

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON MONDAY, MARCH 21, 2005, IN THE MEN'S LOUNGE, CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.

A regular meeting of the Planning Commission of the Town of Clarkdale was held on Monday, March 21, 2005, at 6:00 p.m., in the Men's Lounge.

Planning Commission:

Chairperson	Susan Sammarco	Absent
Vice Chairperson	Robyn Prud'homme-Bauer	Present
Commissioners	Dewey Reiersen	Absent
	Bob Noland	Present
	Curt Bohall	Present

Staff:

Community Development Director	Steven Brown
Planning Manager	Beth Escobar
Administrative Assistant	Charlene Stockseth

Others in Attendance: Henry Stevens, Peggy Chaikin, Ed Knight, Ellie Bauer, Chris Pratt, Jim Parsons, Rodney Fielitz

1. **CALL TO ORDER:** Vice Chairperson Prud'homme-Bauer called the meeting to order at 6:00 p.m.
2. **ROLL CALL:** Administrative Assistant Stockseth called roll.
3. **MINUTES:** The minutes of February 22, 2005, were approved as written.
4. **REPORTS:**
Vice Chairperson's Report: There is an Economic Forum that will be held Wednesday, March 30, 2005, from 8:30 a.m. until noon at the Verde Valley Manor. This forum would have information that would be meaningful to Clarkdale. There is a flier in the Town mailboxes.

Staff Report: Community Development Director (CDD) Brown will make a presentation regarding properties that might be impacted by future zoning changes.

Vice Chair Prud'homme-Bauer suggested that the Commission complete public comment and the commercial zoning worksession under Old Business before going into the joint worksession. Commissioner Noland motioned to open the meeting for public comment. Commissioner Bohall seconded the motion. The motion passed unanimously.

5. **PUBLIC COMMENT:** Mr. Curt Bohall read a letter from Winnie Bohall, 721 Third North Street, Clarkdale, AZ. The letter stated that the Town looked very

nice with the new streets, lights and benches, but Mrs. Bohall felt it was difficult to know where to stop at the stop signs without painted lines. Are they in any future plans? The same holds true for crosswalks. She was also concerned about pedestrian safety from the areas like the Cliffrose development when crossing Hwy 89A, especially if roundabouts are put in. What will a young person in Cliffrose do to see his friend in Mountain Gate? Now, and in the future, what does a Pine shadows resident do if he wants to walk to Olsen's Grain? Are we going to force people to use a vehicle? And there is talk of walking paths throughout town. How will those cross Hwy 89A? Wouldn't stop lights be far more effective than roundabouts in this context? Or is the town of Clarkdale planning on the expense of pedestrian bridges?

CDD Brown stated that these were all good concerns. The worksessions between the Planning Commission, Design Review Board and the Parks and Recreation Commission have been scheduled to discuss and address these very issues concerning the Hwy 89A Corridor before these projects start.

OLD BUSINESS

6. COMMERCIAL ZONING WORKSESSION:

Staff Report: CDD Brown made a presentation regarding properties that might be impacted by future zoning changes.

Presentation: CDD Brown made a presentation showing the types of zoning along Hwy 89A, where the roundabouts would be located, and the location of connector roads. The Commission needs to be working on bringing the zoning into line with the recommendations of the General Plan or changes that the commission feels is necessary based on current realities. The next step would be to bring in the property owners who would be impacted by any changes in zoning and get there input and find out what they know about their development plans, to what extent would the proposals we are now making play into or be contrary to those plans. The whole intent is not only to provide this corridor as a visual amenity to the Town and a way of linking pedestrian walk ways through the various neighborhoods, including across the corridor, but at the same time we need to provide some sort of compensation to the property owners who are most impacted by these changes. The compensation to the property owners in some cases would be to change the zoning to commercial. That would create a big advantage to the property owners.

The Commission and CDD Brown discussed that ADOT will need the right of way for the planned improvements. This could also be to the Town's and property owner's benefit; which could take care of some of the problems that the Commission has identified, i.e. pedestrian crossings, preserving the washes, etc. If the Town is working actively to remove some of the impediments to the development of the corridor, ADOT might be more receptive to our concerns.

