

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, MARCH 19, 2013, 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, February 19, 2013, at 4:00 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	Excused
	Ida-Meri deBlanc	Present
	Dave Puzas	Absent

Community Development Staff:

Community Development Director	Jodie Filardo
Senior Planner	Beth Escobar

Others in Attendance: Peter de Blanc

1. **AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at 4:02 p.m.
2. **AGENDA ITEM: ROLL CALL:** The 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**.

This item was deferred to later in the meeting. There was no public comment.

4. **AGENDA ITEM: MINUTES:** Consideration of the **Regular Meeting Minutes of February 19, 2013**. The Chair entertained a motion to accept the minutes. Commissioner Viarengo motioned to approve the Regular Meeting Minutes of March 19, 2013. Commissioner de Blanc seconded the motion. The motion passed unanimously.

5. **AGENDA ITEM: REPORTS:**

Chairperson & Members Report:

None

Director's Report:

Community Development Director Filardo provided the following updates:

**PLANNING
COMMISSION
MARCH 19, 2013**

- 1. Mountain Gate Subdivision:** The final draft of the Second Amendment to the Development Agreement will be reviewed by Town Council in worksession on March 26, 2013. Upon approval by Town Council of the agreement projected for the April 9th Council meeting, BC Land Group, the new owners of Mountain Gate, will be obligated to make several delinquent payments to the Town and address a number of construction 'punch list' items. After these steps are completed, BC Land Group may begin pulling building permits.

- 2. Crossroads at Mingus:** Staff continues to work on securing the correct easements and dedications for the Mescal Spur Road extension and lift station. The developer's attorney has drafted a 4th amendment to the Development Agreement that delineates all outstanding issues and the expectations of the developer and the Town. There is still one outstanding signature needed to ratify the plat before the project moves forward. Approval and acceptance of the water and wastewater systems for the subdivision is ongoing.

- 3. Tuzigoot River Access Point project:** Volunteers from Altria, a foundation funding eco-tourism projects, will be in Clarkdale in mid-July working on improvements to this site. The volunteers will also be working on projects at the upriver Tapco site. A lease for this approximately 80-acre site is being negotiated with the owners, Freeport McMoRan, for development of Town recreational facilities, including trails, a boat launch, and overnight camp hosting facilities.

- 4. Economic Development:** Staff will be meeting with property owners in the Central Business District on March 26 to discuss the proposed Entertainment District ordinance and the upcoming openings of the Copper Art Museum and the Caduceus Cellars tasting room.

- 5. Wireless Communications:** Following direction from the Town attorney, staff will be working on a Wireless Communication Tower Ordinance. While there are no current applications to the Town for wireless facilities; staff anticipates a couple applications will be forthcoming as AT&T and Verizon move forward with their development plans for the Verde Valley.

- 6. Sienna Canyon:** Director Filardo and Senior Planner Escobar meet with Mark Belsanti, the owner of Sienna Canyon, a 45-lot subdivision located around Tavasci Road. This subdivision received final plat approval in April 2007, however, assurances have never been posted and the final plat has not yet been recorded. Mr. Belsanti is considering revising this project sometime within the next 2-3 years. He is also considering changing the plat to reflect building envelopes and large open space tracts that could be used for a community garden and vineyard. Mr. Belsanti is currently seeking funding for development of this project and will meet again with staff when he has a clearer idea of how and when he wishes to proceed.

OLD BUSINESS

6. AGENDA ITEM:

- a. **WORKSESSION:** Discussion/possible action regarding adoption of the Sustainability Values checklist.

The Commission reviewed the checklist as presented:

Sustainability Values Checklist

As stewards of our resources, we serve as role models for others and keepers of the land for future generations. The people of the Town of Clarkdale are committed to creating and maintaining a healthy, vibrant and sustainable community.

This document provides guiding principles for development in the Town. Great value is placed on creative and innovative methods for meeting the principles of these guidelines.

Siting – Take advantage of the natural resources and consider the impact of building placement.

