

**MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON APRIL 9, 2003, AT 9:00 A.M. IN THE MEN'S LOUNGE, CLARK MEMORIAL CLUBHOUSE, CLARKDALE, ARIZONA.**

A regular meeting of the Design Review Board of the Town of Clarkdale was held on April 9<sup>th</sup>, 2003, at 9:00 a.m. in the Men's Lounge, Clark Memorial Clubhouse.

<b>Board Members:</b>	Chairperson	Pat Williams	Present
	Vice Chair	Henry Stevens	Absent
		James Schulz	Present
		David Gatchell	Present
		George Kiser	Absent

<b>Staff:</b>	Planning Director	Lyle Richardson
	Planner II	Steven Brown
	Planner I	Ry Smith
	Administrative Assistant	Linda Noland

**Others in Attendance:** Robyn Prud'homme-Bauer, Planning Commission, Chairperson.

**CALL TO ORDER:** Chairperson Williams called the meeting to order at 9:00 a.m.

**ROLL CALL:** Roll was called, a quorum was present.

**CONSIDERATION AND APPROVAL OF MINUTES:** Board Member Schulz: made a motion to accept the minutes of March 12<sup>th</sup>, 2003. Chairperson Gatchell: seconded the motion. The motion passed unanimously.

**CONSIDERATION AND DISCUSSION OF COMMENTS FROM THE PUBLIC:** None

**REPORTS**

**STAFF REPORT:** None

**CHAIRPERSON REPORT:** Chairperson Williams commented on signage and stated she would like an agenda item on signage. Planning Director Richardson stated David Jones made a presentation on signage not long ago and that he would be the expert to contact. Director Richardson indicated that the question of signage is a very complicated matter because of the

number of zoning code changes anticipated in the next 18 months. The Planning Department Staff will not be prepared to go into executive review of the sign section of the code in the near future.

## **NEW BUSINESS:**

### **1. CONSIDERATION OF SITE PLAN REVIEW PROCESS**

Planning Director Richardson made note that at the last Design Review meeting, the Board was given a copy of the Site Plan Review Draft, which was prior to a work study. During the work study with Council certain items were discussed, such as, the appropriate body for the Site Plan Review. The Commission and Council outlined the responsibilities and what the Commissions duties should and should not be. They decided during the work study, that involving the Design Review Board in the Site Plan Review Process would be appropriate.

The Planning Director discussed the modification of the Town Code and Zoning Code to “work” with the Site Plan Review Process.

Planning Director Richardson stated the Design Review Board would be having more case reviews and with that comes the need for more education and preparation of the Board by the Planning Department.

Chairperson of the Planning Commission, Prud’homme-Bauer made a presentation to the Board on the process between the Site Plan Review and the Design Review Board, stating that Council strongly suggested the Design Review Board be the major Board to handle the Site Plan Review Applications. The feeling being the process would move quickly and smoothly and there would be no need for a Public Hearing Process. The Council also does not want to have final discussions on the process and felt it best to give this responsibility to the Design Review Board.

Planning Director Richardson stated this would give the D R Board more responsibility. Also stating there will be a Public Hearing at the Planning Commission on the Site Plan Review Process on April 21<sup>st</sup>, 2002. After that it goes to the Council with a recommendation.

Chairperson Williams asked what kind of concerns the Site Plan Review Process may have created.

Chairperson Prud’homme-Bauer stated the developers have asked why a Public Hearing was a necessary process and they were also concerned as to why Commercial and Industrial properties were looked at differently than residential properties.

Planning Director Richardson explained to the Board that at the present time the Town of Clarkdale doesn’t have a process to follow for Site Plan Review. Richardson also described the planned procedure, such as zoning regulations for Site Plan Reviews. ***Two steps which are strongly suggested and not required are:*** 1)A Pre-application, and 2) Hold a public meeting and notify residents in the area of the project taking place.

Board Member Schulz: made a motion the Design Review Board accept the process of reviewing the Site Plan applications. Board Member Gatchell: seconded the motion. The motion passed unanimously.

**2. CONTINUING EDUCATION TRAINING ON RETAIL DESIGN CONSIDERATIONS**

Planning Director Richardson stated the material which was provided to the Design Review Board was from a project out of Phoenix, which consisted of 2 years of work by the Valley Partnership. Director Richardson suggested the Valley Partnership Committee may do a presentation to the DRB in the fall.

Board Member Gatchell suggested if this were to happen, it would be nice to invite the surrounding areas.

With no further business, the meeting adjourned at 10:20 a.m.

**REVIEWED BY:**

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Lyle Richardson  
Planning Director

**APPROVED BY:**

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Pat Williams  
Chairperson

**SUBMITTED BY:**

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Linda L. Noland  
Administrative Assistant