Traffic flow, the types of commercial zoning (neighborhood, highway and industrial) and the permitted uses for those zones are also of concern.

Recommendation: Staff requests that the Commission begin to focus on identifying areas where zoning changes may occur as properties are brought into conformance with the General Plan and assess the impacts of these changes on the current property owners and the entire community.

CDD Brown stated there is limited time for the Boards and Commissions to work through these projects. Development is moving forward sooner than anticipated. The Commission will need to work its way through each piece of property to ensure its use is in line with the General Plan and also beneficial to the Town. These worksessions will be crucial to the Town's concerns and how to maintain the environment that is outlined in the General Plan.

Commissioner Bohall motioned to adjourn the Commercial Zoning Worksession. Commissioner Noland seconded the motion. The motion passed unanimously. The worksession adjourned at 8:00 p.m.

NEW BUSINESS:

7. JOINT WORKSESSION WITH PARKS AND RECREATION COMMISSION AND THE DESIGN REVIEW BOARD:

Staff Report: As the number of housing units in the Clarkdale area increase, we anticipate a corresponding increase in Commercial Development. The Planning Commission, Parks & Recreation Commission and the Design Review Board have all individually been working on projects to prepare the Town for this future commercial development.

A major area for future commercial development is the Hwy 89A Corridor, from Black Hills Dr. to the 11th Street intersection.

The Planning Commission, for several months, has been working on revisions to the current Commercial Zoning. The Commission will be proposing the creation of a three-tiered Commercial Zoning Code that includes Neighborhood Commercial, Highway Commercial, and the Central Business District, which is the historic commercial district of the original Town.

The Design Review Board has been working on revising the landscape ordinance and the Site Plan Review process. The Board plans to continue to review and revise processes and ordinances in preparation for an increase in commercial projects.

Parks & Recreation Commission is working on a Master Plan.

Recommendation: Staff requests that everyone discuss their current projects, and identify common themes to integrate into their work.

As a suggestion, staff requests that everyone review the Highway 89A Corridor Project produced by the Tejido Design Group of the University of Arizona, and consider adopting some of the themes addressed in this report to focus on as each group continues working on their separate projects. The themes that staff see as applicable to the Hwy. 89A corridor project are:

- promoting clustered commercial development
- integrating open space into development sites
- meeting the service needs of local neighborhoods
- maintaining and enhancing the natural aesthetic and scenic values of the corridor
- developing pedestrian and bike paths
- utilizing the rich historic and cultural heritage of the area

With the proposed ADOT improvements to this corridor, including roundabouts, staff sees a variety of opportunities to promote sustainable, attractive, commercial development that serves surrounding neighborhoods and provides amenities to all residents.

Board members, Commissioners and CDD Brown discussed the projects each has been working on the last few months. Everyone agreed to help develop a shared for future development.

Commissioner Bohall motioned to adjourn the worksession. Commissioner Noland seconded the motion. The motion passes unanimously. The worksession adjourned at 8:00 p.m.

8. **DISCUSSION AND POSSIBLE ACTION** on the proposed changes to the Landscape Ordinance.

Staff Report: The Design Review Board, recognizing the potential increase of commercial and multi-family development, began an examination of the Town of Clarkdale's current landscape ordinance. The attached proposed revisions are the results of several months work by the Design Review Board. The proposed revision consists of two parts, the actual text of the ordinance, and a new recommended plant list.

Staff Recommendation: Staff requests that the Commission reviews the attached recommended revisions. The Commission may accept the revisions as submitted, accept with changes noted, or return the project to the Design Review Board for additional work.

If the Commission chooses to accept the recommended changes, Staff request that the Commissions recommend the following be presented to the Clarkdale Town Council:

That Section 17.I.3 through Section 17.I. 9 of Chapter 5 of the Town of Clarkdale Zoning Code be deleted in its entirety and replaced by the following to be designated as Section J:

1. Intent: *The Town of Clarkdale encourages an integrated approach to landscape design. The following standards provide direction towards the production of a viable, attractive landscape design developed in consideration of the existing environment and climatic challenges of our unique area.*

Principles of Landscape Design Standards:

- ☞ Preserve and enhance the natural beauty and environment.
- ☞ Mitigate the impacts of parking and other vehicular areas.
- ☞ Ensure safety.
- ☞ Minimize the effects of temperature extremes, noise, pollution, wind and glare.
- ☞ Promote water and energy conservation.
- ☞ Enhance quality of life.

