

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON MONDAY, AUGUST 15, 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, August 15, 2005, at 6:00 p.m., in the Men's Lounge.

Planning Commission:

Vice Chairperson	Robyn Prud'homme-Bauer	Present
Commissioners	Amy Bayless	Present
	Curt Bohall	Present
	Dave Puzas	Present

Staff:

Community Development Director	Steven Brown
Planner II	Normalinda Zuniga
Administrative Assistant	Charlene Stockseth

Others in Attendance: Kyle Spencer, Northern Engineering; Marie Perkins, Gary Hansen, Carolyn Gary, Anke Pitrella, Pat Montreur-Ross, Ken Frgad, John Tobsas, Dennis Branaman, Gloria Branaman, Charlie Scully, Gail Daniels, David Mann, Chris Boudurant, Henri Prud'homme, Larry & Louise Annen, Betty Klassen, Karl Klassen, David Gray, Stan Makow, Rosemary Coleman, Drake Meinke, Bob Backus, Mike Bluff, Kerrie Bluff, Lee & Eunice Gilreath, Bill & Elaine Sakelarios, Bud Jorgensen, and others whose signatures were illegible.

1. **CALL TO ORDER:** Vice Chairperson Prud'homme-Bauer called the meeting to order at 6:05 p.m.
2. **ROLL CALL:** Administrative Assistant Stockseth called roll.
3. **MINUTES:** The minutes of June 20, 2005, were approved as written.

The Chair recommended moving item 5 under Old Business after item 9 under New Business. Commissioner Bohall motioned to move the item. Vice Chair Prud'homme-Bauer seconded the motion. The motion passed unanimously.

4. **REPORTS:**

Chairperson's Report: Vice Chair Prud'homme-Bauer welcomed the two new members: Amy Bayless and Dave Puzas. There is still one vacancy on the commission if anyone is interested in applying.

Staff Report: Community Development Director Brown stated he appreciated the Commission moving item 5 on the agenda, and is looking forward to continuing the worksession on commercial zoning.

5. **PUBLIC COMMENT:** None.

NEW BUSINESS

6. PUBLIC HEARING on The Highlands Preliminary Plat Application for parcel numbers 406-26-012G, 406-29-070B and 406-29-195A, located around the Old Jerome Highway, Scenic Drive intersection in the Town of Clarkdale. The Preliminary Plat Application is for single-family residential, multi-family residential and commercial development.

- **Open Public Hearing:** Commissioner Bohall moved to open the Public Hearing. Commissioner Bayless seconded the motion. The motion passed unanimously.
- **Staff Report:** Verde Highlands, LLC, has applied for Preliminary Plat Approval for The Highlands subdivision (formerly Cliffrose). This project has previously obtained approval for a Planned Area Development (PAD) from the Town Council. The Preliminary Plat, which is for 240 lots, provides for the retention of the flood plains of Mescal Wash and the North Fork Mescal Wash in their natural state, and no building envelopes are proposed in either. The applicants have platted three parks in the project, and would like the Town to participate in their maintenance, and perhaps accept dedication.

The plat as designed incorporates a network of trails providing access to all areas of the subdivision, and to many of the adjacent neighborhoods. The applicants have entered into a Development Agreement with the Town to provide a 3,000 square foot community building that will be improved by the applicants and dedicated to the Town for their use.

The Preliminary Plat as presented is in significant conformance with the approved Final Development Plan for the PAD.

Agency Comments Received:

Cottonwood Water Works: The following comments were received from Cottonwood Water Works, the water provider in the area where this subdivision is proposed:

1. It appears that mescal spur will be realigned where it intersects with Old Jerome Highway. This will conflict with an existing 8" main that appears to cross lots 3, 173, 172, 171, 193 and 194.
2. We are in the process of developing a well site, in what is defined as open space existing, between Verde Highlands and Black Hills II. The proposed primary natural hiking trail needs to be placed so as not to be a security or safety concern for users of this trail or the well site.
3. The development report for Verde Highlands discusses culinary water issues, section D. This section alludes to the understanding that the well currently being developed onsite will somehow provide the water necessary for this development. At present, there is no storage capacity or water dedicated for this development as noted by the lack of a service availability agreement.

