

MINUTES OF A SPECIAL MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON MONDAY, FEBRUARY 3RD, 2003 IN THE MEN'S LOUNGE, CLARK MEMORIAL CLUBHOUSE, CLARKDALE, ARIZONA.

A Special Meeting of the Planning Commission of the Town of Clarkdale was held on Monday, February 3rd, 2003 at 6:00 p.m. in the conference room of the Planning and Zoning Department.

Planning Commission:

Chairperson	Robyn Prud'homme-Bauer	Present
Vice Chairperson	Lew Dodendorf	Present
Commissioners	Terri Brunsman	Present
	Susan Sammarco	Present
	Gary Hansen	Present

Staff:

Planning Director	Lyle Richardson
Admin. Assistant	Linda Noland

OTHERS IN ATTENDANCE: Phil Tovrea and Jane Winiecki

CALL TO ORDER: Chairperson Prud'homme-Bauer called the meeting to order at 6:00 p.m. Roll was called, a quorum was present.

PUBLIC COMMENT: None

NEW BUSINESS

WORKSESSION ON PROPOSED SITE PLAN REVIEW PROCESS

Chairperson Prud'homme-Bauer asked for a motion to open the meeting to public comment. Commissioner Sammarco: made a motion to open the meeting to public comment. Commissioner Hansen: seconded the motion. The motion passed unanimously.

Planning Director Richardson brought the Commission up to date as to where they left off and what has been done since the last meeting. Research was done pertaining to issues brought up by property owners. Specifically, availability of services as water, sewer, roadways, etc. Planning Director Richardson found while doing his research pieces of information and requirements that staff puts before the developer are found throughout both the Zoning Code and Town Code, making it a very complicated process.

Planning Director Richardson mentioned the intent of the Site Plan Review was to bring all this information into one place so it would not be necessary to go to numerous section of both codes. Planning Director Richardson will be cross referencing the information in memo form and leaving the cross reference out of the document so as not to cause any further confusion.

Planning Director Richardson reminded the Commission that they had asked the property owners that attended the last meeting for their written comments. There are still issues with the language and wording of the document. The only formal response received by Planning Director Richardson was received today from Phil Tovrea.

Chairperson Prud'homme-Bauer presented a letter submitted to her, signed by four property owners: Mr. Bill Snyder, Mr. Ray Selna, Mr. Luke Cannon and Mr. Bob Conlin. In this letter they stated their feelings and opinions. (A copy attached for reference).

Mr. Tovrea pointed out his concern with some of the wording used. Mr. Tovrea stated he didn't like the opening statement. Mr. Tovera mentioned that the wording " Multi Family" was used in different ways and that it could be made much simpler for people that aren't familiar with these terms. Mr. Tovrea stated he also didn't like the word submission, it means your submitting and suggested replacing this word with " application". He also mentioned that he is totally in favor of the Site Plan Review. Stating this document will simplify development in the future.

Planning Director Richardson agreed with Mr. Tovrea and suggested the wording "Multi Family" be taken out of the document making the document simpler. Staying with Commercial, Industrial designation, multi family is reviewed in the commercial sections of the ordinance already.

Chairperson Prud'homme-Bauer assured everyone present, that the proposal is not changing or amending any of the existing Town Codes and Ordinances. Nothing is changing and it is just putting a process together for review.

Ms Winiecki was asked if she had any thoughts or comments she would like to add. Ms Winiecki asked if the original document had been amended .Ms Winiecki was also concerned the document would not be any smaller than the original. She was hoping the Committee could keep the massiveness of the document down so as not to overwhelm the developer. Ms Winiecki was told that nothing had been changed yet however, based on input from the last work study, staff was suggesting significant changes including a separate Pre- Application Review Procedure.

Planning Director Richardson, recognizing that there is a concern over the massiveness of the document, and putting too much information in the front section of the document, he suggested that he go through the document and sectioning it into Pre-Application Items, Preliminary Items and the Final Items. Planning Director Richardson also wants to make sure that the option to take a Pre-Application and a Preliminary through at the same time be possible. Commissioner Dodendorf suggested a "flow chart" showing the developers which sections they

would have to deal with. Planning Director Richardson shared a type of flow chart from the City of Williams. Our engineering firm, Arizona Engineering, suggested it be looked at. It was helpful to the Commission as a “guide”.

Planning Director Richardson went through each of the items beginning on page 8 of the Site Plan Review and identifying each item as to where it would be: on the Pe-application, Preliminary application, or Final.

After considerable discussion, the Commission felt that it would be best to meet with the Council as a work session before going any further with the document.

Planning Director Richardson told the Commission that there would be a regular Planning Commission meeting on Monday, February 24th and that he would check to see if the Council would be able to meet with the Commission at that time.

Planning Director Richardson will make “strike out” copy for the Council to clarify the changes in the Site Plan Review. Planning Director Richardson will also supply the Council and Commission with a cross reference memo to go with the “strike out” version of the document which will outline and highlight the various section and of the Town Code and Zoning Code.

Planning Director Richardson mentioned forwarding the correction along with the memo to the Commission members before meeting with the Council.

With no further business to discuss the meeting was adjourned at 8:05 p.m.

Reviewed By:

Lyle Richardson
Planning Director

APPROVED BY:

Robyn Prud'homme-Bauer
Chairperson

SUBMITTED BY:

Linda L. Noland
Administrative Assistant