

**PLANNING  
COMMISSION  
DECEMBER 17, 2013**

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, DECEMBER 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 December 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	Ida-Meri deBlanc	Present
Commissioners	Jorge Olguin	Present
	John Erickson	Present
	Vic Viarengo	Present

**Staff:**

Senior Planner	Beth Escobar
Community Development Director	Jodie Filardo

**Others in Attendance:** Bill Snyder, Kristine Follett, Don Passerby.

1. **AGENDA ITEM: CALL TO ORDER:** Commissioner Van Wye called the meeting to order at 4:00 p.m.
2. **AGENDA ITEM: ROLL CALL:** Director Filardo 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: ELECTIONS: Chairperson and Vice Chairperson.** Commissioner deBlanc made a motion to elect Commissioner Van Wye as Chairperson. Commissioner Viarengo seconded the motion. Commissioner Van Wye accepted the nomination and was elected unanimously. Commissioner Viarengo motioned to elect Commissioner deBlanc as Vice Chairperson. Commissioner Erickson seconded the motion. Commissioner deBlanc accepted the nomination and was elected unanimously.
5. **AGENDA ITEM: MINUTES:** Consideration of the Regular Meeting Minutes of September 17, 2013. The Chair entertained a motion to accept the minutes. Commissioner Olguin noted one typographical error on page 6. Commissioner Viarengo motioned to approve the Regular Meeting Minutes of September 17, 2013 with the correction as noted. Commissioner Erickson seconded the motion. The motion passed unanimously.

**6. AGENDA ITEM: REPORTS:**

- a. Chairperson & Members Report:** There were no reports.
- b. Director's Report:** Director Filardo provided the following updates in the Planning Commission packet:

1. **Mountain Gate Subdivision:** New elevations for the Cottage and Manor models were presented to Town Council on December 10. The biggest change was the elimination of the tandem garages. All models will now have side by side garages. Other changes include more detailed window treatments, addition of front courtyards, and architectural details such as eyebrow features on windows and doors and chimney capstones. BC Land Group has informed staff they hope to begin building early next year.
2. **Crossroads at Mingus:** At their November 12 meeting, Town Council accepted the entire infrastructure for this subdivision and approved the Restatement of the Development Agreement. The project is now ready to proceed with build out. With the infrastructure being accepted into the Town's systems the Spirit of Joy Church was able to convert from its vault-and-haul system and connect into the Town's wastewater system. Also, the three model homes previously purchased by private owners can now proceed with obtaining their Certificates of Occupancy. One has already been issued; the other two homes are still under construction.

The Commission had a general discussion regarding the infrastructure, including the well, associated with this project.

3. **Economic Development:** Director Filardo and GIS/Planner II Guss Espolt attended the AAA Travel Show in Tempe in November. Approximately 800 people attended this trade show. The Arts & Entertainment District was approved by Council and became effective on October 24, 2013. A kick-off event is planned for December 14<sup>th</sup> to take advantage of people in the area for the Historic Home Tour.
4. **Yavapai Ranch:** Chair Van Wye had asked for an update on this project. This is a proposed 12,500 home subdivision located on 51,000 acres northwest of Chino Valley. It received approval from the Yavapai County Board of Supervisors on November 5, 2012. There is no current activity on this site. Some additional information is attached with this report.
5. **Sustainable Clarkdale:** The Request for Proposal for the Verde River @ Clarkdale was published on October 30, 2013. Proposals are due by December 16, 2013. Director Filardo provided an update in the meeting. Six proposals for the conceptual master plan have been submitted and will be reviewed.

## **7. OLD BUSINESS**

- a. **AGENDA ITEM: PUBLIC HEARING:** An Ordinance adding language to Chapter 2: Definitions and Chapter 3: Zoning Districts, Sections 3-9.A.17 (CENTRAL BUSINESS DISTRICT) and Section 3-11.A.20 (COMMERCIAL DISTRICT) allowing the manufacturing, production, assembly and distillation of consumable products as permitted uses.

### **Staff Report:**

#### **Purpose:**

To promote economic prosperity in the Town of Clarkdale by increasing the diversity of permitted uses within the Central Business and Commercial Zoning District.

#### **Background:**

The Planning Commission first reviewed this proposed code change at the September 17, 2013 meeting.

The proposal would add production and manufacturing of consumable products as permitted uses in the Central Business and Commercial Districts.

Consumable products are being defined as:

‘Perishable products made, produced, assembled or distilled for human or animal consumption’

The draft ordinance would allow for production of items such as specialty food and cheeses, soaps, lotions, essential oils and pet food as well as distillation and production of wine. The primary goal of this ordinance is to broaden the available uses for empty buildings along Main Street, as well as future commercial development along SR 89A. Local manufacturing and production helps to support Clarkdale’s economy by supporting ‘mom & pop’ businesses and providing residents and visitors the opportunity to buy local. Providing the ability of small craftsman, for example someone who makes and sells goat cheese, to have a store front on Main Street, may help define Clarkdale as a ‘destination’, a place known for a specific product or commodity.