2. Applicability: Landscaping is required for all new buildings and uses of land, redevelopment of buildings and land, except for single family residences or accessory structures for residential use.

3. Basic Requirements:

3.1 Surface areas of a project not used for buildings, drives, parking or permitted outside uses shall be landscaped, retained in its natural state or re-vegetated.

3.2 Any portions of a site disturbed by site preparation and/or construction, especially cut or fill slopes, shall be landscaped or re-vegetated.

3.3 Landscape areas may include organic and inorganic materials as approved by the Design Review Board and/or Community Development Director.

3.4 *Preservation and re-use of viable native vegetation existing on the site are strongly encouraged.*

3.5 *Plant materials used shall be primarily native or drought tolerant.*

3.6 The majority of each design plan must incorporate Xeriscape concepts, including:

3.6.1 Use of mulch

3.6.2 Installation of a drip system

3.6.3 Use of drought tolerant plants

3.6.4 Use of permeable ground cover

3.6.5 Incorporation of shade

3.7 Landscape must be suitable to the terrain.

3.8 The Landscape Design must account for site drainage and pedestrian/bicycle traffic.

3.9 *Design should promote bicycle traffic where applicable.*

3.10 *The Landscape Design must incorporate energy and water conservation concepts.*

3.11 Landscaping must be installed prior to issuance of a certificate of occupancy or receiving a final inspection from the Town of Clarkdale or the owner shall provide the Town of Clarkdale with financial assurances, or other legal instrument acceptable to the Community Development Director, in sufficient amount, as evidenced by a written estimate from a licensed landscape architect or contractor to complete one-hundred percent of the landscaping.

3.12 All landscaping, irrigation and other site work shall be installed as shown on the approved landscape and irrigation plans.

4. Buffering

- a. Buffering is required between non-residential uses adjacent to existing or projected residential uses, and between multi-family or alternative living facilities and existing or projected single family uses.

The buffering may consist of landscape screening, solid walls, or a combination.

5. Irrigation and Maintenance

- b. Landscape areas of 2,000 square feet or more shall have an irrigation system sufficient to irrigate all areas having live landscape materials.
- c. Landscape areas of less than 2,000 square feet shall require a reliable water source sufficient to sustain plant life.
- d. The developer and subsequent owners shall be responsible for maintaining the landscaping as shown on the approved plan. Maintenance shall include regular irrigation, weeding, fertilizing and pruning.
- e. Replacement of dead materials is required within 180 days of discovery or by the next planting season, whichever occurs first.
- f. *Areas left in their natural state must be monitored on a regular basis and any trash and debris removed immediately.*
- g. *The Town reserves the right to conduct compliance inspections.*
- h. *Use of gray water is encouraged.*

6. Restricted Planting Areas:

- i. At the intersection of two streets, or at the intersection of a street and an alley, a triangle measuring thirty-five (35) feet in length along the curb lines or edge of roadway or alley from the point of intersections must be left unobstructed.
- j. At the intersection of a street and a driveway a triangle measuring twenty (20) feet along the curb line or roadway edge and the edge of the driveway from the point of intersection, and connecting diagonally, must be left unobstructed.
- k. Landscape materials shall not exceed a height of thirty-six (36) inches above the grade of the roadway or driveway within the site distance triangle.
- l. Trees in the site distance triangle shall have a minimum eight (8) foot of clearance between the lowest limbs of the tree and the roadway.

7. Parking Areas:

- m. Parking lot landscaping shall be included as part of the overall Landscape Design

- n. An area or combination of areas equal to ten (10) percent of the total parking lot area shall be landscaped.

Section 8 provides a list of approved plants for use in landscape design. This is not an all inclusive list, but any major deviation will have to be rationalized to the Design Review Board.

