

Minutes of a Special Meeting of The Common Council of The Town of Clarkdale  
Held on Monday, March 10, 2003, in the  
Men's Lounge of the Clarkdale Memorial Clubhouse, Clarkdale, Arizona.

A Special meeting of the Common Council of the Town of Clarkdale was held on Monday, March 10, 2003 at 6:00 p.m. in the Men's Lounge of the Clark Memorial Clubhouse.

**Town Council:**

Mayor	Michael Bluff
Vice Mayor	Ellie Bauer
Councilmember	David Leibforth
	Rex Williams
	Tom Groom

**Planning Commission:**

Chairperson	Prud'homme-Bauer
Vice Chair	Dodendorf
Commissioners	Brunsmann
	Hansen
	Sammarco (absent)

**Staff:**

Town Manager	Gayle Mabery
Planning Director	Lyle Richardson
Planner II	Steven Brown
Adm. Assistant	Linda Noland

**Others in attendance:** None.

**CALL TO ORDER** - Mayer Bluff called the meeting to order at 6:00 p.m. and noted that all Council Members were present.

**Planning Commission** was called to order by Chairperson Prud'homme-Bauer at 6:03 p.m. All Commissioners were present with the exception of Commissioner Sammarco.

**PUBLIC COMMENT** - None.

**WORK SESSION ON SITE PLAN REVIEW:**

Mayor Bluff indicated that the intent of this work session was to go through the document page by page to identify any parts that Council Members felt should be deleted, changed or added.

There was some discussion regarding the need for Council involvement in the public hearings that are currently contemplated by the process. Planning Director Richardson indicated that it was felt that

Planning Commission Chairperson Prud'homme-Bauer stated that it was not the intent of the Commission while developing this document, to propose changes to the zoning code at this time. The sections of the Town Code cited in the Site Plan Review process are cited as they stand, and note is made that applicants must comply with them as well as any other requirements of the SPR.

Planning Director Richardson discussed the fact that the Pre-Application process had been removed to a separate document at the request of the public. There was discussion about the process of Pre-Application. The benefits were pointed out by Planning Director Richardson, as he assured the Council that the intent was to make the document and the process more "user-friendly" and simple for the applicants.

Council's Vice Mayor, Bauer, suggested that on page one, the term "harmoniously" be stricken as being subjective.

It was suggested that some language from the Design Review Board charge as listed in the Town Code should be used in the purpose section to clarify the intent of the SPR.

A lengthy discussion ensued regarding the section on applicability, with specific discussion centering on the need to clarify the definition of agriculture in the section on uses that are exempt from the process.

Under the section titled "Applicability of Site Plan Review", page 2, #10, Mayor Bluff asked to have the word Commercial added to the sentence so it reads: "Any other new, amended, modified or expanded use, including Commercial Planned Area Development (PAD) if so stipulated by other Sections of the Code".

there was a need to assure that the Council policies were adequately addressed in any approvals. Some of the Council members advanced the argument that if the proposal meets all of the current codes,

staff should be able to review and either approve or deny. The Planning Director provided some background into the Town Code and how the public participation is stipulated therein.

Planning Director Richardson explained the need to be able to proceed with simultaneous review of Site Plan Review and entitlement action.

Council members asked what the connection is between the Design Review Board and SRP process, and how are they meshed. Richardson outlined the duties of DRB under the existing Town Code.

Mayor Bluff questioned the need for 16 copies of the materials to be submitted and Planning Director Richardson explained the various alternatives and the pros and cons of each. Mayor Bluff suggested this part be rewritten to read “up to 16 copies”.

Some of the Council members wanted an explanation of why the applicant is given the responsibility for the notification of abutting property owners. Planning Director Richardson pointed out that we want to be sure that the list that is used is as comprehensive as possible, and that the applicant and not the Town is responsible in the event of any procedural flaws that may result in the overturning of the approval granted by the Council.

There was a question raised as to what amount of time would be necessary to process an average application. The answer was approximately 60 days depending on the initial submittal of a complete application and no complications.

There was a discussion on the fee structure proposed and the relationship to the entitlement actions. The Council members indicated that attention should be given to making sure that the Town’s costs are covered for the review.

There was discussion of the need for the applicant to indicate adjacent property that is within their control. The Planning Director explained that this information can be useful in attempting to develop

alternatives to access problems, etc.

The Council members directed staff to insure that a comprehensive sign, lighting and landscaping plan must be submitted, as a part of any technical review.

Staff was directed to clean up a copy of the SPR including all comments from this work session and the mark-up copy dated 3/4/03 and have it available for the March 24<sup>th</sup>, 2003 joint Council and Planning Commission work session.

**ADJOURNMENT** With no further discussion the meeting was adjourned at 8:34 p.m.

**APPROVED:**

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Michael Bluff, Mayor

**SUBMITTED:**

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Linda L. Noland, Administrative Assistant

**REVIEWED:**

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Lyle Richardson, Planning Director