

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, FEBRUARY 28, 2008, IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ.

A **REGULAR** meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, February 28, 2008, at 6:00 p.m., in the Clark Memorial Library, 39 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

Chairperson	Amy Bayless	Present
Vice Chairperson	Dave Puzas	Present
Commissioners	Jorge Olguin	Present
	Sarah Vinson	Present
	Bill Regner	Present

Staff:

Community Development Director	Sherry Bailey
Administrative Assistant II	Vicki McReynolds
GIS Planner	Guss Espolt

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 **Regular** Meeting Minutes of January 24, 2008 and **Special** Meeting Minutes of February 7, 2008. Vice Chairperson Puzas motioned to approve the Regular Minutes of January 24, 2008 and the Special Meeting Minutes of February 7, 2008. Commissioner Vinson seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS:

Chairperson's Report: The Chairperson encouraged everyone to attend the Sedona Film Festival. The brief summary of the Joint Meeting with Council regarding Arizona Smartgrowth Scorecard: the Council was very receptive to the Planning Commission's approach to the scorecard procedure. The Community Development Director did a presentation on Form Based Codes and there seemed to be some confusion on the Council's part as to how it can be applied to the Town of Clarkdale. The emphasis is to bring the vitality back to the town as it relates to Form Based Codes. The Mayor asked as the Planning Commission moves along with the Form Based Code Worksessions, approximately every 2-3 months to go on the Town Council Meeting Agenda to update them.

Commissioner Regner stated he hopes that future joint meetings/worksessions with Council have a better format.

Staff Report: The Community Development Director will be attending the Form Based Codes Institute Class on March 10th and 11th and will bring back to the Commissioners the strategies used and integrate them in to the Form Based Code Worksessions. Apologies were extended for the misunderstanding on Tuesday evening Joint Meeting with Town Council. Kathy, Town Clerk, will

be working on procedures regarding their postings of Agendas, etc. and letting other departments know.

The Commissioners asked the Community Development Director, “How has the Town learned from the Mountain Gate situation?” Following is the response:

- The need for setting a new process for review, checklists and follow-up
- Levels of responsibility looked at
- Documents need to be filed at the Town Clerk’s Office
- Being a first large project for the Town there was a huge learning curve

-The Highlands Project is moving forward and is on a much better track than the Mountain Gate project was.

AGENDA ITEM: PUBLIC COMMENT:

Robyn Prud’homme-Bauer: Commented when she was Chairperson of the Planning Commission, she hopes it never happens in the future receiving a PAD and preliminary plat one week apart. There was a lot of confusion and the PAD needed to be handled first, before the preliminary plat. They should have only allowed a “phased” project which would allow for a better tracking process. Robyn would like to be more involved in the Form Based Code Worksessions and hopes to attend these. She said she does miss the Planning Commission. She would provide to the Community Development Director a Preliminary Discussion Draft-Landscape Vision for the Verde Valley and it could be passed on to the Commissioners.

NEW BUSINESS

AGENDA ITEM: PUBLIC HEARING ON PROPOSED CHANGES TO ZONING CODE SECTION 11-SITE PLAN REVIEW:

Open Public Hearing: Chairperson Bayless opened the public hearing.

Staff Report:

Project Description: Discussion on revisions to the Site Plan Review Section of the Zoning Code dealing with public notice requirements and including public projects as requiring site plan and design review.

Summary: The proposed changes to the code would require notification of the public hearing in the official Publication, posting on the site and sending out meeting notification letters to property owners within 200 feet. The second change would include public facilities and projects in the listing of required site plan review and design review projects.

Staff Analysis: Much discussion has occurred over the past few months dealing with the need to make sure that public projects come under the same scrutiny and requirements as other projects. Concern for making sure that these projects and all projects provide for public impute led staff to include a public notification procedure addition to the code. As the zoning code gets revised and the Town moves toward providing for more public impute, the need to make changes in this section of the code became apparent.

Staff Recommendation: Staff is recommending the Planning Commission approve the proposed changes.

Invite public to speak: Public is asked to begin by stating their name. A time limit may be set if appropriate.

Robyn Prud'homme-Bauer: Stated sharing with the public any new or modifications to existing older buildings provides good communication within the community.

Close Public Hearing: Chairperson Bayless closed the public hearing.

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION ON PROPOSED CHANGES TO ZONING CODE SECTION 11-SITE PLAN.

Staff Report:

Project Description: Public hearing on revisions to the Site Plan Review section of the Zoning Code dealing with public notice requirements and including public projects for required site plan and design review.

Summary: The proposed changes to the code would require notification of the public hearing in the official Publication, posting on the site and sending out meeting notification letters to property owners within 200 feet. The second change would include public facilities and projects in the listing of required site plan review and design review projects.

Staff Analysis: Much discussion has occurred over the past few months dealing with the need to make sure that public projects come under the same scrutiny and requirements as other projects. Concern for making sure that these projects and all projects provide for public impute led staff to include a public notification procedure addition to the code. As the zoning code gets revised and the Town moves toward providing for more public impute, the need to make changes in this section of the code became apparent.

Staff Recommendation: Staff is recommending the Planning Commission approve the proposed changes to the code and recommend that the Town Council approve the ordinance.

Questions may be directed to the Staff:

(With the proposed addition of #7. *Any new or modified public structure or facility.*)

- The Commissioners asked if the wording "modified" is too general on page 6, Section 11-9-A? They felt maintenance and general repair is not as crucial as something that is exterior in nature that can impact a building's appearance, overall structure, etc.
- The Community Development Director verified to the Commissioners that a public notice placed in the official publication not less than 15 days (is 15 calendar days).

Discussion:

The Commissioners felt adding to #7 on page 6, Section 11-9-A, the following would be more logical:
7. Any new or modified public structure or facility, other than minor repair and maintenance.

Action: Commissioner Vinson motioned to approve the changes to the code on page 2, Section 11-1-A, the changes to the code on page 8, Section 11-11-B #4 and approval of the code on page 6, Section 11-9-A addition of #7 *Any new or modified public structure or facility, (with the amendment of adding), other than minor repair and maintenance.* Vice Chairperson Puzas seconded the motion. The motion passed unanimously.

AGENDA ITEM: FUTURE AGENDA ITEMS:

- The Community Development Director will provide a timeline of the General Plan Update at the next regular March meeting.
- Commissioner Vinson informed the group she will not be able to attend the March 25, 2008 meeting and is asking to be officially excused.

AGENDA ITEM: ADJOURNMENT: Commissioner Regner motioned to adjourn the meeting. Vice Chairperson Puzas seconded the motion. The motion passed unanimously. The meeting adjourned at 7:20 p.m.

APPROVED BY:

SUBMITTED BY:

Amy Bayless
Chairperson

Vicki McReynolds
Administrative Assistant II