Open Space Element

ADAPTIVE SHRUBS AND BUSHES FOR THE CLARKDALE AREA

<u>COMMON NAME</u>	<u>BOTANICAL NAME</u>	<u>SIZE/WATER</u>	<u>NOTES</u>
Angel's Hair	Artemisia schmidtiana	2"/very low	Fine silver leaves (SP)
Bird of Paradise Bush	Caesalpinia gilliesii	4-6'/moderate	Tree Var. 12'
Butterfly Bush, Fountain	Buddleia alternifolia	8-12'/low	Long flower clusters (SP)
Cotoneaster, Spreading	Cotoneaster divaricata	5-6'/low	Hardy deciduous
Dusty Miller	Artemisia stelleriana	2-3'/low	Evergreen shrub (SP)
Heavenly Bamboo	Nandina domestica	6-8'/low	Some water, shade
Juniper	Juniperus chinensis	2-15'/very low	Evergreen
Juniper	Juniperus Sabina	2-4'/very low	Evergreen
Pittosporum (Tobria)	Pittosporum tobria	6-15'/low	Best some water
Photinia, Chinese	Photinia serrulata	6-12'/low	Water to establish
Pyracantha (Firethorn)	Pyracantha coccinea graberi	6-12'/low	Trains to fence
Rosemary	Rosemary officinalis	2-6'/very low	Needs drainage
Santolina, Gray	Santolina chamaecyparissus	1-2'/very low	Evergreen
Santolina, Green	Santolina virens	1-2'/very low	Good ground cover
Viburnum, various	Viburnum	4-12'/low to mod	Partial su
Xylosma	Xylosma congestum	8-10'/low	Heat tolerant

ADAPTIVE TREES FOR THE CLARKDALE AREA

<u>COMMON NAME</u>	<u>BOTANICAL NAME</u>	<u>SIZE/WATER</u>	<u>NOTES</u>
Cedar, Deodar	Cedrus deodara	60-80'/verylow	Evergreen, check varieties
Chinaberry	Melia azedarach	30-50'/low	Grows in poor soil
Crabapple, Flowering	Malus, varieties	6-30'/low-mod	Check local varieties
Elm, Chinese	Ulmus parvifolia	40-60'/fast	Subject to Tex rootrot
Honoeylocust, Thornless	Gleditsia, triacanthos	35-70'/low	Good street trees
Locust, Idaho	Robinia idahoensis	30-40'/very low	Aggressive roots
Pine, Aleppo	Pinua halepensis	30-60'/low	Hardy to heat, aridity, wind
Pine, Pinon Nut	Pinus edulis	10-35'/very low	Hardy in desert mountains
Pine, Hghan	Pinus elderica	30-50'/fast	
Plum, Flowering	Prunus, varieties	20-30'/low	Requires maintenance

NATIVE TREES FOR THE CLARKDALE AREA

<u>COMMON NAME</u>	<u>BOTANICAL NAME</u>	<u>SIZE/WATER</u>	<u>NOTES</u>
Arizona Ash (Velvet)	Fraxinus velutina	30-40'/mod	Riparian*
Arizona Cypress	Cupressus arizonica	30-40'/very low	Dry soils, evergreen*
Desert Willow	Chilopsis linearis	10-25'/low mod.	Riparian edge, washes*
Neatleaf Hackberry	Celtis reticulata	20-30'/low	Riparian edge
Alligator Juniper	Juniperus deppeana	20-50'/low	High mtn. Areas (sp)
<u>COMMON NAME</u>	<u>BOTANICAL NAME</u>	<u>SIZE/WATER</u>	<u>NOTES</u>
One-seed Juniper	Juniperus monosperma	15-35'/very low	Dry mesas, hillsides (sp)
Utah Juniper	Juniperus osteosperma	15-30'/very low	One main trunk, dry areas (sp)
Velvet Mesquite	Prosopis velutina	15-25'/low	Riparian edge*

Emory Oak (Live Oak)	Quercus emoryi	20-50'/low	Lower slopes, evergreen
Gambel Oak	Quercus gambelii	20-50'/low	Typically above 5,000'
Gooding Willow	Salix goodingii	30-50-'/mod	Riparian, invasive roots
Globe Willow	Salix matsudana	20-30'/mod	

