

***Design Review Board***  
***May 14, 2008***

**MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, MAY 14, 2008, AT 6:00 P.M. IN THE CLARK MEMORIAL LIBRARY BUILDING, 39 N. NINTH STREET, CLARKDALE, AZ.**

A **Regular Meeting** of the Design Review Board of the Town of Clarkdale was held on Wednesday, May 14, 2008, at 6:00 p.m. in the Clark Memorial Library Building, 39 N. Ninth Street, Clarkdale, AZ.

**BOARD MEMBERS:**

Chairperson	Charles Scully	Present
Vice Chair	Marsha Foutz	Present
Board Members	Dennis Rhoades	Absent
	Michelle Hayman	Present
	Josh Stackhouse	Present

**STAFF:**

Community Development Director	Sherry Bailey
Administrative Assistant	Vicki McReynolds

**Others in Attendance:** None.

**AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 6:00 p.m.

**AGENDA ITEM: ROLL CALL:** The Administrative Assistant called roll.

**AGENDA ITEM: MINUTES:** Consideration of the Special Meeting Minutes dated March 25, 2008 and Regular Meeting Minutes dated April 9, 2008. Board Member Foutz motioned to approve the Special Meeting Minutes of March 25<sup>th</sup> and the Regular Meeting Minutes of April 9, 2008. Board Member Hayman seconded the motion. The motion passed unanimously

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:**

The Chairperson stated the Regional Trails Plan is continuing. Their next meeting is Thursday, May 22<sup>nd</sup> in the Conference Room at Cliff Castle Casino. The following month it will be at the Red Rock Ranger's Station. Five sub-regions have been identified so far with trail segments outlined on a map. The next step is assembling a list of proposed trails. All the communities are involved in the process. The County GIS has started links to view local trails.

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Board Member Stackhouse updated the Members regarding Mountain Gate trail(s). The adjacent private property owners to Mountain Gate do not want any trails through their land. The Community Development Director stated there was a trails plan approved regarding the Mountain Gate property. The Board Members are welcomed to go the Community Development Department to view the plan.

### **Staff Report:**

The Community Development Director reported the Town Council adopted the new ordinance regarding the reorganization of the Design Review and Site Plan Review Ordinance. It takes 30 days to become effective. The following section numbers outlined below will reflect the areas with change.

### **Section 11-1 Purpose and Applicability of Design Review (page 2)**

A. *This ordinance shall apply to new buildings and redevelopment as defined in this ordinance or the Town of Clarkdale Zoning Ordinance, except single family dwellings and accessory uses, and shall also apply to all public buildings and facilities.*

### **Section 11-9 Purpose & Applicability for Site Plan Review (page 6)**

A. 7. *Any new or modified public structure or facility.*

### **Section 11-11 Site Plan Applicatin Submission and Review Procedures (page 8)**

B. 4. *Staff shall post two signs at the site for the purpose of notifying the public with the date and time of the public meeting, the site of the meeting and the requested action before the Design Review Board. The notice signs shall be of a size not less than 18 inches X 18 inches, and shall be placed in a reasonable location on the site to be accessible by the public. A Public Notice shall be placed in the official Publication not less than 15 days prior to the public hearing and notice shall be sent to all of the property owners within 200 feet of the property scheduled for site plan review consideration.*

**AGENDA ITEM: PUBLIC COMMENT:** The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit his or her comment to five minutes. **There was no “Public Comment” at this meeting.**

### **NEW BUSINESS:**

**AGENDA ITEM: DISCUSSION: HAVING A FUTURE JOINT MEETING WITH THE PLANNING COMMISSION REGARDING FORM BASED CODES.**

**Discussion:** The Community Development Director explained the Planning Commission’s Form Based Code Worksessions that are held the first Thursday of each month. The Planning Commission has been

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doing research defining sub-areas regarding the Form Based Codes. Structural Elements within each district will occur in the future. The Planning Commission is extending an invitation to the Design Review Board Members to attend/participate at their next worksession on June 5<sup>th</sup>, at 6:00 p.m. held in the Clark Memorial Library. An agenda will be sent to the Board Members regarding this worksession.

The Community Development Director stated she recently attended a 2-day seminar on Form Based Codes in Sedona. She offered to the Board Members her books/information if they wished to view it. The Land Use Attorney from Phoenix laid out Arizona State Law in this seminar which was very informational.

Board Member Foutz stated she would not be available to attend on June 5th. The Community Development Director said she will email informatin to this Board Member as it pertains to the worksession.

Public Charrette definition was explained. The public is invited and broken in to small groups where they are given a topic or task to brainstorm, draw pictures and come up with a general plan to accomplish a common goal. Each group then presents their idea(s) to the rest of the groups. Another follow-up meeting (at another date), takes place presenting the “consolidated” findings (from the last meeting), and is then gone over to streamline.

**AGENDA ITEM: ACTION: This being a dicsussion only, there were no actions taken.**

**AGENDA ITEM: FUTURE AGENDA ITEMS: (1) Application for June’s meeting.**

**AGENDA ITEM: ADJOURNMENT: Board Member Foutz motioned to adjourn the meeting. Chairperson Scully seconded the motion. The motion passed unanimously. The meeting adjourned at 7:05 p.m.**

**APPROVED BY:**

**SUBMITTED BY:**

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**Charles Scully**  
**Chairperson**

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**Vicki McReynolds**  
**Administrative Assistant II**