1. Orientation – for example, in the Southwest, a north/south orientation & overhangs providing shade are desirable
2. Topography – keep ridgelines intact & minimize grading
3. Wildlife – encourage preservation of the natural habitat
4. Plant life – preserve/transplant native, non-invasive species & remove invasive species.
5. Open spaces – clustering development in order to preserve open space is a valued practice
6. View protection – expansive landscape views are a valued benefit in the community; therefore preservation & enhancement is encouraged

Water Management – Recognize that water is an extremely limited resource; efficient and effective management of that resource is critical.

1. Use catchment basins
2. Include a graywater system
3. Install a rainwater harvesting system
4. Storm water management – (see National Green Building Standard, page 16, 403.5)
5. Washes – while dry much of the year, the washes are the primary drainage for stormwater runoff and there may be rules and impacts to be considered before making any changes. Development must comply with state and federal requirements.
6. Swimming pools – Community use pools are preferred over individual private pools.

Infrastructure – Design project infrastructure to have minimal impact on the environment.

1. Connecting to existing Systems – trails, bikeways, sidewalks, consider wildlife paths & crossings
2. Utilities – we encourage connecting to the town municipal water & wastewater system, encourage installation of power lines underground
3. Parking – we encourage screened and covered parking
4. Road Connection – we value interconnectivity between subdivisions and multiple points of ingress and egress for neighborhoods
5. Street Layout. (Design of street must comply with adopted standards.)

Green building – Incorporate current technologies to support sustainable design.

The design character of any area of The Town of Clarkdale should be enhanced and strengthened by new development. Building design should be consistent with the Town of Clarkdale's vision of maintaining small town character as expressed in its architecture and overall community design. Building design should consider the history, the distinctive qualities of the surrounding context, and incorporate those qualities in its design. Building design should be sensitive to the evolving context of the area over time.

1. Energy
2. Alternative methods of transportation including foot traffic

3. Driveways & parking
4. Air quality
5. Innovative practices

Design Principles – Plan projects to fit into existing infrastructure and have minimal impact.

1. Ensure adequate traffic circulation through coordinated street systems with relation to major thoroughfares, adjoining subdivisions, and public facilities;
2. Promote development that incorporates multimodal transportation options;
3. Protect significant, as determined by the Town, natural areas and scenic assets;
4. Achieve individual property lots of reasonable utility and livability;
5. Secure adequate provisions for water supply, drainage, sanitary sewers, and other health/environmental requirements;
6. Encourage projects that incorporate efficient uses of renewable energy sources, including but not limited to, solar, geothermal and wind;
7. Ensure consideration for adequate sites for schools, recreation areas, and other public facilities;
8. Promote the conveyance of land by accurate legal description; and to provide the logical procedures for the achievement of this purpose;
9. Minimize detrimental impacts to the environment by encouraging site designs that protect and enhance the natural features and environmental quality of a site;
10. Encourage landscaping that limits water and energy use and preserves existing natural vegetation;
11. Encourage the preservation of existing wildlife habitat; and
12. Encourage the substitution of effluent for potable water when possible.

Construction: Incorporate the following best practices

1. Energy efficiency
2. Indoor environmental quality
3. Resource efficiency – quality of construction materials
4. Waste minimization – focuses on preventing the creation of waste through source reduction, re-purposing, recycling and donation.
5. Vegetation removed during construction should be mulched and returned to the site.
6. Consider a passive solar energy design
7. Encourage the use of energy and water efficient appliances and kitchen/bathroom fixtures.

Maintenance & Restoration – Minimize environmental impact

1. Design & construction practices are implemented that enhance the durability of materials and reduce in-service maintenance.
2. Upgrade all systems when possible to meet the highest possible energy efficient standards.

Landscape Standards – Develop a landscape plan that conserves resources by incorporating the following:

1. Use of site design that retains and directs rainwater to landscape areas.
2. Retention, to the greatest extent practical, of existing natural trees and shrubs on the site.
3. Transplanting of existing native vegetation that cannot be retained into new landscape area.
4. Use of an effective irrigation system that senses soil moisture.
5. Design of irrigation system that avoids overspray and overflow.
6. Include a target shut-off date for the irrigation system.