Town Engineer: The Town Engineer has completed an initial review of the plans for The Highlands Subdivision Preliminary Plat, Phase II Drainage Study, Landscape Plans, and Traffic Impact Analysis, and have provided comments and forwarded to the applicant red-lined plans for correction. The Town Engineer has also provided a "Preliminary Plat Review

Checklist” and “Drainage Report Review Checklist” (see attached) that details the information that was required to be submitted and identifies any deficiencies that the applicants will need to correct. The applicants will be working with the Town Engineer to correct any deficiencies and hopefully will have resolved many of these by the time of the public hearing.

Fire Marshall: The Fire Marshall has commented that “These documents appear to conform to applicable standards and the request has been approved by this office.”

Yavapai County Flood Control District: Yavapai County Flood Control District has reviewed the Phase II Drainage Report for the Highlands and has commented “The District will support the approval of this Preliminary Drainage Report as long as all other drainage regulations established by the Town of Clarkdale are met, including the need for detention basins.”

UniSource: An initial review of the plans for The Highlands was completed by UniSource and commented, “A mainline extension will be required to serve your project.”

APS: The area is in the APS electric service area and service will be available.

Qwest: The subject property is in the Qwest servicing area, therefore service is available.

Recommendation: Staff recommends that if the Planning Commission votes to recommend approval of the Preliminary Plat that they consider the following stipulations, prior to approval by the Council, as a part of that approval:

1. All redlined comments provided by the Town Engineer must be incorporated and modifications made to the Preliminary Plat, and the Town Engineer shall have provided written confirmation that they are satisfied with the revisions.
2. The comments made by Cottonwood Water Works shall be addressed with written confirmation when the Town has received satisfactory resolution from Cottonwood Water Works.

- **Applicant Presentation:** The applicant presented renderings on the entrance to The Highlands on Old Jerome Highway. Also presented renderings of the park and stated they were trying to minimize water usage and using xeroscape. The preliminary plat shows 26.9 acres of open space. The applicant also discussed the community center that is being dedicated to the Town.

The applicant covered issues such as trails located in the Mescal Wash, one near a well site and the historical society regarding the railroad track. They will provide a plaque describing the historical railway to help preserve the historical value. The applicant also discussed the issue of some lots being located in the flood plain. He stated the lots of concern are located well within the FEMA flood plain.

The applicant stated they have revised the plat to incorporate the recommendations from the Town Engineer, and working on the storm drainage report.

- **Public Comments:** The Chair asked for public comments.

Carolyn Gary – 410 Antelope Way – There are photos of the water in the wash going over the bridge at Mescal Wash. She would be happy to provide copies of the pictures. The tubes were totally blocked. Residents along the wash are already having a bad time with people going through the wash sightseeing and trespassing on the resident's property. They have had to have the police out and were told to post the property; which they did and it is still happening. With this development adjacent to these current properties, what is going to be done about protecting our property from trespassers and sightseers. Thank you.

David Gray – 2021 Sky Circle – I appreciate the information on the well, as my property from the back will face that well. I would like to know who to talk to to find out if I am going to have a tank or is going to be a pump. Is this the only one in the subdivision?

The well was started before this project came along. The intent is for Cottonwood Water Works to sell this to the Town of Clarkdale. He would expect the sale to conclude within six to eight weeks. After that, we would be in a position to start taking a look into the well.

Ron (last name inaudible) - 1575 Cholla Lane – I boarder the Mescal Gulch North Fork. Can you tell me how big those lots are going to be? Am I to understand that the effluent will be discharged to this area down (pointing to the plat)? The Vice Chair stated that it would go into the Cottonwood sewage system, is that correct?

Community Development Director Brown stated that if we are successful, the wastewater will initially be sent to the Cottonwood treatment plant on Mingus. Then when Clarkdale has their wastewater treatment plant up and running, in two and a half to three years, that wastewater will be brought down to tie into our system.

Ron stated his concerns with the presentation tonight, is this is the very lowest level of approval within the Town and the residents loose control when taken to a higher level as the Town Council. There were several contingencies that were mentioned this evening based on someone else's approval: water issues, engineering issues and from the residential standpoint I would much rather have those addressed and answered at this level rather than having to address them at the Council level. Thank you.

The Vice Chair requested that the Community Development Director discuss the water issue again.