NATIVE SHRUBS AND BUSHES FOR THE CLARKDALE AREA

<u>COMMON NAME</u>	<u>BOTANICAL NAME</u>	<u>SIZE/WATER</u>	<u>NOTES</u>
Algerita (Barberry)	Berberis fremontii	3-10'/low	Fremont barberry (sp)
Catclaw Acacia	Acacia greggi	4-10'/very low	Common shrub or small tree
Beargrass	Nolina microcarpa	4-6'/very low	Agave family, tall stalks, high slopes
Cliffrose	Purshia subintegra	3-6'/very low	Dry, rocky, steep slops
Creosote Bush	Larrea tridentate	4-8'/very low	Roots emit repellents
Feather Dalea	Dalea Formosa	1-2'/very low	Dry, rocky slopes (sp)
Graythorn	Ziziphus obtusifolia	6-10'/very low	Riparian edge, grassland, bird habitat
Manzanita (pointleaf)	Arctostaphylus pungens	4-6'/very low	Dry hillsides above 4,000' (sp)
Mesquite, Velvet	Prosopis velutina	10-25'/low	Washes, riparian edge below 4,000'*
Mountain Mahogany	Cercocarpus montanus	15'/low	High slopes
Mormon Tea	Ephedra Viridis	2-6'/very low	Dry soil
Ocotillo	Fouquieria splendens	8-15'/very low	Steep hillsides, needs drainage
Shrub Live Oak (Scrub)	Quercus turbinella	6-10'/very low	High slopes, dry washes (sp)
Four-wing Saltbush	Atriplex canescens	4-6'/very low	Common, wildlife habitat
Broom Snakeweed	Gutierrezia sarothrea	2-4'/very low	Common, over grazed areas
Sugar Sumac	Rhus ovata	2-15'/very low	Part Shade, dry slopes
Winter Fat	Eurotia lanata	2-3'/very low	(White Sage) Open rangeland

NATIVE CACTI AND SUCCULENTS FOR THE CLARKDALE AREA

<u>COMMON NAME</u>	<u>BOTANICAL NAME</u>	<u>SIZE/WATER</u>	<u>NOTES</u>
Century Plant	Agave (parryi)	3'/mod	Tall flower stalk
Plateau Cholla	Opuntia whipplei	2-4'/very low	Long branching sections
Claret Cup Hedgehog	Echinocereus triglochidiatus	1-2'/very low	Dense mounds of stems
Fendler Hedgehog	Echinocereus fendleri	6"-1'/very low	Small clumps, rocky slopes
Desert prickly pear	Optuntia phaeacantha	2-5'/very low	Dry hillsides
Banana Yucca	Yucca baccata	2-3'/very low	Dense flower clusters
Soaptree Yucca	Yucca elata	2-15'/very low	Tall single trunk, flowering spike*

(sp)=alternative species available

The Commission approved the changes to the Landscape Ordinance.
 Commissioner Noland motioned to accept the Landscape Ordinance, Section 17.I.3 through Section 17.I. 9 of Chapter 5 of the Town of Clarkdale Zoning Code be deleted in its entirety and replaced Section J and forward to Council.
 Commissioner Bohall seconded the motion. The motion passed unanimously.

9. **DISCUSSION AND POSSIBLE ACTION** on the proposed changes to the Site Plan/Design Review Process.

Staff Report: The Design Review Board has reviewed and discussed the role of the liaison during the Site Plan/Design Review process. Currently the DRB Liaison has the authority to review both Site Plan Review and Design Review applications and approve, conditionally approve, disapprove them or request that they go to the full Board for consideration.

After discussion the Board came to a consensus that they would like all Site Plan Review applications to go directly to the full Board for consideration. This allows for a full, thorough, and participatory review of the application and prepares the Board and therefore the Town for the anticipated increase in commercial development.

The Liaison's role in the Design Review process would not change.

Section 17-4-4B of the Town Code currently states:

Staff and one member of the Board (to be appointed on a rotating basis) shall have the authority to review and approve, approve with conditions or disapprove applications for structures (excluding buildings), signs, landscaping, parking areas and enclosures. Final decisions by staff and the one Board member, on these applications, shall be subject to review by the Town Council and/or the Design Review Board, either of whom may request, within (15) fifteen working days, that such applications be forwarded to the full Board for review and consideration.

A copy of the proposed changes was included in the packet.