Commission Discussion: The Commission approved the Checklist as presented and previously discussed.

Action: Commissioner Viarengo moved that the checklist be adopted as a guideline for development in the Town. Commissioner de Blanc seconded the motion. The motion passed unanimously.

- b. **PUBLIC HEARING:** An Ordinance to amend the Town of Clarkdale Zoning Code to revise Chapter Two – Definitions, to add new definitions relating to agricultural uses; Chapter 3- Zoning Districts, Sections 3-1, 3-2, 3-3, 3-4, 3-5, 3-6, 3-7, 3-8, 3-9 and 3-11 to add agricultural uses as permitted uses with restrictions; Chapter 5 – Conditional Use Permit, adding Section 5-6-14 to require a Conditional Use Permit for agricultural uses; Chapter 11, Section 11-9, to require site plan review for agriculture related businesses.

Staff Report:

The Commission and staff began discussing the possibility of allowing commercial agriculture uses in residential zones in June 2012. Currently, agriculture uses with a commercial component, such as sale of a product, or refining a product for future sale is not a permitted use in residential zoning districts, with the exception of RS-3, the National Forest property south of Clarkdale. Non-commercial agricultural uses, such as a backyard garden or fruit trees, are considered ancillary to residential uses.

The goals of the proposed ordinance are three fold:

- promote local food production and use
- promote sustainable agriculture
- reinforce the Town’s commitment to water conservation

The challenge with the proposed ordinance is to allow commercial agriculture uses in residential zoning districts while minimizing the impact on surrounding residential areas.

Subsequent to the September 18, 2012 worksession with the Planning Commission, the following changes have been made to the draft ordinance:

- Definitions for Commercial agriculture and Community Supported Agriculture (CSA) have been added.
- On-site sale of produce is listed as not permitted in residential zones; however, language was added to allow for sale of excess produce off-site at a farmers market.
- A requirement has been added that a residential use must be established before any agricultural use is begun in a residential zoning district. In staff’s opinion, this is consistent with the intent of the underlying residential zoning and prevents conversion of the property to a purely commercial use.
- CSA locations have been added to the list of activities requiring a Conditional Use Permit in residential zoning districts.
- Language regarding connection to the Town’s water system has been amended to provide flexibility when reviewing properties that do not have the ability to connect to the water system.

- Language regarding sustainable use of fertilizer and soil supplements has been added.

At the September 18, 2012 meeting, the Commission directed staff to include two items in the draft ordinance: a maintenance clause regarding property used for agribusiness purposes and a requirement that property be returned to a natural state if the agricultural use is abandoned. Since commercial agricultural uses will require a Conditional Use Permit, staff suggests these be stipulations for approval and not be included in the ordinance language.

The draft ordinance has been distributed to the Verde Valley Agricultural Coalition and the Verde Food Council as well as various other community members for review and comments.

Draft Changes to the Town of Clarkdale Zoning Code to permit Agricultural Uses

Policy Statement: The Town of Clarkdale supports sustainable local agriculture in order to help promote food production and maintain food security for the region. Agricultural uses shall incorporate water conservation and sustainable farming practices.

Section 2-1 Definitions:

Agribusiness: An enterprise deriving a significant portion of its revenues from sales of agricultural products or sales to agricultural producers.

Agriculture: the growing, refining and distribution of flowers, fruits, and vegetables.

Commercial agriculture: The use of property for production of crops intended for distribution and sale.

Community Garden: A single piece of property gardened by a group of people to produce flowers, fruits, orchards and/or vegetables for personal use.

Community Supported Agriculture (CSA): A network of food distribution consisting of growers and shareholders.

Farmers Market: An outdoor, periodic event, where vendors gather to sell agricultural products.

