

Planning Commission Minutes  
1-12-04

**MINUTES OF A REGULAR MEETING OF THE PLANING COMMISSIN OF THE TOWN OF CLARKDALE HELD ON MONDAY, JANUARY 12<sup>TH</sup>, 2004 IN THE MEN'S LOUNGE, CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, ARIZONA.**

The regular meeting of the Planning Commission of the Town of Clarkdale was held on Monday, January 12<sup>th</sup>, 2004, at 6:00 p.m. in the Men's Lounge of the Clark Memorial Clubhouse.

**Planning Commission:**

Chairperson	Gary Hansen	Absent
Vice Chairperson	Susan Sammarco	Present
Commissioners	Lew Dodendorf	Present
	Robyn Prud'homme-Bauer	Present
	Dewey Reiersen	Present

**Staff:**

Planning Director	Steven Brown
Admin. Assistant	Linda Noland

**OTHERS IN ATTENDANCE:** Beth Escobar, Jeff Seitz, Mr. And Mrs. Jesse Sandoval, Shelby Maynard, Ed and Shirley Biros, Ryan Smith, Elizabeth-Rose Augusto, Linda McGrane, Andy Groseta, Marsha Foutz, Kim Wright, Hugh Taylor, Victor Sammarco, Gary Gresham, Tom Evans, Nancy Bonfield, Robin Bonfield, Mark Randall, Moshe Randall, Scott Fassett, Hank and Peggy Chaikin, Pat Williams, Janice Paul, Doug Von Gausig, Ray Selna, Rick Rosenzweig, Phil Terbell, David Leibforth, Jean Stevens, Hank Stevens, Phil Sarkisian, Peg Sarkisian, Jim Binick, Brian Rhoton and others with un-legible signatures.

**1.CALL TO ORDER:** Vice Chairperson Sammarco called the meeting to order at 6:05 p.m. Roll was called, a quorum was present.

**2.MINUTES:** Commissioner Prud'homme-Bauer made a motion to approve the minutes of December 1, 2003, December 15, 2003 and December 29, 2003 with a correction to be made in the minutes of December 15, 2003, page two. The word wether should be changed to whether. Commissioner Reiersen: seconded the motion. The motion passed unanimously.

**3.PUBLIC COMMENT:** None

**4.CHAIRPERSON'S REPORT:** None

**PLANNING DIRECTOR'S REPORT:** Planning Director Steven Brown briefly discussed his staff report, highlighting his recommendations which are: If the Commission chooses to recommend approval of the Preliminary Plat, staff would recommend the Commission consider the following:

1. Applicants shall revise the improvement plans to indicate the hydrant locations and flow rates, and to respond to comments received from the Town Engineer.
2. Applicants shall revise the plat to include the roadway connections to Hwy 89A and Broadway, and indicate the roadway that will constitute the Collector Street through this project, as meeting the Major Collector Standard proposed by the applicants in their Planned Area Development (PAD) plans.
3. The applicants shall revise the plat to include a 40 foot dedicated right-of-way providing emergency access between Mountain Gate and Centerville at two locations.
4. The applicants shall revise the plat to include the improvement of 11<sup>th</sup> Street from the intersection of their northern property boundary with 11<sup>th</sup> Street to the intersection of 11<sup>th</sup> Street and Cement Plant Road to match the Design Standards for an Arterial Road. The improvements to 11<sup>th</sup> Street shall be coordinated with ADOT as they approach the intersection with Hwy 89A, and include the recommended improvements provided by ADOT through their review of the Traffic Impact Analysis.

