

**PLANNING
COMMISSION
SEPTEMBER 17, 2013**

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, SEPTEMBER 17, 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 September 17, 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
	John Erickson	Present

Staff:

Senior Planner	Beth Escobar
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Others in Attendance:

1. **AGENDA ITEM: CALL TO ORDER:** Chair Van Wye called the meeting to order at 4:00 p.m.
2. **AGENDA ITEM: ROLL CALL:** Senior Planner Escobar 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 August 20, 2013. The Chair entertained a motion to accept the minutes. Vice Chair Viarengo motioned to approve the Regular Meeting Minutes of August 20, 2013. Commissioner de Blanc seconded the motion. The motion passed unanimously.
5. **AGENDA ITEM: REPORTS:**
 - a. Chairperson & Members Report: None
 - b. Director's Report: Director Filardo provided the following updates in the Planning Commission packet:

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1. **Mountain Gate Subdivision:** The road work on Tract T is now substantially complete and is open to through traffic. The final step in the completion will be the application of a sealing layer of slurry known as a fog coat. This application will be applied as determined by the weather and crew availability. This surface will prolong the life of the road improvement.
2. **Crossroads at Mingus:** Good progress has been made with this subdivision. Not only are negotiations just about wrapped up on the infrastructure improvements required in order to take forward the Internal Streets, the Wastewater and Water Systems, and the Grading and Drainage infrastructure, but also an initial compromise on the Mescal Spur Street Extension and SR 89A Intersection is underway. A draft of the document outlining this compromise plus additional topics such as the management of wastewater and water infrastructure fee credits; the resolution of capacity fee obligations for the owners of the previously-sold 49 lots; the approach to the retrofitting of water meter connections and the delineation of park phasing obligations is now with the developer for review. A work session on this topic is scheduled with Town Council for September 24th.
3. **Wireless Facilities:** Drawings for a proposed cell tower to be located on the storage unit property at the end of Ninth Street were received for initial feedback on September 6th. Staff departments and the Clarkdale Fire District have been asked to review and comment on the proposal.
4. **Economic Development:** The Arts & Entertainment District is scheduled to go to Council in a Public Hearing on September 24th due to the receipt of public comments received against the District.
5. **Sustainable Clarkdale:** The approach underway relating to planning of each of the river access points was modified slightly this week based on feedback received from Arizona State Parks about the process they would prefer to follow, input from the Walton Family Foundation and the funding they provide for this project and on staff input. Rather than treating TuziRAP and TAPCO RAP in the same manner, we will undertake a broader stakeholder approach to TuziRAP targeting three specific groups: recreational users and the general public; education-based users; and agencies. We are in the process of updating our request for proposal approach accordingly.
6. **Freeport McMoRan Zone Change Request:** The continuation of the discussion regarding the zone change request is going to Council on September 24th. There will be a presentation of possible zone district limitations to restrict the use on the proposed property. The staff has notice from each of the parties involved agreeing to the elimination of permitted use #11: Automobile, trailer, boat, or farm implement display, sales or rentals.

Senior Planner Escobar advised the Commission there will be a public meeting at the regular Council meeting on Tuesday, October 8, 2013 at 6:00 pm regarding utility smart meters. There will be a presentation and discussion regarding this item. Staff will post a notice of possible quorum for the Planning Commission for this date in case any of the Commissioners choose to attend.

6. OLD BUSINESS

- a. **AGENDA ITEM: CONSIDERATION AND POSSIBLE ACTION:** An Ordinance adding Section 3-17: Arts & Entertainment District to Article 3 of the Town of Clarkdale Zoning Code to adopt an overlay district with specific zoning requirements in the Central Clarkdale area – Ratification of Planning Commission vote made August 20, 2013.