Section 3 Zoning Districts

Section 3-1 Single Family Residential (R1); Section 3-2 Single Family Residential (R1A); Section 3-3, Single Family Residential Limited (R1L), Section 3-4 Single Family and Limited Multiple Family Residential (R2); Section 3-5 Multiple Family Residential (R3); Section 3-6 Manufactured Home Residential (R4); Section 3-7 Manufactured Home Residential Alternate (R4A) and Section 3-8 Suburban Residential (RS3) add the following language:

A. Principal Use Permitted

Non-commercial agricultural uses on not more than ½ acre, including cultivation of grapes and distilling of wine for personal use. On-site sale of produce is not permitted. Excess produce may be sold off-site at local farmers markets. A residential use must be established prior to any non-commercial agricultural use.

- C. Conditional Uses Permitted: (Requires a use permit).
 - Agribusiness on property of ½ acre or larger, including the refining and distribution on site of product. Refining and sales area must be in a permanent structure.
 - Agriculture/farming connected with a Bed and Breakfast establishment.
 - Agriculture/farming connected with a residential subdivision.
 - Community Gardens
 - Community Supported Agriculture disbursement location
 - Farmers MarketsA residential use must be established prior to any non-commercial agricultural use.

Section 3-9 Central Business District (CB) add the following language:

- A. Principal Uses Permitted
 - 17. Indoor retail sale of bulk agricultural products
- C. Conditional Uses Permitted:
 - 5. Community Gardens
 - 6. Farmers Markets

Section 3-11 Commercial (C) add the following language:

- A. Principal Uses permitted:
 - 20. Indoor retail sale of bulk agricultural products
- C. Conditional Uses Permit:
 - 7. Farmers Markets
 - 8. Community Gardens
 - 9. Agribusiness, including the refining and distribution on site of agricultural products. Refining and sales are must be in a permanent structure.

Amend Section 5-6 Conditional Use Permit

Add the following language

- 14. A conditional use permit for agricultural uses as defined in C shall include:
 - a) A dust control plan
 - b) Connection to Town of Clarkdale water system where connection is available within a reasonable distance determined by the Town Manager. If connection to the Town's water system is not available, approval of agricultural uses irrigating with well water will be considered on a case by case basis.
 - c) Use of reclaimed or raw water where available.
 - d) A rainwater harvesting system component.
 - e) All agricultural products must be setback 25 feet from adjoining property lines when abutting residentially zoned property
 - f) Use of pesticides and herbicides must follow EPA standards and include an integrated pest management (IPM) component or Use of pesticides and herbicides are not permitted.

- g) Irrigation and drainage on site must follow EPA Best Management Practices. Spray irrigation is not permitted.
- h) If fertilizer and soil amendments are proposed, a plan outlining sustainable use must be included.
- i) Runoff of irrigation must be retained on site.

In Section RS3, delete 'Agriculture' from permitted uses.

Section 11-9 Purpose and Applicability for Site Plan Review

Amend the language in A.4 to read:

The establishment of a new commercial or industrial use even if no buildings or structures are proposed, including uses such as *agribusinesses, farmers markets, community gardens*.

Recommendation:

Staff is requesting the Commission provide feedback regarding the draft ordinance.

Chair Van Wye opened the public hearing. There was no public comment.

Commission Discussion:

The Commission discussed the language regarding Section 14.b of the proposed ordinance. Staff stated the language regarding the possibility of allowing commercial agricultural uses that use well water was included in direct response to comments received from a property owner in Clarkdale. Director Filardo stated that the Conditional Use Permit process allows staff the ability to begin discussions with the applicant regarding water use, and to examine the possibility of using effluent for crop irrigation.

The Commission reviewed an email sent to staff on September 25, 2012 from a resident and noted that the comments regarding sustainable agriculture were valid and that the revisions to the proposed ordinance addressed the concerns that were raised in the email.