## **OLD BUSINESS**

**5.CONTINUATION OF PUBLIC HEARING ON PROPOSED PRELIMINARY PLAT FOR MOUNTAIN GATE, A 606 LOT SUBDIVISION ON APPROXIMATELY 187 ACRES, PROPOSED TO BE DEVELOPED ON PROPERTY AT THE INTERSECTION OF STATE ROUTE 89A AND 11<sup>TH</sup> STREET IN THE TOWN OF CLARKDALE. THE PROPERTY IS OTHERWISE IDENTIFIED AS YAVAPAI COUNTY ASSESSOR'S PARCEL NUMBER 400-06-053C.**

Brian Rhoton of Empire Companies started out with an overview of Mountain Gate and the progression to this point.

Jim Binik, of Shephard-Wesnitzer, Inc., engineer for the project. Mr. Binick stated they had received comments from the Town's engineer regarding traffic impact and drainage and there seemed to be some discrepancy and they were addressing most concerns. Planning Director Brown, stated the engineer hasn't had a chance to respond and that these concerns could be handled during the next phase.

**Vice Chairperson Sammarco:** asked for a motion to open the meeting to Public Hearing. Commissioner Prud'homme-Bauer: made a motion to open the Public Hearing. Commissioner Dodendorf: seconded the motion. The motion passed unanimously.

Doug Von Gausig, 630 E. Cliffside Drive, Clarkdale. Doug started out by stating Mark Randall would be reading a letter which was drawn up and signed by 118 residents with their constructive comments and concerns on the Mountain Gate project. Doug also stated that he doesn't want to see the developer disappear and that Empire Companies is a good company and work hard at pleasing the communities they build in.

Mark Randall, 102 South Fifteenth Street read the letter, which Doug mentioned. The contents of the letter are as follows:

January 11, 2003

Steven Brown, Planning Director  
Town of Clarkdale

Clarkdale Planning Commission  
Clarkdale Town Council

Re: Mountain Gate Planned Area Development

Dear Members of the Planning and Zoning Commission and Town Council:

The town is currently considering the application for a PAD by Empire Homes of the 187 acres presently owned by the Conlin family located at the intersection of 11<sup>th</sup> Street and Highway 89A. This development will have unprecedented impacts on our community's resources and will affect every aspect of our small town environment from our schools to our parks, our roads, sewer, water supply, traffic, fire safety, lighting and noise. The Planning Commission and the Town Council should carefully consider these impacts on our resources and upon our way of life at every step of the process.

There are many in our community who would gladly put up barricades to any future growth or development. It is easy to understand why. It is their perception that the very fabric of our small town life is under siege. It is our view that while growth should not be stopped it should at least be modified and molded to better integrate into the existing community's infrastructure and aesthetic.

This letter is to coalesce a wide range of opinion and thought about this project, and to present a more unified voice to our town's leaders from the citizens whom they serve. We have a truly unique opportunity and challenge before us. Decisions made now will affect the quality of life in our community for decades to come. We write to you to offer a constructive voice from the community members most affected by this development.

First and foremost we want to say that Bob and Dave Conlin have a vision for this land that was inspired by the historic qualities of the town they live in and love. This vision strives to take the best of small town life and incorporate these qualities into any new developments adjoining the historic township. The fact that the historic township has remained relatively intact for the last 90 years says something about the historic values our citizens desire and cherish. We applaud Bob and Dave Conlin for their sensitivity to these qualities and for their inspired vision for our town.

We are also fortunate to have a developer like Empire Homes. Their communities in Flagstaff seem well-planned and desirable places to live. They seem willing to work with the town in integrating their development into the existing community. They seem to want to please the citizens of Clarkdale. They certainly have spent numerous hours meeting with citizens in neighborhood meetings to discuss their project, and have always seemed willing to listen to our concerns and viewpoints.

