

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, FEBRUARY 21, 2006, 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 Tuesday, February 21, 2006, at 6:00 p.m., in the Men's Lounge.

**Planning Commission:**

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

**Staff:**

Community Development Director	Sherry Bailey
Planner II	Normalinda Zuniga
Administrative Assistant	Charlene Stockseth

**Others in Attendance:** None.

1. **CALL TO ORDER:** Chairperson Prud'homme-Bauer called the meeting to order at 6:00 p.m.
2. **ROLL CALL:** Roll was taken by the Administrative Assistant.
3. **MINUTES:** Commissioner Randall motioned to approve the minutes with corrections from the meeting of January 17, 2006. Commissioner Bohall seconded the motion. The motion passed unanimously.
4. **REPORTS:**

**Chairperson's Report:** None.

**Staff Report:** Community Development Director Bailey stated she had received initial information for three subdivisions: 45 units, 19 units and 12 units. When all the information is submitted and reviewed, they will be brought to the Planning Commission. Two are off Broadway and one off Wildhorse; 2 Single Family Residences and one 3 unit condominiums.
5. **PUBLIC COMMENT:** None.

**NEW BUSINESS**

6. **PUBLIC HEARING** – Amendment to the Zoning Code's Landscape Design Standards.
  - ❑ Open Public Hearing: Commissioner Bohall motioned to open the Public Hearing. Commissioner Randall seconded the motion. The motion passed unanimously.
  - ❑ Staff Report: The current approved Zoning Code does not include any minimum landscaping percentage requirements. Previous to the revisions to the landscaping ordinance completed in the first half of 2005, the Zoning Code contained a section that stated minimum percentage of lot landscaping requirements.

Staff deems it very necessary to include the previously approved section titled “Minimum Landscaping as a Percentage of Lot Area” in the current Landscape Design Standards in the Zoning Code. This will serve as specific standards for developments when applying for Site Plan/Design Review. The following is the proposed addition/amendment to the landscape Design Standards of the Zoning Code:

“Minimum Landscaping as a Percentage of Lot Area”

1. Thirty (30) percent in R2, R3, R4 and R4A districts for projects other than individual single-family dwelling units, i.e. duplex, triplex, mobile home park, recreational vehicle park or non-residential use. A minimum fifteen (15) foot wide strip of land adjacent to the street right-of-way is required.
2. Fifteen (15) percent in Central Business and Commercial Districts or a minimum (15) foot wide strip of land adjacent to the street right-of-way, which ever is greater.
3. Ten (10) percent in the Industrial District or a minimum fifteen (15) foot wide strip of land adjacent to the street right-of-way, whichever is greater.

Recommendation: Staff recommends that the Commission recommend approval to the Town Council for amending the Landscape Design Standards section of the Zoning Code to include minimum landscaping requirements.

- ❑ Applicant Presentation: None
- ❑ Public Comment: No public was present.
- ❑ Close Public Hearing: The Chair closed Public Hearing.

**7. CONSIDERATION AND POSSIBLE ACTION:** for Amendment to the Zoning Code’s Landscape Design Standards

- ❑ Questions may be directed to staff/applicant: None.
- ❑ Chair requested a motion: Commissioner Bohall motioned to close the Public Hearing. Commissioner Randall seconded the motion. The motion passed unanimously.
- ❑ Discussion: Commission members recommended the percentage amount of landscaping in #1 for R2, R3, R4 and R4A was adequate. The landscaping percentage amount in #2 for Central Business and Commercial districts should be increased and remove the “whichever is greater” statement. They also recommended the percentage of landscaping for #2 should be placed in the Development Standard for the Town Center, Neighborhood Commercial and Highway Commercial. The Commission felt the landscaping percentage should be changed from 10% to 15% in #3 for Industrial district and remove “whichever is greater” statement.
- ❑ Action: The Chair motioned for staff to amend the Landscape Design Standards of the Zoning Code to include the above recommendations. Commissioner Bohall seconded the motion. The motion passed unanimously.

