

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, MARCH 27, 2008, IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.

A **REGULAR** meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, March 27, 2008, at 6:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

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

Staff:

Community Development Director	Sherry Bailey
Administrative Assistant II	Vicki McReynolds

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 **February 28, 2008** and **Special** Meeting Minutes of **March 6, 2008**. Vice Chairperson Puzas motioned to approve the Regular Minutes of February 28, 2008, with the correction under Chairperson's Report: Commissioner Regner suggested that future joint meetings/worksessions with Council is "in the round" format. Special Meeting Minutes of March 6, 2008 approved. Commissioner Regner seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS:

Chairperson's Report: The Chairperson is on a Minor Subdivision Committee for the Peace Garden Path property near the Massage School. The following update was given to the Commissioners:

- There is approximately 8 ½ acres with two parcels being split to six.
- Access issues regarding fire, public safety and drainage are being looked at.
- Roadway/parking accessing the various parcels has been discussed.
- There is an onsite well.
- Applicant will need to provide additional information from "their" engineer for drainage.
- The property is R1-L zoned and has an existing easement.
- The Chairperson provided a map for the Commissioners to view.
- The Commissioners will be emailed the applicant's (Mr. Rongo), stipulation letter from the Community Development Department.

Staff Report: The Community Development Director stated her Form Based Codes Class was cancelled and is now rescheduled for September and October. She will be receiving printed material and study material soon and will share it with the Commissioners.

- The Form Based Codes process will “fold” in to the General Plan as it progresses. (The Risk Attorney felt this was a good approach).
- “Community Design” will be a new element in the General Plan
- The Smart Growth falls within the General Plan.
- Form Based Codes & the General Plan will run parallel.

AGENDA ITEM: PUBLIC COMMENT: Jeff Lemley introduced himself and has recently moved to the Verde Valley. He has a vast background in water/wastewater and shared information regarding his past jobs and current position. He stated he would be willing to meet with the Mayor and share his gained knowledge through the years to possibly assist the Town. The Community Development Director stated she would pass this on to the Mayor.

NEW BUSINESS

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: Commissioner Vinson’s request to be **officially excused from this meeting.** Commissioner Olguin motioned to excuse Commissioner Vinson from this meeting. Commissioner Regner seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION: **Update on the General Plan Timeline provided by the Community Development Director:**

- The Council wants to move forward to amend the General Plan as an outcome of their Strategic Planning
- There will be a huge learning curve during the General Plan process and educating the public
- Starting the General Plan now is approximately two years earlier than necessary, but with decreased development pressures within the Town, it is a favorable time to start.
- The Planning Commission will be the center focus for the General Plan process.
- Now through the end of June, the Planning Commission’s Regular scheduled meetings will always cover the General Plan information.

The Community Development Director also stated:

- Planning Commission will still have their 1st Thursday of each month “SpecialMeeting/Worksession to cover Form Based Codes.
- The end of June special “Focus Groups” will be set up to cover various areas of the General Plan. At the end of this process, new information will be brought back to the Planning Commission during their “Regular” scheduled meetings.
- Then joint meetings with Council will take place to review all information.
- Community Development Staff currently meets every Wednesday discussing the General Plan. Additional staff will later be divided up. If it gets to be “too” much to handle, the process will stop and re-group.

-There will be a link to the General Plan (on the Town's website) providing up to date information/progress. A direct email address will also be set up for this related topic.

The Commissioners had the following input:

- The timeline seems too ambitious.
- The majority of the burdon will definitely fall on the Staff.
- Evaluations need to be made periodically to speed up or slow down the process as it moves along.
- If it becomes "too" much for the Planning Commission, there is the possibility of going to only one meeting per month.
- Commissioners would like material and/or assignments as to what to review prior to meetings. (This is provided by the Community Development Department in their packets prior to meetings. Any "red flag" items could be emailed by the Director.
- It will be important down the line to try and encourage all age groups in the community for input.

AGENDA ITEM: FUTURE AGENDA ITEMS:

- "Form Based Codes Worksessions" to try and include guest speakers pertinent to the evening's topic.

AGENDA ITEM: ADJOURNMENT: Commissioner Regner motioned to adjourn the meeting. Commissioner Olguin seconded the motion. The motion passed unanimously. The meeting adjourned at 7:25 p.m.

APPROVED BY:

Amy Bayless
Chairperson

SUBMITTED BY:

Vicki McReynolds
Administrative Assistant II