

PLANNING COMMISSION
March 20, 2012

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, MARCH 20, 2012, 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 Tuesday, March 20, 2012, at 6:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

Chairperson	Jack Van Wye	Present
Vice Chairperson	Vic Viarengo	Present
Commissioners	Jorge Olguin	Present
	Karen Daniels	Present
	Dave Puzas	Present

Community Development Staff:

Community Development Director	Jodie Filardo
Senior Planner	Beth Escobar

Others in Attendance: None.

- 1. AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 6:01 p.m.
- 2. AGENDA ITEM: ROLL CALL:** The Community Development Director called roll.
- 3. 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 comments to **FIVE MINUTES**.

There was no public comment.

- 4. AGENDA ITEM: MINUTES:** Consideration of the **Regular Meeting Minutes of January 17, 2012**. The Chair entertained a motion to accept the minutes as amended. **Commissioner Daniels motioned to approve the Regular Meeting Minutes of January 17, 2012 as amended. Vice Chair Viarengo seconded the motion. The motion passed unanimously.**

5. AGENDA ITEM: REPORTS:

Chairperson & Members Special Events Report: Commissioner Olguin and Commissioner Puzas provided a summary of their trip to ASU to hear William McDonough, author of Cradle to Cradle, speak on sustainable design.

Director's Report:

The Community Development Director provided the following update to the Commissioners:

1. 2012 General Plan Update

Thanks to the many volunteer hours from the General Plan Update Committee (Janet Regner, Chair; Lew Dodendorf, Vice Chair; Ida DeBlanc, Karen Daniels, Lisa O'Neill, Jack Van Wye, and Ruth Wicks) and focus group volunteers, plus the leadership of Sherry Bailey, former Community Development Director and the work of Town staff, we are pleased to announce voter ratification of the 2012 General Plan. This key document will guide the work of the Planning Commission and the Town for yours to come.

2. Mountain Gate

Staff has begun negotiations with BC Land Group, the owners of the majority of the Mountain Gate project. The most important and profitable item of concern is the amount due to the Town for the purchase of sewer capacity – roughly \$1.9 million. Thus far, the Town's position is that BC needs to pay cash up front to lock in a sewer capacity commitment; BC would like to lock in commitments on some sort of a pay-as-you-go process. These negotiations are in the beginning stage, and will most likely stretch over a period of months.

BC Land Group has shared with staff their plans to begin construction of new homes once the renegotiation of the Development Agreement is complete and approved by Town Council. They are working with the original designers of the Mountain Gate homes to use the same plans for the new homes.

3. Crossroads at Mingus

Jodie Filardo, Paul Grasso, and Beth Escobar met with PTM Enterprises to review proposed floor plans and elevations for Lots #211-240 in Crossroads at Mingus Subdivision. The developer hopes to begin pulling building permits for these units within the next few months. Models proposed range from 1100 to 1300 square feet. Elevations and architectural details will vary from lot to lot, and floor plans will be flipped from lot to lot. PTM also shared with staff that they are working with the owners of the approximately 20 acre commercially zoned property to the west to develop a comprehensive plan for the commercial development on this property and the neighborhood commercial property within the Crossroads at Mingus Subdivision. In addition, Building Official Paul Grasso is in correspondence with the designer outlining the Town's requirements.

4. Jerome Subdivision

Gayle Mabery, Paul Grasso and Beth Escobar met with the Town Manager of Jerome, Candace Gallagher, regarding the approximately 30 acres of property Jerome owns within the Clarkdale Municipal boundary. The Jerome Cemetery is located on one of the two parcels in this area. The Town of Jerome went through a subdivision process in 2006 to create 10 residential lots on this property. Clarkdale and Jerome had entered into a development agreement that outlined requirements for Jerome to realign Minerich Road by acquiring a right-of-way agreement from the property owners to the south, the Radley subdivision, and improve Minerich to residential collector standard. This development agreement has since expired, and there are no current entitlements associated with this property.