It is in this spirit that we offer the following suggestions, derived from numerous community meetings, discussions, and analyses of the issues as to *how to best fulfill the vision of the Conlin family of Clarkdale.*

*The development as proposed at this point leaves numerous issues unresolved. We urge the Planning Commission and Town Council to postpone final approvals of the PAD and Preliminary Plat, until these issues are completely resolved.*

### ***Street Grid and Alleyways:***

The historic township is based on a pedestrian scaled grid structure. The blocks are approximately 350 feet long. Most of all the streets intersect each other at right angles in a grid pattern. All of the homes front on the street, and the garage units are in the rear of the lots. Access is provided to these garage units through the alleyways. This keeps all of the utility access and functions such as garbage collection in the back and off the street. But the most important aspect of the back alley is to create the “streetscape” that is so central to the appeal of our town; front and side yards unencumbered by driveways and garbage cans.

Since it is still early in the planning process we urge you to require the developer to redesign the development to include more interconnecting streets and back alley access, and greater side yard setbacks, to more closely approximate the old township feel. This must be done before the PAD is approved, whereupon the densities and street patterns are set.

### ***Building Elevations:***

Empire Homes has offered a composite of what the homes may look like, but many of the renderings portray homes with attached garages in the front. Since the look and feel of this development is critical to maintaining the “historic district” appeal, please require the developer to present a more fully developed architectural presentation as to the elevation

view of the cottages, homes, and town-homes to be constructed, as part of this re-zoning request and approval. The Heritage Conservancy has identified five types of architectural styles in the historic district. They should be consulted as part of the process.

***Hillside Improvements:***

Please require Empire Homes to provide a building and street “cross section” through sloped areas that are to be developed, for staff review.

***11<sup>th</sup> Street, Centerville, and Hollow Reed Interfaces:***

All of the homes fronting on 11<sup>th</sup> Street should be accessed by a secondary frontage road, and should front on the road so as to face 11<sup>th</sup> Street. This frontage road should have a 20-foot landscape buffer between it and 11<sup>th</sup> Street, replacing the block wall now being planned. Homes and cottages should also face the front of the streets “001” and “002” as identified on the Preliminary Plat.

The street interface with Centerville should be connecting and permanent, and not “breakaway” for emergency vehicles, and a 20 foot landscape buffer erected between these two neighborhoods.

The interface with Hollow Reed should be protected by a 6-foot high split faced block wall as proposed, and should also include an 8-foot landscape buffer.

***Drainage & Retention:***

The alleyways should be used as catchments for runoff from roofs and yards by surfacing the alleys with ABC or gravel instead of pavement, and green belt “swales” could be utilized and dispersed throughout the development to retain more runoff on site. Hollow Reed contains the spring fed historic Clarkdale pool used by residents in the early 1900’s. These springs should be protected from any runoff from roofs and paved surfaces within the development.

***Historic Trails, Walking Trails, Bike Paths, and Open Space:***

The historic trails should be preserved and additional user-friendly walking trails and bike paths incorporated throughout the development to insure pedestrian access to other residences within the development, to the Community Center facilities, and to the adjoining commercial district. Access for school children across 11<sup>th</sup> Street is especially important. A pedestrian bridge should be constructed to accommodate passage over 11<sup>th</sup> Street and connect to the trail that leads to the elementary school. This is critical to the small town neighborhood feel we want to preserve.

Additional pocket parks and areas of open space should be integrated throughout the development. This would greatly add to the “livability” of this development and go far in

creating a pedestrian instead of a driver oriented community, much like the other Clarkdale neighborhoods.

***Lighting:***

Street lighting should strictly adhere to the Town Code and in addition horizontal shading should be installed to protect adjoining neighborhoods, especially those at lower elevations.

In closing, we offer our assistance to the council and commission in any and all aspects of this process. We encourage any of the town staff and council/commission members to contact any of us for further clarification and expansion of these points.

Respectfully Submitted by: (signature sheet attached) a copy is available in the Planning Department.

Tom Evans, 1 Hollow Reed Lane. Tom mentioned that he is uneasy about several aspects and feels they are inconsistent in many ways. Some of Mr. Evans' concerns are: drainage, density, circulation, long cul de sacs not being "user friendly", trails and open space, and access to 11<sup>th</sup> street. Mr. Evans also feels there will be light pollution from the hill side into Hollow Reed. Mr. Evans is concerned with the wastewater treatment and feels this aspect should be carefully considered along with the impacts to the community. He feels no recommendations should be made until these issues are resolved.