Community Development Director Brown stated the water service is a private water company and developers will have to negotiate with the water company. They will be required as part of the state water regulations to apply for a designation of adequate water supply and will either receive that from ADEQ or if they have done a survey to demonstrate that there is an adequate water supply. Then they will be required to include a disclaimer on their final plat. It's not unusual in Arizona for subdivisions to be platted without necessarily demonstrating having a water supply specifically outside active management areas. Outside the active

management areas there is a whole different set of rules that apply as I have stated. That situation is subject to change and the state is making some rules toward granting for themselves a larger regulatory control over water outside the active management areas such as is required to prepare water conservation plans for communities and regions outside of the active management areas. I anticipate a larger role by the state in the future, but that is really the situation. The concerns with Cottonwood Water Works is best addressed during the Technical Review. Right now, at the Preliminary Plat stage, we are basically considering how the subdivision is going to be laid out and lot configurations. Any detailed infrastructures for roads, electrical locations and sewer will have to be addressed along with a lot of other issues relative to water delivery to their project. These designs are typically overseen by the Town Engineers, working directly with the applicant's engineers and being monitored by staff.

Kerrie Bluff – 917 Main Street – The Bluff's own the Radley Subdivision immediately to the left of the applicant's property. We are just here to voice our support for their subdivision. I am on the Mingus Union High School Board and since there are new gentlemen involved in the subdivision, I am here to encourage their participation with the high school and the impact on the high school and will work with us even though there is no requirement that they do work with us as good neighbors. The school is always in support of urban development, more development means more kids and more kids means more money, so we are very happy to have new faces at our high school. I don't want to put any pressure on you, but last Thursday I had the privilege and the pleasure of accepting a nice check from Mountain Gate subdivision. They have been very good neighbors and have been very friendly to us at the high school. We are hoping you do the same and we know that you won't have the same impact because you're not the same size as they are, but they have been very good to the high school and to the elementary school as well. The Bluff's are currently in the process of renovating our second downtown commercial building and also as personal property owners in Clarkdale, we also urge the Planning Commission to support the preliminary plat for the subdivision. When we finish our project, we will personally have well over half a million dollars in downtown Clarkdale. We think that Clarkdale will come of its own, we think it's a good investment for us to be here, but for downtown to finally come to life and revitalize, it will take people and more growth and subdivisions to support the downtown in order for Clarkdale to once again blossom and be what it can be.

The Vice Chair asked the applicant to address the concerns of trespassers.

The applicant stated that once again as proposed on the plan Mescal Wash is proposed to remain as native open space. The developers are planning to wind a pedestrian trail on the north side of the Mescal Wash. They are hoping that keeping the area native open space will hinder the trespassers. Even signs might be helpful. At this time there has been no discussion about a perimeter fence, however that would be discouraged from a standpoint of preserving the integrity of the native open space. The trail has been proposed for the north side of Mescal Wash. They would not propose a trail on the south side of Mescal Wash that would be right up next to their back yards.

The applicant also addressed flooding. There will be a second access from Old Jerome Highway to Highway 89A.

- **Close Public Hearing:** Commissioner Puzas motioned to close the Public Hearing. Commissioner Bohall seconded the motion. The motion was unanimous.

7. CONSIDERATION AND POSSIBLE ACTION on The Highlands Preliminary Plat Application for parcel numbers 406-26-012G, 406-29-070B and 406-29-195A, located around the Old Jerome Highway, Scenic Drive intersection in the Town of Clarkdale. The Preliminary Plat Application is for single-family residential, multi-family residential and commercial development.

The Commissioners were concerned about the custom homes being located within the flood plain. Homeowners could place outbuildings on their property that would also be in the flood plain and the property could erode from Mescal Wash. Chair Prud'homme-Bauer felt the homes should be moved or removed from the plan.

The applicant stated the Home Owner's Association could eliminate these concerns.

The Commissioners also had concerns with using potable water for the parks.

Community Development Director Brown stated that when the Town completes the new wastewater facility, there would be effluent water for these purposes.

The applicant stated they have put in what he calls "dry lines" that can be used at a later time. He felt it was proactive to provide these effluent lines. There may be an opportunity to run the "dry lines" along the main roadways and possibly to the parks.

There were also concerns regarding the overhead power line.

The Community Development Director stated all the power lines would be underground for this development, with the exception of one. This is high voltage and would cost an enormous amount to have it underground.

The applicant stated the overhead power lines could be left open for discussion

The location of the community center was another concern.

The Community Development Director stated the dedicated community center could be used as a substation for police and library and would serve the community better in that location.

Vice Chair Prud'homme-Bauer was also concerned about the location of park #3. It seemed like an after thought to squeeze the park in that location. The other parks are open, but this park is not. The trails were another concern. They should be connected to other communities in the area. Vice Chair Prud'homme-Bauer asked the Community Development Director to speak about architectural review and the Home Owners Association.