Some concern was expressed by the Planning Commission about a possibility of having an overabundance of businesses selling alcoholic beverages in the Central Business area. Restaurants, taverns, bars and sidewalk cafés are already permitted uses in the Central Business and Commercial Districts. Allowing the production of consumable materials doesn’t necessarily relate to an increase in bars and restaurants. However, it does allow for the development of supporting, or supply chain, businesses. This is a strategy in the recently adopted Clarkdale Sustainable Community and Economic Development Plan:

#### **Mid-term Strategies – 2 to 4 years**

1. Research and pursue supply chain businesses to support the Arizona wine industry such as producers, marketers, and distributors of barrels, winemaking equipment, bottles, corks, labels, boxes and other inputs.

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In addition, this proposed ordinance is supported by the 2012 General Plan:

Objective 12.1.c: Assist efforts to develop the downtown as a mixed-use activity center including a variety of economic development choices and services.

It is difficult to determine an equitable balance of restaurants/bars/winetasting rooms to other uses. Staff looked at current conditions along three blocks of Old Town Cottonwood for comparison:

**Old Town Cottonwood**

Total Land Area: Approximately 4.22 acres

Eight restaurants

One Bar

Four Winetasting Rooms

Total ratio of businesses serving alcohol – 3.0 per acre

Other commercial uses in the same area: antique shops, bakery, realtor's office, two hotels, counter manufacturer.

**Clarkdale**

Total Land Area: Approximately 2.75 acres

Two restaurants

Two bars

One wine tasting room

Total ratio of businesses serving alcohol – 1.8 per acre

Other commercial uses in the same area: art gallery, gas station, chiropractor's office.

In the past Clarkdale's Central Business District included theatres, a movie house, a bank and office buildings.

**Summary:**

This proposed zone change can help create economic diversity by allowing additional uses in the Central Business and Commercial Districts. Types of businesses that succeed are generally determined by market conditions, not zoning. Current market factors, such as the growth of the Verde Valley wine industry, also determine business success. So it is important to keep our zoning flexible, to attract and retain business as market factors change.

The Zoning Code and Town Code already contain regulations designed to mitigate the impact of commercial activity. These include:

- Outdoor storage is permitted only in rear or side yards. Must be screened from public view by a solid wall or fence. Materials cannot be stacked above fence height.
- No wastes shall be discharge in streets.
- No emission of odorous gases or other matter.

Noise regulations are in Town Code.

These existing regulations would help control any potential negative impacts from a manufacturing or production business.

Staff has added language to the draft ordinance limiting all manufacturing activity to a completely enclosed building.

**Recommendation:**

Staff is requesting the Commission provide feedback regarding the consumable products ordinance and after receiving public comment, direct staff to make specific changes or move the draft ordinance forward to Town Council for further review and action.

**Open Public Hearing:** The Chair opened the public hearing.

Kristine Follett, resident of Clarkdale, stated she is in favor of the proposed ordinance. She supports the idea of bringing more business into the Town to generate more tax revenue. It appears the ordinance is designed to control any issues that might arise with these new permitted uses.

Bill Snyder, resident and business owner in Clarkdale. Also supports the proposal. Stated he is not acting as a spokesperson, but has discussed this proposal with five other business people and everyone is in support. Suggested that the word 'brewed' be added to the definition. Mr. Snyder suggested the Town might want to look at developing more parking in the Central Business area since hopefully all of the code changes may cause more business activity in the area.

Don Passerby, Clarkdale resident, stated he was in favor of the proposal and feels the Commission is on the right track regarding supporting economic diversity.

**Close Public Hearing:** The Chair closed the public hearing.

**Commission Discussion**

The Commission stated their support of the proposal. Chair Van Wye stated he would like wording added to the ordinance regarding the disposal of by-products of the manufacturing process to promote reuse and repurposing of the by-products. Vice Chair deBlanc suggested we use the Sustainability Values adopted by the Commission as a reference. Commissioner Olguin suggested encouraging manufacturers to use creative thinking in converting manufacturing waste to usable product.

**Commission Action:** The Commission directed staff to add language to the proposed ordinance encouraging sustainable practices and to add the term 'brewed' to the definition in the ordinance and bring the revised ordinance back to the Commission at the January 21, 2014 meeting.