Shelby Maynard, 800 Calle Rosas, Clarkdale. Ms. Maynard mentioned the fact that she had submitted a letter to the Commission with her concerns with the Mountain Gate community. Ms. Maynard stated she feels the density should be cut drastically and that the wall around the project is not needed. Ms. Maynard also feels the proposed swimming pool and grass in the park are unnecessary, stating the park in Centerville was not allowed to have grass because of the water crisis. Ms. Maynard feels there should be another access road, not a road with a gate and a lock.

Contents of Shelby Maynard's letter to the Commission.

January 7, 2004

Planning & Zoning Commission  
Town of Clarkdale  
PO Box 308  
Clarkdale, Arizona 86324

RE: MOUNTAIN GATE SUBDIVISION

Dear Commissioners:

I would like to give my input on the Mountain Gate subdivision proposal. As a former Planning and Zoning Commissioner, I am appalled that this present commission approved the PAD for Mountain Gate subdivision, without any kind of confirmation of a water source. You are now being advised to approve the preliminary plat for this subdivision. I was on of many residents that attended the December 29, 2003 P&Z Commission meeting, and it is apparent that the majority of Clarkdale residents are upset about the proposed subdivision. If you are indeed representing the residents of Clarkdale by volunteering your time to serve on the P&Z Commission, then you ned to hear what the public is saying:

- There should be a guaranteed water source before any more approvals are made.
- The density of the proposed subdivision is not in sync with the Town of Clarkdale's General Plan, therefore violating what the public approved by vote.
- A "wall" around the proposed subdivision is not aesthetically needed, and further isolates the subdivision against the rest of the community.
- A swimming pool and "lush green park" is not needed in this subdivision. Since we, the residents of Clarkdale, have been warned to conserve water, this is a slap in the face to those of us that took that warning seriously. Also, the community of Centerville, which I am a resident of, have been advised by the Town of Clarkdale that the new Centerville Park will not be allowed the (previously approved) grass in the playing field, due to the "water situation" the Town is experiencing. Therefore, the new Centerville Park is brown and sparse, as the Town of Clarkdale will not allow planting of grass. If the new subdivision is allowed to have a pool and park with green grass, we, the residents of Centerville, will be making sure the Centerville Park has plenty of trees and grass also.
- The Centerville community is being "boxed" in by this new Mountain Gate subdivision, with no access in the event of an emergency. The developers/Town of Clarkdale staff have offered for us to have an "emergency access"—a locked gate—that can be used. Residents now use the Old Centerville Road as an emergency access, and I have asked the engineer for the development to continue to allow Centerville residents the right to use the Old Centerville Road. This engineer has continued to state that the Centerville residents will not have access to the Old Centerville Road, but the new Mountain Gate subdivision residents will have complete access using this road. Is this really trying to be a "part of the community" and "blend in" with the existing residents, as stated by the developers?

In conclusion, I would hope the current P& Commissioners represent the public—and not the developers—in any decisions being made by this large of a subdivision that will impact the residents of Clarkdale forever.

Sincerely,

Shelby Maynard  
800 Calle Rosas  
Clarkdale, AZ 86324

Cc: Town Council

Hugh Taylor, 157 E. Vista Del Caro, Tempe Arizona. Mr. Taylor is an architect and represents a group of Clarkdale residents. His concerns are the retention regulations, stating that run off is a big issue. He was also concerned about the impact on the schools in the area and felt the development should have an internal school system.

Elizabeth-Rose Augusto, 940 Calle Tomallo, Clarkdale, Arizona. Ms. Augusto stated she is in favor of the PAD on condition of adequate water supply. She feels that the P & Z Commission is doing a great job. Ms. Augusto stated the new development would provide a much-needed increased tax base and also increased fire protection.