Staff Recommendations: The Planning Commission may either approve the changes as proposed, or with edits, or request that the Design Review Board continue to work on the project.

Staff requests that if the Planning Commission agrees with the suggested changes that they recommend to Council the following changes to the Zoning Code: That pages 33-40 of Section W, Chapter 5, the Zoning Code, Chapter Five, Section W. be deleted in its entirety and replaced with the following:

W. SITE PLAN AND DESIGN REVIEW

A. Purpose and Applicability of Provisions

PURPOSE: The Site Plan Review and Design Review procedures are intended to protect the public health and safety and promote the general welfare of the community. These processes are intended to facilitate the organization of development of commercial and industrial property. They are also intended to insure that new development and redevelopment is compatible with the surrounding environment, and to preserve and protect the integrity and character of the Town of Clarkdale, as applicable. Site Plan Review and Design Review provides property owners and developers four (4) levels of review:

1. Pre-application - Prior to submitting a formal application, the applicant or his/her representative may request a pre-application conference with the Planning Department.

NOTE:

A pre-application conference is not mandatory, but can be helpful to the applicant in identifying potential issues that will need to be addressed. Identifying these issues early can represent a significant savings of both time and finances.

2. Preliminary Site Plan Review - Preliminary Site Plan Review is intended to provide a comprehensive review by the Town staff and outside reviewing agencies of proposed development. It is a technical review before the Town's Design Review Board and, open to appeal to Town Council.

NOTE: It may be helpful for applicants for Preliminary Site Plan Review hold a Neighborhood Meeting to inform the public of the proposals prior to formal submission of an application and plans.

3. Final Site Plan Review- Final Site Plan Review represents the Town's opportunity to assure that modifications and conditions required in the Preliminary Site Plan have been incorporated into the Final Site Plan. This document is then recorded and becomes a part of all future requests for improvements to the property in question.

4. Design Review - Design Review represents the Town's opportunity to assure that 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 is compatible with the surrounding environment, and to preserve and protect the integrity and character of the Town of Clarkdale, as applicable.

APPLICABILITY OF REVIEW

A person who has right, title, or interest in a parcel of land must obtain SPR approval prior to commencing any of the following activities on the parcel:

- 1) The construction or placement of any new building or structure for a commercial or industrial use, including accessory buildings and structures, if such buildings or structures have a total area for all floors of one thousand (1,000) square feet or more.
- (2) The expansion of an existing commercial or industrial building, structure, or uses including accessory buildings that increases the total floor area by 1,000 square feet or more.
- (3) The conversion of an existing building in which five hundred (500) or more square feet of total floor area are converted from residential to commercial or industrial use, except in the case of home occupations.
- (4) The establishment of a new commercial or industrial use even if no buildings or structures are proposed, including uses such as gravel pits, cemeteries, golf courses, and other nonstructural commercial or industrial uses.

(5) The construction or expansion of paved areas or other impervious surfaces, including walkways, access drives, and parking lots involving an area of more than two thousand five hundred (2,500) square feet.

(6) Any other new, amended, modified or expanded use, including commercial/industrial Planned Area Development (PAD) if so stipulated by other Sections of the Code.

The following activities **shall not** require SPR approval, however building permits, plumbing permits, and electrical permits or other state or local approvals are applicable as required by code or ordinance:

(1) The construction, alteration, or enlargement of a single family or two-family dwelling, including accessory buildings and structures.

(2) The placement, alteration, or enlargement of a single manufactured housing or mobile home dwelling, including accessory buildings and structures on individually owned lots.

(3) Agricultural activities, including agricultural buildings and structures.

(4) The establishment and modification of home occupations that do not result in changes to the site or exterior of the building.

B. Review and Approval Authority

The Site Plan Review and Design Review processes includes four (4) levels of review; 1) Site Plan Pre-application Review; 2) Preliminary Site Plan Review; 3) Final Site Plan Review, 4) Design Review. These reviews can occur independently or concurrently.

