



**SUMMARIZED MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION
OF THE TOWN OF CLARKDALE**

TUESDAY, NOVEMBER 19, 2024, AT 4:30 PM

(To listen to the full audio/video of the meeting,
please visit www.clarkdale.az.gov – agendas & minutes)

Members Present: Chair de Blanc, Vice Chair Johnson, Commissioner Spence, and Commissioner Kelly.

Members Absent: *Commissioner Conk.*

Other municipal officials present: *Community Development Director & Assistant Town Manager, Ruth Mayday; Assistant Community Development Director, John Knight; Associate Planner, Britania Esparza; Community Development Technician, Guss Espolt.*

Audience: *Approximately three members of the public present.*

Zoom: *One person was present on Zoom.*

- 1. CALL TO ORDER** - *Chair de Blanc called the meeting to order at 4:30 p.m.*
- 2. ROLL CALL** – *Four - Present, Chair de Blanc, Vice Chair Johnson, Commissioner Spence, and Commissioner Kelly, One- Absent, Commissioner Conk.*
- 3. PUBLIC COMMENT**
No public comment.
- 4. MINUTES**
 - A. Approval of Minutes**

Discuss, consider and act upon the draft minutes from the regular meeting held on Oct. 15, 2024.

Motion: *Approve the draft minutes from the regular meeting held on Oct. 15, 2024.* **First motion:** *Commissioner Kelly* **Second:** *Commissioner Spence*

Approved 4-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Vice Chair Johnson	Aye
Commissioner Spence	Aye
Commissioner Conk	Absent
Commissioner Kelly	Aye

5. NEW BUSINESS

A. PUBLIC HEARING - Ordinance #433 - Amending Town Code, Article 6-3: Livestock, Poultry and Fowl

The Planning Commission will hold a public hearing to take public comment on Ordinance #433, amending the Town Zoning Code by adding subletter 'g' to Subsection 1 of Section 4-010 Accessory Structures to Chapter 4, General Provisions.

No Public Comment.

B. Ordinance #433 - Amending Town Code, Article 6-3: Livestock, Poultry and Fowl

Discuss, consider and act upon Ordinance #433, amending Article 6 Animals, Section 6-1-1 Definitions, adding Section 6-3-1-e of the Town Code; and amending Chapter 4 General Provisions of the Town Zoning Code.

Motion: Vice Chair Johnson: I make a motion to approve Ordinance #433.

First motion: *Commissioner Johnson* **Second:** *Commissioner Kelly*

Approved 4-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Vice Chair Johnson	Aye
Commissioner Spence	Aye
Commissioner Conk	Absent
Commissioner Kelly	Aye

C. PUBLIC HEARING - Ordinance #435 - Amending Zoning Code Regarding Permitted Signs

The Commission will hold a public hearing to take public comment on Ordinance #435, amending Zoning Ordinance Section 7-080 of the Clarkdale Zoning Code regarding Permitted Signs.

Cynthia Malla: Commented on the new map, noting that it includes the entire parking lot and clubhouse. Ms. Malla stated that campaigns have set up on polling day with tables and signs outside the 75 ft. limit in the parking lot. She suggested the Ordinance be clarified whether this would be allowed once the new Ordinance is adopted.

Ruth Mayday: Noted to the Commission and audience that this would be clarified in the Ordinance when it is considered by Town Council.

D. Ordinance #435 - Amending Zoning Code Regarding Permitted Signs

Discuss, consider and act upon Ordinance #435, amending Zoning Ordinance Section 7-080 of the Clarkdale Zoning Code regarding permitted signs.

Motion: Commissioner Kelly: I make a motion to approve Ordinance #435.

First motion: *Commissioner Kelly* **Second:** *Commissioner Spence*

Approved 4-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Vice Chair Johnson	Aye
Commissioner Spence	Aye
Commissioner Conk	Absent
Commissioner Kelly	Aye

E. PUBLIC HEARING - Ordinance #436 - Amending Zoning Ordinance Regarding Accessory Dwelling Units

The Commission will hold a public hearing to take public comment on Ordinance #436, amending Zoning Ordinance Chapter 2 - Definitions, Chapter 3 - Zoning Districts, and Chapter 4 - General Provisions establishing provisions for Accessory Dwelling Units (ADUs) in zoning districts that allow residential uses.

No Public Comment.