**8. NEW BUSINESS**

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- a. **AGENDA ITEM: PUBLIC HEARING:** A major amendment and zoning reversion for the Verde Valley Ranch Planned Area Development, Assessor's Parcel Numbers 400-07-001B, 400-01-043, 400-01-006A, 400-02-003F, 400-02-007 and 400-06-011. The Major Amendment will reflect prior land divisions through the adoption of a new land use map and revert the commercial zoning of a portion of Assessor's Parcel Number 400-07-011B, that property formerly known as the Clark Mansion, whose zoning was changed by Resolution #1330 of the Town of Clarkdale on April 13, 2010. The Major Amendment will revert the zoning of this portion to Planned Area Development (PAD). The subject properties are located northeast of the intersection of Sycamore Canyon Road and Tuzigoot Road.

**Staff Report**

**Background:**

Subsequent to Council approval of the zone change for an 11.25-acre portion of the Verde Valley Ranch Planned Area Development, the land use map for the project, originally approved in 1991 needs to be amended to reflect all recent changes. Per section 6-2.B.6 of the Zoning Code, the previous land divisions and the removal of the 11.25 portion qualify as a major amendment to the Planned Area Development.

In addition, in 2010, Clarkdale Town Council approved a zone change for a five-acre portion of Assessor's Parcel Number 400-07-001B. The Clark Mansion was located on this portion. Subsequent to the zone change approval, the Clark Mansion was destroyed in a fire, so the proposed land division to remove this portion of the property from the Planned Area Development was never completed. This portion of land, therefore, needs to be returned to the Verde Valley Ranch project and the zoning returned to Planned Area Development.

The revised Land Use Summary reflects two previous land divisions: the 1996 donation of approximately 17.79 acres to the Archaeological Conservancy (now parcel 400-02-003E) and the 2004 transfer of approximately 10 acres to Arizona State Parks (now parcel 400-07-001A). It also encompasses the removal of the 11.25-acre portion involved with the recent zone change, and the return of the Clark Mansion parcel to the project. Approval of the Major Amendment and Zoning Reversion by Town Council would adopt the revised Land Use Summary as the approved development plan for Verde Valley Ranch.

**Recommendation:**

Staff is requesting the Commission provide feedback regarding the major amendment and zoning reversion, and after receiving public comment, direct staff to make specific changes or move the items forward to Town Council for further review and action.

**Open Public Hearing:** The Chair opened the public hearing.

Kristine Follett, resident of Clarkdale, asked for clarification regarding the location of the project and specifically the Arizona State Parks land. This was provided by staff.

**Close Public Hearing:** The Chair closed the public hearing.

**Commission Discussion**

Vice Chair deBlanc asked for clarification regarding the ownership of the property where the Tuzi RAP project is located. Director Filardo explained where the property is located and that the Town and Arizona State Parks have a co-management agreement for this project.

**Commission Action:** Commissioner Olguin motioned to recommend approval of a major amendment and zoning reversion for the Verde Valley Ranch Planned Area Development, Assessor's Parcel Numbers 400-07-001B, 400-01-043, 400-01-006A, 400-02-003F, 400-02-007 and 400-06-011. The Major Amendment will reflect prior land divisions through the adoption of a new land use map and revert the commercial zoning of a portion of Assessor's Parcel Number 400-07-011B, that property formerly known as the Clark Mansion, whose zoning was changed by Resolution #1330 of the Town of Clarkdale on April 13, 2010. The Major Amendment will revert the zoning of this portion to Planned Area Development (PAD). The subject properties are located northeast of the intersection of Sycamore Canyon Road and Tuzigoot Road. Commissioner Erickson seconded the motion. The motion passed unanimously.

- b. **WORKSESSION:** Discussion regarding public meeting rules, posting of quorums, and discussion of items outside of Commission meetings.

Senior Planner Escobar reminded the Commissioners of open meeting laws requiring the posting of a notice of quorum if three or more members of the Commission are in attendance at a public meeting. She pointed out that if three or more Commissioners attend a public meeting, and a notice of possible quorum has not been posted, there is no violation of the open meeting law as long as no private discussion occurs amongst the Commissioners regarding the content of the meeting.

This being a worksession only, there was no action taken.

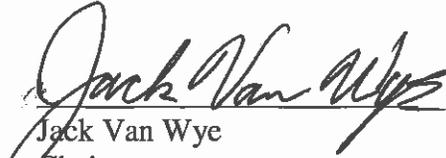
**9. AGENDA ITEM: FUTURE AGENDA ITEMS:**

- a. Further consideration of the proposed Consumable Products ordinance.  
b. A worksession regarding current parking regulations, available parking in the Central Business area, and possible locations of additional parking in this area.

**10. AGENDA ITEM: ADJOURNMENT:** Chair Van Wye entertained a motion for adjournment. Commissioner Olguin motioned to adjourn the meeting. Commissioner Erickson seconded the motion. The motion passed unanimously. The meeting adjourned at 5:10 p.m.

**APPROVED BY:**

**SUBMITTED BY:**

  
Jack Van Wye  
Chairperson

  
Beth Escobar  
Senior Planner