REVIEW AND APPROVAL AUTHORITY

The Design Review Board is authorized to review Preliminary and Final Site Plan Reviews and 1) Approve as filed; 2) Deny as filed; 3) Approve the request with conditions/stipulations. The Design Review Board is also authorized to conduct Design Reviews for all new buildings and redevelopment as defined in the Town of Clarkdale Zoning Code. The decision of the Design Review Board is final unless an appeal is filed in accordance with the proper procedures identified in Article 17 of the Town Code of the Town of Clarkdale, Arizona.

C. Procedures

REVIEW PROCEDURES

The Design Review Board shall use the following procedures in reviewing applications for SPR and Design Review.

Staff and one member of the Board (the Liaison, to be assigned on a rotating basis) shall have the authority to review and approve, approve with conditions, deny the applications, or determine that the application should be reviewed by the full board for Design Review.

Final decisions by staff and the Liaison, on these applications, shall be subject to review by the Design Review Board upon request by the applicant, Council or the Design Review Board.

The full Design Review Board will consider all Site Plan Review Applications.

Site Plan Application Submission and Review Procedures

A. Pre-application

Purpose

NOTE: A pre-application conference is not mandatory, but can be helpful to the applicant in identifying potential issues that will need to be addressed.

The purposes of the preapplication conference are to:

- (1) Allow the Planning Department to understand the nature of the proposed use and the issues involved in the proposal.
- (2) Allow the applicant to understand the development review process and required submissions.
- (3) Identify issues that need to be addressed in future submissions.
- (4) Make the applicant aware of any opportunities for coordinating the development with community policies, programs, or facilities.

In addition, the Department may schedule a site inspection if deemed necessary and resolve any requests for waivers and variations from the submission requirements. Applicants for pre-application conference will need to provide the information indicated on Table 1 below in order to facilitate a meaningful discussion.

B. Preliminary Site Plan Review.

NOTE: It is strongly suggested that applicants for Site Plan Review hold a Neighborhood Meeting to inform the public of the proposals prior to formal submission of an application and plans. If no neighborhood meeting is held, at the time of formal submittal, the applicant must provide the Zoning Administrator with a written acknowledgment of their knowledge of this recommendation and the reasons for declining to hold the meeting.

A Preliminary Site Plan shall be the first formal step in obtaining site plan approval. The Preliminary Site Plan provides an opportunity for the owner or representative of the

project to receive more detailed information from the Design Review Board to assist them in identifying and mitigating potential impacts. That information can be incorporated into the design of the project to avoid adverse impacts.

(1). Persons wishing Preliminary Site Plan Review will be required to submit up to sixteen (16) copies of the preliminary site plan and the Site Plan Review application, including the development plan and supporting documentation, that meets the minimum submission requirements set forth below. This material shall be submitted to the Community Development Director, who shall determine that the application is complete. If the application is complete, the Community Development Director will date stamp and provide a copy of the application to the applicant. The Community Development Director will also notify the applicant in writing of this, and a date for a review by the Design Review Board will be set.

(2) If the application is determined to be incomplete, the Community Development Director shall notify the applicant by letter that the application is incomplete. In this letter, the Community Development Director will specify the additional materials required to make the application complete and shall advise the applicant that the application will not be considered by the Design Review Board until this additional information is provided.

(3) After the application has been accepted the Planning Department will distribute copies of the Preliminary Site Plan to the Public Works, Engineering Departments, Town Manager, Fire Chief, and Police Chief, Water Company, County Flood Control, and County Health for review and comment. This process of review by these agencies does not replace any responsibility to obtain approvals by these agencies where required.

Site Plans shall also be provided to all other affected utility companies as well as to adjoining governmental entities as required by statute, for planning and coordination purposes. Comments returned shall pertain to the agency's area of specific authority and shall contain specific requirements from these reviewing agencies.

As part of this review, the Planning Department may hold an on-site inspection of the site to review the existing conditions, field verify the information submitted and investigate the development proposal.

(4) Following receipt of the comments from the various departments and agencies, the Planning Department shall prepare a staff report for the Design Review Board. The staff report will contain all of the comments received from the various agency representatives, as well as Town staff. The applicant will receive a copy of this report after it has been distributed to the Design Review Board.

(5) The Board upon completion of their review, shall, at their public meeting, approve the request, deny the request or approve the request with conditions.