Mr. Brown stated the Design Review Board does not review single-family residences. He stated the applicant would need to address the question regarding the Home Owners Association.

The applicant stated that he understood there might be an architectural review committee made up of homeowners in the development.

Mr. Brown stated that the Town Council had already approved a Home Owners Association within the development when applied under Cliffrose, and they would have design standards.

Chair Prud'homme-Bauer requested the applicant again address the issue of the custom homes along the Mescal Wash and being located in the flood plain. Mescal Wash is very unpredictable when flooding.

The applicant stated they have the geological technical report prepared for the site. It stated the soil in that area is very compact and hard. Once they were down three to four feet, it became denser and tighter. Down to eight feet, they had so much resistance the backhoe could not go any deeper. They did not feel there would be any erosion with this type soil. They may change some of the lots to non-custom lots. Easements were another consideration.

Board Recommendation:

Commissioner Puzas motioned to approve the Highlands Preliminary Plat with the following stipulations completed prior to Town Council approval:

1. All redlined comments provided by the Town Engineer must be incorporated and modifications made to the Preliminary Plat. The Town Engineer shall have provided written confirmation that they are satisfied with the revisions.
2. The comments made by Cottonwood Water Works shall be addressed and written confirmation of satisfactory resolution received from Cottonwood Water Works by the Town.
3. Prior to consideration of the Preliminary Plat by the Town Council, the applicants shall have modified the Plat to:
 - a. Include trail connections from The Highlands into all neighborhoods that abut the subdivision.
 - b. Redraw the rear property lines for all lots along Mescal Wash to match the floodplain line and provide all the lots along Mescal Gulch West with slope easements in the steep slope areas.
4. During Technical Review, the applicants shall design their infrastructure to include accommodation of effluent lines to the park areas. When effluent is available, they will effect connections and deliver infrastructure to serve all of the parks that are a part of The Highlands.

Commissioner Bohall seconded the motion. The motion was unanimous.

8. **PUBLIC HEARING on a Conditional Use Permit Application for parcel number 400-03-193. The Conditional Use Permit Application is for the use of single-family residence on 1013 First South Street as a real estate office.**

- **Open Public Hearing:** Commissioner Bohall motioned to open the Public Hearing. Commissioner Puzas seconded the motion. The motion was unanimous.
- **Staff Report:** The applicant is seeking a Conditional Use Permit to allow the conversions of a residence at 1013 First South to a Real Estate Office use.

After the hearing, the Planning Commission shall present a written recommendation to the Town Council. The Commission's written recommendation shall contain the reasons or finding upon which its decision is based.

REQUIRED FINDINGS:

In order to make recommendations on a Conditional Use Permit, the Planning Commission should make findings based on the following elements as applies to that particular case:

Applicable Regulations: Those conditions necessary to assure compatibility of the development of the land in question, will be consistent with the purpose of the Zoning Ordinance, Town of Clarkdale General Plan, other statutes, and any ordinance or policies that may be applicable.

Bulk Regulations: The site is adequate in size and topography to accommodate: proposed use, population density, building height, lot coverage, setbacks, spaces, landscaping, fences, and parking. That these elements are compatible with the general character of development in the vicinity of the proposed conditional use and are adequate to properly relate the proposed use with the existing land uses in the vicinity.

Performance: That the location, design and operation characteristics of the proposed use are such that, it will have minimal adverse impact on: the livability, public health, safety, welfare, or convenience on persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general.

Traffic Impacts: The provisions for ingress and egress, public streets and traffic circulation are adequate, or can be upgraded through street improvements as a condition of approval.

Landscaping: Landscaping, and/or fencing of the proposed development, assures that the site development will be compatible with adjoining areas and with the intent of Town policies.

Nuisance: That the proposed use will not create a hazard to persons and property from possible explosion, contamination, fire or flood. That the use will not create a nuisance arising from, but not limited to: noise, smoke, odors, dust, vibration, signage or illumination.

REQUIRED CONDITIONS FOR A USE PERMITTED BY CONDITIONAL USE PERMIT:

All Conditional Use Permits, including those that require that the applicant and/or developer obtain a building permit, shall meet minimum requirements of all Town ordinances, restrictions, regulations, and policies of the Town of Clarkdale, which are in effect at the time of issuance of the Conditional Use Permit. Compliance with same is a condition of the use permit, including but are not limited to:

Consistency with the General Plan: The General Plan, Land Use Element includes this property in the Medium Residential area, which would permit up to 9 units per acre. The Planning Commission has been working on revisions to the Zoning Code that would include this property in the CB district and allow for office use.