Staff Report:

At the August 20, 2013 Planning Commission meeting, the Commission recommended the proposed Arts & Entertainment District Ordinance, Boundary Option #2, be moved forward to Town Council for review and approval by taking the following action:

Commissioner Olguin motioned to recommend approval of the proposed Arts & Entertainment District Overlay District with the suggested changes to Section 3-17 of the Zoning Code and Option 2 of the proposed boundary map. Commissioner de Blanc seconded the motion. The motion passed unanimously.

It has been brought to staff's attention this item was not correctly agendized. Per the Town Clerk, all Commission action items should be listed as a separate item on the agenda so the public has a clear understanding of what is to take place at the meeting.

ACTION: Commission Erickson motioned to recommend approval of the proposed Arts & Entertainment District Overlay District with the suggested changes to Section 3-17 of the Zoning Code and Option 2 of the proposed boundary map. Commissioner de Blanc seconded the motion. The motion passed unanimously.

- b. **AGENDA ITEM: WORKSESSION:** Discussion regarding the Arizona Smart Growth Scorecard and its application to the Town, specifically in relationship to the 2006 Verde Valley Regional Land Use Plan.

Staff proposed to include references to both the Smart Growth Scorecard and the Verde Valley Regional Land Use Plan during review of actual applications rather than trying to use these tools in the abstract. The Commission agreed with this approach.

7. NEW BUSINESS

- a. **AGENDA ITEM: WORKSESSION:** Discussion regarding adding manufacturing, production, assembly and distillation of consumable products to Section 3-9 Central Business District (CB) and Section 3-11 Commercial (C) of the Zoning Code.

Staff has received some inquiries regarding possible uses of empty buildings along Main Street related to the production of consumable products, such as beer, wine and coffee.

Currently, the permitted uses in the Central Business District and Commercial Districts do not include the manufacture or production of any perishable products for consumption.

Manufacturing first appears as a permitted use in the Industrial District, although there is no specific reference to consumable products other than food.

In staff's opinion, these uses are appropriate for the Central Business District and Commercial District, within certain parameters. In addition to the production of wine, beer and coffee, production of other items, such as honey, compound pharmaceuticals, soaps, lotions and essential oils, and pet food products such as dog biscuits, would also seem appropriate in these two zoning districts.

Regulations in other communities:

Yavapai County:

Wineries are allowed within the RCU-2 District (Rural, single-family, 2-acre minimum) with a Conditional Use Permit. Similar uses would be considered through a CUP application.

City of Cottonwood:

Light manufacturing is allowed in their Light Commercial Zoning District. Manufactured products must be incidental to permitted use, must be conducted within an enclosed building, and shall not use more than 50 percent of the ground floor area of the building.

City of Sedona:

Allows light manufacturing in the C-3 (Heavy Commercial/Light Manufacturing) zone.

Town of Camp Verde:

Microbreweries and wineries are permitted in commercial zones. All activity must be within an enclosed building. Production quantities are restricted based on the commercial zone.

Staff note:

For wineries and micro-breweries, production quantities are also restricted by the State Liquor License. For a Series 13 liquor license, for a Domestic Farm Winery, a minimum of 200 gallons must be produced, and the business may produce up to a maximum of 40,000 gallons. A microbrewery, Series 3 Liquor License, requires a 5,000 gallon minimum production and a 1,240,000 gallon maximum production.

Staff could find no reference to the production of other consumable products, such as coffee or honey, in the zoning ordinances of other communities.

In general, products for human consumption are subject to regulations from the state or county addressing health and safety issues.

Points to consider:

1. Do we want to add production and manufacturing of consumable products to the list of permitted uses for the Central Business and Commercial Districts?

With the explosion of wine-related commercial activities in the Verde Valley, a zone change adding this permitted use might allow Clarkdale to attract this type of business to the

downtown area. There have been two specific incidents where potential businesses, one a micro-brewery and one a coffee producer, investigated moving into a building in the area. Since these uses are not permitted, the businesses went to a different location.

So-called 'cottage industries' like the production of soaps and lotions, honey, and cheese, would also seem to be appropriate uses for the downtown and commercial areas of town.