As part of the final action taken, the Design Review Board shall make written findings, outlining the basis of its decision. The Planning Department shall notify the applicant, by letter of the Board's decision including its findings, and any conditions or stipulations.

(6) Site Plans that are approved or approved with conditions or stipulations shall expire after one year from the date of the Board meeting at which they are approved, if no Final Site Plan is submitted for Board review during that time.

C Final Site Plan Review

(1). Persons wishing Final Site Plan Review shall submit four (4) copies of the final site plan, which meets the submittal requirements of this section, and that responds to the comments received during the Preliminary Site Plan Review process to the Planning Department for review.

(2). The Planning Department shall conduct a review of the submittal to assure that all Board conditions have been incorporated, and thereupon, distribute copies of the Final Site Plan, and the project review report to the Design Review Board. Complete submittals received on or before the second Wednesday of the month will be scheduled for review by the Design Review Board on the second Wednesday of the following month.

(3) Any Final Site Plan approved with conditions shall expire if after two years from the date of the approval construction on the site has not commenced.

(4) All time limits provided for in this section may be extended by mutual agreement of the applicant and Design Review Board.

Final Approval and Filing of Site Plans

Any Final Site Plan approved by the Board with or without conditions shall be signed by the Chairman, within thirty (30) days of the action to approve. Any plan so approved shall be recorded by the Town, with the County Recorder's office, and a copy of the approved plan maintained in the office of the Planning Director. The cost of the recording fee shall be reimbursed to the Town by the Applicant prior to the issuance of any building permit for this project. Any plan not so filed within thirty (30) days of the date upon which such plan is approved and signed by the Board shall become null and void. The Board, by vote, may extend the filing period for good cause upon request by the applicant.

Design Review Application Submission and Review Procedures

A. Applications for Design Review shall be filed with the Zoning Administrator on a form prescribed by the Administrator. The application shall be accompanied by the following:

1. The proposed Site Plan, including, but not limited to, a north arrow, name and address of owner, address of property and legal description, all property lines dimensioned and marked as property lines, site contours, existing structures, and enclosures, all proposed development, name of proposed development, easements, and other development abutting property, proposed parking areas, all improvements affecting the appearances, such as walls, walks, terraces, landscaping, accessory buildings and lights.
2. Plans and exterior elevations, drawn to scale, on one or more sheets of paper with sufficient detail to show, as far as they are related to exterior appearances, the design, the proposed materials, textures and colors.
3. Building material and color samples.
4. Any other information which the Board may find necessary to establish compliance with this section.

B. An application for approval of demolition, partial demolition or removal of an existing building or structure shall be filed with the Zoning Administrator on a form prescribed by the Administrator. The application shall be accompanied by the following:

1. Legible photograph showing all sides of the building or structure for which the application is made.
2. Legible photograph showing the adjoining properties.
3. Any other information that the Board may find necessary to establish compliance with this section.

C. An application for approval of a sign shall be accompanied by the following:

1. Plans to scale with sufficient detail to show the size, design, lighting, materials, textures, colors and placement of the sign.
2. If applicable, legible photograph showing the face of the building on which the sign is to be mounted or vicinity photograph for a freestanding sign.
3. Any other information that the Board may find necessary to establish compliance with this section.

D. Upon determination by the Community Development Director that the application is complete, it will be scheduled for review by the Liaison within ten working days. The liaison may approve the application, approve with conditions, or deny the application. Notice of the Liaison's action will be distributed to the entire Design Review Board and the Town Council within forty-eight hours.

E. Decisions by the Liaison shall be subject to review by the Design Review Board upon request by the applicant, Council of the Design Review Board.

Upon receipt of a request for full Board review, the application will be placed on the next monthly scheduled Design Review Board meeting, no sooner than thirty (30) days of filing of the request.

Board member Noland motioned Section W. Site Plan and Design Review be approved and sent to Council. Board member Bohall seconded the motion. The motion passed unanimously.

8. ADJOURNMENT: Commissioner Bohall motioned to adjourn the meeting. Commissioner Noland seconded the motion. The motion passed unanimously. The meeting adjourned at 8:37 p.m.

APPROVED BY:

SUBMITTED BY:

Robyn Prud'homme-Bauer
Vice Chairperson

Charlene Stockseth
Administrative Assistant