilities and programs.
- G. Advise and consult with the Town Council in establishing priorities at budget time relating to projects with historic significance.
- H. Make recommendations to the Town Council to receive, accept and acquire by gift, bequest or devise real and personal property of every kind, nature and description in the name of the Town for historic preservation purposes, subject to the terms of such gift.
- I. The function of the Board is to make recommendations to the Council. The final decisions are made by the Town Council after input from the Board, who have considered input from all appropriate sources.
- J. Commission members will have no authority over nor give any direction to any Town employee. All suggestions or complaints will be directed through the Town Council or Town Manager.

Section 17-5-4 Authority to Remove Members

The Council, by majority vote, shall have the authority to remove from office any member of the Board whenever, in its discretion, the best interest of the Town shall be served thereby.