Increasing the variety of uses permitted in these two zoning districts could promote more commercial activity within the Town.

2. Do we want to limit floor area of production use?

In staff's opinion, these parameters would be limited by the square footage of the building. Typically, this restriction is designed to reduce impacts of a manufacturing facility, specifically traffic and noise generated by pick-up and delivery of the product. With the existing building in the Central Business district, pick-up and delivery could be limited to alley access. With new development, these issues could be addressed during the site plan review process.

3. Do we want to restrict amount of production?

Staff is comfortable with these restrictions being covered by liquor license requirements.

4. Do we want to restrict all storage to inside the building?

Currently, the Performance Standards for the Central Business District and Commercial District allow for outdoor storage in rear or side yards. All storage areas must be fully enclosed by a masonry wall or solid fence. Staff sees no issues with this being allowed for the manufacturing uses being addressed.

Recommendation:

Staff is requesting feedback from the Planning Commission regarding the proposed code changes.

Commission Discussion:

Chair Van Wye had a question about outdoor storage. Senior Planner Escobar explained any outdoor storage must be fully screened by a solid masonry wall or fence. Items must not be visible from adjacent properties.

Commission Erickson asked about interior storage. Senior Planner Escobar explained indoor storage was managed through building permit review and input from the Fire District.

Commissioner Viarengo expressed concern regarding an overabundance of businesses serving alcohol being located in the Central Business District. With the limited available floor space, we need to encourage a variety of services to provide for all residents.

Commissioner de Blanc stated whatever type of business moves into the downtown area and becomes successful will decide the future of the area. The Copper Art Museum will be a draw

when it opens. Other businesses will look at what the museum attendees want as far as complementary services.

Chair Van Wye agreed the Central Business area is a finite strip of commercial property and we should not eliminate any options.

Commission Erickson reminded the commission wine production and sales are now a major industry in the Verde Valley area. We should look at promoting the supporting industries.

Commissioner Viarengo agreed the wine industry supply chain businesses, like bottling and label making, would be appropriate for Clarkdale, but maybe these should be located in the industrial area.

Commissioner de Blanc stated we should look at adopting guidelines to encourage certain types of businesses.

Senior Planner Escobar reminded the Commission their focus needed to be on land-use issues.

Chair Van Wye thanked the Commission for the discussion and great ideas. Staff was directed to proceed with development of a draft ordinance.

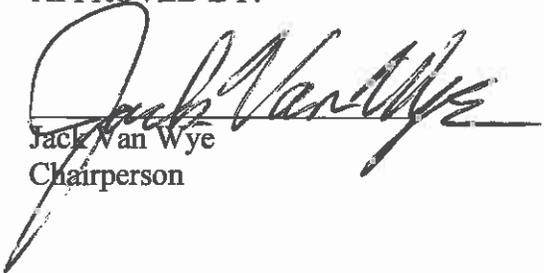
8. AGENDA ITEM: FUTURE AGENDA ITEMS:

- a. Staff presentation regarding the Locally Clarkdale project.
- b. Worksession on draft ordinance adding manufacturing and production uses to the Central Business District and Commercial District.
- c. Possible wireless communication facilities application.

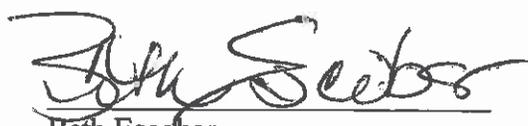
Chair Van Wye noted he will be out of town for the October 15 scheduled meeting. Staff has already been notified by Commissioner Olguin that he will also be out of town for this date.

- 9. AGENDA ITEM: ADJOURNMENT:** Chair Van Wye entertained a motion for adjournment. Commissioner de Blanc motioned to adjourn the meeting. Vice Chair Viarengo seconded the motion. The motion passed unanimously. The meeting adjourned at 4:50 p.m.

APPROVED BY:


Jack Van Wye
Chairperson

SUBMITTED BY:


Beth Escobar
Senior Planner