**8. DISCUSSION:** Conditional Use Permits (CUP) and Role of the Planning Commission

**Staff Report:** The Planning Commission requested a review of the Conditional Use Permit and the process outlined in the Town of Clarkdale Zoning Ordinance. The Town Code has two parts when referring to Conditional Uses. Each zoning district has specific uses within that district that are

considered uses requiring more careful scrutiny by the Planning Commission, Town Council and the public. They have the potential to impact the community, and as such community involvement at the very beginning is desirable.

Chapter 5 of the Town of Clarkdale Zoning Code relates to the process the Conditional Use Permit action must follow. This is rooted in state law and as such must be followed in order to protect the Town and provide due process to both the applicant and the public.

The Community Development Director reviewed the Purpose and Intent, Authority, Procedure, Required Findings, Required Conditions for a Use Permitted by Conditional Use Permit, Term of a Conditional Use Permit and Revocation of a Conditional Use Permit with the Commission.

Commission members recommended staff elaborate on Required Findings in the Staff Report. The Required Findings are Applicable Regulations, Bulk regulations, Performance, Traffic Impacts, Landscaping and Nuisance. These are the required findings under which the planning Commission action recommendation must be evaluated. Staff will review them with the Planning Commission before any action by the Commission is taken.

The Commission also discussed the Required Conditions for a CUP. The Community Development Director stated the CUP would not come before the Commission if those conditions were not met or they would be considered stipulations to the CUP.

The Commission recommended a paragraph that all the conditions have been met be placed in the Staff Report. The Commission would also like to have a copy of Sections 5-1 thru 5-8 of the Zoning Code attached to the Agenda each time a Conditional Use Permit application is submitted to the Commission.

#### 9. **DISCUSSION:** Hardscape Trails Standards and Role of the Planning Commission

Staff Report: Since April of 2005, the Design Review Board (DRB) has been working on Pathway and Trail Hardscape Design Standards. The purpose for working on these standards stems from an identified need for pathways and trails to link our neighborhoods together.

Staff reviewed What is Hardscape, What Will Pathway and Trail Hardscape Design Standards Do, What Standards Have the Design Review Board Come up With and What is the Planning Commission's Role in Regards to These Standards with the Commission. Staff also reviewed the Pathway and Trail Hardscape Design Standards with the Commission.

The Park and Recreation Commission would like to have a joint work session with the Planning Commission on a Thursday night. The Community Development Director will schedule the work session.

#### 10. **WORKSESSION ON OVERLAY ZONING:**

Staff Report: At the last regular meeting, the Planning Commission requested that we start work on the overlay districts. Staff has prepared the first of the three proposed overlay districts. What we would like to do is start with the 89A Corridor Overlay District, set or design standards and then build the Broadway Corridor and the Town Center overlay district approach.

Staff Recommendation: Staff recommends the Commission take the following action:

1. Review and give direction to staff on the proposed overlay district.
2. Direct staff to take the necessary steps to develop the remaining two districts using the guidelines developed for the 89A Corridor.

The Commission reviewed the proposed 89A Corridor Overlay District. The Commission recommended minor changes. Staff will make the changes and bring the proposal back to the next meeting.

#### **11. WORKSESSION ON CHANGES TO COMMERCIAL ZONING ORDINANCE AND SETTING THE PROCESS**

Staff Report: The Planning Commission requested at their last regular meeting that we finalize the three commercial zoning categories so that we can carry forward the ordinance to Town Council. Changes were made at the November Planning Commission meeting that need to be reviewed and staff has additional descriptions that they would like the Planning Commission to consider. If the final changes can be made at this meeting, then staff will advertise the ordinance for next month's meeting, we will have a public hearing and it will move on to Town Council.

Staff Recommendation: Staff recommends that the Planning Commission take the following action:

1. Recommend any changes, additions or modifications to the proposed zoning districts.
2. Direct staff to schedule a Public Hearing for the ordinance revising the existing zoning districts at the next Planning Commission meeting.

The Commission reviewed the Commercial Zoning Districts draft and made recommendations to staff. Staff will make the changes and bring back to the next meeting.

**12. FUTURE AGENDA ITEMS:** None.

**13. ADJOURNMENT:** Commissioner Bohall motioned to adjourn the meeting. The meeting adjourned at 9:15 p.m.

APPROVED BY:

SUBMITTED BY:

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Robyn Prud'homme-Bauer  
Chairperson

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Charlene Stockseth  
Administrative Assistant