Sanitary waste improvements: The property is currently served by Waste Management as is every other property in Town and trash pickup is carried out in the alley behind the structure.

Street and/or sidewalk improvements: The street and sidewalk in front of this property are fully improved.

Fire protection measures: With the change of use this property could be required to be provided with fire suppressing sprinklers. However as a policy, the Town has opted to allow the Fire Marshall to make a judgment call on change of use to existing structures, and may require some other form of fire suppression.

Utility service improvements: The use will continue to be served by Cottonwood Water Works for water service, the Town for sewer, APS for electric, and Unisource for gas, and Qwest for phone service.

Amount, type and location of outdoor lighting and signage: Any new signage associated with the real estate office will require Design Review approval.

Off street parking area, aisles and access drives shall be designed and constructed so as to provide a durable, dustless surface: The applicants are proposing four (4) parking spaces off of the alley, and should be required to provide a paved surface, striped and provided with bumper curbs.

Storm drainage improvements, based on a drainage report prepared by a licensed engineer, and approved by the Town Engineer: No changes are anticipated to the site itself, and so no drainage measures will be necessary.

Water service improvements: Cottonwood Water Works provides water to the property, and no further improvements are anticipated.

Hours of operation: The hours of operation should be restricted in deference to the residents in the neighborhood.

Access: Access to the property should be restricted to the alley entrance, and parking on the curb discouraged.

Landscaping standards: The property is fully landscaped.

Compliance with applicable Federal, State and Local regulations: The applicants will have to so comply throughout the time when the Conditional Use Permit remains in effect.

Recommendation:

Staff recommends approval of the Conditional Use Permit with the following stipulations.

1. The applicants shall pave the parking area off of the alley for use by their customers and employees, and provide each space with striping and bumper curbs.
2. Vehicular access to the property is restricted to the alley.
3. Hours of operation are limited to between 6:00 am and 10:00 pm
4. Applicants shall, prior to occupancy, provide plans that meet with the approval of the Fire Marshall for the installation of fire suppression measures.

- **Applicant Presentation:** Mimi Perkins, employed by David Conlin. The applicant stated the primary use is not as a real estate office. They are actually an investment company; Mr. Conlin has a trust for his children. They will not have customers coming to the office. The office will be used for research and computer work.

- **Public Comments:**

Karl Klassen – 1105 Main Street – He stated he has lived at this address for 20 years. In the 20 years he has seen change in Clarkdale and is not opposed to change. He is looking forward to the new developments. There will be more businesses and professional offices. He thinks it is the requirement and the purpose of the Planning Commission to provide for that. He doesn't think we should be going on the street and converting charming houses, and there is a whole string of them there. He really thinks that is the main attraction of Clarkdale. He has nothing against having an office, but it seems to me it should be in an office building, and there ought to be plans for that because people are fully aware with this growth that's what's going to be needed. If you look up any mature community the center of town is commercial area and the surrounding areas are filled with very nice homes that have been converted to lawyer's offices, doctor's offices. I can't see how that ever helped any community. It seems to me that this is an opportunity for Clarkdale to say we have to plan for this also. And we are not just going to sidekick the park. It's a residential community and that's why everyone moved here to be part of in the first place. It just doesn't make any sense.

Kerrie Bluff – 917 Main Street – First of all I come to you with my family's interest, my father is Bill Snyder and we own property across the street on First South. The mini storage, that's my family's property. We have been across the street from the Conlin's other office for all these years that they have been across the street. Certainly we've had

no issues with them as neighbors or issues with them over traffic or parking lot. They are good neighbors and we are here to support them. But again, I am here as Kerrie Bluff, my husband and I own property in downtown Clarkdale and we encourage your support of this conditional use. I recognize what Mr. and Mrs. Klassen are saying, but part of what Clarkdale needs in my opinion is other professional offices for people, the accountants, lawyers and tax people and financial advisers and those types of professional people. There is not really any good place for them to go right now. Main Street buildings are all large buildings and is very difficult if you have a small two or three people office to have a place to go and be in Clarkdale. Those professional people are what continue to bring regular visitors into downtown Clarkdale. And those professional people are the ones that will continue to support the restaurants and establishments in downtown Clarkdale. So all of that in my opinion go hand in hand and I think that the street that the Conlin's are on is the perfect place across from existing commercial already to be able to expand in those professional offices and I know that you are looking at that in other areas as well in your review of the commercial district and I encourage your support of that. And I point out that there are many homes in Clarkdale right now that have home occupation permits and there's a real estate office across the street and jewelry makers, all of those professions are in Clarkdale right now working out of houses. And I commend the Conlin's for actually going through the Conditional Use Permit process and try to approach it in that manner.