Misha Randall, 102 South Fifteenth Street, Clarkdale. Ms. Randall stated that she was one of those that had gone door to door talking to the residents and listening to their concerns on Mountain Gate. She also asked to make certain we maintain integrity and the “small town”, stating she was at the meeting on behalf of neighbors in the community.

Marsha Foutz, 313 Main Street, Clarkdale. Ms. Foutz stated she appreciates the right to be able to speak and have input in the community. Ms. Foutz stated that she is concerned about services and development. She also prefers neighborhoods that are “walk- able” and you don’t feel the need to have to drive to get from one end to the other.

Vice Chairperson Sammarco asked for a motion to close the meeting to public hearing. Commissioner Dodendorf: made a motion to close the public hearing. Commissioner Reiersen: seconded the motion. The motion passed unanimously.

The developer and engineer were given time to respond to the public comments.

Vice Chairperson Sammarco asked the developer and engineer to address the items, which were in the letter.

Mr. Rhoton stated the property has about a 6% grade and is not a perfect site. He also stated there would be no alleyways and the biggest reason for no alleyways is maintenance. There is limited space between the washes and the lots are already shallow. The length of the blocks will be considered. With the lay of the land, it is going to be hard to the approximate 350-foot length.

Mr. Binick stated they are trying to create homes for families just starting out. He also stated the alleys take up room and that with underground utilities now being used, the need for alleyways it not there. Jim mentioned the building elevations would have a “stair

step” effect. Mr. Binick spoke about the request for a frontage road on 11<sup>th</sup> street and stated that a traffic count of 30-50 thousand vehicles per day would be needed in order to consider a frontage road and that ADOT may not approve one at this point, stating it would be “over kill”.

Concerning the Centerville Connection, Mr. Binick stated this would draw a lot of traffic through Centerville and he strongly discourages this approach.

Mr. Binick stated that walls are typically built in these developments and are provided as a benefit to the homeowner. They discourage wood because it doesn't last as long.

Drainage and Retention: Mr. Binick stated the property has a lot of slope and grade and also deception wash which would help with the drainage.

Trails: they are going to incorporate the open space for a trail system, which could accommodate a larger system.

Mr. Binick stated there would be no consideration of a bridge over 11<sup>th</sup> street for pedestrians. The cost would be in the millions, there would be a risk assessment and no insurance would cover the liability.

Lighting: Mr. Binick stated he was not sure why Clarkdale doesn't have a “dark sky” ordinance. Stating they will work with intent to reduce glare and will do all they can to work with staff on this issue.

Cost of services: Mr. Binick stated the development is not asking for a “free ride” and that they will be creating their own waste water and disposal system as well as their own water system which will be then dedicated to the water company. Mr. Binick also stated the park will be watered with the effluent water.

Vice Chairperson Sammarco asked for a motion to re-open to public comment.

Commissioner Dodendorf: made a motion to open for public comment. Commissioner Prud'homme-Bauer: seconded the motion. The motion passed unanimously.

Mr. Von Gusig stated he appreciates the comments and asked what other ways other solutions there would be to safely get the children across 11<sup>th</sup> Street rather than the bridge.

Mr. Binick stated there would be a dedicated cross walk and maybe some rumble strips to slow the traffic.

Kevin Wright, 2714 Windmill Lane, Clarkdale. Mr. Wright asked where the water is coming from and “what is the plan?”

Pat Williams, 1130 Sunrise Drive, Clarkdale. Ms. Williams stated she is concerned about the dark sky and asked if Clarkdale has a dark sky ordinance.

Planning Director, Mr. Brown stated it is not adopted as such and could be improved.

Hugh Taylor, Tempe Arizona. Mr. Taylor asked that if the frontage suggestion is not appropriate what other options do the residents have? Other questions Mr. Taylor had were, how were they going to solve the 20' grade drop, the 11<sup>th</sup> street issue, what expense would be given to get the children safely to school? Mr. Taylor also asked if it could be shown where the trails will be.