- 5.** At the request of American Rivers, the Mayor and Jodie Filardo traveled to Washington DC to attend the White House Conference on Conservation on Friday, March 2nd. This was an invite-

only affair exploring best practices on river renewal and restoration, and was funded through the WFF grant for Sustainable Clarkdale. The staff at American Rivers had arranged for Doug and Jodie to meet with some key individuals who are interested in making the Verde River the pilot project for blue trails in Arizona.

6. Pursuant to the Town Council's adoption of the Rubbish Abatement Ordinance, official notification will be sent to the owners of 145 Western Drive requiring clean-up of the property within thirty days. The letter advised the property owners that if abatement is not done within thirty days, the Town will take action and record a lien against the property for the amount of the cost of the remediation.

NEW BUSINESS

6. **AGENDA ITEM: WORKSESSION: Discussion/possible action regarding proposed changes to Chapter 12 of the Town Code, Subdivision Regulations.**

Staff Report: By Beth Escobar, Senior Planner

Background:

Staff first began drafting changes to the Subdivision Regulations in 2011. The first draft of changes reflected a revision of the assurance process for Subdivisions in Section 12-3-6 D. These changes have previously been discussed by the Planning Commission.

Staff has continued to revise the regulation with the purpose of streamlining and updating the ordinance. Input was received from the Public Works Department on changes they would recommend and those recommendations have been incorporated into the revised document.

Staff is presenting this draft of proposed changes to the Planning Commission to receive input from the Commissioners before proceeding with finalizing any of the changes. Upon completion of the draft, the revised ordinance would then be sent to the Town Attorney for review, before proceeding to Town Council for review and action.

A summary of changes follows:

Section 12-1-2 - Corrected General Plan reference to correspond with 2012 General Plan

Section 12-1-3 - Added several bullets to emphasize sustainable development goals

Section 12-1-6 Subdivision Committee

Since this section applies to the Minor Subdivision section, it has been moved to Section 12-3-11 F

Section 12-1-10

Added item B to allow property owners to bring forward a reversion of acreage application

Section 12-3-4 and subsequent sections-reduced the required number of paper copies for a plat submittal to 2 total, plus one digital copy. This provides one copy each for CDD and Public Works. Review copies can be distributed for review electronically. This type of distribution is acceptable to all of the reviewing agencies.

Section 12-3-4 D – added requirement for submittal of title paperwork with preliminary plat

Section 12-3-6 B 9 H – added verbiage to be included on plat regarding construction in drainage easements

Section 12-3-7 – Eliminated and consolidated with Stage IV, Final Plat. Assurance requirements have been modified to protect the Town.

PLANNING COMMISSION

March 20, 2012

Section 12-3-10 E - Form of presentation of Minor Subdivision Plat

Added reference to requirements listed under preliminary plat approval and deleted duplication of plat submission requirements

Section 12-3-11 - Technical Review and 12-3-12 Final Plat, Recording and Post Approval – Added reference to requirements listed under preliminary plat approval and deleted duplication of technical review submission requirements

Section 12-5-2 -Reservation of Land for Public Use

Added verbiage regarding parks and recreational facilities

Section 12-5-9 F – added verbiage, per Public Works, for Utility Planning

Section 12-6-4 F 6 – added verbiage per Public Works

Additional minor formatting and grammatical corrections have also been done.

The Commission reviewed the changes made to the Subdivision Ordinance and made suggestions regarding wording and formatting. The Commission also discussed that the Subdivision Regulations, which are now Chapter 12 of the Town Code, should be moved to the Zoning Code.

Commissioner Olguin motioned to direct staff to continue with the revisions of the Subdivision Code and come back at the next meeting with a completed draft and a process for proceeding with transferring the Subdivision Code from the Town Code to the Zoning Code. Commissioner Puzas seconded the motion. The motion passed unanimously.

7. AGENDA ITEM: FUTURE AGENDA ITEMS:

There were no future agenda items discussed.

8. AGENDA ITEM: ADJOURNMENT:

Commissioner Puzas motioned to adjourn the meeting. Commissioner Daniels seconded the motion. The motion passed unanimously. The meeting adjourned at 7:22 p.m.

APPROVED BY:

SUBMITTED BY:


Jack Van Wye
Chairperson


Beth Escobar
Senior Planner