

MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, FEBRUARY 9, 2005, AT 7:00 P.M. IN THE CONFERENCE ROOM AT THE TOWN HALL, CLARKDALE, ARIZONA

A regular meeting of the Design Review Board of the Town of Clarkdale was held on Wednesday, February 9, 2005, at 7:00 p.m. in the Conference Room at the Town Hall.

Board Members:

Chairperson	Ed Knight	Present
Board Members	Hank Stevens	Present
	Peggy Chaikin	Present
	Ellie Bauer	Present

Staff:

Community Development Director	Steven Brown
Planner Manager	Beth Escobar
Planner II	Normalinda Zúñiga
Administrative Assistant	Charlene Stockseth

Others in Attendance: None.

1. **CALL TO ORDER-ROLL CALL:** Chairperson Knight called the meeting to order at 7:00 p.m. Administrative Assistant Stockseth called roll.
2. **MINUTES:** Board Member Stevens made a motion to approve the minutes of January 12, 2005. Board Member Chaikin seconded the motion. The motion passed unanimously.
3. **PUBLIC COMMENT:** No members of the public were present.
4. **REPORTS:**

Vice Chairperson: Three candidates have been interviewed for the DRB member opening. The applications now go to Council for a decision.

Community Development Director: A copy of the Tejido report was distributed to each member to review. This report is an example of a Corridor Study of Hwy 89A. This issue is not on the agenda and is therefore not for discussion. Will be on next month's agenda.
5. **ELECTIONS:** Board Member Knight accepted the nomination as Chairperson. Board Member Stevens nominated Board Member Chaikin as Vice Chairperson. Chairperson Knight seconded the motion. The motion passed unanimously.
6. **DISCUSSION & POSSIBLE ACTION – LANDSCAPE ORDINANCE CHANGES**
Per the Board's direction, staff has reworked the landscape regulations and incorporated the items discussed in previous work sessions.

The recommended plant list has also been redone to reflect the comments from the staff at Arizona Botanicals.

Staff requests that the Board review the revised regulations and plant list. The italicized text indicates new wording not previously included in the regulations. These concepts were generated from Board discussion and from the other regulations previously reviewed.

Also, per comments from the previous work sessions, Sections 4 and 5 of the current regulations that delineates minimum percentages of area for landscape have been deleted.

Recommendation: The Board recommended several changes be made to the regulations. Staff will make the recommended changes or edits to the proposed documents, and prepare a report for the joint work session scheduled with the Planning Commission on February 22, 2005. The Board accepted the plant list.

NEW BUSINESS:

7. DISCUSSION ON ROLES AND RESPONSIBILITIES OF THE BOARD

The Chairperson requested discussion on the roles and responsibilities of the Design Review Board. Planning Manager Escobar reported the following:

Role: As stated in the Town Code, 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 17-4-2)

Responsibilities: Board members are responsible for following all of the stipulations of the Open Meeting Law. They are also charged with keeping the good of the community as the number one priority when making decisions.

Quorum: Board members were reminded that if they are all at a public event, social gathering, meeting or workshop together, they couldn’t discuss Town business. If it is known that all members of a Board will attend a Town meeting, there must be a Quorum notice posted 24 hours in advance for that meeting.

Agenda Items: Board members can propose agenda items to staff.

- 8. DISCUSSION OF BOARD MEMBER INTERACTION WITH STAFF:** Board members are always welcome to contact staff during regular working hours by telephone or by email. Staff requests that the Board members recognize staff will respond at the earliest opportunity, keeping in mind other responsibilities and obligations.

9. **DISCUSSION OF THE DESIGN REVIEW BOARD LIAISON POSITION:** There was much discussion with Board members regarding the role of Liaison. The Liaison position is a rotating position. The Liaison does not review Building Permits. Currently, both Site Plans and Design Reviews are reviewed by the Liaison. Not all Board members realized that the Liaison could approve Site Plans without the Site Plan going through the Board.

The Community Development Director discussed with the Board the fact that the process for Site Plan Review applications included submittal of applications by the 2nd Wednesday of the month in order to be considered by the Board on the 2nd Wednesday of the following month. If applications are submitted in a timely manner, the minimum time necessary to get the application to the Board for consideration is 30 days. The Community Development Director explained that he feels this is necessary in order for all Board members to become familiar with what constitutes a thorough, well-designed Site Plan, and in order to provide all members with the opportunity to be exposed to the process and broaden the knowledge base of the community.

Board members Chaikin, Bauer and Chairperson Knight recommended the full Board review all Site plans rather than allowing only the Liaison to approve Site Plans. The Liaison would still review and have approval authority for Design Review. They also recommended the revised procedure for Site Plan review be developed by Staff to be presented to Council. Staff will make procedure changes and bring them to the next meeting. Board member Chaikin made a motion for approval. Chairperson Knight seconded the motion. Board member Stevens abstained.

10. **REPORT ON SITE PLAN/DESIGN REVIEW BOARD APPLICATION FROM MOLD IN GRAPHICS.** The application will be before the Board at the March 9, 2005, meeting.

11. **DISCUSS SCHEDULING BRAINSTORMING SESSION TO IDENTIFY AND PRIORITIZE FUTURE PROJECTS.** Staff suggested this be deferred/discussed at the March 9, 2005, meeting

12. **ADJOURNMENT:** Board member Chaikin motioned the meeting adjourn. Board member Bauer seconded the motion. The motion was unanimous. The meeting adjourned at 8:55 p.m.

APPROVED BY:

SUBMITTED BY:

Ed Knight
Chairperson

Charlene Stockseth
Administrative Assistant