Mark Randall stated he felt the alleyways would not be a maintenance issue and that the residents like the alleyways and that they are a desirable feature. Mr. Randall also asked to have 20'-25' between homes versus the 10' proposed.

Peggy Chaikin, 215 Hollow Reed Lane. Ms. Chaikin stated that she is confused and asked what it was the Commission had already approved.

Commissioner Prud'homme-Bauer stated the commission recommended to the Council approval of the PAD.

Mr. Rhoton stated that they are looking at less constrained CC & R's . Also stating they will have a water hydrologist and that the drilling will be starting shortly.

Mr. Binick stated the interconnecting trails were not planned as of yet and that he believes they will follow the washes. Mr. Binick also stated he feels there isn't a need for retention on site.

Mr. Rhoton stated decreasing the density would not be profitable and the answer to dropping 100 homes is "no".

Vice Chairperson Sammarco asked for a motion to close the public comment.

Commissioner Prud'homme-Bauer: made a motion to close the public comment.

Commissioner Dodendorf: seconded the motion. The motion passed unanimously.

Commissioner Prud'homme-Bauer thanked the audience for their comments. Stating the project meets with the objectives of the General Plan for circulation, land use, infrastructure, open space and mixed use. Commissioner Prud'homme-Bauer also stated she does not like the walls and that they don't give a welcome feel. Commissioner Prud'homme-Bauer asked they try to make them inconspicuous and to add a buffer on 11<sup>th</sup> street. Prud'homme-Bauer asked to have minimal lawns, to use water wisely. Commissioner Prud'homme-Bauer also asked to have an independent hydrologist on site representing the Town of Clarkdale to make sure the well drilling will not have an effect on existing wells.

Mr, Binick stated they are willing to share their hydrologist report with the town and staff, stating the town engineer would also be able to review the report.

Commissioner Dodendorf thanked the public for their thoughts and concerns.

Commissioner Reiersen also thanked the public for their major concerns. Commissioner Reiersen strongly recommends a hydrologist for the project and to be mindful to historic content. Reiersen would also like to see a decrease in density.

Commissioner Prud'homme-Bauer: made a motion to open the meeting to public comment. Commissioner Reiersen: seconded the motion. The motion passed unanimously.

Ms. Chaikin asked the commission to take into account all the public has brought to the commission.

Ms. Randall asked: "please hear the public voice".

Hank Chaikin, 215 Hollow Reed Lane, Clarkdale. Mr. Chaikin stated he hopes the council takes seriously all the commission has to say.

Ms. Williams stated: we should take our time and maybe have another meeting. A delay of another week or two would be appreciated.

Commissioner Prud'homme-Bauer: made a motion to close public comment. Commissioner Dodendorf: seconded the motion. The motion passed unanimously.

Commissioner Prud'homme-Bauer asked if it were possible to come back with more specific information on concerns of elevations, house design, and safety issues.

Mr. Rhoton stated the safety issue could be made a stipulation in the minutes.

Vice Chairperson Sammarco asked about the concept of the houses on 11<sup>th</sup> Street and could they face 11<sup>th</sup> Street?

Mr. Rhoton stated there would be no houses facing 11<sup>th</sup> Street.

Commissioner Prud'homme-Bauer asked for a 5-minute recess. Commissioner Reiersen: seconded the request.