Betty Klassen – 1105 Main Street – One of things that happened years back is the Town Council made a stipulation that people could have a business in their home if lived in their homes. That meant that if you had a bed and breakfast you had to live in that house. I know that there are a bunch of businesses in town in houses, but they are also occupied by the owner of the business. So, I would really hate to this become a street that becomes a business only and I know that there is at the one corner and now this is the second house two blocks down, so its starting to be like block busters. You do it once, you do it twice and its gone. I really hate to see that. There historic homes that everyone has tried to maintain their historic homes and so far the businesses that have gone in residential places so it would really be the wrong thing to turn it into everything anyone wants to make it.

Bill Terbell– (address inaudible) – I'm a resident of Clarkdale and I operate a real estate office in Cottonwood. I do operate one of those that has a big sign and a lot of people come in. Different from the applicant. I moved here about 20 years ago and got to know the Conlin brothers and have the utmost respect for the applicants and the way they do business and the reputation they carry in our communities, both Cottonwood and Clarkdale. They have operated out of the residence for about four or five years and they are very low impact on the environment and our business community. I think that this would be a real attribute to our community to provide employment to our local people so they can have employment, it may not generate sales tax revenue, but when it provides jobs that saves the lives of our community and increases the building of our community to stabilize and do good jobs, I think the Conlin's will do a great job operating a business. I think some of the requirements put in the recommendations are an enhancement, like paving the alley. They have been good neighbors and I support their application.

- **Close Public Hearing:** Commissioner Bohall motioned to close the Public Hearing. Commissioner Bayless seconded the motion. The motion was unanimous.

9. **CONSIDERATION AND POSSIBLE ACTION on a Conditional Use Permit Application for parcel number 400-03-193. The Conditional Use Permit Application is for the use of single-family residence on 1013 First south Street as a real estate office.**

The Commissioners wanted to know if one of the Conlin's was going to be residing in the home, and how many employees would be working in the office.

The applicant stated that the Conlin's were not going to be residing in the home. There will be four maybe five employees; three of them are family members.

Chair Prud'homme-Bauer asked Community Development Director Brown regarding the access to the property is to be restricted to the alley, does that mean that the front entrance cannot be used as an access? Community Development Director Brown stated he had meant vehicular parking access; looking to avoid increased traffic in front of the office.

Board Recommendation:

Commissioner Bayless motioned that the applicant meet the required findings and to approve the Conditional Use Permit at 1013 First South with the following stipulations:

1. The applicant shall pave the parking area off of the alley for use by their customers and employees, and provide each space with striping and bumper curbs.
2. Vehicular access to the property is restricted to the alley.
3. Hours of operation are limited to between 6:00 am and 10:00 pm.
4. Applicant shall, prior to occupancy, provide plans that meet with the approval of the Fire Marshall for the installation of fire suppression measures.

Chair Prud'homme-Bauer seconded the motion. The motion passed unanimously.

10. **ELECTION OF OFFICERS** – Commissioner Bohall nominated Robyn Prud'homme-Bauer for Chairperson. Commissioner Puzas seconded nomination. The nomination was passed unanimously. Commissioner Puzas nominated Commissioner Bayless as Vice Chair. Commissioner Bohall seconded the nomination. The nomination passed unanimously.

11. **FUTURE AGENDA ITEMS**

OLD BUSINESS

5. **COMMERCIAL ZONING WORKSESSION** – Chair Prud'homme-Bauer motioned to table the worksession until the meeting with Town Council in September. Commissioner Bohall seconded the motion. The motion was unanimous.

ADJOURNMENT: Chair Prud'homme-Bauer motioned to adjourn the meeting. Commissioner Bayless seconded the motion. The motion passed unanimously. The meeting adjourned at 9:45 p.m.

APPROVED BY:

SUBMITTED BY:

Robyn Prud'homme-Bauer
Chairperson

Charlene Stockseth
Administrative Assistant