F. Ordinance #436 - Amending Zoning Ordinance Regarding Accessory Dwelling Units

Discuss, consider and act upon Ordinance #436, amending Zoning Ordinance Chapter 2 - Definitions, Chapter 3 - Zoning Districts, and Chapter 4 - General Provisions establishing provisions for Accessory Dwelling Units (ADUs) in zoning districts that allow residential uses.

Motion: Commissioner Kelly: I make a motion to approve Ordinance #436.

First motion: *Commissioner Kelly* **Second:** *Commissioner Spence*

Approved 4-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Vice Chair Johnson	Aye
Commissioner Spence	Aye
Commissioner Conk	Absent
Commissioner Kelly	Aye

G. PUBLIC HEARING - Ordinance #437 - Amending Zoning Ordinance Procedures

The Commission will hold a public hearing to take public comment on Ordinance #437, amending the Zoning Ordinance Article 13 Enforcement, Amendments, and Penalties, Section 13-020 Procedure for Amendments.

No Public Comment.

H. Ordinance #437 - Amending Zoning Ordinance Procedures

Discuss, consider and act upon Ordinance #437, amending Zoning Ordinance amending Article 13 Enforcement, Amendments, and Penalties, Section 13-020 Procedure for Amendments.

Motion: Commissioner Spence: I make a motion that we adopt Ordinance #437.

First motion: *Commissioner Spence* **Second:** *Commissioner Kelly*

Approved 4-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Vice Chair Johnson	Aye
Commissioner Spence	Aye
Commissioner Conk	Absent
Commissioner Kelly	Aye

I. PUBLIC HEARING - Ordinance #438 - Amending Zoning Ordinance Design Review

The Commission will hold a public hearing to take public comment on Ordinance #438, amending Zoning Ordinance Chapter 4, General Provisions, Article 4-160 Sidewalk Café Permit; Chapter 7, Signs; Chapter 8, Outdoor Lighting Code; Chapter 9 Landscape Design Standards; Chapter 11, Design Review and Site Plan Review. Also amending Town Code Chapter 17, Boards and Commissions; Article 17-4, Design Review, and 17-5, Planning Commission.

Steve Lauman: Takes issue with page 71 in the packet, section 17-5-4 C. and page 89 Section 11-010. These sections relate to the Historic Preservation District. The Historic Preservation District does not currently exist and it's premature to reference this in the ordinance.

Karen McClanahan: Expressed concerns about the Historic Preservation Ordinance and stated most property owners are not in favor of such an Ordinance. Noted the references in the proposed Ordinance related to the Historic Preservation District are premature.

J. Ordinance #438 - Amending Zoning Ordinance Regarding Design Review

Discuss, consider and act upon Ordinance #438, amending Zoning Ordinance Chapter 4, General Provisions, Article 4-160 Sidewalk Café Permit; Chapter 7, Signs; Chapter 8, Outdoor Lighting Code; Chapter 9 Landscape Design Standards; Chapter 11, Design Review and Site Plan Review. Also amending Town Code Chapter 17, Boards and Commissions; Article 17-4, Design Review, and 17-5, Planning Commission.

Motion: Recommended Council vote on the Historic Preservation Ordinance before voting on the subject ordinance. If it is passed, then the sections in the subject Ordinance can be included. If not, the sections referencing the Historic Preservation Ordinance would be stricken.

First motion: *Commissioner Kelly* **Second:** *Commissioner Spence*

Approved 4-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Vice Chair Johnson	Aye
Commissioner Spence	Aye

Commissioner Conk	Absent
Commissioner Kelly	Aye

K. Ordinance #434 - Definitions of an Improved Lot or Parcel

This item has been withdrawn by recommendation of the Town Attorney and will not be discussed. No action required.

6. FUTURE AGENDA ITEMS

Historic Preservation Ordinance (Special Meeting Dec. 3 at 5:30 p.m.).

7. ADJOURNMENT – Chair de Blanc adjourned the meeting without objection at 5:41 p.m.

Motion: *Motion to adjourn.*

First motion: *Commissioner Kelly* **Second:** *Commissioner Spence*

Approved 4-0

Board Member	Ayes/Nays
Chair de Blanc	Aye
Vice Chair Johnson	Aye
Commissioner Spence	Aye
Commissioner Conk	Absent
Commissioner Kelly	Aye

Signed by:

Ida de Blanc

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Ida Meri de Blanc, Chair

DocuSigned by:

Ruth Mayday

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Ruth Mayday, Community Development Director