Recess over:

**6. CONSIDERATION AND POSSIBLE ACTION ON PROPOSED PRELIMINARY PLAT FOR MOUNTAIN GATE, A 606 LOT SUBDIVISION OF APPROXIMATELY 187 ACRES, PROPOSED TO BE DEVELOPED ON PROPERTY AT THE INTERSECTION OF STATE ROUTE 89A AND 11<sup>TH</sup> STREET IN THE TOWN OF CLARKDALE. THE PROPERTY IS OTHERWISE IDENTIFIED AS YAVAPAI COUNTY ASSESSOR'S PARCEL NUMBER 400-06-053C.**

Commissioner Prud'homme-Bauer: made a motion to table the item and direct staff to put together a list of issues brought up tonight which are not in the PAD, and to bring those issues not addressed, back and to also address the issues in the letter submitted by residents of the community. Commissioner Prud'homme-Bauer asked to schedule the next meeting for Monday, January 26<sup>th</sup>, at 6:00 p.m. Commissioner Dodendorf: seconded the motion. The motion passed unanimously.

Vice Chairperson Sammarco moved item # 8 to item # 7.

## **7. PRESENTATION ON THE PROPOSED CLARKDALE FIRE DISTRICT.**

Beth Escobar, Fire District Formation Coordinator handed out fliers on the Fire District Formation Facts and gave a short presentation. Beth stated the advantages of a Fire District are:

- A better level of service through improved staffing levels, training and safety procedures.
- Ability to provide career growth opportunities and retain trained employees.
- The district board is a public, elected body, required to hold public meetings and maintain records for public inspection and is directly responsible to the taxpayers.
- Allows revenue for the Town of Clarkdale to be allocated in other critical areas.
- Has the ability to meet the service needs of the community as the area grows.

The impact on the community would be increased tax obligation for property owners, shifts control of the fire and emergency services from the Town to a locally elected board and shifts liability exposure from the Town to the Fire District.

Ms. Escobar stated the proposal will be going before the Council for approval and once approved would then go to the County Board of Supervisors for their approval. If approved it could increase the tax levy by 1.634%.

## **8. CONTINUATION OF WORKSESSION ON MINOR SUBDIVISION REGULATIONS.**

Planning Director, Mr. Brown, stated he submitted a memo on proposed amendments to the Subdivision Regulations to Provide for Minor Subdivisions. The amendments proposed would have the following impacts:

1. The Preliminary Plat process would be replaced with a Minor Subdivision Plat process, which requires the same information be submitted, but fewer copies of that information. By doing so, the need for the Public Hearing at this stage is eliminated as well.
2. Establishes the Subdivision Committee consisting of one member of the Commission, the Planning Director, and the Public Works Director to review and approve Minor Subdivisions.

3. Arizona Revised Statutes provides for the ability to waive the need for the Preliminary Plat, however, the Final Plat may not be waived. Minor Subdivisions will still need to go through that process.
4. All Minor Subdivisions will be subject to the same requirements for filing with the State Real Estate Board, as if they were following the full subdivision route. Nothing in the creation of the Minor Subdivision process exempts the property owner from this requirement.
5. Requires dedication of road right-of-way and established specific road design standards for Minor Subdivisions.
6. Establishes the need to submit a Site Evaluation as a first step in determining the level of study and design required to develop a drainage plan for the Minor Subdivision.
7. Requires all road right-of-ways dedicated to include an 8' Public Utility Easement, on one side, along the entire frontage.

Planning Director, Mr. Brown also discussed the roadway standards for minor subdivisions which are:

Between 1 and 3 lots- Private Street Standard expanded to include a twenty-five (25) foot right-of-way.

From 4 to 6 lots- Rural Land Standard

From 8 to 10 lots- Rural Local Standard.

The decision was made to add a chip seal requirement to this list.

The next regular meeting will be February 17<sup>th</sup>. At that time Mr. Brown will have the language revised and a form of resolution.

**ADJOURNMENT**

With no further business to discuss Commissioner Prud'homme-Bauer: made a motion to adjourn the meeting. Commissioner Reiersen: seconded the motion. The motion passed unanimously. The meeting adjourned at 9:25 p.m.

**APPROVED BY:**

**SUBMITTED BY:**

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Chairperson  
Gary Hansen

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Administrative Assistant  
Linda Noland

