

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, AUGUST 27, 2009, IN THE TOWN HALL ADMINISTRATION COMMUNITY ROOM, 39 N. NINTH STREET, CLARKDALE, AZ.**

A **REGULAR** meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, August 27, 2009 at 6:00 p.m., in the Town Hall Administration Community Room, 39 N. Ninth Street, Clarkdale, AZ.

**Planning Commission:**

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

**Staff:**

Planner II	Normalinda Zuniga
Administrative Assistant	Vicki McReynolds

**Others In Attendance:** None.

**AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 6:02 p.m.

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

**AGENDA ITEM: MINUTES:** Consideration of the **Regular Meeting Minutes of June 25, 2009. Vice Chairperson Olguin motioned to approve the Regular Meeting Minutes of June 25, 2009, with the addition under Discussion section page 6: Chairperson Puzas, Vice Chairperson Olguin, Chairperson Scully of the Design Review Board, (possibly Board Member Foutz of the Design Review Board) and Drake Meinke would be interested in being on a sub-committee for a sign program. Commissioner Bayless seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** The Chairperson stated he has spoken with the Community Development Director regarding setting up a meeting in the future for the sub-committee sign program. The Chairperson will not be available September 9-21, 2009.

Vice Chairperson Olguin wanted confirmation from the Staff that at this time, there are no more Worksessions on the first Thursday of each month. The Staff stated that was true.

**Staff Report:** The Planner II reported to the Commissioners there will be a Joint Meeting with the Town Council and the Genreal Plan Update Committee on Tuesday, September 29, 2009, at 3:00 p.m. in the Men's Lounge. The topic will be: Clarkdale Sustainability Park – A Plan for the Future of Our Town, presented by Doug VonGausig, Mayor. Agendas will go out accordingly prior to the meeting.

**AGENDA ITEM: PUBLIC COMMENT:** There was no public comment.

### **NEW BUSINESS**

**AGENDA ITEM: PUBLIC HEARING: CHANGES TO THE TOWN OF CLARKDALE SUBDIVISION REGULATIONS, CHAPTER 12 OF THE TOWN CODE.**

**-Open Public Hearing:** The Chairperson opened the Public Hearing.

**-Staff Report:** The Planner II went over the changes to the Subdivision Regulations, Chapter 12 of the Town Code with the Commissioners. (The Commissioners received a copy of the 106 page handout prior to the meeting).

Staff stated general housekeeping was done on Chapter 12. Stages 4 & 5 have been combined to get all appropriate assurances from potential applicants. It was noted the Community Development Director was comfortable with the changes that were outlined in this handout.

**-Invite Public to Speak:** None.

### **-Discussion:**

-Clarification was needed by the Commissioners regarding item number 6 on page 39 that reads: Any work abandoned or not completed by the subdivider may be completed by the Town and the Town shall be entitled to recover the construction costs from the subdivider's financial assurances posted with the Town, and if insufficient, from the subdivider. Staff stated the Town would recover through the applicant's assurance/bond to atleast finish the infrastructure. The Commissioners want to know if the assurance/bond secures a timeframe. They would like to see a process put in place to secure an expiration in the subdivision agreement.

-The Commissioners requested that legal council review the proposed changes.

-Besides legal advice regarding the review of Chapter 12 as mentioned under "Questions to Staff", it was felt it may be beneficial to have a developer, an insurance person and possibly a finance person give Chapter 12 closer evaluation.

-General grammatical errors were brought to staff's attention.

- Close Public Hearing:** The Commissioners chose to continue this item to the next regular meeting. Staff was directed to do the following:
  - Legal Council to review the Subdivision Regulations, Chapter 12
  - Gramatical changes to be made
  - Make certain stages 4 & 5 do not hinder the project's process
  - Provide explanation of the process / timeframe / expiration for Section 12-3 –6D.2.C.6 in the Subdivision and Minor Subdivision process.
  - Post approval definition explanation.

**AGENDA ITEM: CONSIDERATION AND POSSIBLE ACTION:** CHANGES TO THE TOWN OF CLARKDALE SUBDIVISION REGULATIONS, CHAPTER 12 OF THE TOWN CODE.

-**Action:** Commissioners tabled this agenda item to be considered at the next regular meeting.

**DISCUSSION & POSSIBLE ACTION:** Planning Commission Meeting Location Change to the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ, starting at the next regular scheduled meeting in September. Commissioner Bayless motioned to change the Planning Commission's meeting location to the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ, starting at the next regular scheduled meeting in September. Vice Chairperson Olguin seconded the motion. The motion passed unanimously.

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

- Discussion of the Joint Meeting with the Town Council and the General Plan Update Committee regarding: Clarkdale Sustainability Park on September 29, 2009, at 3:00 p.m.
- Discussion of the role the Planning Commission plays in the General Plan Process.
- Commissioners want to review Mountain Gate using the revisions to Chapter 12 Subdivision Regulations

**AGENDA ITEM: ADJOURNMENT:** Commissioner Bayless motioned to adjourn the meeting. Vice Chairperson Olguin seconded the motion. The motion passed unanimously. The meeting adjourned at 7:10 p.m.

APPROVED BY:

SUBMITTED BY:

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Dave Puzas  
Chairperson

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Vicki McReynolds  
Administrative Assistant