The Commission provided the following direction to staff:

- Investigate including language regarding a dust control requirement
- Add language regarding the ability to barter produce
- Amend language in Section 14.f to including allowing the use of environmentally friendly pesticides and herbicides.
- Clarify language regarding amount of property being used for agricultural uses in Section 3-A and Section 3-C.

With these changes being incorporated into the draft, the Commission directed staff to move the ordinance forward to Town Council for review.

7. NEW BUSINESS

- a. **AGENDA ITEM: WORKSESSION: WORKSESSION:** Discussion/possible action regarding proposed amendments to Chapter Eleven-Site Plan Review Requirements of the Town Zoning Code.

Staff Report:

Staff is proposing to clarify the language regarding site plan approval criteria specific to street development in Chapter Eleven of the Zoning Code. Section 11-13-2 of the Zoning Code contains language regarding 'Adequacy of Roadway System.' Staff is proposing to add the language contained in the draft ordinance to make it clear developers are responsible for acquiring and improving access to any new development and this access shall be improved to the same standards as applied to new subdivisions.

Recommendation:

Staff is requesting the Commission provide feedback regarding the proposed changes to this ordinance.

DESIGN REVIEW & SPR ZONING CODE CHAPTER ELEVEN

2. TRAFFIC ACCESS AND PARKING

- a. **Adequacy of Roadway System:** Vehicular access to the site must be on roads that have adequate capacity to accommodate the additional traffic generated by the development. The Developer shall be responsible for the acquisition of any private easement necessary to provide adequate access to the proposed development. Each commercial/multi-family development shall provide for adequate traffic circulation based on Average Daily Traffic (ADT) and the classification system below:

Any streets determined to be necessary to support the new development shall be

STREET CLASSIFICATION AND MINIMUM DESIGN STANDARDS

Street Class	Street Category	Travel Lane Width	Parking Lane Width	Total Improved Width	Curb or Shoulder	Graded Areas or Sidewalk	Surface	ROW/ Easement Width	Maximum Avg. Daily Traffic (ADT)	Design Speed MPH
I	Arterial	12'	None	60'	Vertical	Sidewalk		76'	3,000+	55
II	Industrial	12'	12'	48'	Rolled	Graded		64'	3,000	40
III	Commercial	12'	8'	40'	Vertical	Sidewalk		60'	3,000	40
IV	Residential Collector	16'	None	28'	Vertical	Sidewalk	2" w/6" base or 3" w/4" base	40'	3,000	40

constructed, by the developer, to the Street Classification and Minimum Design Standards set above herein and adopted by the Town or any other standards adopted by the Town. Upon completion of any access roads to these standards, the roadway, upon acceptance by the Public Works Director, shall be dedicated to the Town as public right-of-way.

Commission Discussion:

The Commission had no questions regarding the proposed changes and directed staff to schedule a public hearing for the April Commission meeting.

Chair Van Wye called a two-minute intermission at 4:48. The Commission meeting resumed at 4:50.

**PLANNING
COMMISSION
MARCH 19, 2013**

AGENDA ITEM: PUBLIC COMMENT: At 4:50 the Chair opened the meeting to public comment, previously deferred from Item 3.

There was no public comment.

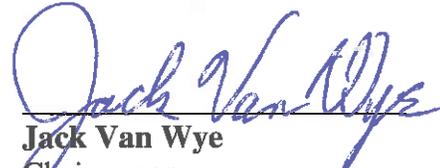
8. AGENDA ITEM: FUTURE AGENDA ITEMS:

Chair Van Wye requested a worksession be scheduled in April to discuss the status of the Mountain Gate subdivision.

Staff informed the Commission that the public hearing for the proposed Entertainment District will be scheduled in April.

9. **AGENDA ITEM: ADJOURNMENT:** The Chair entertained a motion for adjournment. Commissioner de Blanc motioned to adjourn the meeting. Commissioner Viarengo seconded the motion. The motion passed unanimously. The meeting adjourned at 4:55 p.m.

APPROVED BY:



Jack Van Wye
Chairperson

SUBMITTED BY:



Beth Escobar
Senior Planner